

Keystone Financial Information System (FIS™)

Accounts Payable Direct Deposit Using ACH Check Codes



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I. OVERVIEW

The **Direct Deposit** option allows a vendor be paid electronically (instead of with a paper check). Users can add the vendor's routing and banking information to the vendor's record.

When the direct deposit file is created, the system can optionally send an email notification of the transaction to the vendor.

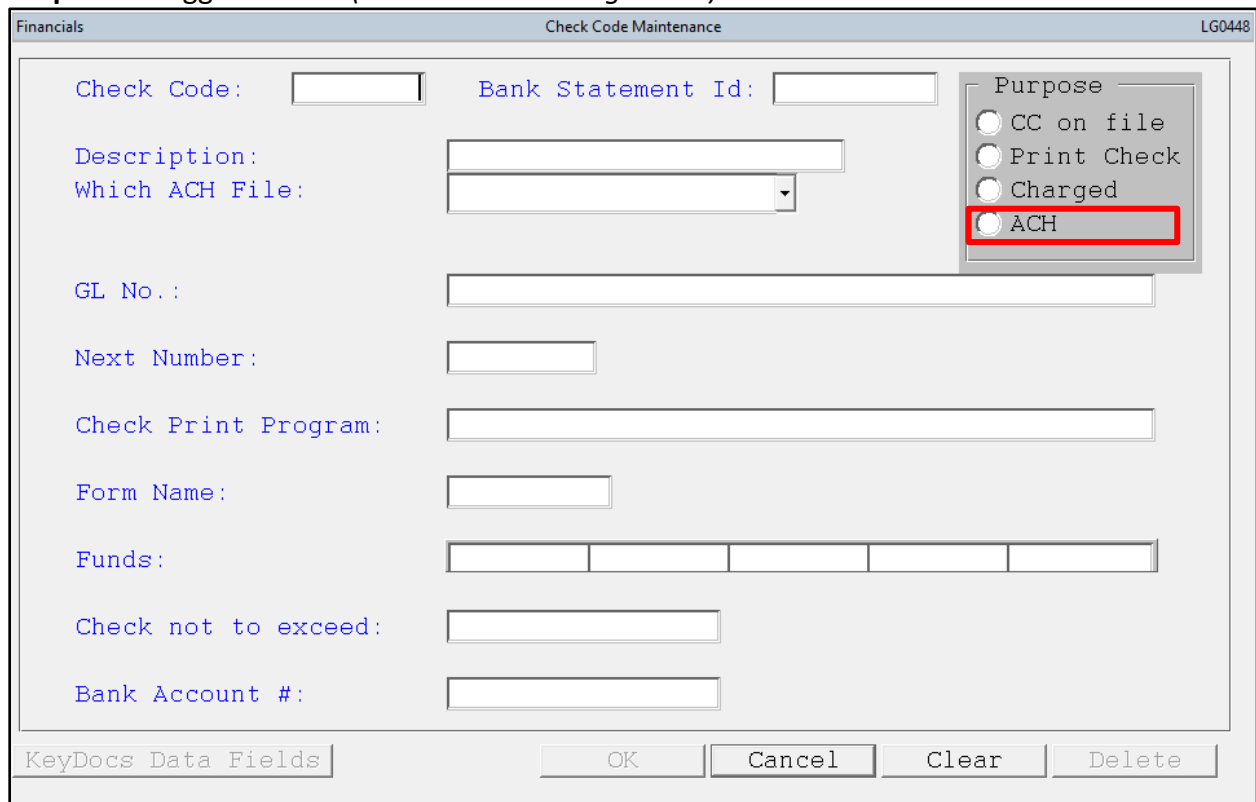
The "ACH" (*Automated Clearing House*) check code will be used as the default when processing invoices for a vendor with direct deposit information on their record. The system allows users to set up multiple "print" and "ACH" check codes.

II. ACCOUNTS PAYABLE CHECK CODE SETUP

A. Check Code File Maintenance (LG0448)

FIS → System Administration → Control File Maintenance Menu → System GL Parameters → **Check Code File Maintenance (LG0448)**.

To set up a check code for direct deposits, enter information into the following fields: **Check Code**; **Bank Statement Id**; **Description**; **Next Number**; **Funds**; and **Bank Account #**. This should be set up the same way as any other check code except the user needs to make sure the **Purpose** is flagged as **ACH** (*Automated Clearing House*).



Check Code: User Defined (i.e., Printed = **10**, ACH = **11** or General Fund-Printed = **GF-P**, General Fund-ACH = **GF-ACH**), alpha and/or numeric.

Bank Statement ID: (When using Check Reconciliation) enter the check code that is used for the printed checks. The bank statement # will include all the checks for all check codes that have the same bank statement ID.

Description: Enter a description for this account code.

Which ACH File: (Original, Second, Third) This allows customers to use multiple bank accounts for direct deposit. You must set up these additional bank accounts on the **Second ACH/Direct**

Deposit Parameters (KF1003) and **Third ACH/Direct Deposit Parameters (KF1004)** screens are set up (Disbursements → Direct Deposit → Original, Second or Third ACH/Direct Deposit Parameters).

Purpose: ACH

GL No.: If using the same Cash Account (GL No.), Bank Statement ID and Account # (if using bank rec.), and Funds

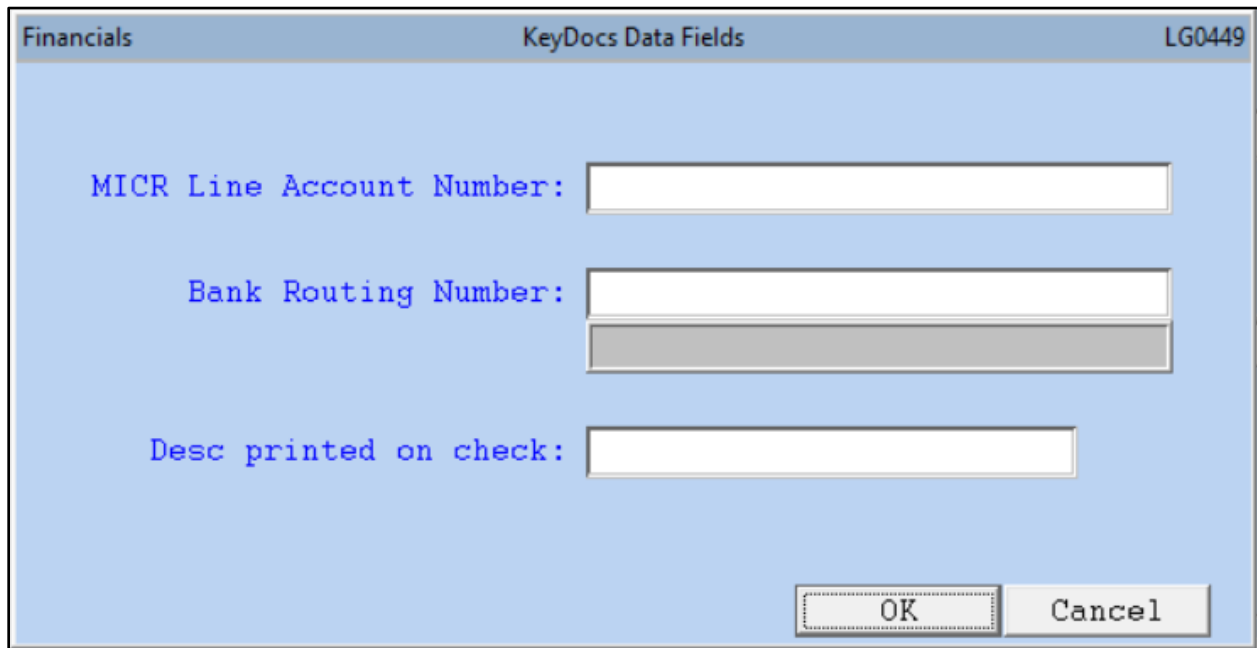
Next Number: any starting point in a numerical series; not required for the ACH process.

Funds: (each fund needs to be entered in a separate box); then, this information should match the information in the Printed check code.

If using Bank Reconciliation, enter the Bank Account Number:

Bank Account #: Enter the Bank Account number from your bank statement (same bank account as the printed check code).

KeyDocs Data Fields: (used for **Printed Checks**). Contains the MICR Line Account Number, Bank Routing Number, and Description printed on the check.



Financials KeyDocs Data Fields LG0449

MICR Line Account Number:

Bank Routing Number:

Desc printed on check:

OK Cancel

III. VENDOR MAINTENANCE SETUP

A. Vendor Maintenance (PO1202)

FIS → Purchasing → Vendor Maintenance and Listings → **Vendor Maintenance (PO1202)** → click the **Direct Deposit (PO0088)** button.

Purchasing		Vendor Maintenance		PO1202	
Vendor #	000174	Last Updated		14:11:21 28 DEC 2021	
Name	Keystone Information Systems				
Attn	ONE TALL OAK CORP.CENTER			Ck Cd Default	
Address	1000 Lenola Road, Ste 101			Freight Terms	C
City	Maple Shade			Freight Def%	15.00
State	NJ	Zip	08052	Disc Terms%	10.00
Contact				Tm Days	0 Due 30
Phone	(856)722-0700 Ext			Begin Date	12/30/99
Fax	(856)234-5871			1099 Default	M Nonemployee Compen
Email	mikel@keyinfosys.com			EIN# SSN#	111-11-1111
Type	VE	Employee Vendor (ss)		Sort Name	Keystone Informa
Status				Redacted Name	
Location	NLV	Non-Local Vendor		Bid (Y/N)	<input checked="" type="checkbox"/>
Minority				Employee#	PAAS No.
Last Purchase Date	01/01/2022	This Fiscal Year	Last Fiscal Year		
Current Open PO	2367.21	PO	4556.97	PO	2292.18
Current Open AP	5802.50	Paid	978.75	Paid	10002.27
<div> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> </div>					
Alt Address	Commodities	Notes		Portal/Bidding	
1099 Data	G/L Accounts	Direct Deposit		Certifications	

1. **Direct Deposit Banking Screen (PO0088)**

Vendor Maintenance (PO1202) → click the **Direct Deposit (PO0088)** button.

The following Screen will appear for the Vendor's Banking information: **Bank ID, Account Number, Account Type (Checking/Savings), and Amount (\$ or %).**

Purchasing
Banking Screen
PO0088

Credit Card: ☐
Mcc#:
Merchant No:

Status
☒ Enabled
☐ Disabled
☐ Pre-Note

Bank Id	Account Number	Type	Amount	\$/%
021200025 Wells Fargo	111111111111	C	<input type="text"/>	\$
021200025 Wells Fargo	222222222222	C	<input type="text"/>	\$
031201360 TD BANK	333333333333	C	<input type="text"/>	\$

Purchasing
Banking Screen
PO0057

Credit Card: ☐
Mcc#:

Merchant No:

Include on ACH
☒ Customer Number
☐ Invoice Number
☐ N/A

Status
☒ Enabled
☐ Disabled
☐ Pre-Note

Bank Id	Account Number	Type	Amount	\$/%
031000503 WELLS FARGO	122697843221	C	<input type="text"/>	\$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Status: Enable, Disable, or Pre-note direct deposit. To process live transactions, check the **Status** as **Enabled**.

Bank Id: Enter the 9-digit bank routing number. (If not found, enter new bank routing number in the KEMS Code Table Maintenance (KE0124), Code Type: DD.BANK) Enter the Bank Code of your choice along with the description of the bank. Make sure to check Active.

NOTE: If this is an Active employee vendor, this information is updated in Employee Maintenance.

Account Number: Enter a valid bank account number.

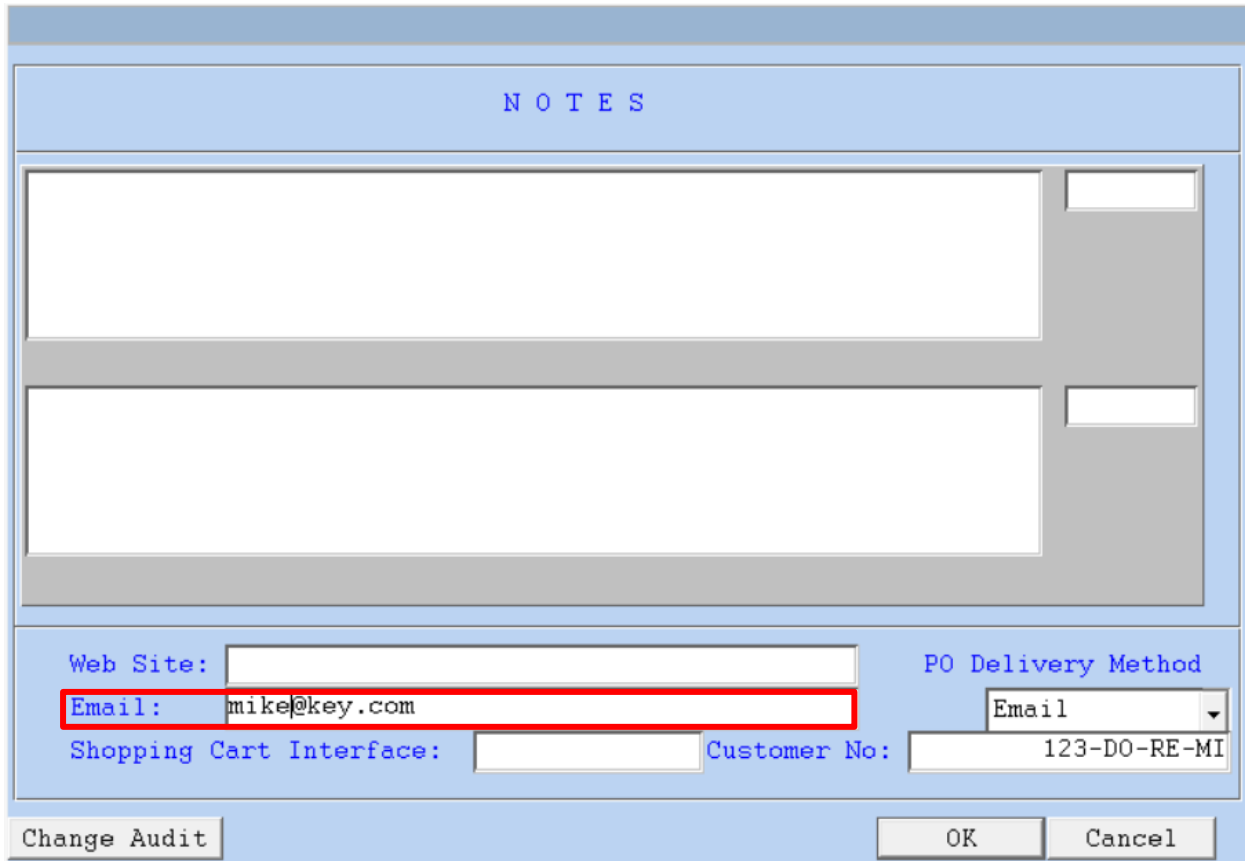
Type: Checking = **C** or Saving = **S**.

Amount: Enter a valid numeric amount. Leave blank if entire amount will go to this account. Place a \$ in the last column. If contributing a percentage, enter the amount and place a % in the last column. When using percent, the total Amount has to equal 100% between the account numbers.

2. Notes Screen

Vendor Maintenance (PO1202) → click the **Notes** button.

Enter a valid email address in the **Email** field. This email address must be valid for the direct deposit vendor so they will receive an email notification when a direct deposit has been processed.

A screenshot of the 'NOTES' screen in a software application. The screen has a light blue header with the word 'NOTES' in blue capital letters. Below the header is a large white text area with a horizontal scrollbar. To the right of the text area is a vertical scrollbar. Below the text area are several input fields: 'Web Site:' with an empty text box, 'Email:' with the text 'mike@key.com' (highlighted with a red border), 'Shopping Cart Interface:' with an empty text box, 'PO Delivery Method' with a dropdown menu showing 'Email', and 'Customer No:' with the text '123-DO-RE-MI'. At the bottom of the screen are three buttons: 'Change Audit', 'OK', and 'Cancel'.

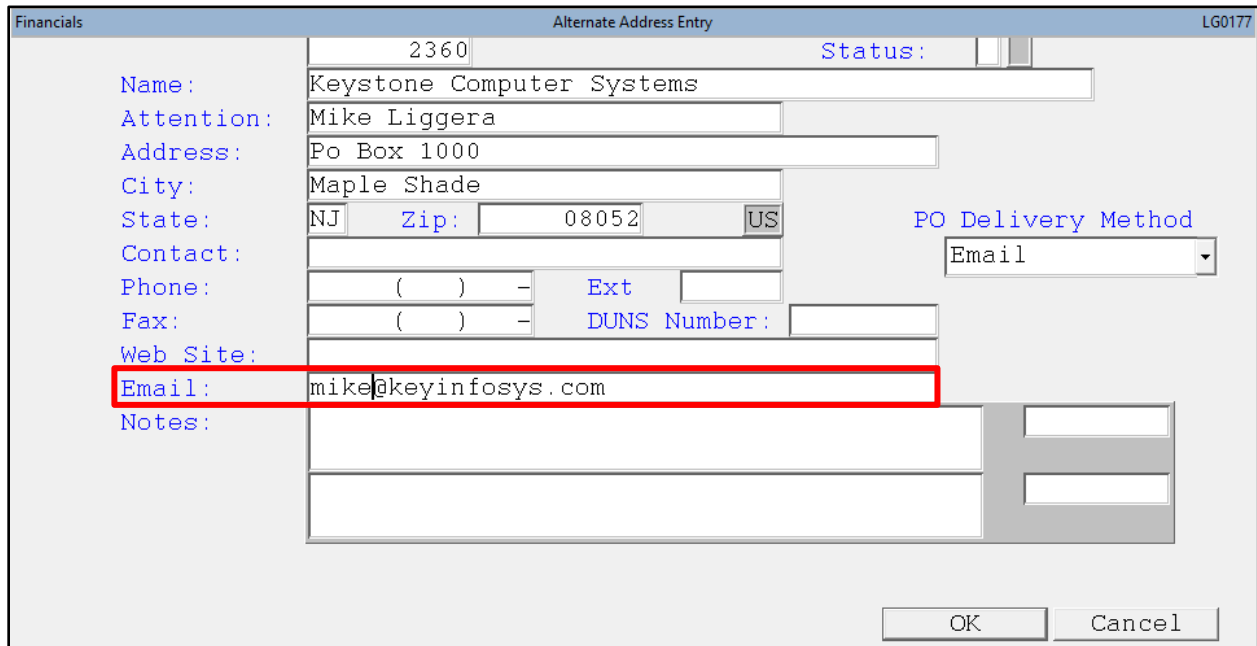
3. Alternate Address Entry (LG0177)

Vendor Maintenance (PO1202) → click the **Alt Address (LG0288)** button → click the **New (LG0177)** button.

This email address must be valid for the **direct deposit vendor** so they will receive an email notification when a direct deposit has been processed.

Purchasing		Vendor Maintenance		PO1202	
Vendor #	000174	Last Updated		10:46:07 22 NOV 2019	
Name	Keystone Information Systems				
Financials		Alternate Address Entry		LG0228	
Check Address		PO Address			
1212 Main Street		1000 Lenola Road Ste 101			
Huntersville	NC 28078	Maple Shade		NJ 08052	
Alternate Addresses					
S	Name	Address; City, St			
p	Keystone Information Systems	One Tall Oak Corp.center 1000 Lenola Road Ste 101; Maple Shade, NJ			
	Keystone Computer Systems	Mike Liggera Po Box 1000; Maple Shade, NJ			
x	Julie Alfred	1212 Main Street; Huntersville, NC			
3 records were identified.					
View...		Cancel		All	
		New		Refine...	
		OK		Cancel	
Alt Address		Commodities		Notes	
1099 Data		G/L Accounts		Bidding	
		Direct Deposit		Certifications	
		OK		Cancel	
		Clear		Delete	

Enter a valid email address in the Email field on the Alternate Address Entry (LG0177) screen for the direct deposit vendor address.



Financials Alternate Address Entry LG0177

Status: 2360

Name: Keystone Computer Systems

Attention: Mike Liggera

Address: Po Box 1000

City: Maple Shade

State: NJ Zip: 08052 US

PO Delivery Method: Email

Contact:

Phone: () - Ext

Fax: () - DUNS Number:

Web Site:

Email: mike@keyinfosys.com

Notes:

OK Cancel

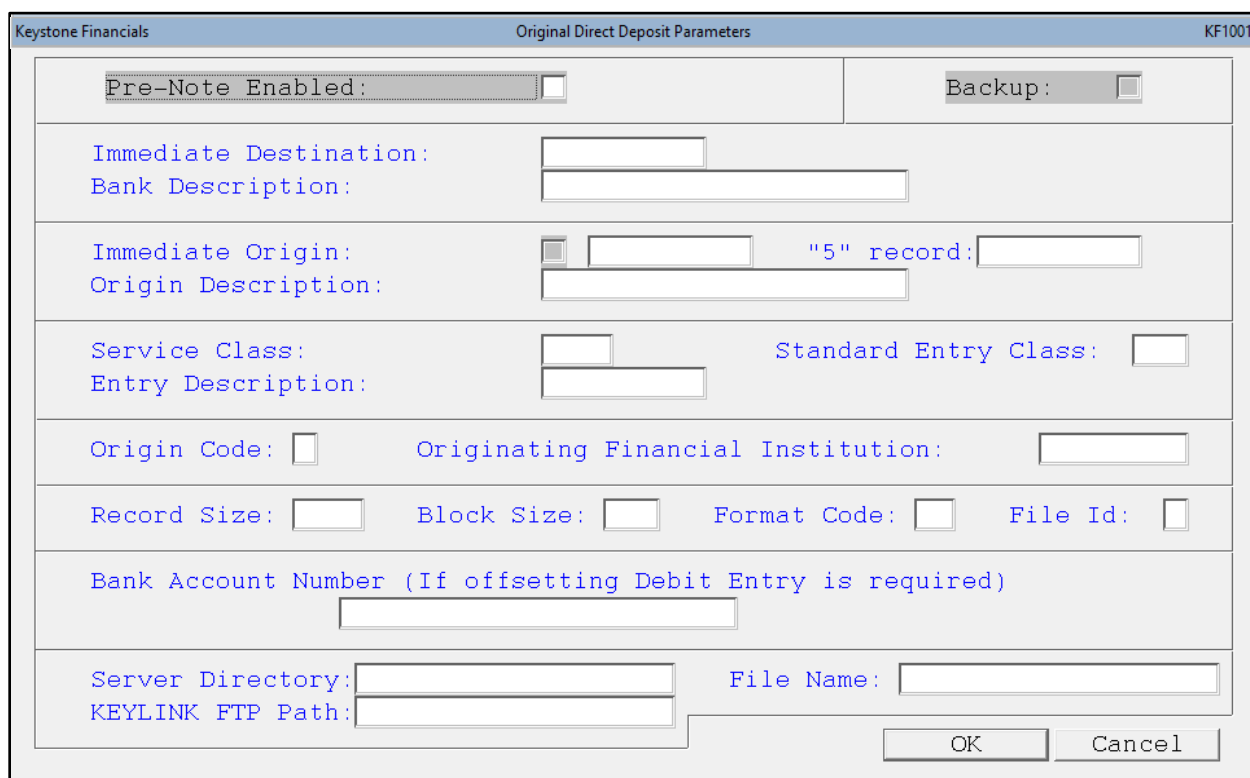
NOTE: The user needs to make sure one or both of the Email fields are filled in (on the NOTES screen or the Alternate Address Entry (LG0177) screen). The system will default to the email address defined on the NOTES screen if the Alternate Address Entry email is not filled in.

IV. DIRECT DEPOSIT PARAMETERS

FIS → Disbursements → Direct Deposit → **Original** (KF1001), **Second** (KF1003), or **Third** (KF1004) **ACH/Direct Deposit Parameters**.

The **Direct Deposit Parameters (KF1001)** screen must be completed to create the direct deposit file to send to the bank. The user should contact their financial institution to obtain a copy of the file specifications and to see if the bank has any direct deposit restrictions. Please contact Client Care if you need assistance with this screen, and be sure to send the file specifications.

There are also **Second** and **Third ACH/Direct Deposit Parameter** screens. These parameter screens allow customers to tie multiple bank accounts (direct deposit / ACH) to various check codes from different bank accounts. This ties to the option found in the Check Code File Maintenance (LG0448) screen, "Which ACH File:".



The screenshot shows the 'Original Direct Deposit Parameters' window (KF1001) with the following fields and controls:

- Pre-Note Enabled:** ☐
- Backup:** ☐
- Immediate Destination:**
- Bank Description:**
- Immediate Origin:** ☐ "5" record:
- Origin Description:**
- Service Class:**
- Standard Entry Class:**
- Entry Description:**
- Origin Code:** ☐
- Originating Financial Institution:**
- Record Size:**
- Block Size:**
- Format Code:** ☐
- File Id:** ☐
- Bank Account Number (If offsetting Debit Entry is required):**
- Server Directory:**
- File Name:**
- KEYLINK FTP Path:**
- OK** and **Cancel** buttons.

When entering the file name make sure it is a unique name that is not used in accounts receivable or payroll (typically the payroll direct deposit file is DIRECT.DEP so the user needs to make the accounts payable file is different or the three will override each other).

NOTE: If the user wants to do a pre-note to verify the direct deposit information, the user will need to set pre-note on the vendor.

V. SETUP KEYMAIL PARAMETERS

A. A/P Disbursements (KC1921)

General System Administration → KeyNet Parameters → **Setup KeyMail Parameters (KC1921)** → click on **A/P-Disbursements** → click on **Direct Deposit Pending** → click **View (KC1922)**

Default Parameters	Purchasing	PAAS Future
Employee Portal	Requisitions	Permits
Change Requests	A/P-Disbursements	PAAS Future
Leave/Pay Requests	Vendor Bidding	PAAS Future
KeyNet Applicant	General Ledger	PAAS Future
Application Manager	Accounts Receivable	PAAS Future
Payroll	Online Bill Pay	PAAS Future
Other KEMS Alerts	Other FIS Alerts	Other PAAS Alerts

Desc	Code
Direct Deposit Pending	APACH

1 records were identified.

View... Cancel All New Refine...

MAIL 972 Started 04/21/2020 10:12am OK Cancel

Note: Prior to the first ACH run, the user needs to set up the KeyMail Parameters screen. Please see next page for set up.

1. KeyMail Parameters (KC1922)

This brings up the **KeyMail Parameters (KC1922)** screen. You do not need to fill out anything in the “**To**” email field, as the software will pull the appropriate email address from the vendor record. Similarly, you can leave the “**From**” email and “**Name**” fields blank as the software can use the defaults for your organization. Customize the “**Before Message**” and “**After Message**” to suit your needs.



The screenshot shows the 'KeyMail Parameters (KC1922)' window. It contains several input fields and checkboxes:

- Description:** Direct Deposit Pending
- Image URL:** (empty field) with a **Suppress:** checkbox.
- To Email Address (separate with ";"):** (empty field)
- From Email Address:** (empty field)
- Name:** (empty field)
- Before Message:** Payments will be deposited to your bank account. with a **Suppress:** checkbox.
- After Message:** Any questions, please contact the Business Office. with a **Suppress:** checkbox.
- Test Email:** (button)
- Disable Alert:** checkbox.
- OK** and **Cancel** buttons.

VI. ACCOUNTS PAYABLE DIRECT DEPOSIT PROCESSING

Once the setup has been completed and Keystone has set the default check code, the user may proceed with entering requisitions, purchase orders, and accounts payable invoice transactions as usual. When the user is ready to issue the payments for the direct deposit records, the user will **Release Invoices for Payment (AP3061)**, run through the **Print Accounts Payable Checks (AP0007)** process using the starting check number that will default from the check code (the user will not actually print the checks – the user can use the **Preview** option and print to screen), run the accounts payable **Check Register and Update (AP4070)** process followed by the **Direct Deposit** steps.

A. Create Direct Deposits (AP0074)

FIS → Disbursements → Direct Deposit → **Create Direct Deposits (AP0074)**

Check the ‘**Send Emails to VENDORS with email addresses?:**’ box. The vendor will receive an email notification that a payment has been processed. Enter the **Direct Deposit effective Date**, enter the **Check/Processed Date** (this is the check date that was used in the check print process prior to clearing the file); enter the **Check Code**.

Accounts Payable Create Direct Deposits AP0074

This process will select posted CHIST records, for all VENDORS with direct deposit and calculate the deposit amounts based on the information on the VENDOR Direct Deposit Screens.

Records containing deposit information are written to the DDWORK file for further processing.

The Direct Deposit bank file (DIRECT.DEP) will also be created at this time in the FLAT directory.

Send Emails to VENDORS with email addresses?: ☒

Delay Delivery Until: at:

To continue you must answer each of the following:

Direct Deposit effective Date: Check/Processed Date:

Check Code:

Pre-Notes Only?: ☐

Last Run By: LISAW on: 01/29/2020 at: 01:57pm Check Code: 101

OK Cancel

Direct Deposit effective Date: Recommend making this a day later than the Check/Processed Date as some banks may not be able to process with the same date (check with your bank).

B. Direct Deposit Report (AP0090)

FIS → Disbursements → Direct Deposit → **Direct Deposit Report (AP0090)**

The user can complete the process by printing a Direct Deposit Report (AP0090) that will recap what was included on the direct deposit file.

