

Bank Account Numbers for ACH Payments

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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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Bank Account Numbers for ACH Payments

Bank Account Numbers for ACH Payments Overview

Long Address field of the Address Book field will contain the Bank Account last 4-digits.

- 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).
- AGENCY SPECIFIC Address Book records are formatted as: AG ##: X2345, where ## is the specific Agency number

The Long Address field is a tool for Agencies to determine the appropriate Address Book record to use when making payments. If you determine a vendor is not tied to the correct payee, please work with AS State Accounting for resolution.

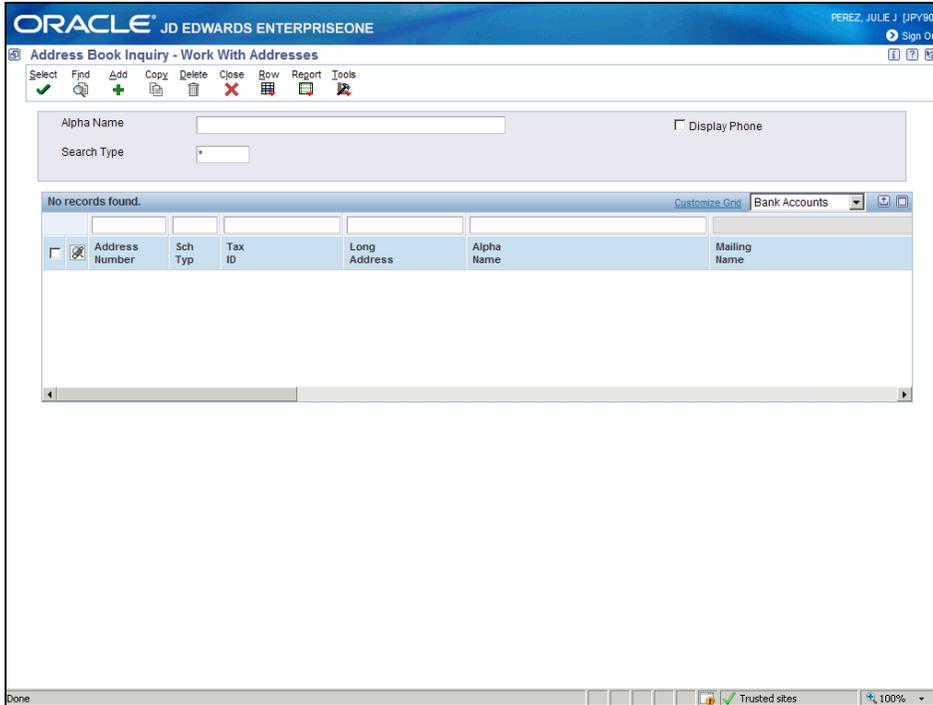
Bank Account Numbers for ACH Payments Lesson

Procedure

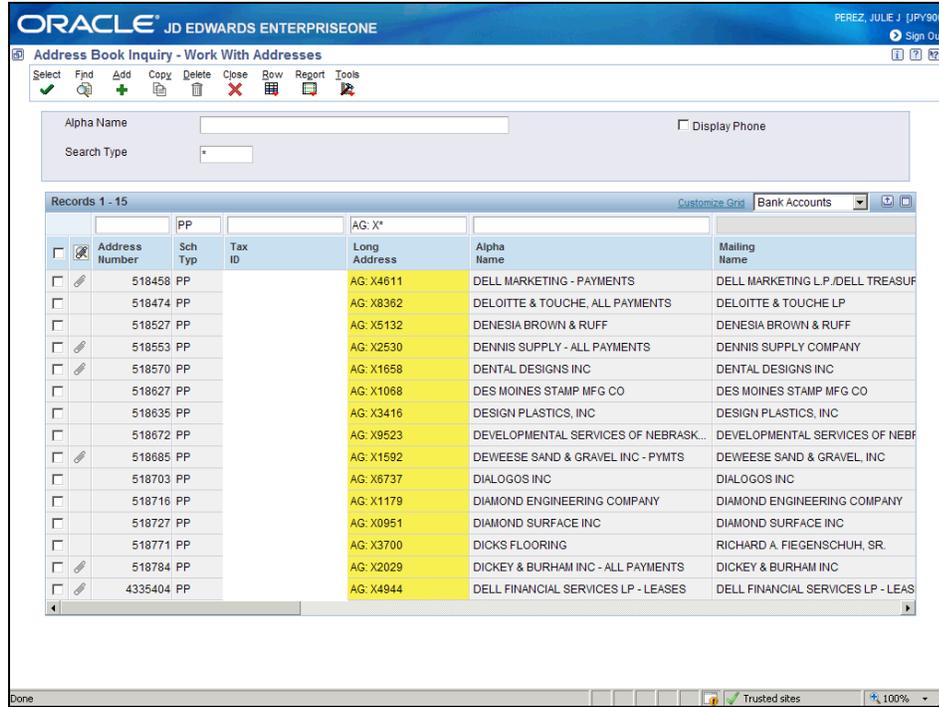
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Address Book link. Address Book
3.	Click the Address Book Inquiry link. Address Book Inquir

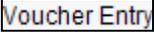
Training Guide

Bank Account Numbers for ACH Payments



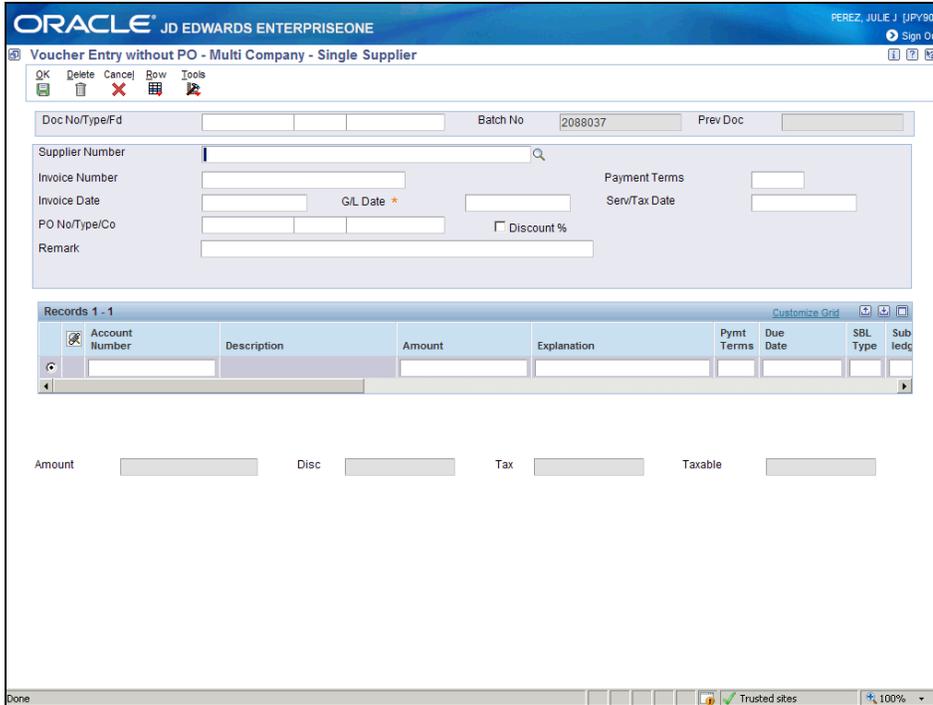
Step	Action
4.	<p>If an Address Book Record:</p> <ul style="list-style-type: none"> o Exists for a Vendor o Is to be used for Accounts Payable o Has an ACH Bank Account identified <p>The record should be a Search Type "PP" and have an Account Number in the "Long Address" field.</p>
5.	<p>Long Address will contain the Bank Account last 4-digits.</p> <ul style="list-style-type: none"> 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). o AGENCY SPECIFIC Address Book records are formatted as: AG ##: X2345, where ## is the specific Agency number.
6.	Narrow search for Vendor Address Book Records with an ACH Bank Account, enter " PP " into the Sch Typ field.
7.	Address Records with a Bank Account are searchable in the Long Address field.
8.	Click the Find button. 



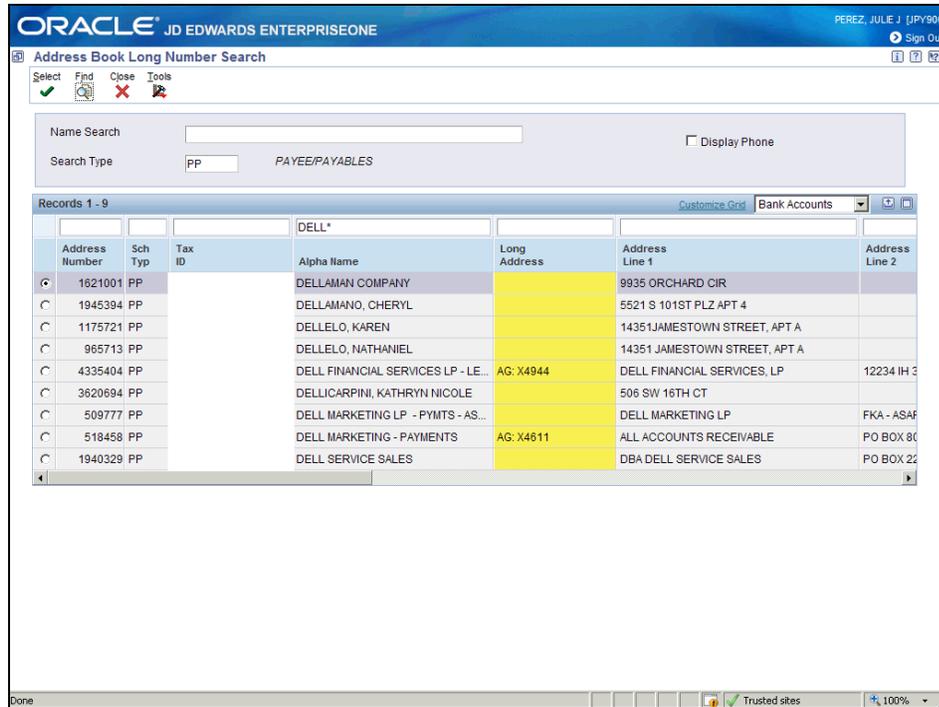
Step	Action
9.	This grid has been customized to provide a sample view of the Address Book information, including the Long Address . 
10.	The Long Address is viewable in the Accounts Payable: Supplier Number Visual Assist Address Book Long Number Search.
11.	Click the Accounts Payable link. 
12.	Click the Voucher Processing link. 
13.	Click the Voucher Entry link. 
14.	Click the Voucher Entry without PO link. 
15.	Click the Add button. 

Training Guide

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Step	Action
16.	Click the Supplier Number Visual Assist button. 
17.	Narrow search for Vendor Address Book Records with an ACH Bank Account, enter " PP " into the Sch Typ field.
18.	Narrow your search by Name by entering all or part of a Vendor's name into the Alpha Name field.
19.	Click the Find button. 



Step	Action
20.	<p>This grid has been customized to provide a sample view of the Address Book information, including the Long Address.</p> <p>Select the appropriate Address Book record for payment.</p> 
21.	<p>End of Procedure.</p>