## SusserBank

Please note, supported file types include the following:

a. Single-batch NACHA formatted file containing an SEC Class Code of either PPD (Prearranged Payment and Deposit to or from a consumer

account), CCD (Cash Concentration and Disbursement to or from a business account), or CTX (Corporate Trade Exchange).

- b. 5-Column CSV File
  - 1. Select the **Treasury** menu and then select **Payments**.
  - 2. Select New Payment and then Payment from File.
  - **3.** Select the desired **Payment Type** from the dropdown menu.
  - 4. Click in the **Import File** box to select a file to upload. Browse your computer for the file you would like to upload.
  - 5. Select **Upload File** to upload the selected file into Online Banking for processing.

Please note, if the imported file is a 5-Column CSV, a second screen will be presented as part of the process. This screen requests additional information so a complete ACH file can be generated for processing based on the information designated.

分	Home	Homo		
	Messages	HUITE		
	Transactions ~	ACCOUNTS 🖉		
	Treasury ^	Business Checking Plus		
	Wire Activity	Available Balance Current Balance		
	Payments 1			
0	Branches	New Commercial Checking Available Balance Current Balance		





Payment From File	
ACH Payments Sample File (.csv)	
ACH PAYMENTS UPLOAD GUIDELINES	
<ul> <li>You can import a list of recipients and amounts from a 5-column Comma Separated Payments, or ACH Collections, or Paymall</li> <li>The CVF life music contrain the following columns: Recipients name, Rouring trans- et Account Pay is a numeric value. Checking = 1, Sawing = 2, &amp; Laan = 3.</li> <li>For 5-column imports, you will be prompted to select a 54C code, select a Pay Select an effective date</li> </ul>	I Values (CSV) file to add recipients and amounts to a new ACH insit number, Account number, Account type, & Amount p From/Pay to account, select a Subsidiary (where applicable), and
OR	
Vou can import a balanced MACHA format (list to reale an ACH Ryments, an ACH C MACHA files and no processed as uploaded in the hyportm. The space list and Amounts), Effective Dans, SEC Code, and Subidiary hD/signation inhelded to or Banking macacion. To signate AACHA file and help to proceeds al uploade Classifying the pyment as PPD or CCQ, selecting Pay Form/Pay To account, se be necessary as that info should be in the balanced The import uses the name and the order of the file to create recipients and amounts vou can induce an explorem training times to create multiple pyments. The payments can be to the same account or a different account.	silencemon, or Paynell popureet. seara an ACH Payneeten, ACH Coluction, or ACH Paynell Online eta an ACH Payneeten, ACH Coluction, or ACH Paynoll Online eta plenase use ACH Payneeten, ACH Coluction and Effective date should not electing a Subtodary, and selecting an Effective date should not to
Import File *	_
#Please Select A File To Import	5
* - Indicates required field	



## SusserBank

- **6.** Select the required fields from the corresponding drop-down menu.
  - a. SEC Code
  - b. Pay From/Pay To account
  - c. Company/Subsidiary
  - d. Effective Date
- 7. Review the information on the screen for accuracy and then select **Approve** to authorize the ACH payment(s) or **Draft** to only draft.

SEC Code			Pay From/Pay To			
CCD - Cash Concentration and Disbursement			V New Commercial Checking XXXXXX4321 \$49.32			
Company / Subsidiary						
Susser Bank Full Service B	usiness Demo	$\sim$	0			
Effective Date						
05/27/2022	<u>●-</u> ●					
Recipients						
Name	RTN	Account	Account Type	Amount	Addenda	
	062203984	123456789	Checking	\$10.00		
ACH Recipient						
ACH Recipient						
ACH Recipient Another Recipient	062203984	987654321	Savings	\$25.00		