

# ACH Vendor Setup

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To set up an ACH Vendor, in the Accounting module, navigate to *File / Open / Vendors*. Edit the Vendor needing set up as an ACH Vendor. Go to the *1099 / Payment Info* tab. Select *ACH Payment* as the *Method of Payment*.

## Setup

In the *Pay to ACH Account Information* area:

- Enter the *ACH Routing #*. This is the routing number for the Vendor's bank.
- Enter the *Bank Account #*. This is the account into which the money will be deposited.
- Enter the *Account Type* for the account into which the payment is going to be deposited.
- Select *CCD, CTX, or PPD* as the *ACH Type*.

The screenshot shows a software window titled "Edit A Vendor - ALOil A. L. Oil & Hauling" with a tabbed interface. The "1099 / Payment Info" tab is active. The form includes the following fields and options:

- 1099 Type:** None (dropdown)
- <Default Expense Account ID>:** [Empty text box]
- Federal Tax ID #:** 12-3458426
- 1099 Paid YTD:** 0.00
- Total Paid YTD:** 0.00
- Method of Payment:** Radio buttons for Check, ACH Payment (selected), and Electronic Funds Transfers.
- Electronic PO Vendor:** [Unchecked checkbox]
- Hold Payment:** [Unchecked checkbox]
- Pay only 1 Bill per Check:** [Unchecked checkbox]
- Pay to ACH Account Information:**
  - ACH Routing#:** 123456789
  - Bank Account#:** 1234567
  - Account Type:** Checking (dropdown)
  - ACH Type:** CTX (dropdown)
  - Notify:** [Checked] eMail, [Unchecked] Fax
- Email addresses to receive the ACH remittance stub:** A table with 2 rows: 1 | email@domain.com, 2 | email2@domain.com.
- Company Name to Print on Form 1099:** (Leave blank to print the Vendor name from Profile) [Empty text box]

Navigation buttons (back, forward) and "Save" and "Cancel" buttons are at the bottom.

On the *A/P* tab at *Accounting / Setup / Preferences* in the *Vendor ACH File Options* area, enter the following:

- The path where the ACH file should be saved. This is not a secure or encrypted file. The path that is set up should be to a secure location.
- Select the *Export 7 records as EDI* option if the list of invoices being paid is required to be an EDI string.
- The ACH file will use the words *DIRECT DEP*. Optionally change this by entering verbiage in the *Company Entry Description Override (5 record)* textbox. The words typed into the box will replace *DIRECT DEP* in the ACH file.
- The *Immediate Origin Override (1 Record)* can be used if the *Orig ACH Route#* needs to be different than what is

set up on the G/L tab at *Setup / Preferences*. This will be set up in the next step.

- The *File Type* must be set to *Vendor Batch* if the *PPD* format *ACH Type* is selected on the Vendor's *1099/Payment Info* tab in the *Pay to ACH Account Information* section.

The screenshot shows the 'Vendor ACH File Options' dialog box. It includes a text field for the path to create ACH files, currently set to 'C:\vendor ach files\'. There are checkboxes for 'Export 7 Records as EDI', 'Do Not Create Offsetting Record', 'One report per vendor for payment advice', and 'Exclude payment advice preview for vendors set to email'. A 'File Type' dropdown menu is set to 'Standard'. There are also two empty text fields for 'Company Entry Description Override (5 Record)' and 'Immediate Origin Override (1 Record)'.

Navigate to the *G/L* tab on the *Preferences* window and enter the company's checking account information for the disbursement account or accounts that will be used to process the Vendor payments.

The screenshot shows the 'Preferences' window with the 'G/L' tab selected. The 'Define Checking Accounts' section is active, displaying a table with columns for Name, <G/L Account>, Last Check, Last ACH#, Dest ACH Route#, Dest Bank Name, Orig ACH Route#, Orig Bank Name, and Company. The table contains several rows, with the first three rows populated with data. Below the table are buttons for 'GL Account Classifications', 'GL Account Attributes', and 'Save Checking Acct Info'. There are also dropdown menus for 'ACH File Type' (set to 'Standard') and 'A/RACH Setup'. At the bottom of the window are buttons for 'Counters', 'POS Warnings', 'Save', and 'Cancel'.

	Name	<G/L Account>	Last Check	Last ACH#	Dest ACH Route#	Dest Bank Name	Orig ACH Route#	Orig Bank Name	Company
1	Disbursements	Checking Account- 1st Nat...	51936	100					
2	Payroll	Checking Account- 1st Nat...	51936	100					
3	Checking 1	Checking Account- 1st Nat...	51936	100	987654321	Dest Bank Name	123456789	Orig Bank Name	
4	Checking 2								
5	Checking 3								
6	Checking 4								
7	Checking 5								
8	Checking 6								
9	Checking 7								
10	Checking 8								
11	Checking 9								
12	Checking 10								
13	Checking 11								
14	Checking 12								
15	Checking 13								

Enter the following information:

- **Dest ACH Route#** – The Federal Reserve Bank's routing number that the processing bank reports.

- **Dest Bank Name** – The Federal Reserve Bank's name that the processing bank reports.
- **Orig ACH Route#** – The originating ACH routing number.
- **Company ID** – The company ID required by the bank.
- **Company ACH Route#** – The company ACH routing number.
- **Company Bank Acct#** – The company bank account number from which the money will be removed.

Select **Save Checking Acct Info** to save the checking information.

On the *A/P / Pay Bills / Preselect Pay Bills* window, select *ACH Vendors* as the *Vendor Type*. Select **OK**, and on the *Pay Bills* window, only the ACH Vendors and the bills open for those Vendors that meet the criteria specified display. The *ACH Filename* will then default in on the *Pay Bills* window. The path comes from the *Setup / Preferences / A/P* window. The file name is the date in the mm/dd/yy format with an incrementing number. This name can be edited. After selecting **OK**, the option is available to print an ACH Vendor File Summary and an ACH Payment Advice.

Pay Bills - ACH Vendors for 00MAIN

Include Bills due on or before what date: 12/09/2022

Check Date: 12/09/2022

<Checking Account>: 1010000-00 | Checking Account - 1st National

Starting Check #: 101 | Bal: 300669.66

ACH Filename: \1209220100000.ACH

Email ACH Payment Advice to Vendor

	Vendor Name	Vendor ID	Invoice #	Due Date	Bill Amt	Paid Amt	Discount	Payment
1	ABC Trucking	ABC	111121...	04/16/2019	531.86	0.00	0.00	531.86

Seek Vendor ID: [ ]

Total for: 0.00 | Total: 531.86

Sort By:  ID  Name

Buttons: Tag/Untag This Vendor, Tag All, Untag All, Apply, OK, Cancel

## Automatically Email Vendor

Optionally, the ACH advice can be emailed directly to the Vendor from Agvance. To email directly, some additional setup is required.

Set up the *Mail Host* information at *Hub / Setup / Company Preferences* on the *General* tab. The email *Address* here will be the *From* email address.

Preferences

General | Field | Customer | Product | Farm | Grain Scale Interface | API

Login Using Windows User       Use ThinPrint Printer Driver

Allow users to login from multiple machines

Mail Host

Mail Host  Port   Use SSL

If no Mail Host Port is specified, default port 587 will be used.

Mail Host Email

Address  Password

Mail Host and Port must be filled out if using Mail Host Email

Default timeout for email link (# of days)

Filter Invalid Databases

Prop 65 Cancer Warning Statement

Prop 65 Developmental Warning Statement

Web API Database Connection Information

API Database ID

[Contact SSI Support to complete your setup](#)

                      

An *Email Address* for the User paying the bills must be established on the *Profile* tab of the *Hub / Setup / Users / Edit a User* window. The *Email Address* here will display as the *Reply To* email address on the ACH advice email.

Edit a User Robert Ellis (1RE)

Profile | General Restrictions | **Advance Apps**

ID: 1RE  Inactive

Windows Login ID:

First Name: Robert

Last Name: Ellis

Password:

E-Mail Address: rellis@agvance.net

<Role>: Admin

Last Password Change Date: 11/24/2020

Notes:

Notify me every X minutes of all In-Transit purchase receipts bound for my location: 0

Notify me every X minutes of all open purchase order requests I can approve: 0

Auto Geocode Address on Save of Customer

Auto Geocode Address on Save of Ship To

Auto Geocode Address on Save of Field

Auto Geocode Address on Save of Tank

Allow Checking for Updates

Automatically check for updates every 0 days.

Note: Every 0 days means never check

Establish the Vendor's email address(es) at *Accounting / File / Open / Vendor* on the *1099/Payment Info* tab. Double-click the *<Email Address>* heading to add rows and enter a single or multiple addresses.

Edit A Vendor - ALOil A. L. Oil & Hauling

Profile | Balance | **1099 / Payment Info** | Activity

1099 Type: None

<Default Expense Account ID>:

Federal Tax ID #: 12-3458426

1099 Paid YTD: 0.00

Total Paid YTD: 0.00

Method of Payment:

Check

ACH Payment

Electronic Funds Transfers

Electronic PO Vendor

Hold Payment

Pay only 1 Bill per Check

Pay to ACH Account Information:

ACH Routing#: 123456789

Bank Account#: 1234567

Account Type: Checking

ACH Type: CTX

Notify:

eMail

Fax

Email addresses to receive the ACH remittance stub:

	<Email Address>
1	email@domain.com
2	email2@domain.com

Company Name to Print on Form 1099 (Leave blank to print the Vendor name from Profile):

The *One report per vendor for payment advice* preference must be selected at *Accounting / Setup / Preferences* on the *A/P* tab.

The screenshot shows the 'Preferences' window with the 'A/P' tab selected. The 'Vendor ACH File Options' section is highlighted with a red box, and the 'One report per vendor for payment advice' checkbox is checked. Other options in this section include 'Exclude payment advice preview for vendors set to email' (unchecked), 'Do Not Create Offsetting Record' (unchecked), and 'File Type' set to 'Standard'. The 'A/P Check Stub Style' is 'Inv Description', 'A/P Check Printer' is 'ADOBE PDF', and 'Top Margin Adjustment' is '400'. The 'Vendor Cross References' section has four empty input fields.

When paying bills, the ACH Payment Advice will automatically be emailed to the Vendors.

## ACH Payment Advice

An option on the *A/P* tab at *Accounting / Setup / Preferences* customizes the ACH Payment Advice displaying company information and a message to the Vendor when making ACH payments.

### ACH Payment Advice Standard Format (Automatic by Default)

The format of the ACH Payment Advice document accompanying ACH Payments includes the following information in the header of the payment advice by default:

- Bills Included on or before
- Check Date
- Account Number / Type of Account / Bank Name

### ACH Payment Advice Format 2 (must select the option)

Selecting the *ACH Payment Advice Format 2* option on the *A/P* tab at *Accounting / Setup / Preferences* customizes the ACH Payment Advice document sent to Vendors when making ACH payments.

If the *Email From Address to use when emailing* is entered, this will display as the *From* address on the email that is sent even if the *Use ACH Payment Advice Format 2* option is NOT checked. The Advice will be the Standard format but it will show from this email - not the Agvance User's email.

The screenshot shows the 'Preferences' window with the 'A/P' tab selected. The 'Vendor ACH File Options' section is highlighted with a red box. It includes the following settings:

- Use ACH Payment Advice Format 2
- Display Message: The amount of \${CheckAmount} USD has been paid via an electronic payment to your Bank Account # ending with {BankAcctNumber}. Please allow 3 banking business days for the funds to be available in your bank account.
- Email 'From' Address to use when emailing: noreply@agvance.net

Changes to the ACH Payment Advice when selecting *ACH Payment Advice Format 2* include:

1. The Location name, Location address, Location phone, and company email address display at the top of the payment advice. The Location on each payment advice is determined by the Location to which the Vendor is assigned. (The company location information will replace the previous default heading of: *Bills Included on or before, Check Date and Account Number, Type of Account, and Bank Name.*)
2. The verbiage in the *Display Message* field reads: *The amount of \${CheckAmount} USD has been paid via an electronic payment to your Bank Account # ending with {BankAcctNumber}. Please allow three (3) banking business days for the funds to be available in your bank account.* This verbiage can be edited, but any bracketed information must remain to populate correctly on the ACH Payment Advice document.
3. Enter the company email address in the *Email "From" Address to use when emailing* field. Use of these fields prevents the User's direct email from displaying.
4. *Net Check* and the check number are replaced by *Net Payment* on the ACH Payment Advice Format 2.
5. The name of the employee processing the payment is removed from the footer of the ACH Payment Advice.
6. Page numbering starts at 1 for each ACH Payment Advice.
7. A blank line will display if an account stub number does not exist.

An example of an ACH Payment Advice using the *Use ACH Payment Advice Format 2* option:

### ACH Payment Advice

SSI Ag Supply & Services - Main Plant  
123 N. South Street  
Shelbyville, CA 62565  
217-774-2105  
ACHFile@Test.com

The amount of \$3,448.50 USD has been paid via an electronic payment to your Bank Account # ending with 5908. Please allow 3 banking business days for the funds to be available in your bank account.

<u>Invoice</u>	<u>Inv Date</u>	<u>Due Date</u>	<u>Description</u>	<u>Amount</u>	<u>Discount</u>	<u>Net</u>
<b>Bankcard One (Bankcard)</b>						
Account #: 8763 12121212	07/27/2018	07/27/2018		3,448.50		3,448.50
			Net Payment			<b>\$3,448.50</b>