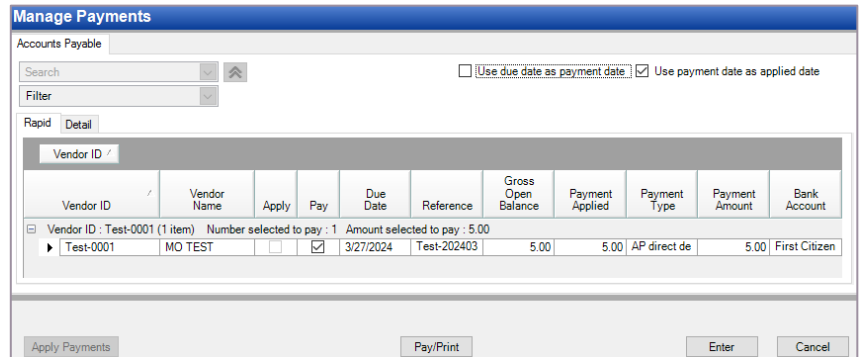# How to Create a NACHA File for Direct Deposit Vendor Payments

Auth: M. Mullins

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.
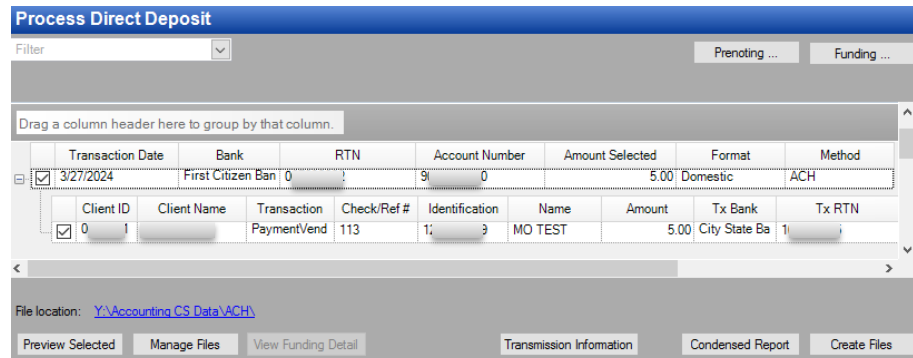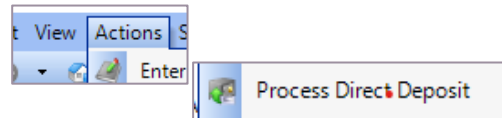3. Follow the prompts, to print the payment(s).

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**.

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.