

Setting up Electronic Funds Transfer for AP

Revision Date: 02/28/2012

Module: Cash Flow / Accounts Payable

Version: Macola ES

Description: Summary of how to setup Electronic Banking for paying Vendors

Solution: The purpose of this document is to summarize the information available from several documents related to setting up EFT functionality.

In Cash Flow > Cash Accounts > Maintain be sure the Bank is defined as something other than "Other Banks". If the name of the bank is not listed please use "Default U.S. Bank". This is defined in the filed directly beneath the Journal that will be used for this bank account. Currently the information in the Bank Account Setting and Bank Transmission tabs do not flow into the Automatic Clearing House Information screen that appears when processing an electronic payment in Cash Flow > Process or A/P > Process.

Prior to processing an electronic funds transfer it is also necessary to setup the bank information for the vendor who will be receiving the funds. Please see Document # [23.391.327 – Setup Vendor for EFT Payment Method](#) for steps in setting up the vendor banking information.

It will be necessary to enter the correct information manually into the ACH Information screen the first time, which will then be saved for the next use.

Automatic Clearing House Information

ACH Content

File Type ☐ Accounts Payable ☒ Payroll

Company Header

Immediate Destination Number	111111111
Immediate Origin Number	222222222
Originating DFI Number	333333333
Destination Name	destination name
Originating Name	originating name
Company Name	company name
Federal ID Number	321234567
Federal ID Prefix Number (optional)	
Account Sequence Number (optional)	

The **Immediate Destination Number** is the nine digit routing number of the bank that will disperse the funds. It is written to the NACHAUS file in the following locations. In the '1' record the information is written as follows:

Support

Main: Product Know
How

Cat: FAQ

Sub: General

Assort: [Macola ES](#)

Doc Type: Frequently
asked
questions

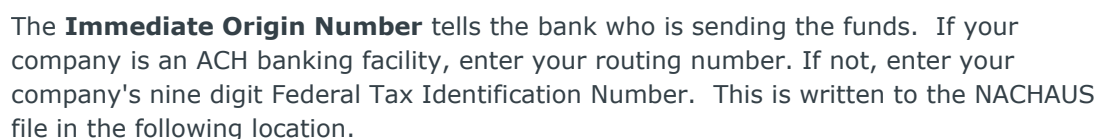
Rel:

Doc ID: [23.394.144](#)

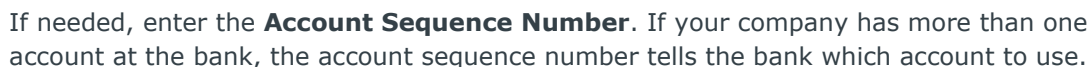
Date: 29-02-2012

Attachment:

[illegible][illegible]

<https://partners.exact.com/docs/DocView.aspx?DocumentID=%7b71a78fcb-75ef-4f9c-939...> 3/22/2013



If needed, select the **Include Addendum Records** check box. This option adds addendum records (code 7 records) to the file. Records are created in a pre-defined format that includes the check number.

If needed, enter **Header text**. Any header text is the first line written to the file if the Include File Header check box is selected. You can enter up to 80 characters.

This file will be written to the folder defined in System > Company > Company Settings > Bank > Export Directory. Within this director a folder will be created for each Country. For example US for United States banks and CA for Canadian banks. Then within that directory there is a folder for each bank.

Attachments: none

Key Words: EFT ACH NACHAUS NACHA

Additional Resource:

Additional knowledgebase documentation - [Knowledgebase](#)
FREE on-demand training - [Americas Training Start Page](#)



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