# ACH Module

*Accounts Receivable, Customer Drafts, ACH Module*

Petro-Data includes a the ability to create a National Automated Clearing House Association (NACHA) compatible file for the transfer of funds from a customer to your bank. The file follows standard required by NACHA.

Process:
1. Enter your bank account details. This is one-time setup. This will change only if you want to use a different bank account.
2. Enter the bank account details for every customer to be included in the ACH file. This is one-time setup. This will change only if your customer wants to use a different bank account.
3. Create ACH Files. This is done after each customer draft is updated. The program will create a file to be uploaded to the clearing house. The file is written to directory \ACHFILES.

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**Bank ABA and Account Numbers**

As part of ACH setup, you will need to enter both your bank account information and the bank information of your customers.  You will need to determine the bank ABA number and you will need your bank account number.

That information can be found on one of your company checks.
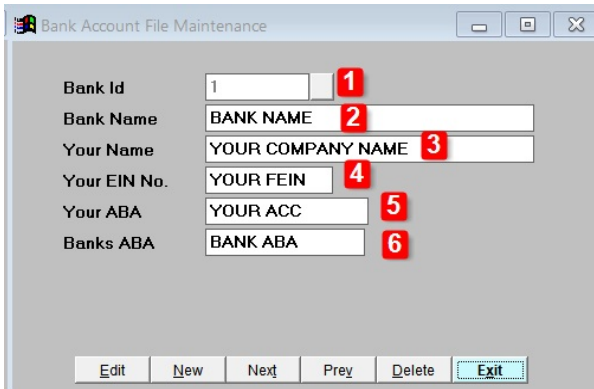


1. Bank ABA Number
    a. The first 4 numbers (0124) of the ABA number is the Federal Reserve routing number. The next 4 numbers (4578) identify your bank.  The last number (8) is the 'Check Digit' that is sometimes used to verify the entire ABA number.
    b. From your company check, you will enter this entire number in the field 'BANK ABA' in menu option 'Create Your Bank Account'.
    c. From your customer's check, you will enter this entire number in the field 'CLIENT ABA No' in menu option 'Create Customer Bank Account'.
2. Your bank account number
    a. From your company check, you will enter this number in the field 'YOUR ABA' in menu option 'Create Your Bank Account'.
    b. From your customer's check, you will enter this number in the field 'CUSTOMER ID' in menu option 'Create Customer Bank Account'.
3. Your check number
    a. This is not used in Petro-Data.

**Create Your Bank Account**
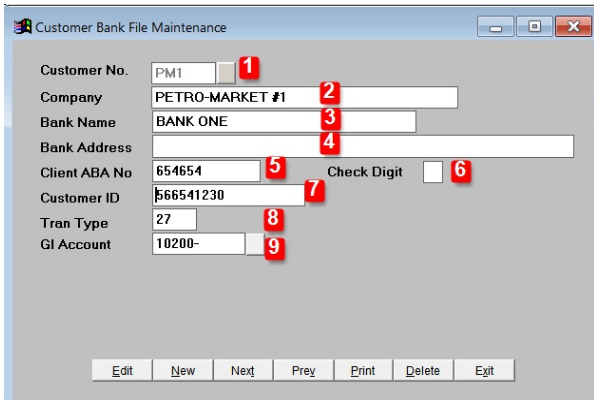*Accounts Receivable, Customer Drafts, ACH Module, Create Your Bank Account*

You will define your bank information that is used in the transfer of funds to/from your customer.  Petro-Data offers the ability to make this information password protected.  Password protection is optional.

| | |
|---|---|
| If password protection is implemented, ente the password. | |
| 1. Create or enter a Bank ID.  This is an 8 digit alpha-numeric ID.<br>2. Enter the name of your bank.<br>3. Enter your company name.<br>4. Enter your federal ID number and include the dash.<br>5. Enter your bank account number.<br>6. Enter your bank ABA number. | |
| Repeat setup for all banks needed for the ACH. | |

**Create Customer Bank Account**
*Accounts Receivable, Customer Drafts, ACH Module, Create Customer Bank Account*

You will define your customer's bank information that is used in the transfer of funds to/from them. Petro-Data offers the ability to make this information password protected. Password protection is optional.

| | |
|---|---|
| If password protection is implemented, ente the password. |  |
| 1. Enter the Customer ID. You can use the lookup button to view a list of your customers.<br>2. The system will automatically populate the customer name.<br>3. Enter the customer's bank name.<br>4. Enter customer's bank address. This is an optional field.<br>5. Enter the customer's ABA number.<br>6. Enter the check digit. This is an optional field.<br>7. Enter the customer's bank account number.<br>8. Enter '27' as the Transaction Type for transfers to/from checking accounts.<br>9. Enter the GL account number of your bank. |  |
| Repeat setup for all banks needed for the ACH. | |

**Create ACH File**
*Accounts Receivable, Customer Drafts, ACH Module, Create ACH Files*

As needed, create the ACH file that will be uploaded to the bank clearing house.

| | |
|---|---|
| If password protection is implemented, enter the password. | **Enter Password**<br><br>Password [ ]<br><br>Ok<br><br>Please enter the password. |
| 1. Enter your Bank Account ID.<br>2. Enter the appropriate file code.<br>   a. A - First file today<br>   b. B - Second file today<br>   c. C - Third file today, etc....<br>3. Select the customer draft batch number.<br>4. Confirm or change the Transaction Date. It should match the date of the batch.<br>5. Confirm or change the Settlement date (actual cash transfer date). It should match the date of the batch.<br>6. Enter the file name to be created. If you leave this blank, the system will use file ACHFILE.ACH. You may also enter a file name of your choosing.<br>7. Click Create ACH. | **Create Customer Draft ACH File**<br><br>Bank Account 1 **1** 🔍 AMERICAN FIRST NATIONAL BANK<br>File code A **2**<br>Batch number 20200717 🔍 **3**<br>Transaction date 07/17/2020 **4**<br>Settlement Date 07/17/2020 **5**<br>File Name [ ] **6**<br><br>Edit  Create ACH  Exit **7** |

Three files will be written to \ACHFILES.
The example here used batch 20200717.
1.  DR20200717.CSV
    a.  A summary file of Total Debits to be transmitted.  This represents type 27.
2.  CR20200717.CSV
    a.  A summary file of Total Credits to be transmitted.  This represents type 22.
3.  A2007A.ACH
    a.  The actual ACH file with detail amounts by customer.
    b.  The 'A' is taken from what you entered in 'File Code'.

Transmit the 'A2007A.ACH' file to your bank.

File Done ×

Debit File o:\ACHFILES\DB20200717.CSV and Credit File o:\ACHFILES\CR20200717.CSV were created.

OK