ACH in Patronage

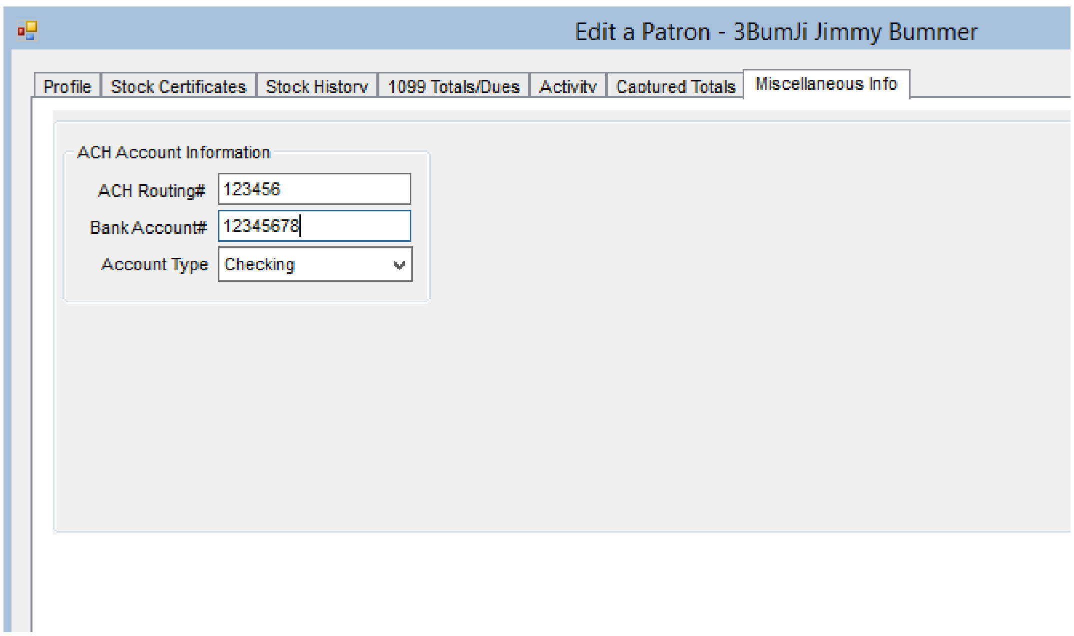
Last Modified on 03/03/2022 9:41 am CST

Overview

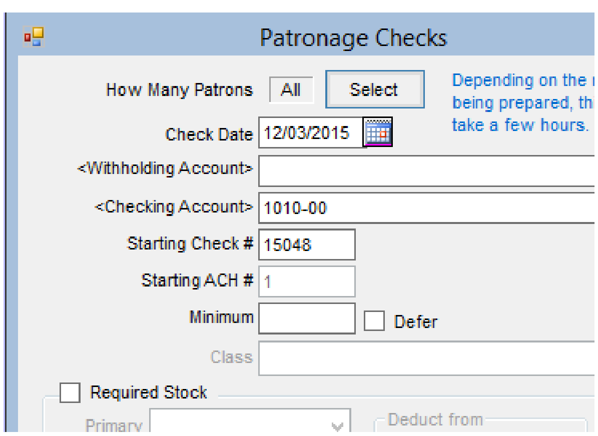
ACH files are available in the Patronage module for both the Standard (US) and AFT (Canada) formats. Both ACH files and checks are processed in the same check run. During this process, the ACH number is saved separately from the check number on the check activity record, making it easy to find the ACH check activity records.

Setup

Setup the patron's ACH information at *Patronage / File / Open / Patron Info*. Select the patron and choose *Edit*. Select the *Miscellaneous Info* tab, and enter the *ACH Account Information*. After saving this information, the patron will begin receiving their check through ACH.



When cutting checks in Patronage, the ACH counter is based on the selected *Checking Account*.



The *Create Patron ACH File* utility is used to process ACH records. This utility puts the ACH information into the format setup on the *Accounting / Setup / Preferences / G/L* tab. Enter a date to process ACH. After the file is created, the ACH activity records are marked *Processed* and are not available when the next ACH file is created.