HOME FEDERAL

Formatting 5- Column .CSV Files for ACH Import

Best Practice – Open your excel workbook file and make your necessary changes before formatting, the excel workbook will serve as your master file that can be edited. **Each time the workbook is edited it will need to be reformatted and saved as a .CSV file.**

Important to Note: There will be no header in the file (i.e. no column headings; the first line must be data to be transmitted)

CSV (Comma Separated Value) File Creation within Excel:

A	B	C	D	E	F
1	Recipients Name	Routing Transit Number	Account Number	Account Type	Amount
2	Mike Adams	210000008	1200000	1	1000
3	Stacey Benson	210000008	1200001	2	2000

Column 1 (**Column A**): This column should be left blank.

Column 2 (**Column B**): Recipients Name – this is the full name of your receiver.   Names cannot contain commas or other special characters such as an apostrophe (O'Malley must be Omalley); it can contain spaces but the total of all characters, including spaces cannot exceed 22 characters

Column 3 (**Column C**): Routing Transit Number – this is the routing number of the receiver's account

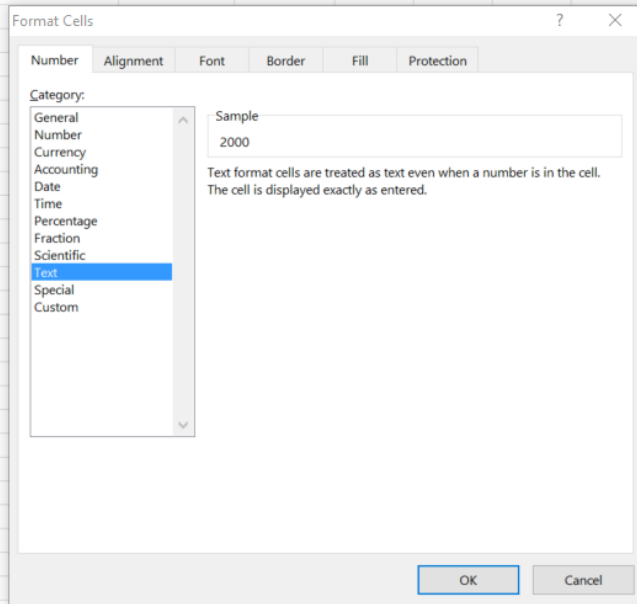Column 4 (**Column D**): Account Number – this is the account number of your receiver

Column 5 (**Column E**): Account Type – Use the numeric 1 for checking accounts & 2 for savings accounts

Column 6 (**Column F**): Amount – the amount being transmitted

Once your file has been created with the preceding format, follow the steps below:
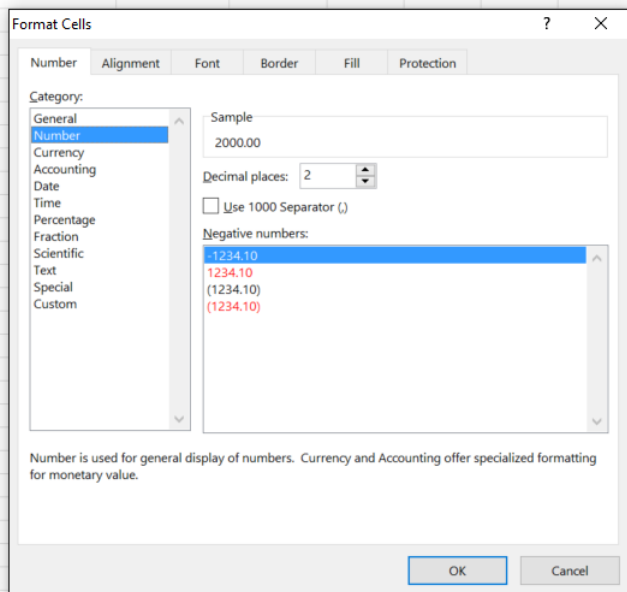
Step 1: Highlight only the appropriate columns (B thru F), right click with your mouse and select "Format Cells."

Recipeints Name	Routing Transit Number	Account Number	Account Type	Amount		
Mike Adams	21000001	1200000	1	1000		
Stacey Benson	21000001	1200001	2	2000		

Format Cells   ?   ✕

| Number | Alignment | Font | Border | Fill | Protection |

Category:
- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- **Text**
- Special
- Custom

Sample

2000

Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.

OK   Cancel

Step 2: Select Column F (the dollars and cents column) and reformat as a number with the appropriate decimal placement. This will ensure that both dollars and cents are properly formatted. No $'s should be included in the file.

Recipeints Name	Routing Transit Number	Account Number	Account Type	Amount		
Mike Adams	21000001	1200000	1	1000		
Stacey Benson	21000001	1200001	2	2000		

Format Cells   ?   ✕

| Number | Alignment | Font | Border | Fill | Protection |

Category:
- General
- **Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

2000.00

Decimal places: 2

☐ Use 1000 Separator (,)

Negative numbers:
-1234.10
1234.10
(1234.10)
(1234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK   Cancel

**Step 3: Reformat the routing transit number column**

      a.   Highlight the entire column
      b.   Right click and choose Format Cells
      c.   Under the Number tabs click on Custom
      d.   Select General and change to be 9 zero's – 000000000
      e.   Click OK

Step 4: You would then save the file after removing the first row with headers from the document. Once your file (often referred to as a 'batch file') is completed, create a file name (i.e.: "Payroll_May_2016") and select CSV (Comma delimited) as the file type (see below):
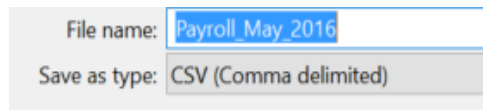
Step 5: Click Save. You'll note that the following warning message will appear as the file is being saved and closed. Click "YES" for this message.
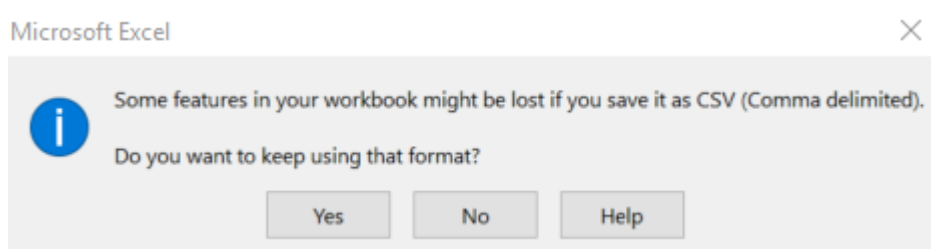
IMPORTANT – Once the CSV file has been saved and closed, do not re-open before importing into Corporate Banking. By reopening before importing, all leading zeros will be removed since the columns will automatically be reformatted to the default 'General.' The file can be opened for review by using Notepad or WordPad however.