

Associated Connect[®]

Reference Guide: ACH Validator



Validating/Uploading NACHA Files to Batches

Use ACH Validator to upload NACHA format files from your accounting software application into Associated Connect. The ACH Validator function verifies that the NACHA file generated by your accounting package is in the correct NACHA format and automatically creates a batch. If there are errors in the NACHA file you are uploading, you can review these in the Validator Report.

Steps to validate (load into batches) NACHA files

1. Click **ACH Payments**. Depending on how many services you have, ACH Payments may be grouped under the Payments and Transfers category.
2. Click **ACH Validator** in the top menu. The Validator screen appears.
3. In Validator File Name/Location, specify the NACHA file in one of two ways:
 - a. Enter the path to the file on your hard drive or network.
 - b. Or, click **Browse** to locate and select a NACHA file to open. The path to the file appears in the Validator File Name/Location field on the Validator screen.
4. Click **OK**. A confirmation appears indicating that validation has begun.
5. Click **Refresh**. You may need to wait a short time while the validation process completes. If the confirmation does not appear, click Refresh again. You can perform other tasks while the NACHA file is processing.
6. When validation is complete, one of three messages appears telling you the outcome of validation. The table below describes each message with recommendations for corrective actions if required:

Message	Definition/Recommended Action
Validation of the file [NACHA filename] was successful.	Validation was successful. You can perform actions on the batches from the ACH Batch List screen.
Validation of the file [NACHA filename] was successful with exceptions.	<p>One or more 6-records were excluded from the batch. Batches were created for the other five records in the file.</p> <p>View the Validator Report to understand why exceptions occurred. You can view the Validator Report by clicking the link in the message or by clicking the Validator Report button on the ACH Batch List screen.</p> <p><i>A batch was created without the exceptions and can be found in the batch list. You can go to the batch list and release this file (you will have to determine how you want to correct and submit the exception transactions), or you can delete the batch, fix the NACHA file and reload the NACHA file through Validator.</i></p>
Validation of the file [NACHA filename] into the database [database name] failed.	<p>Validation did not occur. No batches were created.</p> <p>If the validated file is not successful, no batches will appear on the Batch List screen. Review the NACHA file for errors.</p> <p>See "Viewing the Validator Report" for more information on why Validator failed.</p>

7. Once the file validation is complete, you must go to the Batch List to release the batch to the bank. Please verify amounts and content before releasing.

Viewing the Validator Report

The Validator Report describes the contents of the uploaded NACHA file batch and any errors that may have occurred. Use this report to correct errors in the NACHA file you are uploading. This section shows you how to view a Validator report.

After you complete the Validator upload steps, the confirmation message – which appears at the top of the Validator screen – tells you the outcome of the file upload. You can print the report for later reference.

Run the Report from the Link

If there are errors in the upload file, click the link in the confirmation message. The Validator Summary Report appears. If there were errors with your file and no batches were created, you can only run the Validator Report using this link.

Run the Report from the Batch List screen

You can also run a Validator Report from the Batch List screen. To run the Validator Report, select the batch and click the Validator Report button on the Batch List.

