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.

Shape, rectangle

Description automatically generated

Graphical user interface, application

Description automatically generated

Text

Description automatically generated

AP or PO/Codes Maintenance/Methods of Payment.

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

Graphical user interface, text, application

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Text

Description automatically generated

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

Shape

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Graphical user interface, text, application, email

Description automatically generated

AP or PO/Pay Invoices/Print Vouchers.

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application, Word

Description automatically generatedText

Description automatically generated

Diagram

Description automatically generated with low confidence

AP or PO/Pay Invoices/Create ACH File.

Graphical user interface, application

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Table

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AP or PO/Pay Invoices/Payment Register.

Graphical user interface, text, application

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A screenshot of a computer

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Table

Description automatically generated

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

Graphical user interface, text

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