Training Notes

ACH Payee List Setup with Sage 300 ERP   5 April 2012
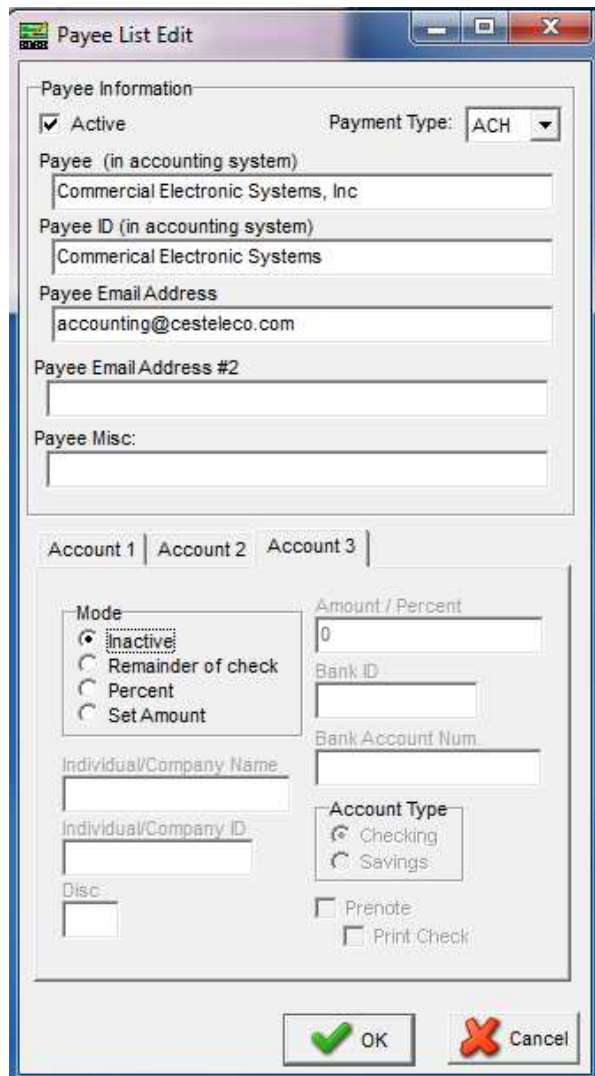
The ACH file created by PrintBoss is compiled from data stored in the ACH Definition section of the Bank Account record, a PrintBoss Payee List, and the check/EFT batch being processed. Data from these three components will define who to pay, how much to pay them and where the funds are deposited. Please see the PrintBoss Training Note, "ACH Processing: An Overview" for additional information.

The PrintBoss Payee List is a compilation of all payee data required to create the Detail records for the ACH file. PrintBoss will not create an ACH File without a Payee List.

DEFINITIONS FOR THE PRINTBOSS PAYEE LIST

- **Payee** (in accounting system) – The name or identifier of the payee as it has been entered in the accounting software. PrintBoss uses this field to match the payee name on the check. It is an alphameric field.

- **Payee ID** (in accounting system) – An optional field to identify the correct payee if there are two or more identical names. This field is available beginning with Version 5.71.6.

- **Payee Email Address** – If the payee is to receive e-mail notifications, their email address is part of the payee detail record. The e-mail address need only be entered in the Payee List if it is not being supplied by the host accounting software during the EFT batch printing process.

- **Mode** – This indicates the status of the payee record and how the check amount is to be allocated for each of the possible three separate accounts.   The choices are:

    Inactive
    Remainder of Check
    Percent
    Set Amount

  The most common choice is 'Remainder of Check' which indicates payment of the entire amount of the check to one bank account. However, allocations can be made to two other accounts by percentage or set amount. To use Set Amount or Percent fields please contact PrintBoss Technical Support for a copy of the ACH scripted PrintBoss form.

- **Individual/Company Name –** The name of the payee as it appears on their payment account this would usually be their checking or savings account. The field name can contain up to 22 characters.

- **Individual/Company ID** – An alphameric code used to identify the originating company. It may begin with the ANSI one-digit Identification Code Designators, followed by the identification number. The field name can contain up to 15 characters.

- **Amount** / **Percent** – Either a specific dollar amount or percentage of the check to be allocated for this payee. The field can contain 10 characters, 8 dollar places and 2 cents places. To use Set Amount or Percent fields please contact PrintBoss Technical Support for a copy of the ACH scripted PrintBoss form.

- **Bank ID** – This is the routing number for the payee's bank account. The field contains 9 characters, 8 for the routing number and a check digit added by PrintBoss in accordance with ACH Rules.

- **Bank Account Num.** – This is the account number for the payee's bank account. The field can contain 17 characters.

- **Account Type**. The values are Checking or Savings.

- **Company Discretionary Data (Disc)** – an optional field. This field allows the company to include codes of significance only to them to enable specialized handling of all entries in the batch. There is no standardized interpretation for the value of this field. It can either be a

single two-character code, or two distinct one-character codes as determined by the financial institution.

CREATING THE PRINTBOSS PAYEE LIST

There are two methods for creating a PrintBoss Payee List. One is to import the data from a .csv file. The other is to assign specific information directly from the check batch and supplement it with a short Payee List entry.

NOTE:

PrintBoss will not create an ACH File without a Payee List. Therefore, even if the payee details are captured and assigned from the check batch, a Payee List must be create and maintained.

If you want to import the Payee List data from a .csv file, please see the Wellspring Software Training Note "ACH Processing: The PrintBoss Payee List," document number Q1293, for instructions.

For more information about capturing data and assigning variables in PrintBoss please see the PrintBoss Training Note, "Capturing and Assigning Text," document number Q1029.

Required Fields for a Payee List

A PrintBoss Payee List must be created for each group of payees. While most of the data required to populate the Payee List will come from Accpac, there are three data elements that should be entered into the Payee List first. This can be done manually or by importing a .csv file. The fields are:

1. Active status – True.

2. Payee name – Enter the name of the payee as it appears in Sage 300 ERP. This is the value PrintBoss will use to find an exact match from the check/EFT batch. The value can be either alpha and/or numeric characters. For example, the vendor ID can be assigned as the Payee and used to match the value in this field. The corresponding PrintBoss variable is {DocRecip}.

3. Mode1 – Enter the Mode for each deposit account. The most common choice is 1 which represents Remainder of Check and indicates to the bank to deposit the entire amount of the check in to Account 1. This choice requires no additional Amounts or Percent entries. The choices are:
   - 0 = Inactive
   - 1 = Remainder of Check
   - 2 = Percent
   - 3 = Set Amount

   Each payee can have up to three deposit accounts. You may enter additional Modes for each payee. To use Set Amount or Percent fields please contact PrintBoss Technical Support for a copy of the ACH scripted PrintBoss form.

The other ACH required fields may be assigned during each check run. Though they are not required to be in the Payee List for PrintBoss to work, they are required for ACH transfers and must be included in the ACH file.

The following two fields can be assigned from Sage 300 ERP by capturing the data on each check:

1. Amount of the check to be deposited.
2. Effective Entry Date in the form of YYMMDD.

In addition, the Account Type may also be assigned from Sage 300 ERP by capturing the data on each check if the some additional scripting is done to the Crystal report and PrintBoss form. The Account Type, which is also called the Transaction Code or TransCode, is a 2 characters code. The values are:

> 22 = Checking
> 32 = Savings

Instructions for scripting the PrintBoss form is described in the section Assigning Account Type for the Payee List below.

The following four fields are optional and can be assigned from Accpac by capturing the data on each check. These fields are only used if needed.

1. Payee Identification Number
2. Discretionary Data
3. Payee Email Address

Assigning Accpac Optional EFT Fields for the Payee List

Some Sage 300 ERP users purchase Optional Fields to store EFT data. If Optional Fields are available, the following fields can to be added to the Crystal report and passed to PrintBoss:

1. Receiving Company Name or Individual Name
2. Individual/Company ID (optional field)
3. Bank Routing Number (Receiving DFI Identification + Check Digit)
4. Bank Account Number (DFI Account Number)

For a complete list of the required ACH transfer data elements and their corresponding PrintBoss variable, please see the Appendix at the end of this document.

Assigning Account Type for the Payee List

The Account Type (either Checking or Savings) can be defined on the Crystal report. This value can be assigned to any variable and added to a #IF/#Elseif/#Endif command to assign the ACHTransCode value. For example:

```
#If «[Inu, "checking", ÷{BankType}÷, 'checking']»
  #Assign ACHTransCode, '22'
#Elseif «[Inu, "savings", ÷{BankType}÷, 'savings']»
  #Assign ACHTransCode, '32'
#Endif
```

In this example, if the word 'checking' is present and captured on the check report, then the ACH Transaction Code {ACHTransCode} will be assigned a value of '22.' Or if the word 'savings' is present and captured on the check, the ACH Transaction Code will be assigned a value of '32' as required by the NACHA Standards.

Passing the payment amount from Accpac

During the processing of a check batch, the value for the variable {DocAmnt} is automatically assigned to the variable {ACHAmount} when 'Remainder of Check' is selected as the Mode in a Payee record.

If the DocAmnt contains asterisks, which are not allowed in the ACH standard, they can be removed with a String Translation as follows:

#Assign ACHAmount, «{StrTran: ÷{DocAmnt}÷, ÷*÷, ÷÷}»

EDIT PRINTBOSS TRIGGER

Sage 300 ERP has the ability to print Vendor and Employee ID codes on the check report. The Vendor or Employee ID codes can be used to match records in the PrintBoss Payee List rather than the usual Payee name. Several Sage 300 ERP consultants have matched on Vendor or Employee IDs instead of Payee names because names are sometimes changed while the ID is constant.

The value for the PrintBoss variable {DocRecip} is used to match the PAYEE column of the Payee List. The Payee List matches this value when it is passed from the PrintBoss trigger and ignores any subsequent assignments in the form. As a result, the {DocRecip} field in the PrintBoss trigger must be edited to use either the Vendor ID (PayeeCde) or Employee ID (PayeeID).

The following are the steps to change the value of DocRecip for AP-ck1_v60.rpt.

1. Open AP-ck1_v60.rpt in Crystal Reports.
2. Open the *Field Explorer* is it is not visible. There are 2 ways to open this tool:
    a. Click on the *View* menu and choose Field Explorer, OR
    b. Click on the Field Explorer button [image] in the tool bar
3. Expand the *X-1 Formula Fields* list.
4. Locate the *PrintBossRecip* field.
5. Right click on the *PrintBossRecip* field and choose *Edit*.
6. Copy and paste the current line of code:
```
Trim({@payeename})
Trim({@payeename})
```
7. Type 2 forward slashes in front of the first line to comment it.
```
//Trim({@payeename})
Trim({@payeename})
```
8. Remove the data inside the parentheses.
```
//Trim({@payeename})
Trim()
```
9. Click on the database drop down menu to view the attached tables. If the Field Tree is not open, click the *Field Tree* [image] button on the *Formula Workshop* window.
10. Expand the *APADV* table.
11. Locate the *PayeeCde*.
12. Click and drag this field into the empty parentheses.
```
//Trim({@payeename})
Trim({APADV.PAYEECDE})
```
13. Click the *Check Errors* [image] button. There should be now errors.
14. Click the *Save and Close* button. Crystal Reports will return to Design tab.
15. Save this change.

The same process works for payroll using the PayeeID. This field is located under the BKREG table.

Appendix

ACH Variable Definitions for use with PrintBoss

The PrintBoss bank file stores the company (originator) data for the ACH file. These fields are referenced on the SignOn, Header, and Footer tabs in the ACH File Editor and all begin with a lower case "b". For example, {bACHImdDstNo} stores the bank routing number.

File Header Record Fields

These are the field referenced in the SignOn tab of the ACH File Editor.

Immediate Destination	{bACHImdDstNo}
Immediate Origin	{bACHImdOrgNo}
Immediate Destination Name	{bACHImdDstName}
Immediate Origin Name	{bACHImdOrgName}
File ID Modifier	{bACHFileIDMode}

Company/Batch Record Fields

These are the fields referenced in the Header tab of the ACH File Editor.

Service Class	{bACHSvcClassCode}
Company Name	{bACHCompName}
Company Discretionary Data	{bACHCompDisc}
Company Identification	{bACHCompID}
Standard Entry Class	{bACHStdEntryClsCod}
Company Entry Description	{bACHCompEntry}
Originating DFI Identification	{bACHOrgDFIID}

Payee List Variables

Active	{ACHActive}
Amount	{ACHAmount}
Check Amount	{ACHChkAmnt}
Effective Date	{ACHEfctvDate}
ACH Pre-Note	{ACHPreNote}
Bank Account	{ACHRecvBankAcct}
Bank ID	{ACHRecvBankID}
Discretionary Data	{ACHRecvDisc}
Receivers ID	{ACHRecvID}
Receivers Name	{ACHRecvName}
Status	{ACHStatus}
Total	{ACHTotAmnt}

Transaction Code	{ACHTransCode}
Bank Payee List	{BPayee List}
Payee ID	{PLPayee ID}
Payee Name	{PLPayeeName}
E-mail	{PLEmail}
Payment Type	{PLPaymentType}

Footer

The Footer tab contains fields for the "8" record(s) and apply specifically to a batch.

ACH Service Class Code	{bACHSvcClasscode}
Batch Count	{BatchCount}
ACH Batch Hash	{ACHBatchHash}
Batch Amount	{BatchAmnt}
ACH Company ID	{bACHCompID}
Originating DFI ID	{bACHOrgDFIID}
Batch Number	{FileBatches}

SignOff

The SignOff tab contains fields for the "9" record and applies to the entire file.

File Batches	{FileBatches}
ACH Block Count	{ACHBlockCount}
File Count	{FileCount}
ACH File Hash	{ACHFileHash}
File Amount	{FileAmnt}