

ACH Payments – Setup and Use (Pervasive)

Questions? Call us at (855) 272-7638 and ask for the appropriate support department. [Questions for our I.T. department](#) may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

This process gives municipalities the authorization from the taxpayer to electronically collect tax payments on a specified date directly from the taxpayer's checking or savings account. There are three areas of the program to set up below followed by procedures to complete the process.

Set Up the Municipality Bank Information

1. Click **Taxes Setup**.
2. Click **Setup Municipality ACH Information**.
3. Enter your bank's information. For a description of the fields, click the **Help** button.

ACH Information

Destination Info. (i.e. Your Bank's Information)

Immediate Destination Name: **FIRST OF AMERICA**

Immediate Destination: **0123456** (Routing #)

Origination Info. (i.e. Your Municipality's Information)

Immediate Origin Name: **BSA TOWNSHIP**

Immediate Origin: **987654** (Acct #)

Company Info (Municipality Info)

Name: **BSA TOWNSHIP**

Discretionary Data:

ID #:

Entry Desc: **TAX BILL**

Reference Code:

Create Offsetting Entry for Debits and Credits Enable only if required by your bank

Close **Help**

4. Click **Close**.

Set Up the Customers' Bank Information

1. Click **General Setup**.
2. Click **ACH Bank Setup**.
3. Click **Add** and enter a code to identify the bank (maximum 4 digits). Click **Continue**.
4. Enter the bank name, routing number and address information.

ACH Bank Code Setup

Set up Bank Codes for ACH Payments
(Automated Clearing House)

Bank Code:

Bank Name:

Routing Number:

Address:

City:

State:

Zip:

Contact Name:

Contact Phone #:

5. Continue adding banks and click **Close** when finished.

Set Up the Taxpayer's ACH Information

1. Click **Parcel Info**.
2. Locate the parcel.
3. Click **Miscellaneous**.
4. Click **ACH Info for this Parcel**.
5. Assign an **ACH Code** for any or all of the seasons to collect.
This can be an alpha or numeric code (ex. 1 for summer, 2 for winter or S1, S2, etc. for multiple summer exports). This allows you to select which parcels you want to include in the export.
6. Click the **Bank Code** field and select the appropriate bank code.
7. Complete the taxpayer's bank account information.

Parcel ACH Information

Seasonal Selection Criteria Codes

Summer Season ACH Code: 1

Winter Season ACH Code: 2

Village Season ACH Code:

Current Parcel ACH Export Status

Summer ACH Tax Bill Exported

Winter ACH Tax Bill Exported

Village ACH Tax Bill Exported

The above 3 fields are automatically set when a summer, winter, or village ACH Export takes place for this parcel.

Bank Account Info for this Parcel

Bank Code: FCU

Account Number: 852963

ID Number: 874

Account Type: Checking

PreNoted On: //

Clear Above Info.

Close Help

8. Click **Close**, and **Close** again when you return to the Miscellaneous window.

Run the ACH Payment Export

Not all banks require you to send a test file – a Pre-note – before actually sending live files. Though not required, we do recommend a pre-note be sent to catch any potential problems before sending live data. Pre-note files export as a zero amount so the bank can verify the file is correctly formatted.

If your bank does not require a pre-note, but you want to send one anyway, please follow the instructions immediately below. If you want to skip the pre-note (provided your bank does not require it), please skip these instructions and continue with the instructions on page 5 of this help document.

Send the Pre-Note File

1. Click **Tasks** and select **ACH Payment Export**; click **Yes** when prompted.
2. Choose the **population** you wish to run the process on (if “blocked” or “marked”, the records must have been blocked or marked first in the Parcel Summary List).
3. Enter the **ACH Code** you want to process. This code is season-specific.
4. Enter **Descriptive** and **Effective Dates**.

The “Descriptive” date is used as the “Pre-note” date on the parcels being included in this process. Live data cannot be sent until the pre-note date on affected parcels has been filled out.

The “Effective” date is the date amounts will be posted at the receiving bank.

5. Enter the **ACH Export Path and file name** (text file).

We recommend putting this file directly on your C:\ drive, as pictured.

6. Select **Send Pre-note Information Only**.

The Optional File Header field should only be used if directed by your bank.

Export ACH Information

Winter ACH Code to Export: (Allows you to select which parcels you would like included in the ACH Export)

Descriptive Date: (Reference date for the receiver..not used to control Posting)

Effective Entry Date: (The date when transactions will post at the receiving bank)

ACH Export Path/Filename:

Options:

Prenote/Live: (See Help Button Below)

Post ACH Amount To Customers Tax Bill (See Help Button Below)

If above checked, enter batch # for Payments:

Optional File Header:

(Use only if directed by your bank; otherwise leave blank)

WARNING: If the option "Post ACH Amount to Customers Bill" is checked, do NOT export the ACH file more than one time -- doing so will overwrite the existing values in the ACH file.

7. Click **Begin Export** and click **Yes** when prompted.
8. This will create an export file that needs to be sent to your bank. The bank should communicate with you to determine if there are any issues.
9. When prompted to print a status report, click **Yes**.
10. Select your **Destination** and click **Run Report**.

Send the Live File – Post ACH Amount to Customer Tax Bill

Some banks do not require a pre-note (though sending one is recommended; see page 4), but will accept a live ACH export file; instructions follow. For those who have sent a pre-note, the live run can be processed once the bank has indicated no problems or issues with the file. This should be done according to the dates indicated by the customer.

1. Repeat steps 1 – 5 from the previous instructions.
2. Change “Send prenote information only” to **Live Run**.
3. Click **Post ACH Amount to Customers Tax Bill**.
4. Enter a **Batch Number** to use. This is a required field during the live run.

The Optional File Header field should only be used if directed by your bank.

Export ACH Information

Winter ACH Code to Export: (Allows you to select which parcels you would like included in the ACH Export)

Descriptive Date: (Reference date for the receiver..not used to control Posting)

Effective Entry Date: (The date when transactions will post at the receiving bank)

ACH Export Path/Filename:

Options:

Prenote/Live: (See Help Button Below)

Post ACH Amount To Customers Tax Bill (See Help Button Below)

If above checked, enter batch # for Payments:

Optional File Header:

(Use only if directed by your bank; otherwise leave blank)

WARNING: If the option "Post ACH Amount to Customers Bill" is checked, do NOT export the ACH file more than one time -- doing so will overwrite the existing values in the ACH file.

5. Click **Begin Export** (if you are using the same file name that you used to prenote, you will be prompted to overwrite the file; click **Yes**) and click **Yes** when prompted to proceed.
6. When prompted to print a status report, click **Yes**.
7. Select your **Destination** and click **Run Report**.

When a payment is applied from ACH the check number field will say ACH Payment as will the Journalization Source field in the payment details window for that payment.

TAX SYSTEM USER: TAX DATABASE: EXAMPLES INDEX: PARCEL #

File Tasks Edit Reports Utilities SetUp Help

03-07-007-007
 JOHNSTON, MARCO
 543 OAK VILLAGE
 WINTER, 2009

Parcel # 03-07-007-007 Payment Source to use 024 Batch # to use 00100

Owner JOHNSTON, MARCO Taxable 18,000 SEV 19,000
 Tax 329.03 Intrst/Pen 0.00 Total 329.03 Bal 0.00

| | Amt | Posting Date | Batch No | Recpt No | Check No | Details/Spread |
|---|--------|--------------|----------|----------|-------------|----------------|
| 1 | 329.03 | 01/27/2010 | 00099 | 00002032 | ACH Payment | Details |
| 2 | 0.00 | // | | | | Details |
| 3 | 0.00 | // | | | | Details |
| 4 | 0.00 | // | | | | Details |
| 5 | 0.00 | // | | | | Details |
| 6 | 0.00 | // | | | | Details |
| 7 | 0.00 | // | | | | Details |

--Current Index Information--
 Parcel #

- Parcel Info
- Apply Payments
- Inquiry
- History
- Parcel Summary List
- Receipt Summary List
- Specials Summary List
- Taxes Setup

To Reset Pre-note or Tax Bill Export Flag

We recommend calling BS&A Tech Support for help with this procedure.

1. Click **Parcel Summary List** and index by **Owners Name**.
2. If necessary, block or mark the records.
3. Click **Tools**.
4. Click **Set Specific Master Name/Addresses Fields**.
5. Select the population.
6. Select either **Set ACH Pre-note Date Field** or **Set ACH Tax Bill Exported Fields**.
7. Set as options as needed.