FUND ACCOUNTING DIRECT PAYMENT (ACH) MODULE

Banyon Data Direct Payment or ACH (Automated Clearing House) allows your entity to pay vendors directly to their bank accounts. This module can also be used to pay employees for expense checks that you do not want issued through Banyon Data Payroll software. This module does need to be purchased and activated by Banyon Data. Please call 800-229-1130 if you have purchased and want to get this module activated.

The ACH file produced by Banyon Data is in accordance with the NACHA specification and widely used by all banks. Depending on how the transfer of ACH information is made from your bank to the Federal Reserve, and also depending on the type of software your bank is using to read/process the file, your ACH setup can vary significantly.

Setup Entity ACH Account

From the main fund accounting screen click on checks and then ACH Setup.

The Account ACH setup screen will then be displayed.

For the most part, the difficulty is to figure out which ID goes where. To begin with, let's square off the simple information first. There are 3 names under the <u>ACH Routing Name</u> column, on same line as box ❶, enter the name of your bank; on line ❷, leave it as "FED RESERVE"; on line ❸, enter the name of your entity. Your bank may ask you to put something else.

Your bank will provide you with all of the required Routing IDs. Of those, one must be the Federal Reserve Routing ID (different from your Federal Tax ID – sometimes used). Another must be its own Routing ID. Thus, there are at least 2 IDs, most of the time 3, and rarely 4. At minimum, know which one is the Federal Reserve ID, and which one is your bank's ID.

All IDs must be either 9 or 10 digits long. Enter all digits, except for box ❹ which can take only the first 9 digits. Boxes ❶ & ❷ will automatically flush right, leaving a leading space if there are only 9 digits.

Let's start filling out the boxes by way of elimination.

The Federal Reserve ID always goes to box ❷. Nearly all the time, box ❹ is the same as box ❶. So there are really only 2 boxes (❶ & ❸) to worry about.

If there are only 2 IDs, the Federal Reserve already goes to ❷, the other ID goes to ❶,❸ & ❹.

If you are given 2 additional IDs besides the Federal Reserve ID, the one that goes to box ❸ is your bank's own routing ID (or your Federal Tax ID if asked to be used); the other goes to box ❶.

- In the middle section of the screen, check "Debit from account at bank" and provide your Checking/ Savings Account.
- Don't check "Append Trailing Blanks"
- Leave header record field empty
- Use "1" for File ID.

Default ACH file name: Most Banyon Data customers will store this on either the c: or server drive and then the name is whatever you want to call it. Sendach.txt is used in this example.

So, when the file is generated by the software it will be saved in the bdswin folder on the c: and the file name to look for would be sendach.txt Most entities will then email or upload this file to the bank.
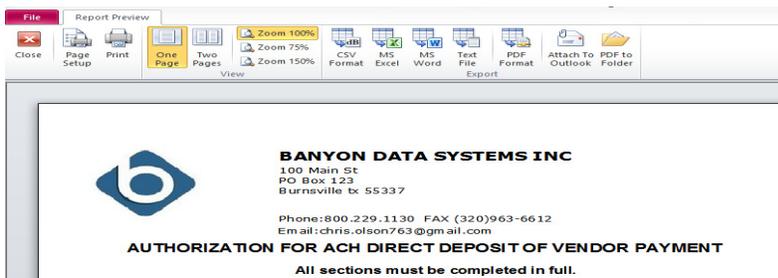

Enter in the word Fax and then put the fax number.

Enter email address where the filled out authorization form can be emailed back.

Click "Print Authorization Form" for the vendor or employee to fill out.

Click on PDF format option to save this as a PDF and then email the form to the vendor or employee.

Clicking on attach to outlook will attach as a .txt file and it will not look as nice as the saved pdf.

Vendor Setup

From the top ribbon on the main Fund Accounting screen choose view, then customer vendor. Next, use the lookup to locate the vendor you would like to setup on ACH. Next, click on the "DIRECT ACH" option on the left menu to pull up the Direct Deposit Record screen.

ACH Option: Initially choose the prenote option so a test file can later be sent to the bank for verification. Once the bank has verified the information is correct, the vendor can be marked as direct payment.

Fill out the bank name, routing id, account number, and bank type.

Email Check Stub Setup

This setup is optional and can be skipped if the check stubs will be printed and sent via regular mail.

To setup the emailing of check stubs a GMAIL account is needed. So, create a Gmail account before proceeding through with email setup.

Once the GMAIL is created, choose checks from the main Fund Accounting desktop and then choose ACH Transfer. On the next screen, choose Setup Email.

Manage Payables	11500	Accts Rec-W/S	
Checks	11505	Accts Rec-Refuse	
	11506	Accts Rec-Recycle	ACH Transfer
Adjustments(JE)	11800	Return Checks	ACH Setup

Setup Email
Notify Vendor by Email

E-mail Setup

Setup | ACH

Mail Server   Help

Connection Type   SSL (Gmail)
Server Name   SMTP.GMAIL.COM
Sender's Address   bdssys@gmail.com
Logon Name   bdssys
Logon Password   ***************
Port   465

Firewall
Host Name
Logon Name
Password   *
Port   0
Type   0

Timer
Pause between messages   8
Pause after this many messages   0
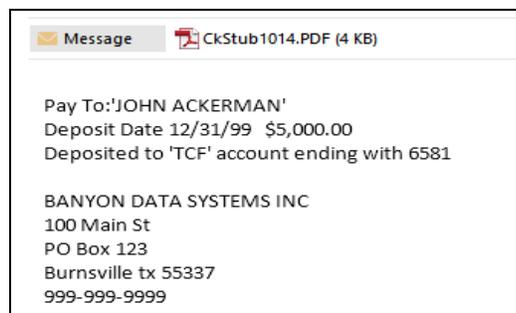Pause for this many seconds   0

1. In the Connection Type drop down choose SSL (Gmail).

2. Server name will be filled in, do not change.

3. Enter the Gmail address in senders address and logon name.

4. Enter Gmail password in logon password field.

5. Leave everything else the way it defaults. Things will be adjusted if the emails fail to send.

6. Click on the ACH Tab to choose what is sent in the email. The options to choose from are as follows:

E-mail Setup

Setup | ACH

Select Email Format
☐ Amount Only in Email
☐ Check Stub in Email
☑ Attach Stub as PDF

Amount Only in Email: Just dollar amount information displayed in body of email. (Shown Below)

Check stub in Email: Check stub information will print in the body of the email.

Attach stub as PDF (most common): Display payment information in body and check stub attached as pdf.

Message   CkStub1014.PDF (4 KB)

Pay To:'JOHN ACKERMAN'
Deposit Date 12/31/99 $5,000.00
Deposited to 'TCF' account ending with 6581

BANYON DATA SYSTEMS INC
100 Main St
PO Box 123
Burnsville tx 55337
999-999-9999

Create a Prenote (TEST) File

A prenote file is needed initially and anytime a new vendor or employee signs up for direct payment ACH. The prenote file is then sent to the bank for evaluation and once everything is approved each vendor or employee can be marked as "direct payment" on the customer/vendor screen.

To begin generating a prenote file click on checks from the main fund accounting screen and then select ACH Transfer.

Check the box for each payment that needs to be included in the prenote file.

Click print report to preview the information and verify the vendors are marked as prenote in the option column.

To create the file, click "Create ACH File" and the verification box will show.
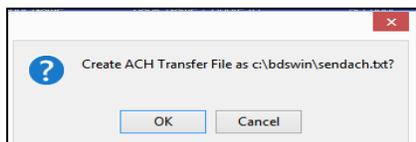
The location and name of the file will be displayed in the box. Click ok and the file will be created.

On a prenote, the transferred amount will be ZERO because the bank is just using the file to verify setup.

The file can then be emailed, saved on a flash drive, or uploaded through your banks website. (Ask the bank which way they prefer)

The transfer ACH file option on the screen is used if you have modem software setup (not very common)

If the software detects a required field is missing, you will be brought to the setup screen to complete setup. Required setup fields are routing names, ID's, and file/batch ID needs to be filled in.

If the initial prenote process fails, your bank should be able to indicate what part of the transfer file requires correction/changes. To make correction/changes to the transfer file, click on the **"*review setup during bank rejection"*** option in the bottom left of the direct deposit transfer screen. Changes and corrections can be made directly on this screen.

Entering Payments

ACH payments for vendors can be entered in with other payments or as a separate batch, whichever option is preferred.

Once the "pay to" is entered, the ACH box on the bottom left will display in red as a reminder that this vendor is an ACH vendor. Click that box or click the red lightning bolt icon and an e-check number will be entered.

If a popup reminder box is wanted as a message, click on the Vendor/Customer button and then enter a message in the vendor comment box and check the box to "pop up in batches"

For example, enter "ACH VENDOR"

Run reports, verify the batch, backup, and post the payment batch.   Once the batch is posted, the ACH payment file can be generated.

Generating The ACH Payment File

From the main Fund Accounting Desktop choose checks and then ACH Transfer

1. Check all the boxes for the payments that will be included in the ACH file.
2. Choose "Print Report" from the left colum to verify all the payments being transferred. Pay attention to the column on the report that says **OPTION** because all should now say "ACH PAYMENT" If any of them say prenote, then a prenote has not been created for that customer/vendor or the customer/vendor has not been switched to direct payment option.

To switch the customer/vendor to direct payment see the Vendor Setup section of this document.

If there are some that a prenote has not been created for, just check those that say prenote and follow the create prenote section previously discussed in this document.

3. Click print stub for each payment that needs to be sent to the vendor. The stub is designed to fit into a standard #10 window envelope. (The stubs can also be printed in the email step below if you have some that are emailed and some that are mailed)

4. Stubs can be emailed if the setup of the email stubs has been completed.

    Click on "Setup Email" to verify. If not setup, see the Email Check Stub Setup in this document.

    If the email setup has been completed, click on "Notify Vendor by Email" on the left and then enter in an email subject or accept the default message.

Enter Email Subject: Payment Direct Deposit 2/12/2015
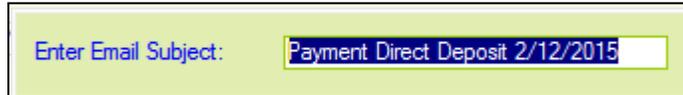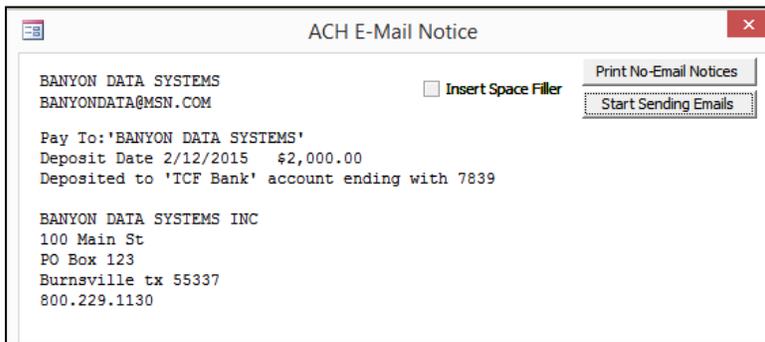
ACH E-Mail Notice

BANYON DATA SYSTEMS
BANYONDATA@MSN.COM

☐ Insert Space Filler

Print No-Email Notices
Start Sending Emails

Pay To:'BANYON DATA SYSTEMS'
Deposit Date 2/12/2015 $2,000.00
Deposited to 'TCF Bank' account ending with 7839

BANYON DATA SYSTEMS INC
100 Main St
PO Box 123
Burnsville tx 55337
800.229.1130

Print No Email Notices: This is used to print out paper copies of stubs for vendors that are choosing no to receive email notification.

Start Sending Emails: click to start sending out email notices. A confirmation message will appear stating how many emails were sent.
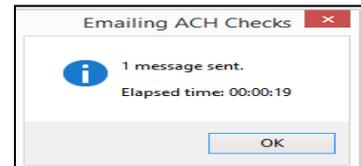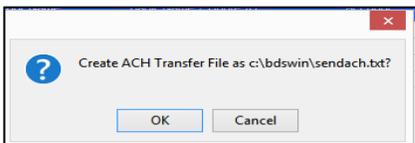
Emailing ACH Checks

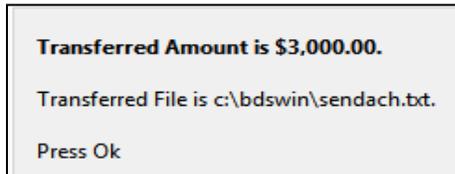ℹ 1 message sent.
Elapsed time: 00:00:19

OK

5. Click on "create ACH file" to begin the process

❓ Create ACH Transfer File as c:\bdswin\sendach.txt?

OK   Cancel

6. A confirmation message will then appear stating the file has been created, the location of the file, the name of the file, and the transferred dollar amount.

Transferred Amount is $3,000.00.

Transferred File is c:\bdswin\sendach.txt.

Press Ok

The location and file name was entered in the setup step. To change the name and location for future files, see the "Setup Entity ACH" section of this document.

7. **The file now MUST be emailed, saved on flash drive, or uploaded through your banks website. (Ask the bank which way they prefer)**

Viewing Prior Transfers

View Prior
2/13/2015 ▾

To view prior transfers made click on the "View Prior" drop down and choose the date.