

ACH: Report

Creating ACH Summary and Detail Reports

The ACH Summary and Detail Report show the information on pending and processed payments. The user can create an ACH Summary and Detail Report to include one or more types of ACH payments. The ACH Summary and Detail Report lists all payments selected and include more in-depth information for each payment selected.

The following information is displayed in the ACH Summary section of the report for each payment.

Field	Description
User Name	The account holder's name.
Generated	The date and time the user created this report.
Payment Name	The name given to the payment when it was created.
Tracking #	The number assigned to the payment for tracking purposes. Users can click on the Tracking # to go directly to the detail section relating to the batch details.
Pmt Type	The SEC code of the transactions in the payment.
Focus Customer	The name of the focus customer.
Payment Date	The date when the payment is scheduled.
Count	The number of debit items in the payment
Debit Amount	The total amount to be debited from the user's account for the payment.

Field	Description
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Count	The number of credit items in the payment.
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Credit Amount	The total amount to be credited to the user's account for the payment.
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The following information is displayed in the Detail section of the report for each payment. When multiple batches are selected, each Batch has its own Detail Report section.

Field	Description
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Payment Name	The name given to the Payment when it was created.
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Created By	The user who created this report.
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Description	The details of the payment type.
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Tracking #	The number assigned to the payment for tracking purposes
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Created Date	The date when the payment was created
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Focus Customer	The name of the focus customer
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Approved By	Name of the Approver
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Payment Date	The date when the payment is scheduled
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Approved Date	The date when the payment is approved
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To Account	The account to which the payment is being credited
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Batch Total	The total amount to be debited & credited from the user's account for the payment.
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Field	Description
Payment Type	The type of payment, for eg CCD/PPD
Batch Count	The number of credit items in the payment
Send Remittance Info Only	Whether the Payment has remittance info. This contains 'Yes' or 'No'
Settlement Type	Type of report, whether it is a summary report or detail report.
Name	The name given to the payment when it was created.
Individual ID	The ID used to create the payment
R/T#	The Routing number for the payment
Account Type	The Type of Account, whether it is Savings, Checking or Loan
Account #	The account number from which the payment was generated
Prenote	The presence of the prenote on the transaction. This field is Y or N
Debit	The total amount to be debited from the user's account for the payment.
Credit	The total amount to be credited to the user's account for the payment.
Total	The total amount to be debited and credited to the user's account for the payment.

To create an ACH Summary and Detail Report:

1. On the Payments & Transfers menu page, click the **Activity** link. The ACH Payments list appears, including ACH pending and processed payments.
2. The user will select the payment(s) they want to include in the report by clicking the checkbox next to the payment(s).

3. Click **Create Report** from the buttons bar at the bottom of the screen.

ACH Payments Show cut-off times ACH Payment

Search name or tracking #

Filter | Payment Date | Account | Recipient | Type | Status | Amount | Only show items needing action

Pmt Date	Name	Tracking #	From	To	Type	Status	Amount
<input checked="" type="checkbox"/> 3/2/2023	LoadsOfRec	5221910	Basic Checking *1001	12 Recipients	Payment - Business	Needs 2 Approvals Approve by 03/01/2023 at 1:30 pm EST	\$422.96 CR
<input checked="" type="checkbox"/> 3/2/2023	Catering	5221154	Basic Checking *1001	2 Recipients	Payment - Business	Needs 2 Approvals Approve by 03/01/2023 at 1:30 pm EST	\$71.76 CR
<input type="checkbox"/> 3/1/2023	OfficeSup	5221010	Basic Checking *1001	2 Recipients	Payment - Business	Approval Rejected	\$231.76 CR
<input type="checkbox"/> 2/28/2023	Addenda	5221276	Basic Checking *1001	Billy	Payment - Individual	Needs 2 Approvals Approve by 02/27/2023 at 1:30 pm EST	\$499.99 CR

2 selected Approve Notify Approver(s) Copy Export Create Report Delete

4. The ACH Summary and Detail Report appear with the ACH Summary Report section at the top, followed by the ACH Detail Report. Refer below:

Back to ACH Payments

ACH Summary Report

User Name: Copper Road Generated: 02/15/2023 11:56 am EST

Payment Name	Tracking #	Pmt Type	Focus Customer	Payment Date	Count	Debit Amount	Count	Credit Amount
Catering	5221154	CCD	Copper Road	03/02/2023	0	\$0.00	2	\$71.76
LoadsOfRec	5221910	CCD	Copper Road	03/02/2023	0	\$0.00	12	\$422.96
Totals:					0	\$0.00	14	\$494.72

ACH Detail Report

Payment Name:	Catering	Created By:	Copper Road
Description:		Created Date:	02/14/2023 04:35 pm EST
Tracking #:	5221154	Approved By:	
Focus Customer:	Copper Road	Approved Date:	
Payment Date:	03/02/2023	Batch Total:	\$0.00 Dr, \$71.76 Cr
To Account:	D 2022042301001	Batch Count:	0 Debits, 2 Credits
Payment Type:	CCD		
Send Remittance Info Only:	No		
Settlement Type:	Summary		

- When multiple payments with different SEC codes are selected for creating an ACH Detail Report, they are sorted by effective date (ascending order) and then by the create date (ascending order).

ACH Detail Report

Payment Name:	LoadsOfRec	Created By:	Copper Road
Description:		Created Date:	02/15/2023 09:13 am EST
Tracking #:	5221910	Approved By:	
Focus Customer:	Copper Road	Approved Date:	
Payment Date:	03/02/2023	Batch Total:	\$0.00 Dr, \$422.96 Cr
To Account:	D 2022042301001	Batch Count:	0 Debits, 12 Credits
Payment Type:	CCD		
Send Remittance Info Only:	No		
Settlement Type:	Summary		

Name	Individual ID	R/T#	Account Type	Account #	Prenote	Debit	Credit
Bradford Workspaces		123123123	Checking	31749780	N	\$0.00	\$17.77
Collins & Jones		021000018	Savings	948304709	N	\$0.00	\$53.99
Holly Tree		021000018	Checking	21109780	N	\$0.00	\$27.25
Cara Supply		123123123	Savings	94800009	N	\$0.00	\$13.99
Willis Ridge		051000017	Checking	14830709	N	\$0.00	\$43.50
Parson Brown		051000017	Checking	14800709	N	\$0.00	\$68.11
Simmons Grocery		051000017	Checking	14830709	N	\$0.00	\$43.50
Treehouse Tavern		051000017	Checking	20101010	N	\$0.00	\$15.50
Buck & Bow		051000017	Checking	22230709	N	\$0.00	\$90.50
Harmons		123123123	Checking	85830709	N	\$0.00	\$2.35
Sols Nursery		051000017	Checking	123450709	N	\$0.00	
Five Mile LLC		051000017	Checking	5040009	N	\$0.00	
Total						\$0.00	\$422.96



- To download the report to the user's computer in HTML format, they must click the **Save to Disk** link.
- Click **Back to ACH Payments** to go back to the ACH Payments list.