

Importing a NACHA file to create a payment in Q2

You can import a balanced 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 Commercial > Payments.
2. On the Payments page, in the New Payment drop-down list, click Payment From File.
3. Do the following:
 - a. In the Payment Type drop-down list, select the payment type.
 - b. Click 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 Open. The process to locate the file varies, depending on your device.
5. On the Payment From File page, click Upload File. If we need additional information to process the file, the Payment from File - Additional Information page appears. The fields that appear depend on the missing information.
6. Click Draft or Approve.
7. In the success message, do one of the following:
 - i. Click Close.
 - ii. Click View in Activity Center.