



PENTAGON 2000 SOFTWARE

Automatic ACH Transfers Module

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TITLE:	Automatic ACH Transfers Module		
PART:	Accounting and Financials		
MODULE:	Automatic ACH Transfers Module	BUILD	9.0.1.36
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	REVISION:	01
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	09/17/2014

Purpose

This module enables batch processing of ACH transfers to vendor accounts. The user may select the ACH transactions to process in the batch file. Approval is required and creates a level of security and accountability for the transactions.

Overview

This procedure outlines the steps for setup and use of the Automatic ACH Transfers Module.

Required Modules/Features

- Pentagon 2000 Core
- Accounting Module
- Automatic ACH Transfers Module

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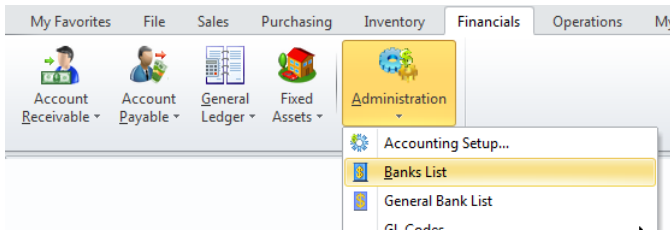
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Procedure

1. Bank Setup

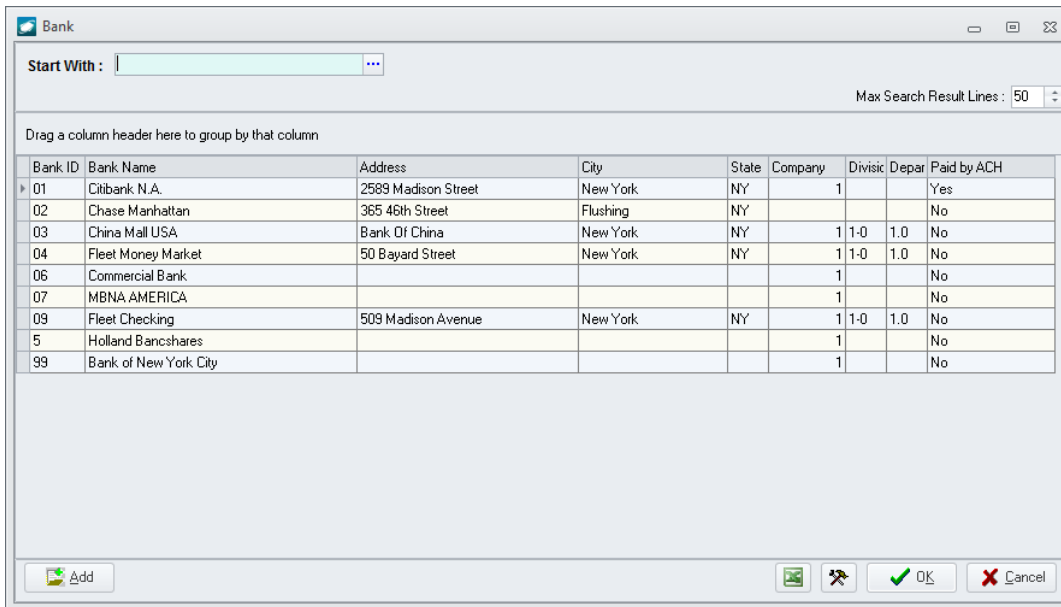
Each bank that is used to pay vendors must be setup for ACH payments.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Banks List**.



- b. The **Bank** search window will appear.

NOTE: Banks are shown to be enabled for ACH payments in the **Paid by ACH** column in **Bank** search window.

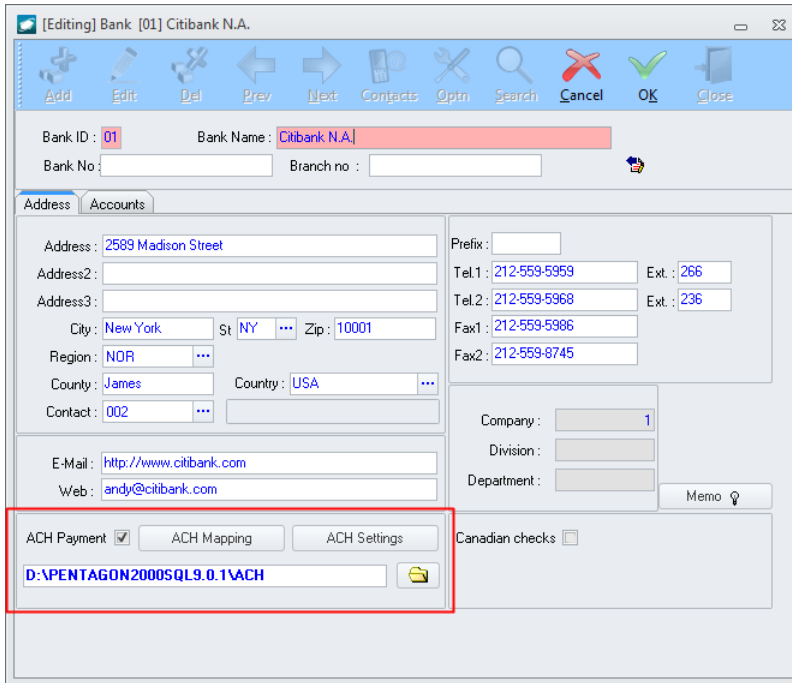


The screenshot shows the 'Bank' search window. It features a search bar at the top, a 'Max Search Result Lines' dropdown set to 50, and a table of bank records. The table has columns for Bank ID, Bank Name, Address, City, State, Company, Divisic, Deapar, and Paid by ACH. The 'Paid by ACH' column contains 'Yes' for Citibank N.A. and 'No' for all other banks listed.

Bank ID	Bank Name	Address	City	State	Company	Divisic	Deapar	Paid by ACH
01	Citibank N.A.	2589 Madison Street	New York	NY		1		Yes
02	Chase Manhattan	365 46th Street	Flushing	NY				No
03	China Mall USA	Bank Of China	New York	NY		1	1-0	1.0
04	Fleet Money Market	50 Bayard Street	New York	NY		1	1-0	1.0
06	Commercial Bank					1		No
07	MBNA AMERICA					1		No
09	Fleet Checking	509 Madison Avenue	New York	NY		1	1-0	1.0
5	Holland Bancshares					1		No
99	Bank of New York City					1		No

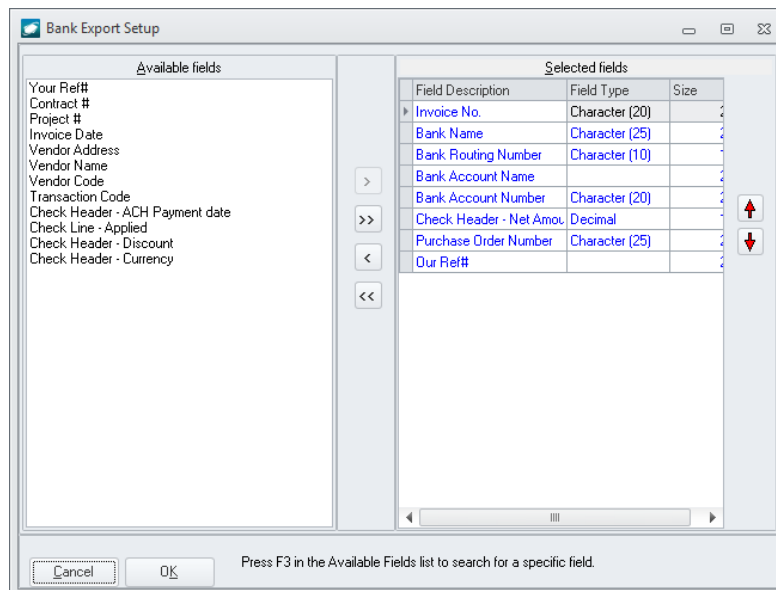
- c. Select the **Bank** for which ACH payments needs to be set up (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).

d. The **Bank** window will appear. Left-click the **Edit** button on the Bank window toolbar.



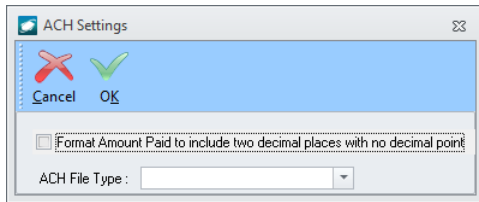
- i. **ACH Payment** flag – Ensure the flag is marked as “checked” to enable ACH payments from the bank.
- ii. **ACH Mapping** button – Left-click to setup the format of the file used for ACH payments that will be created when creating an export for this particular bank.

1. The **Bank Export Setup** window will appear.



2. Configure the fields that are required for the export to this particular bank and left-click the **OK** button.

iii. **ACH Settings** button – Left-click to adjust settings.



1. **Format Amount Paid to include two decimal places with no decimal point** flag – Mark flag as “checked” to format the amount field with two decimal places and no decimal point.

2. **ACH File Type** field – Select the type of file that will be created (.csv or plain text)

iv. File Location field – Left-click the folder to select the file location where export files will be saved.

v. Left-click the **OK** button on the **Bank** window toolbar.

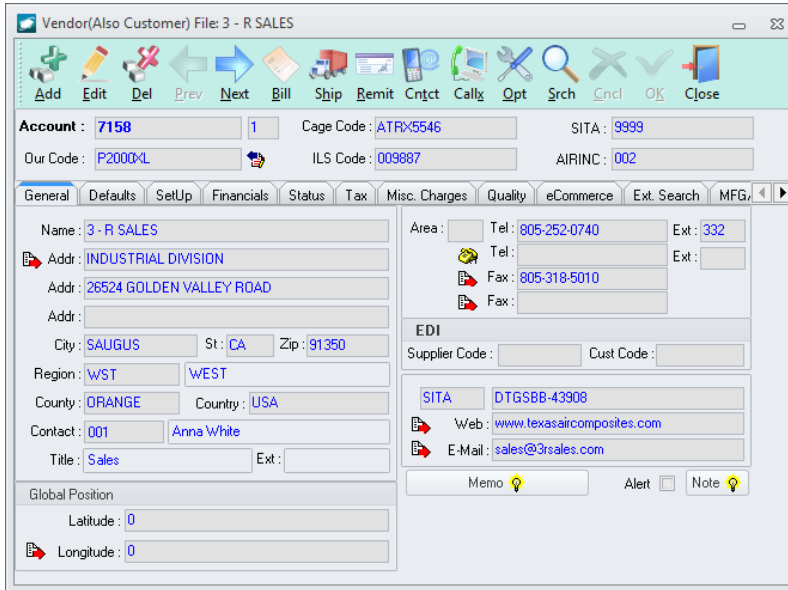
e. Left-click the **Close** button on the window toolbar.

END OF SECTION

2. Vendor Setup

Each vendor to which ACH payment will be made will need to be setup.

- a. From the vendor file, left-click the **Remit** button on the **Vendor File** window toolbar.



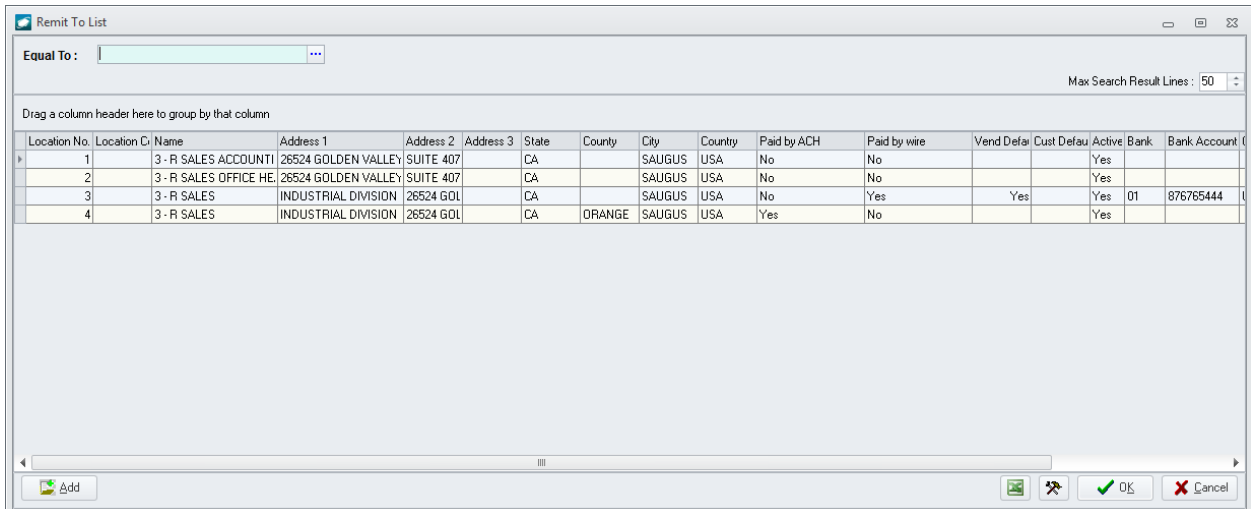
Vendor(Also Customer) File: 3 - R SALES

Account : 7158 1 Cage Code : ATRX5546 SITA : 9999
 Our Code : P2000L ILS Code : 009887 AIRINC : 002

General Defaults SetUp Financials Status Tax Misc. Charges Quality eCommerce Ext. Search MFG

Name : 3 - R SALES Area : Tel : 805-252-0740 Ext : 332
 Addr : INDUSTRIAL DIVISION Tel :
 Addr : 26524 GOLDEN VALLEY ROAD Fax : 805-318-5010
 Addr :
 City : SAUGUS St : CA Zip : 91350 EDI
 Supplier Code : Cust Code :
 Region : WST WEST SITA : DTGSBB-43908
 County : ORANGE Country : USA Web : www.texasaircomposites.com
 Contact : 001 Anna White E-Mail : sales@3rsales.com
 Title : Sales Ext :
 Global Position
 Latitude : 0
 Longitude : 0

- b. The **Remit To List** will appear.



Remit To List

Equal To : ... Max Search Result Lines : 50

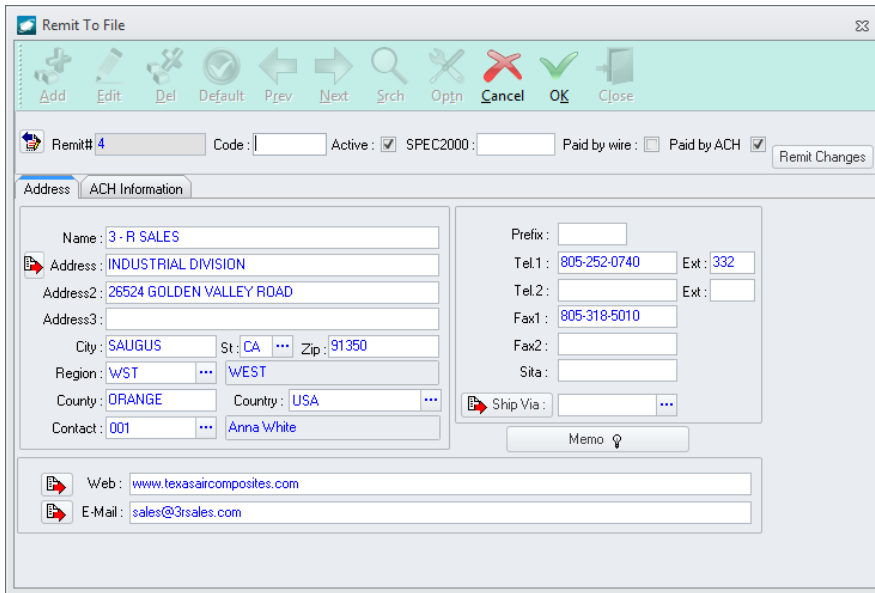
Drag a column header here to group by that column

Location No.	Location C	Name	Address 1	Address 2	Address 3	State	County	City	Country	Paid by ACH	Paid by wire	Vend Defau	Cust Defau	Active	Bank	Bank Account
1		3 - R SALES ACCOUNTI	26524 GOLDEN VALLEY	SUITE 407		CA		SAUGUS	USA	No	No			Yes		
2		3 - R SALES OFFICE HE	26524 GOLDEN VALLEY	SUITE 407		CA		SAUGUS	USA	No	No			Yes		
3		3 - R SALES	INDUSTRIAL DIVISION	26524 GOL		CA		SAUGUS	USA	No	Yes	Yes		Yes	01	876785444
4		3 - R SALES	INDUSTRIAL DIVISION	26524 GOL		CA	ORANGE	SAUGUS	USA	Yes	No			Yes		

Add OK Cancel

- c. Select the **Remit To** for which ACH payments needs to be set up (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).

- d. The **Remit To File** window will appear. Left-click the **Edit** button on the **Remit To File** window toolbar.

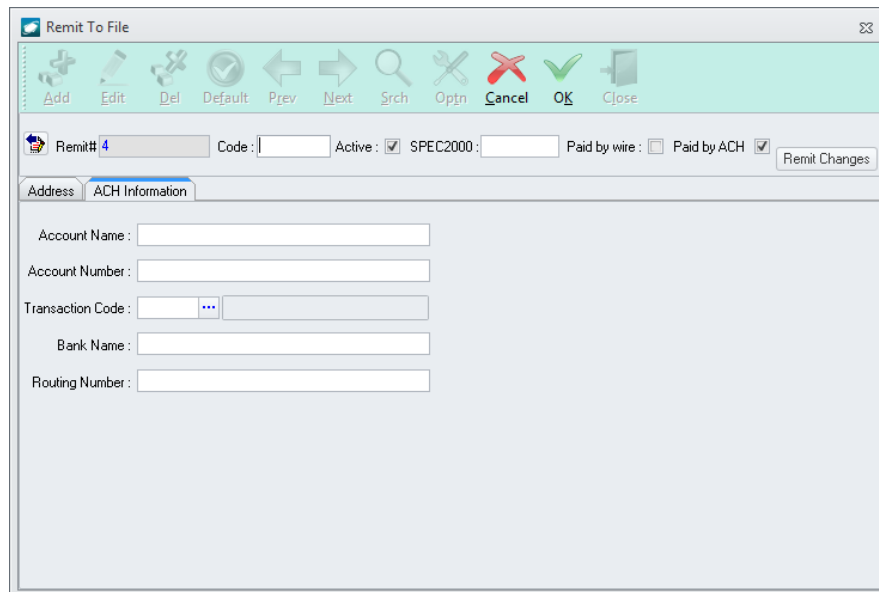


- i. **Paid by ACH** flag – Mark the flag as “checked” to enable ACH payments to the **Remit To**.

NOTE: When the **Paid by ACH** flag is marked as “checked” the **ACH Information** tab will appear.

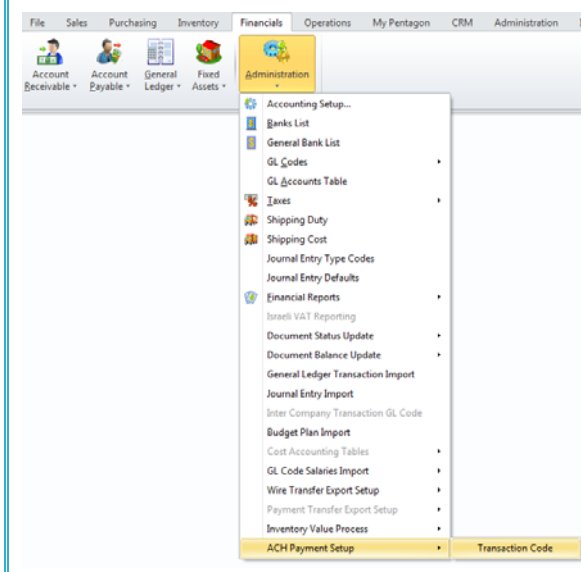
The system will not allow a single **Remit To** to have both the **Paid by ACH** flag and the **Paid by wire** flag to be marked as “checked” at the same time.

- ii. **ACH Information** tab



1. **Account Name** field – Enter the name of the vendor’s ACH payment account.
2. **Account Number** field – Enter the account number of the ACH payment account.
3. **Transaction Code** field – Select the appropriate code for classification of the ACH payment to this **Remit To**.

NOTE: Transaction codes are defined by the National Automated Clearing House Association (NACHA) and are setup within the **Administration** menu option of the **Financials** menu. Each bank should provide the list of applicable codes along with a specific definition of how the code is used by their organization.



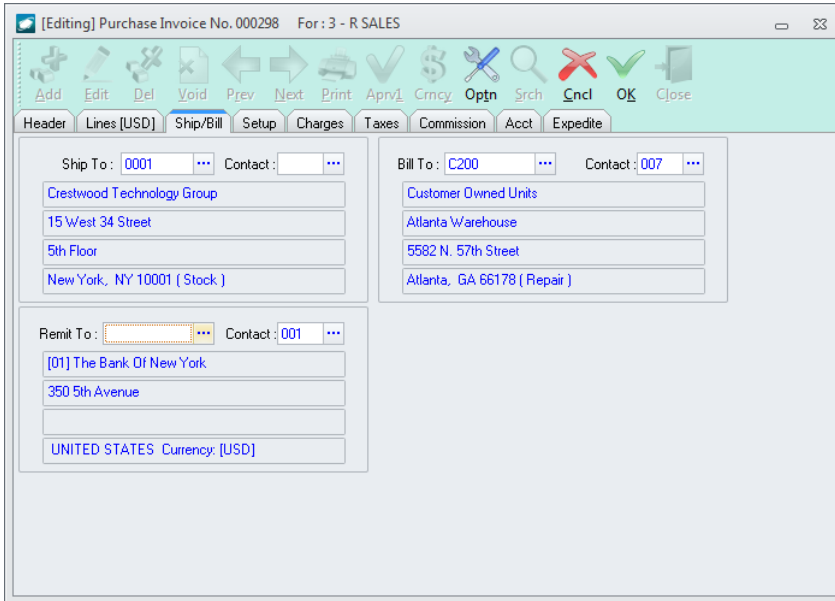
4. **Bank Name** field – Enter the name of the bank associated with the vendor’s ACH payment account.
 5. **Routing Number** field – Enter the routing number associated with the bank associated with the vendor’s ACH payment account.
- iii. Left-click the **OK** button on the **Bank** window toolbar.
- e. Left-click the **Close** button on the window toolbar.

END OF SECTION

3. Invoice Setup

Each document for which an ACH payment will be made must be properly identified.

- a. From the **Purchase Invoice**, left-click the **Ship/Bill** tab.



[Editing] Purchase Invoice No. 000298 For: 3 - R SALES

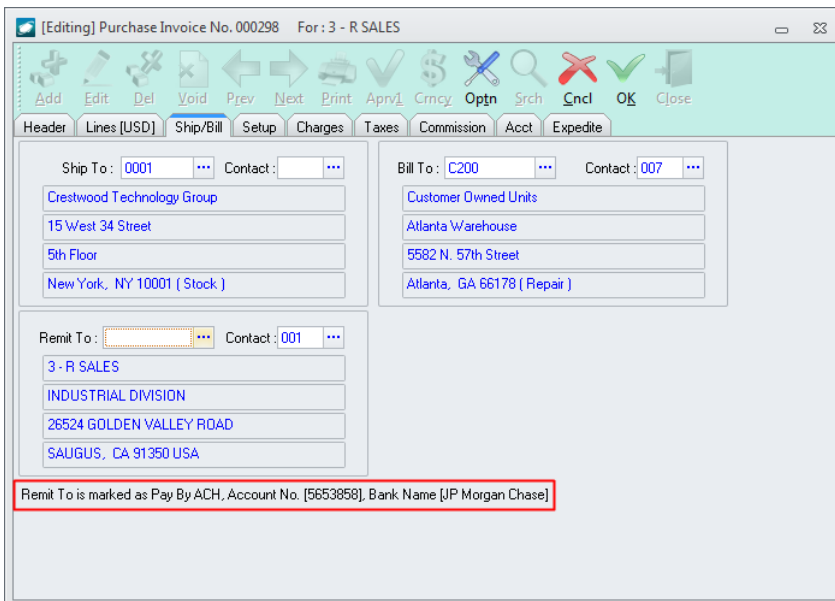
Header Lines [USD] **Ship/Bill** Setup Charges Taxes Commission Acct Expedite

Ship To: 0001 Contact: ...
Crestwood Technology Group
15 West 34 Street
5th Floor
New York, NY 10001 (Stock)

Bill To: C200 Contact: 007 ...
Customer Owned Units
Atlanta Warehouse
5582 N. 57th Street
Atlanta, GA 66178 (Repair)

Remit To: 001 Contact: 001 ...
[01] The Bank Of New York
350 5th Avenue
UNITED STATES Currency: [USD]

- b. Ensure the **Remit To** is associated with ACH payments.



[Editing] Purchase Invoice No. 000298 For: 3 - R SALES

Header Lines [USD] **Ship/Bill** Setup Charges Taxes Commission Acct Expedite

Ship To: 0001 Contact: ...
Crestwood Technology Group
15 West 34 Street
5th Floor
New York, NY 10001 (Stock)

Bill To: C200 Contact: 007 ...
Customer Owned Units
Atlanta Warehouse
5582 N. 57th Street
Atlanta, GA 66178 (Repair)

Remit To: 001 Contact: 001 ...
3 - R SALES
INDUSTRIAL DIVISION
26524 GOLDEN VALLEY ROAD
SAUGUS, CA 91350 USA

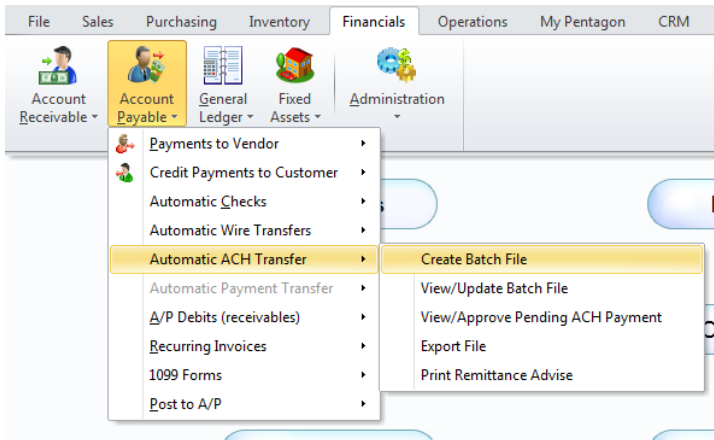
Remit To is marked as Pay By ACH, Account No. [5653858], Bank Name [JP Morgan Chase]

- c. A note will appear just under the **Remit To** with the ACH payment details.

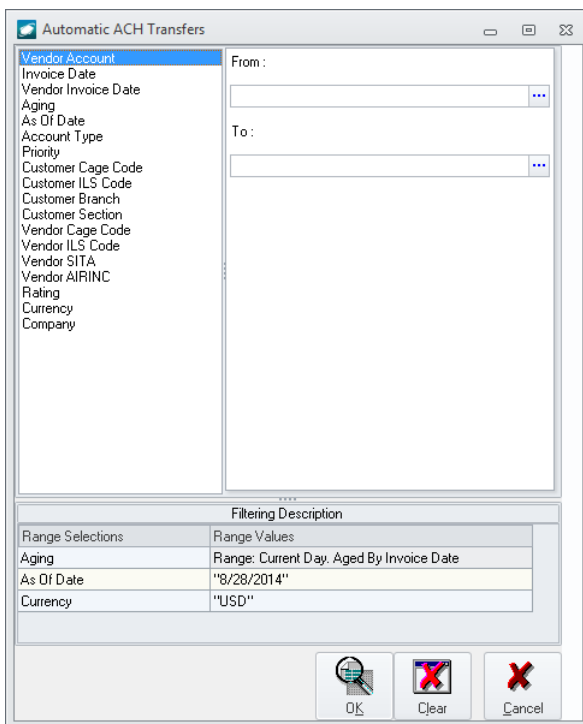
END OF SECTION

4. Creating an ACH Batch File

- a. From the ribbon, left-click **Financials**, left-click **Account Payable**, select **Automatic ACH Transfer** and left-click **Create Batch File**.

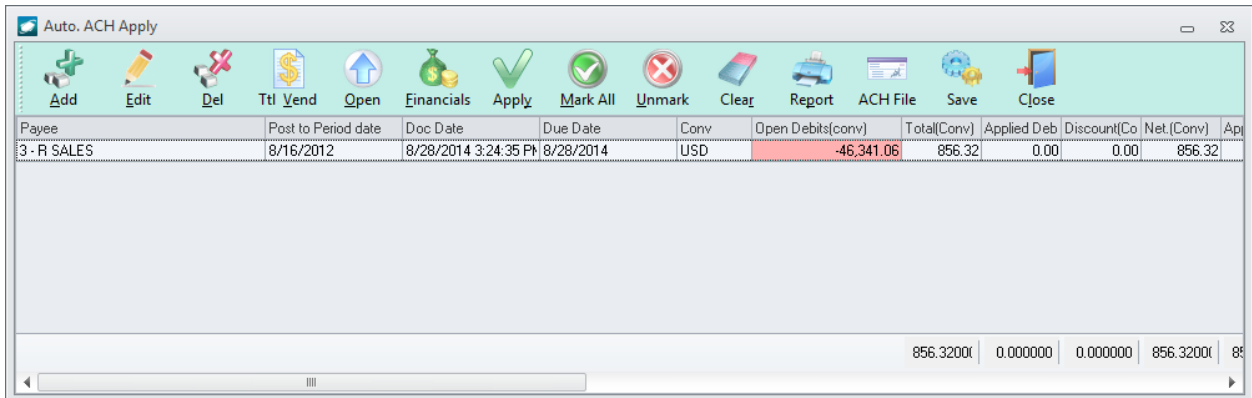


- b. The **Automatic ACH Transfers** window will appear.



- c. Set the filters as necessary and left-click the **OK** button.

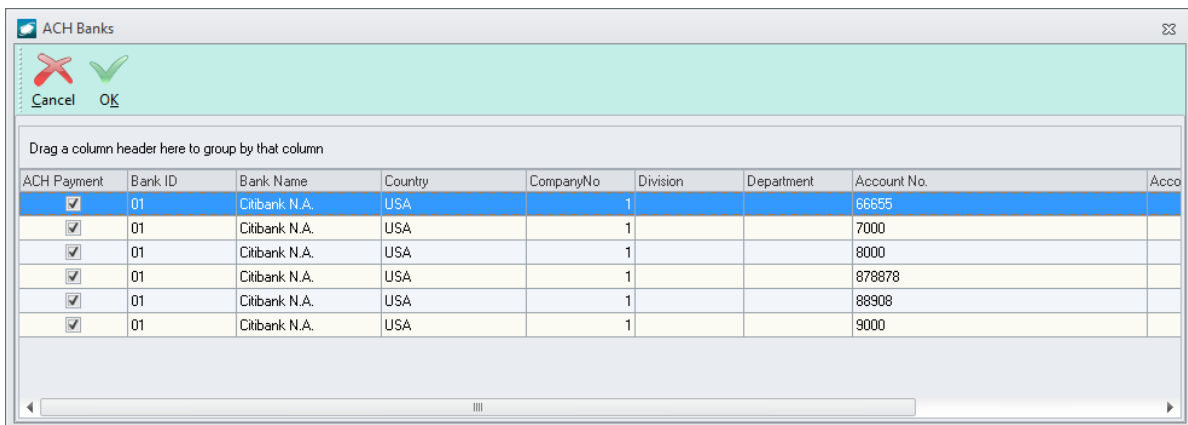
d. The **Auto ACH Apply** window will appear.



Payee	Post to Period date	Doc Date	Due Date	Conv	Open Debits(conv)	Total(Conv)	Applied Deb	Discount(Co)	Net.(Conv)	Ap
3-R SALES	8/16/2012	8/28/2014 3:24:35 PM	8/28/2014	USD	-46,341.06	856.32	0.00	0.00	856.32	Ap

e. Left-click the **ACH File** from the **Auto ACH Apply** window toolbar.

f. The **ACH Banks** window will appear displaying only those banks that were setup to pay ACH payments.

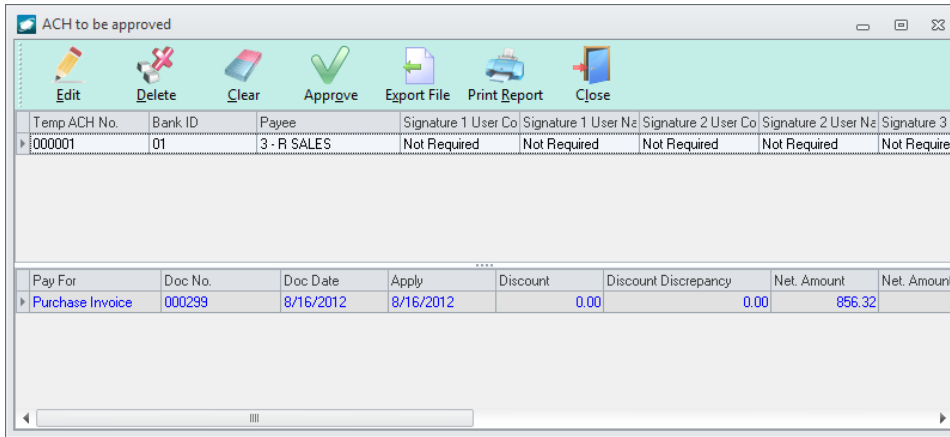


ACH Payment	Bank ID	Bank Name	Country	CompanyNo	Division	Department	Account No.	Acco
<input checked="" type="checkbox"/>	01	Citibank N.A.	USA		1		66655	
<input checked="" type="checkbox"/>	01	Citibank N.A.	USA		1		7000	
<input checked="" type="checkbox"/>	01	Citibank N.A.	USA		1		8000	
<input checked="" type="checkbox"/>	01	Citibank N.A.	USA		1		878878	
<input checked="" type="checkbox"/>	01	Citibank N.A.	USA		1		88908	
<input checked="" type="checkbox"/>	01	Citibank N.A.	USA		1		9000	

g. Select the bank from which ACH payments will be paid (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).

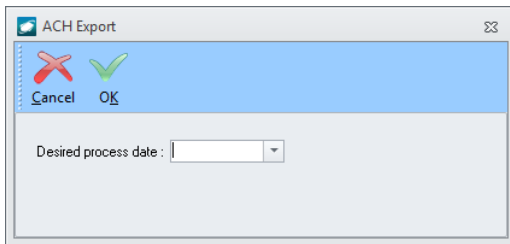
CONTINUE TO NEXT PAGE

h. The **ACH to be approved** window will appear.



i. Left-click the **Export File** button from the window toolbar.

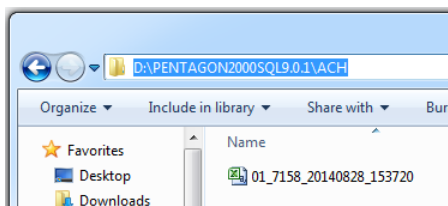
j. The **ACH Export** window will appear.



i. **Desired process date** field – Select the date on which the file should be identified as being processed.

ii. Left-click the **OK** button on the **ACH Export** window toolbar.

k. The ACH payments export file will appear in the folder that was identified within the bank setup.



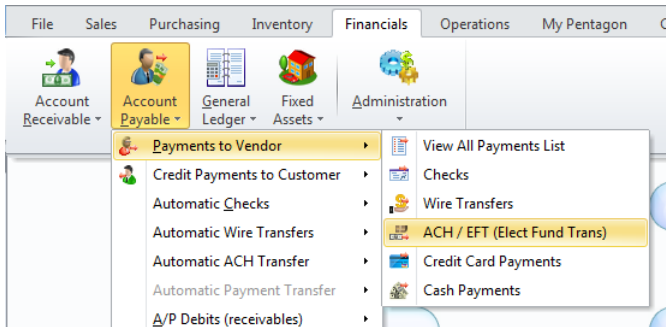
NOTE: The export file name will be “BankID_AccountNo_YYYYMMDD_HHMMSS” and the extension .csv or .txt.

END OF SECTION

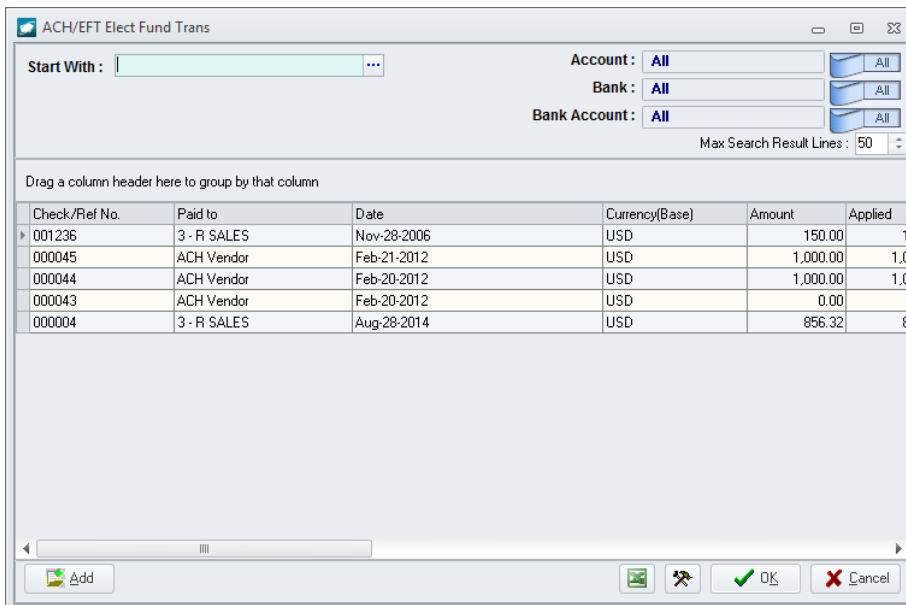
5. Payments Documentation

When an ACH payments batch file is exported, a payment is created and shown as “Closed” and ACH payment information will be displayed on the **ACH Info** tab.

- a. From the ribbon, left-click **Financials**, left-click **Account Payable**, select **Payments to Vendor** and left-click **ACH/EFT (Elect Fund Trans)**.



- b. The **ACH/EFT Elect Fund Trans** search window will appear.



- c. Select the appropriate payment (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).

- d. The payment will appear with a status of “Closed” and ACH payment information will be displayed on the **ACH Info** tab.

ACH/EFT Elect Fund Trans : No. 000004 [Closed] Printed on : 8/28/2014 3:29:35 PM

ACH / EFT Ref No.:	000004	[Disbursement]	Payment Date:	8/28/2014
[Account Code]	7158	[Sub]	1	[Account Name]
				3 - R SALES
			Currency Conv	USD
			Amount	856.32
			Discount:	0.00
			Net. Amount:	856.32
			Applied:	856.32

3 - R SALES

Eight Hundred Fifty Six 32/100

Apply To | Info | Pay Info | Currency | PayTo | **ACH Info**

Account Name: 3R Sales

Account Number: 5653858

Transaction Code:

Bank Name: JP Morgan Chase

Routing Number: 223535385

Process Date: 8/28/2014

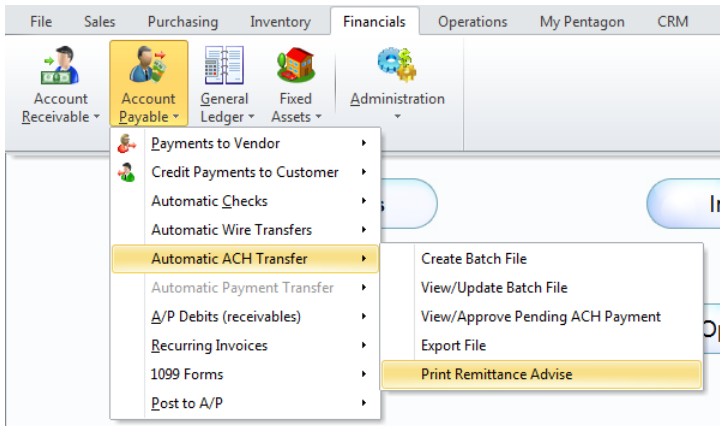
File Name: 01_7158_20140828_153720.CSV

END OF SECTION

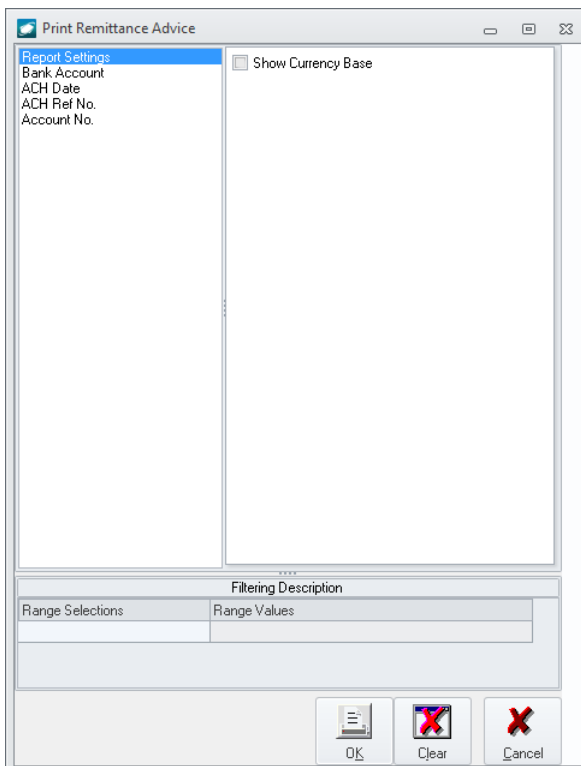
6. Print Remittance Advice

The system allows creation of Remittance Advices for distribution to vendors to notify them that ACH payment has been transmitted to the bank.

- a. From the ribbon, left-click **Financials**, left-click **Account Payable**, select **Automatic ACH Transfer** and left-click **Print Remittance Advice**.

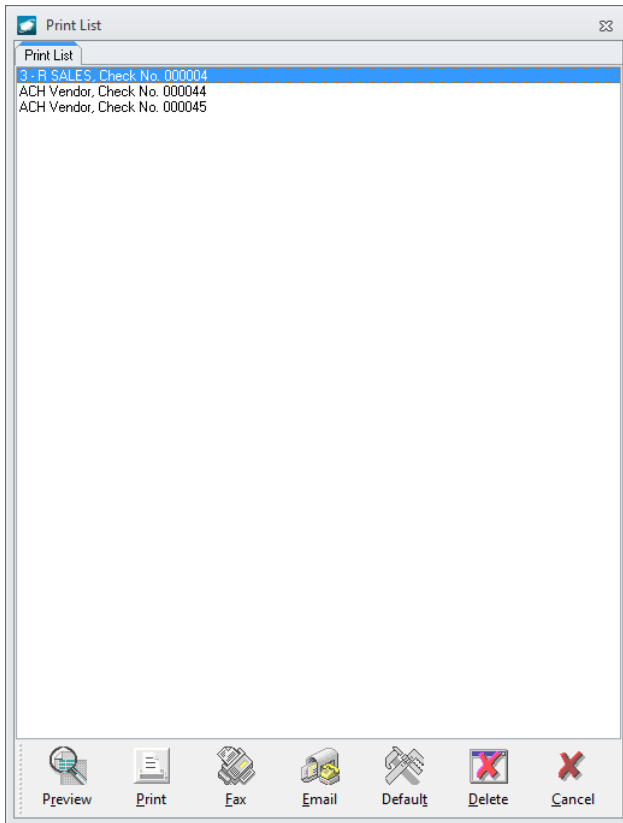


- b. The **Print Remittance Advice** window will appear.



- c. Set the filters as necessary and left-click the **OK** button.

d. The **Print List** window will appear.



i. **Preview** button – Left-click to view the remittance advice.

UNITED STATES

Parts and Maintenance Corporation
Your Total Distribution Solution

15 West 34 Street New York NY 10001 <http://www.pentagon2000.com>
Tel: +1-212-629-7521 Fax: +1-212-629-7513 info@pentagon2000.com

Remittance Advice

Paid To : 3 - R SALES
Attn: Mrs Anna White, Sales
INDUSTRIAL DIVISION
26524 GOLDEN VALLEY ROAD
SAUGUS, CA 91350
USA

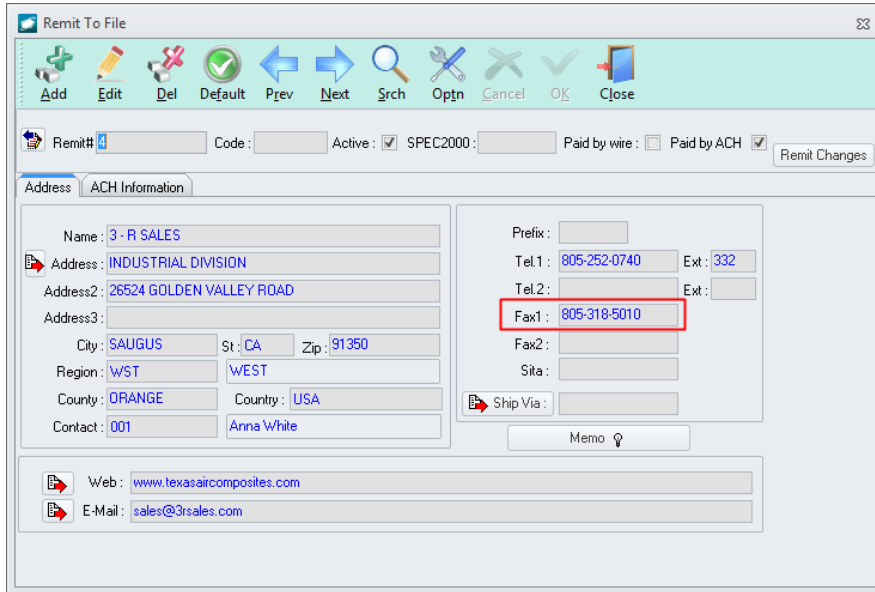
Tel. : 805-252-0740 Fax : 805-318-5010

ACH ACH/EFT Elect Fund Trans No.
000004

Payment Date : Aug-28-2014
Your Account : 7158
Our Account : P2000XL

Your Ref No.	Our Ref No.	Date	Invoice Amount	Amount Paid	Discount	Applied
INV-53453	000299	Aug-28-2014	856.32	856.32	0.00	856.32
Total : [USD]				856.32	0.00	856.32

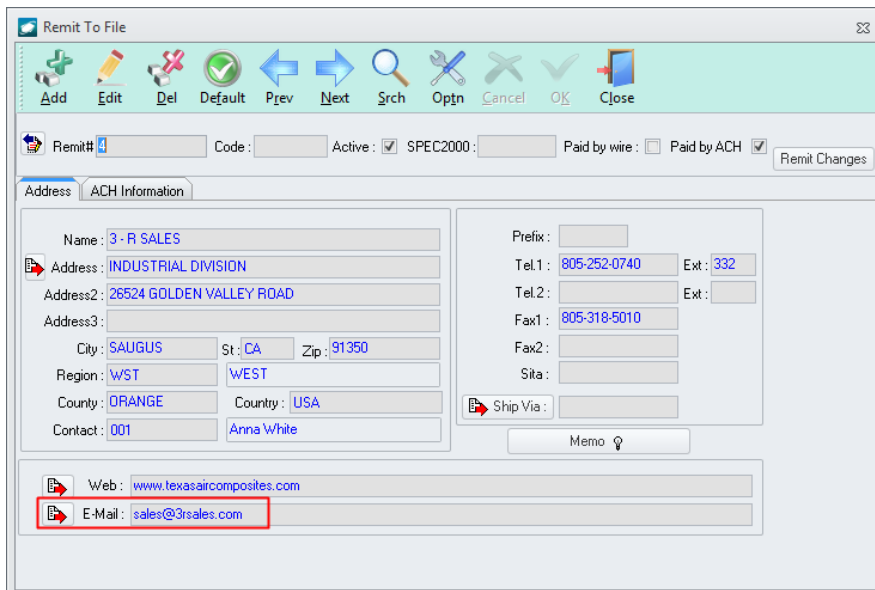
- ii. **Print** button – Left-click to print a hard copy of the remittance advice.
- iii. **Fax** button - Left-click to fax the remittance advice to the fax number identified on the vendor file **Remit To**.



The screenshot shows the 'Remit To File' window with the following data:

Remit#	Code	Active	SPEC2000	Paid by wire	Paid by ACH
		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Remit Changes					
Address ACH Information					
Name	3 - R SALES				
Address	INDUSTRIAL DIVISION				
Address2	26524 GOLDEN VALLEY ROAD				
Address3					
City	St	Zip			
SAUGUS	CA	91350			
Region	WST	WEST			
County	ORANGE	Country	USA		
Contact	001	Anna White			
Prefix					
Tel.1	805-252-0740	Ext	332		
Tel.2					
Fax1	805-318-5010				
Fax2					
Site					
Ship Via					
Memo					
Web	www.texasaircomposites.com				
E-Mail	sales@3rsales.com				

- iv. **Email** button - Left-click to email the remittance advice to the email address identified on the vendor file **Remit To**.



The screenshot shows the 'Remit To File' window with the following data:

Remit#	Code	Active	SPEC2000	Paid by wire	Paid by ACH
		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Remit Changes					
Address ACH Information					
Name	3 - R SALES				
Address	INDUSTRIAL DIVISION				
Address2	26524 GOLDEN VALLEY ROAD				
Address3					
City	St	Zip			
SAUGUS	CA	91350			
Region	WST	WEST			
County	ORANGE	Country	USA		
Contact	001	Anna White			
Prefix					
Tel.1	805-252-0740	Ext	332		
Tel.2					
Fax1	805-318-5010				
Fax2					
Site					
Ship Via					
Memo					
Web	www.texasaircomposites.com				
E-Mail	sales@3rsales.com				

END OF DOCUMENT