OSAS

Banking

ACH Payment to Vendors

The following items need to be set up before using Banking for ACH payments to vendors.

AP or PO/File Maintenance/Vendors/Select Vendor Codes.

Enter the Account Number and Routing Code.







AP or PO/Codes Maintenance/Methods of Payment.

Set up ACH as a method of payment, use Payment Type 5-electronic payment.





AP or PO/File Maintenance/E-Mail Defaults.





AP or PO/Pay Invoices/Print Vouchers.







AP or PO/Pay Invoices/Create ACH File.





AP or PO/Pay Invoices/Payment Register.







AP or PO/Pay Invoices/Post Payments – Make sure you have created the ACH file before posting.

