

1. System configuration – WE HAVE TO DO

General Check Layout **Auto Pay / Web Payment Vouchers**

ACH Payments

Request confirmation email from vendor re: receipt of funds to email address
 kliner@cooperstowncs.org

Default Employee Vendors for ACH Automated Payments

Default ACH Employee Vendors to use employee's primary P/R Direct Deposit Bank Account

Cutover Date for Defaulting ACH A/P Payments: 11/01/2018

ACH Payment Notice Email: Send to Vendor, CC to print user's email

Web Payment Vouchers

Require Claimant Vendor to be ACH Ready

Claimant Notification when ACH Payment is Issued: Standard ACH Vendor Notification, suppress Web

Other Automated Payment Interfaces

No other interfaces available

2. NON MODIFY MODE, Need to right click on the CD Auto Pay to make it go RED

Bank Account [NBTTA] - □ X

Bank Account: NBTTA Affiliation: NBT Bank Active

Description: TRUST AND AGENCY CHECKING Type: Checking

Bank Name: NBT

Branch Name:

Address: 62 PIONEER STREET, COOPERSTOWN, NY 13326 MICR Acct# for Checks: 1717114920

Fund Usage Check Layout / Bank Recon ACH / EFT

Fund	Subfund	G/L Acct	CR	CD Check	CD Auto Pay
TA		200-00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Right Click CD or CR to make it the Default for the Fund/Subfund.

3. On the vendor file

MAIN Address remove REMIT Box, change ACH to say NONE and has to have contact information

The screenshot shows a software window with several tabs: Addresses, Default Addresses/Contacts, ACH/EFT, 1099, Bid Info, FY Totals, and Attachment. The 'Addresses' tab is active, showing details for address '<MAIN>'. The 'Use For' section is highlighted with a red box and contains the following options:

- Purchasing/AP
- Bid
- Order
- Remit

The 'Default as Automated Payment - Method' dropdown is also highlighted with a red box and is set to 'None'. Below this, a table lists contact information:

Sal.	FirstName	LastName	Phone #	Fax #	Other Phone #	E-Mail Address
	LLOYD	ALLEN				pvanvorc@btboc

Need to create a remit address

Go to a blank ADDR ID line. We suggest using ACH or something like that to stand out.

Click REMIT BOX ONLY and fill in the automatic payment

Vendor has to have contact email

The screenshot shows the same software window, but now with a new address 'ACH' selected. The 'Use For' section is highlighted with a red box and contains the following options:

- Purchasing/AP
- Bid
- Order
- Remit

The 'Default as Automated Payment - Method' dropdown is also highlighted with a red box and is set to 'ACH'. Below this, a table lists contact information:

Sal.	FirstName	LastName	Phone #	Fax #	Other Phone #	E-Mail Address
	LLOYD	ALLEN				pvanvorc@btboc

Click on the Default Addresses/Contacts tab

Go to the remit section and put in the default remit address code

Addresses	Default Addresses/Contacts	ACH/EFT	1099	Bid Info	FY Totals	Attachment
Bid <input checked="" type="radio"/> Address <input type="radio"/> Contact						
<input type="text"/>		<input type="text"/>	The Bid code is blank. The Bid address will default to the vendor's primary address.			
Order Address <input checked="" type="radio"/> Address <input type="radio"/> Contact						
<input type="text"/>		<input type="text"/>	The Order code is blank. The Order address will default to the vendor's primary address.			
Remit Address <input checked="" type="radio"/> Address <input type="radio"/> Contact						
LLOYD D. ALLEN P.O. BOX 31 MILFORD, NY 13807		ACH				
Billing Address for Non-Contract Billing <input checked="" type="radio"/> Address <input type="radio"/> Contact						
<input type="text"/>		<input type="text"/>	The Bill code is blank. The Bill address will default to the vendor's primary address.			

Click the ACH/EFT tab

Fill in the screen and make sure the PRE NOTIFIED box is Checked. This way the customer's money will be debited to their account on the first AP run

Addresses	Default Addresses/Contacts	ACH/EFT	1099	Bid Info	FY Totals	Attachment
Addr.ID	Address <input type="text" value="ACH"/> Customer <input type="text"/>					
<MAIN>	Company <input type="text" value="ALLEN\LLOYD D."/>					
ACH						
	Customer Billing (Debit) and Vendor Payments(Credit)					
	<input type="checkbox"/> Default to Employee's Primary P/R Direct Deposit Bank Account					
	P/R DD Deduction	<input type="text" value="Blank"/>				
	Bank	<input type="text" value="D77"/>	<input type="text" value="BB & T BRANCH BANKING & TRUST"/>			
	Account Number	<input type="text" value="1245646231"/>	<input type="text" value="051404260"/>			
	Type	<input type="text" value="Checking"/>	<input checked="" type="checkbox"/> Pre-Notified			
	Email address for ACH payment notification					
	<input type="text" value="pvanvorc@btbooces.org"/>					

4. To record invoices

MUST USE Payment by Item screen

The FIELDS; NON PO and INVOICE # MUST BE BLANK

Payments By Item or Invoice Fixed Assets Attachment Receiving

2019 Trans. Grp **ToBeAssgnc** Trans. Type **Original**

PO # **Blank** Blanket Schedule **CARE**

Non-PO/AR Ref# Warrant **PND4**

Invoice # Desc Date **00/00/0000** Amt **0.00**

Included in Inv Amt: Order/Trade Discount **0.00%** OR **0.00** Distrib Shipping **0.00** Auto Distribute

Item Totals: Extended Amt **0.00** - Discount **0.00** + Shipping **0.00** = Total **0.00**

Payment Discount **0.00%** if paid in **0** Days Due Date **00/00/0000**

Vendor **Invalid Vendor** Computer Check Separate Check

Remit To Automated Payment Date **00/00/0000**

Vendor Ref. Electronic Transfer

PrintSeq Manual Check

Search By **PrintSeq**

Fill in Schedule, Description, date, amount and Vendor.

Payments By Item or Invoice Fixed Assets Attachment Receiving

2019 Trans. Grp **ToBeAssgnc** Trans. Type **Original**

PO # **Blank** Blanket Schedule **CARE**

Non-PO/AR Ref# Warrant **PND4**

Invoice # Desc **reimbursement** Date **11/09/2018** Amt **93.66**

Included in Inv Amt: Order/Trade Discount **0.00%** OR **0.00** Distrib Shipping **0.00** Auto Distribute

Item Totals: Extended Amt **0.00** - Discount **0.00** + Shipping **0.00** = Total **0.00**

Payment Discount **0.00%** if paid in **0** Days Due Date **00/00/0000**

Vendor **000281** **LLOYD D. ALLEN** Computer Check Separate Check

Remit To **ACH** **P.O. BOX 31** Automated Payment Date **00/00/0000**

Vendor Ref. **RET** **MILFORD, NY 13807** Electronic Transfer

Bank Account **TRUST AND AGENCY CHECKI**

PrintSeq Search By **PrintSeq**

PrintSeq	Quantity	Item Description	Unit Cost
0001	0.00		0.0000

Click on BOB and select REFUND A/R CREDIT

The screenshot shows the 'Payments By Item or Invoice' window. The 'Trans. Grp' is 'ToBeAssgr' and 'Trans. Type' is 'Original'. A dropdown menu is open, showing options: 'Set Quantity equal to Quantity Received for all line items', 'Set All Quantities to Zero', 'Pay A/P Accrual (Payable)', 'Refund A/R Credit' (highlighted with a red box), and 'Print A/P Vendor Invoice Listing'. Other fields include PO #, Non-PO/AR Ref#, Invoice #, and Included in Inv Amt: Order/Trade Disc.

Key in the Credit Memo number and click OK

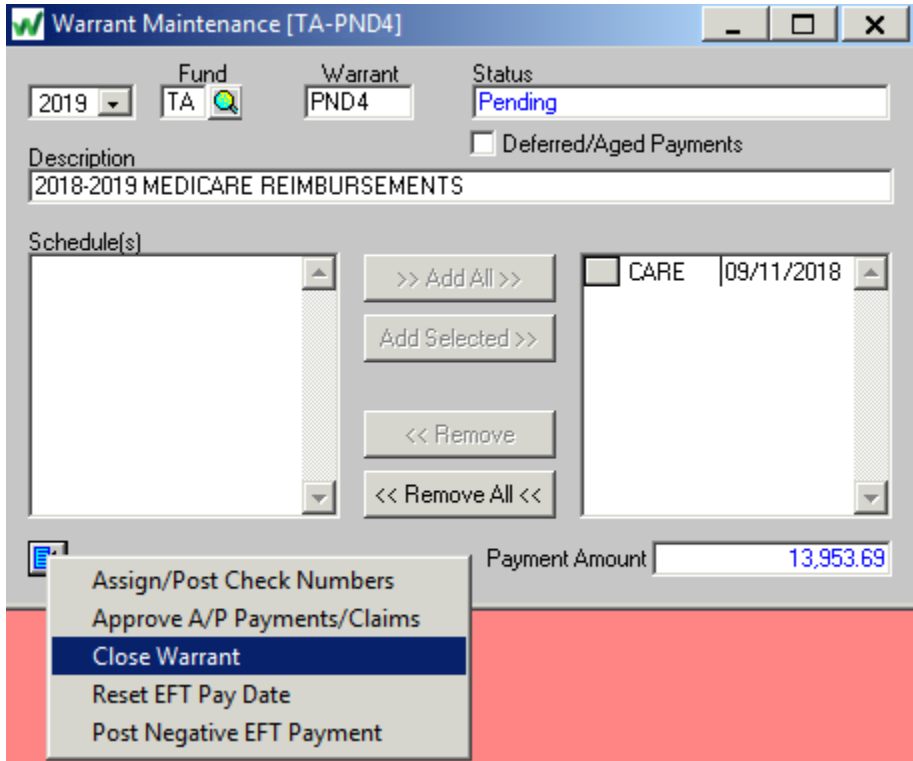
The screenshot shows a dialog box titled 'Refund A/R Credit'. It has a text field for 'A/R Reference Number' and two buttons: 'OK' and 'Cancel'.

This is what the saved record will look like

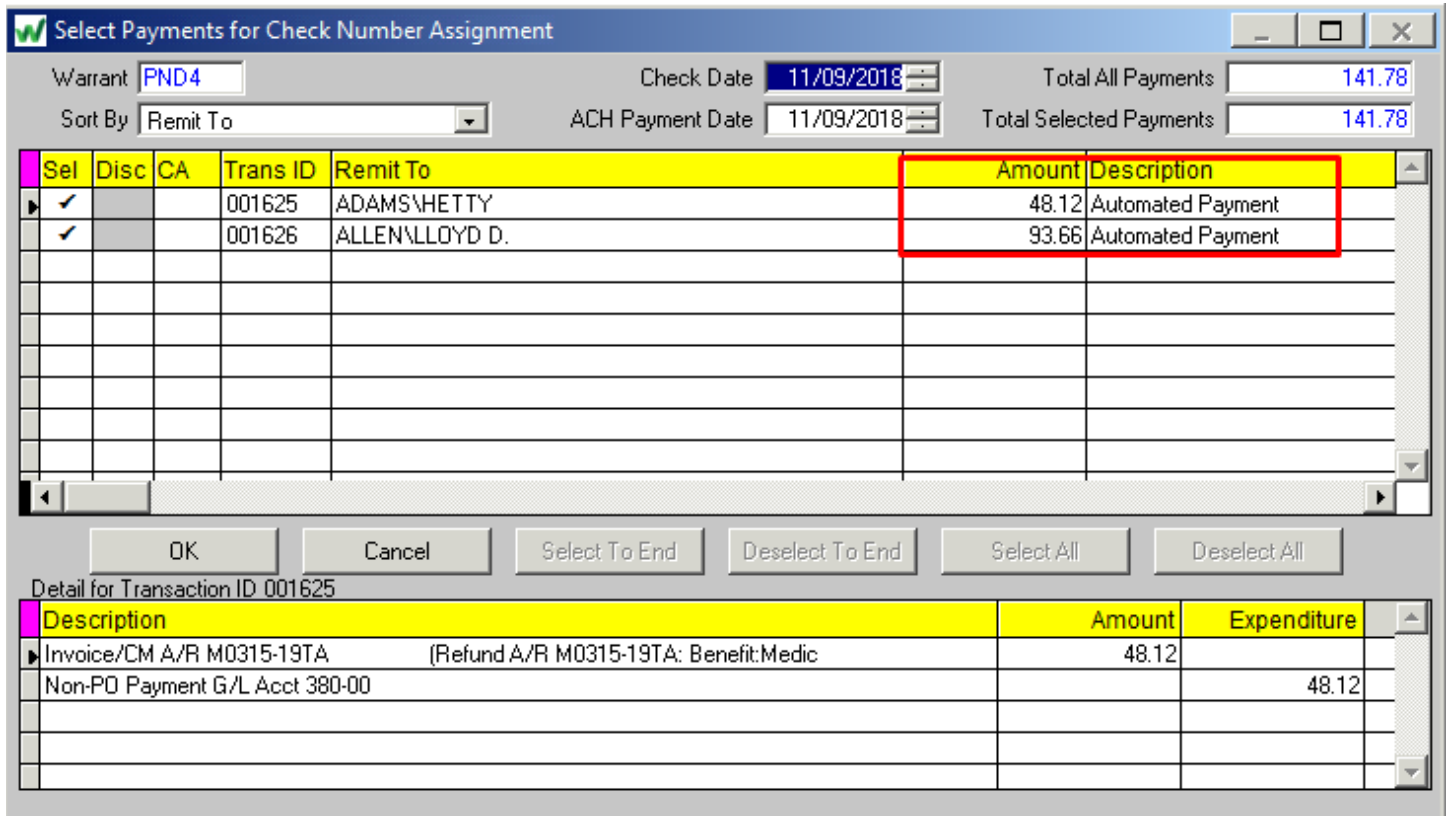
The screenshot shows the 'Payments By Item or Invoice' window with the saved record details. The 'Trans. Grp' is '001626' and 'Trans. Type' is 'Original'. The 'PO #' is 'Blank' and 'Schedule' is 'CARE'. The 'Non-PO/AR Ref#' is 'JC0001-19' and 'Warrant' is 'PND4'. The 'Invoice #' is 'A/R JC0001-19' and 'Desc' is 'Refund A/R JC0001-19: Created by Cash Re'. The 'Date' is '11/09/2018' and 'Amt' is '93.66'. The 'Item Totals' show 'Extended Amt' of '93.66', 'Discount' of '0.00', and 'Total' of '93.66'. The 'Payment Discount' is '0.00%' and 'if paid in' '0' Days. The 'Due Date' is '00/00/0000'. The 'Vendor' is '000281' and 'Remit To' is 'ACH'. The 'Vendor Ref.' is 'RET'. The 'Bank Account' is 'TRUST AND AGENCY CHECKI'. The 'Automated Payment' radio button is selected. The 'PrintSeq' is '0001'. The 'Search By' is 'PrintSeq'. The table below shows the item details:

PrintSeq	Quantity	Item Description	Unit Cost
0001	1.00	Refund A/R JC0001-19: Created by Cash Receipt TA000013-19	93.6600

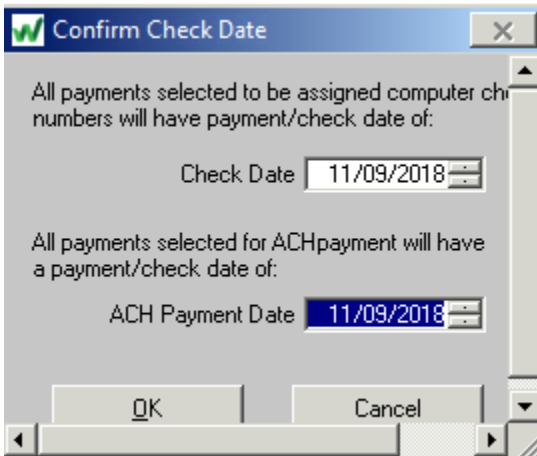
- The check numbers for automated payments are assigned during the “Close Warrant” Process in Warrant Maintenance.



When the “Close Warrant” process is chosen, all unassigned AP transactions including Automated Payments are selected. In the description column, the ACH payment is designated as “Automated Payment”

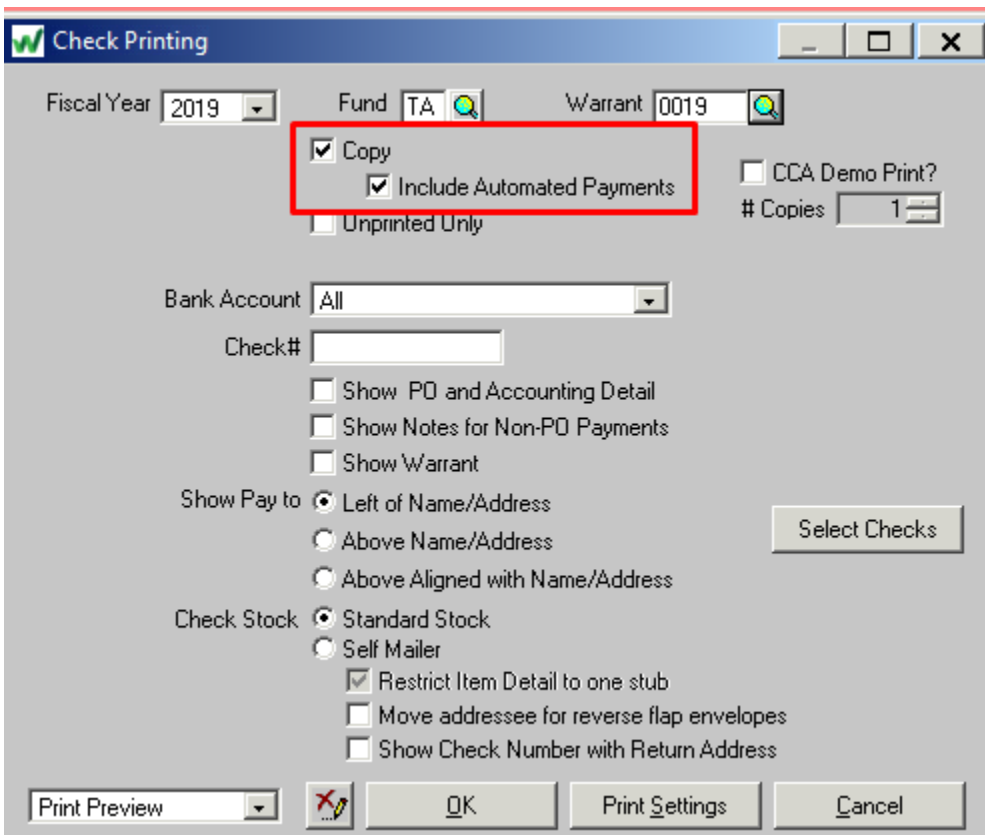


When confirming the check date, the user is asked to confirm the automated payment date. Verify with your bank to determine how many days they need to process automated payments. In general, ACH payments usually take two days from transmittal to settlement. The automated payment date used below is considered the settlement date of the payment.



6. ACH payments are assigned a unique check number beginning with ACH.

Once the ACH check numbers are assigned, the user can print ACH check copies as needed. Copy and Include Automated Payments must be selected.



7. The warrant report shows the ACH payments as follows.

HETTY ADAMS						
Invoice: A/R M0315-19TA Refund A /R M0315-19TA: Benefit: Medicare[AP ID# 001625]					48.12	
M0315-19TA	G/L Acct: TA380-00	Refund A/R M0315-19TA: Benefit: Medicare Reimbursement, 10/01/2018 to 10/31/2018		11/09/2018		48.12
Check total for 001482-HETTY ADAMS					48.12	A
						ACH 000001 11/9/2018
LLOYD D. ALLEN						
Invoice: A/R JC0001-19 Refund A/R JC0001-19: Created by Cash Re[AP ID# 001626]					93.66	
JC0001-19	G/L Acct: TA380-00	Refund A/R JC0001-19: Created by Cash Receipt TA000013-19		11/09/2018		93.66
Check total for 000281-LLOYD D. ALLEN					93.66	A
						ACH 000002 11/9/2018

8. Create the file from the blue options button on Warrant Maintenance or through *File / Administration / Export Files / ACH Payment File*.

Note: The export cannot be re-created, do not delete the file. If you have any issues please call your Wincap Support Desk.

Enter the warrant and a path where the file will be saved. The appropriate disbursement bank must be chosen. If more than one bank account exists for the same banking institution, both bank accounts are listed in the one file.

If multiple banking institutions exist in this warrant, an export file must be created for each bank.

The screenshot shows the 'ACH File Export' dialog box. It has a title bar with a green 'W' logo and the text 'ACH File Export'. The dialog is divided into several sections: 'Fiscal Year' with a dropdown set to '2019'; 'Create ACH File for' with fields for 'Fund', 'Warrant', and 'Pay Date'; 'Output File Specifications' with a dropdown for 'Select drive for output' (A:\), a field for 'Directory Path', and a field for 'Name for export file' (AutoPay.ACH); 'Withdraw ACH from Bank Account' with a dropdown set to 'Blank'; and a checked checkbox for 'Create Balanced ACH File'. At the bottom are 'OK', 'Cancel', and a search icon button.

Subject: Automated Clearing House (ACH) Payment from Richmond Central School to BUTTERFLY BUSHES

Please be advised that a payment has been submitted to the Automated Clearing House (ACH) system by Richmond Central School to credit your bank account ending in 6789 in the amount of \$5.00. The settlement date for this payment is 02/08/2013.

This is additional information that appears in the ACH email sent as selected below.

Payment details:

Invoice# tetsttt \$5.00 Our Reference: ACH000002

This is a message from the WinCap application.

Note: The above e-mail is sent when the file is created. If the default email address in the vendor file is incorrect, a message displays at the time of export and the Vendor will not receive a notification of available funds.