

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.

There are two methods for building a PrintBoss Payee List. One is to import the data from a .csv file. The other is to assign specific information directly from the accounting software and supplement it with a short Payee List entry.

#### Definitions for the PrintBoss Payee List

The PrintBoss Payee List is a compilation of all payee data required to create the Detail records for the ACH file.

**Payee** (in accounting system) – The name or identifier of the payee as it has been entered in the accounting software. PrintBoss uses this field to match the payee name on the check. It is an alpha-numeric field.

**Payee ID** (in accounting system) – An optional field to identify the correct payee if there are two or more identical names. This field is available beginning with Version 5.71.6. Alternatively, the Payee ID can be used by PrintBoss to match an ID on the check advice. DocPayeeID must be assigned in the PrintBoss form to match on the Payee ID field. When both Payee ID and Payee are used, PrintBoss will use Payee ID first and only use Payee when not match is found for Payee ID.

**Payee Email Address** – If the payee is to receive e-mail notifications, enter their email address. The e-mail address need only be entered in the Payee List if it is not being supplied by the host accounting software during the EFT batch printing process.

**Payee Email Address #2** – A second email field is provided if a second recipient is necessary.

#### Create a Payee List using Method #1: Importing a .CSV File

The data used to create the payee Detail records for the PrintBoss ACH file comes from one of two places: the PrintBoss Payee List or by capturing fields on the check report and assigning that data to specific elements required to be part of the ACH file. This section covers setting up the Payee List by importing a .csv file.

1. Open the PrintBoss Master Application.
2. Click on the *Edit* menu and choose *Payee Lists*.
3. Click *Create* to start a new Payee List.
  - a. Enter a *File Name* for the list. There are no requirements for the File Name.
  - b. Click *OK* to create the list entry.
4. Select the list you created and click the *Editor* button. The *Payee List Browse* window opens.

# ACH PrintBoss Payee List

Continued

5. Entries can be made one at a time in the list by clicking on the + sign, or imported from a .csv file. This section covers exporting a template to a .csv file and importing back into the Payee List when completed. The first step is to create 1 record in the list to export the column headings.
  - a. Click the plus sign (+) to create the first record. The *Payee List Edit* window opens.
  - b. Select *Active* in the top right corner and chose *ACH* as the Payment Type.
  - c. Enter the first Payee as it was entered in the accounting software.
  - d. Click *OK* to save this record.

The screenshot shows the 'Payee List Edit' dialog box. The 'Payee Information' section is filled with the following data: 'Active' is checked, 'Payment Type' is 'ACH', 'Payee (in accounting system)' is 'Commercial Electronic Systems, Inc', 'Payee ID (in accounting system)' is 'Commerical Electronic Systems', and 'Payee Email Address' is 'accounting@cesteleco.com'. The 'Account 1' tab is selected, showing 'Mode' set to 'inactive', 'Amount / Percent' as '0', and 'Account Type' as 'Checking'. The 'OK' button is highlighted with a green checkmark.

6. Right click on the gears  in the top left corner of the Payee List Browse grid and choose *Export*. PrintBoss will indicate 1 record is selected.
7. Click *Yes*.
8. Enter a name and location to save this file. PrintBoss will save it as a Comma Delimited (\*.csv) file.
9. Navigate to the save location and open the \*.csv file.

## ACH PrintBoss Payee List

Continued

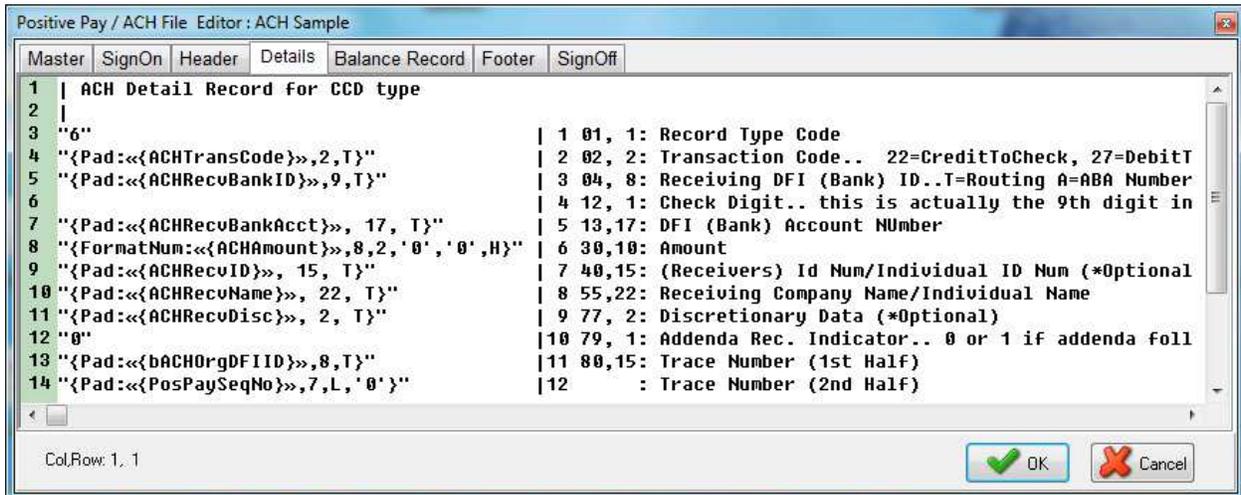
10. Enter values in the following fields. Many of these fields are associated with the Detail tab of the ACH File Editor:
  - a. **Payment Type** – Choose *ACH* as the **Payment Type** from the drop down.
  - b. **Payee** – Enter the payee name as it appears in the accounting software. PrintBoss uses this field to match the payee name on the check. The variable {DocRecip} must be assigned in the PrintBoss form to match on the Payee field. PrintBoss stops once it finds an exact match. Duplicates will be ignored.
  - c. **Payee ID** – Enter an ID for this payee if there are two or more identical names. This field is optional. This field is available beginning with Version 5.71.6. Alternatively, the Payee ID can be used by PrintBoss to match an ID on the check advice. The variable {DocPayeeID} must be assigned in the PrintBoss form to match on the Payee ID field. When both Payee ID and Payee are used, Printboss will use Payee ID first and only use Payee when no match is found for Payee ID.
  - d. **Active** – Enter Y to activate this record. N denotes an inactive record.
  - e. **Email** – Enter a **Payee Email Address** for this payee if you will be using the E-mail feature in PrintBoss to E-mail Direct Deposit or EFT notifications.
  - f. **Email2** – A second email field is provided if a second recipient is necessary.
  - g. **Payment Type (PYMNTTYPE)** – The Payment Type is a numeric value based on the type of file selected. The values are:
    1. **0** – N/A This type is never used for ACH, but may be selected when the Payee List is only used to store email addresses for emailing documents through PrintBoss.
    2. **1** – ACH Always select this type for ACH files.
    3. **2** – PS16 Only select this type when instructed by a Wellspring Software technician.
  - h. **Payee Misc (MISC)** – The Payee Misc field is provided for any additional information for PrintBoss to retrieve and include in a file or email.
  - i. **Mode** – Enter the **Mode** for Account 1 to determine the amount of the ACH transfer. The most common choice is 1, Remainder of Check, to pay the entire amount of the check. This choice requires no additional Amount/Percent entries. The choices are:
    - i. **Inactive** – Enter 0 (zero).
    - ii. **Remainder of Check** – Enter 1.
    - iii. **Percent** – Enter 2.
    - iv. **Set Amount** – Enter 3.
  - j. **Amount/Percent** – Enter a fixed **Amount** or **Percent** for Account 1 for this payee. Leave blank if Remainder of check is selected for the Mode. The field name for PrintBoss is {ACHAmount} and contains 10 characters, 8 dollar places and 2 cents places.
  - k. **Bank ID** – Enter the routing number for Account 1 for this payee. This matches the **Bank ID** field on the Payee List. The field name for PrintBoss is {ACHRecvBankID} and contains 9 characters, 8 for the routing number and a check digit added by PrintBoss in accordance with ACH Rules.
  - l. **Bank Account Num.** – Enter the account number for Account 1 for this payee. This matches the **Bank Account Num.** field on the Payee List. The field name for PrintBoss is {ACHRecvBankAcct} and contains 17 characters.
  - m. **Name** – Enter the **Individual/Company Name** for this payee as it appears on Account 1. The field name is {ACHRecvName} and contains 22 characters.

# ACH PrintBoss Payee List

Continued

- n. **ID** – Enter the **Individual/Company ID** for this payee if there are two or more identical names. The field name for PrintBoss is {ACHRecvID}, contains 2 characters, and is optional.
  - o. **Prenote** – Only select **Pre-Note (Y)** if this account is added after the Pre-Note file has passed the bank.
  - p. **Print Check (PREPRNT1)** – This option is only available when Prenote is selected. A value of T (true) is entered to print a check for this Prenote. Otherwise, the value is F (false).
  - q. **Account Type** – Enter a code to identify if the **Account Type**. The field name for PrintBoss is {ACHTransCode} and contains 2 characters. The values are:
    - i. 22 = Checking
    - ii. 32 = Savings
  - r. **Disc** – Enter an optional 2-digit code for this account that is meaningful only to the originator. The field name for PrintBoss is {ACHRecvDisc}, contains 2 characters, and is optional.
11. Only enter Account 2 or Account 3 if the amount of the check is to be divided between more than one bank account.
  12. Save changes to this file and click *Yes* to keep the features.
  13. Return to PrintBoss, click on the *Edit* menu, and select *Payee Lists*.
  14. Select the appropriate Payee List and click *Editor*.
  15. Click on the gears  in the top left corner of the Payee List Browse grid and select *Import*.
  16. Select the appropriate .csv file and click *Open*. The list will populate with the .csv entries.
  17. Select a record and click the up arrowhead  to make changes to the selected file.
  18. Click the *Done* button when you are finished.

The following is an image of the Details tab for the ACH File Specification where these fields are used:



# ACH PrintBoss Payee List

Continued

## Create a Payee List using Method #2: Capture Payee Information from Accounting Software

The data used to create the payee Detail records for the PrintBoss ACH file comes from one of two places: the PrintBoss Payee List or by capturing fields on the check report and assigning that data to specific elements required to be part of the ACH file. This section covers capturing fields on the check report and assigning that data to specific elements required to be part of the ACH file.

The following 3 fields must be assigned in the form using data captured from the accounting software on each page:

- |   |                 |
|---|-----------------|
| 1. Receiving DFI Identification + Check Digit (bank routing number) | ACHRecvBankID   |
| 2. DFI Account Number (bank account number)                         | ACHRecvBankAcct |
| 3. Receiving Company Name or Individual Name                        | ACHRecvName     |

The following 6 fields may optionally be assigned in the form using data captured from the host on each page. If these fields are not assigned in the form, then they must be included on a corresponding Payee List.

- |   |              |
|---|--------------|
| 1. Identification Number or Individual Identification Number    | ACHrecvID    |
| 2. Actual amount deposited in account                           | ACHAmount    |
| 3. Discretionary Data   | ACHRecvDisc  |
| 4. Effective Entry Date (in the form YYMMDD)                    | ACHEfctvDate |
| 5. Transaction Code   | ACHTransCode |
| 6. Pre-Note Y/N (if yes, the will be incremented at processing) | ACHPreNote   |

For more information about capturing data and assigning variables in PrintBoss please see the PrintBoss Training Note, "Capturing and Assigning Text" document number Q1029.

At this time, PrintBoss will not create an ACH File without a Payee List. Therefore, even if the payee details are captured and assigned from the accounting software, a Payee List must be create and maintained. Only three fields are required in order for the Payee List to work when the remaining fields are assigned in the PrintBoss form. These fields are:

1. Active – This option must be selected to use this record.
2. Payee – Enter the value PrintBoss will use to find an exact match from the check/EFT batch. The value can be either alpha and/or numeric characters. For example, the vendor ID can be assigned as the Payee and used to match the value in this field. The corresponding PrintBoss variable is {DocRecip}
3. Mode – Set to Remainder of Check for Account 1

The other fields are optional and may be assigned or added to the Payee List, though they are not required.

Two fields that might need to be set in the Payee List are:

1. Account Type – This is the ACHTransCode
2. Pre-Note - This is ACHPreNote

# ACH PrintBoss Payee List

Continued

## Ongoing Maintenance of the Payee List

The data used to create the payee Detail records for the PrintBoss ACH file comes from one of two places: the PrintBoss Payee List or by capturing fields on the check report and assigning that data to specific elements required to be part of the ACH file. Regardless of how the data populates the payee Detail records the PrintBoss Payee List will have to be updated as changes occur to the list of vendors and employees.

1. Open the PrintBoss Master Application.
2. Click on the *Edit* menu and choose *Payee Lists*.
3. Select a Payee List and click *Editor* to modify a Payee List.
4. Double-click on an entry and make the required modifications

5. Click the *OK* button when you are finished.

## **ACH PrintBoss Payee List**

Continued

### ADDITIONAL INFORMATION

Please see our website for additional information. You will find the following documents helpful:

Q1029 "Capturing and Assigning Text

Q1291 ACH Overview.pdf

Q1294 ACH Implementation Steps

Q1000 PrintBoss\_Manual.pdf

# ACH PrintBoss Payee List

Continued

## 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.

<b>Immediate Destination</b>	{bACHImdDstNo}
<b>Immediate Origin</b>	{bACHImdOrgNo}
<b>Immediate Destination Name</b>	{bACHImdDstName}
<b>Immediate Origin Name</b>	{bACHImdOrgName}
<b>File Mode ID</b>	{bACHFileIDMode}
<b>Pre-Note Override</b>	{ACHPreNote}

#### Company/Batch Record Fields

These are the fields referenced in the Header tab of the ACH File Editor.

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

#### ACH Balance Record Fields

These fields are used in the Balance Record tab of the ACH File and are defined in the bank record.

<b>Balanced File</b>	{bACHBalFile}
<b>Routing Number</b>	{bACHBalRout}
<b>Bank Account Number</b>	{bACHBalAcct}
<b>Account Name</b>	{bACHBalName}

#### Payee List Variables

<b>Active</b>	{ACHActive}
<b>Amount</b>	{ACHAmount}
<b>Check Amount</b>	{ACHChkAmnt}
<b>Effective Date</b>	{ACHEfctvDate}

# ACH PrintBoss Payee List

Continued

<b>ACH Pre-Note</b>	{ACHPreNote}
<b>ACH Pre-Note Print Check</b>	{ACHPreNotePrint}
<b>Bank Account</b>	{ACHRecvBankAcct}
<b>Bank ID</b>	{ACHRecvBankID}
<b>Bank Payee List</b>	{BPayeeList}
<b>DFI (Bank) Account Number</b>	{ACHRecvBankAcct}
<b>Discretionary Data</b>	{ACHRecvDisc}
<b>Receivers ID</b>	{ACHRecvID}
<b>Receivers Name</b>	{ACHRecvName}
<b>Receiving DFI (Bank) ID</b>	{ACHRecvBankID}
<b>Status</b>	{ACHStatus}
<b>Total Amount</b>	{ACHTotAmnt}
<b>Account Type/Transaction Code</b>	{ACHTransCode}
<b>Bank Payee List</b>	{BPayee List}
<b>Payee ID</b>	{PLPayee ID}
<b>Payee Name</b>	{PLPayeeName}
<b>Payee Email Address</b>	{PLEmail}
<b>Payee Email Address #2</b>	{PLEmail2}
<b>Payment Type</b>	{PLPaymentType}

## Footer

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

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

## SignOff

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

<b>File Batches</b>	{FileBatches}
<b>ACH Block Count</b>	{ACHBlockCount}
<b>File Count</b>	{FileCount}
<b>ACH File Hash</b>	{ACHFileHash}
<b>File Amount</b>	{FileAmnt}