
ACH Electronic Payment for A/P

AP-1063

Overview

This Extended Solution allows for direct deposit entries to be processed for Accounts Payable Vendors and placed in files suitable for transmission to your financial institution. The files that are generated meet all NACHA (National Automated Clearing House Association) standards.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:
http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

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Custom Office

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

Setup

Upon completion of software installation, you will need to access Extended Solutions Setup from the Accounts Payable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear (Figure 1). Check the 'Enable Extended Solution' box to activate this Extended Solution. The manual for this Extended Solution can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

Figure 1

Answer the following prompts:

ALLOW PARTIAL ALLOCATION OF CHECK AMOUNT: Check this box to allow partial allocation of check amount.

PRINT DIRECT DEPOSIT STUBS: Check this box if you want to print Direct Deposit Stubs rather than checks during Check Printing.

NEXT DIRECT DEPOSIT STUB NUMBER: Enter the beginning stub number. This value will be incremented as stubs are printed. A 'D' will precede this value to create the stub number.

PATH FOR DIRECT DEPOSIT FILE: Specify the path where the Direct Deposit file will reside. If left blank the path will default to "AP" + company code directory.

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You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Role Maintenance

The following Task has been added to Accounts Payable, Miscellaneous Tasks:

- Direct Deposit Processing Options

The following Tasks have been added to Accounts Payable, Setup Options:

- Extended Solutions Setup
- Direct Deposit Interface Setup

The following Tasks have been added to Accounts Payable, Update/Period End:

- Pre-Note Approval Register
- Pre-Note Selection Register

Users who are authorized to run any of the above should be granted permissions for the prospective tasks and security events. Please review your security setup in Role Maintenance and make appropriate changes.

Operations

Vendor Setup

A 'Dir Dep' button has been added to Vendor Maintenance (Figure 2).

Vendor Maintenance (SDN) 8/14/2007

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 of America
Primary Contact LED HENRY Leo Henry
Telephone (714) 665-0980 Ext 5852
Fax (714) 665-0900

Terms Code 99 test
Reference ABC
Temporary Vendor
Credit Card Vendor
Hold Payment

Exemption No. on File
Tax Schedule CA California
Tax Class NT Nontaxable

E-mail Address jsmith@msn.com
URL Address www.airway.com

Dir Dep Accept Cancel Delete

Figure 2

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Click this button to access the vendor's Direct Deposit maintenance. This screen allows you to establish the distribution of net pay amounts for up to eight separate bank accounts for Direct Deposit participants (Figure 3).

Line	Bank Account No.	Acct Type	Description	Routing/Transit No.	Dist Meth	Percent/Amount
1	1111111111111111	Check	bank 1	124000025	Net	85.00
2	2222222222	Save	bank 2	124000025	Net	15.00

Figure 3

Enter information into the following fields:

BANK ACCOUNT NUMBER: Enter the bank account which will be receiving the funds; can be up to 17 digits.

ACCOUNT TYPE: Select Checking or Savings

DESCRIPTION: Enter a description of this bank account. You can use up to 15 alphanumeric characters.

ROUTING/TRANSIT NUMBER: Enter the nine digit Routing/Transit Number to be used for this Vendor's bank account. The 9-character field typically begins with the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAC).

DISTRIBUTION METHOD: Select one of the following: Percent of Net, Percent of Gross, or Fixed Amount.

PERCENT/AMOUNT: (Title will vary depending on Distribution Method) Enter the percentage or fixed amount to be distributed to this bank account. If you are entering a percentage of the Net or Gross amount due, you can use up to three digits to the left of the decimal point. If you are entering a fixed amount, you can use up to eight digits to the left of the decimal point.

These fields will be updated as part of the Pre-Note Selection and Approval process.

PRE-NOTE SENT: Options are 'Yes', 'No' and 'Approved'. If this is a new entry, you should set this to 'No'.

DATE: Enter the date that the Pre-Note was sent or approved using the MMDDYY format. If the 'Pre-Note Sent' field is set to 'No,' this field will be unavailable.

DEPOSITED YTD: Press <ENTER> to accept the amount displayed or enter the amount that has been Direct Deposited year to date for this vendor. You can use up to eight digits to the left of the decimal point. If the 'Pre-Note Sent' field is not set to 'Approved,' this field will be unavailable.

Repeat the above steps for each bank account for this vendor. The calculations to determine the amounts to be distributed to each account will be performed in the order that the accounts are entered on this screen. To change the order of the accounts, use the Ins/Del or Move Up/Move Down buttons.

If you checked the 'Allow Partial Allocation' option in Setup, any remainder of the net amount due not distributed to these accounts will be printed on a check and no Direct Deposit Stub will be printed. If you left this box blank, any remainder of the net amount due will be distributed to the last account for which a Pre-Note was approved.

Click 'Reset' to return the entry to the previously saved bank account information for the vendor. If this is a new entry, the RESET option will not be available.

To turn off electronic payment processing, click the 'Inactive' button. Once inactivated, this vendor will have checks printed. Once inactivated, if you try to access the Direct Deposit information for this vendor, you will see the prompt 'Do you want to Reactivate Direct Deposit for this Vendor?' (Figure 4).

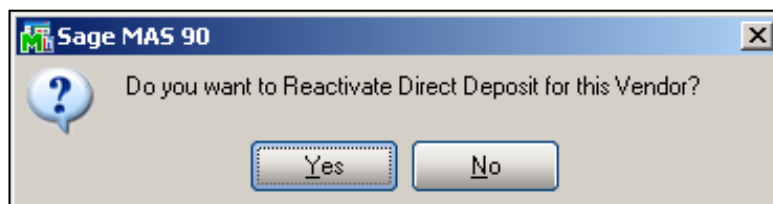


Figure 4

Bank Code Setup

The Direct Deposit Interface Setup is found on the Direct Deposit menu (Figure 5). This is where you enter file submission information regarding the bank account from which you will be withdrawing funds to pay your vendors electronically. The fields you see under the 'Main' tab are the same as those on the Bank Code Maintenance screen available on the Setup menu; these fields are display only.

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The screenshot shows the 'Direct Deposit Interface Setup' window with the 'Main' tab selected. The 'Bank Code' is 'A' and the 'Description' is 'Security Pacific Checking'. The 'Cash Account Number' is '115-0000000000-0200000000' with a dropdown menu showing 'Inventory - West Warehouse'. The 'Bank ID Number' is '11 22 33 BBB' and the 'Next Check Number' is '001824'. At the bottom, there are navigation buttons and 'Accept', 'Cancel', and 'Delete' buttons. The status bar shows 'SDN SDN 8/17/2007'.

Figure 5

The answers to the following questions under the 'Primary' tab may not be apparent to you (Figure 5a). They relate to NACHA operating rules. You may wish to consult your financial institution for the correct values.

The screenshot shows the 'Direct Deposit Interface Setup' window with the 'Primary' tab selected. The 'Pre-Note Approved' checkbox is unchecked. The 'Routing Transit Numbers' section includes 'Immediate Destination', 'Immediate Origin', and 'Originating DFI' fields. The 'Leading Character for Immediate Origin' checkbox is unchecked. The 'Include Only Vendor Records' checkbox is unchecked. The 'Put CR/LF After Each Record' dropdown is set to 'No'. The 'Pad File to Block Size of 10' dropdown is set to 'No'. The 'Put Ctrl-Z at End-Of-File' checkbox is unchecked. The 'Valid File ID Modifiers' dropdown is set to '0' to 'Z'. The 'Date for 'File Creation'' dropdown is set to 'System date'. The 'Date for 'Descriptive Date'' dropdown is set to 'Run date'. The 'Service Class Code' is '322' and the 'Standard Entry Class Code' is 'NEW'. The 'Zero Fill Settlement Date' checkbox is unchecked. The 'Include Addenda Records' checkbox is unchecked. At the bottom, there are navigation buttons and 'Accept', 'Cancel', and 'Delete' buttons. The status bar shows 'SDN SDN 8/17/2007'.

Figure 5a

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PRE-NOTE APPROVED: Check this box if your financial institution has approved this bank code for direct deposit.

IMMEDIATE DESTINATION: This is the Transit/Routing Number of the ACH operator or receiving point to which the file is being sent. The 9-character field typically begins with the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAAC).

IMMEDIATE DESTINATION DESCRIPTIVE NAME: The name of the ACH or receiving point for which the file is destined.

IMMEDIATE ORIGIN: This is either the Transit/Routing Number or it is the Tax ID of the ACH operator or sending point that is sending the file. If a transit/routing number it is a 9-character field typically begins with the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAAC).



If the Federal ID number is used in place of the Routing/Transit number for Immediate Origin, the first digit of the Federal ID number must be entered as the leading Character for Immediate Origin and the eight remaining digits and the additional 'alpha-character' needs to be entered in the 'Immediate Origin.' When you enter the Immediate Origin in this format, you will get a message that says the entry is invalid and you will be prompted whether or not you want to Accept it, to which you will reply 'Yes.' When you enter through and the Immediate Origin drops into the Originating DFI, the 'Alpha-Character' will drop off, but it will print in the .ACH File.

IMMEDIATE ORIGIN DESCRIPTIVE NAME: The name of the ACH operator or sending point that is sending the file.

ORIGINATING DFI: This is the Transit/Routing Number of the Originating DFI. The 8-character field typically begins with the four digit transit number followed by the four-digit ABA number. Your financial institution may direct you to enter a different value here.

LEADING CHARACTER FOR IMMEDIATE ORIGIN: Some financial institutions require a leading character before the Immediate Origin Transit Routing number other than a blank. If this is true of your institution, enter that character here.

INCLUDE ONLY VENDOR RECORDS: Leave this blank for normal operation. Checking this box will produce an ACH file with no File and Batch Header or Control records.

PUT CR/LF AFTER EACH RECORD: Choose 'Yes' to add a carriage return/line feed combination after each record in the ACH file. This will produce 96 byte records. Answer 'Line Feed' to include just a line feed, 'Carriage Return' to include just a carriage return, 'Both' to add a line feed/carriage return, or 'No' to add nothing (i.e., produce exact 94 byte records).

PAD FILE TO BLOCK SIZE OF 10: Some institutions require that the file be submitted in complete physical blocks of 10 records each. If you answer 'Yes,' the file will be padded as

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necessary with '9' to fill the block. If you answer '9' here, the file will be padded the same with option 'Yes' and will additionally fill positions 56 through 94 in the File Control Record with nines. ***Only use this option when directed by your institution to do so.***

INCLUDE A CTRL-Z AT END-OF-FILE: Some institutions require that the file include a Control Z at the end. Check this box if so.

VALID FILE ID MODIFIERS: This range will default to '0 – Z' and need only be changed if your institution directs you to. While your cursor is in the beginning value field, the prompt will display the next File ID Modifier to be used. Each time the check register is printed and the export file is created, this value will increment within the range specified.

DATE FOR FILE CREATION: Select the 'Run Date,' 'System Date,' or 'Effective Date' you entered when printing checks.

DATE FOR DESCRIPTIVE DATE: Select 'Run Date,' 'System Date,' or 'Effective Date.'

SERVICE CLASS CODE: This is the service class code for record types 5 and 8. The default value is 200. Leave at the default value unless your financial institution directs you differently.

ZERO FILL SETTLEMENT DATE: This controls whether the three character settlement date field for record type 5 is 000 or blank. Check this box to make the settlement date field 000. Leave it blank to leave the settlement date field blank. The default is Yes. Leave at the default value unless your financial institution directs you differently.

STANDARD ENTRY CLASS CODE: This is the standard entry class code for record type 5. The default value is 'PPD.' Leave at the default value unless your financial institution directs you differently.

INCLUDE ADDENDA RECORDS: This option will be available only when the SEC code is PPD, CCD, or CTX. See the Addendum at the end of this manual for changes that occur when the 'Include Addenda Records' option is enabled.

The following prompts are under the 'Advanced' tab (Figure 5b):

Figure 5b

INCLUDE BANK INTERNAL ID: If you check this box, you will be prompted to enter a string of up to 94 characters. These characters will be written as the first record in the ACH file and should contain something which is meaningful to your financial institution. ***Use this option only if your financial institution directs you to do so.***

USE 80 BYTE TEXT AS 1ST RECORD: Check this box if you wish to use 80 bytes of text as the first record in the ACH file. The program will add 14 spaces at the end of the record to expand the length to 94 bytes. ***Use this option only if your financial institution directs you to do so.***

INCLUDE DEBIT RECORD: If your financial institution requires you to include a debit record for your company (usually when you are submitting the file to a third party institution for processing), then check this box. An entry detail record will be created in the file after all the Vendor records have been processed. The record will be constructed from the following four Setup values; the total amount of the Accounts Payable will be put in the 'amount' field and the Vendor name will be used as the 'individual name.'

TRANSACTION CODE: Enter the transaction code to be used for the debit record (usually 27 for checking accounts and 37 for savings accounts). This prompt will not appear if you did not check the 'Include Debit Record' box.

RECEIVING DFI IDENTIFICATION: Enter the transit/routing number to be used for the debit record (refer to the section titled '**Immediate Destination**' above for more details). This prompt will not appear if you did not check the 'Include Debit Record' box.

DFI ACCOUNT NUMBER: Enter the account number to be used for the debit record. This prompt will not appear if you did not check the 'Include Debit Record' box.

INDIVIDUAL ID NUMBER: Enter the individual ID number to be used for the debit record. This is usually an optional field. This prompt will not appear if you did not check the 'Include Debit Record' box.

FIRST HAWAIIAN BANK: Check this box if you are using this Extended Solution with First Hawaiian Bank. If you do check this box, an additional record is appended to the ACH file created by this Extended Solution that meets First Hawaiian Bank standards. If you use this option, the only file name possible will be 'EFF230.' If multiple files are generated, only the last one will be retained – the file named EFF230 is overwritten each time. There is no provision for multiple file names. Please refer to the 'First Hawaiian Bank Record Layout' at the end of this manual for a layout of the appended record.

CHARACTER TO PRECEDE COMPANY ID: The character entered here will become the first character in the Company ID field. If no value is filled in here, the NACHA standard value of '1' will be sent.

ALTERNATE COMPANY ID: Specify an alternate Company ID. During the generation of the ACH file, if there is a value in this field, it will be used in place of the Federal ID No from Company Maintenance. If this field is blank, the Federal ID No from Company Maintenance will be used.



The Vendor's Direct Deposit Setup will not copy over when creating a new Vendor via the 'Copy From' feature.

Pre-note Selection Register

Found on the Direct Deposit menu, this register creates a file to transmit to your financial institution of the Vendor bank accounts which have 'No' in the Pre-Note Sent field. You will be prompted for the date on which the file will be sent; it defaults to the A/P Module Date (Figure 6). Click the Print button to generate the file and its corresponding register (Figure 7).

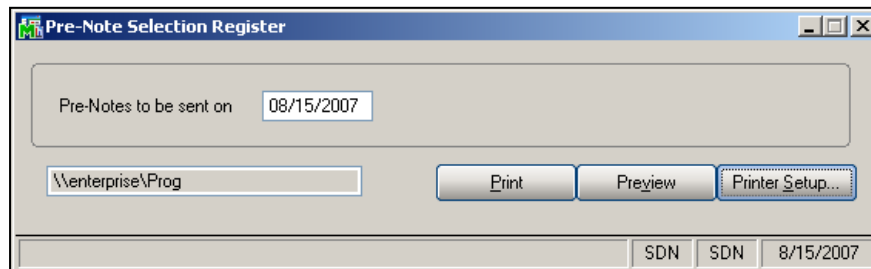


Figure 6

Simply Delicious & Natural Foods					
A/P PRE-NOTE SELECTION REGISTER					
					BATCH NO: P001
					DATE SENT: 08/15/07
VENDOR NUMBER	NAME	BANK ACCOUNT NUMBER	ACCT TYPE	DESCRIPTION	ROUTING/TRANSIT NUMBER
01-AIRWAY	Airway Property	12345 1111	C	Bank 1	124000025 125000024
TOTAL TRANSACTIONS: 2					

Figure 7

When prompted to update the register, answer 'Yes' to update the vendor's Pre-Note Sent field to Yes as well as update the Date field for the record with the Date noted on the selection screen. Update will write a record to the Direct Deposit Transaction Entry File.

Once you have updated, you will then proceed to Generate Direct Deposit Interface File (see below) to place the Pre-Note into a NACHA formatted file to then submit to your financial institution.

Pre-note Approval Register

Found on the Direct Deposit menu, this register updates the Pre-Note Sent field from 'Yes' to 'Approved' and changes the Date field for the bank account to the Approval Date (Figure 8). You will run this in accordance with the rules dictated by your financial institution. Date defaults to Pre-Notes Sent Date + 15 days. You can pay this vendor electronically once the Pre-Note Sent field is approved.

Figure 8

PRE-NOTES SENT AS OF: Enter the date on which the Pre-Notes were sent. Vendor bank accounts with a Pre-Note Sent Date prior to and including the date entered here will be included on this register.

INCLUDE PRE-NOTES SENT AFTER AS OF DATE: Check this box to include Pre-Notes sent after the date entered in the 'Pre-Notes Sent As Of' field; a *NOT APPROVED* status for these Pre-Notes will be printed on the register, and these accounts will not be updated. You may leave this blank if you do not wish to include Pre-Notes sent after this date.

PRE-NOTE APPROVAL DATE: Defaults to 15 days later than Pre-Notes Sent As Of date. This can be overridden, however if the date entered is not at least ten business days after the date entered at the 'Pre-notes Sent As Of' field, the following message will be displayed: **WARNING! AS OF DATE SHOULD BE 10 BUSINESS DAYS PRIOR TO APPROVAL DATE.** Answer 'Accept' to accept the Pre-Note Approval Date entered. Answer 'No' to change the date entered. Select END to exit the program and return to the Direct Deposit Menu.

When you have completed the above entries, you may print the Pre-Note Approval Register. Once the register has been printed, you will be prompted to update the register. If you answer 'YES' to update, the message **UPDATE IN PROGRESS** will be displayed. **DO NOT**, under any circumstances, interrupt the update process. An example of the Pre-Note Approval Register is shown in (Figure 9).

Simply Delicious & Natural Foods						
A/P PRE-NOTE APPROVAL REGISTER						
FOR PRE-NOTES SENT AS OF: 07/01/07						
APPROVAL DATE: 07/16/07						
VENDOR NUMBER	NAME	BANK ACCOUNT NUMBER	ACCT TYPE	DESCRIPTION	ROUTING/TRANSIT NUMBER	DATE SENT
01-AIRWAY	Airway Property	12345 1111	C	Bank 1	124000025 125000024	* NOT APPROVED * * NOT APPROVED *
01-ALLCLIM	Allclimate Maintenance	123124124	C	airway bank	124000025	* NOT APPROVED *

Figure 9

Processing Automatic Payments

Invoice Payment Selection

An 'Include Direct Deposit Vendor' drop box and a 'Direct Deposit' check box are added to the Invoice Payment Selection screen (Figure 10). The 'Direct Deposit' check box is available only if 'Include Direct Deposit Vendor' is 'Yes' or 'Only'. If checked, direct deposit vendors will receive payments in direct deposit. If unchecked, direct deposit vendors will receive printed checks. The 'Direct Deposit' check box defaults to checked if 'Include Direct Deposit Vendor' is changed to 'Yes' or 'Only'.

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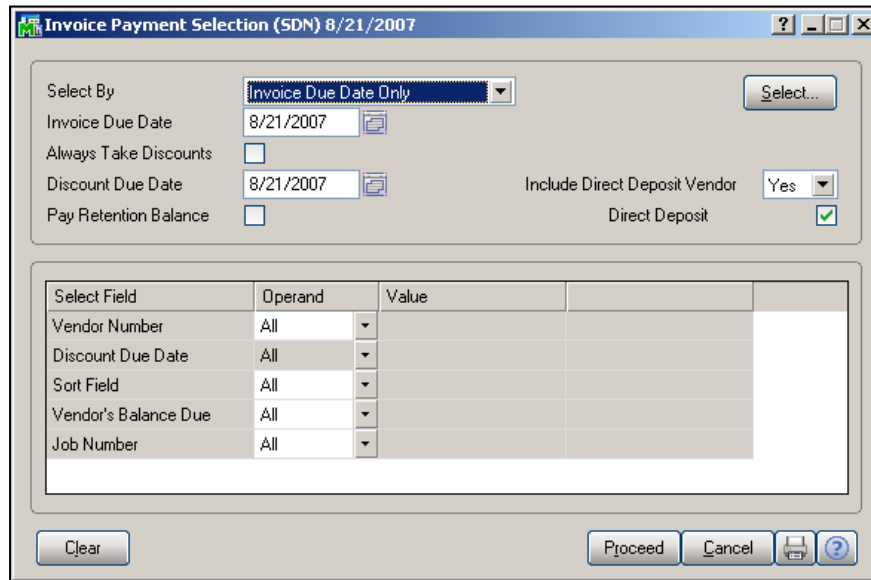


Figure 10

Accounts Payable Invoice Selection Listing

The register has been modified to print direct deposit information (Figure 11).

Invoice Payment Selection Listing				ABC Distribution and Service Corp. (ABC)		
Division Number: 01 TRADE ACCOUNTS PAYABLE						
Vendor Number/ Invoice Number	Invoice	Dates Due	Discount	Invoice Amount	Discount Applied	Net Amount
AIRWAY Airway Property						
Check Entry Number: 001						
0000106020	5/15/2010	5/30/2010		1,750.00	0.00	1,750.00
0000106145	5/17/2010	5/30/2010		1,600.00	0.00	1,600.00
Direct Deposit:	Account: 1122334455		DD			1,675.00
Direct Deposit:	Account: 8797897		dd3			670.00
Direct Deposit:	Account: 225888		dd2			1,005.00
Check Entry 001 Totals:				8,150.00	0.00	3,350.00
Vendor AIRWAY Totals:				8,150.00	0.00	3,350.00
ANDERS Anders Auto Repair						
Check Entry Number: 001						
0000112384	5/2/2010	6/1/2010	5/12/2010	1,040.50	0.00	1,040.50
Comment:	New engine					
0000118863	5/17/2010	6/16/2010	5/27/2010	898.00	0.00	0.00
Direct Deposit:	Account: 12165564		dd			576.16
Direct Deposit:	Account: 5564786		dddd3			384.11
Comment:	Truck #140 - paint lettering					
Check Entry 001 Totals:				3,734.50	17.96	1,920.54
Vendor ANDERS Totals:				3,734.50	17.96	1,920.54
IBM Ibm Corporation						
Check Entry Number: 001						
0001053190	5/31/2010	6/30/2010		109.00	0.00	109.00
Comment:	PC LEASE					
10-2345	5/31/2010	6/30/2010	6/10/2010	13,118.43	262.37	12,856.06
Check Entry 001 Totals:				13,227.43	262.37	12,965.06
Vendor IBM Totals:				13,227.43	262.37	12,965.06
Division 01 Totals:				25,111.93	280.33	18,235.60

Figure 11

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Check Maintenance

If a Vendor has any active records in Vendor Direct Deposit, the direct deposit flag on the screen will be set to 'Yes.' You may change the flag to 'No' if you wish to print a check instead of making an electronic payment. If a Vendor is not set up as a direct deposit participant, the flag will be set to 'No' and cannot be changed to 'Yes' (Figure 12).

	Invoice Number	Invoice Date	Discount Due	Invoice Due	Discount Amount	Payment Amount
1	33	4/26/2007	5/31/2007	7/31/2007	12.35	87.65
2					.00	.00

Invoice Balance	.00
Net Balance	.00
Retention	.00

Total Discount Amount: 12.35 Total Payment Amount: 87.65

Figure 12

A/P Check Printing

The label for the Extended Stub button has been modified to say Ext/Direct Stub if you elected to print Direct Deposit Stubs in Setup and an 'Effective Date' field has been added (Figure 13). The 'Effective Date' is the date that Direct Deposit will take place; it defaults to the A/P Module Date. The date may need to be adjusted to allow for weekends and holidays as your bank instructs. If you elect to print checks rather than direct deposit stubs, you can add the Effective Date to the check form. This is only useful if you aren't printing Direct Deposit stubs or if you haven't allocated 100% to direct deposit.

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Figure 13

Direct Deposit Stub Printing

Click the 'Ext/Dir Dep' button to go to the Extended Stub Report Selection screen (Figure 14). Enter the Direct Deposit Effective Date, defaults to the A/P Module Date and the First Stub Number, defaults from what was specified in Setup (Figure 15).

Figure 14

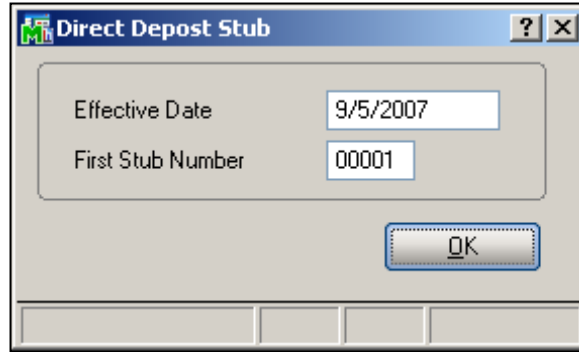


Figure 15

This Effective Date and the one on the A/P Check Printing screen are the same field. A change via either screen will produce the same result.

Check Register and Direct Deposit Register

The Check Register has been modified with Direct Deposit Totals fields (Figure 16).

Check Register								ABC Distribution and Service Corp. (ABC)	
Journal Posting Date: 9/27/2010									
Register Number: CD-000030									
Bank Code: D - Wells Fargo Checking									
Division Number: 01 TRADEACCOUNTS PAYABLE									
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount		
000001 - 000109			*****XO10****						
000110	9/27/2007	ANDERS	Anders Auto Repair 0000112394	5/22/2010	1,040.50	0.00	1,040.50	Check Entry Number: 001	
		G/L Account: 590-00-03	Invoice Comment: New engine Truck expenses	5/17/2010	999.00	17.96	999.04		3,540.50
		G/L Account: 500-00-00	Invoice Comment: Truck #140 - paint lettering Other expenses (history)						999.00
			Check 000110 Total:		1,939.50	17.96	1,920.54		
			Printed Check Total:				960.27		
			Direct Deposit Total:				960.27		
000111	9/27/2007	IBM	IBM Corporation 0001053190	5/31/2010	109.00	0.00	109.00	Check Entry Number: 001	
			Invoice Comment: PC LEASE	5/31/2010	13,119.43	262.37	12,856.06		
			10-2345						
			Check 000111 Total:		13,227.43	262.37	12,965.06		
000057	9/21/2007	AIRWAY	Airway Property 0000106020	5/15/2010	1,750.00	0.00	1,750.00	Check Entry Number: 001	
		G/L Account: 555-00-03	Rent	5/17/2010	1,600.00	0.00	1,600.00		1,750.00
		G/L Account: 500-00-00	Other expenses (history)						1,600.00
			Check 000057 Total:		3,350.00	0.00	3,350.00		
			Printed Check Total:				0.00		
			Direct Deposit Total:				3,350.00		
			Division 01 Total:		19,515.93	290.33	19,235.60		
			Printed Check Total:				12,965.06		
			Direct Deposit Total:				5,270.54		

Figure 16

After the Check Register has been printed you will be prompted to enter the Direct Deposit Comment (Figure 17). You have 30 characters. It will also print on the header of the Direct Deposit Register. The first ten values become the deposit comment which appears on the Vendor's bank statement. Click 'OK' to accept the comment and print the Direct Deposit Register (Figure 18). You will then be prompted to update the Check Register.

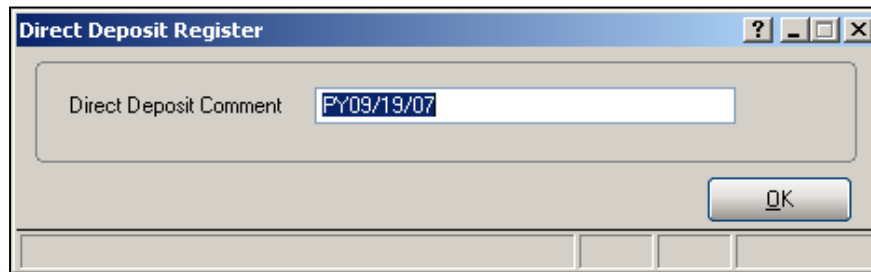


Figure 17

Direct Deposit Register								
Journal Posting Date: 9/27/2010								
Register Number: CD-000030								
ABC Distribution and Service Corp. (ABC)								
Vendor #	#	Vendor Name	Check No	Bank Account No	Type	Bank Description	Bank Routing/Transit No	DD Amount
Bank Code: D - Wells Fargo Checking								
Account #: 1234567890 Routing/Transit #: 125000024								
01-AIRWAY	001	Airway Property	000057	1122334455	C	DD	124000025	1,675.00
			225898		C	dd2	124000025	1,005.00
			9797997		C	dd3	124000025	670.00
							Deposit/Check 000057 Total:	3,350.00
01-ANDERS	001	Anders Auto Repair	000110	12165564	C	dd	124000025	576.16
				5564796	C	ddddd3	124000025	384.11
							Deposit/Check 000110 Total:	960.27
02-AVID	001	Avid Label	000058	5456567	C	dd	124000025	1,347.34
02-PACTEL	001	Pacific Telephone	000113	68799746	C	dd	124000025	3,748.99
Total Transactions: 7							Report Total:	9,406.60

Figure 18

Check Register Update will increment the electronically deposited amount for each Vendor's bank account to the Vendor's Direct Deposit Maintenance Deposit YTD field (Figure 3).

Bank Reconciliation

If you have Bank Reconciliation integrated with Accounts Payable, the Direct Deposit transactions are posted to the Bank Reconciliation module as a lump sum with a transaction type of Adjustment. It will reference the Direct Deposit Comment.

Generate Direct Deposit Interface File

Select Direct Deposit Processing Options from the Direct Deposit menu, and then Generate Direct Deposit Interface File (Figure 19).

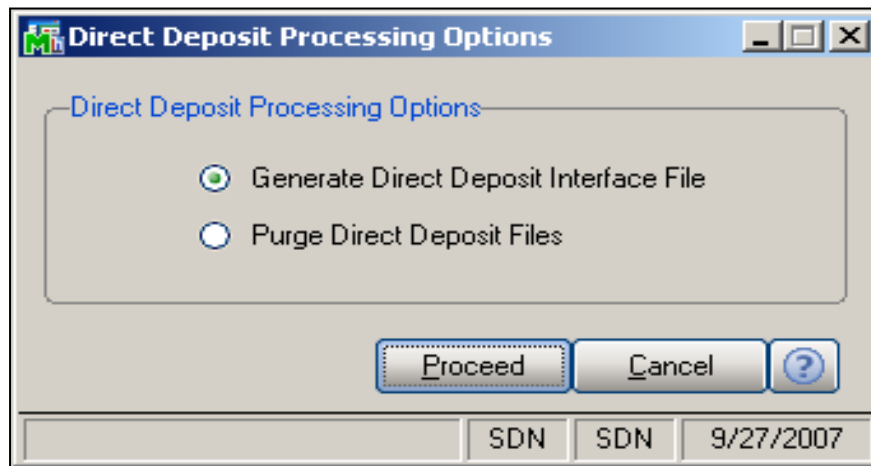


Figure 19

This will bring up Generate Direct Deposit Interface File (Figure 20).

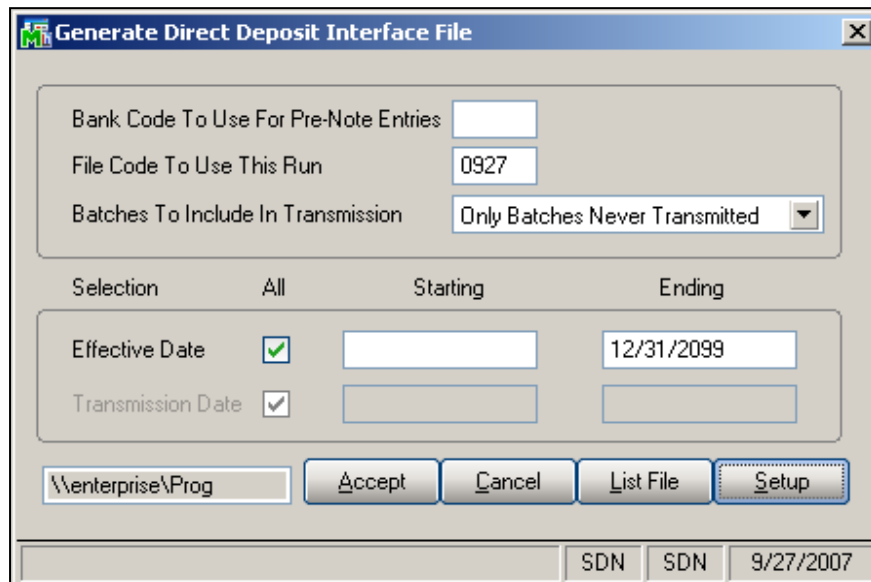


Figure 20

BANK CODE TO USE FOR PRE-NOTE ENTRIES: If you have any Prenotification entries in the direct deposit file which have not already been processed, be sure to enter the bank code you wish to use for these entries. The bank code field will default to the first Direct Deposit Bank Code on file. For all 'live' entries, the bank code used will be the bank code whose account number and transit routing number match what was used when the batch was generated during the Check Register Update or the PreNote Approval Register Update.

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FILE CODE TO USE THIS RUN: This code is used to construct the filename used for the ACH file or files that may be created during processing. It will default to the current run month and day; you may change it if necessary. Refer to Helpful Hints for more explanation on how ACH files are named.

BATCHES TO INCLUDE IN TRANSMISSION: Normally you should answer this question 'Only Batches Never Transmitted.' If you wish to reprocess entries that have previously been placed in an ACH file you would select 'Include All' or 'Only Batches Previously Transmitted.'

- *Include All:* you will be prompted to enter the transmission date range to include. All batches that have not been transmitted or that have transmission dates in this range will be processed
- *Only Batches Previously Transmitted:* you will be prompted to enter the transmission date range to include. Only batches that have been transmitted and have transmission dates within this range will be processed.

Note that the transmission date is the run date on which the file was generated and should not be confused with the 'File Creation Date,' 'Descriptive Date,' or 'Effective Date.'

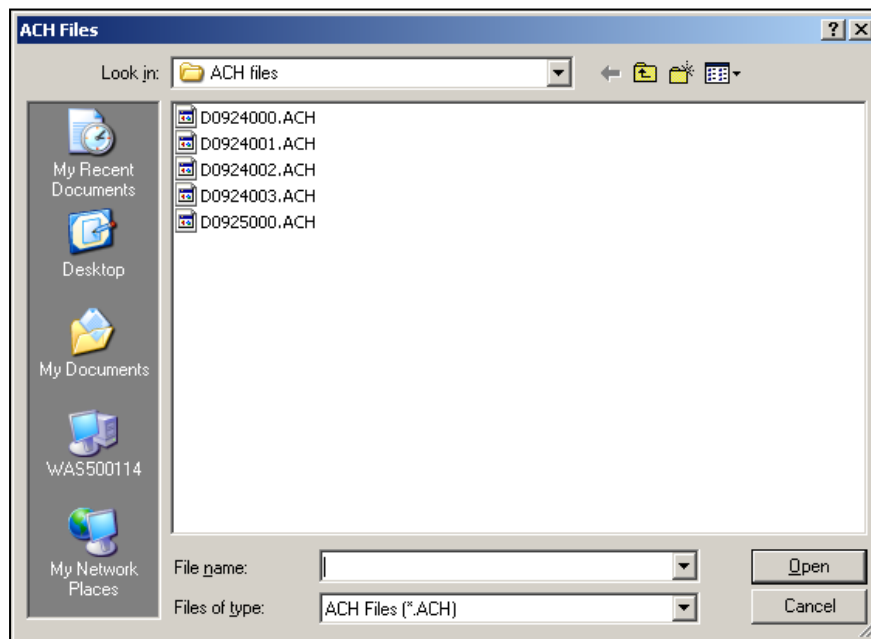
EFFECTIVE DATE: Enter the Beginning and Ending Effective Dates, or check 'All.'

TRANSMISSION DATE: Batches within the date range entered here will be included in the file for transmission. This prompt will default to all dates.

You may click the 'Setup' button to choose the printer that will receive the register generated during processing.

If you click the 'List File' button, you may view a list of ACH files that were previously generated and that still reside in the Accounts Payable data directory (Figure 21).

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**Figure 21**

Once you are satisfied that the screen options are correct, click 'Accept' to begin processing. The selected batches will be processed and placed in ACH files corresponding to the Bank Code used.

The AP Direct Deposit Transaction Entry File is queried in batch number order. The batch number comes from the top of the Check Register or, in the case of Pre-Notes, it is the letter 'P' followed by a 3 digit sequence number. The Direct Deposit information from the Bank Code used during the update is used to generate the ACH file.

For Pre-Note batches, the value noted in the 'Bank Code to Use for Pre-Note Entries' on the selection screen is used. If no match is found, the batch is not processed. The 'Invalid Batches Due To Missing Bank Code' statistic in the Summary section of the Direct Deposit Interface Register will tell you if this occurred.

Each time a new bank code is encountered, a new ACH file is created. This may result in one or many ACH files being created in a single processing session.

If the Pre-Note entries are in the same bank code as the last 'live' batch processed, it will be included in that ACH file.

As each batch is processed, it is updated with the fact that it was 'Transmitted' and the transmission date (the current run date).

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Direct Deposit Interface Register

A Direct Deposit Interface Register is generated as the batches are processed. It will indicate the files created, the batches within each file, and the debit, credit, and entry count totals for each batch and each file, with a grand total for the run. A summary section at the end will indicate the number of batches processed, how many were not included in ACH files due to being transmitted earlier, how many invalid or missing bank codes were encountered, how many ACH files were created, and how many batches were written to the ACH files. See (Figure 22) for an example of the report.

RUN DATE: 06/13/93		General One, Inc.		PAGE: 1	
SYS DATE: 06/30/93		DIRECT DEPOSIT INTERFACE REGISTER		TIME: 03:51 PM	
File Name:	D0613018.ACH	Bank Code:	D <IMM DEST NAME*****>	Account Number:	Transit/Routing Number: 123456780
Batch:	0031 PE04/19/93	100.00DR	100.00CR	2 Entries	
FILE TOTAL:	100.00DR	100.00CR	2 Entries		
File Name:	B0613011.ACH	Bank Code:	B SEAFIRST BANK	Account Number:	Transit/Routing Number:
Batch:	P001 PRE-NOTES	.00DR	.00DR	2 Entries	
Batch:	P002 PRE-NOTES	.00DR	.00DR	1 Entries	
FILE TOTAL:	.00DR	.00DR	3 Entries		
GRAND TOTAL:	100.00DR	100.00CR	5 Entries		
----- SUMMARY -----					
TOTAL NUMBER OF BATCHES PROCESSED:	3				
PREVIOUSLY TRANSMITTED BATCHES (NOT INCLUDED):	0				
BATCHES DATED OUTSIDE EFFECTIVE DATE RANGE:	0				
INVALID BATCHES DUE TO MISSING BANK CODE:	0				
NUMBER OF INTERFACE FILES CREATED:	2				
NUMBER OF BATCHES WRITTEN TO INTERFACE FILE(S):	3				

Figure 22

Purge Utility

A Purge utility is available to purge batches transmitted between specified dates. Select Direct Deposit Processing options from the Direct Deposit menu, choose the 'Purge Direct Deposit Files' options (Figure 23).

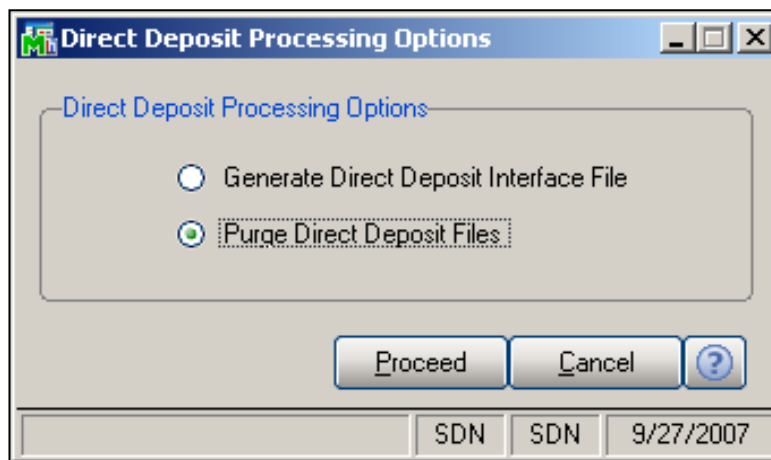


Figure 23

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Enter the date range or check 'All', then click Purge (Figure 24) All batches in the AP_DirectDepositTransEntry_001.M4T file that have been transmitted and date falls into the Transmission Date range will be purged.

Figure 24

Check History Report

A Check History Crystal report has been provided that works with this part. It is called AP1063_001AP_CHECKHISTORY.RPT and can be found in the '...\mas90\reports' directory. You will need to create a new Report Setting for your Check History Report and then rename AP1063_001AP_CHECKHISTORY.RPT to AP_CHECKHISTORY.RPT. Then copy it over the AP_CHECKHISTORY.RPT that was created when you added the new Report Setting. See the Forms section below for an illustration.

If the payment was electronically deposited, the Check Type column will reflect 'Direct Deposit.' This occurs regardless of whether you used the check form or the stub form to print the remittance information (Figure 25).

Check History Report					
Sorted By Check Number					
Activity From: 5/1/2006 to 5/31/2011					
ABC Distribution and Service Corp. (ABC)					
Bank Code: D Wells Fargo Checking					
Check Number	Check Date	Vendor Number	Name	Check Amount	Check / DD Type
000109	9/27/2007		***Void Check***		Direct Deposit
000109	9/27/2007		***Void Check***		Unknown
000110	9/27/2007	01-ANDERS	Anders Auto Repair	1,920.54	Direct Deposit
000110	9/27/2007		***Void Check***		Unknown
000111	9/27/2007	01-IBM	Ibm Corporation	12,965.06	Auto
000111	9/27/2007		***Void Check***		Unknown
000112	9/27/2007	02-EMPLOY	Employment Development Dept	2,631.77	Auto
000113	9/27/2007	02-PACTEL	Pacific Telephone	7,497.97	Direct Deposit
D00057	9/21/2007	01-AIRWAY	Airway Property	3,350.00	Direct Deposit
D00058	9/21/2007	02-AVID	Avid Label	1,347.34	Direct Deposit
Bank D Total:				<u>29,712.68</u>	
Report Total:				<u>29,712.68</u>	

Figure 25

Vendor Maintenance/Inquiry

The Checks tab will display (*) to the right of the check amount if any portion of that payment is a direct deposit (Figure 26). If a split payment occurred (Direct Deposit and Check), the check number will be referenced.

Bank	Check No.	Check Date	Check Type	Vendor Name	Source	Amount	Co
A	001611	5/31/2010	Auto	AIRWAY PROPERTY	CD	7,000.00 *	
A	001665	5/31/2010	Auto	AIRWAY PROPERTY	CD	1,255.00	
A	001666	5/15/2010	Auto	Airway Property	CD	3,500.00	
A	001721	5/31/2010	Manual	AIRWAY PROPERTY	AP	28,500.00	
D	000001	4/25/2007	Auto	Airway Property	CD	625.00	
D	000002	4/26/2007	Auto	Airway Property	CD	50.00	
D	000003	4/26/2007	Auto	Airway Property	CD	50.00	
D	000004	4/26/2007	Auto	Airway Property	CD	50.00	
D	000005	4/26/2007	Auto	Airway Property	CD	50.00	

Figure 26

Reversing a Direct Deposit Check

Occasionally it may be necessary to reverse a direct deposit or check that has been processed with Direct Deposit. If the funds have already been transferred to the vendor's account, you need to contact the financial institution to reverse the actual funds deposited to the account.

To reverse the entry, use the Manual Check Entry process in A/P Data Entry. At the 'CHECK NO' field, enter the Check Number or Direct Deposit Stub Number that is being reversed. Complete the remaining fields as you normally would when voiding a check.

This process does not create a transmission to the vendor's account; it merely performs the General Ledger and Bank reconciliation entries necessary to adjust the Direct Deposit amount.

Once the check or stub is voided, you will need to adjust the Deposited Year-to-Date amount in Vendor Direct Deposit Maintenance for those accounts affected by the reversal. The reversal is reflected on the Check Register and is included in the Direct Deposit total. An individual reversal transaction will not appear on the Direct Deposit Register.

Year End Processing

The vendor direct deposit YTD totals will be set back to zero during year end processing.

FORMS**Check Printing**

Four check form templates have been provided with this part and can be found in the '...\mas90\reports' directory.

AP1063_001AP_CHECK1.RPT	(Preprinted)
AP1063_001AP_CHECK2.RPT	(Plain)
AP1063_001AP_CHECK3.RPT	(Marbled)
AP1063_001AP_CHECK4.RPT	(Dot Matrix)

Using the 'Plain' template as an example (AP1063_001AP_CHECK2.RPT): You will need to create a new Form Code for your check and then re-name AP1063_001AP_CHECK2.RPT to AP_CHECK2.RPT. Then copy it over the AP_CHECK2.RPT that was created when you added the new Form Code. Figure 27 illustrates where you would find the new Form Code if you named it 'Example' in the ABC Company. You can now modify the check.

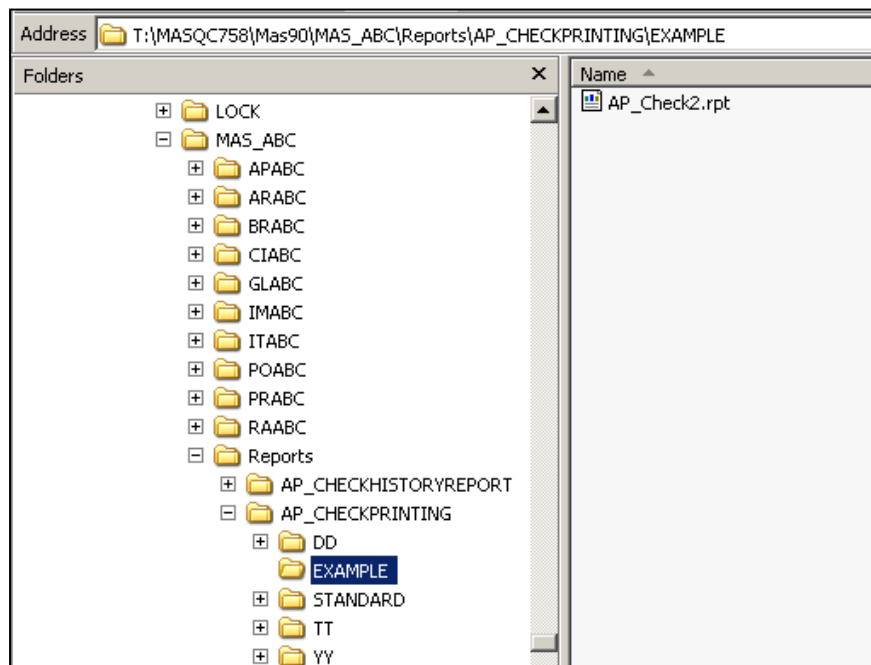


Figure 27

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Figure 28 is an example of our default AP Check with Stub.

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
5/2/2010	0000112384	New engine	1,040.50	0.00	1,040.50
	560-00-03	Truck expenses		3,540.50	
5/17/2010	0000118863	Truck #140 -paint lettering	898.00	17.96	880.04
	500-00-00	Other expenses (history)		898.00	
	Direct Deposit: 12165564	dd	576.16	606.16	
	Direct Deposit: 5564786	dddd 3	384.11	404.11	
Check: 000110 9/27/2007 Anders Auto Repair			Check Total:		960.27
			000110		
*NINE HUNDRED SIXTY AND 27 / 100					
			9/27/2007	*****960.27*	
Anders Auto Repair 1010 Main Street Suite A-103 Attn: Accounting Orange, CA 92969 01-ANDERS					

Figure 28

Extended Stub Printing

Two extended stub form templates have been provided with this part and can be found in the '...\mas90\reports' directory.

- AP1063_001AP_EXTENDEDESTUB.RPT (Plain)
- AP1063_001AP_EXTENDEDESTUB2.RPT (Dot Matrix)

Using the 'Plain' template as an example (AP1063_001AP_EXTENDEDESTUB.RPT):
 You will need to create a new Form Code for your extended stub and then re-name AP1063_001AP_EXTENDEDESTUB.RPT to AP_EXTENDEDESTUB.RPT. Then copy it over the AP_EXTENDEDESTUB.RPT that was created when you added the new Form Code. You can now modify the extended stub. Figure 29 is an example of our default Direct Deposit Remittance Advice.

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Remittance Advice						Page:	1
ABC Distribution and Service Corp.							
Check: D00057		9/21/2007	Vendor: 01-AIRWAY Airway Property				
Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount		
5/15/2010	0000106020		1,750.00	0.00	1,750.00		
	555-00-03	Rent			1,750.00		
5/17/2010	0000106145		1,600.00	0.00	1,600.00		
	500-00-00	Other expenses (history)			1,600.00		
Direct Deposit	1122334455	DD	1,675.00	1,725.00			
Direct Deposit	225888	dd2	1,005.00	1,035.00			
Direct Deposit	8797897	dd3	670.00	690.00			
Totals:			3,350.00	0.00	3,350.00		

Figure 29

Helpful Hints

- The ACH file is created in the Accounts Payable Data Directory for the company code you are processing. Transmittal of the file to your financial institution is dictated by your financial institution.
- The ACH filename is constructed as follows: the Bank Code + the File Code (from the run time selection screen) + Sequence Number + '.ACH'. The sequence number is a three-digit number, begins at zero, and automatically increments if a file with the same name is encountered.
- The 'Trace Number' in the Entry Detail Records is constructed from the 'Origin DFI' plus a counter indicating the entry number in that batch.
- This Extended Solution is not in effect for Manual Check Entry.

System Messages

Whenever the system encounters a 'special' condition requiring your attention, a System Message will be displayed on screen.

CHECK PRINTING

BANK CODE 'A' IS NOT APPROVED FOR DIRECT DEPOSIT PROCESSING:

You are attempting to print checks for a bank code that has not been approved for Direct Deposit processing. A Pre-Note must be sent and approved for a Direct Deposit bank code before checks can be printed using that bank code.

CHECK REGISTER

UNABLE TO UPDATE THE DIRECT DEPOSIT REGISTER.

BATCH NUMBER XXXX ALREADY EXISTS IN THE DIRECT DEPOSIT TRANSACTION FILE:

You are attempting to update the Direct Deposit Register when the current Batch Number already exists in the Direct Deposit Transaction File. To update the register, you

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must first purge the Direct Deposit Transaction File according to your purge utility. Return to the Check Register/Update program to access and update the Direct Deposit Register after you have completed the purge.

PRE-NOTE SELECTION REGISTER

UNABLE TO UPDATE THE PRE-NOTE SELECTION REGISTER. AN INVALID ROUTING/TRANSIT NUMBER HAS BEEN ENCOUNTERED:

You are attempting to update the Pre-Note Selection Register when an invalid Routing/Transit Number was entered in Bank Code Maintenance or Vendor Direct Deposit Maintenance. To update the 'PRE-NOTE SENT?' Field to 'Yes' and update the date the Pre-Note was sent, you must enter a valid Routing/Transit Number to update the register.

ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Fields:</i>
AP_001_DirectDepRegisterWrk	All fields
AP_BankDirectDeposit_001	All fields
AP_CheckHeaderPosting	DirectDeposit_001\$ DirectDepositAmt_001
AP_CheckHeader	DirectDeposit_001\$ DirectDepositAmt_001
AP_CheckHistoryHeader	DirectDeposit_001\$ DirectDepositAmt_001
AP_CheckHistoryWrk	DirectDeposit_001\$ DirectDepositAmt_001
AP_CheckRegisterWrk	DirectDeposit_001\$ DirectDepositAmt_001
AP_CheckStubWrk	DirectDeposit_001\$ DirectDepositAmt_001 BankDistribution_001\$ BankAccountNo_001\$ BankAccountDesc_001\$ BankAccountType_001\$ BankRoutingTransitNo_001\$ BankDistAmt_001 BankYTDAmount_001

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AP_CheckWrk	DirectDeposit_001\$ DirectDepositAmt_001
AP_DirectDepositDataEntry_001	All fields
AP_DirectDepositInvoiceDtl_001	All fields
AP_DirectDepositTransEntry_001	All fields
AP_ExtendedStubWrk	DirectDeposit_001\$ DirectDepositAmt_001 BankDistribution_001\$ BankAccountNo_001\$ BankAccountDesc_001\$ BankAccountType_001\$ BankRoutingTransitNo_001\$ BankDistAmt_001 BankYTDAmount_001
AP_InvoicePaymentListingWrk	DirectDeposit_001\$ DirectDepositAmt_001 BankDistribution_001\$ BankAccountNo_001\$ BankAccountDesc_001\$ BankAccountType_001\$ BankDistAmt_001 BankRoutingTransitNo_001\$ BankYTDAmount_001
AP_VendorDirectDeposit_001	All fields
AP_Vendor	DirectDeposit_001\$
AP_VendorListingWrk	BankAccount1_001\$ BankAccount2_001\$ BankAccount3_001\$ BankAccount4_001\$ BankAccount5_001\$ BankAccount6_001\$ BankAccount7_001\$ BankAccount8_001\$ BankAccountDesc1_001\$ BankAccountDesc2_001\$ BankAccountDesc3_001\$ BankAccountDesc4_001\$ BankAccountDesc5_001\$

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BankAccountDesc6_001\$
BankAccountDesc7_001\$
BankAccountDesc8_001\$
BankAccountType1_001\$
BankAccountType2_001\$
BankAccountType3_001\$
BankAccountType4_001\$
BankAccountType5_001\$
BankAccountType6_001\$
BankAccountType7_001\$
BankAccountType8_001\$
RoutingTransitNo1_001\$
RoutingTransitNo2_001\$
RoutingTransitNo3_001\$
RoutingTransitNo4_001\$
RoutingTransitNo5_001\$
RoutingTransitNo6_001\$
RoutingTransitNo7_001\$
RoutingTransitNo8_001\$
PreNoteSent1_001\$
PreNoteSent2_001\$
PreNoteSent3_001\$
PreNoteSent4_001\$
PreNoteSent5_001\$
PreNoteSent6_001\$
PreNoteSent7_001\$
PreNoteSent8_001\$
PreNoteDate1_001\$
PreNoteDate2_001\$
PreNoteDate3_001\$
PreNoteDate5_001\$
PreNoteDate6_001\$
PreNoteDate7_001\$
PreNoteDate8_001\$
AmountDistMethod1_001\$
AmountDistMethod2_001\$
AmountDistMethod3_001\$
AmountDistMethod4_001\$
AmountDistMethod5_001\$
AmountDistMethod6_001\$
AmountDistMethod7_001\$
AmountDistMethod8_001\$
Dist1_001
Dist2_001
Dist3_001
Dist4_001
Dist5_001

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Dist6_001
Dist7_001
Dist8_001
YTDDist1_001
YTDDist2_001
YTDDist3_001
YTDDist4_001
YTDDist5_001
YTDDist6_001
YTDDist7_001
YTDDist8_001

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

What's New

With the 10-06-08 release:

- ACH added to manual's title

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made by Sage Software, Inc. to the standard operation of Sage Software, Inc. MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to their specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Acknowledgments

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First Hawaiian Bank Record Layout

If you are using the First Hawaiian Bank record layout, the appended record will appear as follows:

<i>Data Element</i>	<i>Position</i>	<i>Length</i>	<i>Remark</i>
Record Description	1-8	8	'?TRAILER'
File ID Number	9-14	6	'EFF230'
Immed. Origin	15-25	11	from file Header Record, position 14B23
Tot. Record Count	26-30	5	((Block Count * 10) + 2) Block Count from File Control Record, position 8B13.
Total Debit + Credit	31-40	10	from File Control Record, position 46B55
Filler	41-94	54	Blank

File Format Changes for Files that Include Addenda Records

These formatting changes will only occur when the 'Include Addenda Records' Setup option is enabled.

PPD and CCD

File header/trailer - No change

Batch Header/Trailer records - No change

Detail Records

Pos 79-79; the addenda record indicator - currently defaults with a value of '0' (i.e., no addenda records to follow); this value should be '1'

Addenda Records:

Position 01-01	'7'	Record Type
Position 02-03	'05'	Addenda Type Code
Position 04-83	alpha numeric	Payment Related Information* (see below for details)
Position 84-87	Numeric	Addenda Sequence Number (this number is consecutively assigned to each Addenda Record following an Entry Detail Record. The first addenda sequence number must always be a '1')
Position 88-94	Numeric	Entry Detail Sequence number (this field should be populated with the last 7 characters of the associated Detail Entry Trace Number [trace number is the last field in the Detail Record positions 80-94])

*Positions 04-83 (payment related information) per your designation will have following data:

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04-13	Invoice number
14-19	Invoice Date (YYMMDD)
20-49	Invoice Comment (left justified string)
50-62	Payment Amount (right justified, zero fill to the left 0000000000.00)
63-75	Discount amount (right justified, zero fill to the left 0000000000.00)
76-83	BLANK

In those cases when a single record accounts for the payment of multiple invoices 04-83 will have the following data:

04-49	'contact payor for details' (left justified string)
50-62	Total Payment Amount (right justified, zero fill to the left 0000000000.00)
63-75	Total Discount Amount (right justified, zero fill to the left 0000000000.00)
76-83	BLANK

CTX

File header/trailer - No change

Batch Header/Trailer records - No change

Detail Records

Changes to following positions:

pos 55-58	4 char numeric field indicating the number of addenda records to follow for this entry
pos 59-74	16 char alphanumeric for the Receiving Company name/ID (Vendor company Name)
pos 75-76	2 character blank field

pos 79-79; the addenda record indicator - currently defaults with a value of '0' (i.e., no addenda records to follow); this value should be '1'

Addenda Records:

Position 01-01	'7'	Record Type
position 02-03	'05'	Addenda Type Code
position 04-83	alpha numeric	Payment Related Information (**see below for details)
position 84-87	numeric	Addenda Sequence Number (this number is consecutively assigned to each Addenda Record following an Entry Detail Record. The first addenda sequence number must always be a '1')

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position 88-94 numeric Entry Detail Sequence number (this field should be populated with the last 7 characters of the associated Detail Entry Trace Number [trace number is the last field in the Detail Record positions 80-94])

**Positions 04-83 (payment related information) per your designation will have following data:

04-13	Invoice number
14-19	Invoice Date (YYMMDD)
20-49	Invoice Comment (left justified string)
50-62	Payment Amount (right justified, zero fill to the left 0000000000.00)
63-75	Discount amount (right justified, zero fill to the left 0000000000.00)
76-83	BLANK