

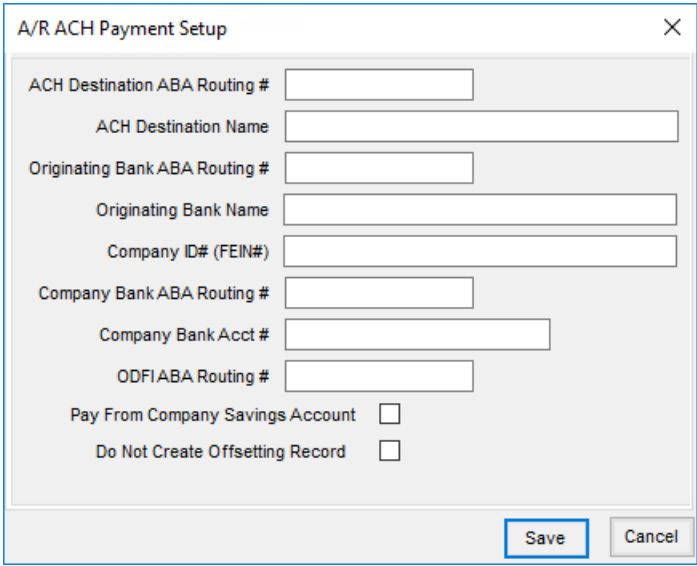
ACH Payments

Last Modified on 11/22/2023 3:25 pm CST

Some customers may choose to have payments directly paid from their checking accounts. This function allows the payments to be entered in Agvance and an ACH file to be created to withdraw the amounts from customer bank accounts. Setup for the ACH file and the customer banking information must be entered prior to processing these payments and creating an ACH file.

Setup

The *A/R ACH Payment Setup* window must be completed and is a one-time setup. This window is found by selecting **A/R ACH Setup** on the G/L tab at *Accounting / Setup / Preferences*.



A/R ACH Payment Setup

ACH Destination ABA Routing #

ACH Destination Name

Originating Bank ABA Routing #

Originating Bank Name

Company ID# (FEIN#)

Company Bank ABA Routing #

Company Bank Acct #

ODFI ABA Routing #

Pay From Company Savings Account ☐

Do Not Create Offsetting Record ☐

Save Cancel

The following window can be found at *A/R / ACH Payments*.

ACH

Payment on Accounts Web - ACH Payments

Select Customers All Select Cust. Class.

Pay Method Credit Card Regular

Include Invoices As of Invoice Date Due Date 11/22/2023

Withdrawal Date 11/22/2023 Disc Date 11/22/2023

<Disc Acct> 4100000-00 Create Prenotification File Load

	Cust ID	Name	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	Discount	Payment	Location
1	AndBa	Barry Anderson	03/...	1200869	04...	322.50	22.50	Expired	0.00	22.50	00MAIN
2	AndBa	Barry Anderson	04/...	1200860	05...	752.50	752.50	Expired	0.00	752.50	00MAIN
3	AndBa	Barry Anderson	08/...	1200888	09...	322...	3225.00	Expired	0.00	3225.00	00MAIN
4	AndBa	Barry Anderson	08/...	1200889	09...	-268...	-268.74	Expired	0.00	-268.74	00MAIN

Tag All For this Customer Tag All Untag All Apply

Export Path C:\ACH\

Export File 11222023.txt Unmark as Transferred Export Cancel

- **Select Customers** – This defaults to *All* which would select all customers with banking information on file.
- **Cust. Class** – Optionally select customers by *Customer Classification*.
- **Pay Method** – Enter the *Pay Method* to be saved on the payments. New *Pay Methods* may be added at *Setup / A/R / Pay Methods* if necessary.
- **Disc Acct** – Select the general ledger account where any *Invoice Discounts* should post.
- **Include Invoices As Of** – Select *Invoice Date* or *Due Date*, and enter the date. This is a way of filtering for Invoices that are due to be paid.
- **Withdrawal Date** – Enter the date the bank should withdraw the funds from the customer's account.
- **Disc Date** – Enter the date to use for displaying the discount amounts.
- **Create Prenotification File** – Check this option to create a test file to send to the bank. This test file contains customer banking information but does not contain any monetary amounts.

Create ACH Payments

1. Before creating the ACH payments, the customer must be set up for ACH payments. This is done by editing the customer's file at *File / Open / Customers*. On the *Miscellaneous Info* tab, complete the *ACH Routing #*, *Bank Account #*, and *Account Type* for the account to be used for the ACH payments.
2. Before creating the ACH payments, a data path should be established where the file will be saved when it's created. This path must be accessible when connecting to a bank website to submit the file.
3. At *A/R / ACH Payments*, select if the program should use *Invoice Date* or *Due Date* to determine the Invoices that display and enter the date.
4. Enter the *Withdrawal Date*.

5. Enter the *Discount Date*.
6. Select **Load** to display the Invoices for customers set with ACH payment information.
7. Select the *Pay Method*.
8. The discount general ledger account defaults into <Disc Acct>, but may be changed if necessary.
9. Select the Invoices to be paid in this ACH file.
10. In the *Export Path* field, enter the name for the file. This file should end with a.txt extension.
11. Set the *Export File*. Once this path is set, it is remembered for future use. **Browse** is available if needed to set the path.