



How to Import an ACH NACHA File into a Template

Purpose:

If the member is unwilling or unable to make changes to their failed **NACHA** uploaded file or if it is time sensitive, they have the option to import their file into a template.

1. Select **Transfers & Payments > Make ACH Payment (Collect Money Via ACH)/Manage Templates**

Transfers and Payments ▼ Account Services ▼ Administration ▼

Scheduled Requests Manage next scheduled requests	Loans Manage loans Approve loan payments and advances	Wire Wire money Wire money via template Wire money via multiple templates Import wires / Manage file formats Approve wires View completed wires Manage wire templates Approve wire templates Upload wires Approve wire files View wire file status
Internal Transfer Transfer money - internal Approve transfers - internal View completed transfers - internal	Bill Pay Pay bills	
Multiple Account Transfer Transfer money / Manage templates Approve transfers - multiple accounts Approve templates - multiple accounts View completed transfers - multiple accounts	ACH Make ACH payment / Manage templates Collect money via ACH / Manage templates Approve ACH transactions Approve ACH templates View completed ACH transactions Upload ACH transactions View file status / Approve ACH files View uploaded ACH files	
External Transfer Transfer money - external Approve transfers - external View completed transfers - external		

2. Select **Create a Template**

Manage Templates

[View unsubmitted requests](#) [Create a template](#) [Maintain file import definitions](#)

3. Complete **Template Information > Continue**

Add Template

[Send money using an existing ACH template](#)

Template Information

Template name:	Template
Request type:	PPD Payment (Personal)
Company name/ID:	TEST DI1 BUS0192/1540000011
Template description:	ACH (Information that will be given to the transaction's recipients, e.g. Payroll, Ga
Debit account:	Second Act - Checking - *0192
Maximum transfer amount:	\$ 1.00 (Per detail account)

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4. Select **Import Details** on the right-hand side.

Template Information [Edit header information](#)

Template name:	Template
Request type:	PPD Payment
Company name/ID:	TEST DI1 BUS0192/154000011
Template description:	ACH
Debit account:	*0192 - Second Act
Maximum transfer amount:	\$1.00

Credit/Destination Accounts

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.

5. Select the radio button next to the **NACHA definition > Continue**

File Definitions

(To view, edit, or delete a file definition, click a file definition name.)

Name	Description	Request Type
ACH Transfer	ACH Transfer	PPD Payment
ACH	ACH	PPD Payment
ACH Transfer	ACH Transfer	PPD Payment
ACH	ACH	PPD Payment
ACH	ACH	PPD Payment
ACH	ACH	PPD Payment
ACH	ACH	PPD Payment
☒ NACHA	National Automated Clearing House Association file format	PPD Payment
ACH	ACH	PPD Payment
ACH	ACH	PPD Payment

Continue

6. Select **Choose File** > navigate to where the file is saved at and **select File > Open**

File to import: **Choose File** No file chosen

This PC > Desktop

Search Desktop

New folder

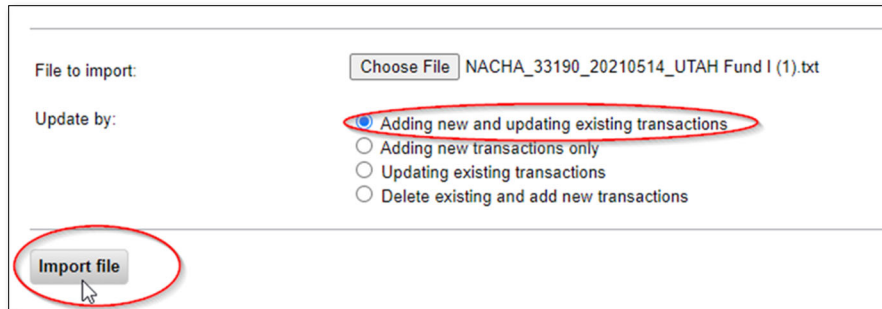
Name	Date modified	Type
NACHA_33190_20210514_UTAH Fund I (1)	7/28/2021 2:46 PM	Text Document
...	7/28/2021 11:52 AM	Adobe Acrobat
...	7/28/2021 11:36 AM	Adobe Acrobat
...	7/28/2021 11:35 AM	Adobe Acrobat
...	7/28/2021 11:34 AM	Adobe Acrobat
...	7/28/2021 9:31 AM	Adobe Acrobat

File name: NACHA_33190_20210514_UTAH Fund I (1) All Files

Open

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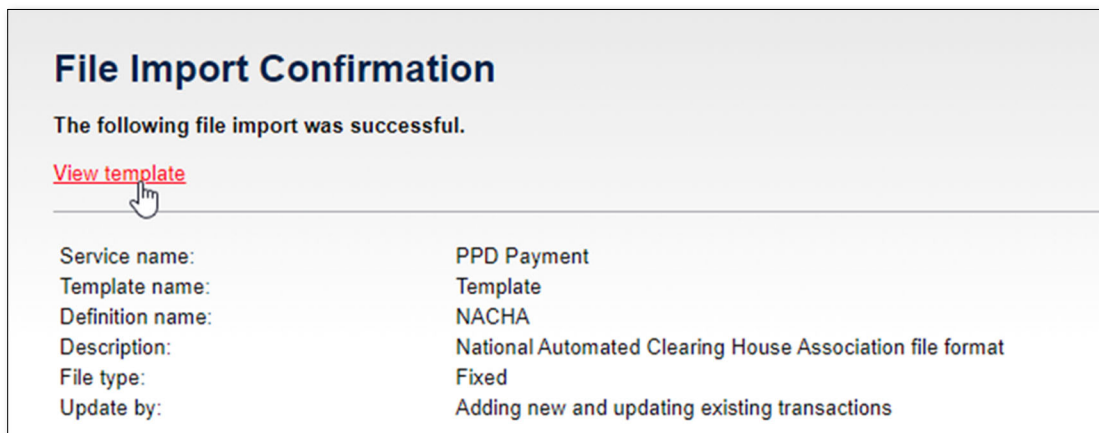
7. Select radio button for **Adding new and updating existing Transactions > Import File**.



Note: If the User, should asked what these options means, below are the descriptions of each.

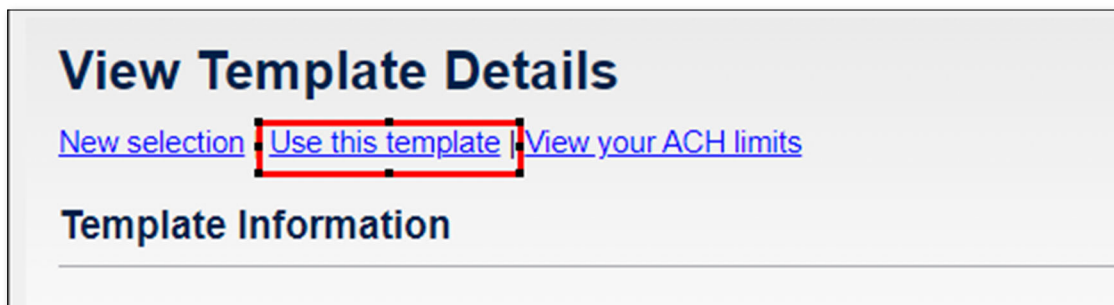
Update by Option	Description
Adding new and updating existing transactions	Imports all transactions; adds new transactions and updates existing.
Adding new transactions only	Imports only new transactions and ignores existing transactions.
Updating existing transactions	Overwrites existing transactions and does not add new transactions.
Delete existing and add new transactions	Deletes existing transactions and adds new transactions.

8. Select **View Template** on confirmation screen to ensure recipient information imported correctly.



Service name:	PPD Payment
Template name:	Template
Definition name:	NACHA
Description:	National Automated Clearing House Association file format
File type:	Fixed
Update by:	Adding new and updating existing transactions

9. Once the information is modified, click **Use this template** to submit the file via a template.



View Template Details

[New selection](#) [Use this template](#) [View your ACH limits](#)

Template Information