

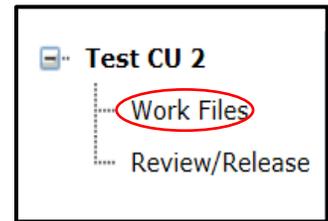
## Importing a Payment Set into a Work File

The **Work Files** tab is used to create and release manual ACH files for processing. A Payment Set can be imported into a Work File, modified if necessary and manually submitted.

**Note:** Only items in an existing payment set that are active, with a **Start On** date previous to the current date and a status of **Approved** will import.

### Create a New Work File:

1. Click the **Work Files** tab at the top of the screen.
2. Click **Work Files** again on the left side under your credit union name.
3. Click the **New** button in the center of the screen.



4. **File Name:** Enter the name you want to call this work file. *You can use the name of the payment set; however, the name cannot include special characters and must be unique.*

### Create a New File

**Client:** Test CU 2

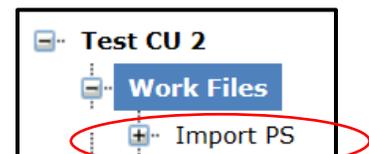
**File Name**

**Immediate Destination Number**

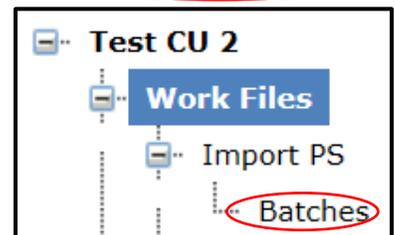
**Immediate Origin Number**

5. Click **Save** to save the file name.

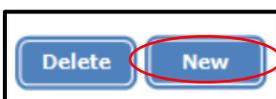
6. Click on the + sign in front of Work File name you just created on the left side.



7. Click on the word **Batches** under the Work File name.

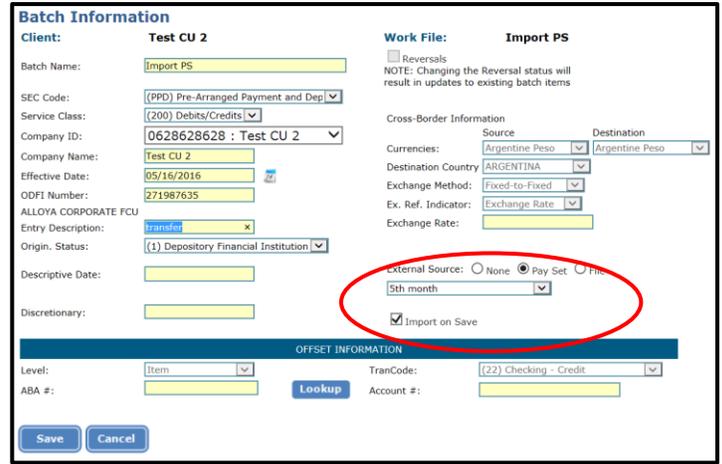


8. Click on the **New** button to create a new batch.



## Importing a Payment Set into a Work File

9. Enter a **Batch Name** and the **Effective Date**. The Entry Description will populate when the Payment Set is imported.
10. **Effective Date**: Select the next business day.
11. **External Source**: Select **Pay Set** from the External Source. Use the dropdown to select the Payment Set.
12. Check the **Import on Save** button.
13. Click on **Save** to save your settings.

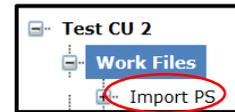
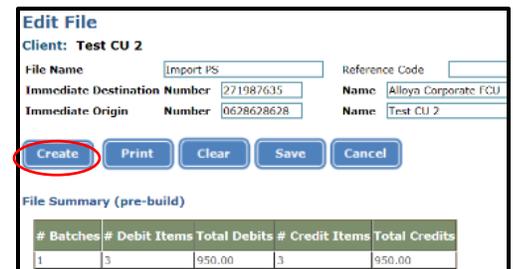


**Optional:** You can view the item details after they are imported. Data can be modified before creating the file by clicking on the word **Items** under the applicable work file.

### Create the ACH File:

1. Click on your Work File name on the left side.
2. Click on the **Create** button to create the file.

A File Summary breakdown will display. Close or click cancel if everything is correct.

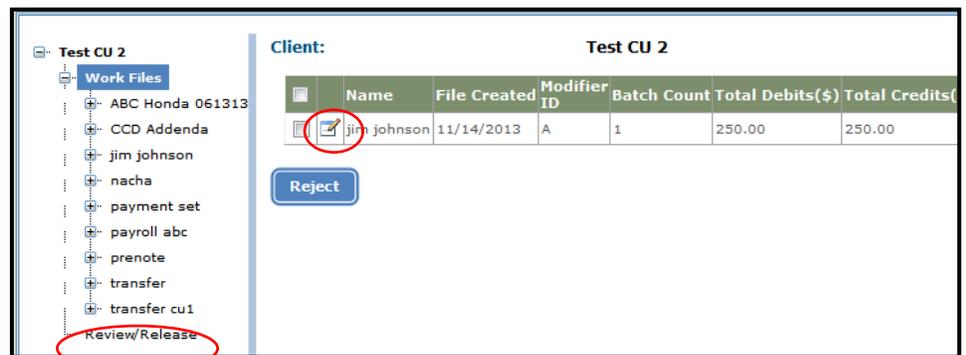



# Batches	# Debit Items	Total Debits	# Credit Items	Total Credits
1	3	950.00	3	950.00

**A second user with ACH authorization will need to Review/Release the file.**

### Review/Release the File:

1. Click on the **Work Files** tab.
2. Click on the **Review/Release** on the left.
3. Click on the notepad  icon in front of the Work File you want to release.
4. Once the screen opens, click the **Release** button.



Name	File Created	Modifier ID	Batch Count	Total Debits(\$)	Total Credits(\$)
jim johnson	11/14/2013	A	1	250.00	250.00