

ACH Verification Report

Last Modified on 05/11/2020 11:49 am CDT

ACH Verification

Purpose: To verify that all processed checks that are setup for direct deposit have been pulled into an ACH file. The report only shows checks that are setup to be sent through direct deposit. Live checks will not show in this report.

This report also encompasses the secondary direct deposit amounts that are setup in the Adjustment area. The date range is on the date of when the ACH file was generated.

Checks that have been pulled into an ACH file that were generated between that date range or checks that have not been pulled into an ACH file will show on this report. **All checks that have not been put into an ACH file will show in red.**

Report Viewer - ACH Verification

| Employee ID | Emp Name | Check Detail | | | ACH Detail | | |
|-------------|---------------|--------------|--------------|--------------|--------------|-------------|------------|
| | | Check Date | Date ACH Gen | Check Number | Check Amount | Chk Or Save | Pay Amount |
| 429508237 | Tritt, Travis | 10/18/2019 | | 100944 | \$364.56 | Chk | \$25.62 |
| 3 | | 10/28/2019 | | 100980 | \$364.56 | Chk | \$158.39 |
| | | 10/29/2019 | | 101006 | \$0.00 | Chk | \$243.97 |
| | | 3/31/2020 | 4/23/2020 | 103820 | \$158.39 | Chk | \$272.22 |
| | | 4/6/2020 | 4/23/2020 | 1038671 | \$243.97 | | \$700.20 |
| | | 4/10/2020 | 4/23/2020 | 1038767 | \$25.62 | | |
| | | 4/16/2020 | 4/23/2020 | 1038968 | \$272.22 | | |
| | | | | | \$1,429.32 | | |

Parameters:

- Start Date: Starting ACH file generation date of your desired date range.
- End Date: Ending ACH file generation date of your desired date range.
- Bank ID: Drop-down list of bank accounts setup in the system for you to select from.

Related Articles