

# ACH in Patronage

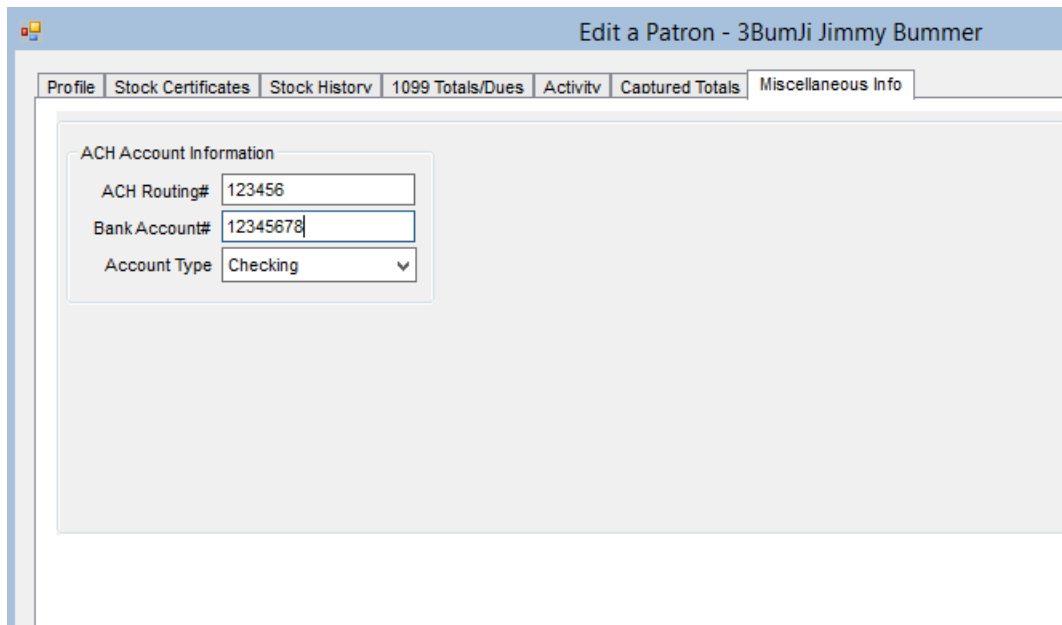
Last Modified on 03/03/2022 9:41 am CST

## 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.

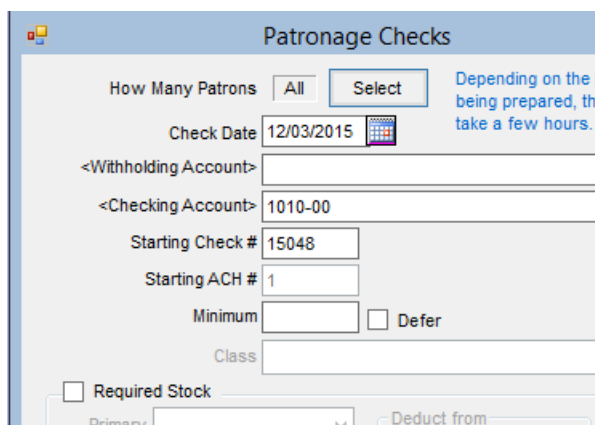
## Setup

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.



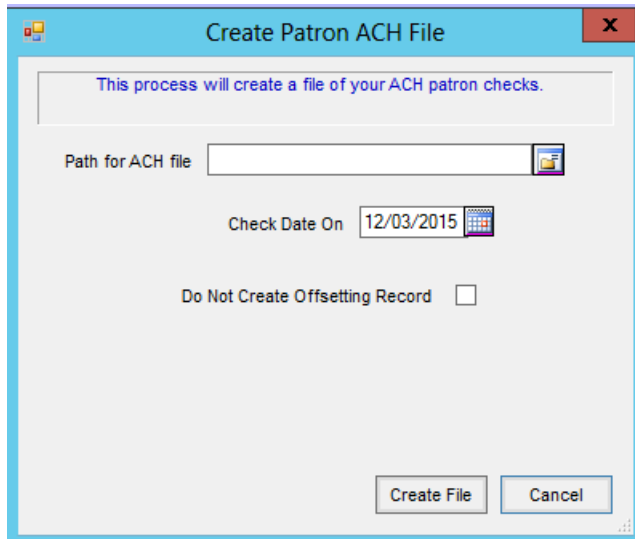
The screenshot shows a software window titled "Edit a Patron - 3BumJi Jimmy Bummer". At the top, there is a navigation bar with several tabs: "Profile", "Stock Certificates", "Stock History", "1099 Totals/Dues", "Activity", "Captured Totals", and "Miscellaneous Info". The "Miscellaneous Info" tab is currently selected. Below the tabs, there is a section titled "ACH Account Information" which contains three input fields: "ACH Routing#" with the value "123456", "Bank Account#" with the value "12345678", and "Account Type" with a dropdown menu set to "Checking".

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



The screenshot shows a software window titled "Patronage Checks". It contains several fields and controls: "How Many Patrons" with a dropdown set to "All" and a "Select" button; "Check Date" with the value "12/03/2015" and a calendar icon; "<Withholding Account>" and "<Checking Account>" fields with values "1010-00"; "Starting Check #" with the value "15048"; "Starting ACH #" with the value "1"; "Minimum" field with an empty input and a "Defer" checkbox; "Class" field with an empty input; and a "Required Stock" checkbox. At the bottom, there are "Primary" and "Deduct from" dropdown menus.

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.



The screenshot shows a dialog box titled "Create Patron ACH File" with a close button (X) in the top right corner. Inside the dialog, there is a message box that says "This process will create a file of your ACH patron checks." Below this, there is a text input field labeled "Path for ACH file" with a file explorer icon to its right. Underneath that is a date selection field labeled "Check Date On" with the date "12/03/2015" and a calendar icon. Below the date field is a checkbox labeled "Do Not Create Offsetting Record" which is currently unchecked. At the bottom of the dialog are two buttons: "Create File" and "Cancel".

