ACH Payments – Setup and Use (Pervasive)

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.

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.

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.

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.

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.

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.

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.