

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.

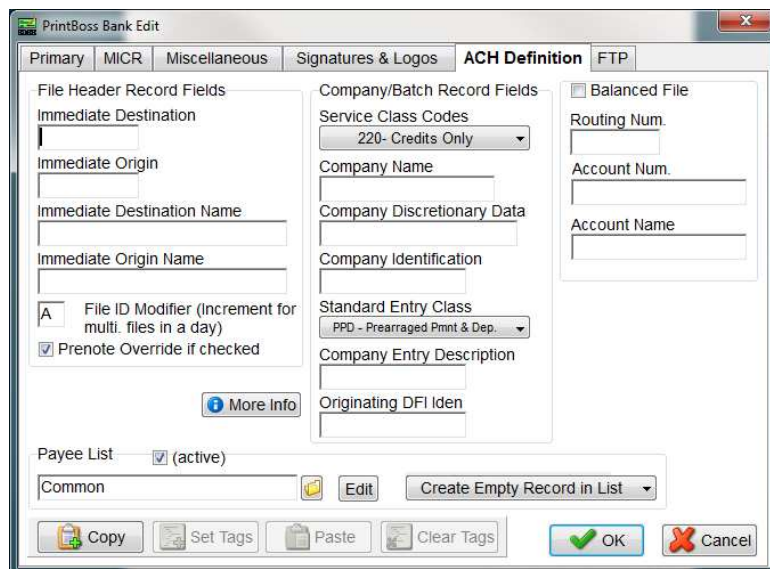
Implementation Steps

1. Complete the ACH Definition record from the appropriate Bank Account
2. Create a Payee List
3. Establish the method you want to use to match the Payee with the Payee entry on the list
4. Create the ACH copy type in the appropriate PrintBoss Form
5. The ACH file is created automatically during the print process

Step 1: Complete the ACH Definition record

The following are steps for setting up 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:



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.

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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

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- 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.

Step 2a: Create a Payee List – Importing a .CSV File

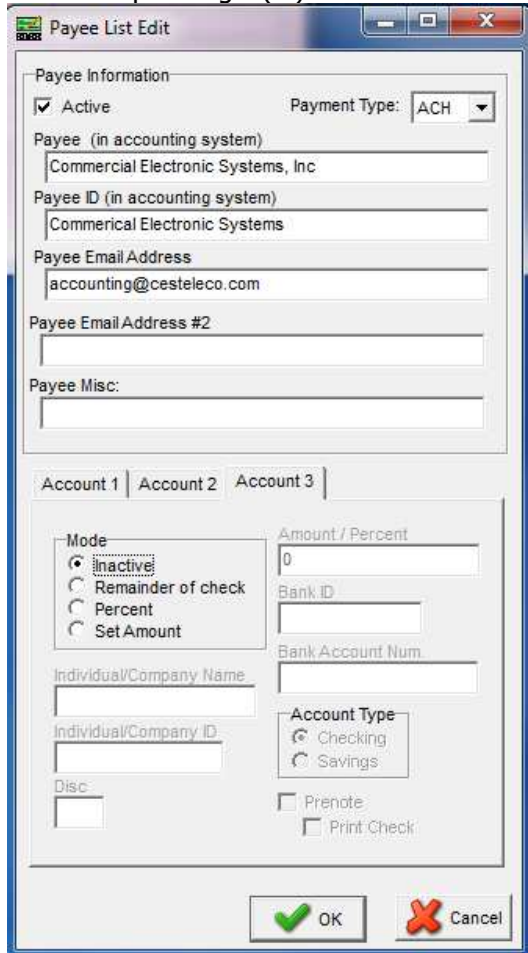
The data used to create the payee Detail records for the PrintBoss ACH file comes from one of two places: the PrintBoss Payee List or by capturing fields on the check report and assigning that data to specific elements required to be part of the ACH file. This section covers setting up the Payee List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

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- a. Click the plus sign (+) to create the first record. The *Payee List Edit* window opens.



- b. Select *Active* in the top right corner.
- c. Enter the first Payee as it was entered in the accounting software.
- d. Click *OK* to save this record.
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.
10. Enter values in the following fields. Many of these fields are associated with the Detail tab of the ACH File Editor:
- a. **Payee** – Enter the payee name as it appears in the accounting software. PrintBoss uses this field to match the payee name on the check.
 - b. **Payee ID** – Enter an ID for this payee. 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. This field is optional. This field is available beginning with Version 5.71.6.
 - c. **Active** – Enter Y to activate this record. N denotes an inactive record.

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- d. **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.
 - e. **Email2** – A second email field is provided if a second recipient is necessary.
 - f. **Payment Type (PYMNTTYPE)** – The Payment Type is a numeric value based on the type of file selected. The values are:
 - i. **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.
 - ii. **1** – ACH Always select this type for ACH files.
 - iii. **2** – PS16 Only select this type when instructed by a Wellspring Software technician.
 - g. **Payee Misc (MISC)** – The Payee Misc field is provided for any additional information for PrintBoss to retrieve and include in a file or email.
 - h. **Mode1** – 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.
 - i. **Amnt1** – 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 is {ACHAmount} and contains 10 characters, 8 dollar places and 2 cents places.
 - j. **BnkID1** – Enter the routing number for Account 1 for this payee. This matches the **Bank ID** field on the Payee List. The field name is {ACHRecvBankID} and contains 9 characters, 8 for the routing number and a check digit added by PrintBoss in accordance with ACH Rules.
 - k. **BnkAct1** – Enter the account number for Account 1 for this payee. This matches the **Bank Account Num.** field on the Payee List. The field name is {ACHRecvBankAcct} and contains 17 characters.
 - l. **Name1** – Enter the **Individual/Company Name** for this payee as it appears on Account 1. The field name is {ACHRecvName} and contains 22 characters.
 - m. **ID1** – Enter the **Individual/Company ID** for this payee if there are two or more identical names. The field name is {ACHRecvID}, contains 15 characters, and is optional.
 - n. **Prenote (PRE1)** – Only select **PreNote** (Y) if this account is added after the PreNote file has passed the bank.
 - o. **Print Check (PREPRNT1)** – This option is only available when Prenote is selected. A value of T (True) is entered to print a check when for this Prenote. Otherwise, the value is F (False).
 - p. **TransCode1** – Enter a code to identify if the **Account Type**. The field name is {ACHTransCode} and contains 2 characters. The values are:
 - i. 22 = Checking
 - ii. 32 = Savings
 - q. **Disc1** – Enter an optional 2-digit code for this account that is meaningful only to the originator. The field name 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*.

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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.

Step 2b: 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

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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

Step 3: Establish Matching Method for Payee

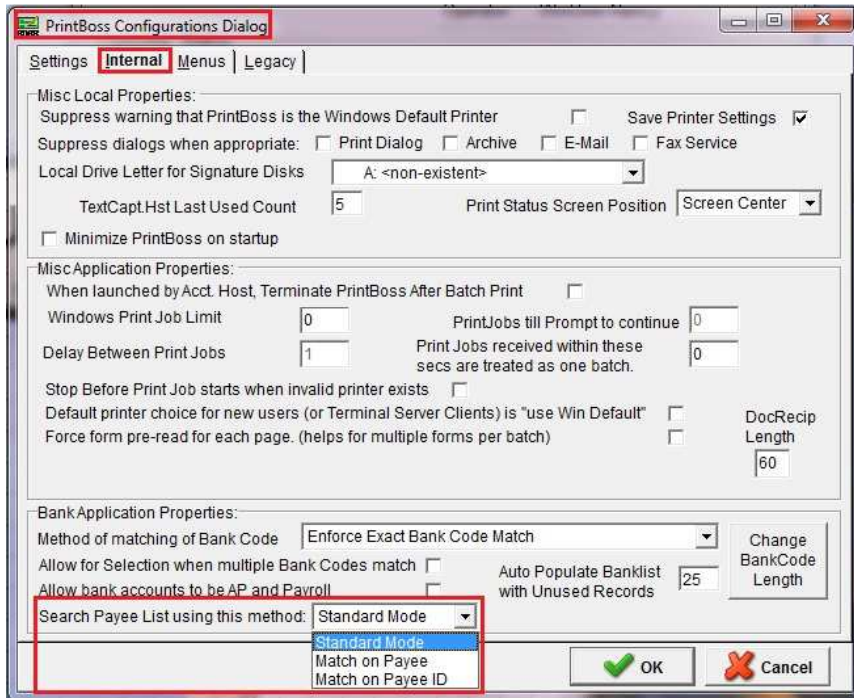
With the inception of the PrintBoss Payee List, it has been used for different functions within PrintBoss. They include maintaining a list of E-mail addresses of employees for EFT payments; maintaining a list of employees and vendors that receive ACH payment and for maintaining a list of credit card payment vendors with PS16 files.

We have found that the 'Match on Payee ID' is most common for ACH users, while 'Match on Payee' is most common for PS16 users. Some users need to match on both the Payee and Payee ID fields.

A new feature was added to PrintBoss 5.73.1 under Options/Configuration/Internal tab called 'Search Payee List using this method:'

The drop down menu allows the following choices:

- Standard Mode (both Payee and Payee ID match)
- Match on Payee
- Match on Payee ID



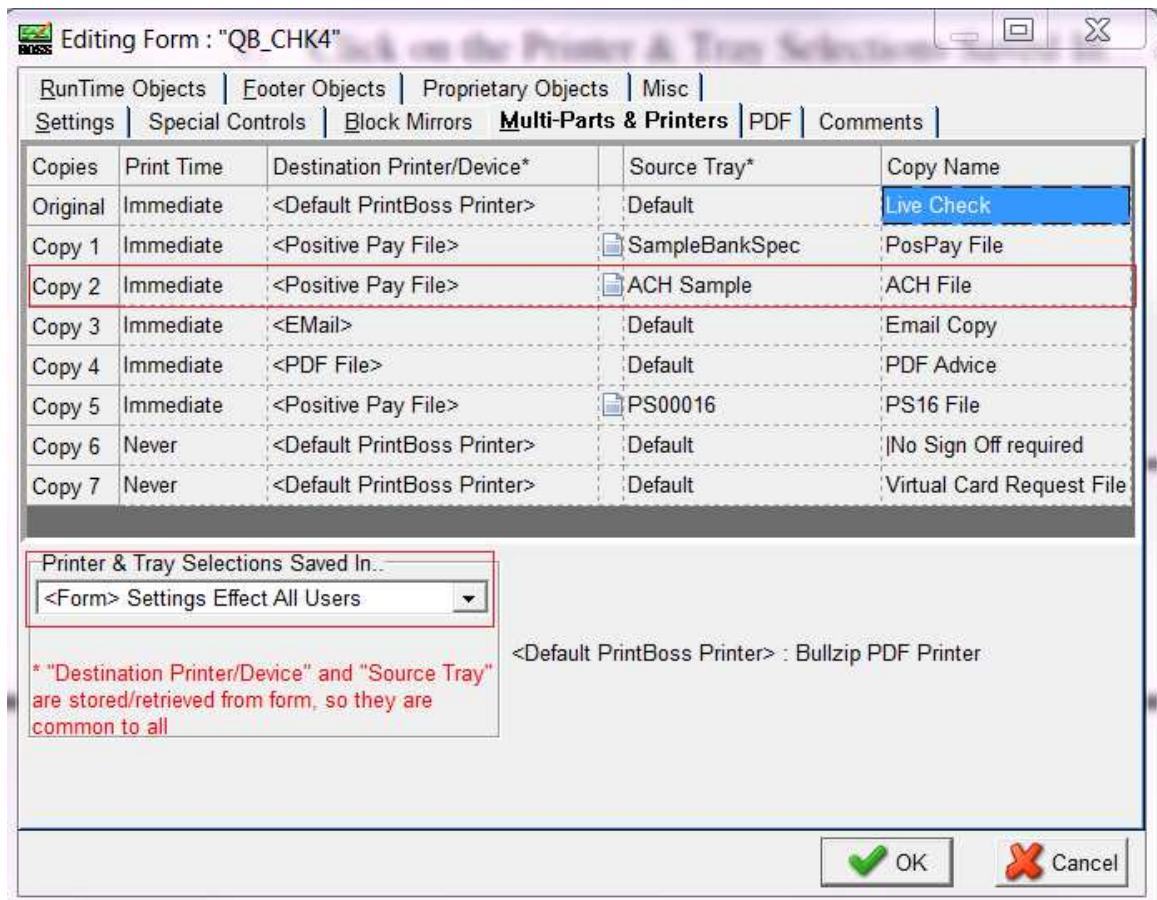
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Step 4: Create the ACH copy type in the appropriate PrintBoss Form

In addition to the Bank and Payee Lists, the PrintBoss Form needs to be setup to print the ACH file. First, we will add a copy to the PrintBoss form to create the ACH file.

1. Open the PrintBoss Master Application.
2. Click on the *Edit* menu and choose *Form Files*.
3. Select the appropriate PrintBoss form and click the *Editor* button. The Editing Form window opens.
4. Select the Settings tab.
5. Increase the number of copies by 1. For example, if the current *Copies* value is one, type 2 in the field.
6. Select the *Multi-Parts & Printers* tab.
7. Click on the *Printer & Tray Selections Saved In...* drop down menu and select <Form> to save these changes for all users.

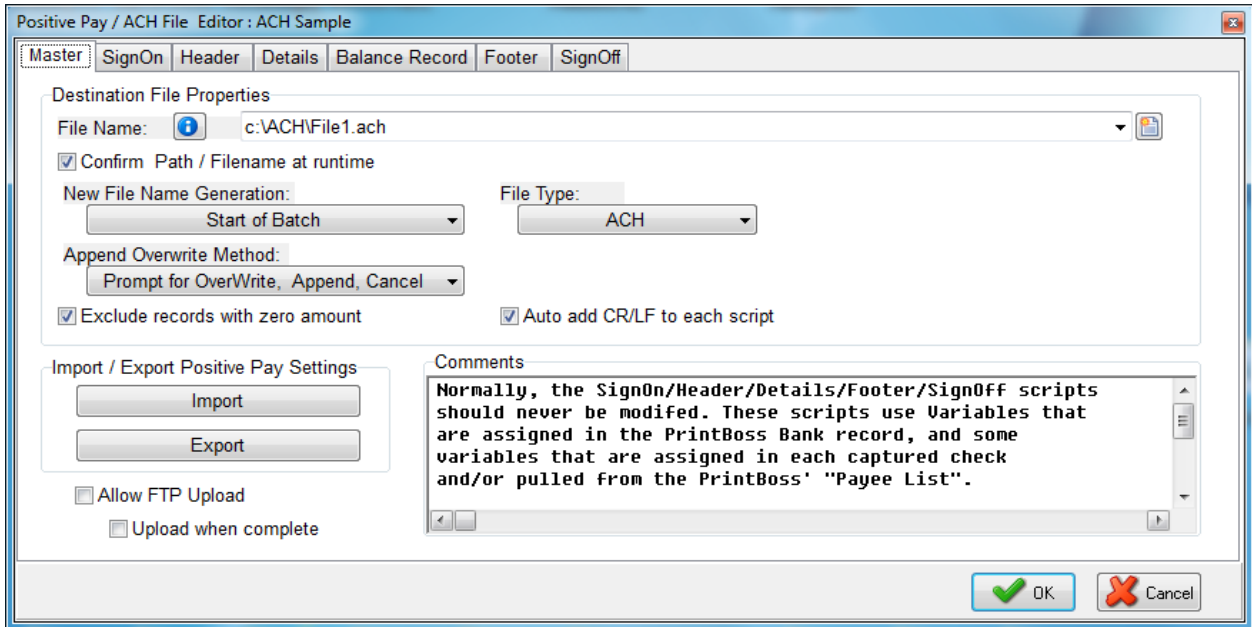


8. Locate the new copy, click on the *Destination Printer/Device* drop down menu and select <Positive Pay File>. This feature supports ACH files in addition to Positive Pay files.

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9. Click on the *Source Tray* drop down menu and choose ACH Sample. This is the NACHA file that comes with PrintBoss.
 - a. Click on the *Source Tray* drop down menu for the ACH copy and choose ACH Sample.
 - b. Click on the page symbol to the left of the Source Tray to open the *Positive Pay / ACH File Editor*. The following is an image of the Master tab:



1. **File Name** – Set the destination path and file name for the ACH file in the *File Name* field. The browse button at the end of this field can be used to navigate to a location and will save the path when a file name is entered.
2. **Confirm Path / Filename at runtime** – Select this option to verify the destination location or file name before PrintBoss saves the ACH file.
3. **New File Name Generation** – The default is to generate a new file at *Start of Batch*. This is the recommended setting.
4. **File Type** – The file type should be set to ACH.
5. **Append Overwrite Method** – The default is *Overwrite existing File*. The choices are:
 - i. Overwrite existing File
 - ii. Append to existing File
 - iii. Prompt for Overwrite, Append, Cancel
6. **Exclude records with zero amount** – This option is typically not used with ACH files.
7. **Auto add CR/LF to each script** – This feature adds a carriage return to the end of each script and should ALWAYS be checked for ACH.
8. **Import** – Click this button to import the ACH Sample to embed in the PrintBoss form.
9. **Export** – This feature is used to save a file created as embedded in form. It is usually not used with ACH.
10. **Allow FTP Upload** – Only select this option when FTP has been setup for ACH. This feature is only available when Security is enabled. See Chapter 22, FTP, for more information
11. **Upload when complete** – Select this option to automatically upload the FTP file once it is created by PrintBoss. Only select this option after FTP has been setup. This feature is only available when Security is enabled. See Chapter 22, FTP, for more information

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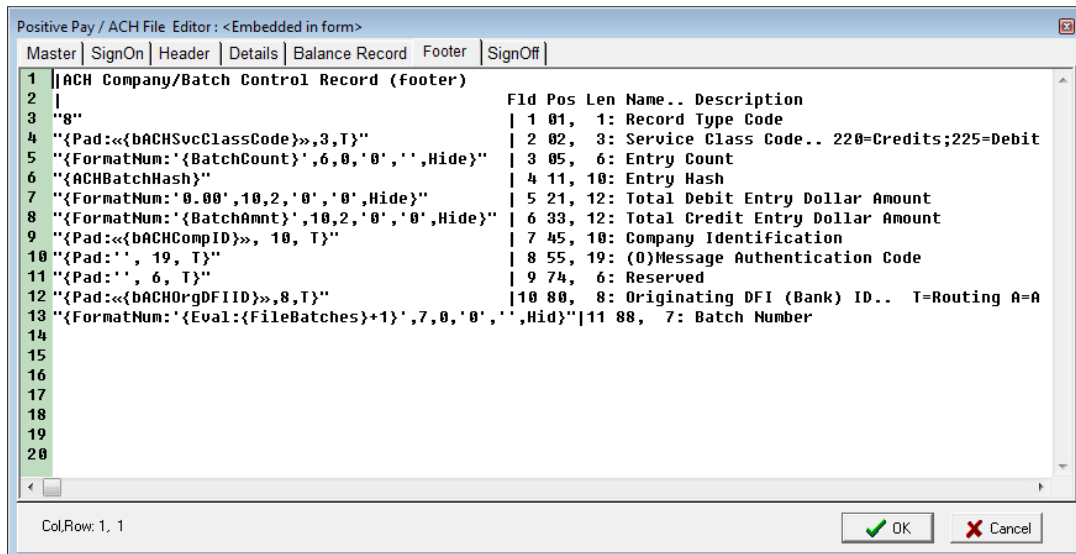
12. **Comments** – Provides comments associated with the ACH file.

c. Click the *Import* button and select *ACH Sample* to embed this file into the current form.

Note: The ACH Sample can be embedded into more than one PrintBoss Form and each embedded file can utilize a different file path and name.

There are 7 tabs associated with the ACH File. The first 5 have been described previously in this document. The last two are as follows:

1. **Footer** – The Footer tab contains fields for the “8” record(s) and apply specifically to a batch.



- a. **ACH Service Class Code** – The information for this field is entered in the ACH Definition tab of the PrintBoss bank record. The variable name is {bACHSvcClasscode}.
 - b. **Batch Count** – Generates the total number of entries for the preceding batch. The variable name is {BatchCount}.
 - c. **ACH Batch Hash** – This variable generates a value from the routing numbers entered for each detail record in the batch. The value provides a check against inadvertent alteration of data contents. The variable name is {ACHBatchHash}.
 - d. **Batch Amount** – Generates the sum of all check amounts for the preceding batch. The variable name is {BatchAmnt}.
 - e. **ACH Company ID** – The information for this field is entered in the ACH Definition tab of the PrintBoss bank record. The variable name is {bACHCompID}.
 - f. **Originating DFI ID** – The information for this field is entered in the ACH Definition tab of the PrintBoss bank record. The variable name is {bACHOrgDFIID}.
 - g. **Batch Number** – PrintBoss generates a sequential number for each batch in the file beginning with 0000001. The variable name is {FileBatches}.
2. **SignOff** – The SignOff tab contains fields for the “9” record and applies to the entire file.
- a. **File Batches** – Generates the total number of batches in the file. The variable name is {FileBatches}.
 - b. **ACH Block Count** – Generates the correct number of lines to create complete blocks of 10 lines or 940 characters. These appear as rows of 9 at the end of the file. The variable name is {ACHBlockCount}.
 - c. **File Count** – Generates the total number of entries in the file. The variable name is {FileCount}.

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- d. **ACH File Hash** - This variable generates a value from the routing numbers entered for each detail record in the file. The value provides a check against inadvertent alteration of data contents. The variable name is {ACHFileHash}.
- e. **File Amount** - Generates the sum of all check amounts in the file. The variable name is {FileAmnt}.

NOTE: Changes should not be made to the ACH file without consulting a Wellspring Software technician as these variables are defined by NACHA.

Click OK to save changes to the Editing Form.

NOTE: Additional setup may be needed in the Form including:

- Setting up E-mail
- Assigning ACH fields in the Form instead of using the Payee List.
- Adding Process Page commands to determine when to print the ACH file when live checks are included in the print batch from the accounting system.

Step 5: Creating the ACH File

The ACH file is created automatically during the check/EFT print process. No further steps by the users are necessary.

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

Q1000 PrintBoss_Manual.pdf

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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}
Pre-Note Override	{ACHPreNote}

Company/Batch Record Fields

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

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

Balance Record Fields

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

Balanced File	{bACHBalFile}
Routing Number	{bACHBalRout}
Bank Account Number	{bACHBalAcct}
Account Name	{bACH BalName}

Payee List Variables

Account Type/Transaction Code	{ACHTransCode}
ACH PreNote	{ACHPreNote}
ACH PreNote Print Check	{ACHPreNotePrint}
Active	{ACHActive}
Amount	{ACHAmount}
Bank Payee List	{BPayeeList}
Check Amount	{ACHChkAmnt}

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Effective Date	{ACHEfctvDate}
ACH Pre-Note	{ACHPreNote}
Bank Account	{ACHRecvBankAcct}
Bank ID	{ACHRecvBankID}
DFI (Bank) Account Number	{ACHRecvBankAcct}
Discretionary Data	{ACHRecvDisc}
Receivers ID	{ACHRecvID}
Receivers Name	{ACHRecvName}
Status	{ACHStatus}
Total	{ACHTotAmnt}
Transaction Code	{ACHTransCode}
Bank Payee List	{BPayee List}
Payee ID	{PLPayee ID}
Payee Name	{PLPayeeName}
Payee Email Address	{PLEmail}
Payee Email Address#2	{PLEmail2}
Payee Miscellaneous	{PLMisc}
Payment Type	{PLPaymentType}
Receiving DFI (Bank) ID	{ACHRecvBankAcct}

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}

For additional information please see [PrintBoss Manual Appendix E: Variables by Category](#).