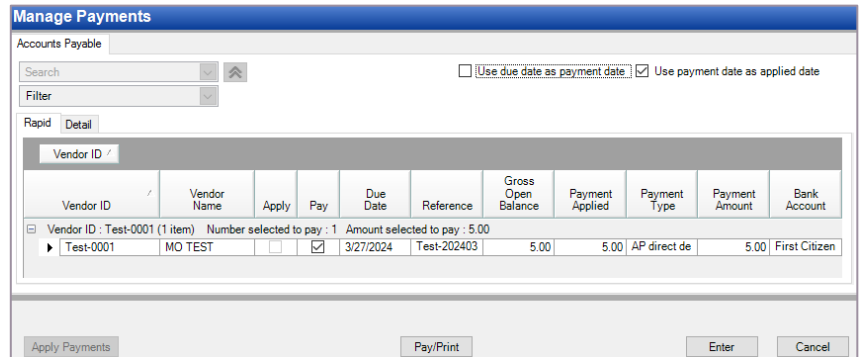


How to Create a NACHA File for Direct Deposit Vendor Payments

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In Manage Payments

1. For each invoice you want to pay:
 - a. Verify that the **Payment Type** is **AP Direct Deposit**.
 - b. Verify that the **Bank Account** is the account from which the payment should be drawn.
 - c. Checkmark the **Pay** box.
2. Click the **Pay/Print** button at the bottom center of the screen.
3. Follow the prompts, to print the payment(s).

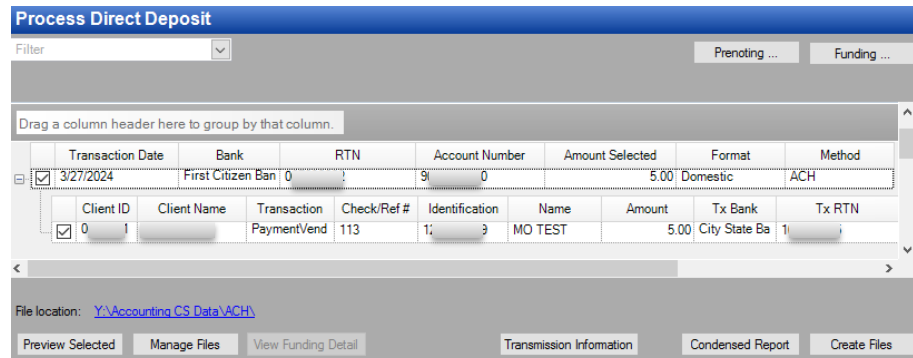
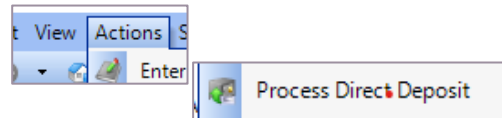


The screenshot shows the 'Manage Payments' interface. At the top, there are search and filter options, and checkboxes for 'Use due date as payment date' and 'Use payment date as applied date'. Below this is a table with columns: Vendor ID, Vendor Name, Apply, Pay, Due Date, Reference, Gross Open Balance, Payment Applied, Payment Type, Payment Amount, and Bank Account. A single row is visible for Vendor ID: Test-0001 (1 item), with Vendor Name: MO TEST, Due Date: 3/27/2024, Reference: Test-202403, Gross Open Balance: 5.00, Payment Applied: 5.00, Payment Type: AP direct de, Payment Amount: 5.00, and Bank Account: First Citizen. The 'Pay' checkbox is checked. At the bottom, there are buttons for 'Apply Payments', 'Pay/Print', 'Enter', and 'Cancel'.

Process Direct Deposits

Once the invoices you chose to pay have disappeared from the Manage Payments screen,

1. From the **Action** menu at the top of the screen
2. Choose **Process Direct Deposits**.



The screenshot shows the 'Process Direct Deposit' interface. It has a filter dropdown and buttons for 'Prenoting ...' and 'Funding ...'. Below is a table with columns: Transaction Date, Bank, RTN, Account Number, Amount Selected, Format, and Method. A single row is visible for Transaction Date: 3/27/2024, Bank: First Citizen Ban, RTN: 0, Account Number: 9, Amount Selected: 5.00, Format: Domestic, Method: ACH. Below this table is another table with columns: Client ID, Client Name, Transaction, Check/Ref #, Identification, Name, Amount, Tx Bank, and Tx RTN. A single row is visible for Client ID: 0, Client Name: Payment/Vend, Transaction: 113, Check/Ref #: 1, Identification: 3, Name: MO TEST, Amount: 5.00, Tx Bank: City State Ba, Tx RTN: 1. At the bottom, there is a file location: Y:\Accounting CS Data\ACH. and buttons for 'Preview Selected', 'Manage Files', 'View Funding Detail', 'Transmission Information', 'Condensed Report', and 'Create Files'.

3. Select the Transaction for which you want to create a NACHA file.
4. Click the **Create Files** button on the bottom right of the screen.
5. Click on the **File location: link** to open the virtual computer's **File Explorer**.
6. **Copy** the NACHA file you just created.
7. Open **File Explorer on your local computer**.
8. Navigate to the desired location and **Paste** the NACHA file.



Upload the NACHA file you just pasted to your computer to the bank according to your bank's procedures.