

Importing a NACHA file to create an ACH file

You can import a NACHA format file to create an ACH Batch, ACH Collection, or Payroll payment. When you import a NACHA format file, the system verifies the contents of the file before we process it. If the file is missing required information, the system will prompt you for the information. If the file has any errors, the system displays an error message because it cannot process the file. If that happens, correct the errors in the file and try to upload the corrected file.

To import a NACHA file to create a payment

1. In the navigation menu, click or tap **Advanced Payments > ACH & Wires**. The Payments page appears.
2. On the Payments page, in the **New Payment** drop-down list, click or tap **Payment From File**. The Payment From File page appears.
3. Do the following:
 1. In the Payment Type drop-down list, select the payment type.
 2. Click or tap **Select a file to import**. The Open dialog box appears.
4. In the Open dialog box, locate the file that you want to upload, and click or tap **Open**. The process to locate the file varies, depending on your device.
5. On the Payment From File page, click or tap **Upload File**. If we need additional information to process the file, the Payment from File - Additional Information page appears.
6. On the Payment from File - Additional Information page, the fields that appear depend on the missing information. Complete the following:
 - Input **Company Entry Description**
 - Select the **Pay From/Pay To** account.
 - If Applicable, Select the **Company/Subsidiary**.
 - Select the **Process Date** or **Effective Date**.
7. Click or tap **Submit**.
8. In the success message, do one of the following:
 - Click or tap **Close**.
 - Click or tap **View in Activity Center**.

Tip: If the file wasn't uploaded, an error message will prompt you to edit the file before resubmitting it.