

Generate ACH File

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Generate ACH File

[Daily > Accounts Payable Payments > Generate ACH File](#)

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 5 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

The following information will give instructions for generating an ACH file.

EFT File Formats

[Settings > Accounts Payable > EFT File Formats](#)

When paying vendors via EFT, the invoices are tagged, a payment batch is created, and subsequently posted (see Process Payment). After a payment batch is posted, you must generate the ACH file and then transmit it to the bank for payment directly to the vendor's bank account. [Settings > Accounts Payable > EFT File Formats](#) defines the bank-required file format.

The checkbook's country code will be compared to the vendors' country code for electronic payments. If a vendor is selected to be paid electronically and the vendor's country is different from the checkbook country, a warning message will be displayed.

Generating the ACH File

[Daily > Accounts Payable Payments > Generate ACH File](#)

Your EFT payment batch is displayed. You may double-click on the batch# to see the vendors about to be paid, the amount, the bank account, etc. To print a list of payment info, click on **Reports > Print (or Preview)**. Cancel from this screen to return to the Generate ACH File screen.

- For more information, please refer to this article: [Export Permissions](#)

A status of "Ready to Send" indicates the ACH file has not yet been generated. A status of "Processed" indicates the ACH file has been generated. Check the box on the batch(es) you wish

to include. Click Create File. The ACH file is now generated and must be transmitted to the bank according to your bank's requirements.

Email Notifications: Send each vendor an email notification of payment that was made to the vendor's bank account.

1. Check the Include box on the appropriate batch and click Email Notifications.
2. Click Send Emails.
3. The email sent to the vendor will state the payment amount, date, and bank account# ending in xxxx. Also included in the email will be a line for each invoice#, invoice date, comments, and amount. Emails can be resent to vendors later, if necessary. The vendor's email address can be updated, and the email resent, all from this same screen.
4. Check the **Update Email Address** box if you wish to permanently change the email address on the vendor maintenance screen.

Resend Email Notifications: If you need to send/resend email notifications to vendors:

1. Go to *Daily > Generate ACH File*.
2. Change Status to All.
3. Check the Include box on the appropriate batch.
4. Click Email Notifications.
5. Vendors and information will be listed.
6. Check the Send box for any vendors to send an email notification.
7. Click Send Emails.

NOTE: *If an EFT payment batch is deleted, the system will automatically delete the corresponding ACH file.*
