

# File Import

## File Import

Select **Import file** to import a file. **Import File** is available from the **Activity** tab and the **File import templates** tab.

Activity	Templates	File import templates	Incoming			<a href="#">+ New payment</a>	<a href="#">+ New collection</a>	<a href="#">⊕ Import file</a>	<a href="#">Help</a>
Date	Description	Status	Withdrawal	Deposit	Type	Report	Search activity		
May 31, 2019		Processed	7,175.99	7,175.99	Payment	Copy	Reverse	Date All activity	
May 31, 2019		Processed	46,135.44	46,135.44	Payment	Copy	Reverse		

## File Import Templates

The **File import templates** tab allows you to quickly access your import templates. You can click to view the **Company name**, **Payment/Collection type**, **Created by**, and **Approved by** information for a specific import template. You can click on the **Template name** hyperlink to inquire on the import template.

Activity	Templates	File import templates	Incoming			<a href="#">⊕ Import file</a>	
Template group	Template name	File type	Type	Status	Report		
Undefined		Non NACHA	Payment	Not applicable	Send	Edit	Delete
Company name:							
Payment type:		Payroll - PPD					
Approved by:		No Approval Required					

*Accessing your File import templates are easier than ever when you use the **File import** tab*