Corporate Services

Quick Reference Guide - Payment Center - Payment Maps
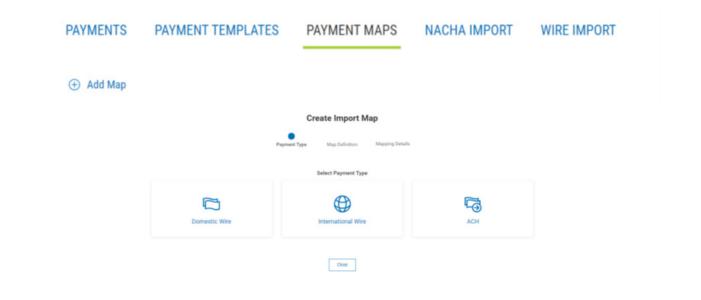
PAYMENT MAPS

If you have permissions to create and manage import maps, you will have access to the Manage Payment Maps tab on the Payments widget. Payment Maps provides a consolidated list of ACH and wire payment import maps for repeated use, as well as the ability to create new or update existing import maps. ACH and wire maps require separate permissions.

You can choose to view, modify or delete a custom map from the ellipsis (…) menu.

CREATE IMPORT MAP

Click on the Add Map link, the payment type options available will be based upon your user entitlements.

WIRE IMPORT MAP

Choose between Domestic Wire or International Wire from the payment types screen. A delimited file import map can be created for domestic or international wire payments. Designate a map name, select the delimiter and end of record identifier appropriate for your source file. Set up the mapping for each field.

Create Import Map For Domestic Wires

Payment Type —————— Mapping Details

Delimited File Map

MAP NAME

DELIMITER

COMMA (,) ⌄

END OF RECORD METHOD

Carriage Return/Line Feed (CR/LF) ⌄

☐ Skip Header Record(s)
☐ Strip Quotes Around Fields

FIELD NAME	TRIM LEADING BLANKS	ZEROS	SPECIAL FORMATTING	FIELD POSITION	REPLACEMENT VALUE
Select All	☐	☐			Replacement Value is used in place of Field Position
From Account Number (34)	☐	☐			
Transaction Amount (15)	☐	☐	☐ use decimal		
Transaction Date	☐	☐	MMDDYY ⌄ ☐ add separator		
Purpose of Wire (16)	☐	☐			
Beneficiary Bank Code (22)	☐	☐			
Beneficiary Account Number (34)	☐	☐			
Beneficiary Name (35)	☐	☐			
Optional Beneficiary Address Line 1 (35)	☐	☐			
Optional Beneficiary Address Line 2 (35)	☐	☐			
Optional Beneficiary Address Line 3 (35)	☐	☐			
Optional Intermediary Bank 1 Code (22)	☐	☐			
Optional Intermediary Bank 2 Code (22)	☐	☐			
Optional Originator to Beneficiary Information Line 1 (35)	☐	☐			
Optional Originator to Beneficiary Information Line 2 (35)	☐	☐			
Optional Bank to Bank Information Line 1 (35)	☐	☐			
Optional Bank to Bank Information Line 2 (35)	☐	☐			

Save Cancel Clear

You can Save, Cancel or Clear the map by click on the options at the bottom of the page.

ACH IMPORT MAP

ACH Import Maps are used when uploading transactions from a file to ACH payments and templates. Select whether the map will be used to add new transactions to a payment or template, to update transactions already in a payment or template, or to both add and update.

Choose between Delimited and Fixed format and create a name.

For delimited files, specify the delimiter to use (usually a comma) and the designation for the end of a record (usually a New Line). For fixed format files, specify the record length in characters (94 for a NACHA 6 record). For both delimited and fixed format files, you can specify whether to skip the first line in the file as a header record, and whether amounts should be loaded as $0.00. Maps for delimited files also include a choice of whether to strip quotes from around field data in the file.
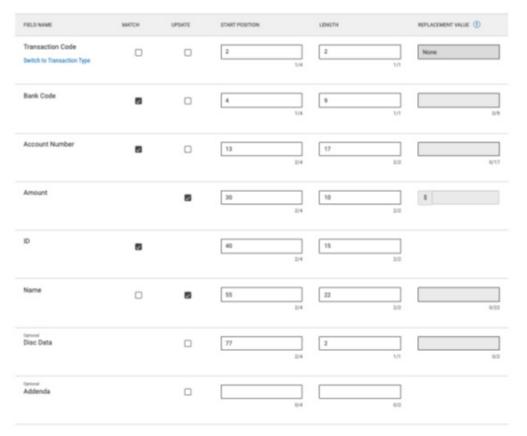
To create the mapping from the file data to ACH transactions, there is a place to specify the position for each field that makes up an ACH transaction from the source file. For maps that are used to add new transactions, all fields except Discretionary Data and Addenda are required to either have a position specified, or a "replacement value" specified. If specified, the replacement value is entered for that field into all added transactions as a default.

For delimited files, specify the field position relative to other fields in a record-- the first, second, third, etc. field in the record. For maps that are used to update existing transactions, at least one "match" field and one "update" field are required, but other fields can be left empty.

In the example below, the file has 5 fields per line, in the order of Bank Code, Account Number, Amount, ID and Name. If this map is used to add new transactions, they will be added as DDA credits with the other information from each record as specified. If this map is used to update transactions, the process will match existing transactions in the Premier payment or template based on ID and Name, and will update the matching transactions with the values of the bank code, account number, and amount from the record in the file. Both fields must match in order to bring the transaction from the source file into Treasury Online.

FIELD NAME	MATCH	UPDATE	POSITION IN IMPORT FILE	REPLACEMENT VALUE
Transaction Code Switch to Transaction Type	☐	☐	(empty) 0/2	22 - Live DDA ... ∨
Bank Code	☐	☑	1 1/2	(empty) 0/9
Account Number	☐	☑	2 1/2	(empty) 0/17
Amount		☑	3 1/2	$ (empty)
ID	☑		4 1/2	
Name	☑	☐	5 1/2	(empty) 0/22
Optional Disc Data		☐	(empty) 0/2	(empty) 0/2
Optional Addenda		☐	(empty) 0/2	

For fixed files, specify the character count position of the start of the field and the length of the field. In the example below, a map for a NACHA 6 record has the account number starting at position 13 and the field is 17 characters.

FIELD NAME	MATCH	UPDATE	START POSITION	LENGTH	REPLACEMENT VALUE ⓘ
Transaction Code Switch to Transaction Type	☐	☐	2	2	None
Bank Code	☑	☐	4	9	
Account Number	☑	☐	13	17	
Amount	☑		30	10	$
ID	☑		40	15	
Name	☐	☑	55	22	
Optional Disc Data		☐	77	2	
Optional Addenda		☐			

Transactions to be added to an ACH payment or template require information about the transaction type and account type. These two pieces of information are combined in NACHA defined standards as "Transaction Codes" with values as shown in the table below.

TRANSACTION CODE	TRANSACTION TYPE	ACCOUNT TYPE
22	Credit	Checking
23	Prenote Credit	Checking
27	Debit	Checking
28	Prenote Debit	Checking
32	Credit	Savings
33	Prenote Credit	Savings
37	Debit	Savings
38	Prenote Debit	Savings
42	Credit	General Ledger
43	Prenote Credit	General Ledger
47	Debit	General Ledger
48	Prenote Debit	General Ledger
52	Credit	Loan
53	Prenote Credit	Loan

Three methods are available for specifying these types. One method is to set a specific NACHA-defined Transaction Code as a "Replacement" or "Add" value. This value will be used for every transaction in the file. For example, selecting a Replacement value of 27 will set all transactions to a type of Debit to a DDA account.

FIELD NAME	POSITION IN IMPORT FILE	ADD VALUE ⓘ
Transaction Code Switch to Transaction Type	 0/2	27 - Live DDA Debit ∨ None 22 - Live DDA Credit 27 - Live DDA Debit 32 - Live Savings Credit 37 - Live Savings Debit 42 - Live G/L Credit 47 - Live G/L Debit 52 - Live Loan Credit
Bank Code	3 1/2	
Account Number	4 1/2	0/17

The second method is to load Transaction Codes from your file by specifying a position for the Transaction Code field.

FIELD NAME	POSITION IN IMPORT FILE	ADD VALUE ⓘ
Transaction Code Switch to Transaction Type	4 ⬦ 1/2	None

The third method is to "Switch to Transaction Type", then specify the values in your file that will designate the transaction type and the account type. For example, a value of CR will designate a credit, and DB will designate a debit, while a value of CHK will designate a checking account and SAV will designate a savings account. Select the method that best matches your file data. For maps that are only used for updating transactions, these fields are not required.

FIELD NAME	POSITION IN IMPORT FILE	VALUE IN IMPORT FILE	ADD VALUE ⓘ
Transaction Type Switch to Transaction Code	1 1/2	CREDIT CR 2/10	None
		DEBIT DB 2/10	
		PRENOTE FOR CREDIT PCR 3/10	
		PRENOTE FOR DEBIT PDB 3/10	
Account Type	2 1/2	CHECKING CHK 3/10	None
		SAVING SAV 3/10	

You can Save, Cancel or Clear the map by click on the options at the bottom of the page.

Once the map is Saved, you will see a message at the top of the import maps list view.

MODIFYING A MAP

For both Wire and ACH maps, to modify a map, select "Modify" from the ellipsis (...) menu of the desired map. This will take you to a workflow similar to the map creation screen with the information prefilled. Make desired changes, then save. When complete, you are returned to the Import Map list view and the map is updated to reflect the changes.