



## Flat Rate Custom ACH

Property Management Solutions for Over 30 Years

### Overview

Changing banks or implementing ACH for the first time requires planning and preparation. All custom programming included in the product goes through the same quality and assurance testing as every production release.

Please allow adequate lead time for custom programming to be implemented, verified by your bank, and quality tested for release.

In some cases, we can expedite the process if your bank's specification exactly matches one done for another bank, however this scenario does not often occur because there is no standard CSV format for ACH.

Flat rate custom ACH programming will be included in the next regular production release of the application. If needed on a rush basis, and subject to programmer availability, an additional charge for a special release will apply. Rush service is not available for cloud hosted users.

We require a complete file specification to implement custom ACH. A sample record is not sufficient. We have provided a simple worksheet which can be filled out by your bank representative. If your bank has provided you with a proper specification, our help desk can help you fill out the worksheet so you can have it reviewed by your bank representative before ordering the custom programming.

If your bank's ACH file format deviates from the available fields and options, additional charges may apply.

Below is a sample file specification to provide the bank. It shows the information we need to complete the file.

## Available Fields

Account Holder Id	String	Up to 20 character ID from the Promas profile. <b>For ACH distributions to owners, the account holder is the payee.</b>
Account Holder Name	String	Up to 40 character description from the Promas profile. Can be truncated if necessary.
Account Holder Type (Personal or Business)	String	If used, must specify string to use for Personal accounts and string to use for Business. See sample specifications.
Account Holder Lookup	Number	Primary key of the Account Holder. 64 bit integer.
Account Number	String	Account number for the account holder. See record formatting information.
Account Routing Number	String	Account routing number for the account holder. See record formatting information.
Account Type (Checking or Savings)	String	If used, must specify string to use for Checking accounts and string to use for Savings. See sample specifications.
Company Account Number	String	Formatted account number of company bank account. See record formatting information.
Company Account Routing Number	String	Formatted routing number of company bank account. See record formatting information.
Effective Date	String	Date to post the transaction. Must specify the date format. For example, YYYY-MM-DD.
Transfer Amount	Number	Amount to transfer. Formatted as XXXX.XX.

## Record Formatting

Include Headers	The first record of the file will contain pre-defined field descriptions. These headings are subject to change in future releases. Fixed custom headers will incur additional programming charges.
Comma Delimited, Quoted	All fields are quoted. Fields are separated by commas. Records are separated by a CR LF.
Comma Delimited	No fields are quoted. Fields are separated by commas. Records are separated by a CR LF.
Numeric Account Numbers	Account numbers are stripped of formatting so only digits are included. Routing numbers are zero filled to 9 digits.

## Sample ACH Specifications

ACH Specification Example 1. ACH Distributions to the Account Holders:

Fields Listed in Order	Options
Account Holder Name	
Account Routing Number	
Account Number	
Account Type	Checking: Checking Savings: Savings
Transfer Amount	
Account Holder ID	

Record format: Comma delimited, no quotes, no headers, numeric account numbers.

Example Output:

Joe & Vivian Bruno,046123456,1230071212,Checking,1200.00,BRUNO

ACH Specification Example 2. ACH Distributions to the Account Holders:

Fields Listed in Order	Options
Company Account Number	
Company Account Routing Number	
Effective Date	Date format MM/DD/YYYY
Transfer Amount	
Account Holder ID	
Account Holder Name	Maximum 12 characters
Account Holder Type	Personal: P Business: B
Account Routing Number	
Account Number	
Account Type	Checking: 0 Savings: 1

Record formatting: Comma delimited, quoted, no headers, formatted account numbers.

Example Output:

"440-2312-1212","01-1210012","12/31/2022","1200.00","BRUNO","Joe & Viv  
Br","P","04-6123456","123-007-1212","0"

Note the truncated account holder's name.

