

SP.020.021 – Adding Banking Information to a Supplier

Purpose	- To add direct deposit banking information to a supplier. - To identify when Automated Clearing House or Electronic Funds Transfer should be specified for a supplier as the payment method. - To understand how the Pre-Notification Process works.
Description	This business process follows the same steps as adding a regular supplier, except users designate Payment Method as Automated Clearing House (ACH) or Electronic Funds Transfer (EFT) depending on the type of supplier to pay.
Security Role	BOR_PO_VENDORS_MAINT
Assumptions	None
Dependencies/Constraints	When updating a supplier location, a new effective dated row must be added in the Details section of the location and the change made on that new effective dated row.
Additional Information	- Payment Method of Automated Clearing House (ACH) is typically used for payments to businesses. - Payment Method of Electronic Funds Transfer (EFT) is typically used for payments to individuals (students and employees). - When updating a supplier location, a new effective dated row must be added in the Details section of the location and the change made on that new effective dated row. Pre-notification Process: - When the Pre-notification Required checkbox is first selected the status is New. The system does not create an ACH or EFT payment for the Supplier until the pre-notification status is

	marked as Confirmed; until this change occurs a paper check will be generated for the supplier. ○ The system automatically includes a pre-note record in the ACH or EFT file that is created the next time the ACH or EFT pay cycle is run. The Pre-note status updates to Pending once this occurs. ● Once the wait days pass (typically 10 days) and another ACH or EFT pay cycle runs, the Pre-note status updates to Confirmed.
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Procedure

Below are step by step instructions on how to add banking information to a Supplier.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Suppliers link.
4.	Click the Supplier Information link.
5.	Click the Add/Update link.
6.	Click the Supplier link.
7.	Click the Find an Existing Value tab.
8.	Enter the supplier ID in the Supplier ID field and click the Search button.
9.	Select the desired supplier. The system navigates to the Summary tab which provides an overview of key information for the supplier.
10.	Click the Location tab.
11.	Navigate to the Details section and click the Plus (+) button to add a new effective dated row. Users must add a new effective dated row when modifying a supplier location. Note: Multiple locations may exist for a supplier, so be sure to add banking information to the correct location. Users may choose to add banking information to all locations, if all are used as remit locations. Users should always check additional locations to make sure old/outdated banking information is not left on a location by mistake.
12.	Once users identify the correct Supplier location(s), click the Payables link to add or change banking information. The Payables Options popup window displays.
13.	Click the Expand All button.
14.	Navigate down to the Additional Payment Information section.
15.	Click the Payment Method Options dropdown button and select Specify .
16.	Click the Payment Method dropdown button to select either Automated Clearing House (ACH) to add direct deposit information for a corporate supplier or Electronic Funds Transfer (EFT) to add direct deposit information for an individual.
17.	Navigate down to the Electronic File Options section.
18.	In the Pre-Notification section, click the Prenotification Required checkbox.
19.	In the Fund Transfer Details section, click the Payment Format selection box.

Step	Action
20.	If Automated Clearing House (ACH) was selected in Step 16, select “Corporate Trade Exchange” as the Payment Format. If Electronic Funds Transfer (EFT) was selected in Step 16, select “P rearranged Pay & Deposit” as the Payment Format. This is necessary for Settlement Date to be correct on ACH (CTX) and EFT (PPD) files sent to the bank.
21.	Navigate down to the Supplier Bank Account Options section to enter or modify the supplier bank account information.
22.	Enter the bank name in the Bank Name field.
23.	Enter “001” in the Bank ID Qualifier field.
24.	Enter the routing number of the supplier’s bank in the Bank ID field.
25.	Enter the supplier’s bank account number in the Bank Account Number field.
26.	Enter “01” in the DFI Qualifier field.
27.	Click the Account Type dropdown button and select the correct account type. Note: <i>Account Type is typically ‘Check Acct’, but may differ by supplier.</i>
28.	Enter the routing number of the supplier’s bank in the DFI ID field.
29.	Navigate down to the Payment Notification section.
30.	If the Supplier would like to receive an email notification when the institution sends a payment, click the Enable Email Payment Advice checkbox. Note: <i>the Email Payment Advice checkbox must also be checked on the Payment Selection Criteria > Preferences tab of the ACH or EFT paycycle for an email to be sent.</i>
31.	Enter the supplier’s email address into the Email ID field. Most likely this email address will be for the Supplier’s Accounts Receivable department. Users can list more than one email address in this field, if desired. Each email address should be separated by a comma (,) only and there should be no space between the address and the comma as shown below: supplier@its.com,ap@institution.com
32.	Navigate to the Payment Method Selection and click the Payment Method dropdown button.
33.	Select the payment method type, Automated Clearing House or Electronic Funds Transfer that corresponds with the method chosen above.

Step	Action
34.	Click the OK button.
35.	Click the Save button.