



Clearing House



Springbrook Software

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Clearing House Module

Overview

Direct Debits

The Direct Debits process is used to generate direct debits on UB customer accounts that have been processed in a UB New Billing or UB Final Billing batch.

Direct Deposits

The Direct Deposits process is used to process direct deposits on Payroll module Computer and Manual Checks.

Electronic AP

The Electronic AP process is used to process ACH transactions on AP module vendors that are set up to receive direct debits.

CH> Direct Debits

ACH Direct Debits

Summary

The Direct Debits process is used to generate direct debits on AR Invoice batches. This process can also generate direct debits on UB customer accounts that have been processed in a UB New Billing or UB Final Billing batch via Premium Feature activation. Please contact Springbrook Support for information on Premium Features.

Bank account information is attached to AR accounts on the AR Account Maintenance window (AR> Maintenance> Account> ACH Info tab> Bank Account section). For UB customer accounts, this information is attached using the UB Account Master Maintenance window (UB> Maintenance> Account> Account tab> ACH Info sub-tab> Bank Account section). The bank account information is then processed through a Pre-Note batch (CH> Direct Debits> Generate Pre-Note) in order to verify that the bank account information entered on the customer account is correct. The Pre-Note batch can be processed by billing cycle or for a single customer. There will be no dollar amount attached to the transactions processed in the pre-note batch.

When the UB billing statements are generated (UB> New Billing> Statements), if there is bank account information attached to the UB customer account a “Do Not Pay” message will display on the billing statement to warn the customer that the balance will be deducted from their bank account. The bank account information does not have to be attached to the

UB customer account when the billing is generated, but the “Do Not Pay” message will not display on the UB billing statement if the bank account information is not attached to the account.

After the AR Invoices, UB New Billing or UB Final Billing batch has been committed, run the Clearing House module Direct Debits process to create an export file. Not all of the transactions in the UB New Billing or Final Billing batch will be included in the Direct Debits batch. Only transactions that are attached to UB customer accounts that have bank account information attached to their UB customer account will be processed in the Direct Debits batch.



The export file will contain the billing transactions in a format that can be processed by an ACH processing bank. Check with your processing bank about the format of the export file and/or obtain a copy of ACH RULES: A complete Guide to Rules & Regulations Governing the ACH Network, published by the National Automated Clearing House Association (NACHA: <http://www.nacha.org/>).

Flowchart

The objects in the diagram below represent processes in the application.


Step by Step

1 Create a Direct Debit batch.

- Select the Direct Debits palette in CH> Direct Debits. This will expand the Direct Debits palette and display the steps of the Direct Debits process.
 - Select New from the Direct Debits batch number drop-down menu to create a new batch. This will open the New Batch window.
 - If there are open batches in the Direct Debits process, you can create a new batch without affecting the open batches.
 - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only.
 - The general ledger will not be affected by the pre-note batch because no dollar amount will be associated with the pre-note batch transactions.
 - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
 - You can also manually create a new batch by entering a Batch Number and clicking the Save icon .
 - You can delete batches by selecting a batch and pressing DELETE.
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2 Select the customers you would like to include in the Direct Debits batch.



- Select Generate on the Direct Debit palette. This will open the Generate window.
 - The Generate Pre-Note step is used to create a pre-note batch.
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- Direct Debits are processed on AR accounts by committed Invoices batches and, via Premium Feature activation, on UB customer accounts by committed New Billing or Final Billing batches.
 - Select the type of batch you would like to process in the **Batch Type** drop-down menu.
 - Direct Debit batches can be generated based on the transactions in a committed AR Invoices.
 - Direct Debit batches can also be generated based on the transactions in a committed UB New Billing or UB Final Billing batch via Premium Feature activation. Please contact Springbrook Support to find out more about this Premium Feature.
 - Click the **Batch** field label to select the batch that contains the direct debits transactions.
 - The batches that display in the selection window depends on the selection in the **Batch Type** drop-down menu above.
 - Check the **Include “Delete” status accounts** toggle if you would like to include Delete status accounts in the direct debits batch.
 - This generally only applies to UB customer accounts that have been processed through the UB Final Billings process and will not be active when generating a direct debits batch on UB New Billing accounts.
 - Press ENTER to generate the Direct Debit batch immediately or enter a date and time in the field next to the Confirm icon  to schedule the batch to generate at a later time.
 - You can view the progress of the Generate step on the Job Viewer window (SS> Utilities> Show Scheduled Jobs). If the batch has been scheduled to
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generate at a later time, you can view the scheduled date and time in the **Scheduled Date/Time** field.

- You cannot schedule a batch to generate on a date and time that has already passed. If you want the batch to generate later in the evening, enter a PM in the AM/PM portion of the date field before entering the hour.
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3 Edit or remove the customer accounts in the Direct Debits batch.

- Select **Edit** from the Direct Debit palette. This will open the Edit window.
 - The Edit window will display all of the customer accounts and transaction amounts included in the Direct Debits batch. The Edit window also allows you to change the amount of the direct debit transaction or remove a transaction from the batch.
 - The **Account Balance** column displays the balance of the account.
 - Uncommitted transactions are not included in the Account Balance field.
 - You can modify the amount of the transaction in the **Amount** column.
 - If you are processing UB account payments, the amount of the direct debit is based on the payment settings in the UB module (UB> Utilities> Setup> Payment tab> **Direct Debit Amount** field). The UB payment setting will determine if the balance forward or the current billing will be charged in the transaction.
 - Highlight a transaction and click the Delete icon  or press DELETE to remove the transaction from the batch.
 - Click the Save icon  when complete if changes were made in the Edit window.
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4 Print a proof list of the transactions in the batch.

- The Proof List will display the transactions in the Direct Debits batch.
 - Select Proof List from the Direct Debit palette. This will open the Proof List window.
 - Select how you want the report to sort in the Sort By drop-down menu. The selection will change how the information will display, not what is displayed in the report.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - The proof list will display the Source, Account Number, Customer Name, Transfer/Route Number, the last four digits of the bank Account Number, total Amount for each account, and the total amount for all of the transactions being processed.
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- The **Source** column will display the batch information of the batch that created the transaction. This is the same batch that was selected in the Generate step of the Direct Debits process.
 - The format of the Source column is System code (xx), Batch number (xxxxx) –, Batch Month (xx) –, Batch Year (xxxx) and an (M) or (C).
 - The **Source** will always display a C unless the transaction was created by a manual check.
 - The transfer, route and check digit number are pulled from the bank information attached to the customer account. You can view the bank information in SS> Maintenance> Bank.
 - Banks can be attached to multiple customer accounts, so changes to the transfer, route or check digit could affect the bank account information of more than one customer account.
 - The **Amount** column will display zeros because there are no amounts attached to the pre-note batch.
 - If you are processing UB account payments, the amount of the direct debit is based on the payment settings in the UB module (UB> Utilities> Setup> Payment tab> **Direct Debit Amount** field). The UB payment setting will determine if the balance forward or current billing will be charged in the transaction.
 - The Amount can also be modified using the Edit step of the Direct Debits process.
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5 Create the file that will be used by your processing bank to process transactions.

- The Export ACH File step will create a file to send to your processing bank that contains the bank account information of the customer accounts included in the batch.
 - Select Export ACH File from the Direct Debit palette. This will open the Export ACH File window.
 - The options in the Export ACH file are intended to be used in conjunction with *ACH RULES: A complete Guide to Rules & Regulations Governing the ACH Network*, published by the National Automated Clearing House Association (NACHA). Your processing bank may also have information about what format they would like the ACH file submitted in.
 - The **Export Options** section is used to set up how the export file will be configured.
 - The fields referred to below that are in CAPITALS are fields that display in the export file.
 - The **Tax ID Start Digit** field is used to enter a digit before the **Immediate Origin Info** field. This will add the value in the field to line 1, position 14 of the export file.
 - The **Immediate Origin Info** field will generally display the Federal Tax Identification number set up in SS> Utilities> System Setup> Organization tab> **Fed Tax ID** field.
 - If there is a value entered in the **Web Direct Information** field, the value in the **Tax ID Start Digit** field will display before the web direct information number.
 - The **ANSI ID** field is used to enter the ANSI ID number, which is also referred to as the ANSI Identification Code Designator (ICD). The ANSI ID NUMBER is placed in front of the COMPANY IDENTIFICATION field on the export file. The value in this field will display on line 2, position 41 of the export file.
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- Leave the ANSI ID Number field blank if an ANSI ID number should not be included on the export file.
 - Standard Identification Code Designators are:
 - IRS Employer Identification Number (EIN): 1
 - Data Universal Numbering Systems (DUNS): 3
 - User Assigned Number: 9
 - The appropriate ANSI ID Number for most Springbrook customers is “1”.
 - The selection in this field affects: Record Type 8, position 45. Record Type 5, position 41.
 - The **Web Direct Info** field will display on the first line of the export file in position 14 through 22. If you enter a value in the Web Direct Information field that is less than nine digits, the value will be padded with zeroes (For example, 99 will display as 000000099 on the export file).
 - Entering a value in the Web Direct Information field will replace the federal tax identification number that normally displays in this position. If the **Use Routing Number for Immediate Origin** toggle is checked, the value in that position will be the routing number in the **Immediate Origin Code** field.
 - If there is a value entered in the **Tax ID Start Digit** field, the Web Direct Information number will shift one position over and will display in position 15 through 23 of the first line.
 - The federal tax identification number is entered in the System Setup window (SS> Utilities> System Setup> Organization tab> **Federal Tax ID** field).
 - Check the **Generate with zero amounts** toggle if you would like all transaction amounts in the file zeroed out. This option is generally used on pre-note batches to
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verify the bank account information of customer accounts before processing transactions on those accounts. All direct deposit amounts will be reported as 0, but no changes will be made to the Direct Debits batch. The direct deposit amounts will still display on the proof list and GL distribution report of the Direct Debits process.

- The TRANSACTION CODE (positions 2-3) of record type 6 will be incremented by 1 if this option is checked.
 - The Default TRANSACTION CODE for Direct Deposits is 22 (Automated Deposit), pre-notification code is 23.
 - If a PPD Offset record is being created (**Sweep Account** toggle on the Export ACH File window is not checked and the **Include Offset** toggle is checked), the TRANSACTION CODE of the offset record will also be incremented by 1.
 - The selection of this toggle affects: Record Type 6, positions 2-3; Record Type 6, positions 30-39.
- Check the **Use routing number for immediate origin** toggle to replace the Federal Tax ID number on the first line of the export file with the route, transfer and check digit of the Origin Bank.
 - If this toggle is checked, position 14 will have a blank space, and the route, transfer, and check digit will be placed in position 15 through 23.
 - If there is a value in the **Web Direct Info** field it will be overwritten on the export file by the route, transfer and check digit.
 - Check the **Use immediate origin for trace number** toggle to put the IMMEDIATE ORIGIN TRACE NUMBER position on the export file.
 - Check the **Use sweep account** toggle to set the 'debit' and 'credit' to zero.
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- The selection on this toggle affects: Record Type 8, positions 21-32; Record Type 9, positions 32-43.
 - Check the **One transaction per account** toggle to combine export line items with the same bank account into a single line item.
 - Check this toggle if a single customer is regularly responsible for more than one UB or AR account. This will create a single debit on the customer's account rather than multiple debits for multiple UB or AR accounts.
 - By default, the same bank account information will display on two separate line items if the same bank account is used by more than one UB or AR customer account.
 - Check the **Include offset record** toggle to include an additional line in the file that contains the 'credit' sum of the file.
 - If the **Use sweep account** toggle is checked, no offset record will be created.
 - The selection on this toggle creates one additional Type 6 record after all regular Type 6 transaction records have been created. Amount field will contain a sum of all Record Type 6 amounts.
 - Check the **Suppress carriage return/line feed** toggle if you would like to remove carriage returns and line feed characters from the export file. The data will be stored in a single line on the output file if this option is selected.
 - The selection in this toggle will affect all records in the export file.
 - The **Bank Information** section is used to specify the details associated with the bank that will be receiving the exported ACH file.
 - The **Destination Name** field displays the name of the bank that is used to process the ACH transactions.
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- This field will display the bank name of the bank selected in the **Immediate Destination Info** field. This field will not be enabled.
 - The selection in this field affects: Record Type 1, positions 42-63.
 - The **Immediate Destination Info** field displays the routing number of the processing bank. The selection in this field will also affect the bank name that displays in the **Destination Name** field.
 - Click the Immediate Destination Info field label to select the processing bank from a list.
 - The processing bank must be set up on the Bank Maintenance window (SS> Maintenance> Bank).
 - The field displays 10 characters and begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit.
 - The selection in this field affects: Record Type 1, positions 4-13; Record Type 5, positions 80-87; Record Type 6, positions 13-29.
 - The **Origin Name** field will display the bank description of the bank selected in the Immediate Origin Information field. The value in this field will populate on the export file if the **Use Routing Number for Immediate Origin** or the **Use immediate origin for trace number** toggle is checked.
 - The origin is the ACH operator or sending point that is sending the file.
 - The origin will appear on line one, position 64 through 86.
 - The **Immediate Origin Info** field will display the routing number of the sending point of the export file. This field will be included in the export file if the **Use routing number for immediate origin** toggle is checked.
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- The 10 digit field begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit.
 - The immediate origin code will display on the first line of the export file in position 14 through 23.
 - If there is a value in the **Web Direct Info** field, the value in that field will overwrite the Immediate Origin Code.
 - The **Effective Date** field is used to enter the effective date of the batch. This field will default to two days from the current date because banks usually take two days to complete the file transfers.
 - The effect date will display on line 2, positions 70 through 75.
 - The **Originator Status Code** field is “1” for most Springbrook customers. This code refers to the ODFI initiating entry. Currently assigned Originator Status Codes:
 - ADV file prepared by an ACH Operator: 0
 - Depository financial institution that has agreed to be bound by ACH rules: 1
 - Federal government entity or agency not subject to ACH rules: 2
 - The originator status will display on line 2, position 79.
 - The **Login** field is used to add text to the beginning of the export file.
 - The Login field can be up to 255 characters in length.
 - Click the Confirm icon  when complete to generate the export file immediately or enter a date and time in the field next to the Confirm icon to schedule the export file to generate at a later time. You can view the progress of the export on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
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- Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.
 - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
 - Enter the export path location and click the Save icon  to export the file to the local path.
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6 Print a GL Distribution report.

- Select **GL Distribution** from the Direct Debit palette. This will open the GL Distribution Report window.
 - Enter a **Journal Entry Date**. This field will default to the current date.
 - The journal entry date will determine the fiscal period and fiscal year that the journal entry will be posted to.
 - Select how you would like the report to display in the **Report Type** drop-down menu.
 - The Detail version of the report will display the UB customer account, UB service and service rate information. The summary version of the report will only display the GL account information.
 - The Summary report will display the GL Account, GL Account Description, Debit Amount, Credit Amount and Direct Debit batch totals.
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- The Detail report will display everything included in the Summary report as well as the Account Number, UB Service, and UB Service Rate.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - If the Direct Debits are for Utility Billing accounts, the GL accounts used in the journal entry will be pulled from the service rates or fee codes that created the balance on the customer account.
 - The GL accounts are set up on a service rate on the Service Rate Maintenance window (UB> Maintenance> Service Rate).
 - The journal entry will use the Cash account to record the receipt of cash and the AR account to reverse the receivable of the cash amount.
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7 Commit the Direct Debits batch.

- Select Commit on the Direct Debit palette. This will open the Commit window.
 - Press ENTER to commit the batch immediately or enter a date and time in the field next to the Confirm icon  to schedule the batch to generate at a later time.
 - You can view the progress of the Commit step on the Job Viewer window (SS> Utilities> Show Scheduled Jobs). If the commit step has been scheduled to generate at a later time, you can view the scheduled date and time in the **Scheduled Date/Time** field.
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CH> Direct Debits

Pre-note Direct Debits Batch



Summary

Pre-note Direct Debit batches are zero dollar transactions used to verify that the bank account information entered on customer accounts is correct. This process will generate an export file for your processing bank that contains the bank account information of selected customer accounts. The processing bank will process the zero dollar transactions in the export file and return to you the results of the pre-note batch. If the bank account information on a customer account is incorrect, you can change the bank information and then resubmit the new information in another Pre-note batch. If the bank information is correct, you will not have to run a Pre-note batch on the customer account again unless the bank information changes on the account.

Pre-note Direct Debits for AR invoices is available to all users. Pre-note Direct Debits for UB accounts is a Premium Feature. Please contact Springbrook Support to discuss Premium Feature activation.

Step by Step


- 1 Create a Direct Debit batch.

- Select the Direct Debits palette in CH> Direct Debits. This will expand the Direct Debits palette and display the steps of the Direct Debits process.
 - Select New from the Direct Debits batch number drop-down menu to create a new batch. This will open the New Batch window.
 - If there are open batches in the Direct Debits process, you can create a new batch without affecting the open batches.
 - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only.
 - The general ledger will not be affected by the pre-note batch because not dollar amount will be associated with the pre-note batch transactions.
 - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
 - You can also manually create a new batch by entering a Batch Number and clicking the Save icon .
 - You can delete batches by selecting a batch and pressing DELETE.
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2 Select the customer accounts to include in the pre-note batch.

- Only customer accounts that have not been processed in a Pre-Note batch will be included in the batch.
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- When a customer account is processed in a Pre-Note Direct Debits batch, the **Clearing House Pre-Note** toggle will be checked on the customer account. If this toggle is checked, the customer account will not be included in the batch.
 - On AR customer accounts, the Clearing House Pre-Note toggle is on the AR Account Maintenance window (AR> Maintenance> Account> ACH Info tab> Bank Account section).
 - On UB customer accounts, the Clearing House Pre-Note toggle is on the UB Account Maintenance window (UB> Maintenance> Account> Account tab> ACH Info sub-tab> Bank Account section).
 - Pre-note Direct Debits for UB accounts is a Premium Feature. Please contact Springbrook Support to discuss Premium Feature activation.
 - The **Clearing House Pre-Note** toggle will be checked for all customer accounts included in a Pre-Note batch, even if the bank account information was incorrect and the Pre-note batch returned an error on the account. If you have corrected the bank account information on a customer account, you must uncheck the Clearing House Pre-Note toggle to include the customer's bank information in the Pre-Note batch.
 - Select **Generate Pre-Note** from the Direct Debit palette. This will open the Generate Pre-note window.
 - Select the AR or UB Billing Cycles of the customer accounts you would like to include in the pre-note batch in the **Cycles** field. The contents of this field will update based on the selection in the Batch Type field to the right.
 - Hold down CTRL+A to select all of the services in the field. Press SPACEBAR to check or uncheck the selected toggles.
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- You can view the billing cycle attached to an AR customer account on the AR Account Maintenance window (AR> Maintenance> Account> General tab> Cycle field).
 - You can view the billing cycle attached to a UB customer account on the UB Account Maintenance window (UB> Maintenance> Account> Account tab> Account sub-tab> Billing Cycle field).
 - Select the **Batch Type** that you would like to include in the pre-note batch in the drop-down menu. This will determine if the system generates pre-notes for AR accounts or UB accounts.
 - Pre-note direct debits for UB accounts is a Premium Feature and the UB option will only display after activation. If you are interested in generating pre-note direct debits for UB accounts, please contact Springbrook Support to discuss Premium Feature activation.
 - The **Account** field is used to include a single account in a pre-note batch. This option is generally used if you are creating a batch for a customer account that has already been processed in a Pre-Note batch but the bank account information returned an error.
 - Click the Account field label to select a customer account from a list. This will open an account selection window that displays all of the available accounts in the Batch Type selected above.
 - Press ENTER to generate the pre-note batch immediately or enter a date and time in the field next to the Confirm icon  to schedule the batch to generate at a later time.
 - You can view the progress of the Generate Pre-Note step on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
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3 View the customer accounts included in the pre-note batch. This is an optional step.

- The Generate step on the Direct Debit batch is used to generate Direct Debit batches that are not used for Pre-note verification. This step will be checked after the Generate Pre-Note step is complete.
 - The Edit step is an optional step that allows you to remove any customers that the system added to the Pre-Note batch.
 - Select **Edit** from the Direct Debit process. This will open the Edit window.
 - The Edit window will display all the customer accounts included in the pre-note batch.
 - Highlight a customer account and click the Delete icon  or press DELETE to remove the selected account from the batch.
 - The **Amount** column will always be zero and cannot be edited when you are processing a pre-note batch because there will be no dollar amount attached to the pre-note transactions.
 - The **Account Balance** field will display the balance on the customer account, but it does not affect the Pre-Note batch.
 - Uncommitted transactions are not included in the **Account Balance** field.
 - Click the Exit icon  when complete.
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4 Print and review a proof list of the pre-note batch.

- The Proof List will display the transactions in the Direct Debits batch.
 - Select Proof List from the Direct Debit palette. This will open the Proof List window.
 - Select how you want the report to sort in the Sort By drop-down menu. The selection will change how the information will display, not what is displayed in the report.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - The proof list will display the Source, Account Number, Customer Name, Transfer/Route Number, the last four digits of the bank Account Number, total Amount for each account, and the total amount for all of the pre-notes being processed.
 - The **Source** column will display the batch information of the batch that created the transaction. Since the transactions in the Pre-Note batch were created in the Clearing House module rather than from a transaction batch, the Source column will display only zeros.
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- The format of the Source field is System code (xx), Batch number (xxxxx) –, Batch Month (xx) –, Batch Year (xxxx) and an (M) or (C).
 - The **Source** will always display a C unless the transaction was created by a manual check.
 - The transfer, route and check digit number are pulled from the bank information attached to the customer account. You can view the bank information on the Bank Maintenance window (SS> Maintenance> Bank).
 - Banks can be attached to multiple customer accounts, so changes to the transfer, route or check digit could affect the bank account information of more than one customer account.
 - The **Amount** column will display zeros because there are no amounts attached to the pre-note batch.
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5 Create the file that will be used by your processing bank to process the ACH pre-note batch.

- The Export ACH File step will create a file to send to your processing bank that contains the bank account information of the customer accounts included in the batch.
 - Select Export ACH File from the Direct Debit palette. This will open the Export ACH File window.
 - The options in the Export ACH file are intended to be used in conjunction with *ACH RULES: A complete Guide to Rules & Regulations Governing the ACH Network*, published by the National Automated Clearing House Association (NACHA). Your
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processing bank may also have information about what format they would like the ACH file submitted in.


- The **Export Options** section is used to set up how the export file will be configured.
 - The fields referred to below that are in CAPITALS are fields that display in the export file.
 - The **Tax ID Start Digit** field is used to enter a digit before the **Immediate Origin Info** field. This will add the value in the field to line 1, position 14 of the export file.
 - The **Immediate Origin Info** field will generally display the Federal Tax Identification number set up in SS> Utilities> System Setup> Organization tab> **Fed Tax ID** field.
 - If there is a value entered in the **Web Direct Information** field, the value in the **Tax ID Start Digit** field will display before the web direct information number.
 - The **ANSI ID** field is used to enter the ANSI ID number, which is also referred to as the ANSI Identification Code Designator (ICD). The ANSI ID NUMBER is placed in front of the COMPANY IDENTIFICATION field on the export file. The value in this field will display on line 2, position 41 of the export file.
 - Leave the ANSI ID Number field blank if an ANSI ID number should not be included on the export file.
 - Standard Identification Code Designators are:
 - IRS Employer Identification Number (EIN): 1
 - Data Universal Numbering Systems (DUNS): 3
 - User Assigned Number: 9
 - The appropriate ANSI ID Number for most Springbrook customers is “1”.
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- The selection in this field affects: Record Type 8, position 45. Record Type 5, position 41.
 - The **Web Direct Info** field will display on the first line of the export file in position 14 through 22. If you enter a value in the Web Direct Information field that is less than nine digits, the value will be padded with zeroes (For example, 99 will display as 000000099 on the export file).
 - Entering a value in the Web Direct Information field will replace the federal tax identification number that normally displays in this position. If the **Use Routing Number for Immediate Origin** toggle is checked, the value in that position will be the routing number in the **Immediate Origin Code** field.
 - If there is a value entered in the **Tax ID Start Digit** field, the Web Direct Information number will shift one position over and will display in position 15 through 23 of the first line.
 - The federal tax identification number is entered in the System Setup window (SS> Utilities> System Setup> Organization tab> **Federal Tax ID** field).
 - Check the **Generate with zero amounts** toggle if you would like all transaction amounts in the file zeroed out. This option is generally used on pre-note batches to verify the bank account information of customer accounts before processing transactions on those accounts. All direct deposit amounts will be reported as 0, but no changes will be made to the Direct Debits batch. The direct deposit amounts will still display on the proof list and GL distribution report of the Direct Debits process.
 - The TRANSACTION CODE (positions 2-3) of record type 6 will be incremented by 1 if this option is checked.
 - The Default TRANSACTION CODE for Direct Deposits is 22 (Automated Deposit), pre-notification code is 23.
-

- If a PPD Offset record is being created (**Sweep Account** toggle on the Export ACH File window is not checked and the **Include Offset** toggle is checked), the TRANSACTION CODE of the offset record will also be incremented by 1.
 - The selection of this toggle affects: Record Type 6, positions 2-3; Record Type 6, positions 30-39.
 - Check the **Use routing number for immediate origin** toggle to replace the Federal Tax ID number on the first line of the export file with the route, transfer and check digit of the Origin Bank.
 - If this toggle is checked, position 14 will have a blank space, and the route, transfer, and check digit will be placed in position 15 through 23.
 - If there is a value in the **Web Direct Info** field it will be overwritten on the export file by the route, transfer and check digit.
 - Check the **Use immediate origin for trace number** toggle to put the IMMEDIATE ORIGIN TRACE NUMBER position on the export file.
 - Check the **Use sweep account** toggle to set the 'debit' and 'credit' to zero.
 - The selection on this toggle affects: Record Type 8, positions 21-32; Record Type 9, positions 32-43.
 - Check the **One transaction per account** toggle to combine export line items with the same bank account into a single line item.
 - Check this toggle if a single customer is regularly responsible for more than one UB or AR account. This will create a single debit on the customer's account rather than multiple debits for multiple UB or AR accounts.
-

- By default, the same bank account information will display on two separate line items if the same bank account is used by more than one UB or AR customer account.
 - Check the **Include offset record** toggle to include an additional line in the file that contains the 'credit' sum of the file.
 - If the **Use sweep account** toggle is checked, no offset record will be created.
 - The selection on this toggle creates one additional Type 6 record after all regular Type 6 transaction records have been created. Amount field will contain a sum of all Record Type 6 amounts.
 - Check the **Suppress carriage return/line feed** toggle if you would like to remove carriage returns and line feed characters from the export file. The data will be stored in a single line on the output file if this option is selected.
 - The selection in this toggle will affect all records in the export file.
 - The **Bank Information** section is used to specify the details associated with the bank that will be receiving the exported ACH file.
 - The **Destination Name** field displays the name of the bank that is used to process the ACH transactions.
 - This field will display the bank name of the bank selected in the **Immediate Destination Info** field. This field will not be enabled.
 - The selection in this field affects: Record Type 1, positions 42-63.
 - The **Immediate Destination Info** field displays the routing number of the processing bank. The selection in this field will also affect the bank name that displays in the **Destination Name** field.
-


- Click the Immediate Destination Info field label to select the processing bank from a list.
 - The processing bank must be set up on the Bank Maintenance window (SS> Maintenance> Bank).
 - The field displays 10 characters and begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit.
 - The selection in this field affects: Record Type 1, positions 4-13; Record Type 5, positions 80-87; Record Type 6, positions 13-29.
 - The **Origin Name** field will display the bank description of the bank selected in the Immediate Origin Information field. The value in this field will populate on the export file if the **Use Routing Number for Immediate Origin** or the **Use immediate origin for trace number** toggle is checked.
 - The origin is the ACH operator or sending point that is sending the file.
 - The origin will appear on line one, position 64 through 86.
 - The **Immediate Origin Info** field will display the routing number of the sending point of the export file. This field will be included in the export file if the **Use routing number for immediate origin** toggle is checked.
 - The 10 digit field begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit.
 - The immediate origin code will display on the first line of the export file in position 14 through 23.
-

- If there is a value in the **Web Direct Info** field, the value in that field will overwrite the Immediate Origin Code.
 - The **Effective Date** field is used to enter the effective date of the batch. This field will default to two days from the current date because banks usually take two days to complete the file transfers.
 - The effect date will display on line 2, positions 70 through 75.
 - The **Originator Status Code** field is “1” for most Springbrook customers. This code refers to the ODFI initiating entry. Currently assigned Originator Status Codes:
 - ADV file prepared by an ACH Operator: 0
 - Depository financial institution that has agreed to be bound by ACH rules: 1
 - Federal government entity or agency not subject to ACH rules: 2
 - The originator status will display on line 2, position 79.
 - The **Login** field is used to add text to the beginning of the export file.
 - The Login field can be up to 255 characters in length.
 - Click the Confirm icon  when complete to generate the export file immediately or enter a date and time in the field next to the Confirm icon to schedule the export file to generate at a later time. You can view the progress of the export on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.
 - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
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- Enter the export path location and click the Save icon  to export the file to the local path.
-

6 The GL Distribution step does not apply to a pre-note batch because there are no dollar amounts associated with the pre-note transactions.

7 Commit the pre-note batch.

- Committing the Pre-note batch has no effect on the general ledger. It simply places a check in the **Clearing House Pre-Note** toggle on the AR or UB accounts and completes the batch.
 - Select Commit from the Direct Debit palette. This will open the Commit window.
 - Press ENTER to commit the batch immediately or enter a date and time in the field next to the Confirm icon  to schedule the batch to generate at a later time.
 - You can view the progress of the Commit step on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

CH> Direct Deposits

Direct Deposits

Summary

The Clearing House module Direct Deposit process is used to create an export file of Payroll module employee direct deposits. The export file is sent to an ACH processing bank, which processes the ACH transactions, removing the deposit amounts from a bank of your organization and places the funds into the bank accounts of the employees.

Check with your processing bank about the format of the export file and/or obtain a copy of ACH RULES: A complete Guide to Rules & Regulations Governing the ACH Network, published by the National Automated Clearing House Association (NACHA: <http://www.nacha.org/>).

In order to process a Direct Deposit batch, the direct deposits must first be created in the Payroll module using either the Computer Checks (PR> Computer Checks) or Manual Checks (PR> Manual Checks) process.

Flowchart

The objects in the diagram represent processes in the application.

Create the direct deposit transactions

When a Payroll module Computer Checks or Manual Checks batch contains a direct deposit transaction, the **CH Batch** field on the Commit step is enabled (PR> Computer Checks or Manual Checks> Commit> CH Batch field). The CH Batch field is used to select the Clearing House module Direct Deposits batch where the transactions will be processed. Once the Commit step is complete, the direct deposit transactions in the Payroll module batch will be placed in the selected Direct Deposits batch.

Once the transactions are in the Direct Deposits batch, move through the steps in the process to generate the file for your ACH processing bank and generate the journal entry to record the payment of the ACH transactions.

Pre-note

The Direct Deposit palette also has a feature that allows you to generate a pre-note batch of Payroll employees. A pre-note batch is a batch of zero dollar transactions used to verify that the bank account information of the employees is correct before a batch containing actual transactions is processed.

Manually create a direct deposit

You can also manually create a direct deposit transaction from the Edit step (CH> Direct Deposits> Edit> Create icon).

ACH transactions generated using the Accounts Payable module are processed using the Electronic AP process (CH> Electronic AP).

Step by Step



1 Open the Direct Deposits batch that contains the direct deposit transactions you would like to process.

- If there are no open Clearing House module Direct Deposit batches, you will have to create a new batch and then add the direct deposits to the batch by committing a Payroll module Computer Checks or Manual Checks batch that contains a direct

deposit transaction.


- The **Batch Month** and **Batch Year** of the Direct Deposits batch are for reference purposes only and do not determine the fiscal period and fiscal year that the journal entry created by the process is posted to.
 - The journal entry date entered on the GL Distribution step (CH> Direct Deposit> GL Distribution> **Journal Entry** field) determines the fiscal period and year that the journal entry is posted to.
-

2 View or modify the direct deposits in the batch.


- Select **Edit** from the Direct Deposit palette. This will open the Edit Direct Deposit window.
 - The Edit Direct Deposits window will display all of the direct deposits in the batch.
 - Highlight a direct deposit and click the Delete icon  to remove employee direct deposits from the batch.
 - Highlight a direct deposit and click the Modify icon  to modify the information attached to a direct deposit (for example, the bank account number attached to a direct deposit transaction, or the direct deposit amount). This will open the Edit Maintenance window.
 - The Edit Maintenance window is generally used to modify the direct deposit bank account number before the export file is created.
-

- If the employee bank account information was entered incorrectly on the direct deposit deduction but the Computer Check or Manual Check has already been processed in the Payroll module, you can change the bank account number from this window before the export file is created and the direct deposit is processed.
 - If the bank account number was incorrect, you should also modify the bank account information on the direct deposit deduction on the employee so the bank account number will be correct the next time the direct deposit is created.
 - The bank account number of an employee direct deposit is entered into the Direct Deposit field on the Deductions tab of the Employee Maintenance window (PR> Maintenance> Employee> Deductions tab).
 - The **Employee Number** field displays the employee number of the employee. This field will only be enabled when you are manually creating a new direct deposit.
 - The **Bank** field is the employee bank and is attached to the Payroll deduction that was used to create the direct deposit.
 - In the Payroll module, a deduction has to be setup for each employee bank that will be used in the direct deposit process. A bank is attached to a direct deposit deduction using the Deduction/Benefit Maintenance window (PR> Maintenance> Deduction/Benefit> Open a direct deposit deduction> General tab> Select Bank in the **Payee Type** field> Select a bank in the **Bank** field).
 - The **Amount** field displays the amount of the direct deposit transaction.
 - If the Amount field is edited, a warning message will display when a user attempts to save the changes. This message informs users that any changes
-

made to the Amount field will not be reflected in the Direct Deposit GL Distribution, which still uses the values from the committed PR batch.

- The bank account selected in the **City's Account** drop-down menu is the bank account that will be used to pay the direct deposit transactions.
 - Bank accounts are created and maintained using the Bank Account Maintenance window (SS> Maintenance> Bank Account).
 - The GL cash account attached to this bank account will be credited by the journal entry created by the Direct Deposits process (SS> Maintenance> Bank Account> **Cash Account** field).
 - The **Account Type** drop-down menu is used to set up what type of bank account is selected in the **Account Number** drop-down menu. This will populate based on the bank account type set up on the Employee Maintenance window (PR> Maintenance> Employee> Deductions tab> Select a direct deposit deduction> Account Type field).
 - The Child Support Addendum section is used to add child support payment details to the ACH export. Some states require this information in order to track child support payment transactions. These are not required fields.
 - The **Amount** field is used to record the amount of the child support payment.
 - The **Case ID** field is used to record the child support case ID number.
 - The **FIPS Code** field is used to record the Federal Information Processing Standards location code that is associated with the payment.
 - Check the **Medical Support** toggle if the child support payment includes medical coverage for the beneficiary.
 - Press ENTER or click the Save icon  when complete to save the changes.
-



3 Print a proof list.

- The Proof List displays all of the direct deposit transactions in the batch. The Proof List displays the batch that created the direct deposit transactions, employee number, employee name, employee bank routing number, employee account number and dollar amount.
 - Select Proof List from the Direct Deposits palette (CH> Direct Deposits> Proof List). This will open the Proof List window.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - Review and archive the Proof List.
 - The **Source** field displays the batch number of the Payroll module Computer Checks or Manual Checks batch that created the direct deposit transaction.
-

- The batch number will be followed by a *C* if the transaction was created by a Computer Checks batch (PR> Computer Checks).
 - The batch number will be followed by an *M* if the transaction was created by a Manual Checks batch.
 - The **Transfer/Route** and **Check Digit** fields display the routing number of the direct deposit transaction. This number is pulled from the bank record that is attached to the direct deposit on the Deduction/Benefit Maintenance window (PR> Maintenance> Deduction/Benefit> Open a direct deposit deduction> General tab> **Bank** field).
 - Routing numbers are set up on bank records using the Bank Maintenance window (SS> Maintenance> Bank).
 - The transfer and routing number should each be four digits long. The check digit should be one digit.
 - The **Account Number** field displays the bank account number that will receive the direct deposit.
-


4 Create the export file.

- The file created by this step will be submitted to the bank that processes your ACH transactions.
 - Select Export ACH File from the Direct Deposits palette. This will open the Export ACH File Window.
-

- The toggles on the Export ACH File are used to modify the export file generated by this process. Generally, once you have generated a file that is accepted by your processing bank, you do not want to change any of the information in this window.
 - Click the Confirm icon  when complete to generate the export file immediately or enter a date and time in the field next to the Confirm icon to schedule the export file to generate at a later time. You can view the progress of the export on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.
 - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
 - Enter the export path location and click the Save icon  to export the file to the local path.
 - Once the export file has been created, send it to your processing bank. The method of transmission is probably covered in the documentation provided by your processing bank.
-

5 Enter a journal entry date and create a GL Distribution Report.

- The GL Distribution step is used to print the GL Distribution Report, and select which fiscal period and fiscal year the journal entry generated in the process will be posted to.
-

- Select GL Distribution on the Direct Deposit palette. This will open the GL Distribution window.
 - The **Journal Entry** field is used to enter the journal entry date of the journal entry generated by the process.
 - The **Fiscal Period** and **Fiscal Year** fields are not enabled but will populate based on the date entered in the **Journal Entry** field.
 - You will receive a validation error if the selected fiscal period and fiscal year have been locked using the Lockout Periods feature (GL> Utilities> Lockout Periods).
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - The Direct Deposit process will create the following journal entry:
-
-

Description	Debit	Credit
GL Account attached to direct deposit deduction (PR> Maintenance> Deduction/Benefit> Open a deduction> Account tab> Default Credit Account section).	XXX	
GL cash account attached to bank account setup to pay the direct deposit transactions (CH> Direct Deposits> Edit> Select a direct deposit> City's Account field).		XXX

6 Commit the batch.

- Select the Commit from the Direct Deposit palette. This will open an information window.
- Click OK to commit the batch.

CH> Direct Deposits

Direct Deposits - Pre-Notes

Summary

The Pre-Notes process is used to verify that the bank account information entered on the employee records is correct before you process direct deposits. After the bank account information has been entered on the employee records (PR> Maintenance> Employee> Deduction tab), you should process those employees in a pre-note batch. The Pre-note process will create transactions with zero dollar amounts in order to verify that the bank account information is correct.

The transactions will be placed in an ASCII file. The format of that ASCII file will vary depending on your ACH processing bank (this is a relationship you will have to set up with a bank in order to process direct deposits). Your bank will probably send you some documentation on the expected format of that file. You will generally be able to use the toggles on the Export ACH File window (CH> Direct Deposits> Export ACH File) to create that file. Once the file has been generated, send the file to your bank (your bank will determine how they would like to receive the file). The bank will process the file and verify that the bank account information on the employee records is correct.

When creating a pre-note batch in the Direct Deposits process, do not mix pre-note transactions with standard direct deposit transactions in the same batch. When you create a pre-note export file, you must check the **Generate with zero amounts** toggle. This toggle

zeros out all of the direct deposits amounts in the batch and modifies the format of the export file. If there are standard direct deposit transactions in the batch, they will not be processed correctly.



Step by Step

1 Create a new Direct Deposits batch (CR> Direct Deposits).



- Select New from the batch number drop-down menu at the top of the Direct Deposit palette. This will open the New Batch window.
 - The batch month and batch year of the batch are used for reference only.
-


2 Select the employees to include in the pre-note batch.

- Select Generate Pre-Note from the Direct Deposit batch. This will open the Generate Pre-Note window.
 - The Create Pre-note window will display all active status employees in the Payroll module that have a direct deposit deduction attached to their employee record. Each direct deposit deduction on the employee record will display as a separate line in the window, so if there is more than one direct deposit deduction attached to the employee, the employee will display more than once in the window.
-


- Direct deposit deductions are attached to employee records using the Deductions tab of the Employee Maintenance window (PR> Maintenance> Employee > Deduction tab).
 - A Payroll module deduction is set up as a direct deposit deduction using the Deduction/Benefit Maintenance window (PR> Maintenance> Deduction/Benefit> General tab> Select Bank in the **Payee Type** drop-down> Select a bank in the **Bank** field).
 - The **Bank Account** field is used to select the bank account that will be used to pay the direct deposit amounts. Since this is a pre-note batch, the balance of the selected bank will not be affected by this transaction.
 - Only bank accounts that are set up to be used with the Payroll module will display in the drop-down menu (SS> Maintenance> Bank Account> **Payroll** toggle).
 - Select the employees to include in the pre-note batch by checking the Selected toggle. The bank account information on the selected employees will be included on the pre-note batch file, but the selected accounts will not be affected by the pre-note transaction. The pre-note process is just verifying that the bank account information on the selected customer accounts is correct.
 - All employees with a direct deposit deduction attached to their employee record will display in the window, not just employees that have not been run through the pre-note process. Unlike the UB and AR modules, there is no pre-note toggle that will be checked if an employee's bank account information has been pre-noted.
 - Use the Select All icon  to select all employees.
 - Press ENTER or click the Save icon  when complete.
-

3 View or modify any of the direct deposits in the batch.

- Select Edit from the Direct Deposit palette. This will open the Edit Selection window.
 - The Edit Selection window will display all of the direct deposits in the batch.
 - Highlight a pre-note and click the Delete icon  to remove it from the batch.
 - Highlight a pre-note and click the Modify icon  to view the bank account information attached to the pre-note. This will open the Edit Maintenance window.
 - The Edit Maintenance window is generally used to modify the direct deposit bank account number before the export file is created.
 - The **Employee Number** field displays the employee number of the employee. This field will only be enabled when you are manually creating a new direct deposit.
 - The **Vendor Number** field is not enabled.
 - The **Bank** field is the employee bank and is attached to the Payroll deduction that was used to create the direct deposit.
 - In the Payroll module, a deduction has to be set up for each employee bank that will be used in the direct deposit process. A bank is attached to a direct deposit deduction using the Deduction/Benefit Maintenance window (PR> Maintenance> Deduction/Benefit> Open a direct deposit deduction> General tab> Select Bank in the **Payee Type** field> Select a bank in the **Bank** field).
 - The **Amount** field displays the amount of the direct deposit transaction. Since this is a pre-note batch, the amount on all of the transactions will be zero.
-

- The bank account selected in the **City's Account** drop-down menu is the bank account that will be used to pay the direct deposit transactions.
 - Bank accounts are created and maintained using the Bank Account Maintenance window (SS> Maintenance> Bank Account).
 - The GL cash account attached to this bank account will be credited by the journal entry created by the Direct Deposits process (SS> Maintenance> Bank Account> **Cash Account** field).
 - The **Account Type** drop-down menu is used to set up what type of bank account is selected in the **Account Number** drop-down menu. This will populate based on the bank account type set up on the Employee Maintenance window (PR> Maintenance> Employee> Deductions tab> Select a direct deposit deduction> Account Type field).
 - Press ENTER or click the Save icon  when complete to save the changes.
-

4 Print a proof list.

- Select Proof List from the Direct Deposit palette. This will open the Proof List window.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - Review and archive the Proof List.
 - The **Source** field displays the batch number of the Payroll module Computer Checks or Manual Checks batch that created the direct deposit transaction.
 - The batch number will be followed by a *C* if the transaction was created by a Computer Checks batch (PR> Computer Checks).
 - The batch number will be followed by an *M* if the transaction was created by a Manual Checks batch.
 - The **Transfer/Route** and **Check Digit** fields display the routing number of the direct deposit transaction. This number is pulled from the bank record that is attached to the direct deposit on the Deduction/Benefit Maintenance window (PR> Maintenance> Deduction/Benefit> General tab> **Bank** field).
 - Routing numbers are set up on bank records using the Bank Maintenance window (SS> Maintenance> Bank).
 - The transfer and routing number should each be four digits long. The check digit should be one digit.
-

- The **Account Number** field displays the bank account number that will receive the direct deposit.
 - The Proof List will display a zero dollar amount in the **Amount** column.
-

5 Create the export file.

- The file created by this step will be submitted to the bank that will process the direct deposits.
 - Select Export ACH File from the Direct Deposits palette. This will open the Export ACH File window.
 - The format of this file should vary depending on the bank you use to process your direct deposits. When you select a processing bank, they will generally give you a document that outlines the expected format of the ASCII file. Use the information on that document, and possibly the information on the booklet [ACH RULES: A complete Guide to Rules & Regulations Governing the ACH Network](#), published by the National Automated Clearing House Association (NACHA).
 - The fields below in CAPITALS are fields that display in the export file and are referenced in the ACH Rules guide.
 - Make sure the **Generate with zero amounts** toggle is checked when generating a pre-note batch.
 - The **Tax ID Start Digit** field is used to enter a digit before the Immediate Origin field. This will add the value in the field to line 1, position 14 of the export file.
-

- The Immediate Origin field will generally display the Federal Tax Identification number set up in SS> Utilities> System Setup> Organization tab> **Fed Tax ID** field.
 - The Tax ID Start Digit field will be disabled if the **Use routing number for immediate origin** toggle is checked.
 - If there is a value entered in the **Web Direct Information** field, the value in the **Tax ID Start Digit** field will display before the web direct information number.
 - The **ANSI ID** field is used to enter the ANSI ID number, which is also referred to as the ANSI Identification Code Designator (ICD). The ANSI ID Number is placed in front of the Company Identification field on the export file. The value in this field will display on line 2, position 41 of the export file.
 - Leave the **ANSI ID Number** field blank if an ANSI ID number should not be included on the export file.
 - Standard Identification Code Designators are:
 - 1 - IRS Employer Identification Number (EIN)
 - 3 - Data Universal Numbering Systems (DUNS)
 - 9 - User Assigned Number
 - The appropriate ANSI ID Number for most Springbrook customers is “1”.
 - The selection in this field affects: Record Type 8, position 45. Record Type 5, position 41.
 - The **Web Direct Information** field is not enabled on this process.
 - The **Use Tax ID** field is used to attach a tax ID to the export file that is different than the one specified on the System Setup window (SS> Utilities> System Setup>
-



Federal Tax ID field). Leave this field blank to use the tax ID specified on the System Setup window.

- Entering a new tax ID in this field will not change the established system settings. When the Export ACH File step is run in the next batch, the Use Tax ID field will be empty and the tax ID specified on the System Setup window will be the default ID number included in the export.
 - Check the **Generate with zero amounts** toggle if you would like all transaction amounts in the file zeroed out. This option is generally used on pre-note batches to verify the bank account information of customer accounts before processing transactions on those accounts. All direct deposit amounts will be reported as 0, but no changes will be made to the Direct Debits batch. The direct deposit amounts will still display on the proof list and GL distribution report of the Direct Debits process.
 - The TRANSACTION CODE (positions 2-3) of record type 6 will be incremented by 1 if this option is checked.
 - The Default TRANSACTION CODE for Direct Deposits is 22 (Automated Deposit), pre-notification code is 23.
 - If a PPD Offset record is being created (**Sweep Account** toggle on the Export ACH File window is not checked and the **Include Offset** toggle is checked), the TRANSACTION CODE of the offset record will also be incremented by 1.
 - The selection of this toggle affects: Record Type 6, positions 2-3; Record Type 6, positions 30-39
 - Check the **Use Routing Number for Immediate Origin** toggle to replace the Federal Tax ID number on the first line of the export file with the route, transfer, and check digit of the Origin Bank.
-

- If this toggle is checked, position 14 will have a blank space, and the route, transfer, and check digit will be placed in position 15 through 23.
 - If there is a value in the **Web Direct Information** field it will be overwritten on the export file by the route, transfer, and check digit.
 - Check the **Use Immediate Origin For Trace Number** toggle to put the Immediate Origin in the Trace number position on the export file. This will disable the **Tax ID Start Digit** field.
 - Check the **Use Sweep Account** toggle to set the 'debit' and 'credit' to set to zero.
 - The selection on this toggle affects: Record Type 8, positions 21-32; Record Type 9, positions 32-43
 - The **One Transaction per account** toggle is not enabled in this process.
 - Check the **Include Offset Record** toggle to include an additional line in the file that contains the 'credit' sum of the file.
 - If the **Use Sweep Account** toggle is checked, no offset record will be created (The **Include Offset Record** toggle will not be enabled if the Use Sweep Account toggle is checked).
 - The selection on this toggle creates one additional Type 6 record after all regular Type 6 transaction records have been created. Amount field will contain a sum of all Record Type 6 amounts.
 - Check the **Suppress Carriage Return/Line Feed** toggle if you would like to remove carriage returns and line feed characters from the export file. The data will be stored in a single line on the output file if this option is selected.
 - The selection in this toggle will affect all records in the export file.
-

- The **Destination Name** field displays the name of the bank that is used to process the ACH transactions.
 - This field will display the bank name of the bank selected in the **Immediate Destination Information** field. This field will not be enabled. If you would like to change the bank name that displays in this field, change the bank account selected in the Immediate Destination Information field, or change the bank description (SS> Maintenance> Bank> Select a bank> **Bank Name** field).
 - The selection in this field affects: Record Type 1, positions 42-63
 - The **Immediate Destination Code** field displays the routing number of the processing bank. The selection in this field will also affect the bank name that displays in the **Destination Name** field.
 - Click the **Immediate Destination Information** field label to select the processing bank from a list.
 - The processing bank must be set up using the Bank Maintenance window (SS> Maintenance> Bank).
 - The field displays 10 characters and begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit.
 - The selection in this field affects: Record Type 1, positions 4-13; Record Type 5, positions 80-87; Record Type 6, positions 13-29.
 - The **Origin Name** field will display the bank description of the bank selected in the Immediate Origin Information field. The value in this field will populate on the export file if the **Use Routing Number for Immediate Origin** or the **Use Immediate Origin for Trace Number** toggle is checked.
-

- The origin is the ACH operator or sending point that is sending the file.
 - The origin will appear on line one, position 64 through 86.
 - The **Immediate Origin Code** field will display the routing number of the sending point of the export file. This field will be included in the export file if the **Use Routing Number for Immediate Origin** toggle is checked.
 - The 10 digit field begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit.
 - The immediate origin code will display on the first line of the export file in position 14 through 23.
 - The **Effective Date** field is used to enter the effective date of the batch. This field will default to two days from the current date because banks usually take two days to complete the file transfers.
 - The effect date will display on line 2, positions 70 through 75.
 - The **Originator Status** Code field is “1” for most Springbrook customers. This code refers to the ODFI initiating entry. Currently assigned Originator Status Codes:
 - ADV file prepared by an ACH Operator: 0
 - Depository financial institution that has agreed to be bound by ACH rules: 1
 - Federal government entity or agency not subject to ACH rules: 2
 - The originator status will display on line 2, position 79.
 - The **Login** field is used to add text to the beginning of the export file.
 - The Login field can be up to 255 characters in length.
-

- Click the Confirm icon  when complete to generate the export file immediately or enter a date and time in the field next to the Confirm icon to schedule the export file to generate at a later time. You can view the progress of the export on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.
 - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
 - Enter the export path location and click the Save icon  to export the file to the local path.
 - The file has been successfully creating and is ready to transmit to your bank.
 - Submit the file to your processing bank. The method of submission is probably covered in the documentation provided by your processing bank.
 - If the format of the file is incorrect, your processing bank will return the file. Change the toggles on the Export ACH File window until an export file in the correct format is created.
-

6 Take a screenshot of the Export ACH File window after the pre-note batch file has been accepted by your processing bank.

- The screenshot of the Export ACH File window will provide a record of the toggle settings that create a file acceptable to your bank. If a toggle setting is changed and a direct deposit file is rejected, you can use the screenshot as a reference.
-

- After the direct deposit file has been accepted by your processing bank, open the Export ACH File window and press CTRL+ALT+PRINTSCREEN.
 - Open a document and paste the captured image onto the document. Make sure to save the file in a location that you will remember.
-

7 Complete the batch.

- You can either delete or commit the batch. Since there are no amounts attached to the ACH transactions in the batch, the GL Distribution report will not generate any line items (it will not affect the general ledger).
 - To delete the batch, highlight the batch in the batch number drop -down menu at the top of the palette and press DELETE.
 - To commit the batch, generate the GL Distribution Report and commit the batch (CH> Direct Deposits> Commit).
-

CH> Electronic AP

Electronic AP

Summary

The Electronic AP process is used to generate ACH transactions from AP module Computer Checks. Electronic AP module batches are automatically generated when a check is committed in the AP module Computer Checks process that is attached to an electronic AP vendor. AP module vendors are set up as electronic vendors by attaching a bank account and routing number to the vendor record using the Vendor Maintenance window (AP> Maintenance> Vendor> Detail tab). .

When electronic checks are created in the Computer Checks process (AP> Computer Checks), no journal entry is created. The journal entry that records the reduction to the GL cash account and the reduction to the AP module accounts payable account will not be recorded until the checks are committed in the Electronic AP process. The GL cash account credited in the transaction is the cash account attached to the bank account used to pay the check. The bank account used to pay the check is selected when the check is created in the Computer Checks process (AP> Computer Checks> Select Invoices> **Pay From** field). A GL cash account is attached to bank account using the Bank Account Maintenance window (SS> Utilities> Bank Account Setup> Open an account> **Cash Account** field). The AP module payable account is defined in the AP module Setup window (AP> Utilities> Setup> General tab> **Payable Account** field).

Unlike the Direct Deposit and Direct Debit processes in the Clearing House module, the Electronic AP process does not have a pre-note batch process to verify the vendor bank account information. If you would like to create a pre-note batch to verify that the bank account information on AP module vendors is correct, you can create a pre-note export file by checking the **Generate with zero amounts** toggle during the Export ASCII File step (CH> Electronic AP> Export ASCII File). This will create an export file of transactions with a zero dollar amount that is in a pre-note format.

Checking the toggle will not zero out the amount on the transaction in the Electronic AP batch, it will only change the amounts on the export file to zero. If the bank account information on the vendors is correct, you can uncheck the **Generate with zero amounts** toggle and then submit an ASCII file that contains the amounts.

Flowchart


Each object in the diagram represents a process in the application.

Step by Step

- 1 Open an Electronic AP batch that you would like to process.

- Electronic AP batches are automatically generated by the AP module Computer Checks process.
 - When an AP module Computer Checks batch is committed that contains electronic AP vendors, an Electronic AP batch is created (CH> Electronic AP).
-

2 Print a proof list.

- The Proof List will list the electronic checks in the batch, the vendor bank accounts and the total amount of checks that will be processed in the batch.
 - Select Proof List from the Electronic AP palette.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

- Open the report when the process is complete to view the report.
 - The Proof List will display the Clearing House batch number, vendor number, vendor name, vendor bank routing number, vendor account number and electronic check dollar amount.
 - If the bank account information on a vendor is incorrect, you can change the bank account information on the vendor record using the Vendor Maintenance window (AP> Maintenance> Vendor> Detail tab> ACH fields).
-

3 Create the export file to send to the ACH processing bank.

- The EXPORT ASCII File step is used to generate the export file that you will send to your ACH processing bank. The format of this file will vary depending on the expected format of your processing bank. Contact your bank for the specific format they would like the file and then use the options in the Export ASCII File window to generate the required file.
 - Once the proof list is printed, select Export ASCII File from the Electronic AP palette. This will open the Export ASCII File window.
 - The options on the export ASCII file are intended to be used in conjunction with ACH RULES: A complete Guide to Rules & Regulations Governing the ACH Network, published by the National Automated Clearing House Association (NACHA). Any text in CAPITALS is a direct reference to a field description in the ACH manual. Record formats are taken directly from the ACH Manual.
 - Check the **Use routing number for immediate origin** toggle if you would like to replace the Federal Tax ID number in the file with the route, transfer and check digit
-

of the Origin Bank. This will enable the **Immediate Origin Code** and **Origin Name** fields in order to enter the Origin bank information.

- Click the **Immediate Origin Code** field label to select a bank from a list.
- Banks are created and maintained using the Bank Maintenance window (SS> Maintenance> Bank). The bank record contains the routing number of a bank.
- Check the **Use destination code as immediate origin DFI** toggle if the immediate Origin DFI should be the immediate destination code.
 - If the **Use routing number for immediate origin** toggle is checked this toggle will not be enabled.
- Check the **Use immediate origin for trace number** toggle if you would like the 'Immediate Origin' will be exported in the 'Trace number' position.
 - This will enable the **Immediate Origin Code** and **Origin Name** field in order to enter the immediate origin bank.
- Check the **Generate with zero amounts** toggle to generate a pre-note file. This option is generally used on pre-note batches to verify the bank account information of customer accounts before processing transactions on those accounts. This will change all of the direct deposit amounts on the export fill to 0. This only changes the amount on the export it, it does not change the amount of the transaction.
 - TRANSACTION CODE (positions 2-3) of record type 6 will be incremented by 1 if this option is checked.
 - Default TRANSACTION CODE for Direct Deposits is 22 (Automated Deposit), pre-notification code is 23.



- If a PPD Offset record is being created (Sweep Account option turned off, Include Offset turned on), the TRANSACTION CODE of the offset record will also be incremented by 1.
 - AFFECTS: Record Type 6, positions 2-3; Record Type 6, positions 30-39
 - Check the **Use sweep account** toggle to set the 'Debit' and 'Total Debit' fields on the export file to zero.
 - AFFECTS: Record Type 8, positions 21-32; Record Type 9, positions 32-43
 - Check the **Suppress CR/LF** toggle if you would like to remove the carriage return/line feed characters from the export file. This will compress the export file to a single line.
 - Check the **Include Tax ID Start Digit** toggle to add a digit in front of the IMMEDIATE ORIGIN field on the export file. This will enable the **Start Digit** field in the window to enter the start digit. The start digit value is generally one (1).
 - The federal tax identification number is set up in the System Setup window (SS> Utilities> System Setup> Organization tab> **Federal Tax ID** field).
 - The **Include Tax ID start digit** toggle will not be enabled if the **Use routing number for immediate origin** toggle is checked.
 - AFFECTS: Record Type 1, position 15
 - Check the **Include ANSI ID** toggle if you would like to include the ANSI Identification Code Designator (ICD) on the export file. The ANSI ID Number will be placed in front of the COMPANY IDENTIFICATION field on the export file.
 - When the **Include ANSI ID** toggle is checked, the **ANSI ID Number** field will be enabled. Enter the IDC in the ANSI ID Number field.
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- Standard Identification Code Designators are: 1 for IRS Employer Identification Number (EIN), 3 for Data Universal Numbering Systems (DUNS), and 9 for User Assigned Number. Most Springbrook customers will use “1.” In the past, US Bank customers have been asked to enter a “2” in this field.
- AFFECTS: Record Type 8, position 45. Record Type 5, position 41
- The **Start Digit** field will be available if the **Include Tax ID start digit** toggle is checked. The value entered in this field will be placed in front of the federal tax identification number on the export file. The federal tax identification number is set up on the System Setup window (SS> Utilities> System Setup> Organization tab> **Federal Tax ID** field).
- The **ANSI ID Number** field will be available if the Include ANSI ID toggle is checked. The value entered in this field will be placed in front of the COMPANY IDENTIFICATION field on the export file.
 - Standard Identification Code Designators are: 1 for IRS Employer Identification Number (EIN), 3 for Data Universal Numbering Systems (DUNS), and 9 for User Assigned Number. Most Springbrook customers will use “1.” In the past, US Bank customers have been asked to enter a “2” in this field.
- The **Use Tax ID** field is used to add an organization-specific identification number to the export file. If your bank does not require this number on the ASCII file, do not enter anything in this field.
 - This field is limited to 10 characters and will display in the header record of the export file.

- Enter the intended settlement date for the batch in the **Effective Date** field. The Effective Date field will default to the current date plus two days because two days are generally required by the bank to complete the file transfers.
 - The value in the effective date field will affect record type 5, positions 70-75
 - The **Destination Name** field displays the name of the bank you are sending the export file to. Click the **Immediate Destination Code** field label to select the destination bank from a list. The name of the destination bank will populate in the Destination Name field.
 - AFFECTS: Record Type 1, positions 42-63
 - Banks are created and maintained using the Bank Maintenance window (SS> Maintenance> Bank). The **Destination Name** field will populate with the value entered in the **Bank Name** field on the Bank Maintenance window.
 - Changes to the bank name in the Destination Name field will not update the bank record that displays on the Bank Maintenance window. Modifying the bank name will only affect the value that displays on the export file.
 - The **Immediate Destination Code** field is used to select the destination bank. Click the Immediate Destination Code field to select a bank from a list. The routing number of the selected bank will populate in the field.
 - The Immediate Destination Code will display on the export file is a 10 digit field (one blank space, the four digit Federal Reserve Routing Symbol, the four digit ABA Institution Identifier, and the Check Digit).
 - AFFECTS: Record Type 1, positions 4-13; Record Type 5, positions 80; Record Type 6, positions 13-29
 - The **Originator Status Code** field is used to enter the ODFI initiating entry value. The appropriate Originator Status Code for most Springbrook customers is “1”.
-
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- Currently assigned Originator Status Codes:
 - ADV file prepared by an ACH Operator: 0
 - Depository financial institution that has agreed to be bound by ACH rules: 1
 - Federal government entity or agency not subject to ACH rules: 2
 - AFFECTS: Record Type 5, position 79
 - The **Origin Name** field will display the name of the sending point bank. This field will only display a value if the **Use routing number for immediate origin** or **Use immediate origin for trace number** toggles are checked. Click the **Immediate Origin Code** field label to select a bank from a list.
 - AFFECTS: File header record, 23 positions
 - Banks are created and maintained using the Bank Maintenance window (SS> Maintenance> Bank). The **Origin Name** field will populate with the value entered in the **Bank Name** field on the Bank Maintenance window.
 - Changes to the bank name in the Origin Name field will not update the bank record that displays on the Bank Maintenance window. Modifying the bank name will only affect the value that displays on the export file.
 - The **Immediate Origin Code** field will display the routing number of the ACH operator or sending point of the file. This field will only display a value if the **Use routing number for immediate origin** or **Use immediate origin for trace number** toggles are checked. Click the **Immediate Origin Code** field label to select a bank from a list.
 - The Immediate Destination Code will display on the export file is a 10 digit field (one blank space, the four digit Federal Reserve Routing Symbol, the
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four digit ABA Institution Identifier, and the Check Digit).

- The **Login Info** field is used to enter a string of test data that will be added to the beginning of the file. This is an optional field and your destination bank will tell you what value to enter in this field.
 - Click the Confirm icon  when complete to generate the export file immediately or enter a date and time in the field next to the Confirm icon to schedule the export file to generate at a later time. You can view the progress of the export on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.
 - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
 - Enter the export path location and click the Save icon  to export the file to the local path.
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4 Print a GL Distribution report.

- The GL Distribution report will display the journal entry created by the Electronic AP process.
 - Select GL Distribution List from the Electronic AP palette. This will open the GL Distribution window.
 - The **Journal Entry Date** defaults to the current date but can be changed. Use the Tab key to update the fiscal period and year when needed.
-

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - The journal entry created by the process will debit the AP module accounts payable account and credit the cash account attached to the bank account that will pay the vendor.
 - The AP module accounts payable account is defined in the AP module Setup window (AP> Utilities> Setup> General tab> **Payable Account** field).
 - The bank account that will be used to pay the vendor is set up in the Computer Checks process when the transaction is generated (AP> Computer Checks> Settings> **Pay From** field).
 - The cash account attached to a bank account is set up in on the Bank Account Maintenance window (SS> Maintenance> Bank Account> **Cash Account** field). The fund of the cash account is pulled from the AP module payable accounts.
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5 Send an email to the vendors. This is an optional step.

- The Send Notification step will send e-mails to each vendor in the batch. To use this feature there must be an email address attached to the primary contact on the vendor, and the SMTP settings must be defined on the System Setup window (SS> Utilities> Setup> SMTP tab).
 - Contacts are added to AP vendors using the Vendor Maintenance window (AP> Maintenance> Vendor> Contacts tab). A contact is set up as the primary contact when the **Primary Contact** toggle is checked.
 - The email server settings such as the network address that is used to communicate with the SMTP port and the outgoing SMTP port used by the SMTP server are set up using the System Setup window (SS> Utilities> Setup> Email tab).
- Select Send Notification on the Electronic AP palette. This will open the Send Notification window.
- The information entered into the fields in the window will be used to create the email.
- The **Settlement Date** field is the date the funds will be deposited into the vendor's bank account.
- The **Contact Phone**, **Sender Name** and **Sender Email** fields are used to enter the information that will display on the notification email.

- Click the Confirm icon  or press ENTER to generate the emails immediately or enter a date and time in the field next to the Confirm icon to schedule the batch to generate them at a later time.
 - You can view the progress of the notification step on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
- An example of an email notification is below. The information that will populate from the Send Notification window is in bold.

This is an email notification for an automated payment from **Springbrook Customer**.

Vendor Account Number: **<vendor account number>**

On **<settlement date>**, a total of \$100.00 will be deposited into your designated bank account. This payment is for invoices received, which are listed below:

Invoice - Date - Description - Amount

009223 - 03/07/2019 - **<invoice description>** - 100.00

If you have any questions please contact us at **<contact phone>**, and ask for the Accounts Payable department.

6 Commit the Electronic AP batch.

- The Commit step will commit the journal entry generated by the Electronic AP process.
 - Select Commit on the Electronic AP batch. This will open an information window. Click OK to commit the batch.
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CH> Unresolved Transactions

Unresolved Transactions



Summary

In the event that something goes wrong at the bank, a transaction or set of transactions that have been committed in the Clearing House module may need to be reversed out of the general ledger and reissued. Use the Unresolve Transactions process to reverse these cleared transactions.



Step by Step




1 Create a new Unresolved Transactions batch.

- Select the **Unresolved Transactions** palette in the Clearing House module. This will expand the Unresolved Transactions palette and display the steps in the batch process.
- Select New from the New batch number drop-down menu to create a new batch. This will open the **New Batch** window.
 - If there are open batches in the Unresolved Transaction process, you can create a new batch without affecting the open batches.


- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only.
 - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
 - You can also manually create a new batch by entering a Batch Number and clicking the Save icon .
 - You can delete batches by selecting a batch and pressing DELETE.
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2 Select Transactions.

- Open the **Select Transactions** window (CH> Unresolved Transactions> Select Transactions).
 - Enter a **Batch Number** or click the field label to select one from a list.
 - Highlight the desired batch and click the Confirm icon  to return to the Select Transactions window.
 - Once a batch is selected in the Batch Number field, click the Refresh icon  to populate the Transactions section below with all of the transactions included in the selected batch.
 - Check the **Selected** toggle next to each transaction you would like to include in the Unresolved Transactions batch.
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- Use the Select All  and Deselect All  icons to select or deselect all the displayed transactions.
 - Click the Save icon  when all of the desired transactions are selected.
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3 Print the Proof List.

- Open the **Unresolved Transactions Proof List Report** window (CH> Unresolved Transactions> Proof List).
 - There are no print options for the Unresolved Transactions proof list.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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- The report will display the Employee/Vendor Number, Name, Account Number and Amount for each included transaction. A report total will also be provided.
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4 Print the GL Distribution.

- Open the **Unresolved Transactions GL Distribution Report** window (CH> Unresolved Transactions> GL Distribution).
 - Select the **Journal Entry Date** from the drop-down menu.
 - The date you enter in this field will determine the fiscal period and year that the journal entries from this batch will be posted to.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

- The report will display the Account Number, Debit Amount, Credit Amount, Account Description and Report Total.
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5 Commit the batch.

- Open the **Commit Unresolved Transactions** window (CH> Unresolved Transactions> Commit).
 - A payroll transaction can be issued using Accounts Payable if the reissue check amount is the same as the original check.
 - If the reissue check is for a different amount than the original check, then the original check will have to be voided using the Payroll Void Check process. This will void the check history from the employee.
 - Click the OK button to commit the batch. The process is now complete and the checks are ready to be reissued.
-