

Gulf Capital Bank

Recipient Upload from Batch

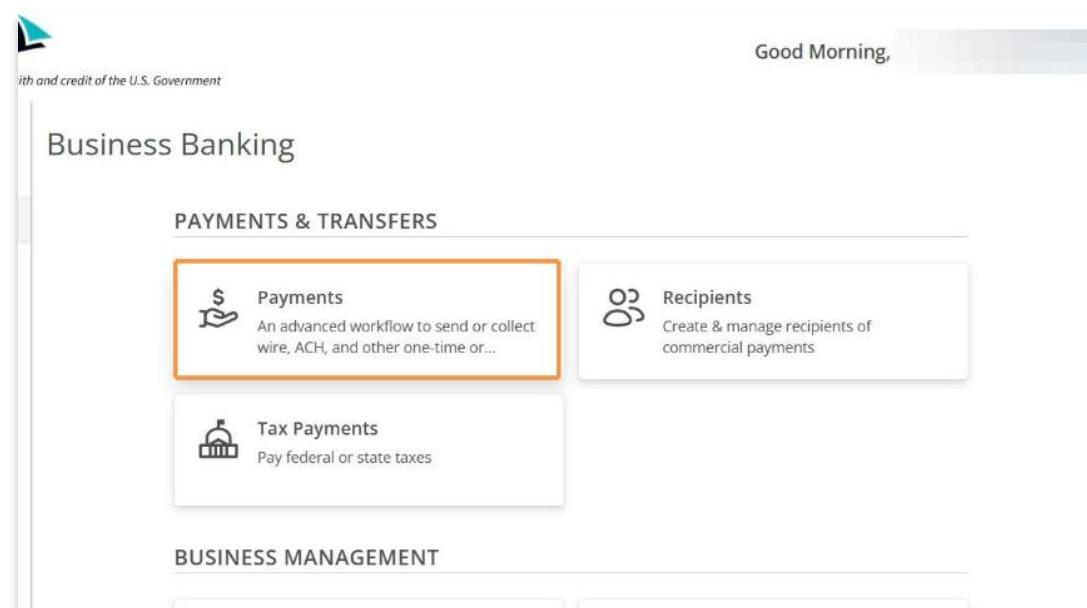
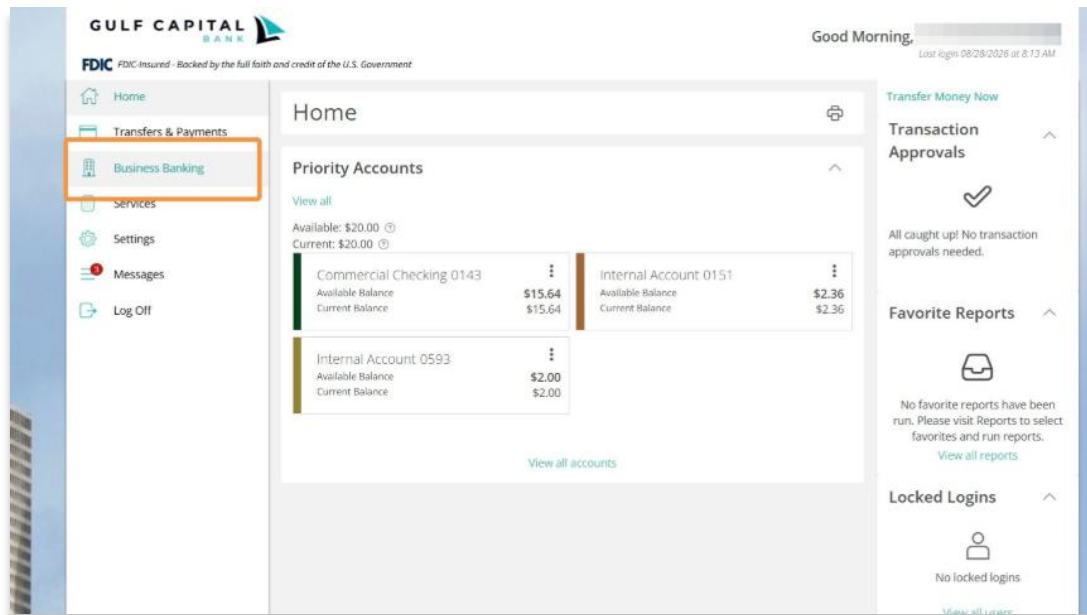
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GULF CAPITAL
BANK 
Banking Built For Houston



Learn how to efficiently manage your business payments by importing recipient files through the online banking portal. This guide provides the necessary steps to map your data and upload payment files to streamline your financial transactions.

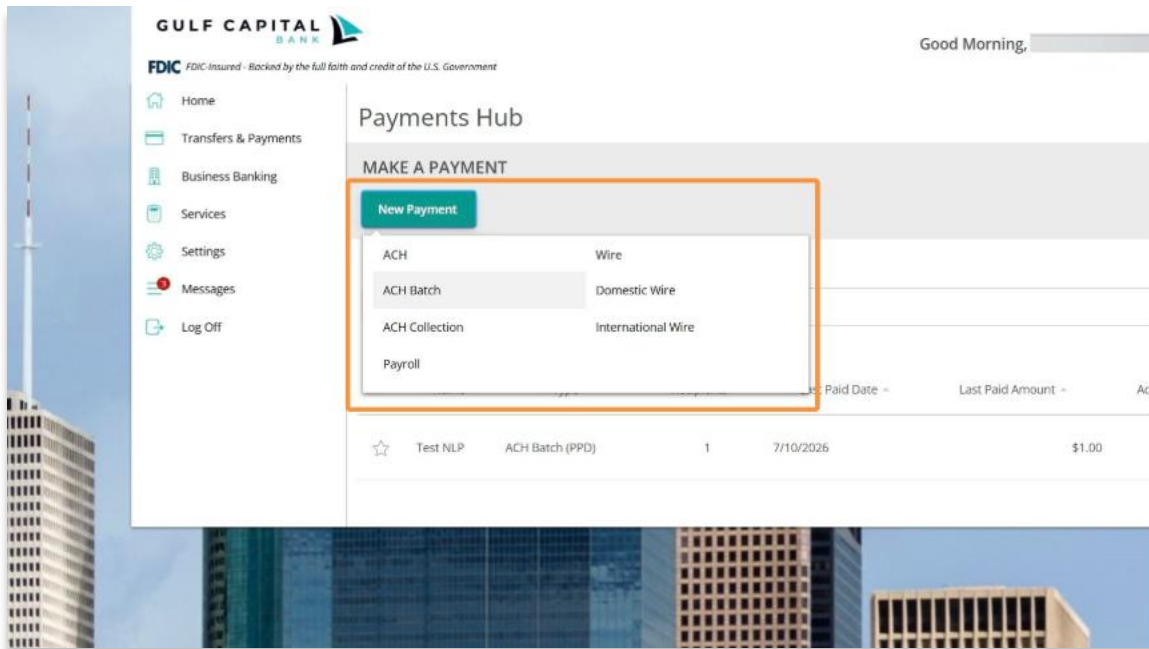
1. To upload a batch of recipients, select the "Business Banking" menu and then select "Payments".



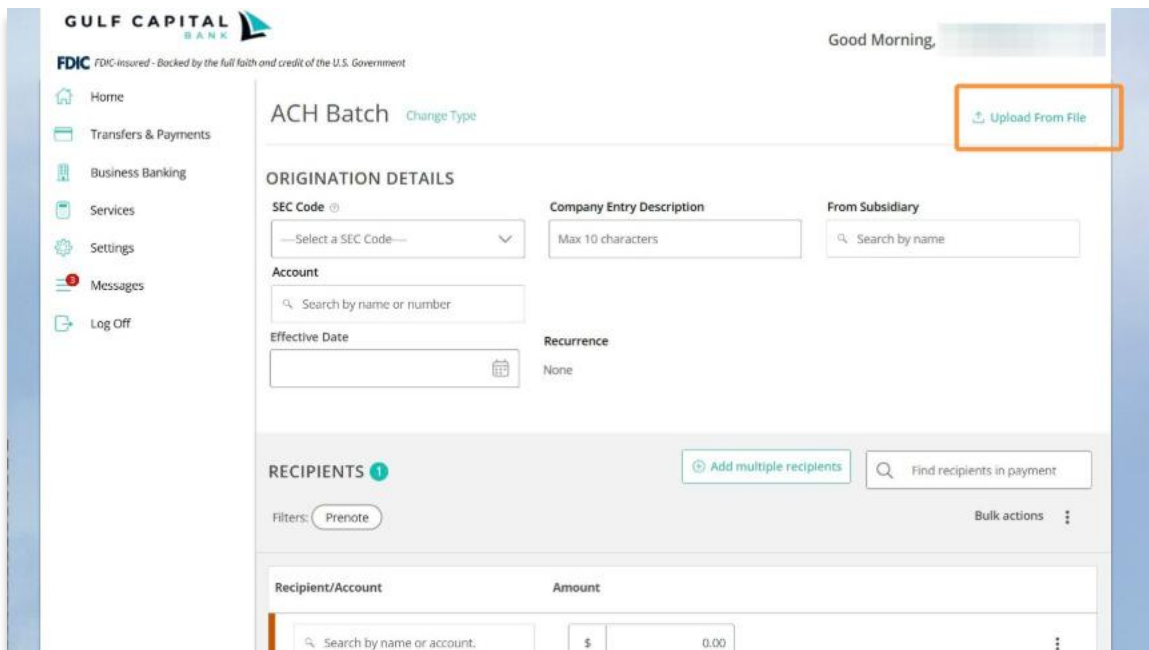
If you need additional assistance, please contact our Client Services Team at (713)999-8875.



2. Select "New Payment" and the desired transaction type from the menu.



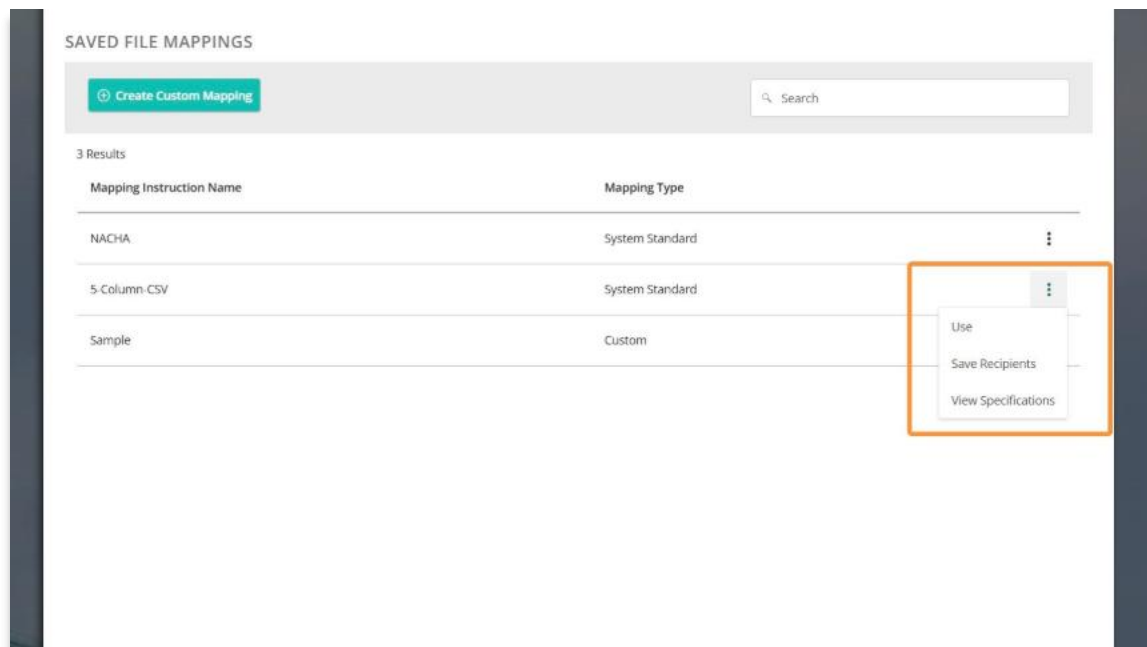
3. Select the "Upload From File" link.



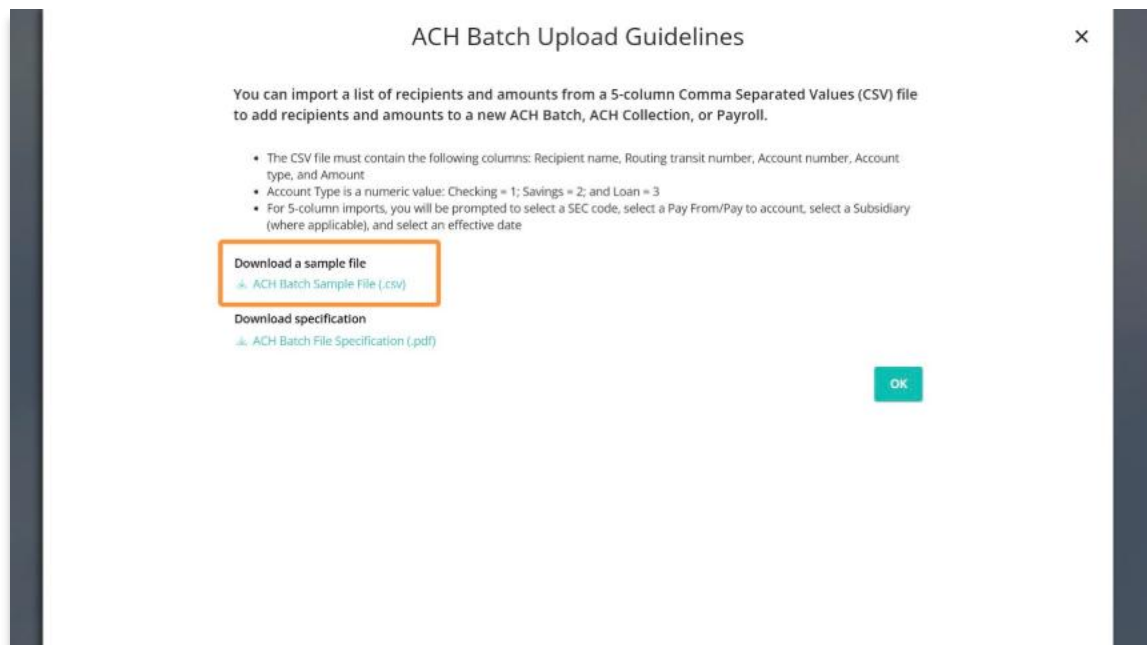
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- Click the vertical dots next to the "5-Column-CSV" or "NACHA" system standard mapping type. To view a sample file, click the "View Specifications" option.



- A sample file will be available to open in a CSV format.



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6. Select the "Save Recipients" option to upload a CSV or NACHA formatted file.

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard
Sample	Custom

7. Select the box below "Import File" field then choose the file you would like to import. Select "Save Recipients" to automatically add the recipients into the master recipient list.

ACH BATCH UPLOAD GUIDELINES

- You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll
 - The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount
 - Account Type is a numeric value: Checking = 1; Savings = 2; & Loan = 3
 - For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay To account, select a Subsidiary (where applicable), and select an effective date

OR

- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
 - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that info should be in the balanced file
- The import uses the name and the order of the file to create recipients and amounts
- You can include a recipient multiple times to create multiple payments
- The payments can be to the same account or a different account

Import File *

AchBatch-sample.csv

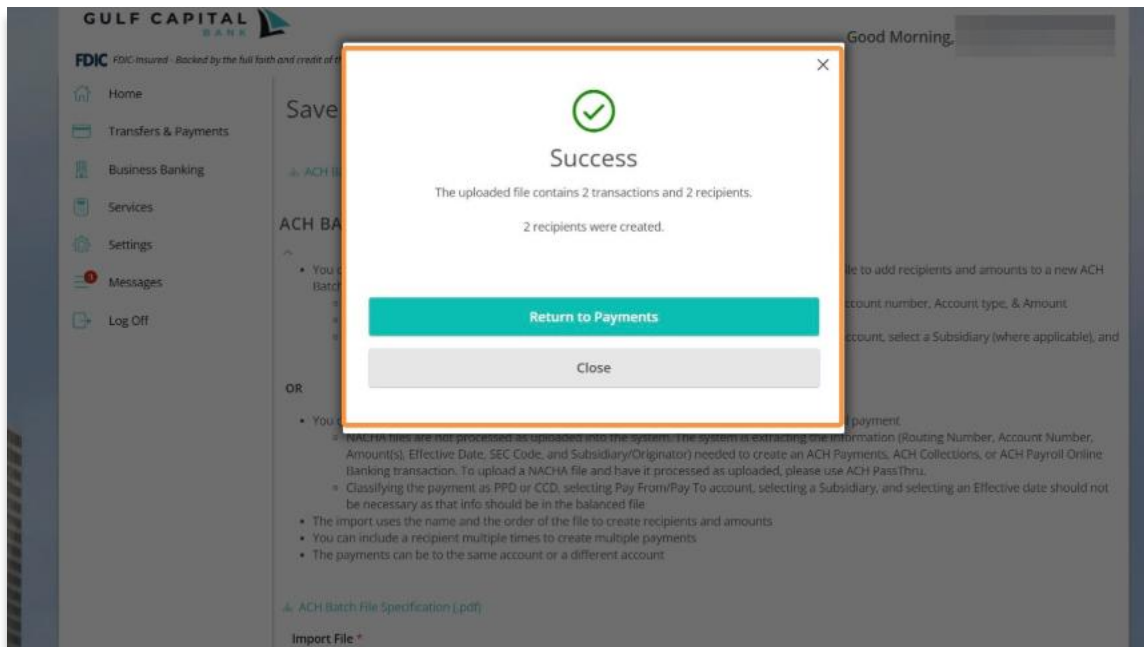
* - Indicates required field

Cancel Save Recipients

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8. A confirmation screen will appear when the file import and all necessary information have been successfully completed. If there is a problem with the file being imported, an overlay message will appear on the screen with a notification.



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