

MDS ACH/Electronic Payment Overview:

This document will walk you thru the setup and configuration needed to send electronic checks to your vendors. There is also an optional EDI820 document you can include which is a remittance detail showing the invoices and or checks you paid them on.

Step1. Setup Bank for ACH Payments

Note: you may need to contact your bank for this information..

BANK MAINTENANCE	
Company	01 AMD TEST Company
Bank	005
1.Bank Name	CITIBANK - DISBURSE
2.G/L Number	01-11137-00-00
3.Account Number	38676524
4.Next check#	300001
5.Next Washout check#	3
6.Bank Expense G/L#	
7.Credit Line	0.00
8.Positive Pay Template (Detail)	BANK.VER.DETAIL.CITIBANK
9.Positive Pay Template (Totals)	BANK.VER.TOTAL.CITIBANK
10.Routing Number	1212
11.ABA Number	13333
12.Bank Name ACH/DirDeposit	Citibank
13.Filename ACH/DirDeposit	ACH
14.Company Name ACH/DirDeposit	AmericanMedicalDepot
15.IRS/EIN Tax ID	78787871
16.Account# ACH/DirDeposit	1111142222
17.Prenotification Filename	PRENOTE
ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT	
XXXXXX	

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	--	--	-------

Fields 10 – 17 Relate to ACH Payments . you will need to complete all of them for your transaction to work properly.

Step3. Setup your Vendor's Information so you can Send them payments..

test - [mail.tshinc.com-AMD.12.TEST-VEND.MAST.MAINT011\$3]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

Vendor Master Maintenance Created 01/01/08

Vendor Number KEHEA-FL

57.Next Day Vendor

58.Create PO Frequency

59.Auto PO Flag

60.Lead Time 0.0

61.ROP/Min Months 0.0

62.ROQ/Max Months 0.0

63.Min PO\$ 0

64.Min PO Qty

65.Override PO UM

66.Serv Co#

67.Serv Whse

68.Serv Rep

69.Pay Via ACH Y

70.Routing Number 6666

71.ABA Number 12457

72.ACH Bank Account 225488785

73.ACH Account Type 22

74.Send EDI 820 Y

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT XXXXXX PAGE 3 OF 3

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	NOTES	INQUIRY	CANCEL	Off	Userfile
										Popup

The third page of Vendor Maint is where you will setup your vendor's banking information

And if you will send them ACH payments – if the flag is yes then we will create an ACH file for that vendor/bank during the check update process.

The EDI820 which is the detail is included inside the ACH payment file if you flag them in the vendor table.

NOTE: YOU MUST MAKE SURE YOU PAY THEM OUT OF A BANK THAT IS SETUP FOR ACH.

STEP 3. Run your normal Check selection process.

test - [mail.tshinc.com-AMD.12.TEST-SSS.AP.CASH.DISB.PROCESS012\$1]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

Cash Disbursement (Check Selection Screen Display)

Vendor **ALMEZ-FL** Check\$ 70,524.00 # of Vendors in the list 1

Vendor Name CARDINAL HEALTH/ALARIS Position of Vendor in the list 1

of Vouchers - This Vendor 6

Tot Amt Open - This Vendor 70,524.00

LN#	PY	Vouch#	Invoice Ref	Gross Amt	Disc Amt	P	Due Date	Pay Amount	Bank	S
1	A	01297146	32031062	2,279.00		P	05/28/09	2,279.00	001	N
2	A	01298978	9101943327	10,500.00		P	06/03/09	10,500.00	001	N
3	A	01298990	9101944091	3,000.00		P	06/04/09	3,000.00	001	N
4	A	01298992	9101942338	325.00		P	05/31/09	325.00	001	N
5	A	01299185	9101945974	40,300.00		P	06/06/09	40,300.00	001	N
6	A	01299710	9101948567	18,678.00		P	06/11/09	18,678.00	001	N
7										
8										
9										
10										
11										
12										
13										

Enter Line# to Change , "0" to Accept this Vendor , "ADD" to add a Voucher
 "A" to Accept this Entire session or "C" to Cancel this Entire session

XXXXXX

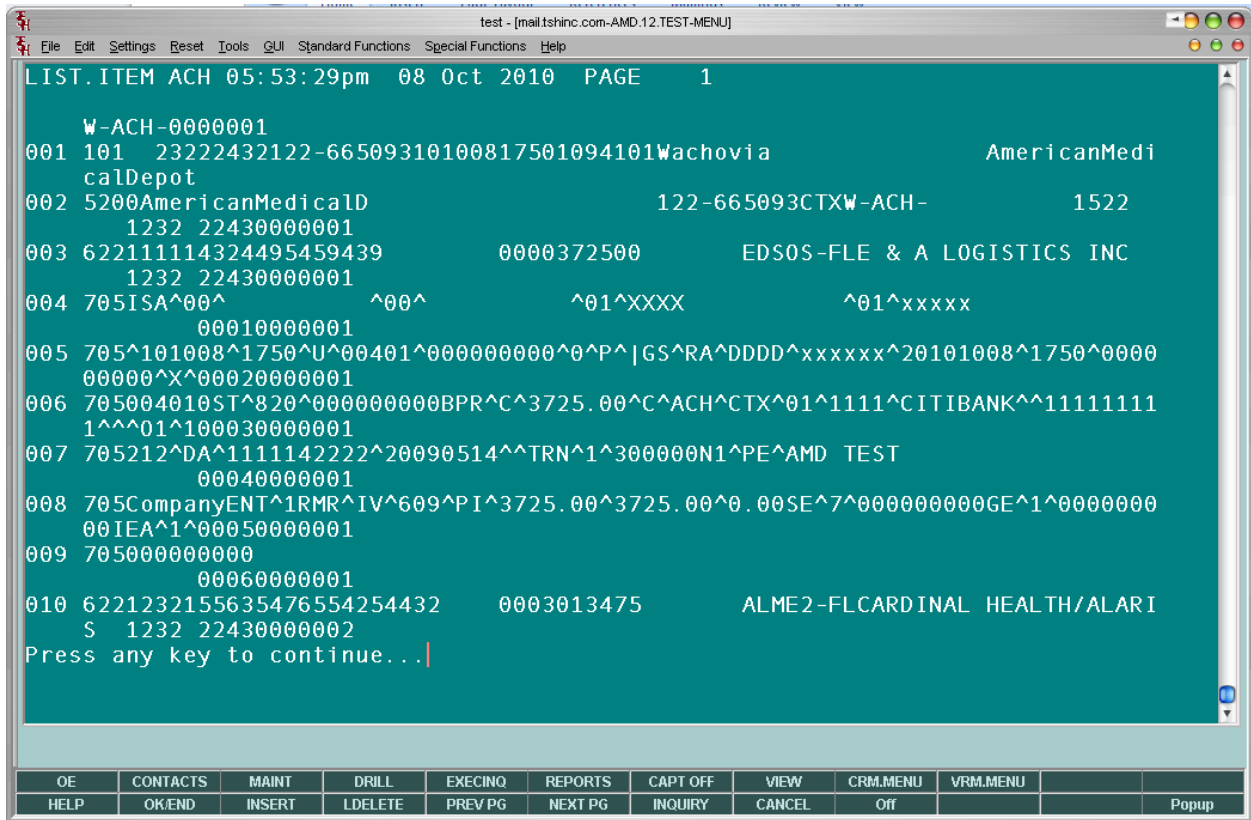
Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Vend Hold	Totals			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Note: for accounting purposes it is advised to run all ach vendors on a separate check run.

STEP 4 – Run you normal Check register and update

Once completed you will see a new file in the “ACH” file folder on your server – this file will need to be transmitted/uploaded to your bank.

THIS IS AN EXAMPLE OF WHAT THE FILE WILL LOOK LIKE



Step 5 – Run the ACH Report to view the Batch Totals Etc..

