

Payment Manager

Users Guide - aqua



Advantage Payment Manager

The Payment Manager can be used for transmitting payments to vendors using bank check writing programs, ACH, virtual credit card programs, or can be used to export check register data with pre-defined formats.

In either case, you begin by establishing the Payment Manager Bank Account in Bank Maintenance and completing other requirements based on the Export Type selected.

Setup

Vendor Maintenance

To identify vendors as being part of a virtual credit card or automatic check writing program, you have several options. You can use one or all of the options listed below. All of them can be used in check writing to narrow your selection of vendors to pay.

- VCC Status
- Default Bank
- GL Account Number (Default AP Account)

Bank Maintenance

Select an existing Bank Account (code) or add a new one. If the bank is to be used as a Payment Manager account, check the Payment Manager check box.

Select the Export Type. Options available are:

- **ABT** – Amegy Bank of Texas
- **ACHG** – ACH Generic
- **ADPE** - ADP Expense Reimbursement
- **AMEX** - American Express
- **ANCH** - AnchorOps E-Pay
- **AOC** - AOC Standard Format
- **BOAC** - Bank of America – Commercial (*Note – This is for the Dallas Processing Site only*)
- **BOAP** - Bank of America – Personal (*Note – This is for the Dallas Processing Site only*)
- **CPA** - Commerce Bank – Control Pay Advanced (CPA) Export
- **CSI** - CSI (Virtual Credit Card) Payment Disbursement Export - *CSI has been selected as a preferred partner and is fully integrated with Advantage check writing in Sapphire v6.60.03. Learn more about CSI, their rewards program, and how to sign up at www.gotoadvantage.com/partners (CSI Virtual Credit Card).*
- **CSI2** - CSI Checks
- **CSI3** - CSI CSV Format
- **HSBC** - HSBC Bank USA
- **NVP** - NVoicePay
- **PAC** – The Payment Co.
- **PNC** - PNC Bank – Active Pay
- **SBPP** - Scotia Bank Positive Pay - Positive Pay Export
- **TCHK** - TChk (EFS)
- **WFB** – Waterford Bank
- **WFBP** – Wells Fargo Bank ACH
- **WFPV** – Wells Fargo Payee Validation

Ariba payment data export is also available through the Payment Manager module – this is an export of vendor invoice ‘and’ payment data into specific files required by the Ariba program.

The following fields on the Payment Manager tab in Bank Maintenance apply to ALL export types:

- FTP Client: If manually uploading to an FTP site, enter the path for the FTP client software you will be using. The Payment Manager program opens your FTP client software so that you can manually transmit the file to your bank. If not using an FTP client, you can leave this field blank. Example: C:\Program Files (x86)\FileZilla FTP Client\filezilla.exe.
- File Output Directory: Enter the path where the exported file will be saved. This is a required field.

Based on the selection made, complete the requirements as noted below:

Amegy Bank of Texas

Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	ACH Company ID	Bank Routing Number
Bank	Destination ID	Bank Routing Number
Bank	Origination ID	Your company’s Federal Tax ID Number
Vendor	Vendor Account	Vendor Bank Routing Number Vendor Bank Account Number. The routing number and bank account number are separated by a pipe character with no spaces in between.

ACH Generic

Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	ACH Company ID	Bank Routing Number
Bank	Destination ID	Bank Routing Number
Bank	Origination ID	Your company’s Federal Tax ID Number
Vendor	Vendor Account	Vendor Bank Routing Number Vendor Bank Account Number. The routing number and bank account number are separated by a pipe character with no spaces in between.

ADP Expense Reimbursement

Application	Field	Special Requirements
Bank	Bank ID	ADP Company Number
Vendor	Vendor Account	Employee Number from ADP

American Express

Application	Field	Special Requirements
N/A		The DATE-ENTERED field in the AMEX file is the exported date.
N/A		The EXPIRATION-DATE in the AMEX file is set to be 30 days after the DATE-ENTERED.
Bank	Customer ID	Skip
Bank	CARDPOOLID	Required, provided by AMEX
Agency	Agency Name	Advantage sets the CLIENT NAME field in the AMEX file to the Agency Name in Advantage.
Agency	POP 3 Settings / Default Reply To Address	Advantage sets the CLIENT EMAIL ADDRESS in the AMEX file to the email address found in the Default Reply To address in Advantage.
Vendor	Vendor Email Address	Advantage sets the SUPPLIER EMAIL in the AMEX field to the email address found in the related vendor record in advantage. Email addresses are validated upon data entry. Users are responsible for ensuring the correct email address is supplied here.

AnchorOps E-Pay

Application	Field	Special Requirements
Bank	Customer ID	Required, numeric only and must be 7 characters in length

AOC Standard Format

Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	Customer ID	

Bank of America – Commercial *This is for the Dallas Processing Site only*

Maintenance Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	ACH Company ID	Bank Routing Number
Bank	Destination ID	Bank Routing Number
Bank	Origination ID	Your 10 digit Company Number from BofA
Vendor	Vendor Account	Vendor Bank Routing Number Vendor Bank Account Number. The routing number and bank account number are separated by a pipe character with no spaces in between.

Bank of America – Personal *This is for the Dallas Processing Site only*

Maintenance Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	ACH Company ID	Bank Routing Number
Bank	Destination ID	Bank Routing Number
Bank	Origination ID	Your 10 digit Company Number from BofA
Vendor	Vendor Account	Vendor Bank Routing Number Vendor Bank Account Number. The routing number and bank account number are separated by a pipe character with no spaces in between.

Commerce Bank – Control Pay Advanced (CPA)

Bank Maintenance Field	Special Requirements
Customer ID	Required, numeric only and must be 7 characters in length

CSI Virtual Credit Card CSI only accepts an invoice number of 15 chars max, so you must limit inv numbers in Advantage to 15 chars.

Maintenance Application	Field	Special Requirements
Bank	Account Number	Required, up to 20 characters allowed
Bank	Customer ID	Required, up to 10 characters allowed
Bank	Word	Required, up to 20 characters allowed

CSI - Checks

Maintenance Application	Field	Special Requirements
Bank	Account Number	Required, up to 5 characters allowed
Bank	Customer ID	Required, up to 10 characters allowed
Bank	Word	Required, up to 20 characters allowed
Vendor	Pay To Address	

CSI – CSV Format

Maintenance Application	Field	Special Requirements
Bank	Account Number	Required, up to 5 characters allowed
Bank	Customer ID	Required, up to 10 characters allowed
Bank	Word	Required, up to 20 characters allowed
Vendor	Vendor Account	Vendor Bank Routing Number Vendor Bank Account Number. The routing number and bank account number are separated by a pipe character with no spaces in between.
Vendor	Pay to Address	

HSBC Bank USA

Maintenance Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	ACH Company ID	Bank Routing Number
Bank	Destination ID	Bank Routing Number
Bank	Origination ID	Your company's Federal Tax ID Number
Bank	Standard Entry Class Code	PPD or CCD based on whether the Bank will be depositing into either Personal accounts or Commercial. This can be also overridden in the Payment Manager application.
Vendor	Vendor Account	Vendor Bank Routing Number Vendor Bank Account Number. The routing number and bank account number are separated by a pipe character with no spaces in between.

NVoicePay

Bank Maintenance Field	Special Requirements
Customer ID	Not Used
Additional ID	Not Used

The Payment Company - No special requirements required.

PNC Bank – Active Pay

Bank Maintenance Field	Special Requirements
Account Number	Required, numeric only and must not exceed 5 characters in length

Regions Bank

Maintenance Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	ACH Company ID	Bank Routing Number
Bank	Destination ID	Bank Routing Number

Scotia Bank Positive Pay

Bank Maintenance Field	Special Requirements
Account Number	Required, up to 7 characters allowed
Customer ID	Required, up to 10 characters allowed
Routing Number	Required, numeric only and 5 digits long

T-Chek (EFS)

Bank Maintenance Field	Special Requirements
Customer ID	Required (Company Number – Field 5 in T-Chek Layout)
Additional ID	Required (Account Number – Field 6 in T-Chek Layout)

Waterford Bank

Maintenance Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	ACH Company ID	Bank Routing Number
Bank	Destination ID	Bank Routing Number
Bank	Origination ID	Your company's Federal Tax ID Number
Vendor	Vendor Account	Vendor Bank Routing Number Vendor Bank Account Number. The routing number and bank account number are separated by a pipe character with no spaces in between.

Wells Fargo ACH

Maintenance Application	Field	Special Requirements
Bank	Account Number	Bank Account Number
Bank	ACH Company ID	Bank Routing Number
Bank	Destination ID	Bank Routing Number
Bank	Origination ID	Your company's Federal Tax ID Number
Vendor	Vendor Account	Vendor Bank Routing Number Vendor Bank Account Number. The routing number and bank account number are separated by a pipe character with no spaces in between.

Wells Fargo Payee Validation

Bank Maintenance Field	Special Requirements
Account Number	Required, numeric only and up to 7 digits allowed
Routing Number	Required, numeric only and 5 digits in length
Batch ID	Required, numeric only and up to 25 digits allowed

Bank Maintenance - Examples:

Bank Maintenance

1 Bank(s)

Code	Description	Is Inactive
mm	Masterworks Inc	<input type="checkbox"/>

[Is Inactive] = 'No'

Setup Currency Check Export Check Export 2 **Payment Manager**

Account Number: 12345

Export Type: American Express

Customer ID: N/A

CARDPOOLID: AXP_APSNTEST1

FTP Client:

File Output Directory: P:\SOURCE\RESULTS

CSI Preferred Partner Settings

User Name:

Password:

Target Folder:

ComData Account Code:

ComData Password:

Bank Maintenance

1 Bank(s)

Code	Description	Is Inactive
mm	Masterworks Inc	<input type="checkbox"/>

[Is Inactive] = 'No'

Setup Currency Check Export Check Export 2 **Payment Manager**

Account Number: 12345

Export Type: CSI

Customer ID: 1234567

Word: 12345

FTP Client: http://www.globalvc.com/login/auth

File Output Directory: P:\paymentmanger

CSI Preferred Partner Settings

User Name:

Password:

Target Folder:

ComData Account Code:

ComData Password:

Bank Maintenance

1 Bank(s)

Code	Description	Is Inactive
mm	Masterworks Inc	<input type="checkbox"/>

[Is Inactive] = 'No'

Setup Currency Check Export Check Export 2 **Payment Manager**

Account Number: 12345

Export Type: Scotia Bank Positive Pav

Customer ID: 12345678

Additional ID: 101112131415161718

FTP Client: C:\Program Files (x86)\FileZilla FTP Client\filezilla.exe

File Output Directory: P:\paymentmanger

CSI Preferred Partner Settings

User Name:

Password:

Target Folder:

ComData Account Code:

ComData Password:

Bank Maintenance

1 Bank(s)

Clear

Code	Description	Is Inactive
mm	Masterworks Inc	<input type="checkbox"/>

[Is Inactive] = 'No' Edit Filter

Setup Currency Check Export Check Export 2 **Payment Manager**

Account Number: 12345

Export Type: Wells Fargo Pavee Validation

Customer ID: 12345678

Batch ID: 101112131415161718

FTP Client: C:\Program Files (x86)\FileZilla FTP Client\filezilla.exe

File Output Directory: P:\paymentmanger

CSI Preferred Partner Settings

User Name:

Password:

Target Folder:

ComData Account Code:

ComData Password:

Bank Maintenance

1 Bank(s)

Clear

Code	Description	Is Inactive
mm	Masterworks Inc	<input type="checkbox"/>

[Is Inactive] = 'No' Edit Filter

Setup Currency Check Export Check Export 2 **Payment Manager**

Account Number: 12345

Export Type: Commerce Bank (CPA)

Customer ID: 12345678

Additional ID:

FTP Client: C:\Program Files (x86)\FileZilla FTP Client\filezilla.exe

File Output Directory: P:\paymentmanger

CSI Preferred Partner Settings

User Name:

Password:

Target Folder:

ComData Account Code:

ComData Password:

Processing Payables in Advantage

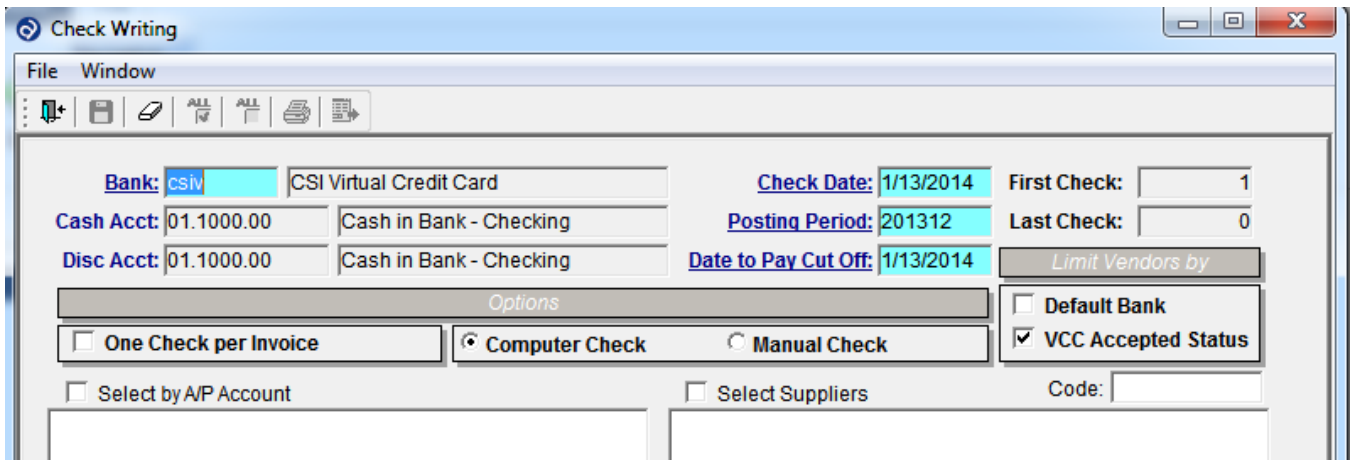
In order to transmit payments through the payment manager, you must first process the payables through Advantage Check Writing.

If processing disbursements through the Payment Manager, you may want to use Manual Checks so that a check is not printed. However, you may wish to print the check on plain paper for your records. In that case, do not use Manual Checks. If using the Payment Manager for positive pay only, process and print checks as usual.

Select the appropriate bank based on the account to be used. To select and isolate vendors, use the appropriate option depending on how your vendors are setup:

- By VCC Accepted Status
- By Default Bank
- By Default GL AP Account

Process checks in the Advantage Check Writing application. The associated accounts payable invoices are marked as paid or are paid in Advantage and records can then be exported through the Payment Manager application.



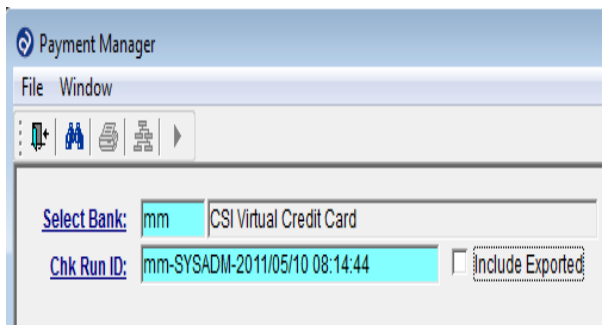
Payment Manager

To process and upload payments to your CSI Virtual Credit Card account, Commerce (CPA), or send positive pay data to your Bank, go to the Payment Manager application which is available under the Finance/Accounting Menu.

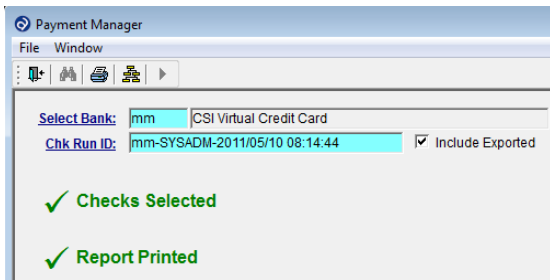
Select the Bank code

Select the Check Run ID

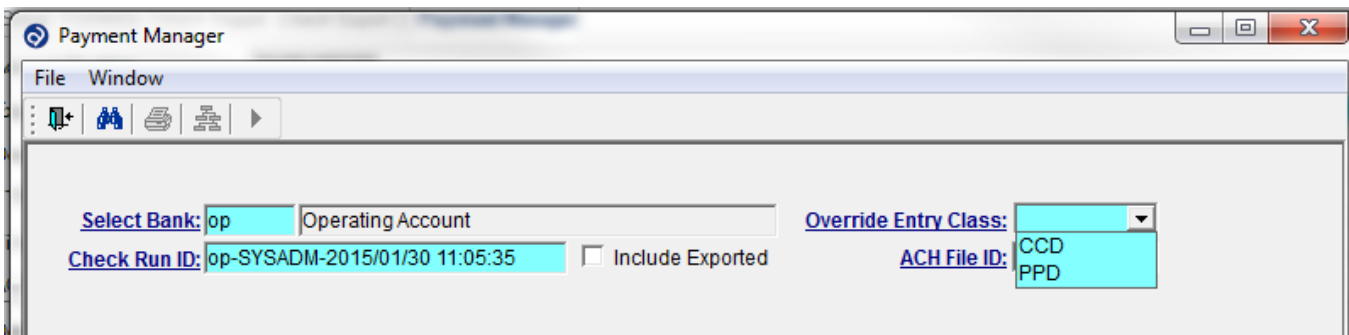
The check run represents the Bank, USER ID, Date and Time of each check run done in Advantage. This is not the 'check date' printed on the check. Since you can have multiple check runs in a single day, it is important that we track the exporting of each run. Once a check run as been exported, it is marked with the date and time and excluded (by default) from the list box. However, to include previously exported check runs, check the option "Include Exported".



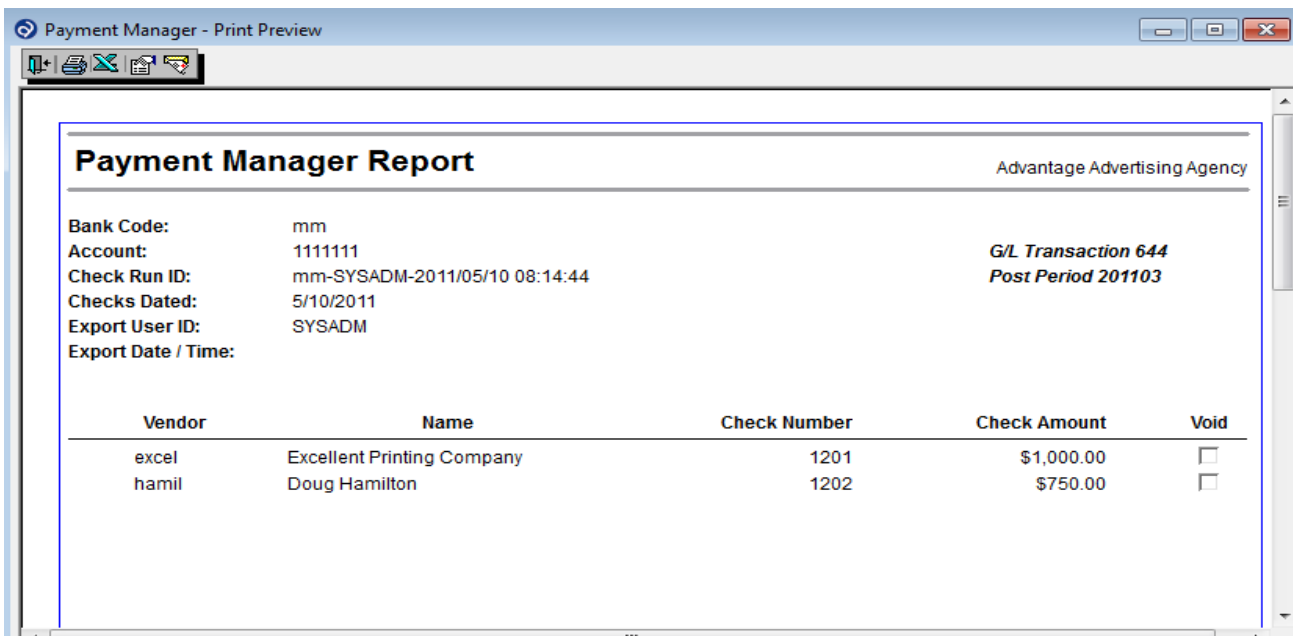
Click on the Search icon to Select Checks to export. As each process is completed, the window displays your current status.



If HSBC Payment is the Payment Manager type, your selection screen will also allow for the Category to be chosen overriding the bank setup and will also display the ID number of the export for your information.



Click on the Printer icon to print the Payment Manager report which displays the checks selected. Two versions of the report exist. The payment disbursement version shows check and invoice detail. The positive pay version simply lists check data. Use the report to verify that you have selected the correct check run and related data. See sample reports below:





Payment Manager Report

Advantage Advertising Agency

Bank Code: op
Account: 9876543
Check Run ID: op-SYSADM-2011/05/11 11:03:00
Checks Dated: 5/11/2011
Export User ID: SYSADM
Export Date / Time: 5/11/2011 13:12:00
Transmitted Date / Time: 5/11/2011 13:07:00

*G/L Transaction 644
Post Period 201105*

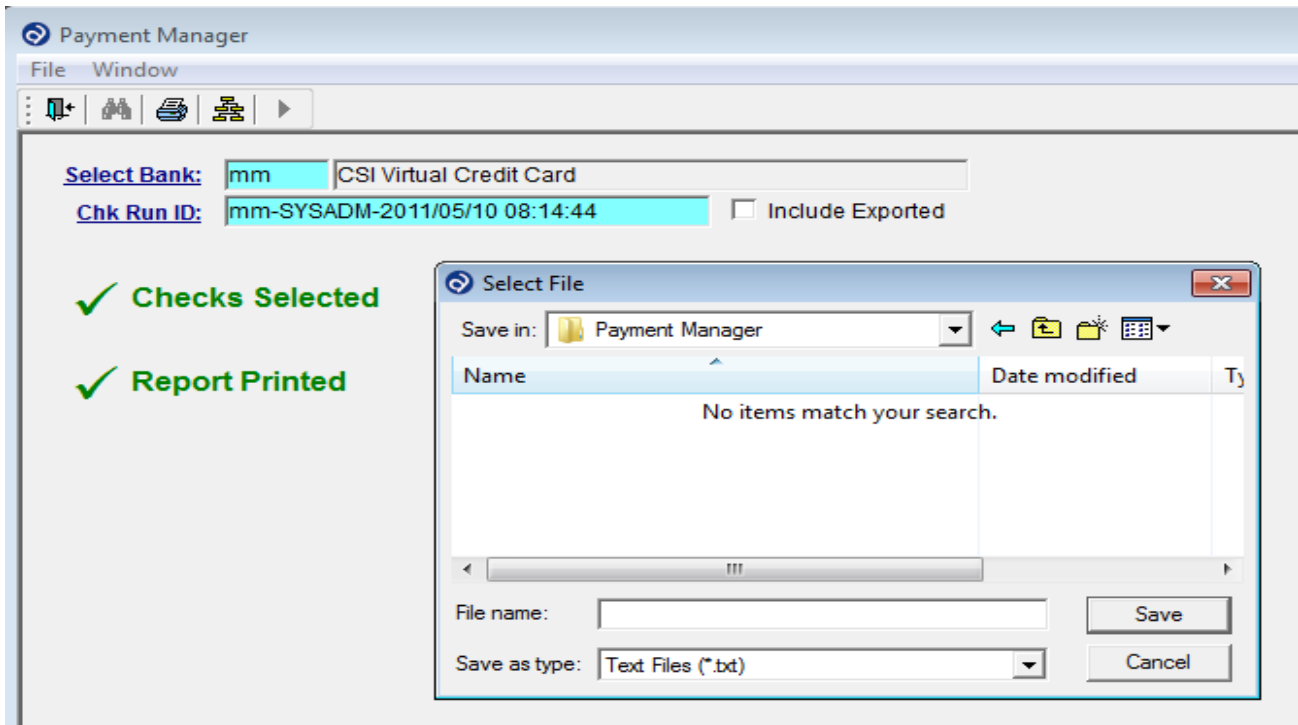
Vendor: excel - Excellent Printing Company
Email: ddaycock@gotoadvantage.com
Check Number: 1005
Check Amt: \$9,000.00

Invoice Number	Invoice Date	Description	Amount Paid
78889	5/11/2011		9,000.00
Total:			\$9,000.00

Vendor: shore - Shore-Varrone, Inc.
Email: ddaycock@gotoadvantage.com
Check Number: 1006
Check Amt: \$63,213.48

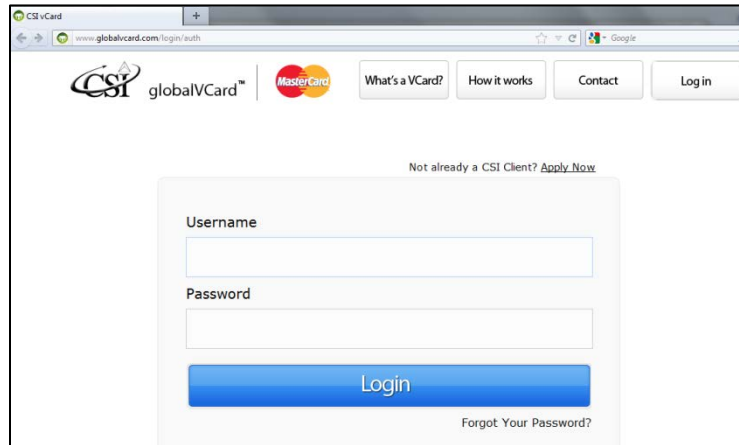
Invoice Number	Invoice Date	Description	Amount Paid
5898	5/11/2011		63,213.48
Total:			\$63,213.48

Click on the **Process** icon (once information has been validated) and save the file. The file will be saved in the directory you designated in Bank Maintenance.

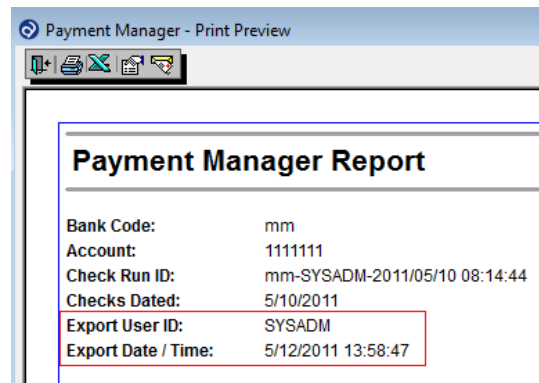


Click on the **Continue** icon (green arrow) to finalize.

- If accessing an FTP Client, the ftp software will be executed automatically. You will need to know your provider's FTP site address, user ID and password (or have it saved as a favorite within your FTP software).
 - *If you are a CSI customer, the following screen will be displayed:*



- Once you have access to the provider's site, manually upload the file.
- The Payment Manager program will display a dialog box asking: "Did you transmit the file successfully".
 - When true, answer "yes" and the check run will be marked accordingly.
 - The Payment Manager report will be displayed again, with the Export USER ID and Export DATE and TIME.
 - If you answer "no" the check run is not marked and the export process is not finalized.



Account Reconciliation Using Cleared Checks Import

To reconcile your CSI Virtual Credit Card or other credit card account, you'll use the Cleared Checks Import (if a file is provided by your bank) and the Bank Reconciliation application. Follow the instructions for these individual applications found in the Advantage documentation. Below is a summary of the steps to take.

Import Cleared Payments (Cleared Checks Import)The Cleared Check Import is located in Advantage under under the Finance/Accounting Menu, Imports. This module allows you to setup templates for multiple banks or providers that contain the file specifications for importing cleared payments. The import can include the following information:

- Check Number
- Check Amount
- Vendor Name

Create a batch to import a new file received from your bank or provider. The import module will display the checks contained, any variance between the amount paid and the amount issued in Advantage and other key information. This is especially helpful when reconciling payment manager files. The import data can then be exported to Excel for analysis as needed. You can create as many batches as you like and process them in any order.

ADJUSTMENTS

If a payment does not clear, the record will need to be reviewed and corrected. It is not common, but it is possible for a credit card transaction to clear for a different amount than what was issued. Options for adjusting the record in this case include:

- Void the check, adjust the payable (for the correct amount cleared) and process another manual check. This is not the preferred option.
- Enter a new payable with a zero payment amount (header amount of 0) and credit or debit the detail (expense account, job, etc.) and apply other side (debit or credit) to the Credit Card account.

The Bank Reconciliation application is used to finalize the reconciliation process.

CSI Preferred Provider Status:

CSI has agreed to partner with Advantage on a more integrated approach when it comes to processing virtual credit card and other payments. These new features replace some of the existing processes above. You must have an approved CSI account in order to use these new features found in Advantage. See the CSI Preferred Partner Users Guide for more details.

- Processing: Payments are sent directly to CSI when they are processed in Advantage Check Writing. Just click on the TRANSMIT button after you've processed manual checks.
- Vendor Spend: Advantage sends a report to CSI nightly on your 12-month spend by vendor. This means that CSI can be constantly working on your behalf to sign-up new vendors based on priority!
- Vendor Updates: CSI sends Advantage updates on vendor status and Advantage updates those vendors electronically, every night. This means that you don't have to! The next time you pay a vendor that has been accepted, it will automatically be selected with the CSI payment run in Advantage.
- Cleared Payments: CSI sends Advantage cleared payments files and Advantage creates batches in the Cleared Checks Import automatically! You simply process the import at your convenience.

Reporting

Accounts Payable Report – Paid Invoice Summary: Advanced Report Writer Report available for download from our Ftp Site.

- Download from our FTP Site under: \Support\Report_Sharing the instructions on downloading, importing the report and how to access the report. Also download the report file listed below.
 - Importing in Custom AWR Report.pdf
 - Accounts Payable Report – Paid Invoices Summary.repx
- Once downloaded, the report can be accessed from either Advantage or Webvantage from the Desktop/Report Writer/User Defined Reports.

Accounts Payable Report

Paid Invoices Summary

Vendor Code/Name	Total Paid
abc ABC Direct Mail Coupon Delivery 555 Apple Avenue Los Angeles CA 90888 ddoyle@gotoadvantage.com	\$10,000.00
advocat Advocat-Atlanta 100 Peachtree Street Atlanta GA 77099 ddoyle@gotoadvantage.com	\$1,500.00
albers Alberts Mill Building Partnership 2701 NW Vaughn Street, Suite 323 Portland OR 97210	\$50,000.00

Dynamic Report Writer:

The Dynamic Report Writer datasets can be used to assist in maintaining and querying which Vendors are setup for Payment Manager i.e. the Bank Default, their VCC Status, Terms, Payment amounts, Accounts Payable detail, Payment Amounts and more. The Dynamic Report Writer can be accessed from the Desktop/Report Writer/Dynamic Report Writer application. The following are the datasets:

- Accounts Payable Invoice Detail
- Accounts Payable Invoice with Balance Aging
- Vendor