




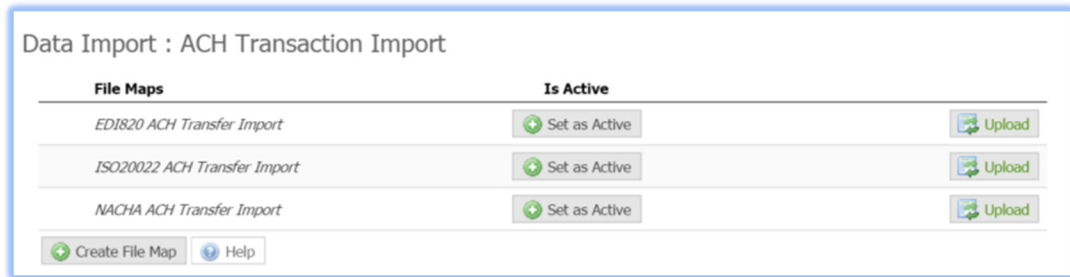
Atlantic Capital Exchange Quick Reference Guide

ACH File Import


If you are permitted to originate ACH transactions through **ACE**, you have the ability to upload FI formatted files (NACHA, EDI820, ISO20022) or custom formatted files (Excel, fixed width, XML).

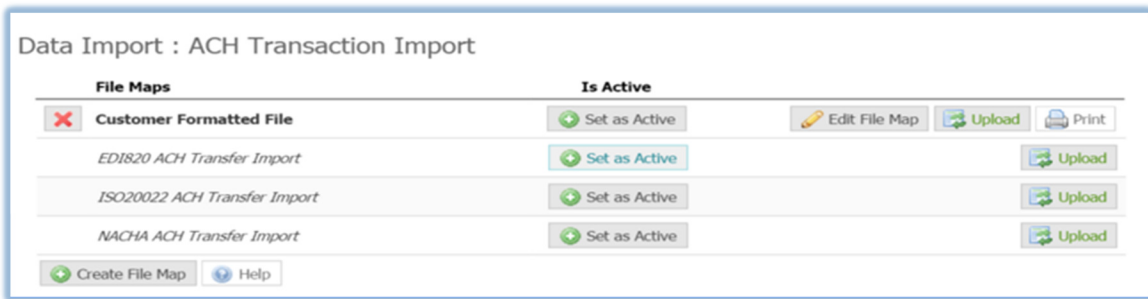
1. FI Formatted Files


- a. To import transactions, select **ACH Payments** from the **Payments & Transfers** tab. Then select the **Transaction Import** link on the navigation pane.
- b. Select  next to the respective format you wish to upload.
 - If uploading an EDI820 formatted file, select the upload icon in line with the format.
 - If uploading an ISO20022 formatted file, select the upload icon in line with the format.
 - If uploading a NACHA formatted file, select the upload icon in line with the format.



2. Custom Formatted Files

- a. If your unique file format already exists, select  next to the unique file format you created to import transactions.
- b. To create your custom format, select the **Create File Map** icon. You will be prompted to name the format, select the file format, and indicate the record as found in your file. If additional assistance is needed, contact Atlantic Capital Bank.



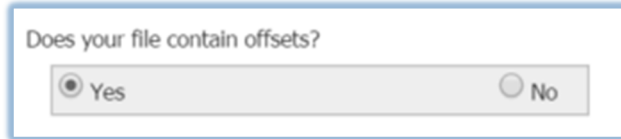
- c. If you wish to edit your custom format, select the **Edit File Map** icon. If you wish to delete it, select the .

NACHA Import Preferences

If importing a NACHA formatted file, you must set your import preferences.

1. Offset Account Provided

- a. If your file is a balanced file and contains your Atlantic Capital Bank account that offsets the transactions, select yes.



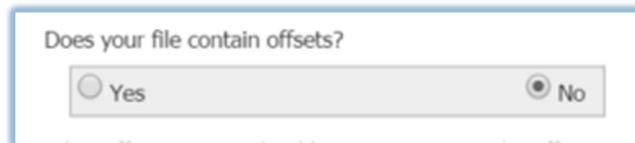
Does your file contain offsets?

Yes No

- b. Select the check box next to the accounts to be used as the offset account.
- c. Click Save.

2. Offset Account Not Provided

- a. If your file is an unbalanced file and does not contain your Atlantic Capital Bank account, select no.



Does your file contain offsets?

Yes No

- b. Select the account that should offset the transactions from the drop down list.
- c. Click Save.