

Important instructions for processing NACHA files after January 12, 2010 update.

The most recent update includes changes required for the NACHA file.

Payroll NACHA File Instructions

The first time a NACHA record is created for an Employee, the type of Bank Account **must** be selected.

The screenshot shows the 'EFT Export' dialog box. It contains the following fields and controls:

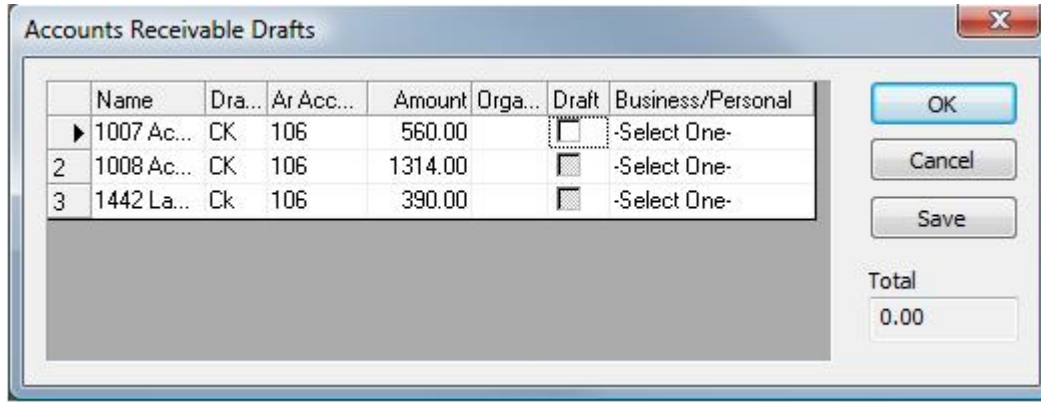
- Effective date: 01/05/2010
- Account: 102 ...
- Curren...: -10459...
- Projec...: -10459...
- File Id: K
- Company Entry Desc: (empty)
- Table with columns: Account, To, Date, Amount, Pay, Bank S..., Business/Personal
- Buttons: Create pre-note file, Undo, OK, Cancel
- Checkboxes: Summarize net, Suppress bank entry (req. by some private banks), Print origin ACH company name

	Account	To	Date	Amount	Pay	Bank S...	Business/Personal
1	102 ...	Michael ...	01/07/2010	511.98	<input type="checkbox"/>	CK-BOA	-Select One-
2	102 ...	John Smith	01/07/2010	109.40	<input type="checkbox"/>	CK-BOA	-Select One-
▶	102 ...	Susan Jo...	01/07/2010	1283.63	<input type="checkbox"/>	CK-BOA	-Select One-

A new column has been created for the EFT Export dialog box. Each Payee bank account must be identified as either Personal or Business. Each record may be changed individually by selecting **Business** or **Personal** from the drop down list. All records may be changed globally. To change all records, **right click** and choose **Select All Business** or **Select All Personal** from the pop up. If there are any exceptions, edit each exception individually by selecting the appropriate choice from the drop down list. Only contacts that do not have a selection saved previously will be affected. Previously, all payroll Direct Deposit bank accounts have been considered Personal so if **Select All Personal** is selected the NACHA file will be created as it has been in the past.

Accounts Receivable NACHA file instructions

The first time a NACHA record is created for an Accounts Receivable Customer, the type of Bank Account **must** be selected.



	Name	Dra...	Ar Acc...	Amount	Orga...	Draft	Business/Personal
▶	1007 Ac...	CK	106	560.00		<input type="checkbox"/>	-Select One-
2	1008 Ac...	CK	106	1314.00		<input checked="" type="checkbox"/>	-Select One-
3	1442 La...	Ck	106	390.00		<input checked="" type="checkbox"/>	-Select One-

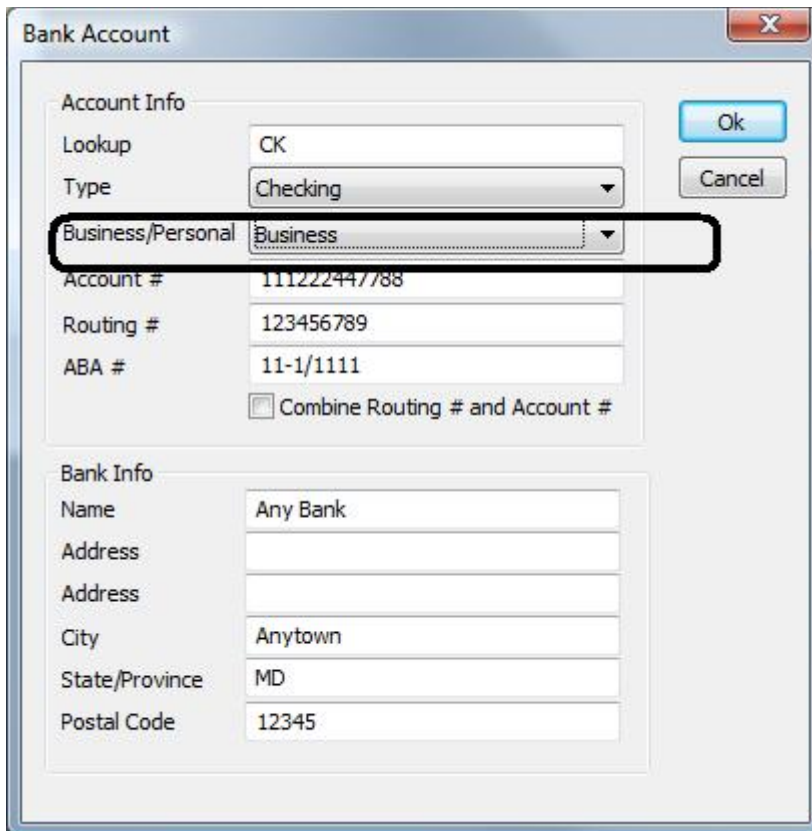
OK
Cancel
Save

Total
0.00

A new column has been created for the Accounts Receivable Drafts dialog box. Each customer bank account must be identified as either **Business** or **Personal**. Each record may be changed individually by selecting **Business** or **Personal** from the drop down list or all records may be changed globally. To change all records, **right click** and choose **Select All Business** or **Select All Personal** from the pop up. If there are any exceptions, edit each exception individually by selecting the appropriate choice from the drop down list. Only contacts that do not have a selection saved previously will be affected. Previously, all accounts receivable customer bank accounts have been considered **Business** so if **Select All Business** is selected the NACHA file will be created as it has been in the past.

New Field Added To Bank Account Screen in Setup/Contacts

There is a new field in the **Bank Account** screen in **Setup/Contacts**. This was added for the NACHA files. We are required to identify whether the account being deposited to or drafted from is a **Business** or **Personal** account. A selection of **Business** or **Personal** will be required to save the information on this screen. If a contact was created prior to this update, the bank screen can be updated by making the appropriate selection from the NACHA screen before the file is created.



The screenshot shows a 'Bank Account' dialog box with the following fields and values:

Account Info	
Lookup	CK
Type	Checking
Business/Personal	Business
Account #	111222447788
Routing #	123456789
ABA #	11-1/1111
<input type="checkbox"/> Combine Routing # and Account #	

Bank Info	
Name	Any Bank
Address	
Address	
City	Anytown
State/Province	MD
Postal Code	12345