

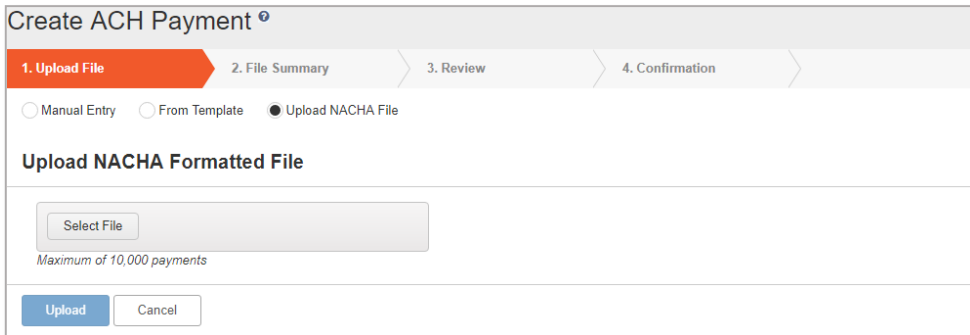
Files that meet the following criteria can be uploaded for processing using the Create ACH Payment feature within JHA Treasury Management:

- NACHA-formatted file
- No more than 10,000 payments
- Less than 10 MB in size

**TIP:** The File Upload Edit entitlement controls the actions a user can take on the File Upload Summary view.

## UPLOAD A FILE

Payments • Create ACH Payment • Upload NACHA File

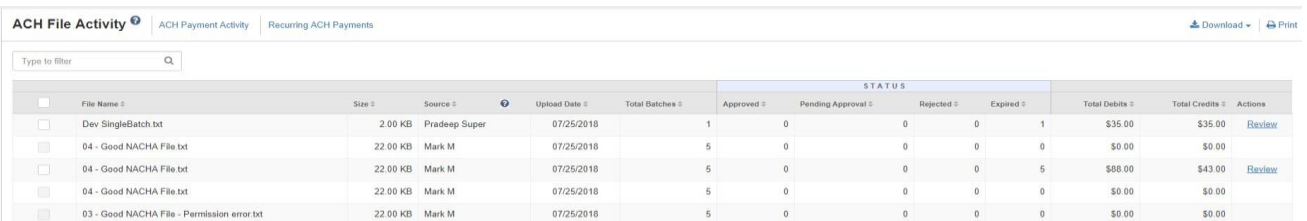


The screenshot shows the 'Create ACH Payment' interface. At the top, there are four steps: 1. Upload File (highlighted in orange), 2. File Summary, 3. Review, and 4. Confirmation. Below the steps, there are three radio buttons: 'Manual Entry', 'From Template', and 'Upload NACHA File' (which is selected). Underneath, the heading 'Upload NACHA Formatted File' is followed by a 'Select File' button. Below the button, it says 'Maximum of 10,000 payments'. At the bottom, there are 'Upload' and 'Cancel' buttons.

1. Select a file to upload to begin creating a payment, then select Upload.
2. On the File Summary view, review all of the batches within the file and the payment details, then add the offset accounts (if applicable). Select Review to continue.
3. Perform a final review before selecting Confirm to upload the file.
4. The final view will display a summary of the number of batches, the total debits and total credits in the file.

## VIEW FILE SUMMARY

Payments • ACH File Activity



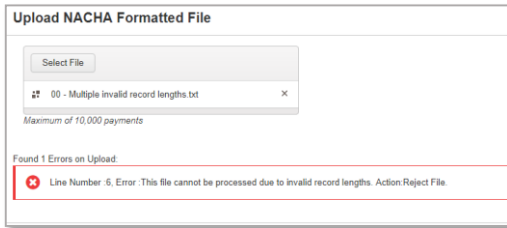
The screenshot shows the 'ACH File Activity' table. It has a search bar at the top left and 'Download' and 'Print' icons at the top right. The table has columns for File Name, Size, Source, Upload Date, Total Batches, and a STATUS section with sub-columns for Approved, Pending Approval, Rejected, and Expired. It also has columns for Total Debits, Total Credits, and Actions. There are five rows of data.

File Name	Size	Source	Upload Date	Total Batches	STATUS				Total Debits	Total Credits	Actions
					Approved	Pending Approval	Rejected	Expired			
Dev SingleBatch.txt	2.00 KB	Pradeep Super	07/25/2018	1	0	0	0	1	\$35.00	\$35.00	Review
04 - Good NACHA File.txt	22.00 KB	Mark M	07/25/2018	5	0	0	0	0	\$0.00	\$0.00	Review
04 - Good NACHA File.txt	22.00 KB	Mark M	07/25/2018	5	0	0	0	5	\$88.00	\$43.00	Review
04 - Good NACHA File.txt	22.00 KB	Mark M	07/25/2018	5	0	0	0	0	\$0.00	\$0.00	
03 - Good NACHA File - Permission error.txt	22.00 KB	Mark M	07/25/2018	5	0	0	0	0	\$0.00	\$0.00	

To quickly access and view ACH file activity, follow the ACH File Activity link, which can be found within the ACH navigation menu under Payments.

## DETAILS ON FILE VALIDATION

Files will go through a three-step validation process before user can review and submit for processing.



**Upload NACHA Formatted File**

Select File

00 - Multiple invalid record lengths.txt

Maximum of 10,000 payments

Found 1 Errors on Upload.

Line Number: 6, Error: This file cannot be processed due to invalid record lengths. Action: Reject File.

### Structural Validation

- Validates the record length and structure of the file.
- IMPORTANT:** All errors will need to be corrected and the file uploaded again before you can proceed to the next step.



**Upload NACHA Formatted File**

Select File

01 - multiple batches for dev errors...

Maximum of 10,000 payments

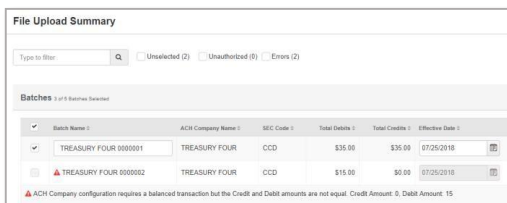
Found 31 Errors on Upload.

Invalid Receiving OFI check digit. Action: Warn. Record: 622123 333334 800000150123324 ChrisJones 123 91622011

Invalid addenda indicator. Action: Warn. Record: 622123 333334 800000150123324 ChrisJones 123 91622011

### NACHA Validation

- Validates against NACHA formatting requirements.
- IMPORTANT:** All errors will need to be corrected and the file uploaded again before you can proceed to the next step.



**File Upload Summary**

Type to filter:   Unselected (2)  Unauthorized (0)  Errors (2)

Batches: 3 of 3 Batches Selected

Batch Name	ACH Company Name	SEC Code	Total Debits	Total Credits	Effective Date
<input checked="" type="checkbox"/> TREASURY FOUR 0000001	TREASURY FOUR	CCD	\$35.00	\$35.00	07/25/2018
<input type="checkbox"/> TREASURY FOUR 0000002	TREASURY FOUR	CCD	\$15.00	\$0.00	07/25/2018

ACH Company configuration requires a balanced transaction but the Credit and Debit amounts are not equal. Credit Amount: 0, Debit Amount: 15

### Business Rules Validation

- Limits checked against ACH Company and user limits.
- ACH Company Match criteria in TM is validated against Silverlake ACH General Parameters.
- TIP:** Use the Print Errors button to print a formatted list of errors.