

ACH Submission

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ACH Submission Report Options

It creates a file which is sent to the bank by some magnetic means. This file includes the employee name, transit routing numbers for the financial institution, account numbers, and pay amounts for all the direct deposit employees. Also, creates an ACH submission file for Health Savings Account withholdings. Separate ACH file created for each HSA deduction processed, HSAACHXXX.SEQ. The 'XXX' represents the deduction code.

ACH Submission | HSA Submission

Pay Date:

ACH Source: Destination: FEDERAL RESERVE BANK, Type: PayrollACHTransfer

Include Employee SSN: Employee SSN will be included

Sort By: Employee Name

Report Format: PDF (download)

Convert Pre-Notes on ACH Submission File Generation?

Display All Payrolls?

Historical Payrolls

<input checked="" type="checkbox"/>	Status	Pay Date	Pay Plan	Pay Cycle
<input checked="" type="checkbox"/>	Posted	09/08/2017	Biweekly	First Pay of the month

ACH Submission

Fields Definitions:

Pay Date: Select a pay date from the calendar

ACH Source: Select the appropriate ACH Source from the drop-down box

Include Employee SSN: Default is Employee SSN will be include

Drop-down options include:

- Employee SSN will be included
- Employee SSN will not be included (this will also exclude the Payroll Item code -

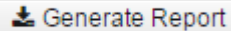
3	6220063644268997791273	0000050110999-95-2986711	Rosario Abby Timothy	0888001860000001
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- Replace employee SSN with employee ID

Sort By: In the drop-down box you can select to sort by Employee Name or Employee Number

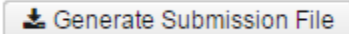
Report Format: Default is PDF or you can open the drop-down box and choose another output option

Historical Payrolls: Select, by placing a check mark in the box, of one or many payrolls from which to include



After you have selected your options, you can run the report by selecting

Check the box to Convert Pre-Notes on ACH Submission File Generation?



Once you have reviewed the report, you can

To select all Past Payrolls, check Display All Payrolls?

Generate Report Example:

Poulan (Demo) Schools

Pay Date: 6/30/2017

Show Employee SSN Option: Employee SSN will be included

ACH Source Originator: constantly

ACH Source Destination: Northeast State

Report Generated By: admin

Report Sorted By: Employee Name

Payrolls Selected:

Pay Date	Pay Cycle
07/14/2017	First Pay of the month
06/30/2017	Third Pay of the month

11/21/17 2:02 PM

ACH Submission Report

Deposit Type	Receiving DFI	Check Digit	Account Number	Amount	Employee SSN	Name	Trace Routing Number
Credit Transactions							
Automated Deposit (Demand Credit Records)	00519451	0	XXXXXX8364	\$191.00	999-95-5384	Adkins, Felicia Tracey	88800186
Automated Deposit (Savings Account Credit Records)	00464484	2	XXXXXX8803	\$50.00	999-95-5384	Adkins, Felicia Tracey	88800186
Automated Deposit (Demand Credit Records)	00464484	2	XXXXXX3623	\$6,465.37	999-95-5384	Adkins, Felicia Tracey	88800186
Automated Deposit (Savings Account Credit Records)	00703944	5	XXXXXX9263	\$1,438.30	999-95-0899	Aguirre, Destiny Mickey	88800186
Automated Deposit (Demand Credit Records)	00984239	4	XXXXXX5522	\$2,271.36	999-92-7610	Alvarado, Anita Cory	88800186
Automated Deposit (Demand Credit Records)	00703944	5	XXXXXX9362	\$1,670.87	999-98-2486	Anderson, Russell Clayton	88800186
Automated Deposit (Demand Credit Records)	00391076	3	XXXXXX5759	\$1,063.24	999-92-7807	Bailey, Patrick Eugene	88800186
Automated Deposit (Demand Credit Records)	00703944	5	XXXXXX7681	\$111.97	999-95-5564	Baldwin, Sally Marlene	88800186
Automated Deposit (Demand Credit Records)	00261179	3	XXXXXX3647	\$923.80	999-96-4346	Barr, Kendra Pete	88800186
Automated Deposit (Demand Credit Records)	00420104	5	XXXXXX5017	\$105.51	999-96-3955	Bass, Jackie Rod	88800186
Automated Deposit (Demand Credit Records)	00420104	5	XXXXXX5017	\$1,367.75	999-96-3955	Bass, Jackie Rod	88800186
Automated Deposit	00703944	5	XXXXXX9309	\$30.00	999-92-9860	Bell, Tina Andy	88800186

ACH Submission Report

Deposit Type	Receiving DFI	Check Digit	Account Number	Amount	Employee SSN	Name	Trace Routing Number
Credit Transactions							
Prenotification of Demand Credit Authorization	00504347	4	XXXXXX0011	\$0.00	999-90-9939	Scott, Destiny Anthony	88800186
Automated Deposit (Demand Credit Records)	00855753	4	XXXXXX0288	\$1,579.19	999-92-9586	Stokes, Trey Leah	88800186
Automated Deposit (Demand Credit Records)	00590697	7	XXXXXX9362	\$1,153.47	999-94-3206	Strickland, Darrell Summer	88800186
Automated Deposit (Demand Credit Records)	00311437	7	XXXXXX0736	\$128.16	999-94-3206	Strickland, Darrell Summer	88800186
Automated Deposit (Demand Credit Records)	00929489	6	XXXXXX7161	\$1,026.32	999-97-5111	Thornton, Albert Jimmy	88800186
Automated Deposit (Demand Credit Records)	00929489	6	XXXXXX7161	\$178.02	999-97-5111	Thornton, Albert Jimmy	88800186
Automated Deposit (Demand Credit Records)	00504347	4	XXXXXX3241	\$946.85	999-96-8853	White, Hope Mitchell	88800186
Automated Deposit (Demand Credit Records)	00519451	0	XXXXXX3172	\$1,477.68	999-98-3377	Whitley, Jean Nina	88800186
Automated Deposit (Demand Credit Records)	00064647	3	XXXXXX7752	\$988.05	999-91-2404	Williams, Shane Janice	88800186
Automated Deposit (Demand Credit Records)	00464484	2	XXXXXX2680	\$1,253.68	999-91-6703	Wise, Victoria Erika	88800186
Automated Deposit (Demand Credit Records)	00311437	7	XXXXXX4757	\$1,287.03	999-95-3608	Workman, Bobby Connie	88800186
Automated Deposit (Demand Credit Records)	00311437	7	XXXXXX5237	\$400.00	999-95-3608	Workman, Bobby Connie	88800186
Automated Deposit (Savings Account Credit Records)	00064647	3	XXXXXX0951	\$20.00	999-95-3608	Workman, Bobby Connie	88800186

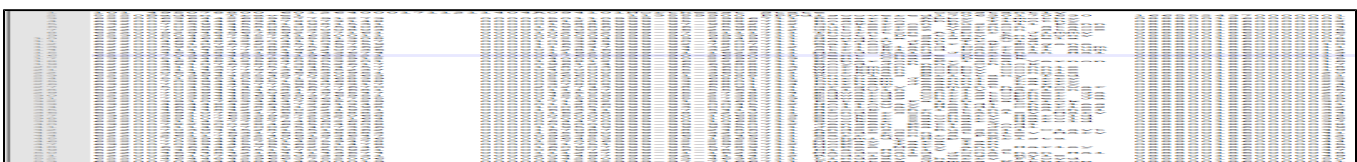
Debit Transactions

Receiving DFI:	60126400	Check Digit:	0	Account Number:	XXX3794
Amount:	\$85,700.26	Name:	Poulan (Demo) Schools	Trace Routing Number:	88800186

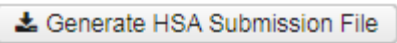
Report Summary

Total Debit Amount:	\$85,700.26	Total Debits:	1
Total Credit Amount:	\$85,700.26	Total Credits:	97
Total Employees: 62			

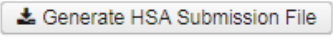
Generate Submission Report example:




1	101 495078800 6012640001711211404A094101Northeast State	constantly	
2	5220Baden Travel	113559900 PPDdiscovered170630170630	1665524370000001
3	6220063644268997791273	0000050110999-95-2986711	Rosario Abby Timothy 0888001860000001
4	6320063644263478073148	0000061245999-95-2986712	Rosario Abby Timothy 0888001860000002
5	6320070394455814981531	0000015888999-97-9832712	Dickerson Russell Penn 0888001860000003
6	6220070394458050075408	0000159386999-96-2598711	Gutierrez Vernon Stace 0888001860000004
7	6320070394451860300803	0000015000999-96-2598712	Gutierrez Vernon Stace 0888001860000005
8	6220092948967892737161	0000102632999-97-5111711	Thornton Albert Jimmy 0888001860000006
9	6230050434745741630011	0000000000999-90-9939711	Scott Destiny Anthony 0888001860000007
10	6320006464732709591308	0000072394999-99-6949711	Hendrix Susan Angela 0888001860000008
11	6220046448426041106357	0000105345999-90-4206711	Gordon Jan Travis 0888001860000009
12	6220039107632335135759	0000106324999-92-7807711	Bailey Patrick Eugene 0888001860000010
13	6220059069770887549362	0000115347999-94-3206712	Strickland Darrell Sum 0888001860000011
14	6220031143773919220736	0000012816999-94-3206711	Strickland Darrell Sum 0888001860000012
15	6220046448421844143674	0000011920999-91-1623711	Macdonald Jonathan Hal 0888001860000013
16	6220070394453741963221	0000067659999-90-2690711	Kent Chase Derek 0888001860000014
17	6320051945109888392912	0000040000999-90-2690713	Kent Chase Derek 0888001860000015
18	6220046448425640503201	0000149812999-96-2262711	Roberson Krista Vernon 0888001860000016
19	6220039107638073852617	0000096124999-96-6988711	Boyd Johnny Chuck 0888001860000017
20	6220031143777510454757	0000128703999-95-3608713	Workman Bobby Connie 0888001860000018
21	6220031143779734385237	0000040000999-95-3608712	Workman Bobby Connie 0888001860000019
22	6320006464737626630951	0000002000999-95-3608711	Workman Bobby Connie 0888001860000020
23	6220070394455497030263	0000086608999-91-9088711	Knowles Brittany Ted 0888001860000021
24	6320051945103071786839	0000020000999-93-6801711	Durham Jeannie Larry 0888001860000022
25	6220070394459519946898	0000030000999-93-6801713	Durham Jeannie Larry 0888001860000023
26	6220070394457759503317	0000037888999-93-6801714	Durham Jeannie Larry 0888001860000024
27	6220050434744736677670	0000202743999-98-5891711	Gregory Samantha Howar 0888001860000025
28	6220070394451581837681	0000011197999-95-5564711	Baldwin Sally Marlene 0888001860000026
29	6320070394454021796547	0000043500999-95-2738714	Edwards Christopher Ja 0888001860000027
30	6220070394456469376951	0000045159999-95-2738711	Edwards Christopher Ja 0888001860000028
31	6320070394459450661795	0000017500999-95-2738713	Edwards Christopher Ja 0888001860000029
32	6220039107634447335029	0000171492999-91-5360711	Peters Faith Patrick 0888001860000030
33	6320046448423637261342	0000011206999-93-0045712	Holloway Heidi Charles 0888001860000031
34	6220046448428491324598	0000100850999-93-0045711	Holloway Heidi Charles 0888001860000032
35	6220046448422380221931	0000168341999-97-5414711	Brock Christina Rachel 0888001860000033
36	6220039107631765338883	0000016238999-98-3200711	Henderson Stanley Mary 0888001860000034
37	6320039107633927232068	0000005000999-90-1068713	Booker Zachary Harold 0888001860000035
38	6320039107638877507164	0000070000999-90-1068712	Booker Zachary Harold 0888001860000036
39	6220031143772764862665	0000064470999-90-1068711	Booker Zachary Harold 0888001860000037
40	6320078290028463504808	0000005000999-99-9350712	Jensen Katie Jodi 0888001860000038
41	6220031143770025407336	0000119549999-99-9350711	Jensen Katie Jodi 0888001860000039
42	6220070394452813519362	0000167087999-98-2486711	Anderson Russell Clayt 0888001860000040
43	6220039107631765338883	0000135990999-98-3200711	Henderson Stanley Mary 0888001860000041
44	6220026117932499193647	0000092380999-96-4346711	Barr Kendra Pete 0888001860000042
45	6220070394452006674236	0000096423999-93-1569711	Schmidt Hope Krista 0888001860000043
46	6220070394457914259478	0000127006999-92-2923711	McKay Tara Ian 0888001860000044
47	6320070394459956251478	0000031751999-92-2923712	McKay Tara Ian 0888001860000045
48	6220063644267516220646	0000160907999-95-5789711	McKee Mary ann Harley 0888001860000046
49	6220034358155197055921	0000082972999-96-9834711	Diaz Holly Lois 0888001860000047
50	6220046448421844143674	0000111297999-91-1623711	Macdonald Jonathan Hal 0888001860000048
51	6220039107633650539531	0000204497999-92-4144712	Rodriguez Gage Kyle 0888001860000049
52	6220046448429663752006	0000034280999-93-4638711	Lindsay Sherry Floyd 0888001860000050
53	6220070394458614900019	0000081232999-97-7166711	Fuentes James Kathryn 0888001860000051
54	6220029706174170750504	0000104971999-90-6165711	Payne Ralph Sherri 0888001860000052
55	6320029706175154659454	0000017500999-90-6165712	Payne Ralph Sherri 0888001860000053

Select  to create HSA file.

ACH Submission | **HSA Submission**



HSA ACH Source: Destination: Southwest Feder, Type: HealthSavingsAccountACH, Code: 001 

Display All Payrolls?

Historical Payrolls

<input checked="" type="checkbox"/>	Status	Pay Date	Pay Plan	Pay Cycle	
<input checked="" type="checkbox"/>	Posted	01/16/2018	Semi-monthly	Second Pay of a two pay month	

Sample HSA file:

