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

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.

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

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.

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

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.

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

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

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

Bank Code   D   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   Ext Stub/Remittance Advice...

Selections

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

HP LaserJet P2055d UPD PCL 6   ▼   Alignment   Print   Preview   Setup   ❓

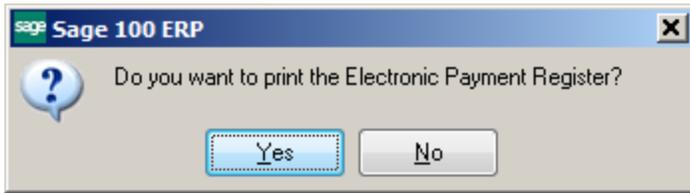After the checks are printed, the Remittance Advice screen automatically appears next.

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

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

Sage 100 ERP

? Do you want to print the Electronic Payment Register?

[Yes]   [No]

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

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				Check Entry Number: 001
			0000112384	5/2/2010	1,040.50	0.00	1,040.50
			Invoice Comment: New engine				
000010	9/4/2013	CONT	Container Corporation Of Usa				Check Entry Number: 001
			45879	7/30/2013	1,213.20	0.00	1,213.20
E00001	9/4/2013	AIRWAY	Airway Property				Check Entry Number: 001
			0000106020	5/15/2010	1,750.00	0.00	1,750.00
			0000106145	5/17/2010	1,600.00	0.00	1,600.00
			Check E00001 Total:		3,350.00	0.00	3,350.00
			Printed Check Total:				0.00
			Electronic Payment Total:				3,350.00
			Division 01 Total:		5,603.70	0.00	5,603.70
			Printed Check Total:				2,253.70
			Electronic Payment Total:				3,350.00
			Report Total:		5,603.70	0.00	5,603.70
			Printed Check Total:				2,253.70
			Electronic Payment Total:				3,350.00

Update the Check and Electronic Payment Register.

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? Do you want to update the Check and Electronic Payment Registers?

[Yes]   [No]
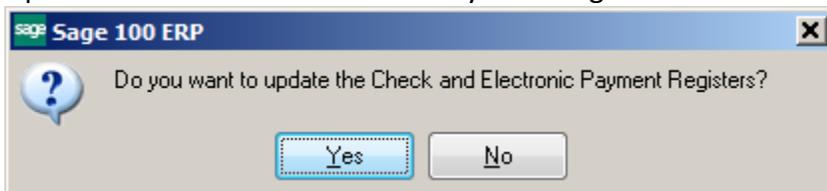
Next, click on Generate ACH File. The file will be stored in the default location you indicated in the ACH Setup Options. You will upload this file to your bank.

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