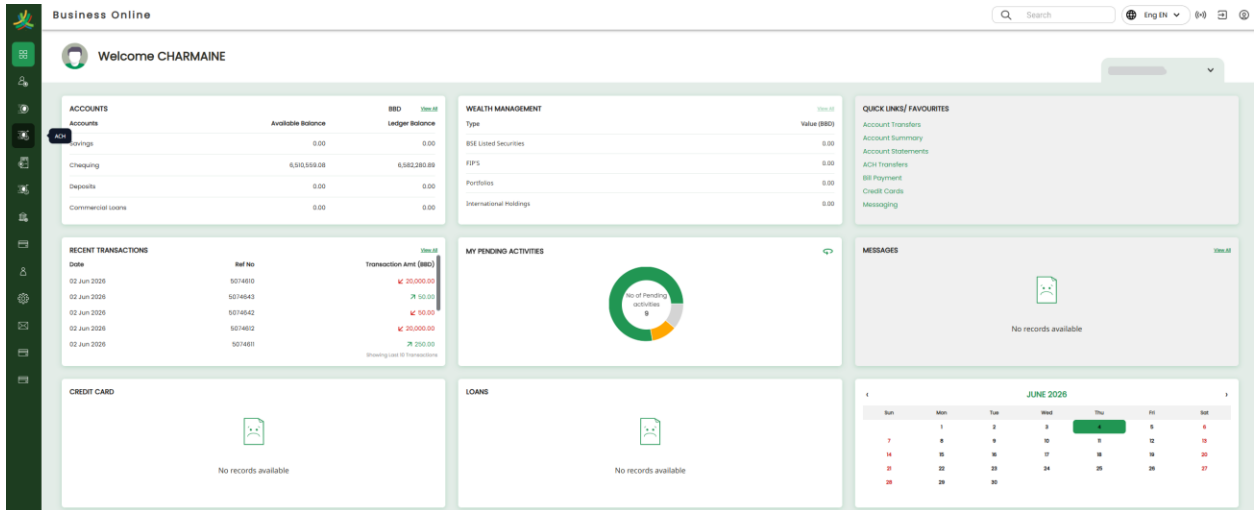


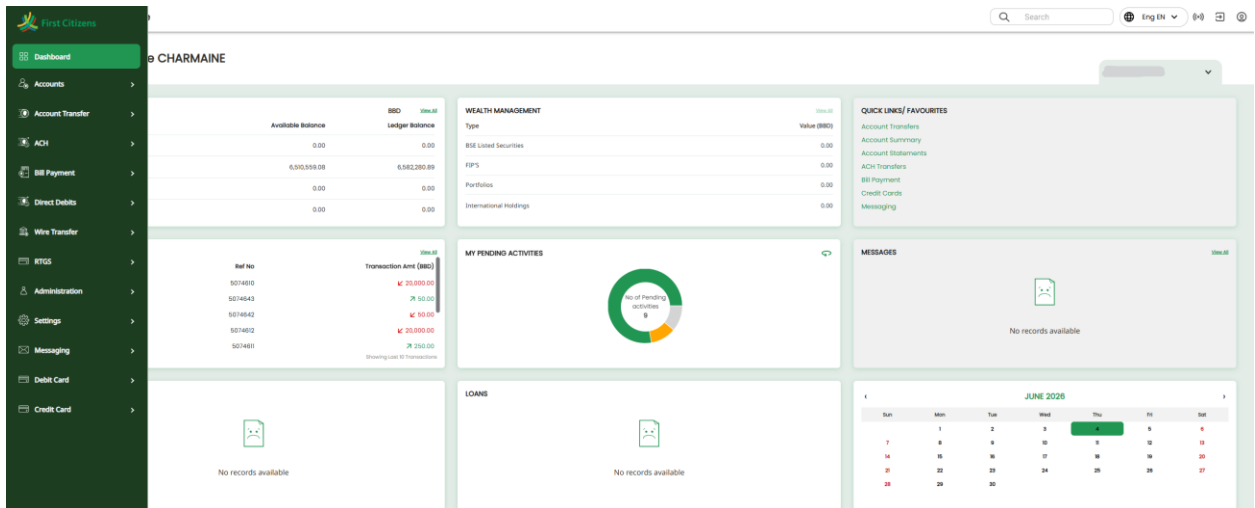
ACH Credit File Import

1. Log in to BOLB with credentials.
2. The Dashboard appears on the Home page with collapsed Menu options on the left.



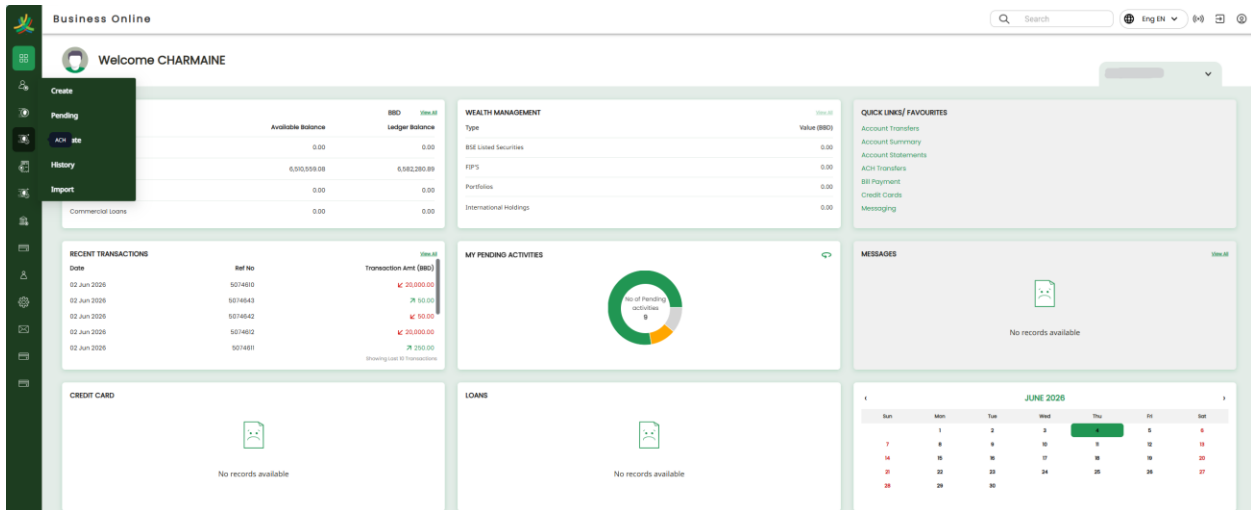
OR:

Scroll to the bottom and click the arrow to expand the menu options.

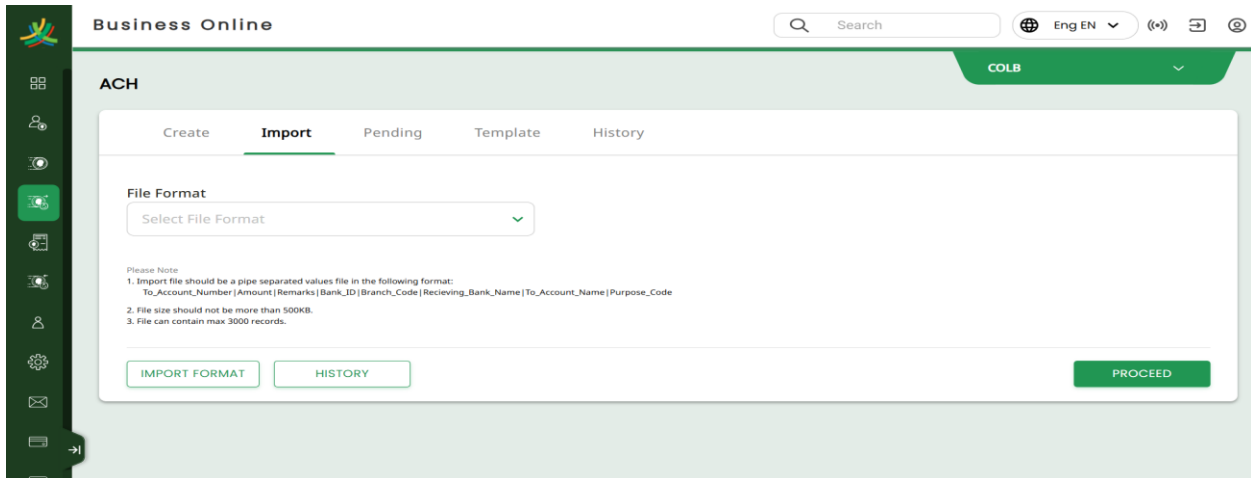


ACH Credit File Import

1. Select the **ACH** option.



2. Select **Import**.



ACH Credit File Import

- a. File Format is always set to **Default Transaction Format Type**.
- b. Insert the **Name** (e.g. Payroll February 2026).
- c. Select the **Balance Account** (i.e. Account to be debited for the ACH file).
- d. Select the **Effective Date**.
- e. Insert the **Entry Description**.
- f. Select under **Transaction Type: Credit-Non-Govt Payroll**.
- g. ***Refer to User Manual RTP-to BOLB for steps to upload file***
- h. Click **CHOOSE FILE** and select the file to be loaded from your PC.
- i. **Files can contain a maximum of 3000 records.**

The screenshot shows the 'ACH Import' form in the Business Online system. The form is titled 'ACH' and has tabs for 'Create', 'Import', 'Pending', 'Template', and 'History'. The 'Import' tab is active. The form contains the following fields and controls:

- File Format:** A dropdown menu set to 'Default Transaction Format Type'.
- Name:** A text input field containing 'PAYROLL FEB 2026'.
- Balance Account:** A dropdown menu set to 'xxxxxxxx2522 - BBD'.
- Effective:** A date picker field set to '08/02/2026'.
- Entry Description:** A text input field containing 'PAYROLL 26'.
- Transaction Type:** A dropdown menu set to 'Credit'.
- Path/ACH File Name:** A section containing a 'CHOOSE FILE' button (highlighted with a red box), a 'Drag & Drop file to upload' area, and an 'UPLOAD' button.

Below the form, there are buttons for 'IMPORT FORMAT', 'HISTORY', 'CANCEL', and 'PROCEED'. A 'Please Note' section provides instructions on file format, size, and record limits.

- j. After selecting your file click the **UPLOAD** button to load the file to the system

This screenshot shows the same 'ACH Import' form as above, but with the 'CHOOSE FILE' button selected. The file name 'ACH Barbados Test6 - 17.08.2025 Up' is now visible in the 'Path/ACH File Name' field. The 'UPLOAD' button is also highlighted with a red box.

ACH Credit File Import

1. The BDS dollar value of the file and the total number of records within the file are displayed.
2. Click **PROCEED** to continue.

The screenshot shows the 'Business Online' interface for ACH imports. The 'Import' tab is active. The form contains the following fields:

- File Format:** Default Transaction Format Type
- Name:** PAYROLL FEB 2026
- Balance Account:** xxxxxxxx2522 - BBD
- Effective:** 08/02/2026
- Entry Description:** PAYROLL 26
- Transaction Type:** Credit
- Path/ACH File Name:** ACH Barbados Test6 - 17.08.2025 Up

A summary box on the right displays:

- Total - BBD 100.00
- Total No of Records - 4

Buttons at the bottom include 'IMPORT FORMAT', 'HISTORY', 'CANCEL', and 'PROCEED'.

1. The message “**You are about to create an ACH import file format**” will be displayed.
2. Click **PROCEED** to continue.

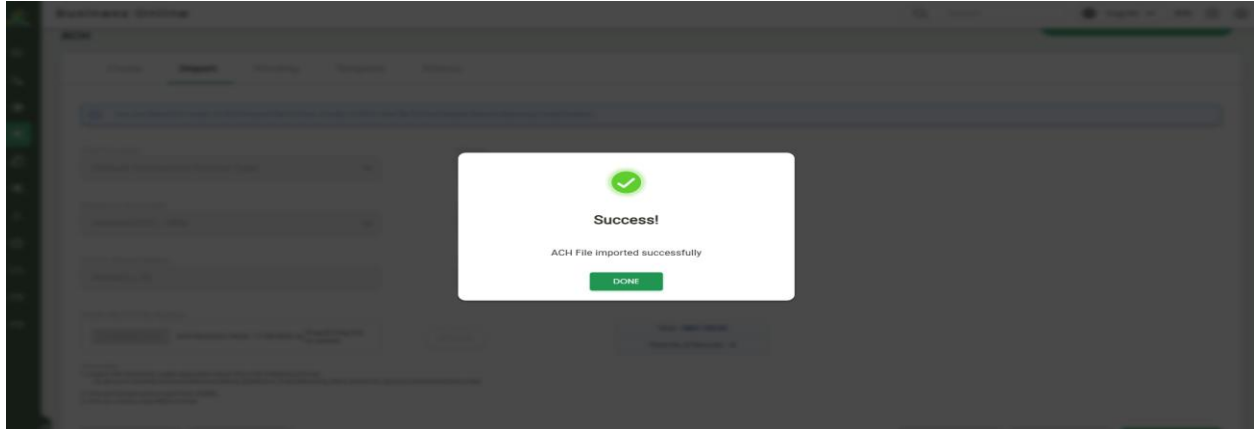
This screenshot is identical to the previous one but includes a confirmation message at the top of the form area:

ⓘ You are about to create an ACH import file format. Kindly confirm the file format details before selecting create button.

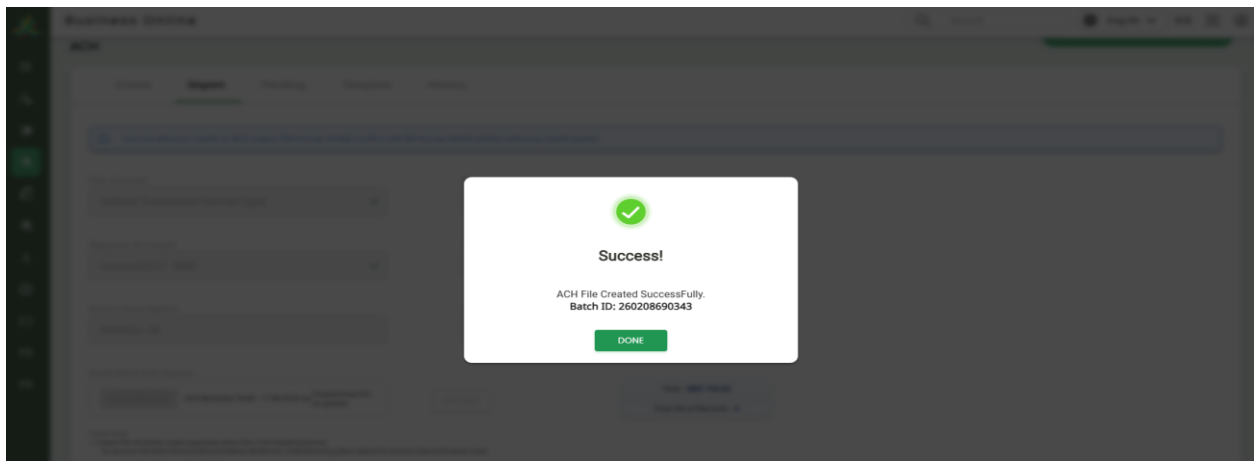
The 'PROCEED' button is highlighted in green, indicating it is the next step.

ACH Credit File Import

1. Congratulations! You have successfully imported an ACH File.
2. Click **DONE** to exit.

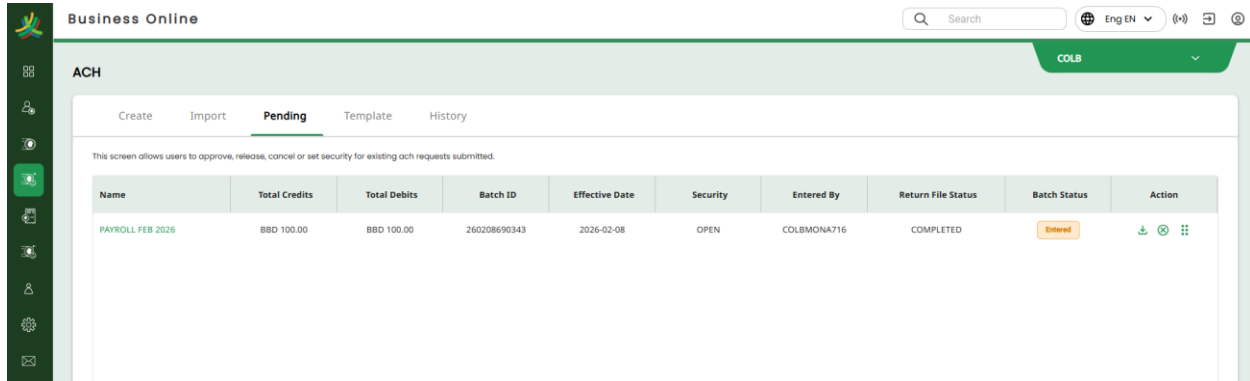


1. Congratulations! Your Batch ID number has been successfully created.
2. Click **DONE** to exit.



ACH Credit File Import

Your submitted ACH file can be found under the **Pending** tab awaiting **Approval** and **Release**.






Business Online




ACH

Create Import **Pending** Template History


This screen allows users to approve, release, cancel or set security for existing ach requests submitted.

Name	Total Credits	Total Debits	Batch ID	Effective Date	Security	Entered By	Return File Status	Batch Status	Action
PAYROLL FEB 2026	BBD 100.00	BBD 100.00	260208690343	2026-02-08	OPEN	COLBMONA716	COMPLETED	Entered	  

Optional: You can use the **Action** buttons to download and view the uploaded file, delete, approve, release or modify the security settings of an ACH file uploaded.

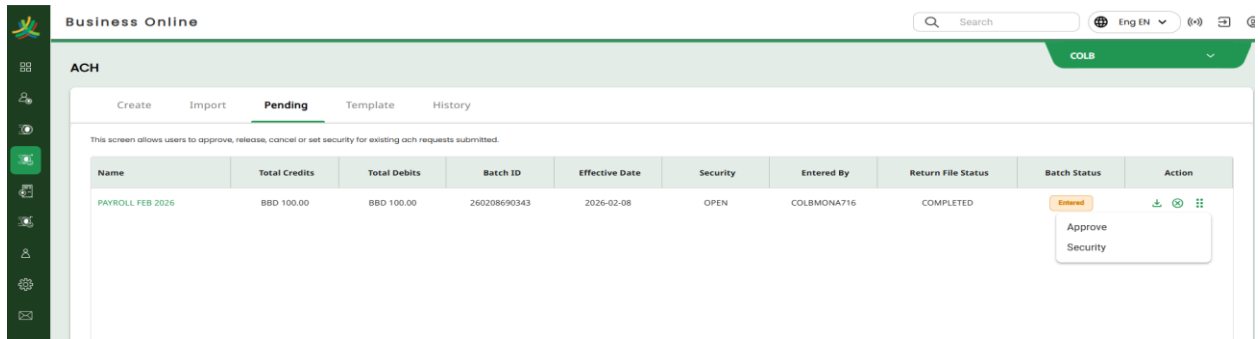
- Click  to Download and view the ACH file
- Click  to Delete the ACH file
- Click  to Approve and Release the ACH file or change security settings.

ACH File Approval

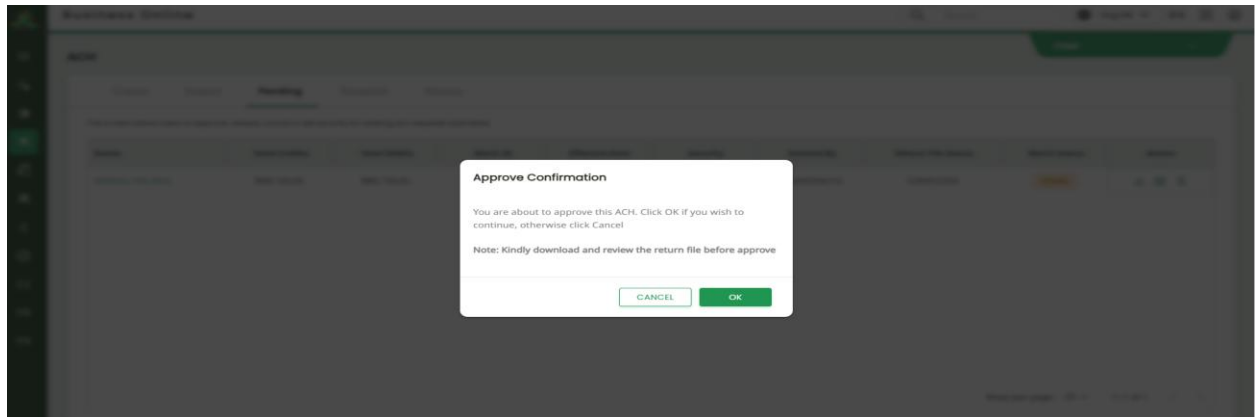
- If dual control is enabled, contact your company's administrator to **Approve** and **Release** the ACH file.
- If dual control is not enabled, click the ellipsis icon  in the Action column to **Approve** the ACH file.

ACH Credit File Import

1. Click  to approve the ACH file

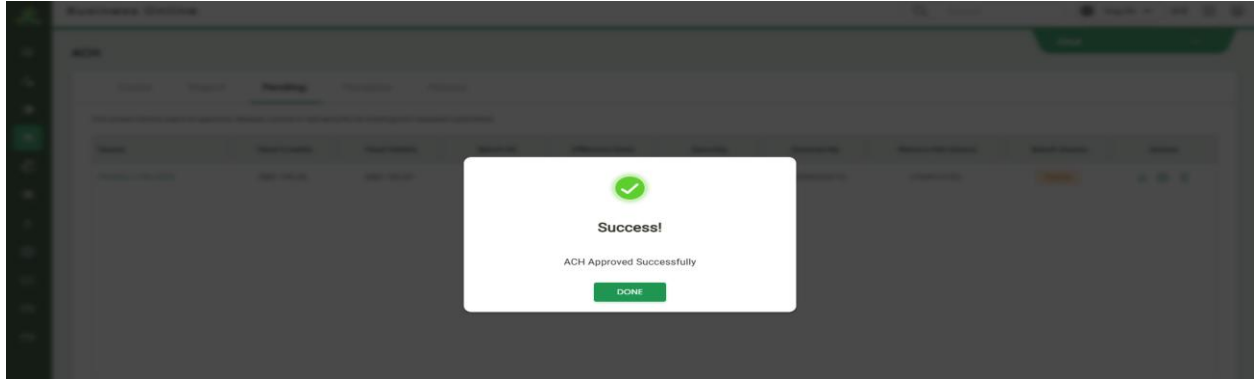



2. Once the Approve Confirmation is received, click **OK**.

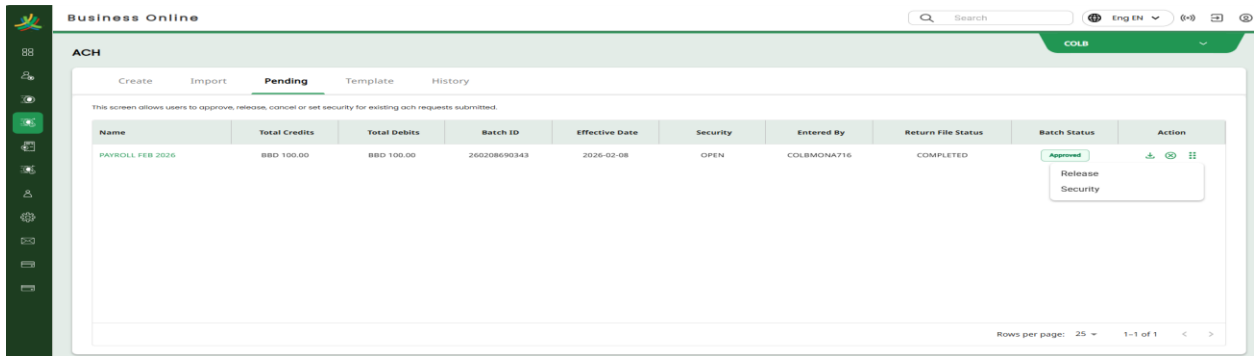


ACH Credit File Import

3. Congratulations! You have successfully **Approved** the ACH file.
4. **Click DONE** to exit.

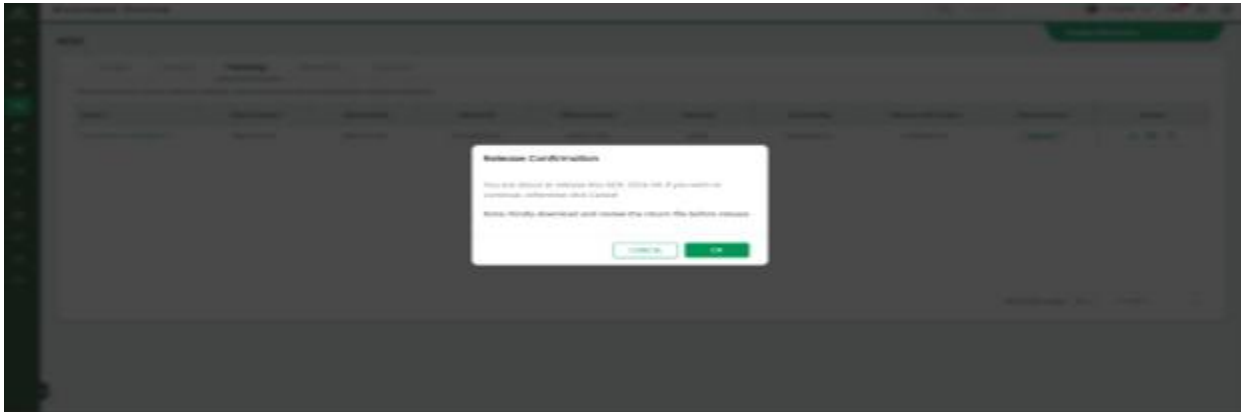


5. Click  to release the ACH file



ACH Credit File Import


6. Once the release confirmation is received, click **OK**.

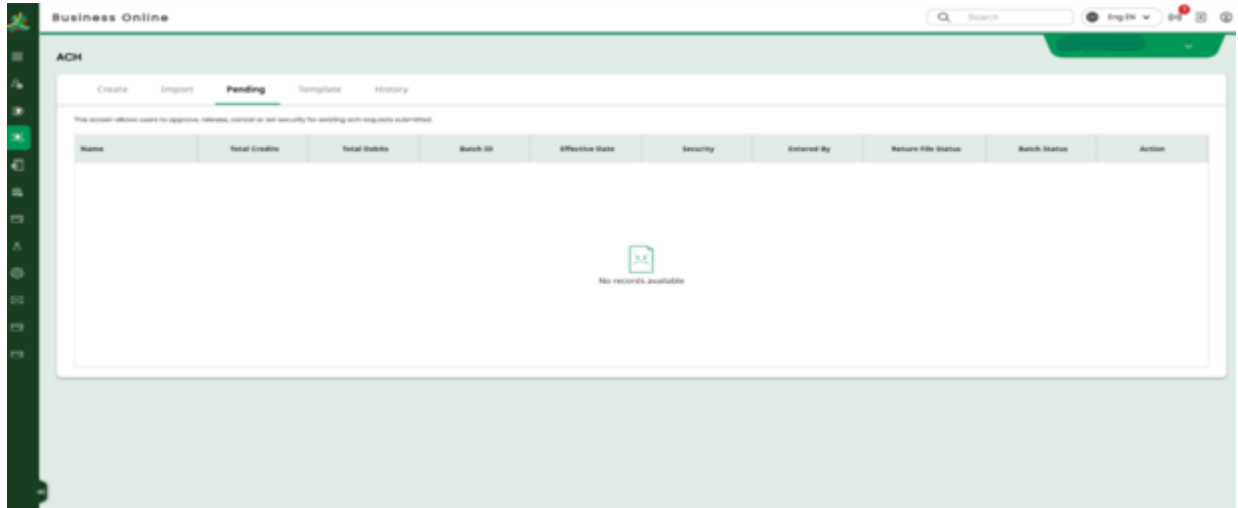


7. Congratulations! You have successfully **Released** the ACH file.
8. Click **DONE** to exit.

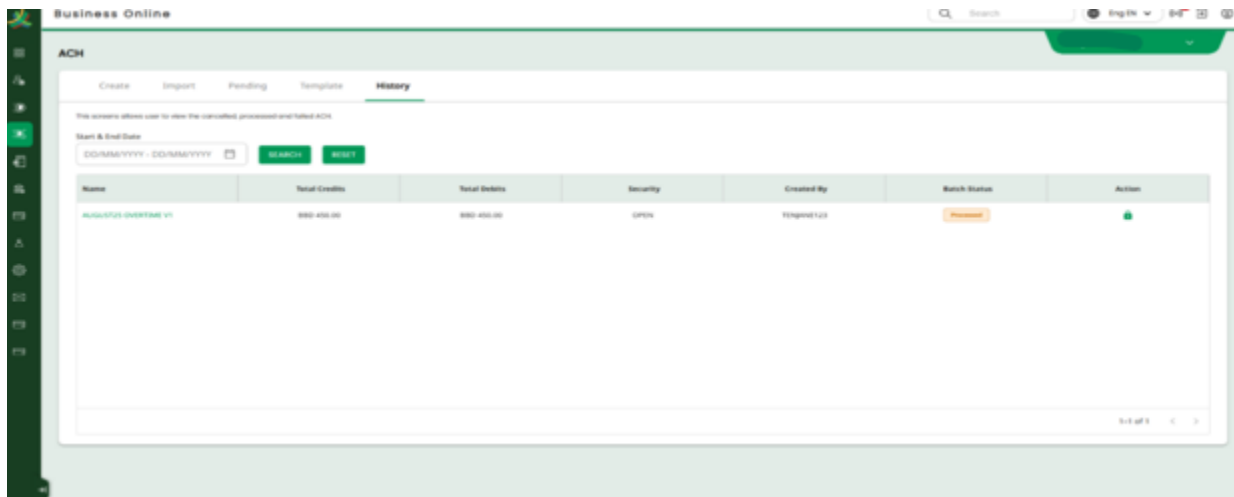


ACH Credit File Import

You will be redirected to the **Pending** tab which should display the message  **No records available.**



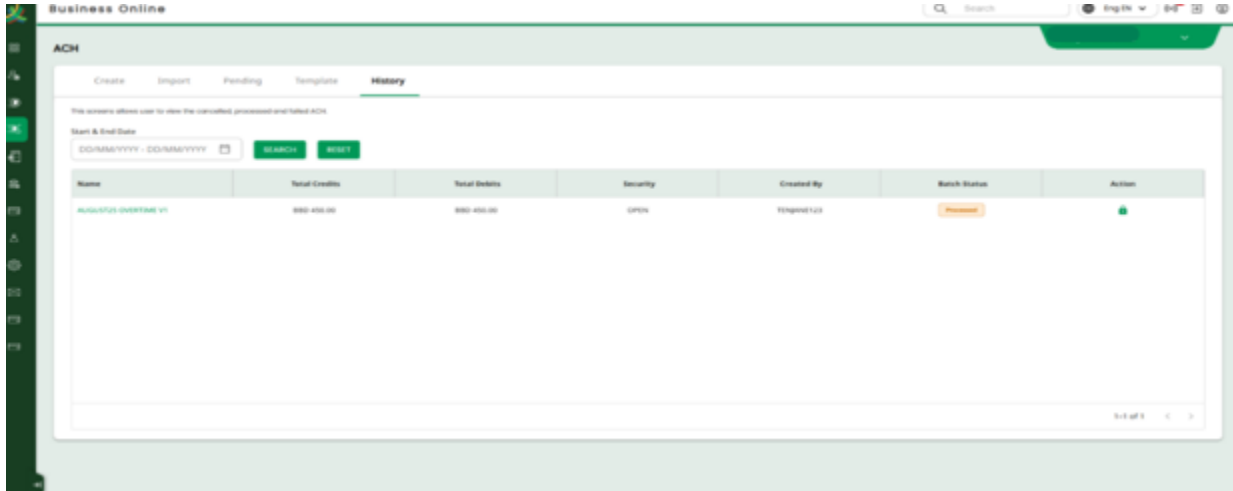
1. Click **History** to view the ACH file status.
2. Your ACH file will be processed immediately via **BIMPAY**.



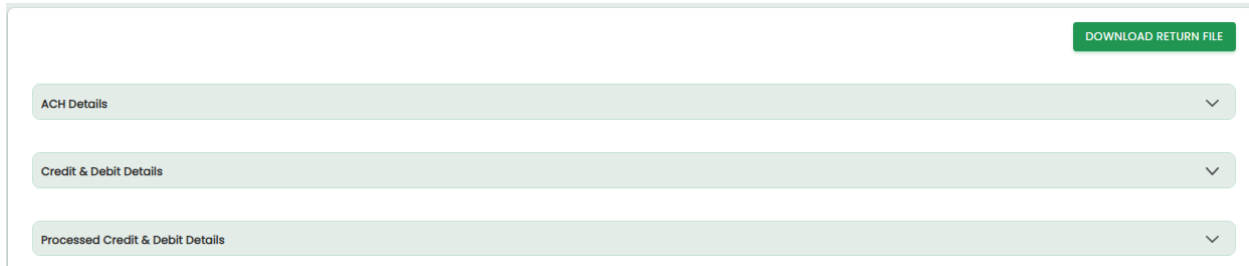
ACH Credit File Import

The ACH batch file is available for download for **48 hours after Release** via the **History** tab. Steps provided below.

1. Under **Name** click the processed file



2. Click **DOWNLOAD RETURN FILE**



ACH Credit File Import

3. Select **Open file** to view the remitted file.



A sample of the downloaded file details remitted to Other Bank via BIMPAY.

Account Number	Account Name	Amount	Bank ID	Branch Code	Purpose Code	Record Status	Error Code	Error Message
1510000431	Elle Edwards	50	13	0	00020	Success		
2211000010	Elle Edwards	50	13	0	00020	Success		
1510000431	Elle Edwards	50	13	0	00020	Success		
1188004834	Elle Edwards	50	13	0	00020	Success		

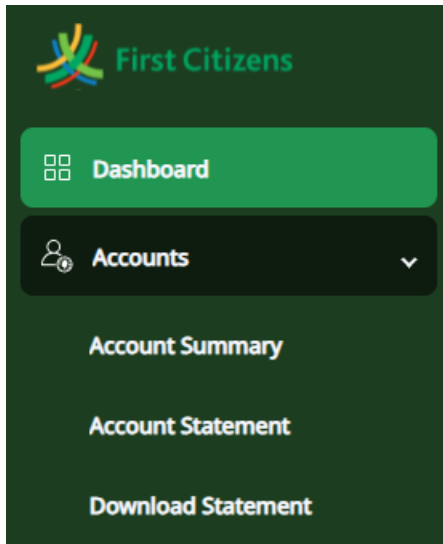
4. Save file for records.
5. File upload details are available via the remaining tabs.



ACH Credit File Import

Transaction History

1. Return to Dashboard and Select **Account Statement** to view account.



- a. Select **Account Type**.
- b. **Account Number** file upload was initiated.
- c. Choose a **Start & End Date** from calendar.
- d. Select **View** and details appear.

