

# Originating ACH Transactions Using Excel Spreadsheet

## *How to use the new Excel template from The Commerce Bank with new Online Banking Service*

The Commerce Bank of Washington is providing an example Excel template for use with the New Online banking service. The old Excel template will be sunset on 09/20/13. The new template will need to be used starting on 9/23/13.

With the Legacy Online Banking service, clients submit the Excel file directly to the bank using the send file function. In the new Online Banking Service, clients will import a Comma Separated Value (CSV) file created by the new template format.

### Requirements to use the template:

- Excel 2007 or 2010 for Windows
- A Temp folder on your local C:\ drive; full path C:\Temp\

### Using the Template

Please note that the Excel Template uses Macros for some of the functions. In order to use the template, you must allow Macros to run when opening the template.

The template requires five pieces of information for your receiver (person or company to be debited or credited). All fields are required. Unlike the legacy Excel file, you do not need to specify if the transaction is a credit or debit. Additionally, you will specify if the offset account when importing the CSV file.

### Overview of the sheet

The Commerce Bank of Washington ACH Excel Template					Export File for Upload	Open Export Folder
Support Phone	206-292-4555		Support Email	isdepartment@tcbwa.com		
Record Count	0 <b>1</b>		Dollar Total	0 <b>2</b>		
Name	Routing	Account	Checking (1) Or Savings (2)	Amount	<b>Enter a 1 for Checking or a 2 for Savings</b>	
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		

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 Enter your payees or payors starting at row 6.  
 Click "Export File for Upload" to create the CSV file.  
 Click Open Export Folder to view the export location.

1. Record Count: This is the number of entries (receivers) in your file.
2. Dollar Total: Aggregate dollar total of the entries in your file
3. Name: Full name of your receiver. **Names cannot contain commas.**
4. Routing: The routing number of the receiver's account
5. Account: Account number for your receiver
6. Checking or Savings: Input "1" for checking or "2" for Savings

7. Amount: Amount for your receiver
8. Export File for Upload: Writes the CSV file to C:\Temp
9. Open Export Folder: Opens the folder where the file has been written to

### **General Procedure for using the template**

1. Save the template to a folder of your choosing
2. Open the template
3. Begin keying transactions into the sheet starting at row 6
4. Once finished, save the Excel File, you will be prompted to save it as a new file. We suggest giving it a date and description in the file name. For example, 2013 09 06 Payroll.xlsx.
5. To generate the file for importing into online banking, click export file.
6. If you wish to view the file, click Open Export Folder.
7. Logon to Online Banking, select the ACH function you wish to use.
8. Click browse on the site, then navigate to C:\Temp and select TCBWA-ACH\_Upload.csv
9. Online banking will prompt you for an offset account and effective date, make the needed changes to these fields. Click submit to continue.
10. On the Authorization screen, verify the record count and dollar amount are what you expect. If the transaction looks good, click Authorize and proceed through the authorization process.
11. Once authorized you can review your transaction at any time by looking at Online Activity in Online Banking.

## CSV File Specifications

If you wish to develop your own process, below is the specification for the file generated by the template.

There are five fields in the CSV file:

1. Name
2. Routing
3. Account
4. Checking or Savings represented by a 1 for checking or 2 for savings
5. Amount

Each field is separated by a comma. Text fields are not denoted by quotations. That is, quotations should not be used.

Do not include header records, this will be imported as actual transactions if included.