

Uploading Nacha Formatted Files and Sending Files via FTP

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Premier PayLOGICS has functionality to allow for uploading Nacha formatted files. Alloya also offers an additional option to send files via a secure file transfer protocol (FTP).

- Uploaded files and files sent via FTP must be in the standard Nacha format.
- Files can have an extension of either .txt or .ach.

Approval/Dual Control Requirements for Uploaded Nacha Files

Uploading origination and return files in Premier PayLOGICS **requires dual approval by a second user.**

Users with rights to approve and release will see a notification on their *Home* page indicating that there is an *ACH File Ready for Approval and Release*.



Approval/Dual Control Requirements for Files Sent via FTP

Sending origination and return files via FTP is an option that can be elected. Secondary dual control in the system will be defaulted to no secondary approval.

ACH Services – Origination & Returns

Uploading an Origination or Return File in Premier PayLOGICS

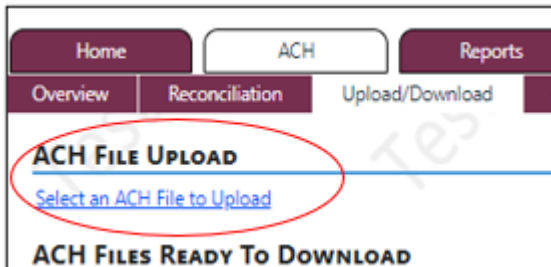
Uploading Nacha formatted files is an option within Premier PayLOGICS.

Files must be in the standard Nacha format.

Multiple files can be uploaded each day.

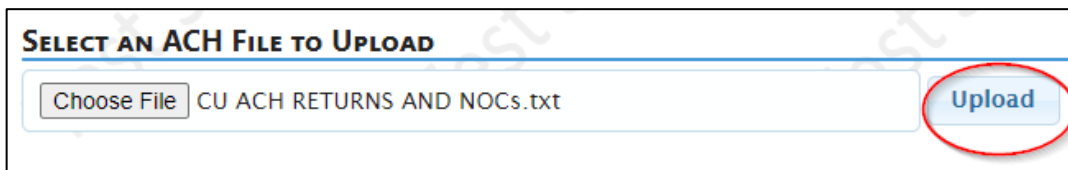
To Upload a File:

Select the *ACH* tab then select the *Upload/Download* tab. Click on *Select an ACH File to Upload*.

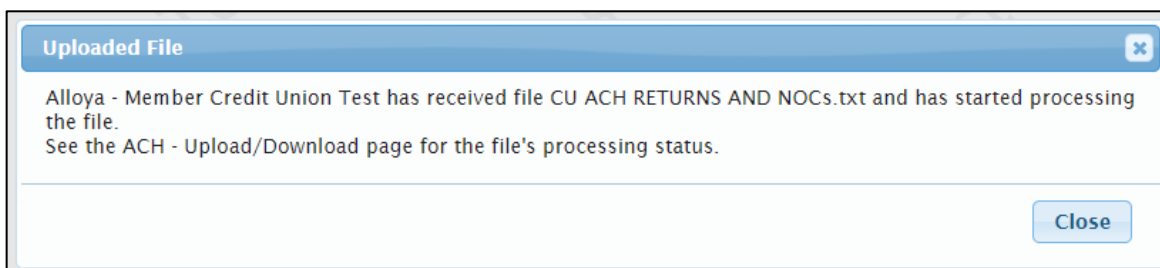


A new browser tab will open. Select *Choose File* to browse for the return or origination file.

Once the file is selected, click *Upload*.



The system will respond with a message acknowledging the uploaded file.



Select *Close* and then close the screen (top tab – *ACH Uploading File*) and return to the main tab.

Re-select the *Upload/Download* tab or press *F5* to refresh the page.

ACH Services – Origination & Returns

Scroll down to see the section for *ACH Files Recently Uploaded*.

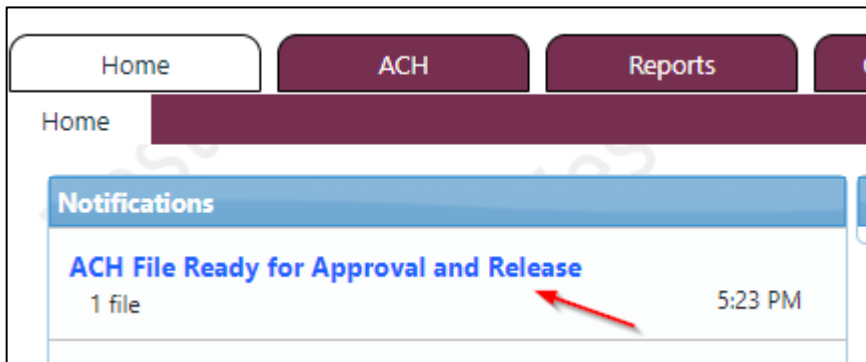
ACH FILES RECENTLY UPLOADED	
Upload Finished	File Name
2/16/2021 9:58:01 AM	BEST ACH CU RETURN FILE.ACH
2/16/2021 9:39:01 AM	NACHA 24.TXT

Accepted files will appear in white. Rejected files will appear in red.

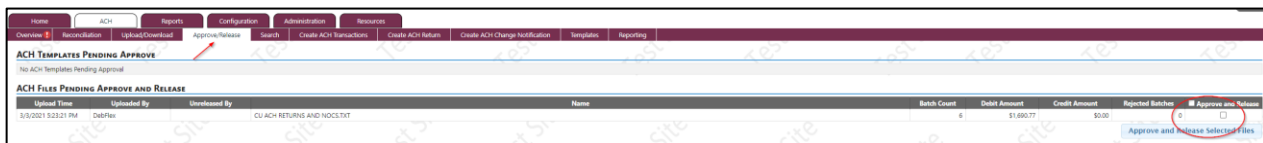
- **NOTE:** Files in this section are listed for a rolling 24 hours. Validate the file totals and file dates.
- If the uploaded file rejected, click on the line and the reason for the reject will be displayed.
- Rejected files should be investigated and resolved.

NOTE: Successfully uploaded files require a secondary approval by a user that did not complete the file upload.

Users with rights to approve and release will see a notification on their *Home* page indicating that there is an *ACH File Ready for Approval and Release*.



A second user can click on the blue hyperlink from the notification or go to the *Approve/Release* tab.



Locate the applicable file in the *ACH Files Pending Approve and Release* section of the page.

ACH FILES PENDING APPROVE AND RELEASE			
Upload Time	Uploaded By	Unreleased By	
3/3/2021 5:23:21 PM	DebFlex	→	CU ACH RETURNS AND NOCS.TXT

Select the check box at the end of the line item.

ACH Services – Origination & Returns

Debit Amount	Credit Amount	Rejected Batches	<input type="checkbox"/> Approve and Release
\$1,690.77	\$0.00	0	<input checked="" type="checkbox"/>

Approve and Release Selected Files

Select the *Approve and Release Selected Files* button.

Deleting an Uploaded File

Files must be deleted before the next cutoff deadline.

If the file has been *Approved*, it must be unreleased before it can be deleted.

- Go to the *ACH* tab then the *Approve/Release* tab. Find file under the *ACH Files Recently Released* section.
- Click the box next to the file. Select *Unrelease Selected Files*.
 - **NOTE:** if there is not a check box available to select, the file is already past the cutoff and has been processed by Alloya.

Debit Amount	Credit Amount	Time Uploaded	<input type="checkbox"/> Unrelease
\$10,884.12	\$9.50	2/9/2021 7:43:29 PM	<input checked="" type="checkbox"/>

Recently released files from 2/8/2021 8:34:11 PM to 2/9/2021 8:34:11 PM

Unrelease Selected Files

- Select *Confirm Unrelease*.

Confirm Unrelease ✕

You are unreleasing 1 file(s). Continue?

Confirm Unrelease Cancel

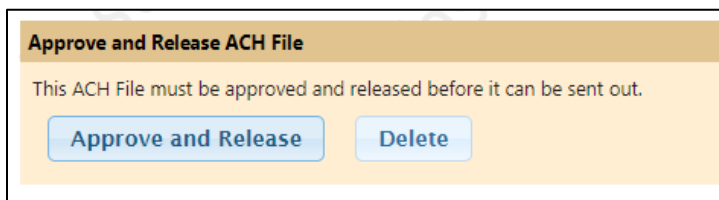
ACH Services – Origination & Returns

The file will move to the top of the *Approve/Release* tab under *ACH Files Pending Approve and Release*.

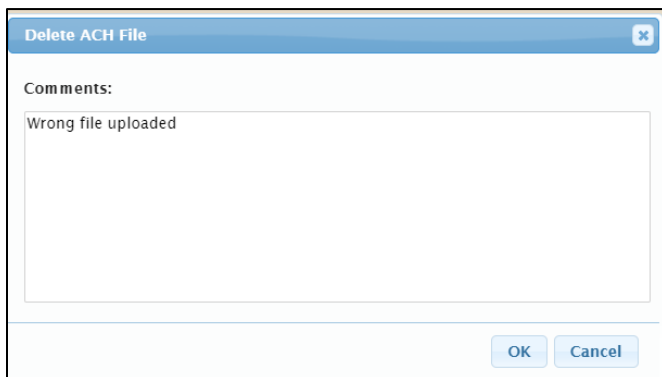
ACH FILES PENDING APPROVE AND RELEASE			
Upload Time	Uploaded By	Unreleased By	Name
2/9/2021 7:50:28 PM	jill1		TESTRETURNFILE020821.ACH
2/9/2021 8:18:53 PM	JillFlex		RET020321.ACH

To delete the file once it has been unreleased:

- Double-click on the file.
- On the next page, click *Delete*.



- A comment box will display. Add comments and click *OK*.



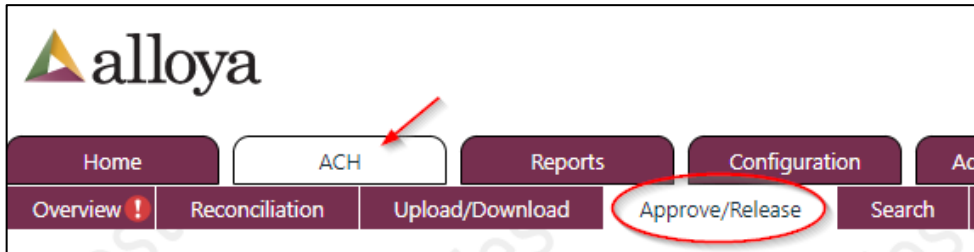
The file has now been deleted.

Sending Origination and Return Files to Alloya via FTP

Origination and return files, including notifications of change (NOCs), can be sent to Alloya through FTP services and will be accessible in the Premier PayLOGICS.

To see the files sent via FTP, go to the *ACH* tab and select the *Approve/Release* tab.

ACH Services – Origination & Returns



Go to the *ACH Files Recently Released* section of the page.

ACH FILES RECENTLY RELEASED		
Release Time	Released By	ACH Cut-Off Time
4/5/2021 12:54:58 PM	ACHFTPUSER	4/5/2021 6:05:00 PM

The file will be listed as Released By “ACHFTPUSER”. The line will display the file name, item counts, and debit and credit amounts.

ACH FILES RECENTLY UPLOADED	
Upload Finished	File Name
2/16/2021 9:58:01 AM	BEST ACH CU RETURN FILE.ACH
2/16/2021 9:39:01 AM	NACHA 24.TXT

- Rejected files will appear in red.
- **NOTE:** Files in this section are listed for a rolling 24 hours. Validate the file totals and file dates.
- If the uploaded file rejected, click on the line and the reason for the reject will be displayed.
- Rejected files should investigated and resolved.

To see file details on the accepted file, click on the file line to display a file details page.

Users can drill down to the transactions by clicking on the listed batches.

BATCHES		
Batch Number	Company ID	Comp
1	2360938600	COMED
2	7223344794	VERIZON WIRELESS
3	PAYPALSI77	PAYPAL

Drilling down at the batch level will display the items that were included in the file.

ACH Services – Origination & Returns

BATCH INFORMATION							
ISN	Company Name	Company Identification	Company Entry Description	Effective Entry Date	Company Descriptive Date	Company Discretionary Data	
210303020021852647	PAYPAL	PAYPALS177	INST XFER	03/03/2021	210302	INSTANT TRANSFER	
Number of Entries and Addenda		Total Credit Amount	Total Debit Amount				
2		\$0.00	\$10.60				
ENTRIES							
Actions	Individual Name	Individual Identification Number	Receiving DFI Identification	DFI Account Number	Account Type	Credit/Debit	Transaction
1 View Details	MARY	APPLE.COM BILL	091000019		Checking Account	Debit	26 - Che

Deleting a File Sent via FTP

Files must be deleted before the cutoff collection time.

- Go to the *ACH* tab then the *Approve/Release* tab. Find file under *ACH Files Recently Released*.
- Click the box next to the file. Select *Unrelease Selected Files*.
 - **NOTE:** If there is not a check box available to select, the file is already past the cutoff and has been processed by Alloya.

Debit Amount	Credit Amount	Time Uploaded	<input type="checkbox"/> Unrelease
\$10,884.12	\$9.50	2/9/2021 7:43:29 PM	<input checked="" type="checkbox"/>
<i>Recently released files from 2/8/2021 8:34:11 PM to 2/9/2021 8:34:11 PM</i>			
Unrelease Selected Files			

- Select *Confirm Unrelease*.

Confirm Unrelease ✕

You are unreleasing 1 file(s). Continue?

Confirm Unrelease
Cancel

The file will move to the top of the *Approve/Release* tab under *ACH Files Pending Approve and Release*.

ACH FILES PENDING APPROVE AND RELEASE			
Upload Time	Uploaded By	Unreleased By	Name
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ACH Services – Origination & Returns

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2/9/2021 8:18:53 PM	JillFlex		RET020321.ACH

- On the next page, click *Delete*.

Approve and Release ACH File

This ACH File must be approved and released before it can be sent out.

- A comment box will display. Add comments and click *OK*.

Delete ACH File

Comments:

Wrong file uploaded

The file has now been deleted.