



Entering ACH Payment Vouchers

All State organizations should be paying their suppliers by ACH (direct deposit) instead of check. Payment by ACH is the most economical means of payment, for both the payer and the payee. This allows suppliers to receive payments sooner, minimizes the risk of loss, and saves trips to the bank.

This job aid provides instructions on how to create a voucher against a supplier who is configured to be paid electronically. It will build off Business Process VN.020.021 (Adding a Direct Deposit Supplier) which is located at http://www.usg.edu/gafirst-fin/documentation/category/suppliers.

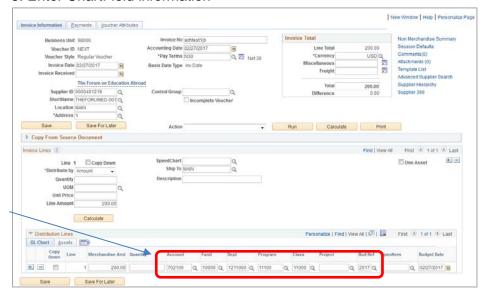
- 1. Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry
- 2. Enter the following information for the voucher:
 - a. Business Unit
 - b. Supplier ID
 - c. Invoice Number
 - d. Invoice Date
 - e. Gross Invoice Amount

Find an Existing Value Add a New Value	
Business 11-7 20000	
Business Unit 98000 Q	
Voucher ID NEXT	
Voucher Style Regular Voucher	
Supplier Name The Forum on Education Abroad	Q
Short Supplier Name THEFORUMED-001	
Supplier ID 0000401219 Q	
Supplier Location MAIN Q	
Address Sequence Number 1 Q	
Invoice Number achtest1jb	
Invoice Date 02/27/2017	
Gross Invoice Amount 200.00	
Freight Amount 0.00	
Misc Charge Amount 0.00	
PO Business Unit	
PO Number Q	
Estimated No. of Invoice Lines 1	
	
Add	



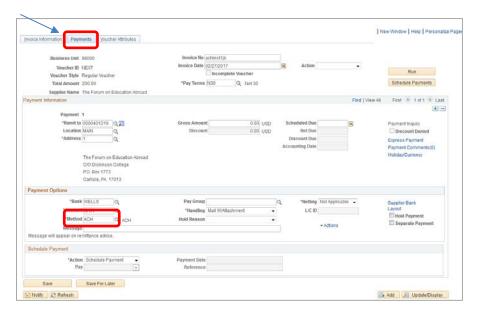


3. Enter ChartField information



4. Select the Payments Tab

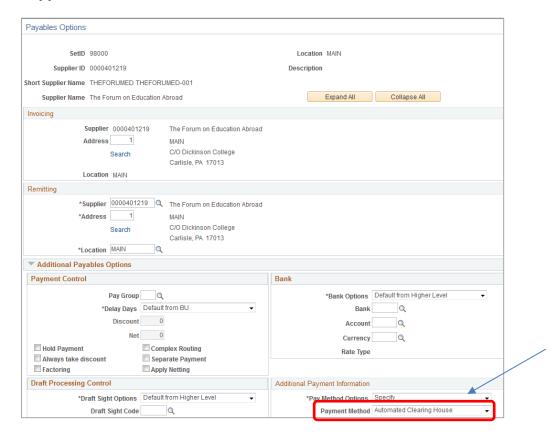
Note that the payment method is ACH instead of Check. No changes were made to update the payment method to ACH. The payment location, MAIN, is set up to always be paid via ACH. If a supplier has multiple locations, the payment method is determined by the default location on the voucher.







Supplier Location



5. Save the Voucher.

The voucher will be submitted for approval, budget checked and posted via the scheduled batch jobs. Assuming there are no errors or additional approval required, the voucher is now ready to be paid.

Use Business Processes AP_020_502 (Running EFT or ACH Pay Cycles) and AP_020_503 (Locating Pay Cycle files in Report Manager) to create your electronic payment and then send it to the bank. The business processes are located at http://www.usg.edu/gafirst-fin/documentation/category/accounts_payable.