

# GUIDE FOR BANKS TO PROCESS FILES IN NACH

# Documents Details

Author	C K Hareeshankar / Ganesh A			
Published Date	May 8, 2015			
Version	1.0 (Draft)			
Total Page number				
Document classification	Internal/ Confidential / <u>Public</u>			

### **Document History**

Date	Version	Change		
		Initial Document		
May 8,	1.0			
2015	1.0			

Prepared By:	Date
C K Hareeshankar / Ganesh A	May 8, 2015

Reviewed By:	Date
Ramasubramani P	May 8, 2015

Approved By:	Date
Giridhar G M	

#### **Table Of Contents**

Input files processing	4
Files Approval	7
File Cancellation	
Inward File Processing	9
Return File Processing	11
Reports	15
equently Asked Questions (FAQ)	17
xure A – File Naming Convention	23
xure B – Circulars	24
	Files Approval File Cancellation Inward File Processing Return File Processing Reports equently Asked Questions (FAQ) kure A – File Naming Convention



# **1.0 Input files processing**

- 1. Sponsor Bank/ corporate will prepare the INP file in .txt/.xml format.
- 2. Sponsor bank has to sign the file using Signer Tool with PKCS#7 format.
- 3. Bank user/Corporate user has to upload the signed file in SFG using Upload / Download option or use the Host to Host mechanism.

Note: While processing the files through host to host banks may incorporate the PKCS#7 signing tool in the host to host system itself. Else banks may have to manually sign the files.

- 4. If the Bank is processing the file through SFG (Upload /Download in NACH Application), Maker and Checker concept is applicable. In case of Host to Host, there will be no checker required.
- 5. Post successful technical Validation in SFG, the files will be available in the checker queue for approval. An error file will be generated for all unsuccessful validations.

To upload the input files using SFG the banks has to follow the below steps,

Log in to SFG using NACH user credentials.

the second se				
(=) (=) https://192.168.179.237-9093/	n 🔎 👻 Certificate 🖒 🎯 Welcome to NACH MyFileG 🗡 🍊	New tab		<b>↑</b> ★ Ø
	FileGateway	ID ;		
Wou	d you like to store your password for 192.168.179.254? Why am I seeir	ng this?	Yes Not for this site ×	~
				▲ 🗰 🗂 🌆 12:23

After Logging in, the following Page will be shown,

A COMPANY OF THE OWNER AND A			
🗲 🕞 🙆 https://192.168.179.237.9093/n 🔎 🕶 😵 Certificate 🖑 🧟 Welcome to NACH MyFileG × 🥝 New tab			合 🛧 🕸
NACH MyFileGateway	Welcome ICICMaker Home	Profile	Sign Out
Upload Files Download Files			
Upload a file Specify mailbox file and renaming pattern			
Mailbox Path :			
File : Browse			
Rename File As :			
Send			
			It is must to update
		ALC: NO.	▲ ∰ 12:24

Click on the Mailbox path Select "/"

Click On "Browse" and Select the signed file which is to be uploaded.

In case the user wants to rename the file, it can be done using the Rename File As option

	CH MyFileGateway	Welcome NPCI21313	Profile	Sign Out
Optoard Files Deventional Files				
Upload a file Specify mailbox file and renami	ing pattern			
Mailbox Path :	/			
File :	e\APB-CR-SBIN-SBIN0001-24122014-000001-1NP_FKCS7_Signed.bt Browse			
Rename File As :	APB-CR-SBIN-SBIN0001-24122014-000001-INP.bxt			
Send				

After Clicking on Send button a pop-up will open mentioning the mailbox is unmonitored. Click "OK".



	31 HyFileGateway	***	come NPC121313 Home	Profile	1	Sign Out
Upload Files Download Files						
Upload a file Specify mailbox file and renami	ng pattern					
Hailbox Path :	J .					
File :	E:/W4CH Testing/Test File/AP8-CR-S804-S8040001-24122084-00000					
Rename File As :	APB-CR-5-81N-581N00011-24122014-000001-0NP.btt					
Send	Condium This mailbox is unwonitored. Files uploaded to this imailbox will not be processed. ON Cancel					

After Uploading of files Click on "Download Files". Uploaded files and received files will be shown. The recent file would be on top.

C () (C https://192.168.179.7 1 0093	🖉 Welcome to NACH MyFileG 🗙 🧭 New tab		_	-		- □ × ↔
NACH		Wel	come ICICMaker Home	Pr	ofile	A Sign Out
Upload Files Upload a file Specify mailbox file and renaming pattern						
Mailbox Path : File :	Browse	I				
Rename File As :						
						~
		-		and,	•	It is must to update

	H MyFileGateway				
			Home	Profile	Sign Out
Ipload Files Download Files					
ownload a file ilter your mailbox by using the c	olum n input fields				
te ceived *	File Name N	tailbox			File Size
4/24/2015 16:05:23	MMS-CREATE-ICIC-22092014-000001-INW /	CIC			178.38 KB
4/23/2015 19:38:20	ECS-DR-ICIC-ICICMaker-23042015-00000 /	CIC			4.28 KB
4/23/2015 19:02:55	MMS-CREATE-ICIC-ICIC0001-20092014-00 /	CIC			3.63 KB
4/23/2015 16:31:11	ECS-DR-ICIC-23042015-000107-INW.txt /	CIC			3.66 KB
4/23/2015 15:41:44	ECS-DR-ICIC-ICICMaker-23042015-00000 /	nbox			643 bytes
4/23/2015 15:33:26	ECS-DR-ICIC-ICICMaker-23042015-00000 /				3.66 KB
4/21/2015 16:11:12	MMS-AMEND-ICIC-16092014-000001-INW.zip /	CIC			3.90 KB
4/21/2015 13:48:53	2014-06-03-0403-Destination Bank Reconcil /	CIC			19.21 KB
4/21/2015 13:48:24	2014-06-03-065-APBS Mapper.ivwr.CSV /	CIC			80.54 KB
4/21/2015 13:47:57	2014-06-03-S002-Settlement Detail Report.i /	CIC			108.73 KB
4/21/2015 11:54:01	ECS-DR-ICIC-ICICMaker-20042015-00000 /	nbox			920 bytes
4/20/2015 16:38:38	ECS-DR-ICIC-ICICMaker-20042015-00000 /				2.71 KB
4/20/2015 15:22:28	MMS-CREATE-ICIC-14092014-000001-INW /	CIC			3.79 KB
4/20/2015 13:04:50	MMS-CREATE-ICIC-13092014-000001-INW /	CIC			3.79 KB
4/17/2015 21:56:16	MMS-CREATE-ICIC-12092014-000001-INW /	CIC			3.79 KB
					🗘 Refresh
				Itisi	nust to update/seed th

# 2.0 Files Approval

Approver has to verify and approve the transaction file in NACH application in the following path. ACH  $\rightarrow$ Routing  $\rightarrow$ Files $\rightarrow$ Operations $\rightarrow$  Approve.

In case of banks processing through Host to Host, there is no approval required.

	AC	- Bouting - Tile	en + Operations	A + Approve + CAF A		System data and to will business claim			Senator: NA				
B. Senate	-	and the second se			110.1354		Acares						
ii Maistanance					Filesame		- Augusta	a construction of the local distance of the					
E Cartral					File Rol.								
					Sender	14	v	Receiver AL		v]			
Processing					Busisess Date	Bon \$5062014	2[to 139	60014 101					
In Manager Exception					Debt answer	100	1						
Messages													
					Credit amount	\$9m		10					
					Continue								
II Qyerations							surviva an	1000					
IX Cancel							(Read)	OK.					
21 Datchen			10.85 UTLM	S ON PAGE 20 Y	10.00	110 1							
			Designment in		TELINAME C		STRTU'S G	INCOMESSIONTE D	WALLE DATE I	MINOR IN	BECKINES I	COMPANY OF T	TOTAL
III Mexsages		ICLOWS.	Incoming		COMater-21042016-0	0001-INF and	Accepted	120602014	1206/2014	ICICISA,HCB	NPONIE	PAR	
II Clearing	2	ECLORE	Incoming	ECS-CR-8498-8	ARIEMulter 27042015	1-000000 AVP AME	Approva	1506(2014	13042015	BARBOTRIE ASU	NPOINTE	PAR	1
II Reporting	3	ECLORE.	Incoming	ECS-CR-BVRD-B	ARDMainer 27042015	1-0000003-84 <sup>th</sup> area	Approva	1306(2014	#3/64/2015	BARBOTREADU	<b>NPCINIE</b>	PAR	43
- Billing		fict Cedt	Incoming	ECS-CR-BHRB-B	ARDManer 27042015	-000004-64P ami	Approva	130502014	13040015	BARBOTREADU	NPOINTE	PAR .	
UPLOAD DOWNLOAD	5	ECE Own	Inclusion	ECIS-CR-BARR-E	ADDMarket 27042	-0000005-84P xml	Aprov	1305(2014	08042015	BARBOTREADU	NPCINER	NR.	4
		(CSOreat	incoming		APIEMairer 2704			13050014	1204/2015	BARBOTREADU	NPONIE	845	1.0
CMMIS	1	ECLORE.	incurring		ARDMarke 2754			1306(2014	86042915	BARBOTREADU		P.P.	1,2
		tC1Oedt	Incoming	ECILCR-BARRIER	ARDMaker-270-271	CODOR-BUT VIS	Annena	1305(2014	0604/2015	BARBOTREACU	NPCINID	<b>BAR</b>	7.9

B ACH	ACII > Routing > Files > Operations > Approve > CAF APPRIC		cl time: 26042015, 95:33 ste: \$3062014 500 → FC Session: NIA		•
St Session			Approvo		
8 Maintenance					
8 Routing					
8 Control					
R Pending Processing		file Type	FLE ECS Crivit		
E Manage		From IDCA	false		
Exception Messages		Filename	ECS-CR-BARB-BARBMaker-27042015-000003-INP xml		
© Files		Sender	BARBMaker (BARBOTREASU)		
0 List		Receiver	(NPCIINBB)		
E Operations		User Number	1105347		
🗷 Cancel		Total Item Count	3391		
K Approve		Returned item Count	NA.		
8 Batches		Currency	NR		
8 įtems		Total Amount	4,95,89,152.00		
8 Messages		<b>Total Returned Amount</b>	NIN.		
8 <u>Clearing</u>		Business Date	13/06/2014		
# Reporting		Creation date	2015-04-27 15:19:25:0		
B Billing		Status	Approve		
B UPLOAD/DOWNLOAD		4	Dancel Approve Reject		
8 MMS			ŶŶ		
	For Approv	ing/Rejectir	ng the file click on the a	ppropriate buttons	

ACK file will be generated for the files uploaded in NACH. Post approval of the file (Host-to-Host users ACK file will be generated without approval of the checker), user needs to check the ACK file (ACK.xml) for the file status.

# 3.0 File Cancellation

Both Input and response uploaded files can be cancelled even after files are approved from checker end, but this action can be performed only before session closure. Below points to be followed to cancel an approved file.

- 1. Maker have to input the filename in the search tool box in the below given path  $ACH \rightarrow Routing \rightarrow Files \rightarrow Operations \rightarrow Cancel$
- 2. Checker to approve the same after maker initiates the cancel request.

□ ACH	ACH > Routing > Files > Operations > Cancel > CAF L ST002		System date and time NR business date: 13			Session: N/A
				Cancel		
⊞ <u>M</u> aintenance						
Routing		Search				=
Control		File Type	All 🗸 I	Return	Currency	All 🗸
Pending Processing		Filename				
Manage		File Ref.				
Exception Messages		Sender	All	V Re	ceiver All	~
🗉 Files						
List		Debit amount	from		to	
<ul> <li>Operations</li> <li>Cancel</li> </ul>		Credit amount	from		to	
Approve		Status	All	Directi	INCC	
⊞ Batches		Status	All	Directi		
				Reset Ok		
	L					

This needs to be approved by the checker. Unless it is approved, file will continue to be existing in the system.

#### <u>File Status</u>

ACK/ NACK files will be generated for the files processed through NACH. In NACH the file status can be of the below types

I <u>Accepted</u> - Entire file is accepted for which the ACH file will be generated giving information to the bank user that all the transactions got accepted.

II <u>Rejected</u> - When the entire file gets rejected, then there will be the NACK file giving the information of the reason for what the files is been rejected by the system. (NACK file will also have the name ending ACK.xml).

III <u>Partial</u> - It the scenario when few records are accepted and the remaining are rejected. ACK will be generated for this case, where it will have details of the record wise reasons for rejection.

**Note:** Partially rejected transactions in a file can be uploaded once again after necessary corrections /changes done. Banks can check the Returns or Rejection numbers in the below path and below is the screenshot.

The maker or checker can view the status of the file under

 $ACH \rightarrow Maintenance \rightarrow Routing \rightarrow Files \rightarrow List then Click "OK"$ 

TYPE 🖨	DIRECTION \$	FILENAME 🖨	STATUS 🖨	BUSINESS DATE 🖨	VALUE DATE 🖨	SENDER 🖨	RECEIVER 🖨	CURRENCY 🖨
APBS Credit	Incoming	APB-CR-GSCB-GSCBMaker-21112014-CC1007-INP.xml	Rejected	12/05/2014	12/05/2014	GSCB000001	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-GSCB-GSCBMaker-21112014-CCC007-INP.xml	Rejected	12/05/2014	12/05/2014	GSCB000001	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-SBIN-SBIN1234-25112014-000000-INP.xml	Rejected	12/05/2014	12/05/2014	SBIN0004343	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-DCBL-DCBLMaker-25112014-000000-INP.xml	Accepted	12/05/2014	12/05/2014	DCBL0000037	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-CORP-CORPMaker-25112014-000000-INP.xml	Accepted	12/05/2014	12/05/2014	CORP0000920	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-SBIN-SBIN1234-25112014-000001-INP.xml	Partial	12/05/2014	12/05/2014	SBIN0004343	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-SBIN-SBIN1234-26112014-100002-INP.xml	Rejected	13/05/2014	26/11/2014	SBIN0004343	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-PUNB-PUNBMaker-27112014-000114-INP.xml	Rejected	13/05/2014	13/05/2014	PUNB0244200	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-PUNB-PUNBMaker-27112014-000116-INP.xml	Rejected	13/05/2014	13/05/2014	PUNB0244200	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-KDCX-KDCXMaker-27112014-000004-INP.xml	Rejected	13/05/2014	27/11/2014	IBKL0003455	NPCIINBB	INR
APBS Credit	Incoming	APB-CR-ICIC-ICIC0001-27112014-000001-INP.xml	Partial	13/05/2014	13/05/2014	ICIC0TREA00	NPCIINBB	INR

# 4.0 Inward File Processing

For processing the Inward files in NACH bank has download the same from NACH, this section will help to understand how to download the same for processing.

Comprised 2722237 2021/07 P + © Certificate C Welcome to NACH MyFileG × Normation in the second sec	
	↑ ★ \$
User ID : Password : Sign In Sign In Sign In Cateway user name	
Would you like to store your password for 192.168.179.254? Why am I seeing this? Yes Not for this site x	

Bank has to download the file from the SFG- Mailbox.

After Logging in, the Page will be as below

A Certificate C Certifi	n
NACH MyFileGateway	Welcome ICICMaker
	Home Profile Sign Out
ad Files Download Files	
oad a file ify mailbox file and renaming pattern	
Mailbox Path :	v
File : Browse	
Rename File As :	
-	
Send	
	It is must to up

### Click on "Download Files" option

NACH M	yFileGateway		Welcome ICICMaker		
			Home	Profile	Sign Out
Upload Files Download Files					
Download a file Filter your mailbox by using the colun	nn input fields				
	E				9
Received *	File Name	Mailbox			File Size 🔻
04/24/2015 16:05:23	MMS-CREATE-ICIC-22092	014-000001-INW.zip /ICIC			178.38 KB 📥
04/23/2015 19:38:20	ECS-DR-ICIC-ICICMaker-	23042015-000001-RES.txt /ICIC			4.28 KB

The Files to be processed will be listed as given below

	MyFileGateway		Welcome ICI	CMaker	
			Home	Profile	Sign Out
load Files Download Files					
ownload a file ter your mailbox by using the co	lum n input fields				
	100				
ceived 👻	File Name	Mailbox			File Si
/24/2015 16:05:23	MMS-CREATE-ICIC-22092014-000	001-INW /ICIC			178.38 K
/23/2015 19:38:20	ECS-DR-ICIC-ICICMaker-230420	15-00000 /ICIC			4.28 K
/23/2015 19:02:55	MMS-CREATE-ICIC-ICIC0001-200	92014-00 /ICIC			3.63 K
/23/2015 16:31:11	ECS-DR-ICIC-23042015-000107-I	NW.txt /ICIC			3.66 K
/23/2015 15:41:44	ECS-DR-ICIC-ICICMaker-230420	15-00000 /Inbox			643 byt
/23/2015 15:33:26	ECS-DR-ICIC-ICICMaker-230420	15-00000 /			3.66 K
/21/2015 16:11:12	MMS-AMEND-ICIC-16092014-0000	01-INW.zip /ICIC			3.90 K
/21/2015 13:48:53	2014-06-03-0403-Destination Ban	Reconcil /ICIC			19.21 K
/21/2015 13:48:24	2014-06-03-065-APBS Mapper.ivw	r.CSV /ICIC			80.54 K
/21/2015 13:47:57	2014-06-03-S002-SettlementDeta	il Report.i /ICIC			108.73 K
/21/2015 11:54:01	ECS-DR-ICIC-ICICMaker-200420	15-00000 /Inbox			920 byt
/20/2015 16:38:38	ECS-DR-ICIC-ICICMaker-200420	15-00000 /			2.71 K
/20/2015 15:22:28	MMS-CREATE-ICIC-14092014-000	D01-INW /ICIC			3.79 K
/20/2015 13:04:50	MMS-CREATE-ICIC-13092014-000	D01-INW /ICIC			3.79 K
/17/2015 21:56:16	MMS-CREATE-ICIC-12092014-000	DO1-INW /ICIC			3.79 K
17/2013 21.30.10					🗘 Refresh

Click on the file name to download. A popup for download confirmation will open. Click "OK"-selected signed File will be downloaded at the designated location in the hard drive.



INAL AUTOMATED CLEARING HOUSE	H MyFileGateway		Welcome ICICI	Maker	
			Home	Profile	Sign Out
Upload Files Download Files					
Download a file Filter your mailbox by using the c					
Received *	File Name	Mailbox			File Size
04/15/2015 14:09:29	ECS-DR-ICIC-15042	015-000106-INW.txt /ICIC			48.53 KB
04/13/2015 18:14:58	MMS-CREATE-ICIC-1	10092014-000001-INW /ICIC			3.82 KB
04/13/2015 18:14:58	MMS-CANCEL-ICIC-	10092014-000001-INW /ICIC			3.55 KB
04/13/2015 18:14:58	MMS-AMEND-IC Conf	lum	×		3.90 KB
04/13/2015 15:09:41	MMS-CREATE-I		<u> </u>		6.72 KB
04/13/2015 15:04:36	MMS-CREATE-I				3.78 KB
04/09/2015 17:12:03	2014-06-03-06	Are you sure that you want to download this	file?		80.54 KB
03/31/2015 19:14:05	MMS-CREATE-I	File: ACH-CM-ICIC-ICICMaker-24032015-	V00011-		3.66 KB
03/31/2015 19:14:04	MMS-CREATE-I	MAP.txt			3.66 KB
03/27/2015 13:02:31	ECS-DR-ICIC-:	From: /			6.29 KB
03/27/2015 13:02:01	NECS-CR-ICIC	OK Cancel	_		3.66 KB
03/24/2015 13:03:00	UID_Response-	Cancel			147 bytes
03/24/2015 13:02:46	ACH-CM-ICIC-ICICM	Maker-24032015-V0001 /			3.14 KB
03/24/2015 13:00:36	Error-UID MAP-ACH-0	CM-ICIC-ICICMaker-24 /Inbox			2.88 KB
	ACH-CM-ICIC-ICICN	Naker-24032015-V0000 /			3.15 KB
	ACH-CM-ICIC-ICICM	Naker-24032015-V0000 /			3.15

Post downloading the files member banks has to upload the same in their CBS. Some banks having facility in CBS to unsign the downloaded files. If the facility is not available then the same has to be unsigned using the signer tool.

### **5.0 Return File Processing**

- a) The Bank has to process the transactions in their CBS system to finalize returns if any.
- b) If there are any transactions to be returned, bank has to upload the file with appropriate Return reason code against the respective transactions (Note : With reference to the NPCI Circular 49 dated 10<sup>TH</sup> June 2014 , the member banks has to upload the response files even if they don't have any returns except for NACH Credit (ECS- Cr) and NACH Debit (ECS - Dr).
- c) Return file has to be prepared with the naming convention mentioned in the Annexure A.
- d) In case there are no returns, bank needs to prepare the NIL return file without mentioning any reason codes against the transactions (Refer Note). For Aadhaar based transactions, bank needs to populate the customer name and account number in the return file for successful transactions.
- e) While preparing the returns and NIL return file, renaming has to be done with the user ID who will be uploading the file in SFG.
- f) Sign the file using signer tool with PKCS#7 if it is not uploaded via H2H.
- g) After signing the file, the maker has to upload the file in SFG.

If the upload process is carried out through Host to Host, then the file signing will be done automatically based on the H2H configurations.

Bank maker User has to login to SFG



C 🕑 C https:/ 192.168.179.237.0037/r 🔎 - 🖸 Cetificate C 🧭 Welcome to NACH MyFileG × 🧭 New tab	- □ <mark>- ×</mark> 0 n ★ 0
NACH MyFileGateway      Please sign in      User ID :      Password :      Enter a valid Sterling File     Gateway user name      Sign In	~
Would you like to store your password for 192.168.179.254?     Why am I seeing this?     Yes	Not for this site ×

The Page will open as given in Screen shot

🗲 🛞 🧭 https://192.168.179.237:9093/myfilegateway/hoi 🔎 🕆 🕈 🏉 Welcome to NACH MyFile 🗴			în ★ ©
NACH MyFileGateway	Welcome IC	ICMaker	^
	Home	Profile	Sign Out
Upload Files Download Files			
<b>Upload a file</b> Specify mailbox file and renaming pattern			
Mailbox Path :	Ŧ		
File : Brow	se		
Renam e File As :			
Send			
Senu			
It is must to update/seed the Aadhaar nu	umbers in Core Bankin	g System before updati	ng NACH mapper.
🚱 🚍 2 O 😨 🔿 2 O 🥥 2 🕤 🗃 2 O 🖉		1.000	r 🛱 🛱 🌜 13:07

Click on the mailbox path Select" /" in the drop down



Upload Files Download Files	
<b>Upload a file</b> Specify mailbox file and renaming pattern	
Mailbox Path : 🚺	

Click On "Browse" and Select the signed file which is to be uploaded.

Upload Files Download Files	
<b>Upload a file</b> Specify mailbox file and renami	ng pattern
Mailbox Path :	/
File :	e\APB-CR-SBIN-SBIN0001-24122014-000001-RTN_PKCS7_Signed.txt Browse

If bank wants to rename the file, it can be done using the Rename File as option.

Note: <u>The bank can also change the sequence no. if there is error in the earlier file uploaded</u> using the "Rename file as" option.

Mailbox Path :	/	
File :	e\APB-CR-SBIN-SBIN0001-24122014-000001-RTN_PKCS7_Signed.txt Browse	
Rename File As :	APB-CR-SBIN-SBIN0001-24122014-000002-RTN.txt	

Click on Send. A popup will open mentioning "The mailbox is unmonitored". Click on "OK"

After uploading the Return file the bank will receive an ACK file for the return Uploaded in the system. Bank has to check the same for acceptance/Partial/ rejection of the files uploaded.

After Uploading of files Click on "Download Files" the file uploaded and succeeding Response file will appear in screen.

NACH MyFileGateway		Welco	me ICICMaker		
			Home	Profile	Sign Out
Upload Files Download Files					
Download a file Filter your mailbox by using the column input fields					
					9
Received *	File Name	Mailbox			File Size 🔻

ess For Banks			NPC HICHLIZ VIÇILI YILDI H NATIONAL PAYMENTS CORPO	RATION
Download a file Filter your mailbox by using the co	umn input fields			
	<u> </u>			
Received *	File Name	Hailbox		File
01/02/0015 10 05 02				1.001
04/27/2015 13:35:21	APB-CR-SBIN-SBIN0001-24122014-	APB-CR-SBIN-SBIN0001-24122014-000002-INP.bxt /		4.58
0 1/27/2010 10:00107	Error opiosangoserkano Aro-okto	Enter episodamgesentame // ele esta estateost en / mess 10 esta		

#### File Status

NA

ACK/ NACK files will be generated for the files processed through NACH. In NACH the file status can be of the below types

I <u>Accepted</u> - Entire file is accepted for which the ACH file will be generated giving information to the bank user that all the transactions got accepted in SFG.

II <u>Rejected</u> - When the entire file got rejected then there will be the NACK file giving the information of the reason as to why the files has been rejected. (NACK file will also have the file name as ACK.xml only)

III <u>Partial</u> - It the scenario when few partial records are accepted and the remaining are rejected. The NACH will be generated for this case where it will have details of the transaction wise reasons for rejection.

#### Using of Filter for Downloading the Error /Response file:

The Bank can filter the Error or Response in NACH as in the screen shot given below.

NATIONAL AUTOMATED CLEARING HOUSE	NPCI ACH (4.0-20150304.1511-3005.5))		Welcome NPCI21397 of ACH   <u>Logou</u>
□ ACH	ACH > Routing > Files > List > FILEL ST002	System date and time: 08/05/2015, 15:47 INR business date: 14/06/2014 SOD -> FC Session: N/A	
		List	
■ Maintenance		Search	
Routing		Search 🗧	
Control		File Type 🛛 🖂 🖌 Return 🗌 Currency All 🗹	
Pending Processing		Filename	
<ul> <li>Manage Exception</li> </ul>		File Ref.	
Messages		Sender All 🔍 Receiver All 🔍	
⊟ Files			
List		Business Date from 14/06/2014 📰 to 14/06/2014 📰	
Operations		Debit amount from to	
⊞ <u>B</u> atches			
⊞ <u>i</u> tems		Credit amount from to	
⊞ M <u>e</u> ssages		Status All V Direction All V	
⊡ Clearing			
Reporting     Reput		Reset Ok	

Type the error /Response file name in the file name column and provide date in the Business Date column. Click OK data will be shown as in the screen shot below.

ACH > Routing > Files > List > FILELST002		d time: 08/05/2015, 15:49 ate: 14/06/2014 SOD -> FC	Session: N/A			۲
		List				
	Search		=			
	File Type	Return 🗌 Curren	cy All 🔽			
	Filename ACH-CR-DNS	B-DNSBMaker-04122014-0				
	File Ref.					
	Sender All	✓ Receiver All	~			
	Business Date from 14/05/20	14 📰 to 14/05/2014 📰				
	Debit amount from	to				
	Credit amount from	to				
	Status All 🗸	Direction All	$\checkmark$			
		Reset Ok				
				-		
ITEMS 1 TO 1 OF 1 > ITEMS ON PAGE 20	of	1 <u>&gt; &gt;</u>				
NO. TYPE  DIRECTION	FILENAME 🖨	STATUS 🖨 BUSINESS DAT		SENDER 🖨 RECEIVER 🖨	CURRENCY 🖨	TOTAL AM
1 Credit VF Outgoing ACH-CR-DNSB-DNSB	Maker-04122014-098474-INP-ACH	Cxml Sent 14/05/2014	14/05/2014	NPCIINBB DNSB0000001	INR	

#### 6.0 Reports

Banks have access to various reports under the MIS option of NACH. Bank users can login to NACH. Click on the MIS tab at the left bottom window on NACH. Ensure that Pop up blocker is off. The below window would be seen by the user. User can select on various options to check on the reports.

MIS REPORTS			
Session Reports	EOD Reports	Client Reports	DMS Reports
MMS Reports	Mapper & Audit	Aadhaar Status	

Please find the below summary of important reports under various menus in MIS

- 1) Session Reports
  - a. Settlement Summary Report (will show the settlement of respective banks only)Report id- S001, S002
  - b. Settlement Detailed Report (will show the settlement details of the bank and their sub-members as well)
  - c. Sponsor Bank session wise Reconciliation Report
  - d. Destination bank session wise Reconciliation Report
- 2) EOD Reports
  - a. Data Validation Detailed Report (Detailed list of status at transaction level0
  - b. Data Validation Report
  - c. Destination Bank wise Rejection detailed report
  - d. ACH Masters Data Report-Report-18 (details of masters registered in NACH)
  - e. Destination Bank Return Detailed Report



- f. Sponsor Bank Return Detailed Report
- 3) Client Reports
  - a. User wise Return Detailed Report
  - b. User wise Return Summary Report

Please refer to the MIS option for a more reports.

# 7.0 Frequently Asked Questions (FAQ)

#### 1. The uploaded file is in the Approve status not in Accepted in NACH

If the uploaded file has not been approved by the bank checker / supervisor, then the status of the file will be "Approve". For approving a file one should go to Routing -> Files -> Operations -> Approve

#### 2. What are the possible status in ACH for a file?

If the uploaded file fails a technical validation, then the entire file will be rejected. The ACK generated will not have "ACK" in the file name. For example, if the File Naming convention used is not as per specifications, then the file name of the file sent to Banks from NPCI, will begin with "Error in File Name..."

If the file has passed technical validations, then there are 3 possible statuses for a file.

- 1. Accepted ("ACCP")
- 2. Rejected ("RJCT")
- 3. Partial ("PART")

The keyword that will be available in the ACK file sent to Bank is shown in the parenthesis next to the above mentioned status. Using the same, bank can determine the file status. In the Question of Partial, details of rejected transactions will also be available in the ACK sent to the Bank. The status can be viewed in NACH under Routing -> Files -> List

# 3. The uploaded file is validated (Accepted / Rejected / Partial). But the menu is showing the session tagged as "N/A"

The file would have been uploaded after session has been closed in NACH. The file would get deleted at the End of Day, if no other session is opened for the same product on the same business day.

#### 4. How to check the status of a session

After logging into NACH, on the top portion of the window, details of sessions currently in progress are shown.

If a session is in either of these stages - Clearing Cutoff and Settlement Start, then the file uploaded for these sessions, will not get tagged to the sessions and will get cancelled by the system at the End of the day in case no other session is opened for the same product.

NACHAR NATIONAL AUTOMATED CLEARING HOUSE	NPCI ACH (3.3.1-20140828.1452-2950))		
■ ACH ■ UPLOAD/DOWNLOAD ■ MMS ■ DMS ■ MIS	START	System date and time: 08/10/2014, 11:16 INR business date: 08/10/2014 SOD -> FC	Session: ACHCR Present / COLLATERAL_SETUP_DONE Session: ACHDR Present / COLLATERAL_SETUP_DONE Session: APB Present / COLLATERAL_SETUP_DONE Session: EBT Present / COLLATERAL_SETUP_DONE Session: ECS Present_R / COLLATERAL_SETUP
■ UŢILITIES			



#### 5. I uploaded a file, but did not get an acknowledgement (ACK) file.

Check whether the file was uploaded in root path (/). This path can be chosen in the Mailbox Path dropdown. If any path other than / is chosen, then the file uploaded will not reach NACH. In that Question rename the file and re-upload.

Note: The 'Rename File As' option shown in the screenshot below can also be used for renaming the file.

<b>Upload a file</b> Specify mailbox file and renaming pattern				
Mailbox Path :				
File Path to the mailbox Browse				
Rename File As :				
Send				

Once the file is uploaded, technical and business validations will be done. Technical validations will be done at the upload window itself. If the uploaded file failed the technical validation, then an error message will be generated for the same (Ex: Error in Map). This has to be checked in the Download tab.

<b>Download a file</b> Filter your mailbox by using the column input fields		
Received *	File Name	Mailbox
10/08/2014 09:24:56	Error-DuplicateFileName-UID-ST-ACH-NPCI21255-08	/Inbox
10/08/2014 09:24:01	UID-ST-ACH-NPCI21255-08102014-090164-INP tyt	

If the file is visible in ACH front end (under Routing -> Files -> List), then the file will have to be approved, for ACK file to be generated.

If the file has been uploaded in the / path, and no error message is received, and the file is not visible in ACH front end, then contact Helpdesk.

#### 6. I uploaded a file, File got Accepted / Partial. However, I did not receive a Response File.

Response File will be generated post return session completion on the value date of the file. For example, if the Input File, with a value date of 10<sup>th</sup> October was uploaded and validated in NACH on 8<sup>th</sup>, then the Response File will be generated post return session closure on 10<sup>th</sup> October only.

However, if no Response File was received on 10<sup>th</sup> October also, then check whether a DEL file has been generated for the uploaded Input File.

7. Input file unable to reach SFG, getting an error Regret-HSM-Signing-failed.

If the file was not signed properly before uploading, the above error will be thrown. Rename and re-upload the file.

#### 8. I uploaded a file, File got Accepted / Partial. However, I did not receive a Response File.

Response File will be generated post return session completion on the value date of the file. For example, if the Input File, with a value date of 10<sup>th</sup> October was uploaded and validated in NACH on 8<sup>th</sup>, then the Response File will be generated post return session closure on 10<sup>th</sup> October only.

However, if no Response File was received on 10<sup>th</sup> October also, then check whether a DEL file has been generated for the uploaded Input File.

#### 9. Input file unable to reach SFG, getting an error Regret-HSM-Signing-failed.

If the file was not signed properly before uploading, the above error will be thrown. Rename and re-upload the file.

#### 10. I uploaded an Input File, and got validated (Accepted / Partial) and I received an ACK also. However, later, I see a DEL file has been generated. What is a DEL file?

Files uploaded by banks and approved, will be validated and ACK will be sent immediately to the banks' mailbox even if there are no sessions. However, when the actual session is opened for the concerned product file, then the file is revalidated (like participant mapping on that day etc.) and DEL file will be generated for cancelled transactions on the settlement date.

For example, if Bank A uploads an ECS Credit Input File (with 10 transactions) for the value date as 19<sup>th</sup> September, is uploaded on 16<sup>th</sup> September. Bank B is the destination bank for 5 transactions and Bank C is the destination bank for the remaining 5 transactions. Now, the Input File will be validated and shown as Accepted. ACK will also be generated and sent.

On the value date, i.e. 19<sup>th</sup> September, if, for some reason, Bank B is not participating in ECS Credit and is unmapped / blocked, when the ECS Credit session is opened for 19<sup>th</sup>, the Input File uploaded is revalidated and the transactions pertaining to Bank B will be cancelled. DEL File will be generated and sent to the Bank A, with details of the cancelled transactions.

Note:

- If however, multiple banks are unmapped/blocked, multiple DEL files will be generated (for each destination bank) per Input File uploaded.
- If, the entire file gets cancelled during revalidation, then no response file will be generated. Reconciliation will have to be done using the DEL file only.

#### 11. File Rejected with the reason "Error-Bank Shor tName" in SFG while technical validation.

This error is due to one of the following reasons:

1) Invalid Group name or short code of Participant Bank is provided in Filename.

2) Uploading user is Disabled/Removed in ACH.

Note:

Suppose ABCD001 is the bank user uploading the file in SFG (My File Gateway), the same user should be active in ACH also. In case the user in not Active, kindly contact NACH Helpdesk.

#### 12. How can I cancel the uploaded files?

Files can be cancelled in the ACH through the below path

Maker will have to cancel the file in the path:

ACH->Routing->Files->Operations->Cancel

Maker / checker concept is applicable for cancellation of files.

Checker will approve the cancellation of files through the path:

ACH->Routing->Files->Operations->Approve

#### 13. Till what time an approved file can be cancelled and re-uploaded

Files can be cancelled and re-uploaded till the time the session has not been moved in to "Clearing Cutoff". If cancellation is done prior to this and re-upload is done after the session being moved to "Clearing cutoff" is done, the file would get deleted at the end of that business date in the NACH system.

# 14. How can a destination bank checker know the number of transactions that have been marked as return, in the return file uploaded by the destination bank maker?

For approving the return file, destination bank checker will get the uploaded file list at ACH -> Routing -> Files -> Operations -> Approve. Once, the checker clicks on a return file name, the review screen will open. In this review screen, the file details shown below will provide "Returned Item Count" and "Returned Amount". A sample screenshot is shown below.

	SILE
File Type	ACH Debit Return
From DCA	false
Filename	ACH-DR-KCOB-KCOBDL1334172-18092014-NEW000029-RTN.xm
Sender	KCOBDL1334172 (KANG0000001)
Receiver	(NPCIINBB)
User Number	
Total Item Count	1
Returned Item Count	1
Currency	INR
Total Amount	1,953.00
Total Returned Amour	1,953.00
Business Date	18/09/2014
Creation date	2014-09-18 14:29:45.0
Status	Accepted

#### 15. My Inward / Response Text File are not visible for download. What to do?

If the expected file is for today's value date, then check whether the session is ended (Refer Question 3 under File Upload & Acknowledgement).

If, however, an earlier generated file is to be downloaded, file information regarding no. of records, amount, session tagged/ processed, transaction details etc. can be seen from front end under Routing->Files->List.

Text Files can be downloaded from Upload/Download tab. However, files older than 7 days, if required in text format, kindly contact NACH Helpdesk.

# 16. Response File for an Input File uploaded and validated as Accepted earlier, is not visible in the front end. What to do?

First step is to check whether the concerned Return session has been ended, as Response Files are generated only after Return Session closure (Refer Question 3 under File Upload & Acknowledgement).

However, if the Input File is Accepted/Partial, the return session is ended and response file is not visible in front end, then check whether transactions have been cancelled and whether DEL files have been generated (Refer Question 7 under File Upload & Acknowledgement)

#### 17. Can I get Inward File in xml format (under Upload/Download tab)?

**Yes.** The Inward File format can be configured to be either in txt or in xml for each participant. By default, txt will be chosen as the format. If this is modified to xml, then the Inward File sent to the destination bank will be in xml format.

However, it should be noted that the above mentioned formats will be applicable across products. i.e. A destination bank cannot choose to receive APB Credit Inward Files in txt format and ACH Credit Inward Files in xml format. In this scenario, a bank can choose to receive all files in txt format. Required files in xml format can still be downloaded through ACH front end.

#### 18. Can destination bank upload only the return records for the Inward received?

Destination Bank can create a Return File for the Inward received in either of the following two methods:

#### Option 1: Return File can be created for all the records received in the Inward File.

In the Return File, only the transactions that are to be returned will be marked as return with the appropriate reason code. In this method, the header of the return file need not be modified at all. The only modification will be the addition of reason code wherever required.

#### Option 2: Return File can be created only for the records that are to be returned.

In the Return File, only the transactions that are to be returned can only be there and the remaining accepted records need not be present. However, in this scenario, the total count and total amount fields in the header will have to be modified accordingly.

19. Can a destination bank change the order of the transactions received in the inward, while uploading the returns?

Destination Bank can change the order. But, care should be taken to ensure that the entire row of the transactions is moved and not part of the records. In case part of the record is modified, the records would get rejected.

#### 20. I have received two Inward Files - an APB Credit & an ACH Credit File. What to do?

EBT is a type of product in NACH, wherein Sponsor Bank will upload in a csv format. Transactions routed based on Aadhaar will be sent to the Destination Bank in an APB Inward File and the ACH Credit File will have the transactions routed based on Account Number. Hence Destination Bank <u>can</u> receive two Inward Files.

#### 21. Can I combine APB Credit Return & EBT\_APB Credit Return transactions in a single file?

#### No.

APB Credit transactions should be uploaded as a separate return file and APB Credit (from EBT session) should be uploaded as a separate return file.

This is because both the products are entirely different and they have their separate individual sessions (even though both the files use the APB Return file format)

#### 22. Can I combine ACH Credit Return & EBT\_ACH Credit Return transactions in a single file?

#### No.

ACH Credit transactions should be uploaded as a separate return file and ACH Credit (from EBT session) should be uploaded as a separate return file.

This is because both the products are entirely different and they have their separate individual sessions (even though both the files use the ACH Credit Return file format). This can be identified by the different product type values (Product Type Field) at transaction level in the ACH Credit Inward Files received by the Destination Bank. ACH Credit Inward File will have '10 ' at transaction level, whereas EBT\_ACH Credit Inward File will have 'EBT' at transaction level.

# **Annexure A – File Naming Convention**

- The Following will be the file naming conventions for various products uploaded through NACH
  - <Process Name>-<Tran Type>-<Bank Identifier>-<Login Id>-<Date>-<nnnnnn>-INP.txt/xml
  - <Process Name>-<Tran Type>-<Bank Identifier>-<Login Id>-<Date>-<nnnnnn>-INP-ACK.xml
  - <Process Name>-<Tran Type>-<Bank Identifier>-<Date>-<nnnnnn>-INW.txt/xml
  - <Process Name>-<Tran Type>-<Bank Identifier>-<LoginId>-<Date>-<nnnnnn>-RTN.txt/xml
  - <Process Name>-<Tran Type>-<Bank Identifier>-<Login Id>-<Date>-<nnnnnn>-RTN-ACK.xml
  - <Process Name>-<Tran Type>-<Bank Identifier>-<Login Id>-<Date>-<nnnnn>-RES.txt/xml

Where:

- Process Name ACH/ECS/EBT/APB
- Trans Type -
  - CR Credit file (APB/EBT/ECS/ACH)
  - DR Debit file (ECS/ACH)
- Bank Identifier 4 Char Unique Bank Identifier in System
- Login Id User Login Id (Maker Login user ID through which file is uploaded to NACH)
- Date -ddmmyyyy (Date of Upload)
- nnnnnn 6 digit running sequence number
- INP/INW/RTN/ACK/RES Input/Inward/Return/Acknowledge/Response

# **Annexure B – Circulars**

Important circular is given below. Complete list of circulars are available at the NACH landing page or in the NPCI website (<u>www.npci.org.in</u>)

S.NO	CIRCULAR NO.	DATE	CIRCULAR NAME
1	1	22-Feb-13	Return Reason Codes
2	92	09-Mar-15	Change In Non DBTL Session
3	86	30-Jan-15	Product Based Return Reason
4	85	28-Jan-15	Change In Transaction Code For Apb Transaction
5	82	08-Jan-15	Return Under Reason
6	68	08-Dec-14	Change In APBS Session Timings
7	66	04-Dec-14	DBTL Transactions Identifier For Banks
8	53	24-Jun-14	Revised Reject Reason Code
9	49	10-Jun-14	Return File Upload
10	47	21-May-14	Revised Reject Reason Code