



SAGE Knowledge Base

Procedimiento Pago a Suplidores por
ACH SAGE 100 ERP

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I. PROCEDIMIENTO PROCESO DE PAGO ELECTRÓNICO

1. ACCOUNTS PAYABLE\SETUP \ACCOUNTS PAYABLE OPTIONS |TAB6 ACH, seleccione **ENABLE ACH** y dónde se van a generar los archivos.

Accounts Payable Options (HSC) 2/27/2013

1. Main | 2. Additional | 3. Entry | 4. Printing | 5. History | 6. ACH

Enable ACH Electronic Payments

Print Vendor Remittance Advice

Next Vendor Remittance Advice Number 00001

Allow Partial Allocation of Payment Amount

Reset Pre-Note When Renumbering the Vendor

Years to Retain Electronic Payment History 99

ACH Electronic Payments Folder C:\New Folder\

Accept Cancel Print ?

2. ACCOUNTS PAYABLE\SETUP \ ACH INTERFASE MAINTENANCE\TAB 1, entre la información del banco, según requerido por la institución bancaria.

ACH Maintenance (ABC) 12/4/2020

Bank Code D

Description Wells Fargo Checking

1. Main | 2. Records | 3. Additional

Cash Account Number 101-01-00 Cash in bank - Reg. checking

Bank Account Number 1234567890

Account Type Checking

Pre-Note Approved

Routing Transit Numbers

Immediate Destination	021502011	BPPR
Immediate Origin	660214784	ABC DISTRIBUTION
Originating DFI	02150201	

Accept Cancel Delete Print ?

3. ACCOUNTS PAYABLE\SETUP \ ACH INTERFACE MAINTENANCE\TAB 2

ACH Maintenance (ABC) 7/28/2020

Bank Code: D
Description: Wells Fargo Checking

1. Main | 2. Records | 3. Additional

File Header Record

Immediate Origin Leading Character: 1
Valid File ID Modifiers: 0 To Z
File Creation Date: Run Date

File Control Record

Pad File to Block Size:
 Block Size to 9
 Block Size to 10

Company/Batch Header and Control Records

Character to Precede Company ID: 1
 Alternate Company ID Number: 660214784
 Alternate Company Name: ABC DIST AND SERV
 Company Discretionary Data:
 Company Entry Description: PAYMENT

Service Class Code: 200
 Standard Entry Class: PPD
 Descriptive Date: Run Date
 Zero Fill Settlement Date:
 Remove Dash From Pre-Note:

Accept Cancel Delete

4. ACCOUNTS PAYABLE\SETUP \ ACH INTERFACE MAINTENANCE\TAB 3

ACH Maintenance (ABC) 12/4/2020

Bank Code: D
Description: Wells Fargo Checking

1. Main | 2. Records | 3. Additional

Include Internal Bank ID:

Use 80 Byte Text as First Record:

Debit Record

Include Debit Record:
 Transaction Code:
 Receiving DFI Identification:
 DFI Account Number:
 Individual ID Number:
 Add CR/LF After Each Record: Yes
 Add CTRL+Z at End of File:
 Only Include Vendor Records:
 Include Addenda Records:
 Using First Hawaiian Bank:

Accept Cancel Delete

- ACCOUNTS PAYABLE\MAIN\VENDOR MAINTENANCE\ seleccione el suplidor y marque el check box de **ELECTRONIC PAYMENT**.

Vendor Maintenance (HSC) 2/27/2013

Vendor No. 00-AAA

Name AUTORIDAD DE ACUEDUCTOS Y

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. Checks | 9. P/Os

Address ALCANTARILLADOS
P.O. BOX 70101

ZIP Code 00936-8101

City San Juan State PR

Country USA United States of America

Telephone 787-620-2482 Ext

Fax

E-mail Address

URL Address

Terms Code 00 No Terms

Reference

Temporary Vendor

Credit Card Vendor

Hold Payment

Electronic Payment

Standard Entry Class

Exemption No. on File

Tax Schedule NONTAX Nontaxable T

Paperless...

Accept Cancel Delete

- Seleccione **ELECTRONIC PAYMENT** en el botón de **MORE**.

Vendor Maintenance (HSC) 1/1/2012

Vendor No. 00-AAA

Name AUTORIDAD DE ACUEDUCTOS Y

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. Checks

Data Entry

G/L Account 687000-84500-246

PLANT OPERATIONS - UTILITIES

Separate Check

Comment

Printing

Sort

Batch Fax

1099 Form

Vendor Type Business

Default Form Miscellaneous

Taxpayer ID No.

Default Box No. 1

Misc Box 9

1099 History...

480.6 Form

Prof. Serv. Retention Rate 7.00%

480.6 History...

More...
Contacts
Remit To
Electronic

Accept Cancel Delete

- El sistema levanta la pantalla para entrar la información del banco del suplidor.

	Bank Account No.	Routing/Transit No.	Percent/Amount	Pre-Note Sent	Pre-Note Date	Deposited YTD
1	1234567899	021502011	100.000%	Approved	1/1/2012	0.00
2			.00			0.00

- Al seleccionar la factura en ACCOUNTS PAYABLE\CHECK AND ELECTRONIC PAYMENT\CHECK AND ELECTRONIC PAYMENT MAINTENANCE, debe asegurarse que tiene marcada la opción de ELECTRONIC PAYMENT.

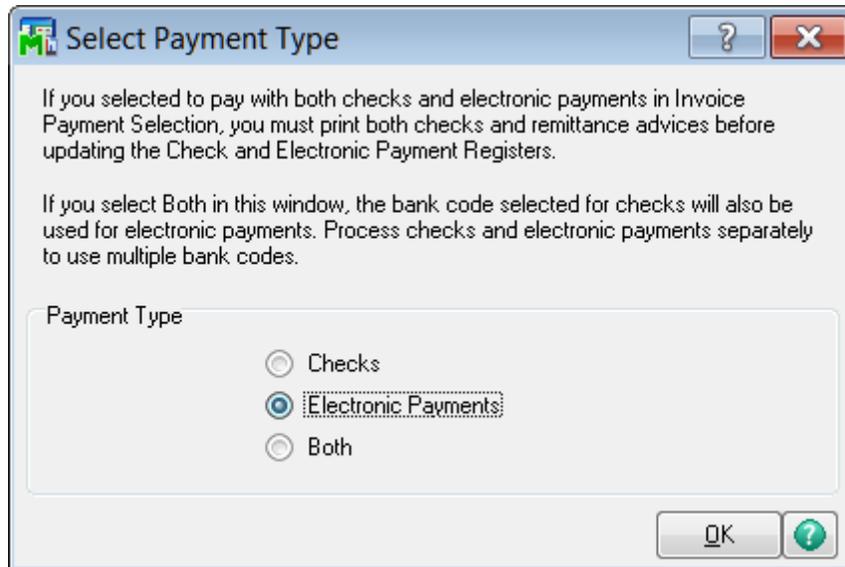
Vendor No. 00-AAA Name AUTORIDAD DE ACUEDUCTOS Y
 Entry No. 001 Electronic Payment Electronic Payment Amount 5,000.00

	Invoice Number	Invoice Date	Discount Due	Invoice Due	Discount Amount	Payment Amount	PS Ir
1	FD	2/27/2013		2/27/2013	.00	5,000.00	
2					.00	.00	

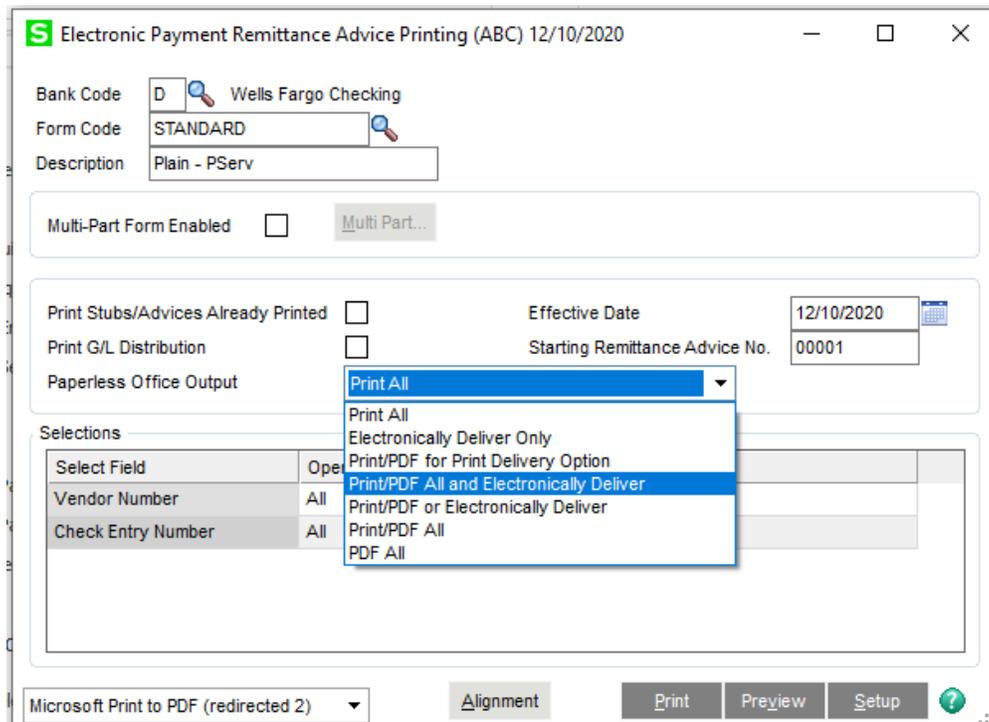
PS Inv Adjust .00
 PS Ret Adjust .00
 Invoice Balance 5,000.00

Total Discount Amount 0.00 Total Payment Amount 5,000.00

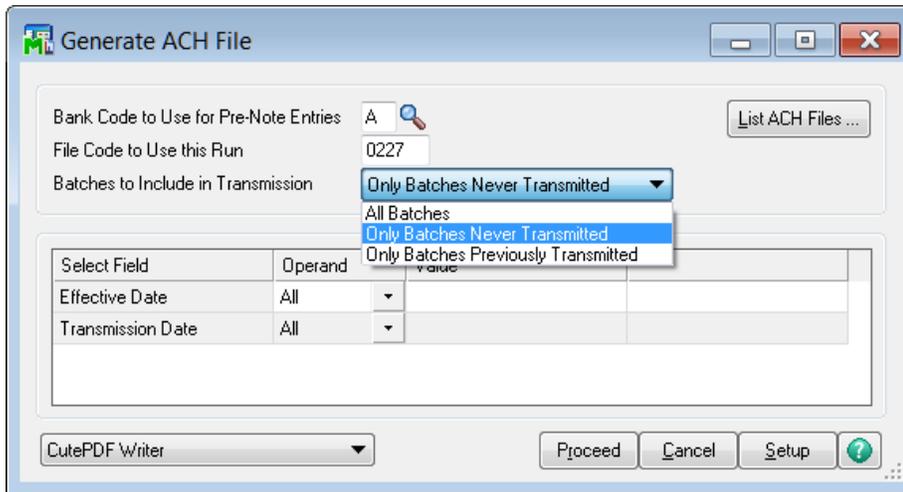
- Para generar el pago, vaya por ACCOUNTS PAYABLE\CHECK AND ELECTRONIC PAYMENT\ CHECK PRINTING AND ELECTRONIC PAYMENT\seleccione ELECTRONIC PAYMENTS.



- El Sistema levanta la pantalla de pago electrónico. Verifique la fecha de efectividad y seleccione PRINT/PDF ALL AND ELECTRONIC DELIVERY.



11. Luego de actualizado el Check Register, vaya por la opción de ACCOUNTS PAYABLE\CHECK AND ELECTRONIC PAYMENT\GENERATE ACH FILE. Seleccione ONLY BATCHES NEVER TRANSMITTED y oprima PROCEED.



NOTA: IMPORTANTE

Debido a la diversidad de configuraciones que tiene cada banco, deberá generar un archivo de prueba para que el banco lo certifique antes de comenzar a pagar en vivo. Con esta prueba evitamos errores que atrasen el pago al suplidor.

II. CONFIGURACIÓN, ENVÍO TALONARIO DE PAGO ELECTRÓNICO

1. Escoger esta opción LIBRARY MASTER\MAIN\COMPANY MAINTENANCE | **TAB4** E-MAIL para configurar que el sistema puede realizar envíos de talonarios por correo electrónico.

2. En la pantalla de PAPERLESS\SETUP\PAPERLESS OPTIONS, seleccione FORMS, para configurar que el sistema pueda generar los talonarios en PDF.

- En la pantalla de PAPERLESS\SETUP\FORM MAINTENANCE, **Tab1**, seleccione la compañía, el módulo de AP, Check en el encasillado de DOCUMENT, el email administrador de envío y el directorio donde se van a guardar los PDF.

- En el **Tab2** seleccione ONLY ELECTRONIC PAYMENT REMITTANCE ADVICES.

- En ACCOUNTS PAYABLE\MAIN\VENDOR MAINTENANCE, asegure que en el encasillado de **E-MAIN ADDRESS** tenga el correo del suplidor y seleccione el suplidor, oprima el botón de PAPERLESS.

Vendor Maintenance (TST) 12/3/2020

Vendor No. 01-AAA
Name AUDITORY ADVISER ADMINISTRATIVE

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Address
ZIP Code
City State
Country
Primary Contact
Telephone Ext
Fax

E-mail Address jarodriguez@infomedika.com
URL Address

Terms Code 00 NO TERMS
Reference
Credit Card Vendor
Hold Payment
Electronic Payment
Standard Entry Class

Exemption No. on File
Tax Schedule NONTAX Nontaxable Tax
Tax Class NT Non Taxable

Paperless...

- El Sistema levanta la pantalla de PAPERLESS OFFICE DELIVERY OPTIONS, en el **Tab1** seleccione PRINT & EMAIL.

Vendor Maintenance (TST) 12/3/2020

Vendor No. 01-AAA
Name AUDITORY ADVISER ADMINISTRATIVE

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Paperless Office Delivery Options

Vendor No. 01-AAA
Document A/P Check

1. Main 2. E-mail 3. Fax

PDF Delivery Options
Print E-mail Fax

PDF Document
Password

Paperless...

Delete

- En el **Tab2** seleccione el correo del suplidor y puede añadir otros contactos para incluir dichos pagos electrónicos. Oprima ACCEPT.

S Paperless Office Delivery Options

Vendor No. 01-AAA AUDITORY ADVISER ADMINISTRATIVE

Document A/P Check

1. Main **2. E-mail** 3. Fax

E-mail Options

Use E-mail Address in Data Entry

Use Vendor E-mail Address jarodriguez@infomedika.com

To Vendor Contacts

Contact Code	Contact E-mail Address

To Additional E-mail Addresses

- Al momento de actualizar el CHECK AND ELECTRONIC PAYMENT REPORT del pago electrónico, el sistema le envía automáticamente el talonario al correo seleccionado en el Mantenimiento del Suplidor.

S Check and Electronic Payment Register (ABC) 12/4/2020

Current General Ledger Period 01 Ending 1/31/2020

Accounts Payable Posting Date 12/4/2020

Electronic Payment Comment PY12/04/20

Notice: This Accounts Payable posting date falls into a future General Ledger period.

Microsoft Print to PDF Print Preview Setup

- Luego de seleccionar UPDATE, el sistema levanta la pantalla para el envío de los talonarios [REMITANCE] .

Electronic Payment Register
 Journal Posting Date: 12/4/2020
 Register Number: CD-000012
 Electronic Payment Comment: PY12/04/20

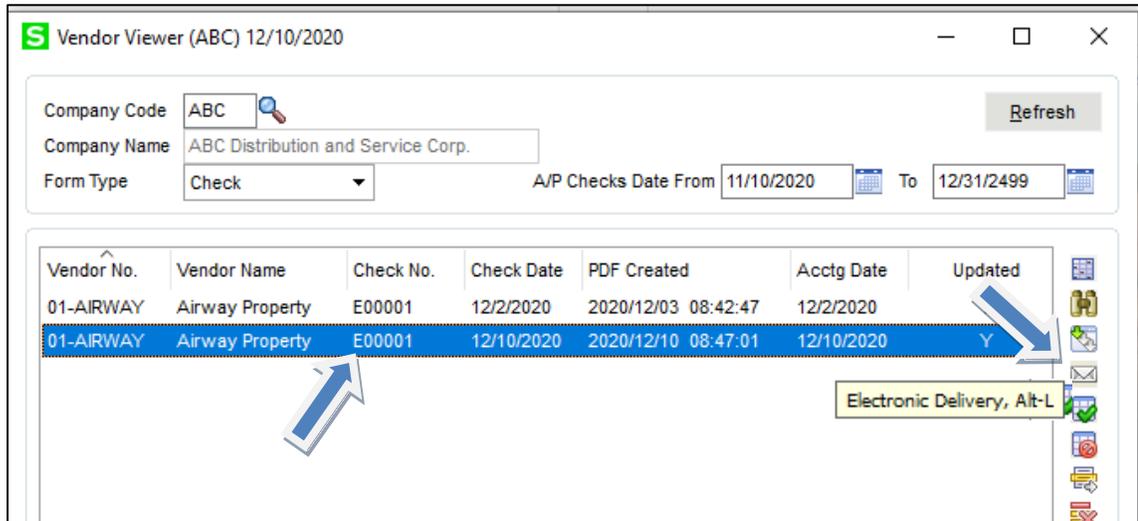
ABC Distribution and Service Corp. (ABC)

Bank Code: D Wells Fargo Checking
 Bank Account Number: *****7890 Routing/Transit Number: 021502011

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing Transit Number	Distribution Amount	
01-AIRWAY	Airway Property	001	E00001	123456789	Checking	BPPR	021502011	400.50	
Total Transactions:							1	Report Total:	400.50

III. PARA EL RE- ENVIO TALONARIO DE PAGO ELECTRÓNICO

1. En la pantalla PAPERLESS OFFICE\MAIN\VENDOR VIEWER, seleccione el pago para reenvío y oprima el icono de un sobre [ELECTRONIC DELIVERY].



2. El sistema levanta la pantalla para reenvío o cambio de dirección de correo.

