ACH Changes

Some banks have recently adopted new requirements for NACHA ACH processing, related to the following fields.

- ACH Batch Header Record (5)
  - Company Discretionary Data (positions 21-40)
    - Positions 21-40 default, in both PR ACH and AP ACH files, as blank.
  - Company Description (positions 54-63)
    - Positions 54-63 PR default is to insert “PAYROLL”.
    - Positions 54-63 AP default is to insert “DT-YYMMDD”, with YY=year, MM=month, and DD=day.

Passport has updated the ACH programs to look for user-maintainable information in the **cblconfi** file in the top level of PBS and use those values in ACH record 5 when present. If any variable is missing or left blank, then the default PBS logic described above remains in effect.

Payroll ACH

For PR, the text below may be added to the **cblconfi** file in the top level of PBS. If required by your bank, please edit the red text--the “00” should be updated to represent the desired PBS Company ID and “WXYZ” is the code for your bank. The “P” followed by a space is to indicate PR. If necessary, “99945678901234567890” would go in positions 21-40, and “PR PAY” would go in positions 54-63. The actual text would be determined by your bank. The black text (including underscores) must remain as shown.

```
# PR ACH Batch Header Record (5)
00_WXYZ_ADD_21_40P 99945678901234567890
00_WXYZ_ADD_54_63P PR PAY
```

Accounts Payable ACH

For AP, the text below may be added to the **cblconfi** file in the top level of PBS. If required by your bank, please edit the red text--the “00” should be updated to represent the desired PBS Company ID and “WXYZ” is the code for your bank. The “A” followed by a space is to indicate AP. If necessary, “12345678901234567890” would go in positions 21-40, and “VENDOR PAY” would go in positions 54-63. The actual text would be determined by your bank. The black text (including underscores) must remain as shown.

```
# AP ACH Batch Header Record (5)
00_WXYZ_ADD_21_40A 12345678901234567890
00_WXYZ_ADD_54_63A VENDOR PAY
```