

Bulk Import Payment ABA File

Overview

This importer is for importing Australian Bankers Association format (.ABA).

Emersion has a separate importer for importing standard Emersion Payments. See the [Emersion Payment Import](#) article for more information.

Licencing

This feature is available to subscribers of the following:

- ☒ Emersion Core
- ☐ Optional Modules
- ☐ Upon Request (please contact your Account Manager)

Import Result Notification

This feature utilises the **Bulk upload processing notification event** (event type 963) to send a notification to the user containing the results of the import attempt.

- If the import is successful, the email notification will advise you when the import process is complete.
- If the import is not successful, the email notification will send details of the records that failed validation and why.

An event template must be created and the event must be *enabled* before the import tool can be used.

Preparing The Data for Import

To prepare your data for import, you will need to create a CSV import file or you can download the import file below. You will need to extract the csv file and save it.

See <https://www.cemtexaba.com/aba-format/cemtex-aba-file-format-details> for template details

Importing The Data

To access the import tool:

Payments > Bulk Import

The user will be taken to the *Import Payments* page.

1. Select the type of the payment file to be imported The options are:
 - a. *Emersion Bulk Format*
 - b. *ABA*.
2. Click the **Browse** button and select the csv file containing the data you want to import.
3. Click the **Upload File and Verify** button.
4. The system will parse the uploaded file for any errors. Once verified, the *Import Payments – Preview File & Confirm* page will be displayed.
5. Click the **Confirm Import** button. A window will appear to prompt you to confirm the upload.
6. Click the **Yes** button to confirm the file upload. The system will process the payments in the file, and update the accounts' payment details with the payment information.
7. Click the **No** button to cancel the file upload.

Validating the Import



Bulk Import Validation

The system will parse the data for invalid formatting only. It cannot check for data accuracy. It is strongly recommended that you check the imported data to ensure that the import was accurately imported. To do this, divide your import records into groups of 20. Check a single record in each group. If an error is found, check each previous record for the group until you find the one that was imported incorrectly.

If you find an problem, you cannot roll back the import. You have two options should this occur:

1. Manually correct the data.
2. Request Emersion fix the errors for you.

Any request to correct imported data must be submitted via a ticket. Emersion will provide an estimate of the work and a quote. The quote must be approved and paid in advance before any restorative work commences.

Data Definition: ABA File Format

The Australian Bankers Association (ABA) file format is used by many banks for batch transactions. Though not an Australian standard, many banks have adopted this format. The ABA file format is also known as a *Direct Entry* file or *Cemtrex* file. It has the file extension .ABA. Please contact your bank or financial institution for further information about obtaining your payment information in ABA format.

The specification for the various record types can be found at [this article here](#).

Viewing Imported Data

After importing data it is important to validate it was imported correctly. Choosing a random records and performing a visual check in Cumulus should reveal any mistakes relatively quickly that would be harder to see in an import sheet.

Payments for a specific customer can be found via **Customer > Payments** tab.

Payments for all customers can be found under **Finance > Accounts Receivable > Payments**.

Unallocated payments across customers can be seen via the **Finance > Accounts Receivable > Unallocated** tab.

Related Pages

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