## **Creating an ACH File**

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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.

NEOGOV 🖻 Payroll 🗸				
Home Processing • Admin •	Reports			
Payroll Dashboard	Employee Change Report			
	Payroll Structure			
	Taxation Requirements			
Pay Period	Employee Leaves			
	Batch and Transaction	Batch Created BI-WEEK		
BI-WEEKLY: 11/28/21 - 12/11/21	Payroll Cycle	Time Batch 48 emplo	yees	
Start a new pay batch	Disburse Pays	<u>Disburse Pay</u>	ï	
	GL Distribute Pays	Undisburse a Pay		
	Miscellaneous	Disburse Vendor Payments		
	Report History	Print Check List		
		Deposit Report		
Payroll Calendar	Today is <b>Dec 15, 2021.</b> Chec	Direct Deposit Interface Report	R	
NOVEMBER	Generate Disbursement Interface	С		
	Print Pay Checks			
28 Pay Period Starts BI-W	Print Vendor Checks			
DECEMBER	Payroll Deposits			
11 Pay Period Ends	Load Cleared Checks			
	Report Check Reconciliation			
15 Submit Payroll Last da	ay to process for the pay period.	d. Generate Positive Pay File		
17 Check Date Checks a	re distributed		_	

#### SEARCH FOR: Payroll Bank Account **REPORT PARAMETERS** ⊴Search Payroll Bank Account : \* Payroll Bank Account \* Write or A Search Reset Q Entity Code RUNWATERS om Header Cu Debit Payroll Account Custom Tra $\sim$ Bank Transit/Acct Neogov Payroll Services No 🗸 Output Header. 011000138, 19283338475601 RUNWATERS 011000138, 19283338475602 RUNWATERS 12/15/2021 T€ \* As Of Date ACH BI 061000227, 123456789 ADMINISTRATION $\sim$ 12/15/2021 .... Prenotes \* From Pay Issue Date OK Cancel T

#### 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	<ul> <li>Select No to commit the data.</li> <li>Select Yes to run without committing the data.</li> </ul>					
Exception Level	Select <b>0-Exceptions only</b> .					

<ul> <li>Payroll Bank Account</li> </ul>	011000138, 192833	5847:	Q	* Write or Append	write to	o File 🗸	
Entity Code	RUNWATERS		Q	Custom Header Record			
Debit Payroll Account	~			Custom Trailer Record			
Neogov Payroll Services	No 🗸			Output Header/Trailer		~	
* As Of Date :	12/06/2021	:::		Test Run		~	
* As Of Date :		~		ACH Blocking		~	
* From Pay Issue Date :	11/22/2021			Prenotes ONLY	No	~	
* From Pay Issue Date :		~		Trial Run	No	~	
* To Pay Issue Date :	02/07/2022			* Exception Level	0-Exce	ptions 🗸	
* To Pay Issue Date :		~		User Comment			
* Interface Code	ACH_KOTAPAY		Q				
* File Name	RunwatersACH						

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

		• Generate	🔄 Reset	S Cancel
Output 333656_129_UPDTB.pdf	Email Output			



SFTP Config Settings	
Employer Name	
Employer Code	
* Customer Email (Password will be sent to this email)	
Reset Password	
Existing SFTP Directory Contents	
Existing SFTP Directory Contents	
Outbound	*
seedwfusercalcs.csv (38KB)	
toddtest.ach (1KB)	
userce .csv (38KB)	
wfusercalcsseed.csv (38KB)	
	*
4	
Download File	

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