# Importing a NACHA File

## NACHA Batch Processing – Current Screen

CH Payments	Bill Payments	Account Transfers	Other Helpful Links		
ctivity	Pay Bills	Single Transfer & Activity	Request Cash Management		
ACHA File Import	Wire Transfers	Multiple Transfers	Services		
onsumer (PPD)	Pending Wire Transfers	Transfer History			
Payroll	New Wire				
Credit Batch	Repetitive Wire	Templates Transfer Templates			
Debit Batch	Wire Transfer History				
Collect Payment					
	Tax Payments				
ommercial (CCD)	Pending Tax Payments				
Credit Batch	New Tax Payment				

## NACHA Batch Processing – New Screen

ACH Payments Activity New ACH Payment NACHA File Import	Tax Payments Activity New Tax Payment Tax Payment History	Other Helpful Links Request Cash Management Services
Bill Payments Pay Bills Wire Transfers Activity New Wire Repetitive Wire Wire Transfer History		

## Choosing your NACHA File to Import

Overview	Accounts $\checkmark$	Payments & Transfers 🗸	Other Services v
			ACH Edit Cut-off Time: 8:00 am CDT 03/15/2023 ACH Add Cut-off Time: 2:30 pm CDT
NACH	A File Impo	rt	
	age is used to lp" link on this		lease do not include the offsetting entry to your account. The system will do that when the batch is approved. For more help, click
	File:	Choose File No file chosen	
Settler	nent Account:	Value Checking Account:2222 Balance: -\$503.00	22 🗸
			Import NACHA File

### Click on the correct file then click open

						>
«			- *	ē	Search 3.14.23 - Nacha	ק ה
ew folder					=== -	
ł	* ^	Name	Date modified		Туре	Size
c	1		3/15/2023 12:54	M	File folder	
		CBIL Test Import File3.txt	3/15/2023 10:59	MA	Text Document	1 KE
			3/15/2023 12:48	M	Microsoft Word D	350 KE
			3/15/2023 12:28	M	Microsoft Word D	350 KE
	÷					
	_1					
(		<				
:) s File name: CBIL Test Im				~	All Files (*.*)	~

#### Click on the "import NACHA File" button

#### NACHA File Import

\* This page is used to import a NACHA formatted file. Please do not include the offsetting entry to your account. The system will do that when the batch is approved. For more help, click the "Help" link on this screen.

File: Choose File CBIL Test Import File3.txt

Settlement Account: Value Checking Account:222222 
Balance: -\$503.00

Import NACHA File

#### NACHA File Import is Successful

#### NACHA File Import

Your file was imported successfully.

#### File:CBIL Test Import File3.txt

Status	No of Batches
Imported	1
Imported With Exceptions	0
Failed	0

#### **Imported Batches**

	Batch #	Batch Type	Company Name	# Credits	# Debits	# Prenotes	Amount Credits	Amount Debits	Settlement Amount	Status
~	17729926	PPD	Central Bank Ill	0	1	0	\$0.00	\$900.00	\$900.00	Imported
			File Totals	0	1	0	\$0.00	\$900.00	\$900.00	
		Impor	ted Batch Totals	0	1	0	\$0.00	\$900.00	\$900.00	
Select All De-Select All							Return to ACH Lis	st Delete Sele	ected Import An	other File

## ACH Pending Payments List

Overviev	v Accounts $\sim$	Payments & Transfers $ \sim $	<ul> <li>Other Services</li> </ul>	; ~					Ċ
	H Paymer	Show cut-off time	s ∨					ACH Pa	yment 🗸
Selected Focus Customer: Demo Cash Management - Focus / John Doe (DemoCM)									
Q 9	Search name or tracl	king #							
Filter   Payment Date ~ Account ~ Recipient ~ Type ~ Status ~ Amount ~							Only sh	ow items needir	ng action
	Pmt Date 🔻	Name 🔻	Tracking # 🔻	From	То	Туре 🖤	Status 🔻	Amount	
>	3/31/2023	TEST PR	15557544	Value Checking Account *2222	TESTER 1	Payment Business	Needs 1 Approval Approve by 03/29/2023 at 02:30 pm CDT	\$0.50 CR	:
>	3/31/2023	Payroll	15558168 Val	Value Checking	Tester 4	Payment	▲ Needs 1 Approval	\$1.00 CR	
				Account *2222		Individual	Approve by 03/29/2023 at 02:30 pm CDT		
>	3/31/2023	Test 5	15559202	Business Test 1	Value Checking Account *2222	Collection Business	▲ Incomplete	\$1.00 DR	÷
>	3/17/2023	RE PAYMENT	15559364	Test User	Value Checking Account *2222	Collection Individual	▲ Incomplete	\$900.00 DR	÷