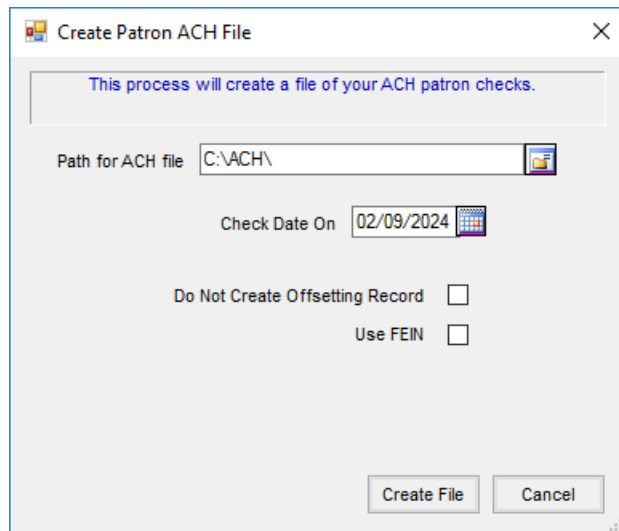


Create Patron ACH File

Last Modified on 02/09/2024 3:26 pm CST

The Patron ACH File allows cooperatives to pay out patronage and have it directly deposited into the Patron's bank account. This is available for a standard NACHA file format as well as a Canadian AFT format. The cooperative's banking information must be set up on the *G/L* tab at *Accounting / Setup / Preferences* as well as the ACH File Type to use. The customer banking information must be completed on the *Miscellaneous Info* tab of the Patron's file prior to creating an ACH file.

Navigate to *Patronage / Utilities / Create Patron ACH File*.



- **Path for ACH file** – Enter the path where the ACH file will be created. A **Browse** icon is available to help select the path.
- **Check Date On** – When using the Standard NACHA file format, this option is available. Select the date of the Patronage Checks to be included in the ACH file.
- **Check Date On or Before** – When using the AFT file format, this option is available. Select the ending check date for the Patronage Checks to be included in the ACH file.
- **Do Not Create Offsetting Record** – Some banks do not want the offsetting record included in the ACH file. Select this option only if the bank advises to do so.