

ACH Batch

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The ACH Batch Report prints a listing of EFT (Bank Draft) and Credit Card transactions which meet the criteria of the options selected. Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

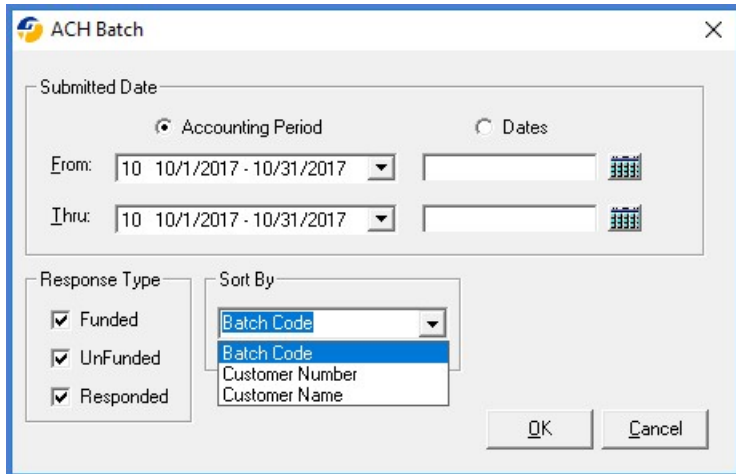
Report Selections

Submitted Date - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option.

Response Type - The report default is to select all three options; you may select one or multiple response types.

- *Funded* - If this option is selected, transactions which have been funded will print on the report.
- *Unfunded* - If this option is selected, transactions which have not been funded will print on the report.
- *Responded* - If this option is selected, transactions to which a response has been applied will print on the report.

Sort By - The report default is to sort by Batch Code. The other two sorting options are Customer Number and Customer Name.



The screenshot shows a dialog box titled "ACH Batch" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Submitted Date:** This section contains two radio buttons: "Accounting Period" (which is selected) and "Dates". Below these are two rows of date selection controls. Each row has a dropdown menu, a text input field, and a calendar icon. The first row shows "From: 10 10/1/2017 - 10/31/2017" and the second row shows "Thru: 10 10/1/2017 - 10/31/2017".
- Response Type:** This section contains three checkboxes, all of which are checked: "Funded", "UnFunded", and "Responded".
- Sort By:** This section contains a dropdown menu with "Batch Code" selected. A list is open below the dropdown, showing the options: "Batch Code", "Customer Number", and "Customer Name".
- Buttons:** At the bottom right of the dialog are two buttons: "OK" and "Cancel".