

Recipient Upload from Batch

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1. Select the 'Payment' option under the 'Commercial Functions' menu.
2. Select 'Payment from File' within the 'New Payments' drop down menu

The screenshot displays the 'Payments' section of a software application. On the left is a dark blue navigation sidebar with the following items: Accounts Summary, Transfer/Deposit, Transactions, Statements/Notices, Commercial Functions (expanded), Users, User Roles, Company Policy, Wire Activity, Payments (highlighted), Recipients, Subsidiaries, ACH Pass-Thru, Tax Payment, Merchant RDC, Lockbox, and Positive Pay. The main content area is titled 'Payments' and includes a search bar, a 'Filter by Type' dropdown, a 'New Template' button, and a 'New Payment' dropdown menu. The 'New Payment' menu is open, showing options: ACH Batch, ACH Collection, Domestic Wire, International Wire, and Payment From File (highlighted). Below the menu is a grid of 'Available Templates' with six cards: 'Collection Test' (ACH Collection), 'Test Batch' (ACH Batch), 'Test Payroll' (Payroll), 'Test Single Payment' (ACH Payment), and 'Test Wire' (Domestic Wire). The 'Test Wire' card includes the text 'LAST PAYMENT \$0.01 Sent on: 8/2/2016'. Each card has a trash icon, a PPD label, and edit/delete icons.

3. Choose ACH Batch (where red arrow is pointing).
4. Click on the 'Select file to upload' box to browse for the file to be uploaded on the computer

5. Click 'Save Recipients' to automatically add the recipients from the .csv file (Red Arrow). You will see a pop up displaying the number of transactions and recipients in the file.
6. Click the 'X' to go back to your payment.

Some Items Need Your Attention ✕

The uploaded file contains 6 transactions and 6 recipients

 6 were created

7. Click 'Upload File' (Red Box).

8. If the imported ACH file is not balanced, or if it is a 5-Column CSV, the Pay From/Pay To Account, Company/Subsidiary and Effective Date will need to be designated.
9. Select the 'Pay From/Pay To'
10. Select the 'Company/Subsidiary'
11. Select the 'Effective Date'
12. Click 'Approve' (Red Box).