

View ACH E-mail Address

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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View ACH E-mail Address

View ACH E-mail Address Overview

Vendors receiving an Automated Clearing House (ACH) payment from the State of Nebraska will receive a system generated e-mail notification of the payment. The Address Book record for the Vendor must be set up with a valid Email Address in EnterpriseOne for the notification.

Notification of ACH payment includes:

- Vendor Number & Name
- Total Amount of the Payment
- Invoice Details by Invoice Number
- Invoice Details: Remark
- Invoice Details: Amount

This ACH E-mail address is maintained by the State Treasurer's Office. Updates to the ACH E-mail Address must be requested through the State Treasurer's Office at Invoice at nst.tmstaff@nebraska.gov.

Request must Include:

- Address Book Number
- Tax ID Number
- Vendor Name
- Last four digits of bank account number
- If this is a request for a change, include reason/justification for change.

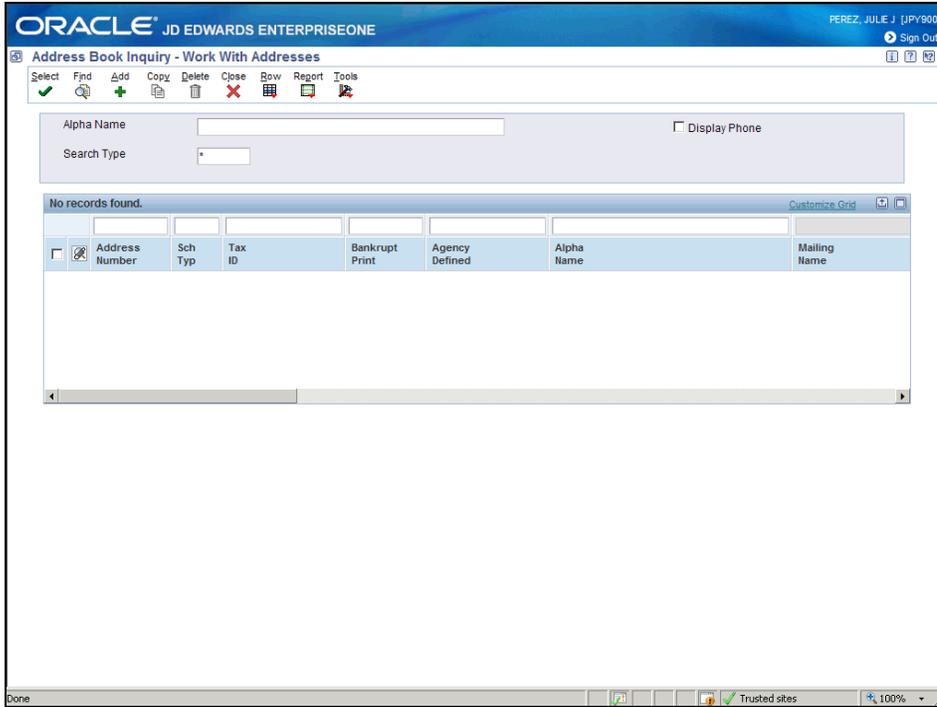
View ACH E-mail Address Lesson

Procedure

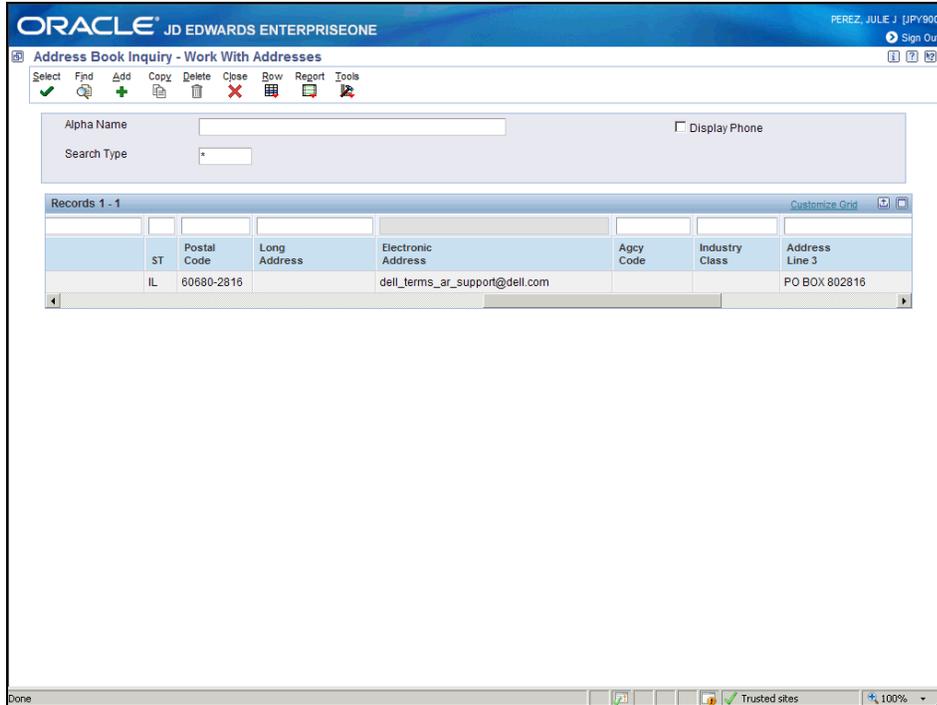
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Address Book link. Address Book
3.	Click the Address Book Inquiry link. Address Book Inquir

Training Guide

View ACH E-mail Address



Step	Action
4.	Use the Query by Example, QBE, field to search for Address Book Record. Click in the Address Number field. <input type="text"/>
5.	Enter the Address Number to search into the Address Number field.
6.	Click the Find button. 
7.	Scroll to the right to view ACH Email Address in the Address Book Inquiry Grid. Click the in the scroll bar to move right .



Step	Action
8.	<p>To update Electronic Address with new or revised ACH Address, send an e-mail to State Treasurer's Office at: nst.tmstaff@nebraska.gov.</p> <p>Request must Include:</p> <ul style="list-style-type: none"> o Address Book Number o Tax ID Number o Vendor Name o Last four digits of bank account number o If this is a request for a change, include reason/justification for change.
9.	<p>Click the Close button.</p> 
10.	<p>End of Procedure.</p>