

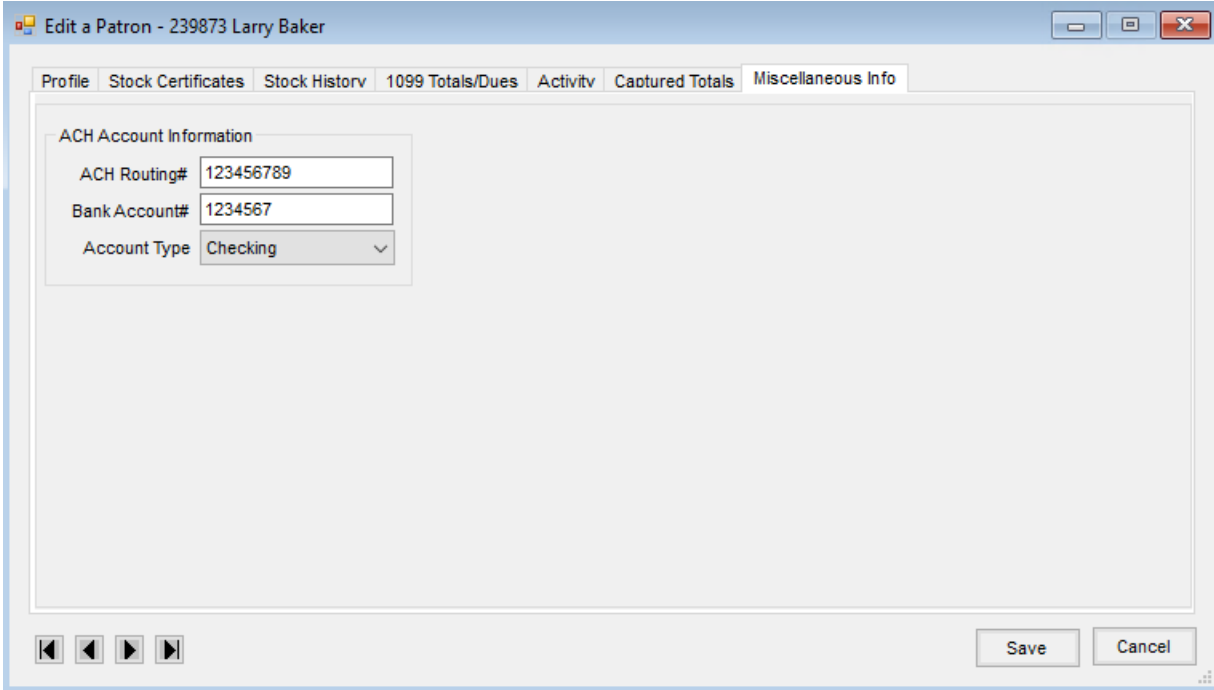
ACH in Patronage

Last Modified on 03/21/2025 1:09 pm CDT

ACH files are available in the Patronage module for both the Standard (US) and AFT (Canada) formats. Both ACH files and checks are processed in the same check run. During this process, the ACH number is saved separately from the check number on the check activity record, making it easy to find the ACH check activity records.

Setup

Setup the patron's ACH information at *Patronage / File / Open / Patron Info*. Select the patron and choose *Edit*. Select the *Miscellaneous Info* tab, and enter the *ACH Account Information*. After saving this information, the patron will begin receiving their check through ACH.



The screenshot shows a software window titled "Edit a Patron - 239873 Larry Baker". The window has a menu bar with tabs: Profile, Stock Certificates, Stock History, 1099 Totals/Dues, Activity, Captured Totals, and Miscellaneous Info. The "Miscellaneous Info" tab is selected. Inside the window, there is a section titled "ACH Account Information" with three input fields: "ACH Routing#" with the value "123456789", "Bank Account#" with the value "1234567", and "Account Type" with a dropdown menu set to "Checking". At the bottom of the window, there are navigation arrows and "Save" and "Cancel" buttons.

When cutting checks in Patronage, the ACH counter is based on the selected *Checking Account*.

Patronage Checks

How Many Patrons: Depending on the number of checks being prepared, this process may take a few hours.

Check Date:

<Withholding Account>:

<Checking Account>:

Starting Check #:

Starting ACH #:

Minimum: Defer Deduct AR Balance

Class:

Required Stock

Primary:

Secondary:

Require Secondary

Deduct from: Cash Portion Deferred Portion Patronage Earned

Defer Whole Shares Deduct Dues From Check / Deferred

Invoice Date:

Invoice Due Date:

Remainder Goes To:

<Stock Class>	Percent	Amount	G/L Acct

Pre-Scan Include Deferred Payments

PreCheck Run

New page per customer

Include Equity Balances

Print Categories with Zero Rate

Print Job Size:

The Create Patron ACH File utility is used to process ACH records. This utility puts the ACH information into the format set up on the G/L tab at *Accounting / Setup / Preferences*. Enter a date to process ACH. After the file is created, the ACH activity records are marked as *Processed* and are not available when the next ACH file is created.

Create Patron ACH File

This process will create a file of your ACH patron checks.

Path for ACH file:

Check Date On:

Do Not Create Offsetting Record:

Use FEIN: