How Do I Set Up Accounts Payable for Electronic Funds Transactions (EFT)

Required Permissions for EFT Processing

In System Administration

In order to set up and use the EFT functionality, there are a few Permissions that will need to be assigned through the System Administration application.

Accounts Payable

Maintenance

Vendors

Modify Vendor EFT

This permission will allow the user to set up a vendor with whom you will transact the electronic transfers.

Accounts Payable

Checks

Create Electronic Files

Create EFT Pre-note File

This permission will allow the user to create a "test file" after a vendor is entered that will be passed to the bank for validation. This step is also necessary for the school to confirm that THEIR bank information is correct.

Accounts Payable

Maintenance

Checks

Cash Disbursements

EFT File



This permission will allow the user to create the actual EFT file that will be passed to the bank for processing.

In Accounts Payable

Next, set up the school to transact in EFT.....AP> Maintenance> Administration Maintenance>Accounts button.... select the Bank account and click on the Electronic Funds Detail tab.

Bank Account EFT Set Up	Inf	ormation
Routing/ABA Number		11301390
Bank account's routing number		
EFT Code		1
ACH Record Type Code		
Company ID Prefix		1 – EIN (may be provided by your bank)
What type of number are you using to ID your company		
ACH Company ID		02-0223317
Federal Tax ID		
Entry Description		AP EFT PMT
Description of the transmittal type		
Header Record Ref.		
Currently not required		
Entry Class Code		PPD
Type of transactions being passed (PPD is the usual selection)		

IMMEDIATE ORIGIN INFORMATION	TELLS BANK WHAT ACCOUNT TO TAKE/DEPOSIT \$\$\$\$ TO OR FROM				
Routing No. Prefix					
No entry – file indicates use Transit/Routing No	-				
Transit/Routing No.					
Checked flag indicates USE ROUTING NUMBER					
Other Routing Number	-				
Number other than Routing No that identifies the					
account (usually provided by the barry) and DFI number No entry – file indicates use Transit/Routing					
No					
Create Offset Transaction	Box is checked/unchecked				
If the respective bank requires an offset transaction					
this field must be checked					

Checking Account Det	ail		23
Account Electronic Fi	unds Transfer Detail Expo	ort & Import Files	
Routing/ABA No. EFT Code Company ID. Prefix ACH Company ID Entry Description Header Record Ref. Entry Class Code	11301390 1 1-EIN ▼ 02-0223317 AP EFT PMT	Immediate Origin Routing No. Prefix Transit/Routing No. Other Routing No. Last Transaction No. 0000001012	
Control Record Info	mation		
No. 1 2 3 4 5 	Control Strin	ng Default	
		OK Cano	el

Vendor Account EFT Set Up Information

Disbursement Information section of Vendor Record

(NOTE: Bank Name Routing No, and Account No will ONLY be active IF EFT is selected)

Bank Name	Sample Bank and Trust
Vendor's bank name	
Bank Routing No.	987456321
Provided to school by the Vendor	
Bank Account No.	000007
Provided to school by the Vendor	
Payment Method	
How will Vendor receive payment	
Check	Vendor will be paid by paper check
EFT	Vendor will be paid via Electronic Funds Transfer process
EFT Pre-Note	Will only be checked until a "test" file is generated and passed to the bank to be validated

📰 Vendor Maintenan	nce - (123001 - 1-2-3 Lock-Key & Security)	
Vendor Info G/L Dis	st. Products Unpaid History Campus Store History Purcha	sse Orders Media Comments Users
1099 Information 1099 Type This Cal. Year Amt. Last Cal. Year Amt. 1099 Name	Federal I.D. \$0.00 \$0.00 1-2-3 Lock-Key & Security	Vendor Information Terms / Net 30 Due Day Acct. No. Temporary Vendor Employee
Misc. Information Class Code Usage Type Ship Via W9 Status W9 Received Date Received	• •	Disbursement Information Payment Method Check EFT EFT Pre-Note Bank Name Sample Bank and Trust Bank Routing No. 987456321 Bank Account No. 0000007 Bank Account Type Checking Savings
Active Misc	ellaneous Vendor 🔲 Separate Check	OK Cancel Print Mail Delete

Testing New School and Vendor Account Setups

Once the accounts are set up in Senior, the user must create a Pre-Note file to manually provide to the bank to ensure all the settings are correct (Ascendance does not transact with the bank directly). Each new Vendor set up for EFT will have the EFT Pre-Note flag turned on automatically.



Be sure to select the correct bank and click on the Generate File button. The system will create a file to the path indicated in the File Name section of the screen (aside of the magnifying glass)

PrenoteBT171010.txt Date/Time 10-10-17 11:09 Effective Date 10-10-2017							
Select	Vendor ID 123001	Vendor Name 1-2-3 Lock-Key & Security	Bank Name Sample Bank and Trust	Bank Account 0000007	Bank Routing 987456321	Account Type Checking	

The system will confirm that the file was produced.

EFT: ACH File	22
File Gene	rated Successfully.
	ОК

Any vendor on the Pre-Note List will be included in the file generated. Remember, the bank will be checking that all the information provided is accurate, for YOU and the VENDOR.

School info:

Routing/ABA Number	11301390
EFT Code	1
Company ID Prefix	1 – EIN
ACH Company ID	020223317
Entry Description	AP EFT PMT
Other Routing Number	-

(Prenote	BT171010	- Notep	ad										_	
	File Edit	Format	View	Help											
	101011 5220TES 6239874 8220000 9000001 9999999 9999999 9999999	301390 T SCHOO 5632100 0010098 0000010 9999999 9999999 9999999	011301 L 00007 745632 000000 999999 999999 999999	1 2000000 0100987 9999999 99999999 99999999	00000 000000000 745632000 99999999 999999999 999999999999999	094101c 1 00000000 00000000 99999999 99999999 999999	NTURY 0202233 0000000 0001020 0000000 9999999 9999999 99999999	BANK 17 PPDAP 0000001 223317 0000000 99999999 99999999 99999999	EFT PM -2-3 LO 99999999 99999999	ТЕБТ 5 Т 71010 СК-КЕҮ 999999999 999999999	CHOOL 171010 & SECU 9999999 9999999 9999999	1011 R 0000 011 99999999 99999999	.30139(000000(.30139(0999999) 0999999	000000 000000 000000 9999999 9999999999	2 2 9 9
	99999999	99999999999999	9999999	9999999	999999999999999999999999999999999999999	999999999999999999999999999999999999999	999999999999999999999999999999999999999	999999999999999999999999999999999999999	99999999	99999999	9999999	999999999999999999999999999999999999999	999999	99999999	9

Vendor info:

Vendor Name	1-2-3 Lock-Key & Security
Bank Routing No.	987456321
Bank Account No.	0000007



Upon confirmation from the bank that the initial layout is acceptable, the process of EFT may be used within Senior. First, the Pre-Note designation will need to be removed from all EFT vendors, to allow for actual EFT processing. Go back to the list of EFT vendors, make sure the correct bank is selected, and click **Update**.

-8	EFT/ACH Pre-note File Generation								
в	ank Name	Century Bank	Bank Account 57392	25 Cash Account	Cash Account 1110100110				
File Name PrenoteBT171010.txt			1010.txt	Date/Time 10	-10-17 11:09	Effective Date	10-10-2017		
Ir	Select	Vendor ID	Vendor Name	Bank Name	Bank Account	Bank Routing	Account Type		
ł	V	123001	1-2-3 Lock-Key & Security	Sample Bank and Trust	0000007	987456321	Checking		
IF									
IF									
ŀ									
IF									
IF									
⊩									
S	elect None]			Generate	File Update	Close		
ľ									

A confirmation message will appear, to identify that the vendors selected will have the Pre-Note option turned off.

Update Co	onfirmation Message	
?	Pre-note will be turned off for all selected vendors. Are you sure you want to update?	
	Yes No	

Click **Yes** to proceed.

A second confirmation message will appear, confirming that the Pre-Note option has been turned off.



Click **OK** to proceed.

All vendors should now be available for EFT transacting.

Processing Actual EFT File for the Bank

Accounts Payable

1. Create an AP invoice batch and post it.

🗐 Purchase	e Entry					- • ×
File Edit	Tools Help					
Vendor Infi I.D. Name Address City Phone P.O. General Lo	ormation 123001 • 1-2-3 Lock-Key & Sec P.O. Box 456 P.O. Box 456 • New Hampton S 603-744-3053 • edger Account Distribution d For Next Year	Previous D urity tate NH -	etails Zip 03256 Add P.0.	Invoice Information Number 12345 Date 10-10-20 Amount 50 Desc. Terms Proj. Media Payment EFT EFT	Assign D17 Due Date 11-09-2017 D0.00 / Net 30 or Due Day Separate Check	Save Cancel
	Account No.	Sub Ledger	Dist. Amt.	Invoice Description	Account Description	^ New
+ + + + + + +						Delete Balance
DIST BALA	RIBUTION TOTAL		0.00 500.00			A/R
	Amount Not Subject	To Discount		Discount Amount		
						NUM

For any vendor now set for EFT, the drop-box indicated will be active, and can be set to either EFT or Check. For EFT transactions, be sure the Payment chosen is EFT.

.

Media		
Payment	EFT 🔻	

Purchase En	try - (Batch AP004543)		
File Edit To	ols Help		
I.D.	Vendor Name	Invoice No.	Amount 🔺
123001	1-2-3 Lock-Key & Security	12345	500.00
	.		
	1	• •	T
	Totals		500.00 拿
Cash Account:	1110100110 - Operating - Cent	ury Bank	
This Batch		Entries i	n Batch
Post	Delete Save	Ne	M Edit
A/P Purchas	se Entry		
Description			
			NUM

2. Post the AP batch. (AP004543)

📰 Purchase Ent	try - (Batch AP004543)		
File Edit To	ols Help		
I.D.	Vendor Name	Invoice No.	Amount 🔺
123001	1-2-3 Lock-Key & Security	12345	500.00
	Totals		500.00 拿
Cash Account:	1110100110 - Operating - Cent	ury Bank	
- This Batch-	\frown	Entries in	Batch
Post	Delete Save	New	e Edit
A/P Purchas	se Entry		
Description			
			NUM



Be sure to review your reports before proceeding.



OK

3. Select the invoices to be included on the EFT file

候 Advantage	Accoun	ts Payable	(St. Francis Episcopal Day School)	10	
Maintenance	View	Invoices	Checks P.O. & Receiving End of P	eriod Reports Mailing Help	
8.2		6	Cash Disbursements	Select Invoices to Pay	
Vendors	P.O.	Receivin	Hand Checks/Bank Drafts	teceiving End of Period Reports Mailing Help ements Select Invoices to Pay s/Bank Drafts Generate EFT Transactions Update Update bursements	
			Create Electronic Files	Update	
			Void Checks		
			Cash Disbursements	×	
			Cash Account 1110100110 Operating - Century Ba	-	

If there are multiple banks set with EFT information, the drop-box will be active to choose which account gets the EFT transactions.

OK

Cancel

Cash Disbursements Entry
Invoice Selection Method
🔘 Due Date
All Invoices
Due Date
✓ Include invoices eligible for discount
Include payments by Check
Include payments by EFT
OK Cancel

	Pymot Type I.D.	Vendor Name	Invoice No.	Due Date	Payment Amt.	Group
	EFT 123001	1-2-3 Lock-Key & Security	12345	11-09-17	500.00	
						New
_						Edit
						Don't Pay
-						Reset
						Print
						Save
-						Cancel
		Total Checks			0.00	Devenue Dete
		Total EFT			500.00	
	1	Totals			500.00	10-10-2017

Advantage A	ccounts Payable	e - (St. Francis Episcopal Day School.)	NOHU X
Maintenance	View Invoices	Checks P.O. & Receiving End of Period Reports Mailing Help Cash Disbursements • Select Invoices to Pay • • Hand Checks/Bank Drafts • Print Checks • • Create Electronic Files • • • • Void Checks • • • •	1

4. Go through the Disbursement process to generate the EFT file.

EFT: ACH	File Generation		
- Batch Detail	s		
Batch ID.	AP004544	500.00	
Bank Acct. & G/L Cash Acct.	5739225 - Century Bank 1110100110		Bank Details
- File Details-			
File Name	VACCTPAY\EFTBT171010.txt		
Date	10-10-2017		
Effective (Date	10-1342017		
		[Generate File Close
			NUM

Validate the correct bank account is selected. The File Name shows the path where Senior will drop the file, and the file name. The default file name is EFTXXyymmdd, which can be edited, if desired. The Effective Date is the date the transaction is expected to "settle" with the bank. It can be left as is, but the bank may prefer it be moved up by a day or two, as they may not be able to settle accounts the same day the file is received.

5. Select Generate File

A confirmation message will appear. Navigate to the file path selected to find the file just created. This may now be passed to the bank.



Below is a sample of what the data transmitted to the bank will look like, from the file just created.

EFTBT171010 - Notepad	
File Edit Format View Help	
101 011301390 0113013901710100000A094101CENTURY BANK TEST SCHOOL	
5200TEST SCHOOL 1 1020223317PPDAP EFT PMT171010171010 101130139000000	1
6229874563210000007 0000050000000000000000000001-2-3 LOCK-KEY & SECUR 00000000000101	3
6279874563210000007 00000050000000000000000000001-2-3 LOCK-KEY & SECUR 00000000000101	4
822000002019749126400000050000000000000001020223317 01130139000000	1
900000100000100000020197491264000000000000000000000000000000000000	
999999999999999999999999999999999999999	9
999999999999999999999999999999999999999	9
999999999999999999999999999999999999999	9
999999999999999999999999999999999999999	9

Note: ANY EFT TRANSACTIONS TO A VENDOR ARE ENTERED AS ONE LINE ITEM PER INVOICE IN THE FILE. THE SYSTEM PRODUCES INDIVIDUAL LINES/TRANSACTIONS PER INVOICE. NEGATIVE AMOUNTS WILL APPEAR WITHOUT AN INDICATOR, THE SYSTEM CODING WILL PROCESS IT PROPERLY As is the same when issuing checks, be sure to run the Update process as the final step in generating the EFT file. That will update the transmission information as well as the Vendor record, to show the Invoice and Payment batch information.

Note: The Update process does not discern between check and EFT transactions. DO NOT RUN THE UPDATE PROCESS UNLESS BOTH THE CHECK AND EFT TRANSACTIONS ARE APPROVED TO BE COMPLETED.



Search For:	Sort By Invo Pay Invo) bice No. ment Batch bice Batch	◯ Check ◯ Check	Date No./Trans No.	Sort Order ● Ascend ─ Descen	ing ding		De Incl	etail I. Voids
Invoice No.	Date	P.O. No.	Payment Batch	Invoice Batch	Check No./ Trans No.	Check Date	Cleared	Invoice Amt	Part 🔺
12345	10-10-17		AP004546	AP004543	1013	10-10-17	N	\$500.00	
TOTALS	Vender	Converte (\$450.00	•

Frequently Asked Questions about EFT

1. Can an EFT invoice be removed from a vendor using the Unpaid Invoice Correction function?

If an invoice has been selected for payment through the Cash Disbursement process, and the EFT file has been generated, an EFT invoice cannot immediately be removed from a vendor via Unpaid Invoice Correction. First, the invoice will have to be "released" from the file by going back to the Cash Disbursements>Select Invoices to Pay, and when the notification appears that an invoice batch has already been selected for payment message appears, click "Yes" to clear the batch.



This process will release the invoice, which should still appear under the Unpaid Invoices tab of the Vendor Maintenance Record. The invoice can then be deleted, and the EFT batch can be recreated, minus that invoice.

Note: It is recommended to take these steps any time an EFT Vendor invoice is to be removed from a batch. Trying to edit the actual EFT file may result in unintentional corruption of the data and may not be recoverable.

2. Can an EFT transaction be VOIDED?

Yes. In A/P, go to Checks>VOID Checks>New. Select the EFT radio button and enter the transaction number of the transmittal the press the Tab button. The system will pull up the transaction to be VOIDED.

Void Cł	hecks/Drafts						x
Chec ا ا © ۱	ck No. Void Off System Void System Cha Type	Check eck/Draft.					
	Check	C Draft	• EFT 5				-1
	Check Date	Check Amt.	Vendo	i	Address	Cash Account	-
E	06-08-16	\$50.00	Chinaberry		2780 Via Urange Way, Spring*	1104000	
						OK Cancel	

Click OK to continue to the VOID Checks/Drafts screen.

Check Information		-Vendor Info	rmation					
Number 5		I.D. 00000		Save				
Date 06-08-	·2016	Chinaberry				Cancel		
Check Amt.	\$50.00	2780 Via Ur Spring Valler	ange Way v. CA 91978					
Discount Amt.	\$0.00	Spining Valley, ex STOTO						
Applied Total	\$50.00	- Cash Accou	Cash Account					
1099	\$0.00	Cash Account 1104000						
Cadence Bank - Operating - Tes Name Char								
			Cadence b	ank - Operating - Les Marile On	ar			
General Ledger Acco	unt Distributio	ons	Cauence b.	ank - Operaung - Les Name Ch	ar			
General Ledger Acco	unt Distributio t No.	ons Sub Ledger	Dist. Amt.	Account Description				
General Ledger Acco Accoun 1705002	unt Distributic It No.	ons Sub Ledger	Dist. Amt.	Account Description				
General Ledger Acco Accoun 1705002	unt Distributic It No.	ns Sub Ledger	Dist. Amt.	Account Description				
General Ledger Acco Accoun 1705002	unt Distributio It No.	Sub Ledger	Dist. Amt.	Account Description				
General Ledger Acco Accoun 1705002	unt Distributio t No.	Sub Ledger	Dist. Amt. 50.00	Account Description Parent Meetings/Training-Adm				
General Ledger Accoun Accoun 1705002	unt Distributio	ons Sub Ledger	Dist. Amt. 50.00	Account Description Parent Meetings/Training-Adm				
General Ledger Account Account 1705002 Distribution Tota Balance	unt Distributic t No.	Sub Ledger	Dist. Amt. 50.00 50.00	Account Description Parent Meetings/Training-Adm				

Click Save to generate the VOID batch.

Check No./Draft No.	Check Date	Vendor Name	Amount	*
5	06/08/2016	Chinaberry	50.00	
				Ŧ
		τοται s	50.00	

Click Post to commit the VOID.

Note: VOIDING AN EFT TRANSACTION WILL CORRECT THE BALANCES ORIGINALLY DEBITED/CREDITED IN THE TRANSACTION BUT DOES <u>NOT</u> PRODUCE ANYTHING TO TRANSMIT TO THE BANK. YOU WILL NEED TO WORK WITH THE SPECIFIC VENDOR TO ADDRESS ANY MONIES TO BE RETURNED. THE VOID WILL IMPACT THE TOTAL AMOUNT SENT TO A VENDOR IN A PARTICULAR TRANSACTION.

🗐 General Ledger Account Maintenance - (1104000 - Cadence Bank - Operating - Tes Name Change) 📁 🔤 🔤 💌								
Account Balances Audit Budget Deferred Sub-Ledgers								
Search For:	ing Details		Year Ending 2016	Month May •	Sort By Sort Order Ascending Date Date			
Period	Batch	Date	Debits	Credits	Posting Reference Sub-Ledg 🔺			
May, 2016	AP011732	06-08-2016		50.00	Cash Disbursements Journal			
May, 2016	AP011729	06-08-2016		1,500.00) Cash Disbursements Journal			
N 2010	40011700	05 01 0010		1 040 00	Cash Diskunsersents Jammal			

3. What reports can be used to track EFT data **BEFORE** it is transmitted to the bank?

The Vendor Unpaid Invoices Report can be used to track EFT payments. Create a new query using the criteria below to find ONLY pending EFT Invoices.

(Query Parameters (Vendor Unpaid Invoices Report - EFT)									
	and/or Co <u>n</u> ditions	c S	e orting	Add Before		<u>C fal</u> Delete	Eormula	Cut Rov	vs Copy Rows Paste R	lows
	And	/0r		Table Name	Field	d / Formula N	ame	Operator	Value	
	0	R	AP_UN	PD_ACTIVITY	DEF_PA	YMENT_MET	THOD	=	EFT	
			ļ		ļ					
	L		•							
									•••••••••••••••••••••••••••••••••••••••	
									•	
			1		1				l	
	Legen	d							ок с	Cancel

Unpaid	EFT	Invoices
--------	-----	----------

June 13, 2010	6 1:54 PM							Page: 1
VENDOR I.I INVOICE	NO.	DATE	P.O.	TERMS	BATCH	DUE DATE	INVOICE AMT	DISC. AMT
1940AIR	1940 Air T	Cerminal Mus	seum					
12		05/31/16		Net 30	AP011730	06/30/16	40.00	0.00
Total for 1	940 Air Ter	minal Muse	eum: 1				40.00	0.00
AFC	AFC Corp	orate Transp	portation					
7		05/27/16		Net 30	AP011723	06/26/16	12,000.00	0.00
5		05/27/16		Net 30	AP011723	06/26/16	500.00	0.00
6		05/27/16		Net 30	AP011723	06/26/16	500.00	0.00
Total for A	AFC Corpora	ate Transpo	rtation: 3				13,000.00	0.00

After the Update process has been run in the system, the Check Register report can be used to show EFT payments as well. From the Check Register report, use the **Include** option to select what items to appear on the report (Checks, EFTs, Drafts, or All).

📰 Check Registe	er 🗆 🗖 🗮 🔀
File Edit	
-Other Options-	
Start Date	05-15-2016 Include Checks
End Date	06-13-2016 Sort by Checks
Display	(All) Chec Drafts Chec (All)
Bank Account	5500080147
	1104000 Cadence Bank - Operating - Tes Name Change
Format Options	Runtime Options
Include rep	ort print date as Date/Time Close Window When Complete
Include page	je numbers
Print Options	
No. of Copies	1 Page Range 1 To 9999 Setup
Current Printer	CutePDF Writer on CPW2:
	Preview Print Export Cancel
Ľ	NUM

				Check Register				
	June 13, 2016 1:34 PM						Page:	1
)	CASH ACCT: 1104000	Cade	nce Bank - Oper	ating - Tes Name Change	DATE RANGE	: 05/15/16 to	06/13/16	
	CHK # / TRANS #	DATE	VENDOR LD.	NAME	TYPE	CHECK AMT.	CLEARED	
	000000007	06/13/16	1940AIR	1940 Air Terminal Museum	EFT	40.00	Ν	
	000000003	05/31/16	1940AIR	1940 Air Terminal Museum	EFT	1,940.00	Ν	
	000052325	05/27/16	0000472	ABC-CLIO, LLC	Check	500.00	N	
	000052326	05/27/16	ABEDINF	Fariba Abedin	Check	350.00	N	
	000052327	05/27/16	MISCP	Mr. and Mrs. Charles Ableson	Check	1,000.00	N	

4. Who do I contact if the bank fails the EFT file because of its layout?

While the Ascendance Accounts Payable EFT file is designed to comply with the NACHA (National Automated Clearing House Association) standards, there have been some requests by the bank to edit the file template from time-to-time. Should a school's bank fail a file because of a layout issue, please contact <u>SeniorSystems.Custom@communitybrands.com</u> to submit your change request.