

Banyon Data Systems
WINDOWS FUND ACCOUNTING SOFTWARE
(WinFund ACH Payments)

Main ACH Setup

1. To start using WinFund ACH simply click on checks and then click ACH setup.
2. Fill in Immediate Origin, Immediate Destination, Company Bank, & Originating DFI (**You may want to call your bank to inquire about the set up on this screen**)
3. If you are using Banyon Payroll or Direct Payment ACH for WinUB, the same set up, in most cases, will be used and you can look at that to help with data entry.
4. Enter in a default ach file name. Example, c:\entityfundach.txt
(This will be the location where the file is stored as well if you plan to email or save the file to a flash drive.)
5. If transferring through software provided by the bank, locate that software in the file transfer program area.

Information on this form is put into the ACH File and is then transferred. The Organization (Bank) that receives the ACH File requires that these fields be filled out for their requirements. You MUST call them to find out what information they need.

1110 FIRST COMMUNITY BANK

Immediate Origin (bank ID and name)	Routing ID	ACH Routing Name
Immediate Destination (federal reserve info)		
Company (bank ID and city name)		
Originating DFI (first 8 digit of bank ID)		

***All of the above fields are required.**

Debit from Account at Bank (optional) Account at Bank: _____

Append Trailing Blank Records to Make Up Block of 10 (optional)

Header Record (connection info, optional) _____

File or Batch ID (require A, B or 1)

Default ACH File Name: _____

File Transfer Program: _____ [Locate](#)

Vendor Set Up

1. Select customer/vendor from the main fund accounting desktop and look up the vendor.
2. Click on Direct ACH to display the deposit record/set up screen.
3. Fill in the vendor's bank name, routing id, account #, and bank type.
4. On the top where it says ACH option, initially mark as a pre-note so a test file can be sent to the bank to make sure set up is correct. Once the setup is verified this will be switched to direct payment.

1289 A & M GREEN POWER GR, LC ACH Option: None Prenote Only Direct Payment [Help...](#)

[Create Prenote for this vendor.](#)

ACH Bank information - all fields are required.

Vendor's Bank Name	Routing ID	Account No.	Bank Type
TCF Bank	888999999	87966554567	Checking

Vendor ACH History

Transfer Date	Cash Act	Check#	Amount	Remarks
1110		4	\$5,000.00	

Payment Batch Entry

1. Enter the payment into a payment batch and click the ach button on the left to generate an electronic check number in the check # field.
2. When the batch is posted with your other payments, since this has the electronic check number it will be set to the ACH transfer screen and all other checks will be sent to the check writer to print.

Pay To	BANYON DATA SYSTEMS	Invoice		Inv Date	
Vendor Customer	Copy Recur	See Transactions	See PO's	<i>When Lines are added below fields in italics are copied.</i>	
Ref/Claim#	406	Claim Type	Direct		
Comment		Project		Check#	5E
				Date	05/28/2009
ACH	Bank or AP	FIRST COMMUNITY BANK		Transaction Date	05/28/2009
Account	Comments	Invoice	Inv Date		
E 001-1010-6230	TRAINING	\$770.00			
E 001-6020-6507	OPERSUPPLY	\$770.00			
*E	Account Blank				

ACH Transfer Screen

1. Once the batch is posted, click on checks and then click ACH Transfer
2. Enter in a payment date/effective date for the transfer.
3. Select each payment and click print report on the left to verify the amounts (optional step)
4. Click create ACH file to generate.
5. Click transfer ACH file if using a modem to do the transfer. If **not** using a modem, go to the location where the file is saved and either email the file or save to a flash drive and take it to the bank.

DIRECT DEPOSIT			
Payment Date	5/21/2009		
1110 FIRST COMMUNITY BANK			
Vendor Name	Bank Name / Route ID	Account	
BANYON DATA SYSTEMS	TCF Bank	Checking	
Payment \$1,540.00	332289989	2893428483	
A & M GREEN POWER GR, LC	TCF Bank	Checking	
Payment \$5,000.00	888999999	9998887754	
Print Report Create ACH File Transfer ACH File Items Selected: 0 Setup ACH Review Setup During Bank Rejection View Prior			
0 Prenotes		0 Deposit Entries	Deposit Total: \$0.00