

## Import ACH Deposits

Select *Import ACH Deposits* from the *File, Import/Export* menu to open this screen. This is used to import deposit transactions from a file provided by your bank.

### Select Import File Format

- Standard Format CSV File** - import deposits from a comma delimited file containing the fields list below.
  - \*\* CSV files should only be opened for viewing using Notepad. Do not open/save CSV files using Excel or the correct formatting may be lost. \*\***
  - Transaction Date (formatted as mm/dd/yy or mm/dd/yyyy)
  - Amount
  - Social Security Number/Claim Number (numbers/letters only - no dashes)
  - Deposit Type
  - Client Name
- Standard Format Fixed Length File** - fixed length text file with the format listed below.
  - Transaction Date: 8 characters, positions 1 - 8
  - Amount: 10 characters, positions 9 - 18
  - Social Security Number: 9 characters, positions 19 - 27
  - Claim Number: 3 characters, positions 28 - 30
  - Deposit Type: 50 characters, positions 31 - 80
  - Client Name: 50 characters, positions 81 - 130
- Standard Format NACHA File** - import deposits from a NACHA text file. You can see NACHA file format details on our web site here: [www.rpmccs.com/files/PDF/NACHAFormat.pdf](http://www.rpmccs.com/files/PDF/NACHAFormat.pdf)
- Custom Format** - if your deposit file is not in one of the above formats, your specific file format will need to be added as a custom format to RPM. Regardless of the format, all the above fields must be included in your deposit file (excluding client name) to be able to import deposits automatically into RPM. [Contact our office](#) for more information about creating a custom import file format.

### Import

The first step is to import the file provided from your bank. Select the file to import using *Select File*.

Once the file has been selected, click *Import* to import the file into RPM. When the file has been imported, the date of the file will be displayed in the *Last Imported Deposit File Date*.

### Report

The second step is to run the *Unmatched* and *Matched Deposit* reports. Select the report you want to run and click *Report*.

The *Unmatched Deposits* report shows deposits from the file that will not be posted for one of the following reasons:

- There is no RPM client matching the social security or claim number in the deposit file. The client must be added or the social security number or claim number must be entered for the client on the [Clients](#) screen.
- There is a matching client but the client is not assigned to the selected account. The account must be added for the client on the [Clients](#) screen.
- There is a matching client but the client is inactive. The client's status must be changed to *Active* on the [Clients](#) screen.
- The deposit date, amount or category is missing from the imported deposit. If any of this information is missing in the deposit file, the deposit cannot be posted.

Errors shown on the *Unmatched Deposits* report should be corrected before continuing the post process or those transactions can be entered manually.

The *Matched Deposits* report shows deposits for which there are matching client social security numbers or claim numbers in the system. These deposits will be imported to the appropriate client when the deposits are posted.

### Post

The third and final step is to post the deposits. By default, the date from each imported transaction will be used as the deposit date. Change this to a different date by selecting the *Other Deposit Date* option and entering the date you want to use instead. Click *Post* to post the deposits into the RPM transaction register.

After the deposits have been posted, you can report on transactions included in a specific import file using *Reports*, *Transactions*, *Imported Deposits*.

Use the [Reset Transactions](#) screen to remove the deposits imported for a selected process date. This can only be done if the transactions have not been reconciled.

## Configuration

Representative Payee Manager

RPM User

File RPM

Backup/Restore Import/Export Dashboard Clients Transactions Vendors Reconcile List Maintenance Transaction Reports Users Change Password Security User Settings Edit Find Save Undo Records Filter/Sort Help System Info Tech Support Help

Import ACH Deposits Import Configuration

Close Report

Import Deposit Type	SSN/Claim Number			Client Name			Not Used
	Located In	Start	End	Located In	Start	End	
X SSA TREAS 310	Detail ID	1	11	Addenda Info	36	57	SSA
X SSI TREAS 310	Detail ID	1	11	Addenda Info	36	57	SSI
X VACP TREAS 310	Detail ID	1	15	Detail Name	1	22	VA

Each deposit type that has been imported in any of your deposit files will be shown.

To configure a deposit type, you have to assign the location for the SSN/Claim Number and the Client Name as well as the corresponding Category to be used for that type of deposit.

The Report button will print a report showing the detailed deposits in the last import file. You can use that report to find the location of the SSN/Claim Number and the Client Name. There are three possible locations for the information:

- Detail ID (up to 15 characters) - this often contains the SSN/claim number.
- Detail Name (up to 22 characters) - this often contains your company name or the client name.
- Addenda Info (up to 80 characters) - this is not always available. If it is available, it may contain the SSN/claim number and/or the client name.

The position numbers are shown on the report for each column: Detail ID, Detail Name and Addenda Info. Once you enter the Located In and Start and End positions for both the SSN/Claim Number and the Client Name, you can run the report again to see the results. When you close the Import Configuration screen, you should import the latest file again if you made any changes to the configuration.

Not all deposit types will contain an SSN/Claim Number for importing deposits. If you have a type that does not contain that information, you can check the Not Used option to ignore that type. Those deposits will show on the Unmatched Deposits report and will have to be entered manually in RPM.

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SSN/Claim Number - Located In Num Lock Powered by Microsoft Access

The *Configuration* button will only be enabled if you are using the Standard Format NACHA file option. You can use this option to configure any additional deposit types that are added or changed in your file after the initial configuration.

Each deposit type that has been imported in any of your deposit files will be shown. To configure a deposit type, you have to assign the location for the *SSN/Claim Number* and the *Client Name* as well as the corresponding *Category* to be used for that type of deposit. Click *Report* to print a report showing the detailed deposits in the last import file. You can use that report to find the location of the *SSN/Claim Number* and the *Client Name*. There are three possible locations for the information:

- **Detail ID** (up to 15 characters) - this often contains the SSN/claim number.
- **Detail Name** (up to 22 characters) - this often contains your company name or the client name.
- **Addenda Info** (up to 80 characters) - this is not always available. If it is available, it may contain the SSN/claim number and/or the client name.

The position numbers are shown on the report for each column: Detail ID, Detail Name and Addenda Info. Once you enter the *Located In* and *Start* and *End* positions for both the *SSN/Claim Number* and the *Client Name*, you can run the report again to see the results. When you close the *Import Configuration* screen, you should import the latest file again if you made any changes to the configuration.

Not all deposit types will contain an *SSN/Claim Number* for importing deposits. If you have a type that does not contain that information, you can check the *Not Used* option to ignore that type. Those deposits will show on the *Unmatched Deposits* report and will have to be entered manually in RPM.