

## 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.

Find an Existing Value
Keyword Search
Add a New Value

Search Criteria

SetID = WACTC

Supplier ID begins with 0000044916

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

☐ Include History
☐ Correct History
☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

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

Manager Self Service
Supplier

Summary
Identifying Information
Address
Contacts
Location
Custom

SetID WACTC
Supplier ID 0000044916
Supplier Short Name HISELMARCI
Supplier Name Marcia Kay Hisei

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
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

Save
Return to Search
Notify

Add
Update/Display
Include History
Correct Hit

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

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

**Manager Self Service** **Supplier**

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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

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**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](#)

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[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**

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**Payables Options**

SetID: WACTC      Location: 220

Supplier ID: 0000044916      Description: Tacoma Community College

Short Supplier Name: HISELMARCI      HISELMARCI-001

Supplier Name: Marcia Kay Hisel

Expand All      Collapse All

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**Invoicing**

Supplier: 0000044916      Marcia Kay Hisel

Address: 1      Business Address

Search      PO Box 218

Burley, WA 98322

Location: 220      Tacoma Community College

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**Remitting**

Supplier: 0000044916      Marcia Kay Hisel

Address: 1      Business Address

Search      PO Box 218

Burley, WA 98322

Location: 220      Tacoma Community College

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▶ **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**

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	
<b>Payment Control</b> 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"/> Complex Routing <input type="checkbox"/> Always take discount <input type="checkbox"/> Separate Payment <input type="checkbox"/> Factoring <input type="checkbox"/> Apply Netting	<b>Bank</b> <div>             *Bank Options <input type="text" value="Default from Higher Level"/>              Bank <input type="text"/>              Account <input type="text"/>              Currency <input type="text"/>              Rate Type <input type="text"/> </div>
<b>Draft Processing Control</b> *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"/>	<b>Additional Payment Information</b> <div>             *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"/> </div>
<b>Holiday Processing Options</b> *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	<b>Document Sequencing Type</b> *Sequencing Options <input type="text" value="Default from Higher Level"/> Document Type <input type="text"/> <b>Late Charges</b> *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

Status Confirmed

Date 01/19/2023

Confirm

Unconfirm

Fund Transfer Details

Payment Format

Transaction Handling

Domestic Costs

Correspondent's Costs

Bank Check Drawn On

Check Forwarding

Payment Instruction Ref 1

Payment Instruction Ref 2

☐ Crossed Check

Payment Instruction 1

Payment Instruction 2

Payment Instruction 3

Payment Instruction 4

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

Country  United States

Bank Name

Branch Name

Bank ID Qualifier  United States Bank

Bank ID

Account Type

Bank Account Number

DFI Qualifier

DFI ID

IBAN

Search

- 💡 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 | 1/1      First 1 of 1 Last

Payment Method
1 Automated Clearing House

Expand All      Collapse All

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

**Payables Options**

Supplier Name: Marcia Kay Hisel      Expand All      Collapse All

**Invoicing**

Supplier	0000044916	Marcia Kay Hisel
Address	1	Business Address
	Search	PO Box 218
		Burley, WA 98322
Location	220	Tacoma Community College

**Remitting**

Supplier	0000044916	Marcia Kay Hisel
Address	1	Business Address
	Search	PO Box 218
		Burley, WA 98322
Location	220	Tacoma Community College

▶ 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

▶ Payment Notification

Expand All      Collapse All

**OK**      Cancel

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 Hisei

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 01/01/2020 Effective Status Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments & Attachments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

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.

Find an Existing Value
Keyword Search
Add a New Value

Search Criteria

SetID = WACTC

Supplier ID begins with 0000044916

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

☐ Include History
☐ Correct History
☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

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

Manager Self Service
Supplier

Summary
Identifying Information
Address
Contacts
Location
Custom

SetID WACTC
Supplier ID 0000044916
Supplier Short Name HISELMARCI
Supplier Name Marcia Kay Hisei
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
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

Save
Return to Search
Notify
Add
Update/Display
Include History
Correct Hi

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

- The **Location** tab displays.
- 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**.
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

SetID: WACTC Location: 220  
 Supplier ID: 000044916 Description: Tacoma Community College  
 Short Supplier Name: HISELMARCO HISELMARCO-001  
 Supplier Name: Marcia Kay Hiseil Expand All Collapse All

**Invoicing**

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

**Remitting**

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

**Additional Payables Options**

**Payment Control**

Pay Group:   
 \*Delay Days: Default from BUJ  
 Discount:   
 Net:   
☐ Hold Payment ☐ Complex Routing  
☐ Always take discount ☐ Separate Payment  
☐ Truncating ☐ Apply Netting

**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: CHS Check  
 \*Draft Optimize: Do Not Use  
 Max Number of Drafts:   
**Holiday Processing Options**  
 \*Holiday Processing: Default from Higher Level  
 Holiday Options:   
 Days: ☐ Allow due date in next month

**Bank**

\*Bank Options: Default from Higher Level  
 Bank:   
 Account:   
 Currency:   
 Rate Type:   
**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:   
**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  
 WFLSA Information  
 Debit 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

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

**Manager Self Service** **Supplier**

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

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

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

! 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. 8875309  
 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 Hisei  
 Supplier ID 0000044916 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

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
					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  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Total Amount: 1,999.00  
 Supplier Name: Marcia Kay Hisel

Invoice No: 8675309  
 Invoice Date: 01/23/2019  
 Action:   
☐ Incomplete Voucher  
 \*Pay Terms: 00 Due Immedi

**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  
 Discount: 0.00 USD  
 Scheduled Due:   
 Net Due:  
 Discount Due:  
 Accounting Date:

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

**Payment Options**

\*Bank: KYBNK  
 \*Account: CHCK  
 \*Method: EFT  
 Message:   
 Message will appear on remittance advice.

Pay Group:   
 \*Handling: Regular Payments  
 Hold Reason:

\*Netting: Not Applicabl  
 L/C ID:   
 \*Actions

Supplier Bank Messages  
☐ Layout  
☐ Hold Payment  
☐ Separate Payment

**Schedule Payment**

\*Action: Schedule Payment  
 Pay:   
 Payment Date:   
 Reference:

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:   
☐ Incomplete Voucher  
 \*Pay Terms: 00 Due Immedi

Find | View All

**EFT Layout** Help

Layout: PayCycle

Settle By

\*Handling: Regular Payments  
 Hold Reason:   
 L/C ID:   
 \*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: 8675309  
Voucher ID: NEXT Invoice Date: 01/23/2019  
Voucher Style: Regular Voucher  
Total Amount: 1,999.00  
Supplier Name: Marcia Kay Hisei

\*Pay Terms: 00 Due Immedi

Action:  **Schedule Payments**

**Payment Information** Find | View All First 1 of 1 Last

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

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

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

**Payment Options**

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

Message will appear on remittance advice.

**Schedule Payment**

\*Action: Schedule Payment  
Pay:   
Payment Date:   
Reference:

**Save**

Invoice Information | Payments | Voucher Attributes

46. Process complete.