



## Consulting Services

### ACH Setup Guidelines for Technical support

3 March 2016

Automatic clearing house (ACH) is a nationwide electronic funds transfer (EFT) system that provides for the inter-bank clearing of credit and debit transactions and for the exchange of information among participating financial institutions

The ACH file created by PrintBoss is compiled from data stored in the ACH Definition section of the Bank Account record, a Payee List, and the check/EFT batch being processed. Complex scripting attached to the PrintBoss check form creates the file. A user will almost never need to edit the script. Instead they will simply enter specific information which will be used in the ACH File Header Record, the ACH Company/Batch Record and the PrintBoss Payee List. The rest of the required information will come from the check/EFT batch as it is 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. Technical Support will assist the client in setting up a Payee List using the .csv import method.

## CONSULTING SERVICES

The fee for assisting a client to set up ACH is \$250. The client must have a valid Annual Service Contract.

There will be two scheduled appointments. Together, the appointments should not exceed 2 hours including testing. The order is pre-paid and the first appointment time is scheduled after payment is received.

Note: CTX setup is considered custom work and is quoted separately. With CTX record processing, the details comes from the Advice section of the check. It requires additional script and data must be captured on the raw data.

The first appointment will cover:

1. Overview of the contents of each field on the ACH Definitions tab.
2. Creating a Payee List template
3. Set the date and time for the second appointment

The second appointment will occur after the client has compiled the required information from the bank, the Payee List has been built and they have a test batch ready to print. It will cover:

1. Making required file changes
2. Making required form captures
3. Setting up process page commands
4. Testing a batch

## BANK SETUP

Technical Support will assist and guide clients on the contents for each field on the ACH Definitions tab. For example, support can provide information on what is commonly used to populate the File Header fields and which Service Class Code to use. The client will contact their bank for the information to populate the ACH Definitions tab. Support will guide the client in entering the information in the correct fields. Technical Support will not contact the bank on behalf of the client nor gather any of the required information.

PrintBoss version 6.01.1 includes a Prefill ACH Information button that can be used to populate some of the File Header and Company Batch fields with information from the MICR tab. Even though PrintBoss pre-fills this data, the client must verify this information with the bank as some banks use different data in these fields.

Support will also assist in attaching the correct Payee List and explain the record options to the right of the Edit button.

The screenshot shows the 'PrintBoss Bank Edit' window with the 'ACH Definition' tab selected. The window is divided into several sections:

- File Header Record Fields:** Includes fields for Immediate Destination, Immediate Origin, Immediate Destination Name, and Immediate Origin Name. There are also checkboxes for 'File ID Modifier (Increment for multi. files in a day)' and 'Prenote Override if checked'.
- Company/Batch Record Fields:** Includes a dropdown for 'Service Class Codes' (set to '200- Credits'), text fields for 'Company Name', 'Company Discretionary Data', and 'Company Identification', a dropdown for 'Standard Entry Class' (set to 'CCD - Corp. to Corp. EFT'), and text fields for 'Company Entry Description' and 'Originating DFI Iden'.
- Right Panel:** Includes a checkbox for 'Balanced File' and text fields for 'Routing Num.', 'Account Num.', and 'Account Name'.
- Payee List:** A dropdown menu is set to '(active)'. Below it, a dropdown menu is set to 'Common'. There are buttons for 'Edit' and 'Alert with option to Add/Ignore'.
- Bottom Bar:** Contains buttons for 'Copy', 'Set Tags', 'Paste', 'Clear Tags', 'OK', and 'Cancel'.

See the Wellspring Software Training Note "ACH Processing: Bank ACH Definitions" for descriptions of the required data.

## Payee List Creation

Payee List Setup includes the following:

- Creating the blank Payee List.
- Entering 1 record and answering questions on the use of the Payee List fields.
- Exporting the Payee List to a csv file.
- Resaving the csv file to an xls or xlsx file for the client to fill out.
- Copying the static values down the column or showing the client how to do this once all recipients have been added to the file. The static fields include:
  - Active
  - Payment Type
  - Mode
  - Account Type (if always Checking or always Savings)
- Assisting with saving the xls or xlsx file back to a csv file and importing the file back into the Payee List.

### Additional Notes

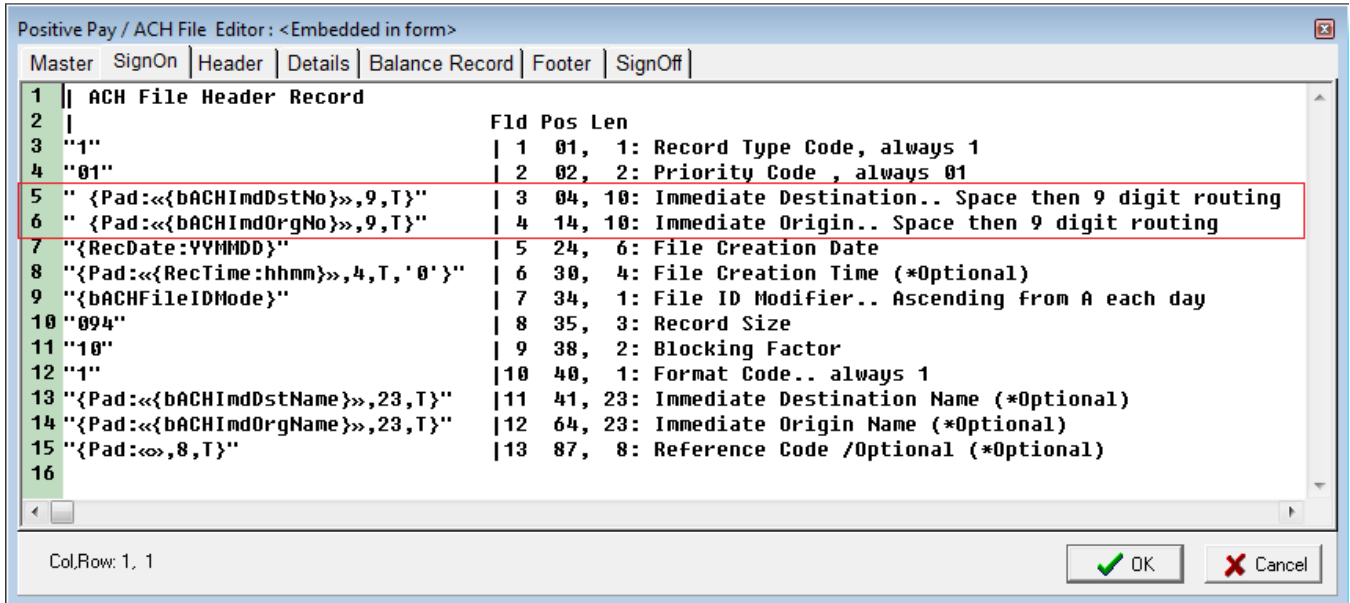
The preferred method for matching the payee is the Payee ID (which is the default) or secondly Payee Name. Sage 300 ERP sites need to add the PayeeID to the Crystal report. QuickBooks sites must use the 'bill payment format' to get the PayeeID to print on the check batch.

Only one Payee List can be linked to a PrintBoss Bank Account.

## FILE SETUP

Technical Support will assist in making minor changes to the ACH file such as adjusting the length of the following fields:

Field Name	Variable Name	Additional Description	Length
Immediate Destination	{bACHImdDstNo}	Contains a space followed by the 9 digit routing number of the ACH Operator or receiving point where the file is being sent.	10
Immediate Origin	{bACHImdOrgNo}	Contains a space followed by the 9 digit routing number of the ACH Operator or sending point that is sending the file.	10



Technical Support will also assist in setting up the following optional fields if requested.

Field Name	Variable Name	Additional Description	Length
Effective Entry Date	{ACHEfctvDate}	This optional field allows a date to be assigned in the form. Otherwise, the date the file is created is used. Add '!' to the end of the variable and a calendar will pop up to select a date on the fly when saving the ACH file	6
Receivers ID	{ACHRecvID}	Optional ID for the receiving individual /company	15

The ACHEfctvDate on the Header tab is used to generate a calendar to choose the date when the batch is processed and assigning optional fields. One example of the use of an optional field is to assign DocNo or some other value to the ACHRecvID variable.

## FORM SETUP

Form setup includes the following:

- Assigning fields on the PrintBoss Form related to ACH
- Adding a copy to the Form and setting the copy to ACH
- Adding a ProcessPage command to properly process the ACH

## TESTING THE ACH FILE

Once all pieces are in place, test the ACH file to verify the ACH records are being created correctly.