Process Grain ACH

Last Modified on 11/20/2026 3:11 pm CST

This area is used to create a file to export the ACH settlement checks for Grain which have not been exported. When processing Grain ACH payments, an ACH file in the format set up at *Accounting / Preferences* will be produced.

If the bank requires the date in the header area of the ACH files to be formatted as YYMMDD instead of MMDDYY, check *ACH Company Descriptive Date Format (YYMMDD)* at *Accounting / Setup / Preferences* on the *General* tab.

Navigate to *A/R / Process Grain ACH*.

One-Time Setup

The company and customer(s) require a one-time setup before an ACH payment can be made.

Company

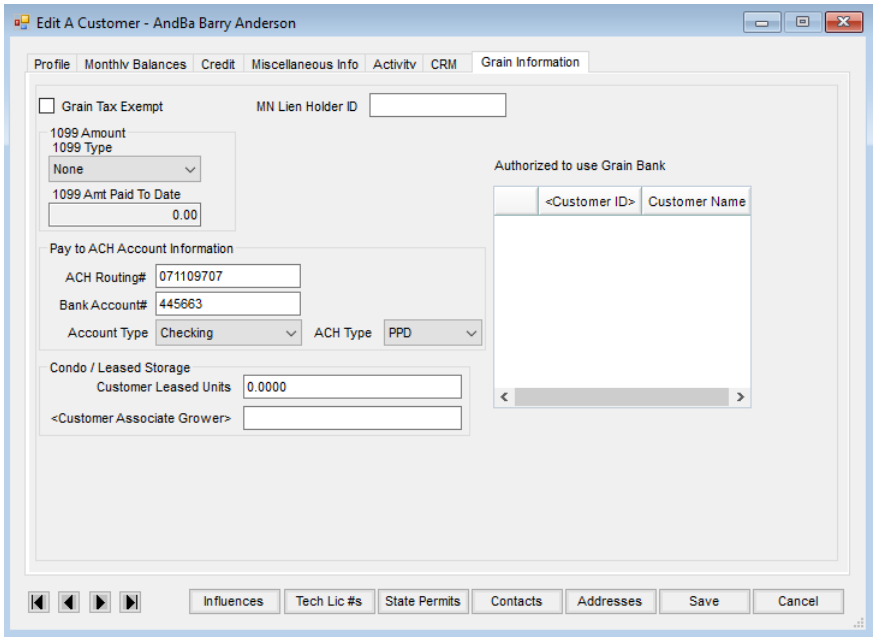
Navigate to *Accounting / Setup / Preferences* and select the *G/L* tab. In the *Define Checking Accounts* grid, enter the bank account information for the disbursement account that will be used to process the payments.

1. Enter the *G/L Account* to which the entry will post.
2. Enter the *Last ACH#* used.
3. Enter the *Dest ACH Route#* – This is the Federal Reserve Bank's routing number that the Processing Bank reports. The Processing Bank is the bank that processes the transaction. It may or may not be the bank where the settlement checks are withdrawn. Contact the plan administrator for this information.
4. Enter the *Dest Bank Name* – This is the Federal Reserve Bank's name that the Processing Bank reports.
5. Enter the **Orig ACH Route#* – This is the routing number of the Processing Bank. This may or may not be the company bank.
6. Enter the *Orig Bank Name* – This is the processing bank's name. This may or may not be the company bank.
7. Enter the *Company ID* – This is the company's Federal Identification Number (FEIN).
8. Enter the **Company ACH Route#* – This is the routing number of the bank where the settlement checks are withdrawn.
9. Enter the *Company Bank Acct#* from which the money will be removed.
10. Select **Save Checking Acct Info** and then choose **Save**.

***Note:** Either the *Orig ACH Route#* or *Company ACH Route#* must be entered. Both are recommended.

Customer

1. Edit the customer at *Hub* or *Accounting / File / Open / Customers* and select the *Grain Information* tab.
2. Complete the *Pay to ACH Account Information* area.



Process

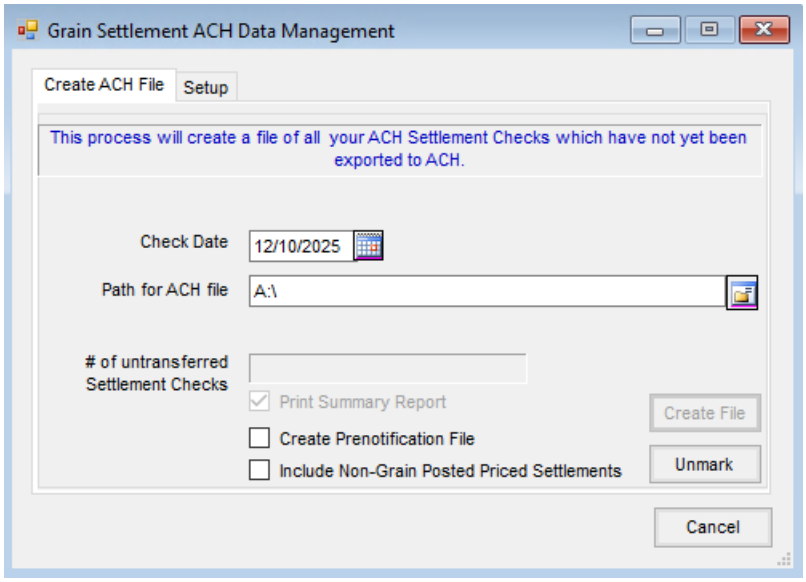
Grain

1. ACH payments are created within Grain in the Settlement process. After selecting **Apply to Destination** on the *Add a Settlement* window, the *Check Number* cell disappears.
2. On the *Paynames* tab of the *Add a Settlement* window, the *Pay Via ACH* option is selected by default if the customer is set up to use ACH. The ACH is posted to the customer shown in the *Pay To* cell. The ACH Number only displays when editing a Settlement, not when adding one.

   Note: Uncheck the *Pay Via ACH* option to not pay with ACH. This reactivates the *Check Number* cell on the *General* tab. Select **Save** to create a check.

Accounting

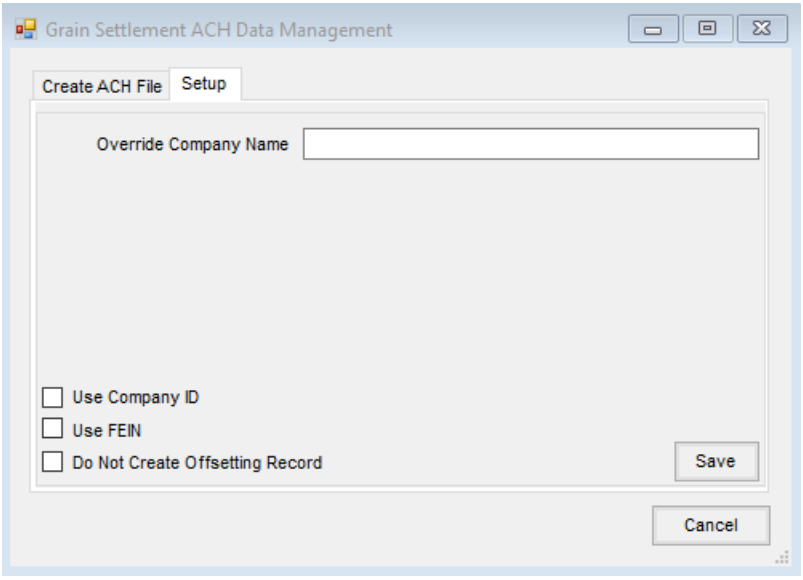
3. Navigate to *Accounting / A/R / Process Grain ACH* to create a file to export the ACH Settlement checks.



4. On the *Create ACH File* tab, enter the *Path for ACH file*, which is the path to where the file being created is stored. If desired, select the *Create Prenotification File* option and the *Print Summary Report* option. Check the *Include Non-Grain Posted Price Settlements* option to include Priced Settlements with a *Source* of *Deferred Payment* or *Installment Sale* that have not been Grain posted in the ACH file when using the *Deferred Payment Period* preference at *Grain / Setup / Preferences / Posting*.

   Note: *Create Prenotification File* is an option to create a test file for the bank. A prenotification file can be useful when first setting up ACH with the bank or when new customer ACH information is added. It contains an entry for every customer with ACH information but has a zero dollar amount.
5. On the *Setup* tab, optionally enter an *Override Company Name*, select *Use Company ID*, select *Use FEIN*, or select *Do Not Create Offsetting Record* and select **Save**.

   Note: When the *Use Company ID* option is selected, the File Header Record Type 1 will use the *Company ID* set up on the checking account instead of the routing transit number of the institution sending the ACH file. Checking the *Use FEIN* option allows the use of the company's FEIN rather than the ABA Routing number. The dash is stripped out of this number from the company profile.



6. Back on the *Create ACH File* tab, choose **Create File**.
7. Send the file to the bank using the required method.