

ACH Data Management

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Direct Deposit payroll setup, file creation, and reports are handled in this area. Contact your bank to see if they are able process ACH checks. The file generated for the bank is in a standard NACHA format.

Print ACH 'Checks'

The screenshot shows the 'Print ACH Checks' dialog box. The 'Type' section has 'Summarized Report' selected. The 'Sort By' section has 'Date' selected. The 'Select Date Range' section has both 'Start Date' and 'End Date' set to 02/22/2021. The 'Select Employees' dropdown is set to 'All'. The 'Include Previously Exported Checks' checkbox is unchecked. The 'Print' section has 'Preview' selected. The 'Dept Code' dropdown is empty. The 'File Path' field is empty. The 'OK' and 'Cancel' buttons are at the bottom.

- **Summarized Report** – Direct deposit checks are included in the standard payroll reports, but the Summarized Report at *Print ACH 'Checks'* prints only ACH Direct Deposit check information. The Summarized Report lists the ACH *Reference* number, *Date*, *Employee*, and *Net Wage*.
- **Date Range of Employee ACH Checks** – This batch prints the advice to be given to the employees, generally printed on white paper, to show the employee's wages, deductions, taxes, and the accounts to which the funds were deposited. These ACH Checks are printed based on the paycheck date.
- **Include previously exported checks** – This allows ACH checks to be printed from the *ACH* area in a batch even if the ACH file has been created. This option is only available when selecting the *Date Range of Employee ACH Checks* type.
- **Dept Code** – Direct deposit checks may be printed for all departments or a selected department.
- **File Path** – When printing direct deposit checks using the *Text File* printing option, enter the path where the file is to be created.

Create ACH File

WARNING: The resulting ACH transmittal file is a text file which can easily be read by any text editor (such as Word, WordPad, Notepad, etc.). Care should be taken to either write the file to a secure area of the hard drive or to write the file directly to an external drive.

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Print ACH 'Checks' Create ACH File Setup

This process will create a file of all your ACH payroll checks which have not yet been exported to ACH.

Select Employees All Select

Check Date 02/22/2021

Path for ACH file a:\

Name for ACH file 20210222.ACH

of Untransferred Paychecks 0

Print Summary Report Create Prenotification File

Unmark Create File

Cancel

- **Select Employees** – Include all ACH employees with a check on the specified check date in the file or select specific employees to be included.
- **Check Date** – Enter the check date on the paychecks processed.
- **Path for ACH file** – This is the location where the file should be written.
- **Name for the ACH file** – The name defaults using the system year, month, and day with a file extension of *ACH*. The name of the file may be changed if necessary.
- **Print Summary Report** – A report listing the information in the ACH file prints.
- **Create Prenotification File** – A file is created including the employee names and account numbers but no dollar amounts. When beginning to use direct deposit, this file is submitted to the bank as a test to verify that the file is set up correctly and routing and account numbers are accurate. This file may also be used when an employee begins using direct deposit. In this instance, the test file may include all employees or could have select employees included.
- **Unmark** – This option unmarks the paychecks as transferred to the bank. This is used if there was an error in a file which has not yet been submitted to the bank. Checks may be manually unmarked by unchecking the *achTransferyn* option in the grid or a range may be unmarked by selecting *Check Date* or *Check Num* and entering the *Starting* and *Ending* numbers.

Setup

This one time setup must be done before an ACH file may be generated.

| | |
|----------------------------------|--------------------------|
| ACH Destination ABA Routing # | 071000301 |
| ACH Destination Name | Federal Reserve Bank |
| Originating Bank ABA Routing # | 071100719 |
| Originating Bank Name | First National Bank |
| Company ID# (FEIN#) | 37-1253658 |
| Company Bank ABA Routing # | 071104715 |
| Company Bank Acct # | 022853 |
| ODFIABA Routing # | |
| Pay from Company Savings Account | <input type="checkbox"/> |
| Do Not Create Offsetting Record | <input type="checkbox"/> |

- **ACH Destination ABA Routing #** – This is the Federal Reserve Bank’s routing number that the Processing Bank reports. The Processing Bank is the bank that processes the transaction. It may or may not be the bank where the net wages are withdrawn. Contact the plan administrator for this information.
- **ACH Destination Name** – This is the Federal Reserve Bank’s name that the Processing Bank reports.
- **Originating Bank ABA Routing #** – Enter the routing number of the Processing Bank.
- **Originating Bank Name** – Enter the processing bank’s name.
- **Company ID# (FEIN#)** – Input the company’s Federal Identification Number (FEIN).
- **Company Bank ABA Routing #** – This is the routing number of the bank where the net wages are withdrawn.
- **Company Bank Acct #** – Enter the account number where the net wages are withdrawn.
- **ODFIABA Routing #** – Input the Originating DFI Identifier (optional); enter this only if required by the bank.