Batch Payment Processing with LOAN SERVICING SOFT
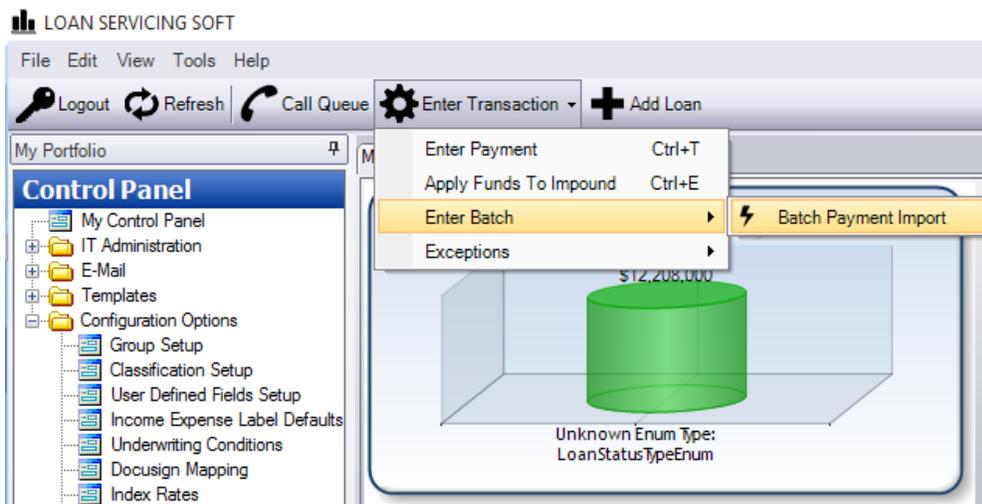
This document will guide you through processing batch payments into the LOAN SERVICING SOFT system.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

To enter a payment in this way, first select Enter Transaction → Enter Batch → Batch Payment Import. .

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SOFT

A wizard will pop up on your screen and guide you through this process.
You will need to browse to select a data source file and make sure you have the correct accounts selected. *NOTE* this is the same process for both ach/NACHA and csv files.
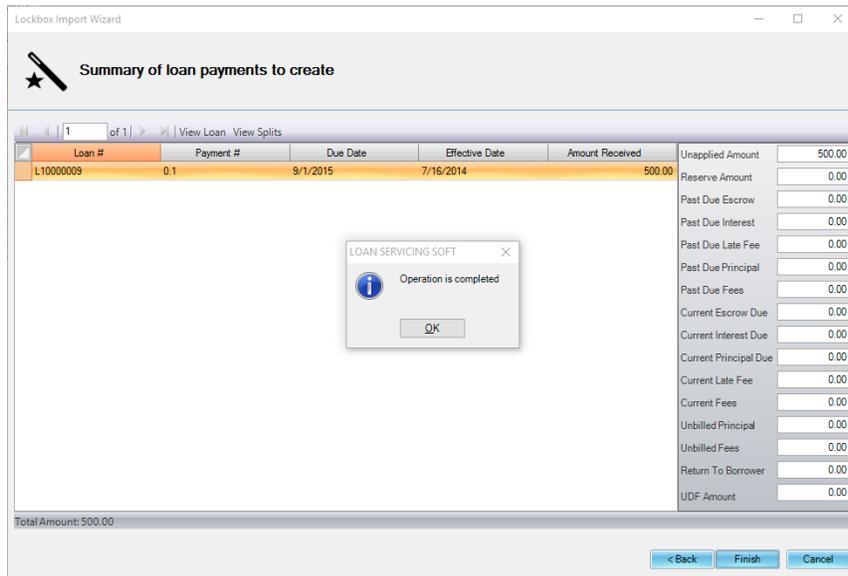

Once you have the file selected, press the Next button.

Select the records that you want to work with and press the Next button.

Once you have selected all of your records, press the Next button and your payments will process. LOAN SERVICING SOFT will let you know once the operation is completed.

Press OK in the message box and press Finish at the bottom of the screen. When you press Finish, LOAN SERVICING SOFT will generate a Payment Import Summary Report.

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