Creating an ACH File for Payroll Checks

After printing payroll checks and direct deposit stubs, create an ACH file for your direct deposit employees.

The ACH Transmission File is the file your bank uses to electronically deposit payroll checks in the appropriate bank accounts of the various banks used by your employees. Create the ACH file *after* generating payroll checks and direct deposit stubs.

Tips for Getting Started

Before sending your first ACH file, your bank may require you to send a prenotification file to verify that payroll data is being transmitted correctly. Check with your banking institution for specific transmission requirements.

The ACH file only includes information for employees participating in direct deposit. If additional employees display, right-click within the grid, then select **ACH Entries**.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Payroll Checks** and click **Go** .
3. Click **Create ACH File**.
4. Under **Options**, select the **Effective Entry** date.
5. Select the type of file you want to create:
    - **Effective Entry** — Displays the check date. Click the down arrow to select a date in the calendar.
    - **Balanced File** — Select to create a balanced ACH file. A balanced file shows the individual credit amounts going into employee's accounts as well as the total debit amount coming out of your organization's account.
    - **Prenotification File** — Select to create a prenotification file. The prenotification file has the appropriate bank codes and account information with zero amounts. This file is used to verify direct deposit information and to make sure that electronic transmission of data is occurring properly.
6. Click **Process**.
7. Optional: Click **Print** to print an ACH Proof List.
8. **Optional:** Click **Edit** to edit an amount.
9. **Optional:** Click **Delete** to delete an ACH entry.
10. To create the ACH file, click **Create File**.
11. Enter the location to save the file, a file name, and click **Save** to save the file.
12. Click **OK** to complete the process.