Wellspring Software

Training Notes

The ACH file created by PrintBoss is compiled from data stored in the ACH Definition section of the Bank Account record, a PrintBoss Payee List, and the check/EFT batch being processed. This document describes how to complete the ACH Definition section of the Bank Account record.

Completing the ACH Definition record

The ACH Definition tab is found on the Bank Edit screen of PrintBoss. Data is entered on this tab which will be used to create the File Header Record fields and the Company/Batch Record fields for the ACH file according to the NACHA Operating Rules and Guidelines. PrintBoss 5.65.1 and above contains a file with the standard NACHA specifications for use with PrintBoss.

The following are steps for completing the ACH Definition tab on the Bank Record.

1. Open the PrintBoss Master Application.
2. Click on the *Edit* menu and choose *Bank List*.
3. Select the bank for ACH and click the *Edit Bank* button.
4. Click on the *ACH Definition* tab. The following screen will display:

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ACH Definition Profile Record

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5. Enter the appropriate data.
   a. **File Header Record Fields** – These fields are referenced in the PrintBoss ACH File Editor which is embedded in the PrintBoss check form on the SignOn tab.

      1. **Immediate Destination** – Enter the 9 character routing number of the bank that will process the ACH file. This is the point that will receive the ACH file for processing. The field name for PrintBoss is {bACHImdDstNo}.
      2. **Immediate Origin** – Enter the 9 character routing number for this bank record. Normally, this is the same value as the Immediate Destination unless the bank provides other instructions. The field name for PrintBoss is {bACHImdOrgNo}.
      3. **Immediate Destination Name** – Enter the name of the bank for the Immediate Destination. It may contain up to 23 characters. The field name for PrintBoss is {bACHImdDstName}.
      4. **Immediate Origin Name** – Enter the company name. It may contain up to 23 characters. The field name for PrintBoss is {bACHImdOrgName}.
      5. **File ID Modifier** – This field starts with A and should be incremented for each file printed in a single day. It will contain only 1 character. The field name for PrintBoss is {bACHFileIDMode}
      6. **Pre-Note Override if checked** – This field should only be checked the first time an ACH is created for this bank record for the bank to test and should be removed after testing. New recipients are pre-noted in the Payee List.

   b. **Company/Batch Record Fields** – These fields are referenced in the PrintBoss ACH File Editor which is embedded in the PrintBoss check form on the Header tab.

      1. **Service Class Codes** – Select the appropriate 3 character Service Class Codes from the drop down menu. The field name in PrintBoss is {bACHSvcClassCode}. The choices are:
         - 200 – Mixed
         - 220 – Credits Only
         - 225 – Debits Only
         - 280 – Automated
      2. **Company Name** – Enter the Company Name as it appears on this bank account. It may contain 16 characters. The field name for PrintBoss is {bACHCompName}.
      3. **Company Discretionary Data** – Enter one or more codes to identify this batch. It may contain up to 20 characters. This is for company use only and is optional. The field name for PrintBoss is {bACHCompDisc}.
      4. **Company Identification** – Enter a specific company identifier, usually "1" followed by the Employer Identification Number (EIN). It may contain up to 10 characters. The field name for PrintBoss is {bACHCompID}.
      5. **Standard Entry Class** – Select the appropriate 3 character code from the drop down menu. The field name is {bACHStdEntryClsCod}. The choices are:
         - CCD – Corporate to corporate EFT
         - PPD – Prearranged payment and deposit (consumer)
      6. **Company Entry Description** – Enter a description for this batch that will be communicated to the receiver, such as PAYROLL or PURCHASES. The

> designation is established by the company. It may contain up to 10 characters. The field name for PrintBoss is {bACHCompEntry} characters.
> 7. **Originating DFI Identification** – Enter the 8 character routing number with leading zeros. The field name in PrintBoss is {bACHOrgDFIID}.

c. **Balanced File** – Select this column when the bank requires a balancing entry for the credits (or debits) sent and listed in the Detail section of the ACH file. The following fields will then appear on the Balance Record tab of the ACH File Editor.
1. **Routing Number** – Enter the routing number with leading zeros as entered in the Originating DFI Identification field. It contains up to 8 characters. The field name for PrintBoss is {bACHBalRout}. A check digit is added by PrintBoss per the ACH Rules to create a 9 character field.
2. **Account Number** – Enter the account number for this bank record. It contains 17 characters. The field name for PrintBoss is {bACHBalAcct}.
3. **Account Name** – Enter the company name as it appears on this bank account. It contains up to 22 characters. The field name for PrintBoss is {bACHBalName}.

d. **Payee List** – The Payee List provides the option of using a Payee List to provide the required ACH information used on the Details tab of the ACH File Editor. Alternatively, these fields may be assigned from data that is printed from the accounting system.
1. **(active)** – Select the Payee List check box to activate this feature.
2. **Browse button** – Select the folder "Browse" button to select the name of a Payee List. The Payee List is created under the Edit menu. Create a Payee List for this bank records before activating this option.
3. **Add Record –** Click on the "add record" drop down menu to choose how to treat new records when there is no current match for the payee name. The choices are:
   a. Create Empty Record in List – Creates an empty record with only the {DocRecip} name from the check batch. The record will not be active in the Payee List.
   b. Ignore Payee
   c. Alert with option to Add/Ignore

e. **More Info** – Click this button to view a list of fields that must be assigned from data printed from the accounting software or entered in the Payee List and well as optional fields to assign.

6. Click *OK* on the PrintBoss Bank Edit window to save changes to the ACH Definition tab.

ADDITIONAL INFORMATION

Please see our website for additional information.
You will find the following documents helpful:
Q1291 ACH Overview.pdf
Q1000 PrintBoss_Manual.pdf

Appendix

ACH Variable Definitions for use with PrintBoss

The PrintBoss bank stores the company (originator) data for the ACH file. These fields are referenced on the SignOn, Header, and Footer tabs in the ACH File Editor and all begin with a lower case "b". For example, {bACHImdDstNo} stores the bank routing number.

File Header Record Fields
These are the field referenced in the SignOn tab of the ACH File Editor.

Immediate Destination	{bACHImdDstNo}
Immediate Origin	{bACHImdOrgNo}
Immediate Destination Name	{bACHImdDstName}
Immediate Origin Name	{bACHImdOrgName}
File ID Modifier	{bACHFileIDMode}

Company/Batch Record Fields
These are the fields referenced in the Header tab of the ACH File Editor.

Service Class	{bACHSvcClassCode}
Company Name	{bACHCompName}
Company Discretionary Data	{bACHCompDisc}
Company Identification	{bACHCompID}
Standard Entry Class	{bACHStdEntryClsCod}
Company Entry Description	{bACHCompEntry}
Originating DFI Identification	{bACHOrgDFIID}

Payee List Variables (see next page)

ACH Definition Profile Record

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Active	{ACHActive}
Amount	{ACHAmount}
Check Amount	{ACHChkAmnt}
Effective Date	{ACHEfctvDate}
ACH Pre-Note	{ACHPreNote}
Bank Account	{ACHRecvBankAcct}
Bank ID	{ACHRecvBankID}
Discretionary Data	{ACHRecvDisc}
Receivers ID	{ACHRecvID}
Receivers Name	{ACHRecvName}
Status	{ACHStatus}
Total	{ACHTotAmnt}
Transaction Code	{ACHTransCode}
Payee List	{BPayee List}
Payee ID	{PLPayee ID}
Payee Name	{PLPayeeName}
E-mail	{PLEmail}
Payment Type	{PLPaymentType}

Footer

The Footer tab contains fields for the "8" record(s) and apply specifically to a batch.

ACH Service Class Code	{bACHSvcClasscode}
Batch Count	{BatchCount}
ACH Batch Hash	{ACHBatchHash}
Batch Amount	{BatchAmnt}
ACH Company ID	{bACHCompID}
Originating DFI ID	{bACHOrgDFIID}
Batch Number	{FileBatches}

SignOff

The SignOff tab contains fields for the "9" record and applies to the entire file.

File Batches	{FileBatches}
ACH Block Count	{ACHBlockCount}
File Count	{FileCount}
ACH File Hash	{ACHFileHash}
File Amount	{FileAmnt}