
Create ACH Payment File

To create an ACH Payment File to pay Vendors, go to *Payables > Reports > Create ACH Payment File*.

Bank

Select a Bank # using the lookup button.

Settings



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

A screenshot of a dialog box titled "Bank Account: Direct Deposit Settings". The dialog box contains several input fields for configuration. The "Description" field is highlighted in yellow. At the bottom right, there are "Ok" and "Cancel" buttons.

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.

Payment Date

Enter the Payment Date.

ACH Class Code

Select the ACH Class Code, either PPD for a Personal account, or CCD for a Business account.

File ID

Enter the File ID.

Export Filename

Select where the file will be saved and the file's name in Export Filename.

Export

Click Export to save the payment file.

Cancel

Click Cancel to cancel the file creation and exit the window.