



ACH Setup Guide

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SETTING UP ACH FOR FUEL CENTRAL

Customers being billed by direct ACH debit transactions need to perform the following activities in Fuel Central:

1. [Set up an ACH profile](#)
2. [Create a test file](#)
3. [Set up the Bill to ACH profile](#)



Before you start setting up the ACH profile for Fuel Central, make sure you have all required information. For details, see [Before You Begin](#).

Before You Begin

Before you set up the ACH and Bill To profiles, make sure you have the following pre-requisite information obtained it from your bank:

- CStoreOffice® accounting bank account
- CStoreOffice® accounting undeposited funds account set up
- Bank name
- Bank routing number
- Your company name at the bank
- Your Company ID at the bank
- Your company short name at the bank
- Company ID
- Originating DFI code from the bank
- Information if your bank requires an 'offset record'
- If you need to have Offset ABA #:
 - Offset Account 3 from the bank
 - Offset description
 - Offset ID (optional)
 - Web address at which you are going to upload you file (Web URL upload section)

Setting up the ACH Profile

To set up the ACH profile in Fuel Central:

1. Go to **Transactions > Banking > ACH Payments**.
2. In the left menu, select **ACH Profile**.
3. Populate the following information:
 - **Bank Account:** Select your Bank Account in CStoreOffice® (see **Settings > Company > Chart of Accounts**).
 - **Undeposited Funds Account:** Select the account to accumulate funds until a deposit is made in your bank account to simplify your deposits (see **Settings > Company > Chart of Accounts**).
 - **Your Bank's Name:** Specify the destination bank name obtained from the bank.
 - **Your Bank's ABA/Routing Number:** Specify the destination bank ID obtained from the bank.
 - **Your Company Name:** Specify the company name.
 - **Your Company ID:** Specify the company ID. Typically, this is your FED ID number.
 - **Your Company's Short Name:** Specify the company short name displayed on your customer, employee and vendor bank statements.
 - **Company ID:** Specify the company ID that identifies your company, division or subunit.
 - **Originating DFI:** Typically, this is your immediate destination code, without the training check digit.
 - **Enable offset record:** Select this check box if the client's bank requires the file to be balanced or offset.
 - **Offset ABA/Routing #:** Specify the routing number obtained from the bank.
 - **Offset Account #:** Specify the offset account number obtained from the bank.
 - **Offset Description:** Specify the offset description obtained from the bank.
 - **Offset ID:** Specify the offset ID obtained from the bank.
 - **Web Upload URL:** Enter the bank website URL for uploading ACH files.

4. At the top right of the form, click **Save**.

ACH Profile

Bank Account: 0200 Bank FNB- SGII Group

Undeposited Funds Account: 0110.03 Transfers-OF

ACH File Header Record

Your Bank's Name: (Immediate Destination Name) First National Bank **Maximum of 23 characters.**
Used in ACH File Header (record "1" positions 41-63)

Your Bank's ABA/Routing Number: (Immediate Destination ID) 043318092 **9-10 digits.**
Note: If the value is entered at position 9, position 4 will be left blank.
Used in ACH File Header (record "1" positions 4-13)

Your Company Name: (Immediate Origin Name) SGII Group LLC **Maximum of 23 characters.**
Used in ACH File Header (record "1" positions 64-86)

Your Company ID: (Immediate Origin ID) 1271498294 **10 digits.**
Typically your Fed ID # (often with a leading "1"), an Acc. #, or an ABA #.
Not sure? Try 1 + Fed ID.
Used in ACH File Header (record "1" positions 14-23)

ACH File Batch Header Record


Your Company's Short Name: (displayed on your customer's, employee's, vendor's bank statements.) SGII Group LLC **Maximum of 16 characters.**
Used in ACH File Batch Header (record "5" positions 5-20)

Company ID: 1271498294 **10 digits.**
Identifies your company, division or sub-unit. Typically this is your Immediate Origin ID.
Used in ACH File Batch Header (record "5" positions 41-50 and "8" positions 45-54)

Originating DFI: 04331809 **8 digits.**
Typically this is your Immediate Destination Code, without the trailing check digit.
Used in ACH File Batch Header, Entry Detail Records and Batch Control Record (record "5" positions 80-87, "6" positions 80-87, "8" positions 80-87)

Offset Record

Enable offset record

 To make sure the setup is successful, you can generate a test file to test the upload process. For details, see [Creating a Test File](#).

Creating a Test File

After you have set up the ACH profile data, you can test if you can successfully upload ACH files to the bank.

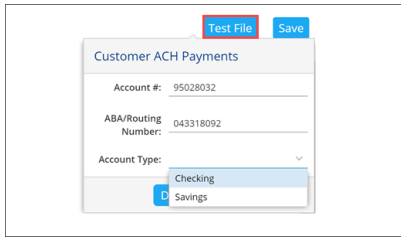
The ACH file allows you to debit fuel customers via an ACH debit to their checking account. By setting up your profile and the billing profile for companies correctly, you will be able to generate a file and then upload to your bank for the transaction amount.

To create a test ACH file:

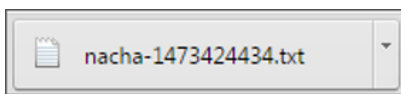
1. Go to **Transactions > Banking > ACH Payments**.
2. In the left menu, select **ACH Profile**.
3. At the top right of the **ACH Profile** form, click **Test File**.
4. Enter the following information for the test file:
 - o Account number
 - o ABA/Routing Number

- o Select the account type: **Checking** or **Savings**

5. Click **Download**.



Fuel Central creates a testing file in the TXT format, and the file is downloaded to your computer to the default downloads location.



Setting Up the Bill To Profile

As part of the ACH setup process, you need to specify ACH details in the Bill To profile.

Make sure you have the following pre-requisite information obtained from the bank:

- Bank ABA routing number for Bill to bank
- Bank account number for Bill to bank
- Bank account type for bank (Checking or Savings)
- Email for ACH notifications

To set up the Bill to profile:

1. Go to **Customers > Bill to**.
2. Create a new customer or edit an existing one. To do this, at the top right of the customers list, click the **Add** icon or select the customer in the list and click the **Edit** icon.
3. In the left menu, select **ACH Payments**.
4. At the top of the section, select the **Enable ACH Payments** check box.
5. Specify the following information:
 - o Account #
 - o ABA/Routing #
 - o Account type
 - o ACH Notification E-mail

6. At the bottom right of the form, click **Save**.

The screenshot shows a web form titled "Edit Billing Address" with a sidebar menu on the left containing "General", "ACH Payments", and "Preferred Send Method". The main form area includes a checked checkbox for "Enable ACH Payments". Below this are four required fields: "Account#" with the value "123456789876549" and a note "maximum of 17 digits"; "ABA/Routing#" with the value "765497766" and a note "9 digits"; "Account type" with a dropdown menu showing "Checking"; and "ACH Notifications E-mail" with the value "accounts@mybank.com". A horizontal line separates these fields from a "Preferred Send Method" dropdown menu at the bottom. At the bottom of the form are three buttons: "Delete" (red), "Save" (blue), "Revert" (grey), and "Cancel" (grey).