



Gulf Capital Bank

ACH File Import

Digital banking designed
for your success.

GULF CAPITAL
BANK

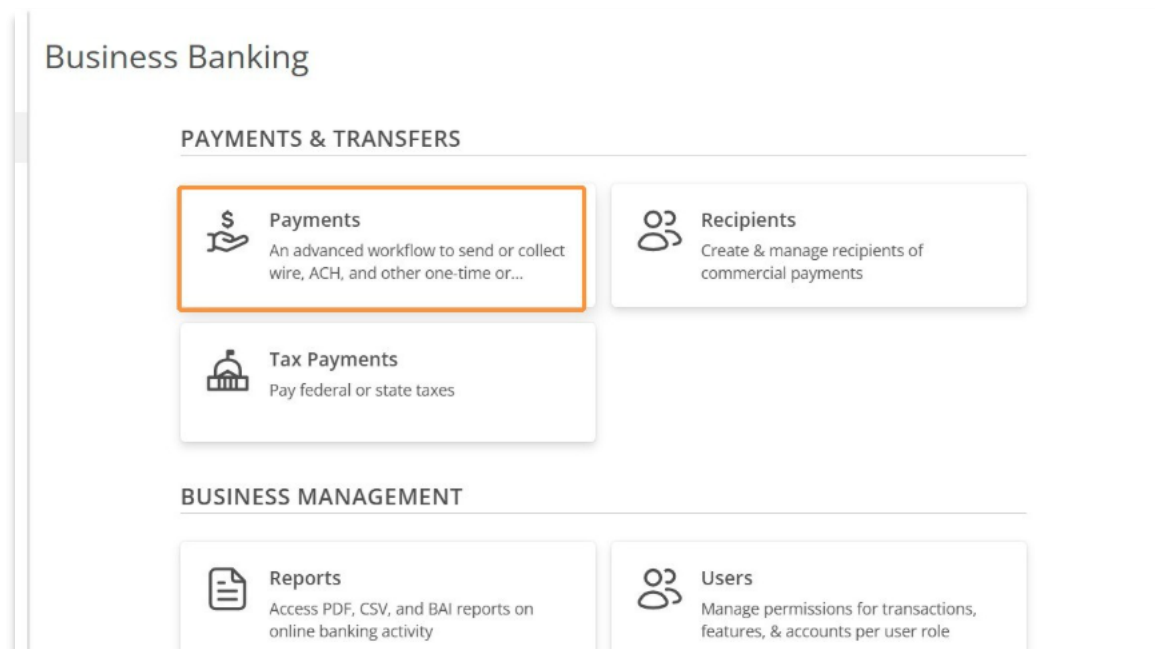
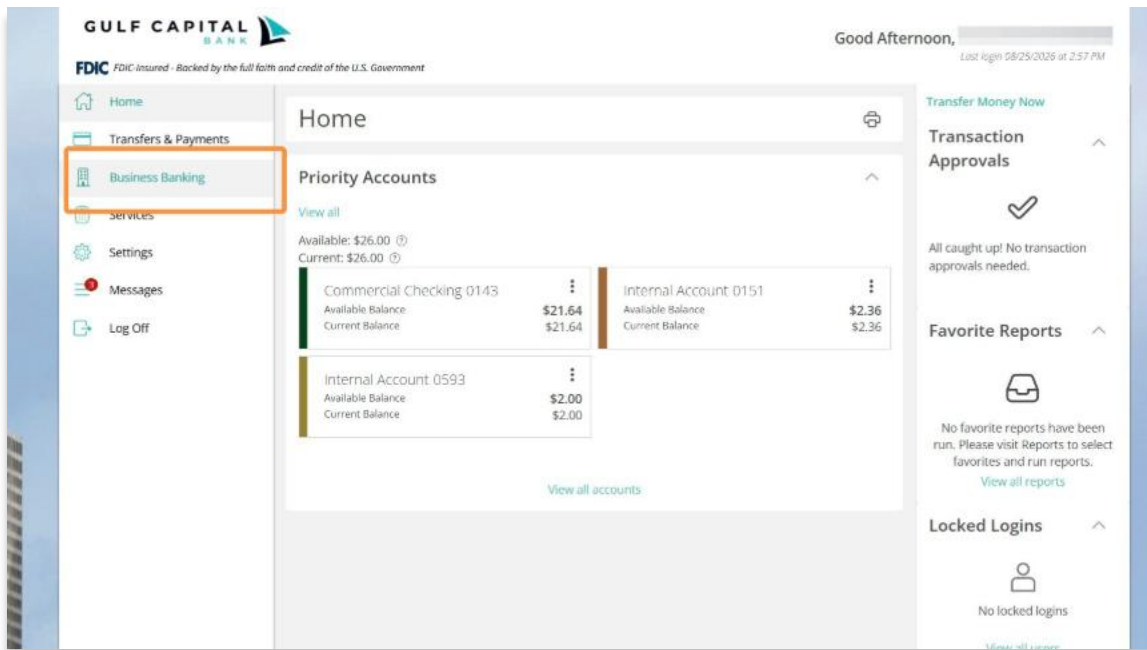


Banking Built For Houston



Learn how to upload and map your ACH files within the Gulf Capital Bank portal. This guide simplifies the process of defining field specifications to ensure your payment data is processed correctly and saved for future use.

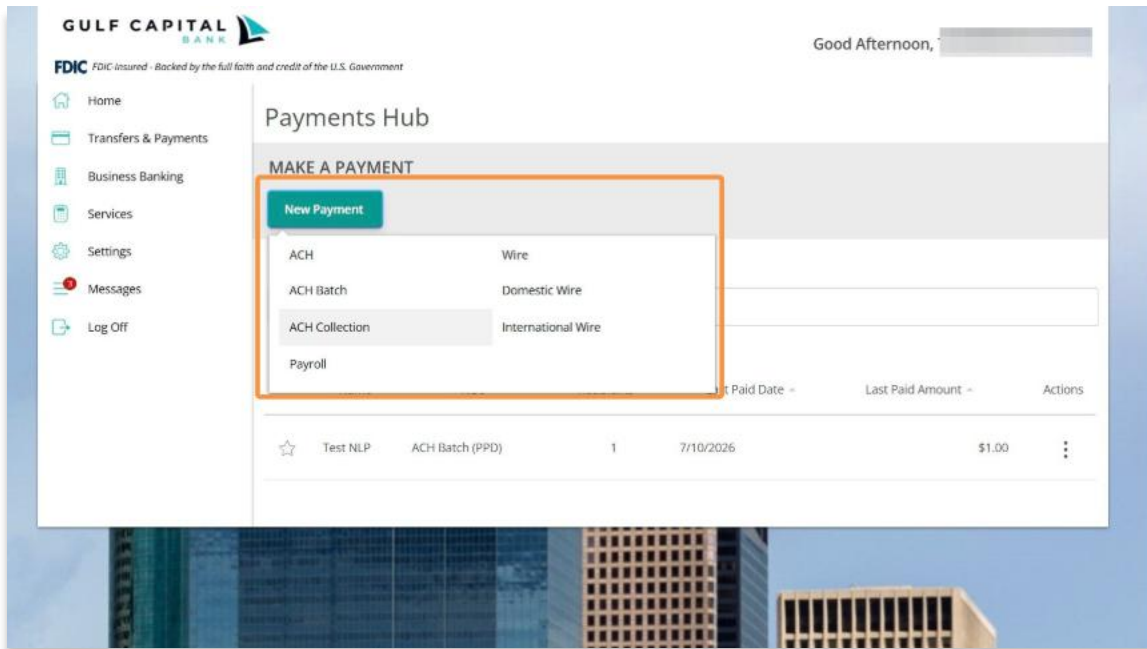
1. Select the "Business Banking" menu, and then select "Payments".



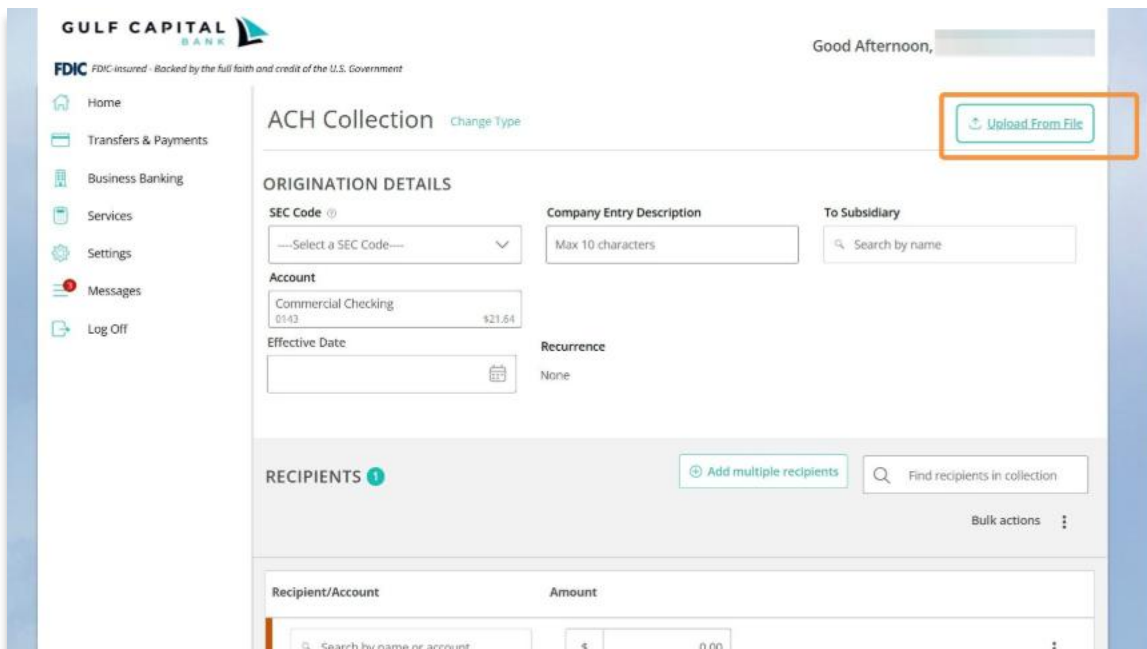
If you need additional assistance, please contact our Client Services Team at (713)999-8875.



2. Click the "New Payment" button and select the desired transaction type.



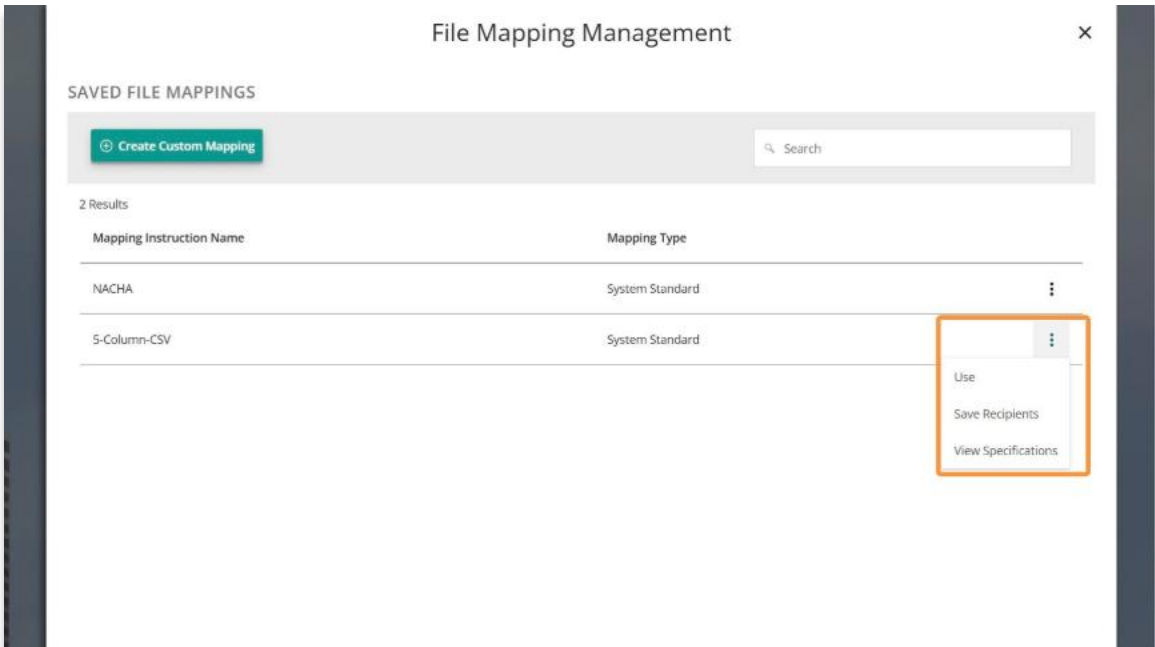
3. Click the "Upload From File" link.



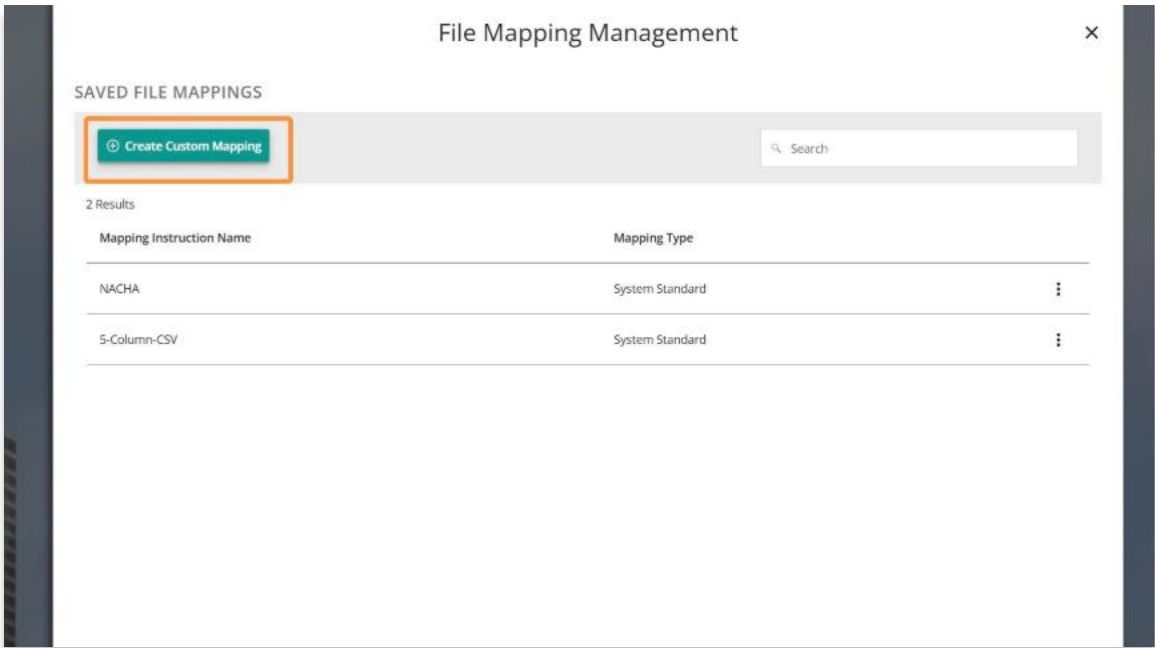
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4. Click the mapping actions menu option to utilize a pre-existing mapping format. Select the "Use" option and then select a file to import.



5. If a new file map is needed, click the "Create Custom Mapping" button. Select the file to be imported.



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6. Confirm the file delimiter and indicate whether the file contains column headers. Then click "Continue".

Upload Wizard

1

2

3

File Set-up

File Mapping

Review

FILE SET-UP

How is your data separated?

Delimited

Fixed Width

What separates your data?

Comma

Tab

Colon

Semi-colon

Other

Header Rows to Skip (optional)

0

Trailer Rows to Skip (optional)

0

Your uploaded data: AchCollection-sample (1).csv (Showing 2 of 2 rows)

First row contains column headers

Column 1	Column 2	Column 3	Column 4	Column 5
ACH Recipient	062203984	123456789	1	10
Another Recipient	062203984	987654321	2	25

Cancel

Continue

7. Designate the system field for each column to be mapped and then click "Continue".

Upload Wizard

1

2

3

File Set-up

File Mapping

Review

FILE MAPPING

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
Column_1	ACH Recipient		
Column_2	062203984		
Column_3	123456789		
Column_4	1		
Column_5	10		

Previous step

Cancel

Continue

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8. Indicate whether to save the mapping instructions. If "Yes", enter the desired "Mapping Instruction Name". Indicate whether the "File Mapping" should be "Private" or "Shared". Click "Finish" when complete.

Upload Wizard ×

✓ ✓ 3
 File Set-up File Mapping Review

REVIEW SELECTED FILE MAPPINGS

Uploaded File Header	System Field
Column_1	Recipient: ACH Name
Column_2	Recipient: Routing Number
Column_3	Recipient: Account Number

Would you like to save these file mapping instructions?

☐ No

☒ Yes

Mapping Instruction Name

Do you want this File Mapping to be Private or Shared?

☐ Private

☒ Shared

Previous step
Cancel
Finish

✓

File Mapping Saved

Your file mapping has been saved as "Sample". You can reuse this mapping in future uploads.

Would you like to continue to the payments screen using this mapping and file?

Back to File Mapping Management
Continue to Payments

×

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