HOME FEDERAL

How to Import an ACH from a File

- 1. Login into Online Banking
- 2. Navigate to Business Banking > ACH Wires

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		Account History 👻	۹. Search	Filter by Type - New Template - New Payment -	Pending	Processed
	₿	Business Banking 🔶	Available Template		Payroll	\$0.00 10/12/2016
		User	Available Templates		× Cancelled #10737	
		NACHA File Import		There are no templates to display	Payroll × Cancelled #10736	\$50.00 10/12/2016
		Recipients			Payroll	\$50.00
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		ACH - Wires			ACH Singl × Cancelled #10723	\$50.00 10/12/2016
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- 3. Select the New Payment Menu (if not using a Previously Created Template) and select the Type of Transaction you would like to create.
 - a. ACH Payment crediting a recipient
 - b. ACH Collection debiting a recipient
 - c. Payroll crediting a recipient
 - d. Domestic Wire wire sent to a recipient within the US
 - e. International Wire wire sent to a recipient outside of the US
 - f. Payment from file will allow you to upload a .CSV or NACHA file that is formatted correctly.



4. Selecting Payment From File will bring you to a new screen pictured below:

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- 5. Select a Payment Type
- 6. Select a File to Import
- 7. Select upload file.
- 8. Select the Pay From/Pay To account, Subsidiary (if any) and effective date.

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Important to Note: Once the file has been approved, it cannot be changed or edited