

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". The window has four tabs: "Profile", "Balance", "1099 / Payment Info" (which is selected), and "Activity".

Under the "1099 / Payment Info" tab, there are several sections:

- 1099 Type:** A dropdown menu set to "None".
- <Default Expense Account ID>:** An empty text box.
- Federal Tax ID #:** A text box containing "12-3458426".
- 1099 Paid YTD:** A text box containing "0.00".
- Total Paid YTD:** A text box containing "0.00".
- Email addresses to receive the ACH remittance stub:** A table with two rows:

	<Email Address>
1	email@domain.com
2	email2@domain.com
- Method of Payment:** Radio buttons for "Check", "ACH Payment" (selected), and "Electronic Funds Transfers".
- Electronic PO Vendor:** An unchecked checkbox.
- Hold Payment:** An unchecked checkbox.
- Pay only 1 Bill per Check:** An unchecked checkbox.
- Pay to ACH Account Information:** A section containing:
 - ACH Routing#:** Text box with "123456789".
 - Bank Account#:** Text box with "1234567".
 - Account Type:** Dropdown menu set to "Checking".
 - ACH Type:** Dropdown menu set to "CTX".
 - Notify:** Checkboxes for "eMail" (checked) and "Fax" (unchecked).
- Company Name to Print on Form 1099 (Leave blank to print the Vendor name from Profile):** An empty text box.

At the bottom of the window, there are navigation arrows and "Save" and "Cancel" buttons.

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.

Vendor ACH File Options

Path to Create the ACH Files Into Export 7 Records as EDI

C:\vendor ach files\

Company Entry Description Override (5 Record)

Immediate Origin Override (1 Record)

Do Not Create Offsetting Record File Type Standard

One report per vendor for payment advice

Exclude payment advice preview for vendors set to email

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.

Preferences

General Inventory Inventory Purchase A/R A/P Payroll G/L

<Default Retained Earnings> 3500000-00 Print Location Heading on Checks Only allow quick check to global location

Include UAC in move prepay function Default Quick Check Printer

GL Cash Acct Classification Top Margin Adjustment 200 Last Memo Check # 7

	Name	<G/L Account>	Last Check	Last ACH#	Dest ACH Route#	Dest Bank Name	Orig ACH Route#	Orig Bank Name
1	Disbursements	Checking Account - 1st National	51900	100				
2	Payroll	Checking Account - 1st National	51900	100				
3	Checking 1	Checking Account - 1st National	51900	0	987654321	Bank Name	123456789	Bank Name

GL Account Classifications GL Account Attributes Save Checking Acct Info

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.

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 25 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

This product can expose you to chemicals including [CHEM_NAMES], which are known to the State of California to cause cancer. For more information go

Prop 65 Developmental Warning Statement

This product can expose you to chemicals including [CHEM_NAMES], which are known to the State of California to cause birth defects or other reproduct

AGIS Setup KwikTag Setup Print Save Cancel

Web API Database Connection Information

API Database ID

Contact SSI Support to complete your setup

Set Database ID

Activate Mobile Sales

An Email Address and Password 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 From email address on the ACH advice email.

Edit a User Robert Ellis (1RE)

Profile General Restrictions Agvance Apps

ID Inactive

Notes

Windows Login ID

First Name

Last Name

Password

E-Mail Address

E-Mail Password

<Role>

Last Password Change Date

Use Windows Login ID when Emailing

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 days.

Note: Every 0 days means never check

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

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

Start With User Save Cancel

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.

The screenshot shows the 'Edit A Vendor' window for 'ALOil A. L. Oil & Hauling'. The '1099 / Payment Info' tab is active. The '1099 Type' is set to 'None'. The 'Method of Payment' is set to 'ACH Payment'. The 'Pay to ACH Account Information' section includes 'ACH Routing#' (123456789), 'Bank Account#' (1234567), and 'Account Type' (Checking). The 'Notify' section has 'eMail' checked. The 'Email addresses to receive the ACH remittance stub' table has two rows: '1 email@domain.com' and '2 email2@domain.com'. The 'Company Name to Print on Form 1099' field is empty.

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

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 has 'One report per vendor for payment advice' checked, which is highlighted with a red box. Other settings include 'A/P Check Stub Style' (Inv Description), 'A/P Check Printer' (ADOBE PDF), and 'File Type' (Standard).

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 at *Accounting / Setup / Preferences / A/P* customizes the ACH Payment Advice document sent to vendors when making ACH payments.

If the *EMail From Address to use when emailing* and the *EMail From Address Password* are 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 'A/P' preferences window in Agvance. The 'Use ACH Payment Advice Format 2' checkbox is checked. The 'Display Message' field contains the following text: '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.' Below this, the 'EMail From Address to use when emailing' is set to 'noreply@agvance.net' and the 'EMail From Address Password' is masked with asterisks. Other settings include 'A/P Check Stub Style' set to 'Inv Description', 'A/P Check Printer' set to 'ADOBE PDF', and 'Top Margin Adjustment' set to '400'.

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 the vendor is assigned to. (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 and password in the Email "From" Address to use when emailing field and Email "From" Address Password fields. 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 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>
Bankcard One (Bankcard)						
Account #: 8763 12121212	07/27/2018	07/27/2018		3,448.50		3,448.50
			Net Payment			\$3,448.50