

ACH Imports Quick Reference Guide

MUFG EXCHANGE

GETTING STARTED

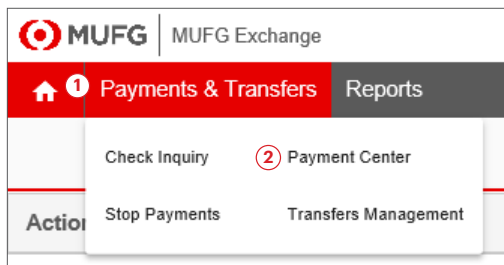
The Import function allows you to import files to create payments. Files can be imported using the Individual Payments or Pass Through import method.

Access **MUFG Exchange** using the following link: <https://sso.mufgamericas.com>

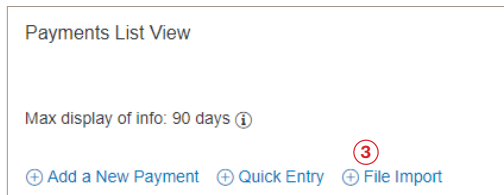
At the Sign On page enter User ID and passcode.

To Import ACH Files

- 1 Click the **Payments and Transfers** tab.
- 2 Select **Payment Center** from the drop-down menu.



- 3 Click the **File Import** link.



- 4 In the **Format Section**, click the radio button for the format name that corresponds to the ACH file to import.

Format Section 4

	Format Name	Description	Payment Type	Agency	Owner	
<input checked="" type="radio"/>	CCD	CCD Payments	Corporate/Vendor Payments		Client	SP
<input type="radio"/>	MT101	MT101 File Format	MT101		System	
<input type="radio"/>	Multiple Format	Multiple Format Payment CSV	Multiple Payment Types		System	
<input type="radio"/>	NACHA File Import	NACHA Format	NACHA File Import		System	

- 5 Select **Payments** from the **Import As** drop-down menu.
- 6 Select the **Yes** or **No** radio buttons for **Import as Confidential Payments**, if applicable.

* Import As 5

Payments x v

* Import as Confidential Payments

No - All payment details will be visible to all users

6 Yes - Beneficiary / Receiver details will only be visible to users with Confidential access

(continued)

- 7 Select the **Manual Entry** radio button.
- 8 Select **Originator ID** from the drop-down menu.
- 9 Select a **Value Date**.
- 10 Select **Make this a Same Day Payment** check box, if initiating same day ACH Payments.
- 11 Select the **Load the file in test mode** check box. This is optional but highly recommended. Test Mode will not affect balances, reports, or trigger alerts, nor is an approver required.
- 12 Click **Browse** to select the file to be imported.
- 13 Click **File Import**.

Create From

7 Manual Entry Template

8 * Originator ID

Sample Company A-1234567890

ACH Company

Sample Company A

Company Name

1234567890

Offset Account

9 * Value Date

10/21/2020

10 Make this a Same Day Payment

Company Discretionary Data

Descriptive Date

Batch Description

CORP PAY

Comments

Information in the Comments Field is stored with the transaction, but not forwarded with the payment

File Section

11 Load the file in test mode.

* Select Import File

12 Browse...

13 FILE IMPORT REFRESH CANCEL

- 14 A message **Success File queued for import. Job ID is XXXX** will display. This confirmation message does not mean the file imported correctly. If your file does not display in your Payment List View, see the Quick Reference Guide for **Imported Files Needing Repair or Rejected Files**.

