

How to Generate ACH File for Direct Deposit with ezACH Software

No more hassle dealing with the banks.

If you have not download ezACH deposit software, you can download and try it free for 14 days at <http://www.halfpricesoft.com/NACHA-ACH-direct-deposit-software.asp>

ezACH Deposit Main Screen



Click image to enlarge

Your Account Settings

The 'Settings' dialog box is divided into two main sections. The top section, titled 'ACH File Header Settings. Please enter as provided by your financial institution.', contains four input fields: 'Immediate Destination Routing Number' (123456789, Required), 'Immediate Destination Name' (TEST BANG, Optional), 'Immediate Origin Number' (1234567890, Required), and 'Immediate Origin Name' (Test Company, Optional). The bottom section, titled 'Company and Bank', contains six input fields: 'Company Name' (Test Company, Required), 'EIN/Federal Tax ID' (123456789, Required), 'Bank Routing Number' (123456789, Required), 'Bank Name' (TEST BANK, Required), and 'Account Number' (123456789, Required). At the bottom left is a link for 'Advanced Settings', and at the bottom right are 'Save' and 'Close' buttons.

Click image to enlarge

Step 1: Add New Client

You can add account information for employees, Government TAX, Vendors and customers here.

The 'Add Client Account' dialog box is divided into two sections. The top section, titled 'Basic Settings for Clients Receiving or Sending Money', contains five input fields: 'Account Name*', 'Employee ID', 'Routing Number*' (with a search icon), 'Bank Name', and 'Account Number*'. The bottom section, titled 'Additional Information (Optional)', contains three fields: 'Default SEC' (PPD (Personal) dropdown), 'Account Type' (Checking dropdown), and 'Credit/Debit' (radio buttons for Credit and Debit, with Credit selected). At the bottom are 'Save' and 'Cancel' buttons.

Click image to enlarge

Step 2: Add New Transaction

- You can enter the transactions manually.
- Or you can import the transaction from external csv file.
- Or you can import paychecks from EzPaycheck payroll software
- Or you can import checks from EzCheckPrinting software

Add Transaction

ACH transaction

ACH Entry Class Code: PPD (Personal) ▼

Effective Date: 10/ 1/2012 ▼

Credit/Debit Amount: 0.00 ▼

Credit/Debit

Credit Debit ?

Select/Input Client - Customer, Employee, Vendor or Others

Name*: Select

ID/SSN:

Routing Number*: 🔍

Bank Name:

Account Number*:

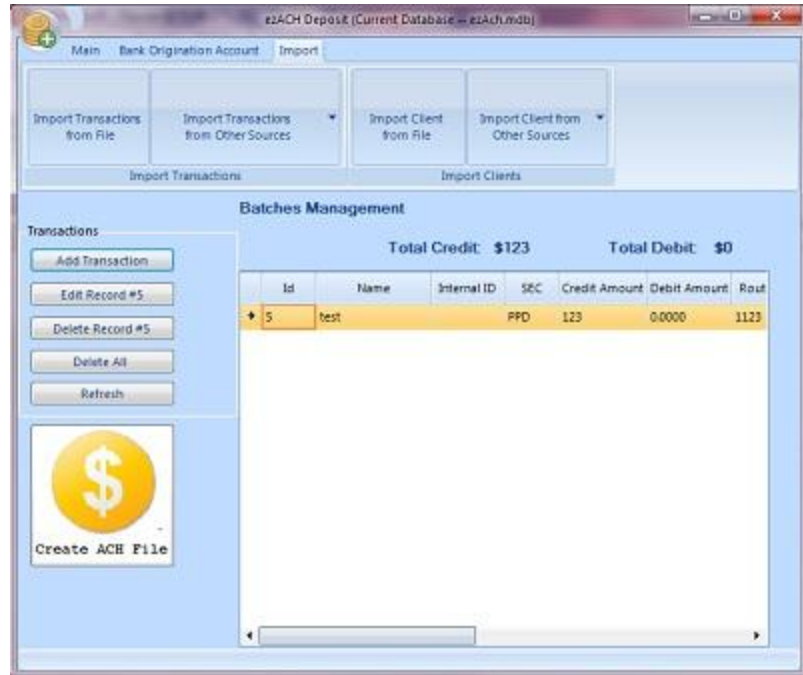
Account Type: Checking ▼

Addenda:

Save Cancel

Click image to enlarge

Step 3: Create the ACH file



Click image to enlarge

Step 4: Upload ACH file to your bank

You can save your bank link inside ezACH application and open the bank site quickly.

