



TRIO Budgetary ACH Setup and Use

The TRIO Budgetary Accounts Payable system can be setup to generate ACH files for the electronic payment of the organization's vendors. This document will explain how to setup the system to produce these files.

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ACH Activation and Setup

In order to use the ACH system to pay vendors electronically it will be necessary to enter information about your ACH bank into the Budgetary system. To do this:

1. From the Budgetary main menu, select **M. File Maintenance > 1. Customize** and select the **ACH** option at the top of the screen. This will open the screen shown below.

2. On this screen, enter the following information which should be provided by your ACH bank:
 - **Bank / Immediate Destination** – This information is for the bank that will ultimately be processing the ACH file. This is typically the name and routing number of your organization's bank, but could be different if your bank forwards the file to another financial institution for processing.
 - **Immediate Origin** – This is the information for the bank where the funds are originating. This again is typically your organization's bank information.

- **Town Information** – This is the information for your organization and how you are identified by your ACH bank.
 - o **Town Name** – This is simply your organization’s name (Harris Local Government for example).
 - o **Employer ID** – The ID number your bank uses to identify your organization. This is typically either a bank assigned number or your Federal Employer Identification Number.
 - o **Employer ID Prefix** – This tells the processing bank if the Employer ID is a bank assigned number or your FEIN. This is typically a 1, 9 or blank.
 - o **Balanced ACH File** – A balanced ACH file contains an additional entry against your bank account to offset the other entries for your vendors. Your ACH bank will tell you if they want a balanced file or not. If they do, place a check mark in this box. If they do not, leave this box empty.
- **Print ACH Prenote File** – This button will create a file which contains all of the ACH entries for all of the vendors setup as **EFT** (see the [Vendor Activation and Setup](#) section for more information on this) but with no dollar amounts. Prenote files are used by your ACH bank to verify that the all of the information is accurate and can be processed.

Bank Setup

It will be necessary to tell TRIO the routing and account numbers for all of the banks in the system. To do this:

1. From the Budgetary main menu, go to **M. File Maintenance > 5. Bank Names**.
2. On the screen that opens, enter the **Routing #** and **Bank Account #** for all of the banks used to pay vendors through the Accounts Payable process.
3. Press **F12** or select **File > Save & Exit** once all of the information has been entered.

Vendor Activation and Setup

Once Budgetary has been setup to create an ACH file it will be necessary to enter the routine and account numbers for any Vendor who wishes to be paid in this manner. To setup a Vendor to be included in the ACH file do the following:

1. From the Budgetary main menu, go to **5. Vendor Routines > 1. Vendor Maintenance** and pull up a vendor who has provided their routing and account numbers.
2. On their Vendor Master screen, select the **EFT Info** tab on the far right of the screen.
3. Click on the check box next to **EFT Vendor** to mark this vendor as an electronically paid vendor and to activate the fields below.
 - o **Acct Type** – Select if the vendor’s account is a checking or savings account
 - o **Prenote** – Marking a vendor as prenote tells Budgetary that this vendor should be included in the regular ACH file but that the dollar amount should be reported as \$0.00. Vendors marked as prenote will still receive a regular check in the AP process.
 - o **Routing #** - Enter the vendor’s bank routing number
 - o **Account #** - Enter the vendor’s bank account number
4. Once all of the information has been entered for the vendor, press **F12** to save.

Creating the ACH File

Once the ACH system and participating vendors have been set up with the appropriate information, Budgetary will be ready to create the ACH file. To create the file:

1. Select the **4. Create ACH File** option during the AP Process. This will open the screen shown below.

File

Effective Entry Date 07/30/2015

Grouped Entries File Name APACHExp.txt

File Type

Prenote File

Only EFT Vendors marked as Prenote

All EFT Vendors

Select Bank [Dropdown]

ACH File

Select AP Journal [Dropdown]

2. On this screen:
 - **Effective Entry Date** – Indicates the date entries are effective for the ACH processing bank. This defaults the current date, but can be changed to any past or future date.
 - **Grouped Entries File Name** – This is the name of the file that will be created. It always defaults to APACHExp.txt, but can be changed to any name preferred.
 - **Prenote File** – Select this option to create a prenote file for the bank. Prenote files contain all of the entries that appear in a regular ACH file but contain no dollar values. These files are used by the ACH processing bank to ensure that the information being processed is valid. When creating the file, choose to include **All EFT Vendors** or **Only EFT Vendors marked as Prenote** (see the [Vendor Activation and Setup](#) section for more information on marking a vendor as prenote). A bank will also need to be selected.
 - **ACH File** – Select this option to generate a live ACH file for your bank. The most recently processed AP journal will always appear in the **Select AP Journal** field, but this can be changed by selecting a different journal from the drop down list.
3. Once all of the information has been entered and / or verified, press **F12** to create the ACH file. The file will be located in your TRIO data directory on your server (typically U:\TRIODATA).

**** Every bank has a different method of collecting these files. Please consult with your bank to determine the best way to get this file to them.**