

AccountEdge® Electronic Vendor Payment and Direct Deposit Processing

1. AccountEdge Vendor Electronic Payment Processing

There are 3 ways to process an electronic Vendor Payment. One way is to select *Pay Bills* at the Purchases Command Center.



Enter the vendor's name in the vendor field. You will need to enter the payment amount in the Amount and the Amount Applied fields because those fields will not be filled in.

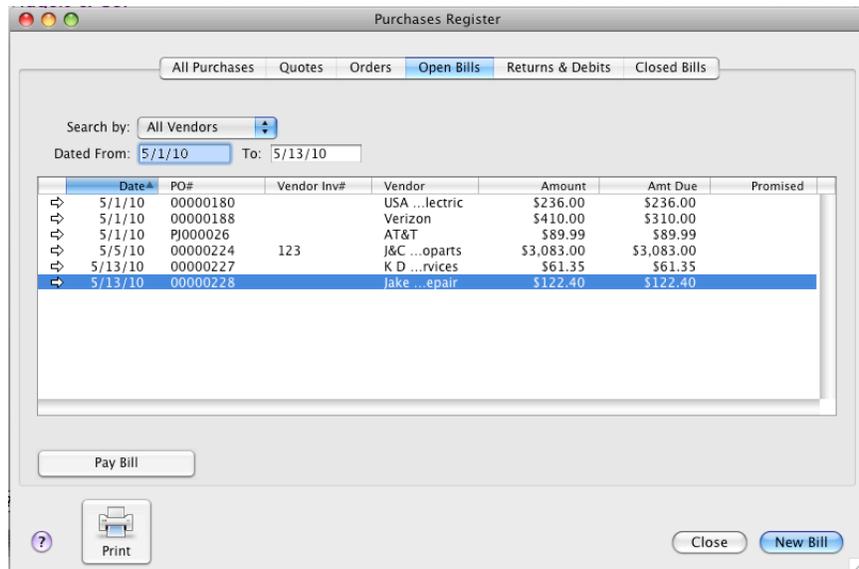
The screenshot shows the 'Pay Bills' window. At the top, there are radio buttons for 'Pay from Account' and 'Group with Electronic Payments: 1-1150 Electronic Payments'. The balance is \$477.60. The vendor field is filled with 'Jake Madison Auto Repair'. The check number is 9, and the date is 5/13/10. The amount field is empty. The memo is 'Payment; Jake Madison Auto Repair'. Below this is a table with columns: Purchase #, Status, Date, Amount, Discount, Total Owed, and Amount Applied. The first row shows Purchase # 00000228, Status Open, Date 5/13/10, Amount \$122.40, Discount, Total Owed \$122.40, and Amount Applied. Below the table are checkboxes for 'Include Closed Purchases' and 'Check Already Printed'. The 'Payment Notification Delivery Status' is set to 'To be Printed'. There are buttons for 'Pay All' and 'Rate: USD'. At the bottom, there are icons for 'Print', 'Journal', and 'Register', along with 'Cancel' and 'Record' buttons.

Purchase #	Status	Date	Amount	Discount	Total Owed	Amount Applied
00000228	Open	5/13/10	\$122.40		\$122.40	

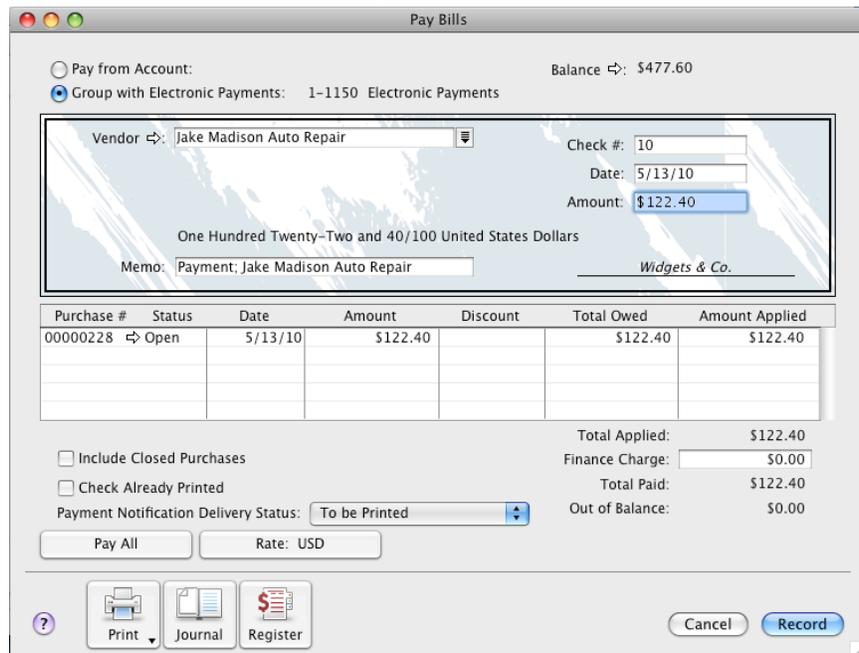
Select *Group with Electronic Payments* at the top of the window.

Click *Record*.

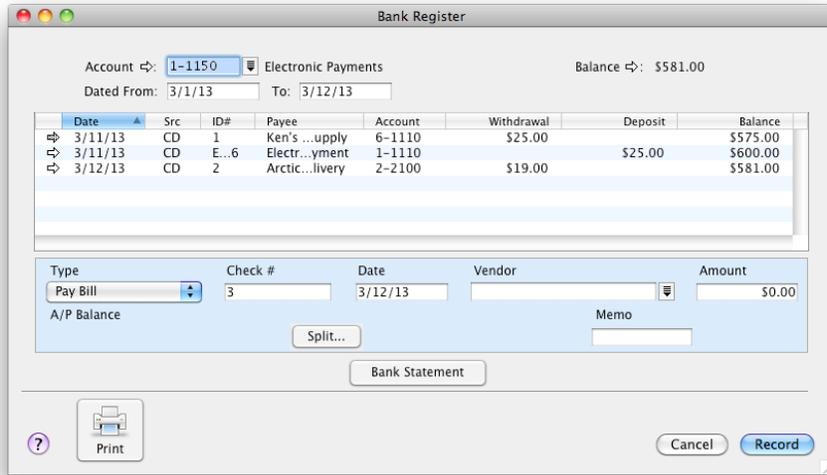
Another way to initiate an electronic Vendor Payment is to highlight the vendor's open bill, found under the *Open Bills* tab of the *Purchases Register*. Then click the *Pay Bill* button.



Using this method, the amounts will automatically fill in. Be sure to select *Group with Electronic Payments*. Then click *Record*.



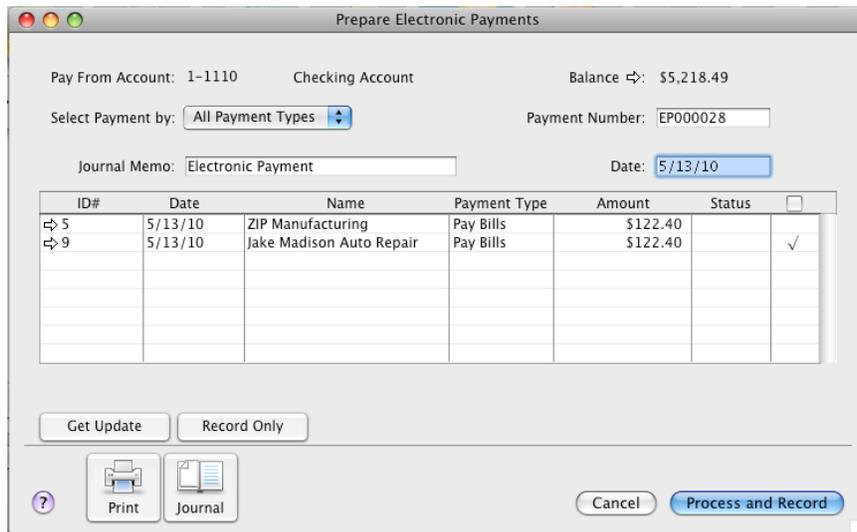
You can also pay bills from the Bank Register *Pay Bill* capability.



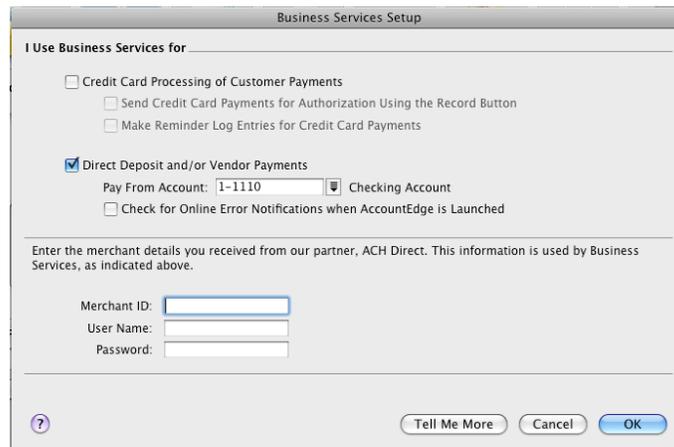
Select the Electronic Payments account at the top of the Bank Register window. When you use this method, AccountEdge will apply the payment to the oldest bill for the vendor indicated. If you would like to specifically control which bills to pay, click the *Split* button to open the Pay Bills window.

Either of the above methods will post the payment to the Electronic Payments account. To make the electronic transfer, the *Routing*, *Bank Account*, and *Bank Account Name* information must be set in the *Payment Details* of the *Vendor Card*.

To process the payment, click *Prepare Electronic Payments* from the Purchases Command Center. In the subsequent window, place a check mark to the right of the vendor payment you wish to make. Click *Process and Record*.



This will process the vendor payment, and it will create a journal entry moving the payment amount from the account you indicated in the Vendor Payment setup window, to the Electronic Payments account you indicated in the linked accounts window.



The 'Business Services Setup' dialog box contains the following elements:

- I Use Business Services for**
 - Credit Card Processing of Customer Payments
 - Send Credit Card Payments for Authorization Using the Record Button
 - Make Reminder Log Entries for Credit Card Payments
 - Direct Deposit and/or Vendor Payments
 - Pay From Account: 1-1110 (dropdown) Checking Account
 - Check for Online Error Notifications when AccountEdge is Launched
- Enter the merchant details you received from our partner, ACH Direct. This information is used by Business Services, as indicated above.
 - Merchant ID: [text input]
 - User Name: [text input]
 - Password: [text input]
- Buttons: Tell Me More, Cancel, OK

You indicate the Electronic Payments account by selecting Setup → Linked Accounts → Accounts and Banking Accounts.



The 'Accounts & Banking Linked Accounts' dialog box displays a list of accounts with their corresponding numbers and names:

Account Name	Account Number	Account Name
Equity Account for Current Earnings	3-9000	Current Year Earnings
Equity Account for Retained Earnings	3-8000	Retained Earnings
Equity Account for Historical Balancing	3-9999	Historical Balancing
Bank Account for Electronic Payments	1-1150	Electronic Payments
Bank Account for Undeposited Funds	1-1160	Undeposited Funds
Account for Currency Gains/Losses	4-9999	Currency Gain Loss

Buttons: ? (help), OK

The payment will be processed between 4 and 4:30 pm Pacific Time each evening.

2. Processing Payroll in AccountEdge

To process Direct Deposit employee payroll, you will need to have Direct Deposit set up in Business Services Setup. You will also have had to set the employee's card file record to indicate electronic payment, supplying the appropriate banking information.

The screenshot shows the 'Card Information' dialog box with the 'Payment Details' tab selected. The 'New, Employee' section contains the following fields:

- Payment Method: Electronic (dropdown)
- Account Type: Checking (dropdown)
- ABA Routing Number: (text input)
- Bank Account Number: (text input)
- Bank Account Name: (text input)

At the bottom, there is a 'New' button with a green plus icon and an 'OK' button.

When payroll is processed, the employee's deposit is ready for processing. Select *Prepare Electronic Payments* at the Payroll Command Center.

The screenshot shows the 'Prepare Electronic Payments' dialog box. It contains the following information:

- Pay From Account: 1-1110 Checking Account Balance ⇄: \$5,218.49
- Select Payment by: All Payment Types (dropdown) Payment Number: EP000028
- Journal Memo: Electronic Payment Date: 5/14/10

ID#	Date	Name	Payment Type	Amount	Status	<input type="checkbox"/>
⇒ 10	5/14/10	Employee Electronic	Pay Employees	\$1,094.22		<input checked="" type="checkbox"/>

At the bottom, there are buttons for 'Get Update', 'Record Only', 'Print', 'Journal', 'Cancel', and 'Process and Record'.

Place a checkmark to the right of the employee's entry, and click *Process and Record*. This will process the employee's direct deposit, and create a journal entry moving the payment amount from the account you indicated in the Vendor Payment setup window, to the Electronic Payments account you indicated in the linked accounts window.

The payment will be processed between 4 and 4:30 pm Pacific Time.