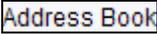
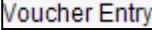


## Bank Account Numbers for ACH Payments Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Address Book</b> link. 
3.	Click the <b>Address Book Inquiry</b> link. 
4.	If an Address Book Record: <ul style="list-style-type: none"> <li>o Exists for a Vendor</li> <li>o Is to be used for Accounts Payable</li> <li>o Has an ACH Bank Account identified</li> </ul> <p>The record should be a Search Type "PP" and have an Account Number in the "Long Address" field.</p>
5.	<b>Long Address</b> will contain the Bank Account last 4-digits. <ul style="list-style-type: none"> <li>o ALL AGENCY Address Book records are formatted as: AG: X1234. In the event that multiple Payees have Bank Accounts with the same last 4-digits, there will be multiple "X's" preceding the last 4-digits (e.g. AG: XX1234, AG: XXX1234).</li> <li>o AGENCY SPECIFIC Address Book records are formatted as: AG ##: X2345, where ## is the specific Agency number.</li> </ul>
6.	Narrow search for Vendor Address Book Records with an ACH Bank Account, enter a valid value e.g. " <b>PP</b> " into the <b>Sch Typ</b> field.
7.	Address Records with a Bank Account are searchable in the <b>Long Address</b> field.
8.	Click the <b>Find</b> button. 
9.	This grid has been customized to provide a sample view of the Address Book information, including the <b>Long Address</b> . 
10.	The <b>Long Address</b> is viewable in the Accounts Payable: Supplier Number Visual Assist Address Book Long Number Search.
11.	Click the <b>Accounts Payable</b> link. 
12.	Click the <b>Voucher Processing</b> link. 

Step	Action
13.	Click the <b>Voucher Entry</b> link. 
14.	Click the <b>Voucher Entry without PO</b> link. 
15.	Click the <b>Add</b> button. 
16.	Click the <b>Supplier Number</b> Visual Assist button. 
17.	Narrow search for Vendor Address Book Records with an ACH Bank Account, enter a valid value e.g. " <b>PP</b> " into the <b>Sch Typ</b> field.
18.	Narrow your search by Name by entering all or part of a Vendor's name into the <b>Alpha Name</b> field.
19.	Click the <b>Find</b> button. 
20.	This grid has been customized to provide a sample view of the Address Book information, including the Long Address.  Select the appropriate Address Book record for payment. 
21.	<b>End of Procedure.</b>