Creating an ACH File

Last revised: 02/07/2022

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Preface

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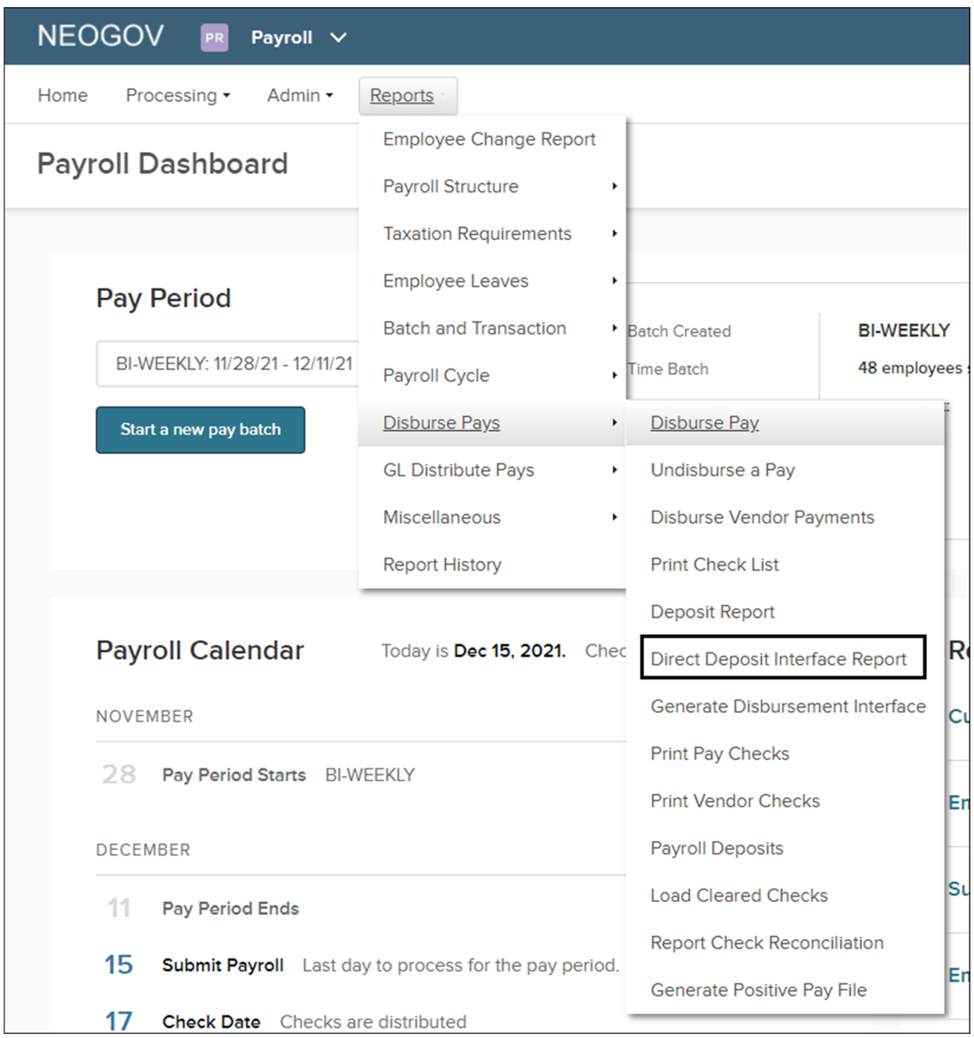
Overview

Before running live checks, your company must send an ACH file to the bank to process payroll to your employees. In NEOGOV, use the Payroll Direct Deposit Interface Report screen to generate the file. The report generated from this screen is only an extract. The actual ACH file resides on your SFTP site.

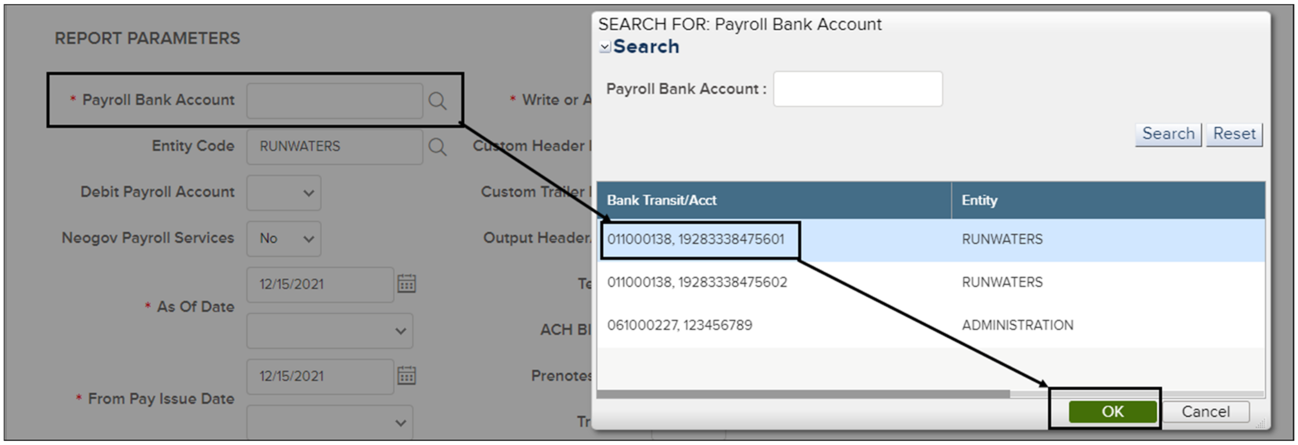
Before creating the ACH file, make sure that NEOGOV has received your Bank Spec Layout file. For more information, please contact NEOGOV.

Create the ACH File

1. From the **Payroll Dashboard**, click **Reports** > **Disburse Pay** > **Direct Deposit Interface Report**.

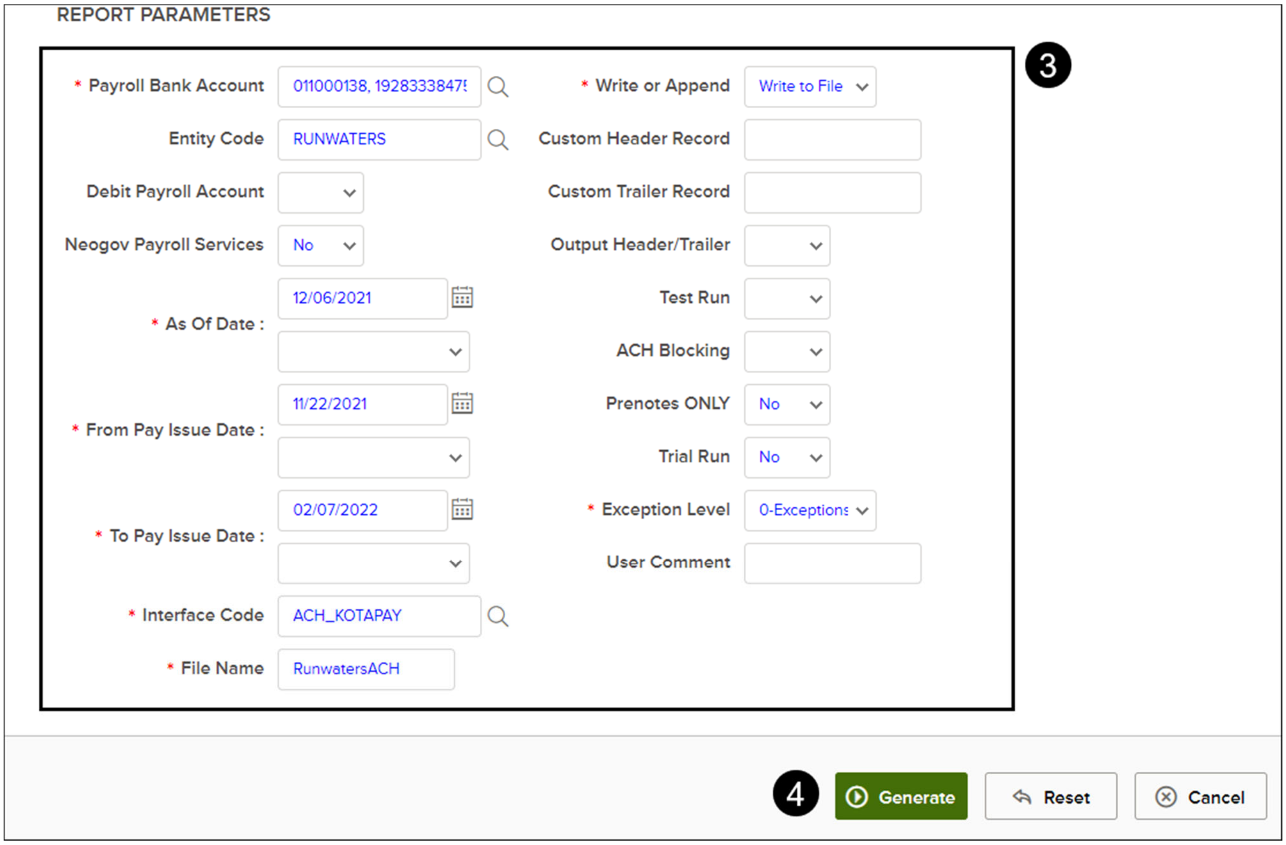


2. Click the **Payroll Bank Account** magnifying glass, select a bank account, and click **OK**.



3. Select or enter the remaining required fields.

Filed	Selection
As of Date	Select the end date of the last pay batch.
From Pay Issue Date	The date that pay was issued.
To Pay Issue Date	The end of the pay period.
Interface Code	Select the code that matches your bank's requirements. The code is unique for each customer. Contact NEOGOV for more information.
File Name	Enter a descriptive name for the file with /txt at the end.
Write or Append	Select **Write to File**.
Trial Run	• Select **No** to commit the data. • Select **Yes** to run without committing the data.
Exception Level	Select **0-Exceptions only**.



4. Click **Generate**.
5. If needed, download, and view the **Output** file.

6. Download the ACH file from your SFTP directory and send the file to your bank.