ACH Payables Process

ACH Settings for a Vendor

To set up ACH Settings for a Vendor, go to *Vendors > ACH Settings Tab*.

1. You can select a Class Code, either PPD for a Personal account, or CCD for a Business account.

2. Then you would fill out the rest of the information for electronically paying the Vendor, such as the Routing and Account #s, the Bank Account Type, and an Email Address to send the voucher to.

Creating ACH Payments for Vendors

To create payments for Vendors that are set to ACH, go to *Payables > Payable Reports/Checks > Batch Payables Check Printing*.
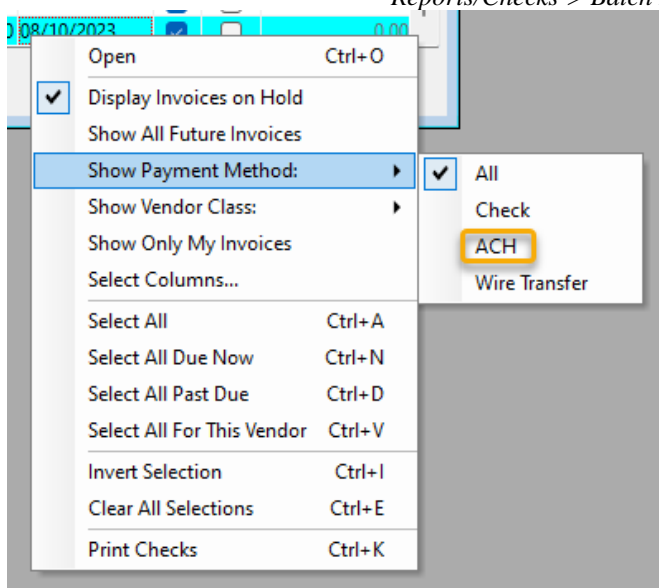
Right click anywhere on the screen, go to Show Payment Method, and in the drop-down, select ACH.

Then you can see all checks that are set to ACH and **Create Payments** for those invoices.

Create ACH Payment File

Then, once you've created the payments, you can create an ACH Payment file. Go to *Payables > Reports > Create ACH Payment File*.

1. To set up the bank, click the **Settings** button.

When you click **Settings**, a list of settings you will need to request from your bank will pop up.

Bank Account: Direct Deposit Settings

Bank #:

Description:

Bank Account #:

Immediate Destination #:

Immediate Origin #:

Immediate Destination Name:

Immediate Origin Name:

ACH Batch #:

ACH Service Class Code:

ACH Company Name:

ACH Company Discretionary Data:

ACH Company ID:

ACH Originating Bank ID:

Header Line for ACH File:

ACH Debit Description:

ACH Company Date Description:

Direct Deposit G/L #:

Ok   Cancel

Descriptions of these settings are available in Help.

The typical entries needed for you bank include:

Description – Enter a Description for the Account.

Bank Account # - Enter your bank account number.

Immediate Destination – Enter your routing number for the account

Immediate Origin # - This number may be 1 + your federal ID, but the bank may also assign a different # for this.

Immediate Destination Name – Enter your banks name.

Immediate Origin Name – Enter your company name as it appears in your online banking.

ACH Company Name – Enter your company name.

ACH Company ID – This is typically entered as 1 followed by your Federal ID, or the bank can assign their own.

ACH Originating Bank ID – This is usually the first 8 characters of the Immediate Destination #, but this could vary by the bank.

Most banks do not use the fields not mentioned, but this can vary by bank as well.

Depending on your financial institution, this information required can vary and can't be provided by Datatech. If you have any errors following the upload of your test file, please inquire with your bank what corrections need to be made in the file.

2. Then enter the Payment Date, ACH Class Code, and the File ID. Select where you want to save the Payment File and its name in Export Filename.

3. Then click Export.

Vendor Check Vouchers

To email Vendor Check Vouchers, go to *Payables > Reports > Vendor Check Vouchers*.

1. You'll select the Print Order, Starting and Ending Check Date, and Bank.

2. Select **ACH** for the Payment method.

3. For Checks to Print, select **Miscellaneous Transactions**.

4. Then, click **Email**.

   The vouchers will be emailed to the email set up under Vendors' ACH Settings for *Voucher Email Address*.