

Sage 100 ERP Tips and Tricks:

Set up ACH Electronic Payments (MAS 90/200)

Prepared by:

Anthony Volpe
Senior Software Consultant

April 2016

Not only can you pay vendors using the traditional paper check, but now you can also generate a file that will pay them electronically directly from your bank using an ACH file generated by Sage100.

Enable ACH in AP Options

Click the ACH tab, and select the Enable ACH Electronic Payments check box. For more information, see Accounts Payable Options - Fields.

Use the remaining fields to define options for electronic payments. Make sure the necessary users have access to the payments folder you choose.

Click Accept.

The screenshot shows a software window titled "Accounts Payable Options (ABC) 3/27/2016". The window has a tabbed interface with tabs for "1. Main", "2. Additional", "3. Entry", "4. Printing", "5. History", and "6. ACH". The "6. ACH" tab is currently selected. Inside the window, there are several configuration options:

- Enable ACH Electronic Payments
- Post to Bank Reconciliation in Detail
- Print Vendor Remittance Advice
- Next Vendor Remittance Advice Number: 00001
- Allow Partial Allocation of Payment Amount
- Reset Pre-Note When Renumbering the Vendor
- Years to Retain Electronic Payment History: 2 (with up/down arrows)
- ACH Electronic Payments Folder: (empty dropdown menu)

At the bottom of the window, there are buttons for "Accept", "Cancel", a printer icon, and a green checkmark icon.

Set Up Your Bank for ACH Payments

Obtain your bank's requirements for how ACH files must be structured. Many banks accept the default selections in ACH Interface Maintenance, but some require you to manually modify the settings.

Select Accounts Payable Setup Menu > ACH Interface Maintenance.

Select the bank code to set up. On the Main tab, enter the information about your bank account. Select the Pre-Note Approved check box only after the bank has approved your pre-note submission.

ACH Interface Maintenance (ABC) 3/27/2016

Bank Code: A [Copy From...]

Description: Security Pacific Checking

1. Main | 2. Records | 3. Additional

Cash Account Number: 101-01-00 Cash in bank - Reg. checking

Bank Account Number: 123-456789

Account Type: Checking

Pre-Note Approved

Routing Transit Numbers

Immediate Destination: [] []

Immediate Origin: [] []

Originating DFI: [] []

Accept Cancel Delete [] []

Click the Records and Additional tabs to select options that determine how the ACH file is structured. These values will be given to you by your bank.

ACH Interface Maintenance (ABC) 3/27/2016

Bank Code: A [Copy From...]

Description: Security Pacific Checking

1. Main | 2. Records | 3. Additional

File Header Record

Immediate Origin Leading Character: []

Valid File ID Modifiers: 0 To Z

File Creation Date: Run Date

File Control Record

Pad File to Block Size

Block Size to 9

Block Size to 10

Company/Batch Header and Control Records

Character to Precede Company ID: 1 Service Class Code: 200

Alternate Company ID Number: [] Standard Entry Class: PPD

Alternate Company Name: [] Descriptive Date: Run Date

Company Discretionary Data: [] Zero Fill Settlement Date:

Company Entry Description: [] Remove Dash From Pre-Note:

Accept Cancel Delete [] []

Click Accept.

Repeat the above steps for additional banks as needed.

Your banks are now set up for processing ACH electronic payments.

Set Up Your Vendors' Banks for ACH Electronic Payments

Gather information about your vendors' bank accounts, including the account numbers and the routing/transit numbers.

Select Electronic Payment at the drop-down arrow. A message asks if you want to save changes. Click Yes.

Vendor No. 01-AIRWAY
Name Airway Property

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. Checks | 9. P/Os

Address: 7888 Saddlebush Trail
Bank Building
Suite 1008
ZIP Code: 92669-0001
City: Orange State: CA
Country: USA United States
Primary Contact: LEO HENRY Leo Henry
Telephone: (714) 555-0980 Ext: 5852
Fax: (714) 555-0900
E-mail Address: lhenry@sage.sample.com
URL Address: www.bestsoftwareinc.com

Terms Code: 03 NET END OF MONTH
Reference:
Credit Card Vendor:
Hold Payment:
Electronic Payment:
Standard Entry Class:
Exemption No. on File:
Tax Schedule: CA OR Orange County

Buttons: Accept, Cancel, Delete, Paperless...

In the Vendor Electronic Payment window, enter your vendor's bank account number, routing/transit number, and other information. Enter information for multiple accounts as needed. For more information, see Vendor Electronic Payment - Fields.

Note The Pre-Note Sent and Pre-Note Date fields will be automatically updated when the Pre-Note Selection Register and Pre-Note Approval Register are updated.

Click Accept.

Vendor No. 01-AIRWAY Airway Property

Bank Account No.	Routing/Transit No.	Bank Account Type	Bank Description	Distribution Method	Percent/Amount	Pre-Note Sent	Pre-Note Date	Deposited YTD
1					.00			0.00

Buttons: Pre-Note Selection..., Pre-Note Approval..., Accept, Cancel

Perform one of the following to access Pre-Note Selection Register

In the Vendor Electronic Payment window, click Pre-Note Selection.

Select Accounts Payable Pre-Note Printing menu > Pre-Note Selection Register.

Enter the date on which the pre-notes will be sent and then click Print. For more information, see Pre-Note Selection Register - Fields.

When a message asks if you want to update the Pre-Note Selection Register, click Yes. The Pre-Note Sent field is changed to Yes and the Pre-Note Date field is updated for each bank account in the Vendor Electronic Payment window.

Select Accounts Payable Pre-Note Printing menu > Generate Pre-Note ACH File.

Make any needed selections, and then click Proceed. For more information, see Generate Pre-Note ACH File - Fields. ACH files are created for each bank code and stored in the location defined in the ACH Electronic Payments Folder field in Accounts Payable Options.

Follow the instructions provided by your bank(s) to transmit the ACH file to them for pre-note approval. The approval process takes approximately 10 to 15 business days.

Select Accounts Payable Pre-Note Printing menu > Pre-Note Approval Register.

Enter the date the pre-notes were sent and the pre-note approval date. The approval date must be at least 10 days later than the sent date. For more information, see Pre-Note Approval Register - Fields.

Click Print. A message asks if you want to update the Pre-Note Approval Register. Click Yes. The Pre-Note Sent field is changed to Approved and the Pre-Note Date field is updated for each approved bank account in the Vendor Electronic Payment window.

You can now pay vendors electronically. For more information, see Process ACH Electronic Payments in the Sage100 Help Files.

For more information or assistance with Sage 100 ERP (MAS 90/200), contact us now at info@llbgroup.com or [267.457.4700](tel:267.457.4700).

About the LLB Group, LLC

In business since 1984, The LLB Group is a Technology Company serving businesses in the Greater Philadelphia Area.

The LLB Group supports businesses in the following:

- ◆ Software - Sage 100 ERP & CRM (formally MAS 90 & 200), Acumatica
- ◆ IT Managed Services – Proactive Infrastructure Support and Service Desk
- ◆ Cloud Services – From Software as a Service (SaaS) to Infrastructure as a Service (IaaS)
- ◆ Telecommunication Solutions – Carrier Services (voice and internet) & Hosted VoIP
- ◆ Energy Procurement – Single Source for choosing Energy Suppliers in deregulated states

Our mission statement: To establish and maintain mutually beneficial, long term relationships with our clients by delivering the latest technology, consulting, services, maintenance and support as a highly cost-effective IT solution in order to maximize our clients' productivity and profitability.

CONNECTING THE THINGS THAT MAKE BUSINESS WORK SINCE 1984