

9.2 Setting Up Supplier ACH/EFT Payment

 You must have at least one of these local college managed security roles:

- ZC Supplier Entry
- ZD Accounts Payable Inquiry
- ZD Purchasing Inquiry
- ZZ Supplier Entry

You must also set these User Preference Definitions:

- [User Preferences: Supplier Entry](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

 A Supplier must be set up to receive ACH or EFT payment before the voucher is created.

Setting Up Supplier ACH Payment

1. Navigate to the Payables Options page: **Navigation: NavBar > Navigator > Suppliers > Supplier Information > Add/Update > Supplier**
2. The **Supplier Information** search page displays.
3. Enter the SetID '**WACTC**' and the **Supplier ID**.
4. Select **Search** and then select the desired **Search Results**.

Manager Self Service **Supplier Information**

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

Include History
 Correct History
 Case Sensitive

5. The **Summary** tab displays. Select the **Correct History** button at the bottom of the page.
6. Select the **Location** tab.

Manager Self Service **Supplier**

SetID WACTC
 Supplier ID 0000044916
 Supplier Short Name HISELMARCI HISELMARCI-001
 Supplier Name Marcia Kay Hisel

Order HISELMARCI-001
 PO Box 218
 Burley, WA 98322

Remit To HISELMARCI-001
 PO Box 218
 Burley, WA 98322

Status Approved
 Persistence Regular
 Classification Outside Party
 HCM Class
 Open for Ordering Yes
 Yes
 VAT No

Last Modified By CTC_KHORT
 Last modified date 08/10/2017 9:05AM
 Created By 10100E
 Created Datetime 11/03/2015 9:00AM
 Last Activity Date 12/20/2017

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

7. The **Location** tab displays.
8. In the Details section, among the the Options links, select the **Payables** link.

Manager Self Service **Supplier**

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID WACTC
 Supplier ID 0000044916 Short Supplier Name HISELMARCI-001 Supplier Marcia Kay Hisel

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location Find | View All First 1 of 1 Last

*Location 220 Default RTV Fees Attachments (0)

Description Tacoma Community College

Details Find | View All First 1 of 1 Last

*Effective Date 11/03/2015 Effective Status Active

Expand All Collapse All

Options **Payables** Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Co

Summary | Identifying Information | Address | Contacts | Location | Custom

9. The **Payables Options** window displays.
10. Select **Expand All**.

💡 On the Payables Options page, note the toggle buttons **Expand All** or **Collapse All** and the highlighted arrows below.

Supplier

Payables Options Help

SetID WACTC Location 220

Supplier ID 000044916 Description Tacoma Community College

Short Supplier Name HISELMARCI HISELMARCI-001

Supplier Name Marcia Kay Hisel

Invoicing

Supplier	000044916	Marcia Kay Hisel
Address	1	Business Address
	Search	PO Box 218
		Burley, WA 98322
Location	220	Tacoma Community College

Remitting

Supplier	000044916	Marcia Kay Hisel
Address	1	Business Address
	Search	PO Box 218
		Burley, WA 98322
Location	220	Tacoma Community College

11. Scroll down to view the **Additional Payables Options** section.
12. In the Bank section, accept the default values. This is the location bank information.
13. In the **Additional Payment Information** section,
14. Select ***Pay Method Options** = "Specify".
15. Select **Payment Method**= "Automated Clearing House ".
16. Select ***Layout Option** = Specify
17. Select **Layout** = CCD+ Pay Cycle (if you want to pay through the pay cycle in AP), CCD+ Gateway (it pays through Cash Management).

Additional Payables Options

Payment Control Pay Group <input type="text"/> *Delay Days <input type="text" value="Default from BU"/> Discount <input type="text" value="0"/> Net <input type="text" value="0"/> <input type="checkbox"/> Hold Payment <input type="checkbox"/> Always take discount <input type="checkbox"/> Factoring <input type="checkbox"/> Complex Routing <input type="checkbox"/> Separate Payment <input type="checkbox"/> Apply Netting	Bank *Bank Options <input type="text" value="Default from Higher Level"/> Bank <input type="text"/> Account <input type="text"/> Currency <input type="text"/> Rate Type
Draft Processing Control *Draft Sight Options <input type="text" value="Default from Higher Level"/> Draft Sight Code <input type="text"/> *Draft Rounding <input type="text" value="Do Not Use"/> Rounding Position <input type="text"/> *Remaining Amount Action <input type="text" value="Do not issue Draft"/> *Payment Method <input type="text" value="CHK"/> Check *Draft Optimize <input type="text" value="Do Not Use"/> Max Number of Drafts <input type="text"/>	Additional Payment Information *Pay Method Options <input type="text" value="Specify"/> Payment Method <input type="text" value="Automated Clearing House"/> *Layout Option <input type="text" value="Specify"/> Layout <input type="text" value="CCD"/> *Handling Options <input type="text" value="Default from Higher Level"/> Handling <input type="text"/> Reschedule ID <input type="text"/>
Holiday Processing Options *Holiday Processing <input type="text" value="Default from Higher Level"/> Holiday Options <input type="text"/> Days <input type="text"/> <input type="checkbox"/> Allow due date in next month	Document Sequencing Type *Sequencing Options <input type="text" value="Default from Higher Level"/> Document Type <input type="text"/> Late Charges *Late Charges <input type="text" value="Default from Higher Level"/> *Late Charge Option <input type="text" value="Not Applicable"/> Late Charge Code <input type="text"/>

18. Scroll down to view the **Electronic File Options** section.

19. In the **Pre-Notification** section, select the **Prenotification Required** box, if needed. If the Prenotification Required check box is selected and the prenote status is New. The prenote is created, during the next pay cycle that includes EFT or ACH payments for the vendor's bank, the system changes the prenote status to Pending, and populates the prenote Date field with the date on which the prenote was created by AP Pay Cycle. After 10 days, the system automatically confirms a supplier ACH Prenote. Note: With the Prenotification option selected, you cannot generate an actual ACH payment for this supplier location until it is marked as Confirmed.

i Note: Select **Confirm** to manually confirm a supplier location for EFT or ACH payment.

Payables Options

Late Charge Code

▶ Matching/Approval Options

▼ Electronic File Options

Pre-Notification

Prenotification Required Confirm

→ Status Confirmed Unconfirm

Date 01/19/2023

Fund Transfer Details

Payment Format Crossed Check

Transaction Handling Payment Instruction 1

Domestic Costs Payment Instruction 2

Correspondent's Costs Payment Instruction 3

Bank Check Drawn On Payment Instruction 4

Check Forwarding

Payment Instruction Ref 1

Payment Instruction Ref 2

20. Scroll down to view the **Supplier Bank Account Options** section.
21. Fill out the supplier banking information in the **Supplier Bank Accounts** section.
22. Add **Description**, if there are more than one information.
23. Select **Bank ID Qualifier** = "001".
24. Add supplier bank routing number in the **Bank ID** field.
25. Add supplier bank account number in the **Bank Account Number** field.
26. Select **DFI Qualifier** = "01".
27. Add supplier bank routing number in the **DFI ID** field.

▼ Supplier Bank Account Options

Supplier Bank Accounts Find | View All First 1 of 1 Last

Default

Description Search

Country United States

Bank Name

Branch Name

Bank ID Qualifier United States Bank Account Type

Bank ID

Bank Account Number

DFI Qualifier DFI ID

IBAN

💡 Optional to select the **Payment Notification** drop down arrow to select the boxes to enable **Email Payment Advice** or **Remittance Advice**.

The screenshot shows a 'Payment Notification' configuration window. On the left, there are two checked checkboxes: 'Enable Email Payment Advice' and 'Enable FG Remittance Advice'. To the right, there is an 'Email ID' field containing 'accounting@examsoft.com'. Below this is a 'Payment Method Selection' table with one entry: 'Automated Clearing House'. The table has columns for 'Payment Method', 'Personalize', 'Find', 'View All', and 'First 1 of 1 Last'. At the bottom of the window are 'Expand All' and 'Collapse All' buttons.

28. Scroll to the bottom of the **Payables Options** page and select **OK** to return to the Supplier location page.

The screenshot shows the 'Payables Options' window for the supplier 'Marcia Kay Hisel'. It has 'Expand All' and 'Collapse All' buttons at the top right. The window is divided into sections: 'Invoicing' and 'Remitting', both showing the same supplier information (Supplier: 0000044916, Address: 1, Location: 220). Below these are several expandable sections: 'Additional Payables Options', 'Matching/Approval Options', 'Electronic File Options', 'Self-Billed Invoice Options', 'Supplier Bank Account Options', 'Supplier Type Options', 'HIPAA Information', 'Debit Memo Options', and 'Payment Notification'. At the bottom, there are 'Expand All' and 'Collapse All' buttons, and a red box highlights the 'OK' button next to a 'Cancel' button.

29. The **Payables Options** window disappears.
30. The **Location** tab page displays.
31. Banking information form, provided by the supplier, needs to be attached in the **Attachment** link on the right side of the **Location**.
32. Select **Save**.

[My Homepage](#) Supplier

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | **Location** | [Custom](#)

SetID WACTC
 Supplier ID 0000044916 Short Supplier Name HISELMARCI-001 Name Marcia Kay Hisel

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location Find | View All First 1 of 1 Last

*Location Default RTV Fees **Attachments (0)**

Description

Details Find | View All First 1 of 1 Last

*Effective Date Effective Status

Options Payables Procurement Sales/Use Tax Global/1099 Withholding

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

33. Process complete.

Setting Up Supplier EFT Payment

1. Navigate to the Payables Options page. **Navigation: NavBar > Navigator > Suppliers > Supplier Information > Add/Update > Supplier**
2. The **Supplier Information** search page displays.
3. Enter **Supplier ID**.
4. Select **Search** and then select the desired **Search Results**.

Manager Self Service **Supplier Information**

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

Include History
 Correct History
 Case Sensitive

5. The **Summary** tab displays. Select the **Correct History** button at the bottom of the page.
6. Select the **Location** tab.

Manager Self Service **Supplier**

SetID WACTC
 Supplier ID 0000044916
 Supplier Short Name HISELMARCI HISELMARCI-001
 Supplier Name Marcia Kay Hisel
 Order HISELMARCI-001
 PO Box 218
 Burley, WA 98322
 Remit To HISELMARCI-001
 PO Box 218
 Burley, WA 98322
 Status Approved
 Persistence Regular
 Classification Outside Party
 HCM Class
 Open for Ordering Yes
 Yes
 VAT No

Last Modified By CTC_KHORT
 Last modified date 08/10/2017 9:05AM
 Created By 10100
 Created Date/time 11/03/2015 9:00AM
 Last Activity Date 12/20/2017

Summary | Identifying Information | Address | Contacts | Location | Custom

7. The **Location** tab displays.
8. In the Details section, among the the Options links, select the **Payables** link.

Manager Self Service **Supplier**

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID WACTC
 Supplier ID 0000044916 Short Supplier Name HISELMARCI-001 Supplier Marcia Kay Hisel

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location Find | View All First 1 of 1 Last

*Location Default RTV Fees Attachments (0)

Description

Details Find | View All First 1 of 1 Last

*Effective Date Effective Status

Options **Payables** Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Summary | Identifying Information | Address | Contacts | Location | Custom

9. The **Payables Options** window displays.
10. Select **Expand All**.
11. In the Bank section, accept the default values.
12. In the Additional Payment Information section, select **Payment Method** = "Electronic Funds Transfer".
13. At the bottom of the window, select **OK**.

Payables Options

SEID: WACTC Location: 220
 Supplier ID: 000044916 Description: Tacoma Community College
 Short Supplier Name: HSELMARCI HSELMARCI-001
 Supplier Name: Marcia Kay Hisei

Invoicing
 Supplier: 000044916 Marcia Kay Hisei
 Address: Business Address
 PO Box 218
 Burley, WA 98322
 Location: 220 Tacoma Community College

Remitting
 *Supplier: 000044916 Marcia Kay Hisei
 *Address: Business Address
 PO Box 218
 Burley, WA 98322
 *Location: 220 Tacoma Community College

Additional Payables Options

Payment Control
 *Pay Group: Default from BUJ
 *Delay Days: []
 *Discount: []
 *Net: []
 Add Payment
 Always take discount
 Always
 Complex Routing
 Separate Payment
 Apply Warning

Bank
 *Bank Options: Default from Higher Level
 *Bank: []
 *Account: []
 *Currency: []
 *Rate Type: []

Draft Processing Control
 *Draft Sight Options: Default from Higher Level
 *Draft Sight Code: []
 *Draft Rounding: Do Not Use
 *Rounding Position: []
 *Remaining Amount Action: Do not issue Draft
 *Payment Method: CHQ, Check
 *Draft Optimize: Do Not Use
 *Max Number of Drafts: []

Additional Payment Information
 *Pay Method Options: Specify
 *Payment Method: Electronic Funds Transfer
 *Layout Option: Use Bank Account Default
 *Layout: []
 *Handling Options: Default from Higher Level
 *Handling: []
 *Reschedule ID: []

Holiday Processing Options
 *Holiday Processing: Default from Higher Level
 *Holiday Options: []
 *Days: [] Allow due date in next month

Document Sequencing Type
 *Sequencing Options: Default from Higher Level
 *Document Type: []

Late Charges
 *Late Charges: Default from Higher Level
 *Late Charge Option: Not Applicable
 *Late Charge Code: []

Matching/Approval Options
 Electronic File Options
 Self-Billed Invoice Options
 Supplier Bank Account Options
 Supplier Type Options
 HSRA Information
 Debt Memo Options
 Payment Notification

Expand All Collapse All
 OK Cancel

Optional to select the **Payment Notification** drop down arrow to select the boxes to enable **Email Payment Advice** or **Remittance Advice**.

Payment Notification

Enable Email Payment Advice
 Email ID: accounting@examsoft.com

Enable FG Remittance Advice

Payment Method Selection Personalize Find View All First 1 of 1 Last

Payment Method		
1 Automated Clearing House		

Expand All Collapse All

- The **Payables Options** window disappears. The **Location** tab displays.
- Select **Save**.

The screenshot shows the 'Supplier' page in Manager Self Service. The page is divided into several sections:

- Summary:** SetID WACTC, Supplier ID 0000044916, Short Supplier Name HISELMARCI-001, Supplier Marcia Kay Hisel.
- Location:** *Location 220 (checked as Default), RTV Fees, Attachments (0). Description: Tacoma Community College.
- Details:** *Effective Date 11/03/2015, Effective Status Active. Includes expand/collapse buttons.
- Options:** Payables, Procurement, Sales/Use Tax, Global/1099 Withholding.
- Additional ID Numbers, Comments, Internet Address, VAT:** Each has an expand/collapse button.
- Buttons:** Save, Return to Search, Notify, Add, Update/Display, Include History, Go.

! You must have at least one of these local college managed security roles:

- ZD Accounts Payable Entry
- ZZ Voucher Approval Entry
- ZZ Voucher Entry
- ZZ_AP_MANAGER
- ZZ_AP_SPECIALIST

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

- Next, navigate to the **Voucher** search page. **Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry**
- The **Voucher** search page displays.
- Enter **Business Unit**.
- Allow **Voucher ID** to default to "NEXT". The system will assign a unique, permanent ID later.
- Enter **Voucher Style**.
- Enter **Supplier ID**.
- Enter **Supplier Location**.
- Enter **Invoice Date**.
- Enter **Gross Invoice Amount**.
- Select the **Tax Exempt Flag** checkbox.

26. Select **Add**.

Voucher

Find an Existing Value | Keyword Search | Add a New Value

Business Unit: WA220
Voucher ID: NEXT
Voucher Style: Regular Voucher
Supplier Name: Marcia Kay Hisel
Short Supplier Name: HISELMARCI-001
Supplier ID: 0000044916
Supplier Location: 220
Address Sequence Number: 1
Invoice Number:
Invoice Date: 01/23/2019
Gross Invoice Amount: 1999.00
Freight Amount: 0.00
Sales Tax Amount: 0.00
Entered VAT Amount: 0.00
Misc Charge Amount: 0.00
PO Business Unit:
PO Number:
Tax Exempt Flag:
Estimated No. of Invoice Lines: 1

Add

27. The **Invoice Information** tab displays. Use it to create a voucher. From this page you can enter or view invoice information, nonmerchandise charges and voucher line and distribution information.

28. Enter **Invoice No.**

29. Enter **Accounting Date.**

30. Enter **Invoice Date.**

31. In the **Distribution Lines** section, select the **GL Chart** tab. The **Merchandise Amt** field should show the same amount entered above.

32. Enter **Quantity.**

33. Enter **Account.**

34. Select the **Payments** tab.

Summary Regular Entry

Invoice Information **Payments** Voucher Attributes

Business Unit WA220 Invoice No. 8675309
 Voucher ID NEXT Accounting Date 01/23/2019
 Voucher Style Regular Voucher *Pay Terms 00 Due Immedi
 Invoice Date 01/23/2019 Basis Date Type Inv Date
 Invoice Received Tax Exempt
 Supplier Marcia Kay Hisee
 Supplier ID 000044916 Control Group
 ShortName HISELMARCI-001
 Location 220
 *Address 1
 Incomplete Voucher

Invoice Total
 Line Total 1,999.00
 *Currency USD
 Miscellaneous
 Freight
 Sales Tax
 Entered VAT
 Use Tax 0.00
 VAT 0.00
 NonInv
 Total 1,999.00
 Difference 0.00

Sales/Use Tax Summary
 VAT Summary
 Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 Withholding
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last
 Line 1 Copy Down Ship To 220-000001
 *Distribute by Amount Description
 Item Packing Slip
 Quantity
 UOM
 Unit Price
 Line Amount 1,999.00
 One Asset
 Invoice Line VAT
 Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	Source Type	Category	Subcategory	College Defined	State Purpose	Affiliate	Fund Affil	Oper Unit Affil
<input type="checkbox"/>	1	1,999.00	1.0000								

 Save Save For Later

35. The **Payments** tab displays.
36. Enter **Pay Terms**.
37. Enter **Gross Amount**.
38. Ensure that **Scheduled Due** is blank.
39. Allow the **Payment Options** section to default.
40. Select the **Layout** link.

Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit WA220 Invoice No 8675309
 Voucher ID NEXT Invoice Date 01/23/2019 Action [v]
 Incomplete Voucher Run
 Voucher Style Regular Voucher
 Total Amount 1,999.00 *Pay Terms 00 Due Immedi Schedule Payments
 Supplier Name Marcia Kay Hisel

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000044916 Location 220 Address 1
 Marcia Kay Hisel
 PO Box 218
 Burley, WA 98322

Gross Amount 1999.00 USD Scheduled Due
 Discount 0.00 USD Net Due
 Discount Due
 Accounting Date

Payment Inquiry
 Discount Denied
 Late Charge
 Express Payment
 Payment Comments(0)
 Holiday/Currency

Payment Options

*Bank KYBNK Pay Group *Netting Not Applicabl
 *Account CHCK *Handling Regular Payments L/C ID
 *Method EFT Hold Reason Supplier Bank Messages
 Message Layout
 Hold Payment
 Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment Payment Date
 Pay Reference

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

41. The **EFT Layout** window displays. Use it to enter information to settle a payment through ctcLink Financial Gateway or Pay Cycle Manager.
42. Select **OK**.

Invoice Date 01/23/2019 Action [v]
 Incomplete Voucher
 *Pay Terms 00 Due Immedi

Find | View All

EFT Layout [x] Help

Layout PayCycle

Settle By

*Handling Regular Payments L/C ID
 Hold Reason [v] Actions

43. The **EFT Layout** window disappears.
44. Select **Schedule Payments**.

45. Select **Save**.

Summary Regular Entry

Invoice Information | **Payments** | Voucher Attributes

Business Unit: WA220 Invoice No: 8875309
Voucher ID: NEXT Invoice Date: 01/23/2019 Action: [v] Run
Voucher Style: Regular Voucher
Total Amount: 1,999.00 *Pay Terms: 00 Due Immedi **Schedule Payments**
Supplier Name: Marcia Kay Hisei

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to: 0000044918 Gross Amount: 1999.00 USD Scheduled Due: [h]
Location: 220 Discount: 0.00 USD Net Due: [h]
*Address: 1 Discount Due: [h]
Accounting Date: [h]
Marcia Kay Hisei
PO Box 218
Burley, WA 98322
Payment Inquiry
 Discount Denied
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

Payment Options

*Bank: KYBNK Pay Group: [v] *Netting: [Not Applicabl v]
*Account: CHCK *Handling: Regular Payments L/C ID: [v]
*Method: EFT Hold Reason: [v] Supplier Bank Messages Layout
Message: [v] * Actions Hold Payment
Message will appear on remittance advice. Separate Payment

Schedule Payment

*Action: Schedule Payment Payment Date: [v]
Pay: [v] Reference: [v]

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes

46. Process complete.