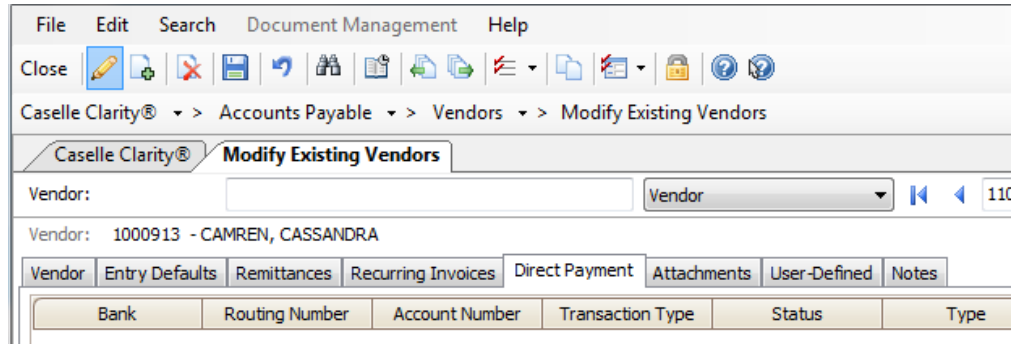
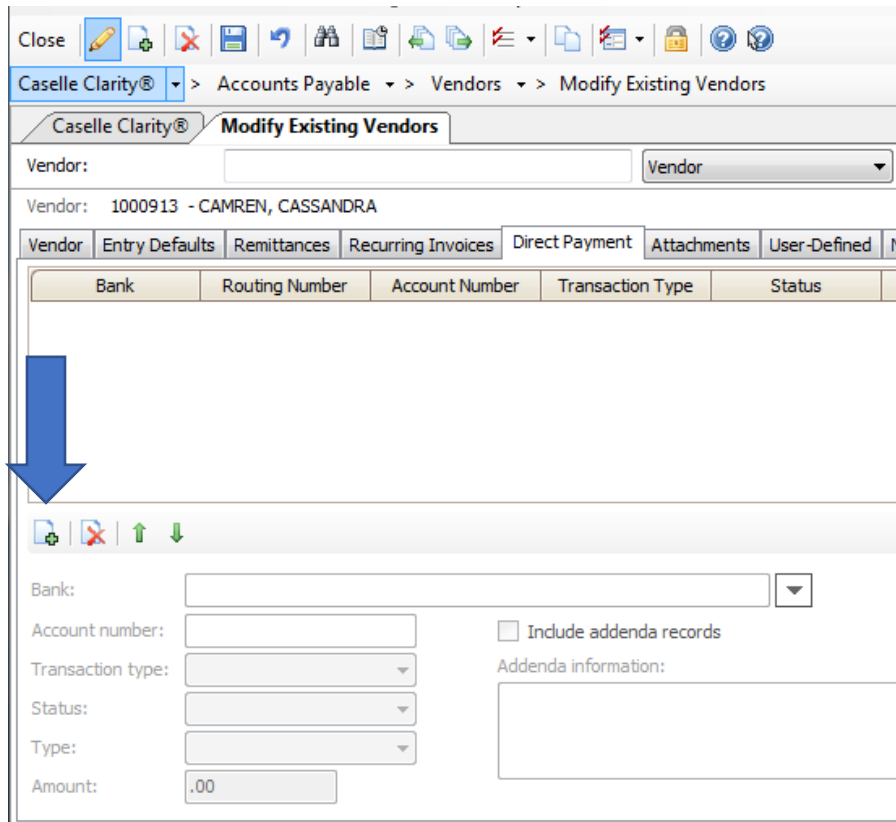


ACH

1. Add direct deposit information to vendor
 - a. Go to Accounts Payable – Vendors – Modify Existing Vendors
 - b. Select the appropriate vendor and click on the Direct Payment tab



- c. Click the Add New icon on the lower portion of the screen.



- d. Add the appropriate bank using the drop down at the end of the bank field to search or add a bank.
 - e. Enter the vendor's bank account number

- f. Set the Transaction type as Checking Deposit or Savings Deposit depending on the type of account provided by the vendor
 - g. Set the Status to Active
 - h. Leave the Type to Amount
 - i. Leave the Amount as .00
2. Enter invoices using your normal entry process. Select the invoices for payment (this can be done as part of your normal selection process with invoices that will also be paid by check to other vendors).
3. Print your direct deposit payment stubs.
 - a. Go to Accounts Payable – Reports – Checks
 - b. Uncheck the box for “Include regular checks”
 - c. Verify the box is checked for “Include direct payment checks”

- d. Assign a beginning reference number
 - e. Preview the “checks”. You do not need to print these forms for the vendor but can if you prefer.
 - f. Print your regular checks following your normal check process.
4. Create the ACH file and upload it to your bank
 - a. Go to Accounts Payable –Vendors . Select Create ACH File from the Miscellaneous column.

- b. Enter the deposit date.

- c. Use the Transfer file name field to control where the file will be saved and what the file will be named.

Caselle Clarity® > Accounts Payable > Vendors > Create ACH File

Caselle Clarity® Create ACH File

Check issue dates:

12/5/2012

Selection criteria:

Column	Value
Vendor.Vendor number	All

Deposit date: 12/05/2012

☐ Include prenotices only

☒ Create transfer file

Transfer file name: c:\APACH.txt

☐ Uppercase transfer file

☒ Include organization's offset record

☐ Recreate direct payment for all vendors

Report order

☒ Vendor number

☐ Vendor name

- d. Press GO.
- e. Go to your bank website and upload the file you just created.
5. Upload ACH payments to the miVendorPortal if applicable.