

PROCEDURE GUIDE FOR ADDING EPIC VENDORS TO ACH
Including Updates to ACH records
October 10, 2005

This document describes the ACH process and outlines the procedure for administering EPIC vendor direct deposit bank information. It includes step-by-step directions for direct deposit set-up and indicates specific control procedures. This revision (1.7) to the document includes the change that the history screen does not need to be printed to return to Accounts Payable with the original ACH/WIRE New Model Set-up Request. The AP processor has read only capability to confirm the set-up. The second part of the guide shows an example for updating a bank record.

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How does ACH work?

1. ACH records and ACH processing are contained in PDP (Pre-disbursement Processing).
2. A payment record, which contains the vendor id number, comes to PDP from EPIC or from FIS. If the vendor has been set-up for ACH, the vendor will be paid automatically via ACH.
 - Exception to #2: The automatic payment via ACH does not occur in the situations of immediate pay, attachments and when a credit memo is used.

What documentation is needed to set up an EPIC Vendor's ACH data?

Documentation required to set up EPIC Vendor ACH data

- The process begins with the receipt of a completed and signed ACH authorization form. The form must be completed and signed by the vendor. The form number is 'ACH Authorization v. 1.1 4/26/02'. A sample blank form can be found at <http://www.fms.indiana.edu/ap/ach-authorization-form.pdf> .
 - Exception to #1: The only exception to this procedure is the ADNOC program (Department: SPEA International Scholarship Program/ADNOC). This program uses a form unique to the program, which is signed by the department on behalf of the students in the program.

What documentation is needed to update an EPIC Vendor's ACH data?

Documentation required to update EPIC vendor ACH

- Update to bank information
 - A new ACH authorization form, completed and signed by the vendor, is required for an update to the vendor's banking information.

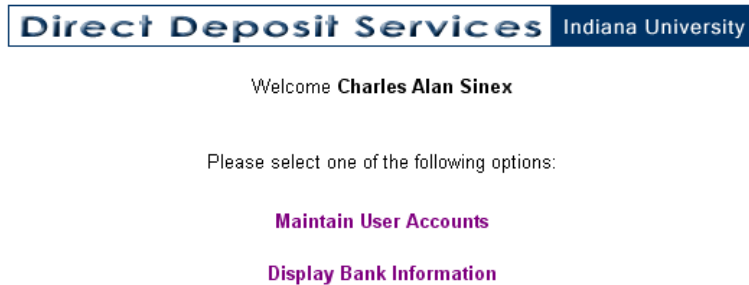
- Update to e-mail address information
 - The e-mail address, which is used for e-mail remittance notification, may be changed upon written notification from the vendor (including e-mail notification from the vendor).

Setting up an EPIC vendor for ACH

1. The ACH authorization form is received by Accounts Payable (AP). AP is responsible for confirming that the vendor is an approved EPIC vendor. AP will record the EPIC vendor id number on the authorization form and deliver the form to Customer Service for processing. If the vendor is not a current EPIC vendor, AP will hold the authorization form for a period of three months. If at that time the vendor has not been added and approved in EPIC, the authorization form will be destroyed.
2. Customer service processors log into the administrative system at <https://uisapp2.iu.edu/dds-prd/GotoAdmin.do?directDepositType=PO> using the CAS id and password.



3. The welcome screen provides the choice of ‘Maintain User Accounts’ or ‘Display Bank Information’.



The Customer Service processor selects ‘Maintain User Accounts’ to add bank information to a vendor record. Note: Customer Service will receive ACH authorization Forms for only those vendors who have been previously submitted and approved through EPIC.

4. The vendor record is accessed by searching on either the EPIC vendor number or the vendor name.

- a. To search on the EPIC vendor number the user enters the number and selects . The system does not assume wildcards; however, if a vendor parent and its associated vendor divisions exist then searching by the base number (19303), the parent extension (19303-0) or the division extension (19303-1) returns the entire vendor family to the processing screen.

Direct Deposit Services Indiana University

Administrative Interface - Account Search

Vendor ID:

Vendor Name: Name ID Type:

*last name or last name,first name (no space)

In the example above, the user is searching for Vendor 19896.

The search returns the following screen.

Direct Deposit Services Indiana University

Administrative Interface - Account Maintenance

User ID:	19896-0	ID Type:	Vendor
Name:	Fisher Scientific	Status:	<input type="text" value="Active"/>
Email Address:	<input type="text"/>	Transaction Type:	PO
Account Type:	<input type="text" value="Checking"/>	Effective Date:	<input type="text" value="10/10/2005"/> mm/dd/yyyy
Bank Routing Number:	<input type="text"/>	Last Update:	
Account Number:	<input type="text"/>	Last Updated by:	csinex
ACH Type Code:	<input type="text" value="CCD+"/>		

[Return to Account Search Form](#)
[Return to Administrative Menu](#)

- b. To search on vendor name the user enters a name and selects . The system assumes wildcards. A search on Fisher

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Administrative Interface - Account Search

Vendor ID:

Vendor Name: Name ID Type:

*last name or last name,first name (no space)

returns 132 hits. Only the first 100 are displayed.

Your query has returned 132 rows. The first 100 will be displayed. Please refine your search.

The user should refine the search to limit the results. In this example, specifying the Name ID type as Vendor limits the results to less than 20.

Administrative Interface - Account Search

Vendor ID:

Vendor Name: Name ID Type:

*last name or last name,first name (no space)

- All
- Emplid
- Payee
- Vendor**

5. All EPIC matches to the search criteria are returned. From the returned vendors, the processor selects the vendor for whom bank information is being added.

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Administrative Interface - Account Select

User Id	Id Type	User Name	Routing Number	Bank Name	Account Number	Status	Effective Date
4937-0	V	FISHER S,KAY					
19896-0	V	Fisher Scientific	121000248	WELLS FARGO BANK, NA	543210	A	10/10/2005
12466-0	V	Fisher,Bobbi					
8206-0	V	FISHER CAROL M					

6. The vendor ACH set-up screen is shown below. There are required fields, default fields and an optional field.

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Administrative Interface - Account Maintenance

User ID:	19896-0	ID Type:	Vendor
Name:	Fisher Scientific	Status:	Active <input type="button" value="v"/>
Email Address:	<input type="text"/>	Transaction Type:	PO
Account Type:	Checking <input type="button" value="v"/>	Effective Date:	10/10/2005 <small>mm/dd/yyyy</small>
Bank Routing Number:	<input type="text"/>	Last Update:	
Account Number:	<input type="text"/>	Last Updated by:	csinex
ACH Type Code:	CCD+ <input type="button" value="v"/>		

[Return to Account Search Form](#)
[Return to Administrative Menu](#)

Required Fields

- a. Bank routing number
- b. Account number

Default Fields (the default should not need to be changed, exception – the account type must match the account type indicated on the authorization form):

- a. Account type – The account type will be specified on the ACH authorization form. The default account type is checking.
- b. ACH type code - The ACH Type code will be CCD+.
- c. Status - Status indicates the status of the bank record – either active, inactive or delete. For bank set-up, active is appropriate and is also the default.
- d. Effective date - The effective date is entered in this field. In most cases, the effective date is the current date.

Optional field

- a. An e-mail address is entered if one is given (optional). This e-mail address is the Remittance E-mail Address that is used to notify the vendor that payment has been generated.

To set up a vendor for ACH, the user needs to complete the required fields. Default fields should be reviewed for accuracy. It is recommended that the optional field for remittance

e-mail address is completed but it is the vendor's discretion whether to provide this information. Input the information indicated in step 6 and select .

SAMPLE INPUT (prior to selecting Add Account

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Administrative Interface - Account Maintenance

User ID:	19896-0	ID Type:	Vendor
Name:	Fisher Scientific	Status:	Active <input type="button" value="v"/>
Email Address:	<input type="text" value="AddressName@FisherScientific.com"/>	Transaction Type:	PO
Account Type:	Checking <input type="button" value="v"/>	Effective Date:	<input type="text" value="10/10/2005"/> mm/dd/yyyy
Bank Routing Number:	<input type="text" value="121000248"/>	Last Update:	
Account Number:	<input type="text" value="543210"/>	Last Updated by:	csinex
ACH Type Code:	CCD+ <input type="button" value="v"/>		

[Return to Account Search Form](#)
[Return to Administrative Menu](#)

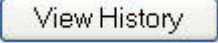
- The system confirms that the account information has been successfully added. (I.e. **Update Successful**).

Notice the bank name is provided next to the routing information on the confirmation screen. If the bank name does not match the bank name on the ACH authorization form, the user checks for accuracy and edits if required.

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Administrative Interface - Account Maintenance
Update Successful


User ID:	19896-0	ID Type:	Vendor
Name:	Fisher Scientific	Status:	Active <input type="button" value="v"/>
Email Address:	<input type="text" value="AddressName@FisherScientific.com"/>	Transaction Type:	PO
Account Type:	Checking <input type="button" value="v"/>	Effective Date:	<input type="text" value="10/10/2005"/> mm/dd/yyyy
Bank Routing Number:	<input type="text" value="121000248"/> WELLS FARGO BANK, NA	Last Update:	10/10/2005 10:40:23
Account Number:	<input type="text" value="543210"/>	Last Updated by:	csinex
ACH Type Code:	CCD+ <input type="button" value="v"/>		

8.  is selected to read the record history. Designated accounts payable staff is able to view the history in read-only mode so it is not necessary to print the history screen for the accounts payable process. When the bank information has been successfully added to the vendor record, the ACH authorization form is returned to accounts payable for documentation retention. As a check, the accounts payable processor will verify entry.
9. When processing is complete for this vendor record, the processor uses the link at the screen bottom to return to Account Maintenance or to the Administrative Menu.

[Return to Account Maintenance](#)
[Return to Administrative Menu](#)

Or

[Return to Account Maintenance](#)
[Return to Administrative Menu](#)

10. The processor selects  to exit the system after completing the ACH bank set-up.

This note marks the end of ACH Set-up Procedures documentation. See below for ACH Update Procedures documentation.

Updating a Vendor's ACH data

1. Updates to the vendor ACH information require the proper documentation
 - a. A new ACH authorization form, completed and signed by the vendor, is required for updates to banking information. The ACH authorization form is received by Accounts Payable who will confirm the vendor information and will record the EPIC vendor id number on the form. AP will deliver the request to Customer Service.
 - b. The e-mail address may be changed upon written notification from the vendor (including email notification). This notification will come to Accounts Payable who will confirm the vendor set-up and will record the EPIC vendor id number on the request copy. The request including the EPIC vendor id number will be delivered by AP to Customer Service.
2. Log into system as in ACH Set-up Procedures Step 2.
3. Select 'Maintain User Accounts' as in ACH Set-up Procedures Step 3.
4. Search for the vendor whose record requires updating. In this example, the bank account number for vendor 19303-1 will be changed from 12345 to 22222.

A search on vendor id, 19303, returns the following result:

Administrative Interface - Account Select

User Id	User Name	Routing Number	Bank Name	Account Number	Status	Effective Date
19303-0	Sinex Corp Parent	121000248	WELLS FARGO BANK, NA	111111111	A	05/12/2005
19303-1	Sinex Corp Div1	121000248	WELLS FARGO BANK, NA	12345	A	05/10/2005
19303-2	Sinex Corp Div2					
19303-3	Sinex Corp Div3					
19303-4	Sinex Corp Div4					
19303-5	Sinex Corp Div5					
19303-6	Sinex Corp Div6					

Select Vendor 19303-1 to update the bank account number for that vendor.

5. The system will return the current record when the vendor number is selected.

CURRENT RECORD (prior to updating):

Administrative Interface - Account Maintenance

User ID:	19303-1	ID Type:	Vendor
Name:	Sinex Corp Div1	Status:	Active <input type="button" value="v"/>
Email Address:	<input type="text" value="DivisionOne@imaginarycorp.com"/>	Transaction Type:	PO
Account Type:	Checking <input type="button" value="v"/>	Effective Date:	<input type="text" value="05/10/2005"/> mm/dd/yyyy
Bank Routing Number:	<input type="text" value="121000248"/> WELLS FARGO BANK, NA	Last Update:	05/12/2005 03:03:29
Account Number:	<input type="text" value="12345"/>	Last Updated by:	csinex
ACH Type Code:	CCD+ <input type="button" value="v"/>		

6. Edit the information that needs updated according to the ACH Authorization form. In this case, the bank account number is changed to 22222.

EDITED RECORD (prior to selecting 'update account'):

Administrative Interface - Account Maintenance

User ID:	19303-1	ID Type:	Vendor
Name:	Sinex Corp Div1	Status:	Active <input type="button" value="v"/>
Email Address:	<input type="text" value="DivisionOne@imaginarycorp.com"/>	Transaction Type:	PO
Account Type:	Checking <input type="button" value="v"/>	Effective Date:	<input type="text" value="05/12/2005"/> mm/dd/yyyy
Bank Routing Number:	<input type="text" value="121000248"/> WELLS FARGO BANK, NA	Last Update:	05/12/2005 03:03:29
Account Number:	<input type="text" value="22222"/>	Last Updated by:	csinex
ACH Type Code:	CCD+ <input type="button" value="v"/>		

Account number 12345 has been edited to 22222. All edits required should be completed before selecting because each instance of selecting 'update account' will generate a history record.

An example of a history record is shown in Step 8.

7. Confirmation is provided when the account is updated. (I.e. **Update Successful**)
CONFIRMED RECORD (following the Update Account command):

Administrative Interface - Account Maintenance
Update Successful

User ID:	19303-1	ID Type:	Vendor
Name:	Sinex Corp Div1	Status:	Active <input type="button" value="v"/>
Email Address:	<input type="text" value="DivisionOne@imaginarycorp.com"/>	Transaction Type:	PO
Account Type:	Checking <input type="button" value="v"/>	Effective Date:	<input type="text" value="05/12/2005"/> mm/dd/yyyy
Bank Routing Number:	<input type="text" value="121000248"/> WELLS FARGO BANK, NA	Last Update:	05/12/2005 03:08:12
Account Number:	<input type="text" value="22222"/>	Last Updated by:	csinex
ACH Type Code:	CCD+ <input type="button" value="v"/>		

8. The change history can be viewed by selecting . The Accounts Payable staff will confirm the change via the Account History screen with read-only privileges. It is no longer necessary to deliver a screen print to Accounts Payable. The request documentation is returned to Accounts Payable to document the file.

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Administrative Interface - Account History

User Id: 19303-1 User Name: Sinex Corp Div1


Routing Number	Bank Name	Account Number	Account Type	Status	Effective Date	Email	ACH Type	Update Date	Updated by
121000248	WELLS FARGO BANK, NA	22222	22	A	05/12/2005	DivisionOne@imaginarycorp.com	CCD+	05/12/2005 03:08:12	csinex
121000248	WELLS FARGO BANK, NA	12345	22	A	05/10/2005	DivisionOne@imaginarycorp.com	CCD+	05/12/2005 03:03:29	csinex


Accounts Payable is responsible for confirming that the changes shown in the history log are consistent with the change request.

9. The links at the screen bottom return the user to either Account Maintenance or the Administrative Menu.

[Return to Account Maintenance](#)
[Return to Administrative Menu](#) 

Or

[Return to Account Maintenance](#)
[Return to Administrative Menu](#) 

10. The processor selects  to exit the system after completing the ACH bank update.

This note marks the end of ACH Update Procedures documentation. ACH Set-up Procedures are found in the first half of this document.