

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

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

3. Enter ChartField information

The screenshot shows the 'Invoice Information' tab in the GeorgiaFIRST system. The 'Distribution Lines' table is visible at the bottom, with a red box highlighting the 'Account' column. The value '702100' is entered in the 'Account' field. A blue arrow points from the section header to this field.

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.

The screenshot shows the 'Payments' tab in the GeorgiaFIRST system. The 'Method' dropdown menu is highlighted with a red box and set to 'ACH'. A blue arrow points from the section header to this dropdown menu.

Supplier Location

Payables Options

SetID 98000 Location MAIN
Supplier ID 0000401219 Description
Short Supplier Name THEFORUMED THEFORUMED-001
Supplier Name The Forum on Education Abroad Expand All Collapse All

Invoicing

Supplier 0000401219 The Forum on Education Abroad
Address 1 MAIN
Search C/O Dickinson College
Carlisle, PA 17013
Location MAIN

Remitting

*Supplier 0000401219 The Forum on Education Abroad
*Address 1 MAIN
Search C/O Dickinson College
Carlisle, PA 17013
*Location MAIN

Additional Payables Options

Payment Control	Bank
Pay Group <input type="text"/> *Delay Days Default from BU Discount 0 Net 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	*Bank Options Default from Higher Level Bank <input type="text"/> Account <input type="text"/> Currency <input type="text"/> Rate Type

Draft Processing Control

*Draft Sight Options Default from Higher Level
Draft Sight Code

Additional Payment Information

*Pay Method Options Specify
Payment Method Automated Clearing House

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.