

## How to Set Up Electronic Payments for Vendors

**Step 1:** Click on Accounts Payable\Setup\Accounts Payable Options. On the ACH tab, click on Enable ACH Electronic Payments. Review the remaining setup questions and answer them according to your specific company parameters.

**Note:** Secure the folder that is used to store your ACH files. It contains your vendors Bank Account Numbers and Routing Numbers

The screenshot shows the 'Accounts Payable Options (ABC) 9/4/2013' dialog box with the 'ACH' tab selected. The dialog has six tabs: 1. Main, 2. Additional, 3. Entry, 4. Printing, 5. History, and 6. ACH. The ACH tab contains the following settings:

- Enable ACH Electronic Payments:
- Post to Bank Reconciliation in Detail:
- Print Vendor Remittance Advice:
- Next Vendor Remittance Advice Number: 00001
- Allow Partial Allocation of Payment Amount:
- Reset Pre-Note When Renumbering the Vendor:
- Years to Retain Electronic Payment History: 8
- ACH Electronic Payments Folder: C:\Sage 2013\AP ACH\

At the bottom right, there are buttons for 'Accept', 'Cancel', a printer icon, and a help icon.

**Step 2:** Click on Accounts Payable\Setup\ACH Interface Maintenance. Select the Bank Code that will be processing the ACH payments.

**Note:** This can be the same bank code that processes checks.

The bank will need to assist with filling out the responses to these questions. Typically we will send the bank over a question and answer sheet prior to sending a pre-note. Adjustments may need to be made before the pre-note file passes successfully.

The screenshot shows a software window titled "sage ACH Interface Maintenance (ABC) 9/4/2013". At the top, there are navigation buttons and a "Copy From..." button. Below this, the "Bank Code" is set to "D" and the "Description" is "Wells Fargo Checking". There are three tabs: "1. Main" (selected), "2. Records", and "3. Additional". The main form area contains the following fields:

- Cash Account Number: 101-01-00 (with a dropdown arrow) and a label "Cash in bank - Reg. checking"
- Bank Account Number: 1234567890
- Account Type: Checking (with a dropdown arrow)
- Pre-Note Approved:

Below these is a section for "Routing Transit Numbers" with three rows:

- Immediate Destination: 281082915 and WELLS FARGO
- Immediate Origin: (empty)
- Originating DFI: (empty)

At the bottom of the window are buttons for "Accept", "Cancel", "Delete", a printer icon, and a help icon.

**Step 3:** In Vendor Maintenance, activate Electronic Payment by clicking that field on.

Vendor No. 01-AIRWAY  
Name Airway Property

Address: 7888 Saddlebush Trail, Bank Building, Suite 1008, ZIP Code 92669-0001, City Orange, State CA, Country USA, United States of America. Primary Contact: LEO HENRY, Leo Henry, Telephone (714) 555-0980, Ext 5852, Fax (714) 555-0900. E-mail Address: lhenry@sage.sample.com, URL Address: www.bestsoftwareinc.com.

Terms Code: 03 NET END OF MONTH  
Reference: [Empty]  
Credit Card Vendor: [Unchecked]  
Hold Payment: [Unchecked]  
Electronic Payment:   
Standard Entry Class: [Empty]

Exemption No. on File: [Unchecked]  
Tax Schedule: NONTAX Nontaxable T

Paperless...  
Accept Cancel Delete

Then click the down arrow next to the **More** button, choose the Electronic Payment menu item. Enter the Vendors Bank Account number, Routing number, Bank Description, Distribution Method and Percentage.

**Note:** An electronic payment will NOT be sent for this vendor until the Pre-Note Sent field is marked Approved.

	Bank Account No.	Routing/Transit No.	Bank Account Type	Bank Description	Distribution Method	Percent/Amount	Pre-Note Sent	Pre-Note Date	Deposited YTD
1	123456789112	081001387	Checking	Regions Bank	Percent of Net Amount	100.000%	Approved	9/4/2013	0.00
2						.00			0.00

Pre-Note Selection... Pre-Note Approval...  
Accept Cancel

**Paperless Delivery:** The Remittance Advice can be delivered via an email if you have Paperless Delivery set up on your system.

**SAGE Paperless Office Delivery Options**

Vendor No. 01-AIRWAY Airway Property  
Document A/P Check

1. Main 2. E-mail 3. Fax

E-mail Options

Use Vendor E-mail Address  lhenry@sage.sample.com

To Vendor Contacts

Contact Code	Contact E-mail Address

To Additional E-mail Addresses

Accept Cancel ?

There is no change on how you enter or process your invoices. However, when you select invoices for Payment, you will have a new Option to Include Electronic Payment Vendors. The system will default this field to Yes.

Select Field	Operand	Value
Vendor Number	All	
Discount Due Date	All	
Sort Field	All	
Vendor's Balance Due	All	

When accessing the Check Printing and Electronic Payment menu, you will be prompted for what type of payments you are going to process.

Payment Type

Checks

Electronic Payments

Both

The system will print checks for any vendors that are not set up for Electronic Payment.

**sage Check Printing and Electronic Payment (ABC) 9/4/2013**

Bank Code  Wells Fargo Checking  
 Form Code  CHECK  
 Description  Plain

Multi-Part Form Enabled  Multi Part... Sort Checks By  Vendor Number

Check Date  9/4/2013 Print Remit To Information   
 Starting Check Number  000009 Print Checks Already Printed   
 Check Form Type  Stub, Check, Stub Print G/L Distribution   
 Paperless Office Output  Print All Print in ANSI Format

Check Message   
 Stub Message   
 Stub Lines  19

Selections

Select Field	Operand	Value
Vendor Number	All	
Check Entry Number	All	
Vendor Name	All	

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After the checks are printed, the Remittance Advice screen automatically appears next.

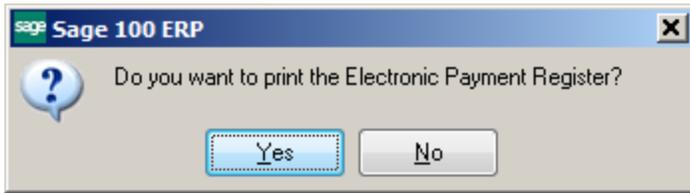
**Note:** Enter the Effective Date for the ACH payments. This is the date the Bank will use to transfer the funds

The screenshot shows the 'Electronic Payment Remittance Advice Printing and Extended Stub Report (ABC) 9/4/2013' window. It contains several input fields and checkboxes. The 'Bank Code' is 'D' for Wells Fargo Checking. The 'Form Code' is 'REMIT' and the 'Description' is 'Plain'. There are checkboxes for 'Multi-Part Form Enabled' and 'Print Stubs/Advices Already Printed'. The 'Effective Date' is set to '9/4/2013' and the 'Starting Remittance Advice No.' is '00001'. A 'Paperless Office Output' dropdown is set to 'Print All'. Below these is a 'Selections' table with columns for 'Select Field', 'Operand', and 'Value'. The table has two rows: 'Vendor Number' with 'All' and 'Check Entry Number' with 'All'. At the bottom, there are printer selection and action buttons.

Select Field	Operand	Value
Vendor Number	All	
Check Entry Number	All	

After checks and remittance stubs are printed, the Check register will prompt next.

The screenshot shows the 'Check and Electronic Payment Register (ABC) 9/4/2013' window. It features input fields for 'Current General Ledger Period' (05), 'Ending' (5/31/2010), 'Accounts Payable Posting Date' (9/4/2013), and 'Electronic Payment Comment' (PY09/04/13). A yellow warning triangle icon is present next to a notice: 'Notice: This Accounts Payable posting date falls into a future General Ledger period.' The bottom of the window includes printer selection and action buttons.



Notice that the check number for the ACH Payment starts with an E.

ABC\_AP\_CheckandElectronicPaymentRegister\_CD-000005\_000.PDF - Adobe Acrobat

File Edit View Window Help GoFileRoom TaxTools

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Tools Comment Share

Check Register  
Journal Posting Date: 9/4/2013  
Register Number: CD-000005

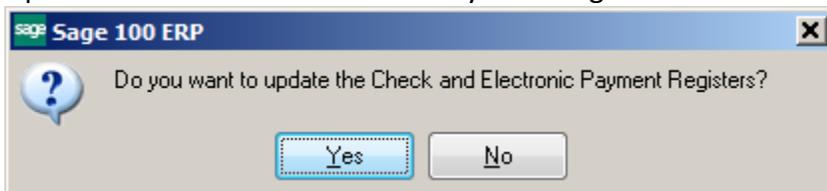
ABC Distribution and Service Corp. (ABC)

Bank Code: D - Wells Fargo Checking

Division Number: 01 TRADE ACCOUNTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
000009	9/4/2013	ANDERS	Anders Auto Repair 0000112384	5/2/2010	1,040.50	0.00	1,040.50	Check Entry Number: 001
000010	9/4/2013	CONT	Container Corporation Of Usa 45879	7/30/2013	1,213.20	0.00	1,213.20	Check Entry Number: 001
E00001	9/4/2013	AIRWAY	Airway Property 0000106020 0000106145	5/15/2010 5/17/2010	1,750.00 1,600.00	0.00 0.00	1,750.00 1,600.00	Check Entry Number: 001
<b>Check E00001 Total:</b>							<b>3,350.00</b>	<b>3,350.00</b>
<b>Printed Check Total:</b>								<b>0.00</b>
<b>Electronic Payment Total:</b>								<b>3,350.00</b>
<b>Division 01 Total:</b>					<b>5,603.70</b>	<b>0.00</b>	<b>5,603.70</b>	
<b>Printed Check Total:</b>								<b>2,253.70</b>
<b>Electronic Payment Total:</b>								<b>3,350.00</b>
<b>Report Total:</b>					<b>5,603.70</b>	<b>0.00</b>	<b>5,603.70</b>	
<b>Printed Check Total:</b>								<b>2,253.70</b>
<b>Electronic Payment Total:</b>								<b>3,350.00</b>

Update the Check and Electronic Payment Register.



Next, click on Generate ACH File. The file will be stored in the default location you indicated in the ACH Setup Options. You will upload this file to your bank.

**Generate ACH File**

Bank Code to Use for Pre-Note Entries:

File Code to Use this Run:

Batches to Include in Transmission:

Select Field	Operand	Value
Effective Date	All	
Transmission Date	All	

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The ACH File Listing will be printed. It will indicate the number of records processed and the total.

**ACH File Listing**

ABC Distribution and Service Corp. (ABC)

File Name: D0904001.ACH    Bank Code: D    Wells Fargo Checking    Account Number: 1234567890    Routing Transit Number: 281082915

Batch Number	Batch Description	Debit Amount	Credit Amount	Number of Entries
000005	PY09/04/13	0.00	3,350.00	1
File D0904001.ACH Total:		0.00	3,350.00	1
Report Total		0.00	3,350.00	1

**Summary**

Total Number of Batches Processed	1
Previously Transmitted Batches (Not Batches Dated Outside Effective Date Range)	0
Invalid Batches Due To Missing Bank Code	0
Number of Interface Files Created	1
Number of Batches Written to Interface File(s)	1