
Configuring Tools for Accounts Payable

Using CU*BASE to Streamline Your Accounts Payable Department

INTRODUCTION

This booklet was created to cover decisions your Accounts Payable team needs to make when using CU*BASE. Included is information on how you can configure and implement the following features that are activated in the Accounts Payable Workflow Controls screen.

- **Accounts Payable Approvals:** Assigning approvers to approve vendor payments before they are paid.
- **Paying Vendor Payment via ACH:** Changing your payments to vendors from check to ACH and implementing the ACH Payment Advice email to alert vendors that a payment was made.

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For an updated copy of this booklet, check out the Reference Materials page of our website:
<https://www.cuanswers.com/resources/doc/cubase-reference/>
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ACCOUNTS PAYABLE WORKFLOW CONTROLS

The Accounts Payable Workflow Controls lets you configure features that control accounts payable tools. This section covers the fields on this screen used to activate accounts payable approvals and payment of vendor invoices via ACH (including sending ACH Payment Advice emails).

Access this screen by selecting [Tool #1900: Workflow Controls: Accounts Payable](#).

Workflow Controls: Accounts Payable (Tool #1900)

The screenshot shows the 'Accounts Payable Workflow Controls' window. The title bar indicates 'Session 0 CU*BASE GOLD - ABC CREDIT UNION'. The window has a menu bar with 'File', 'Edit', 'Tools', and 'Help'. The main content area includes several configuration options: 'Activate approval process for accounts payable invoices' (checked), 'Generate emails to approvers' (checked), 'From email address' (3ABCCREDITUNION.COM), 'Default sort order for checks' (radio buttons for 'By vendor #' and 'By vendor name'), 'Allow ACH Payments in Accounts Payable' (checked), 'Clearing G/L account for ACH payments' (293.02), 'Activate ACH payment advice to vendors via email' (checked) with an 'Email Content' button, 'From email address for vendor ACH payment advice' (ANNE.MANAGER@ABCCREDITUNION.COM), 'Email copy of payment advice to From email address' (checked), 'Branch/Location for payment Credit' (checked for 'Use workstation branch' or 'use branch' 00), 'Use this G/L debit description on the check stub' (radio buttons for 'G/L debit description' and 'Vendor name'), 'Use this G/L credit description on the check stub' (radio buttons for 'G/L debit description' and 'Vendor name'), and 'Print on memo section of check' (radio buttons for 'CU name', '1st Invoice number', and 'Nothing'). A 'Save/Update' button is at the bottom left. The bottom status bar shows navigation icons and the date 'FR (6/5/20)'.

On this screen you can activate controls so that invoices must be approved by authorized employees before they can be selected for payment.

If you have a relationship with Magic-Wrighter, you can also use this screen to activate the ability to configure certain vendors to receive payment directly via ACH and the Payment Advice email is then sent when this payment is made.

Refer to the descriptions of the fields related to these two features starting on the following page.

Fields Used for Accounts Payable Approvals

Learn more about activation of approvals for payments on page 7.

Accounts Payable Workflow Controls with Approvals Activated (Close Up)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Accounts Payable Workflow Controls

☒ Activate approval process for accounts payable invoices ☒ Generate emails to approvers

From email address SOURCE@ABCCREDITUNION.COM

Field Name	Description
Activate approval process	This allows you to activate the approval process. To be used in conjunction with "Generate emails to approvers" and "from email address" below.
Generate emails to approvers	<p>(Used in conjunction with "Activate approval process" and "from" email address.)</p> <p>This activates the sending of email notifications to approvers when accounts payables are assigned to them.</p> <ul style="list-style-type: none">IMPORTANT NOTE: Email notifications will be sent to the email address on the employee's Employee Security profile. This email address must be configured for email notifications to be sent as expected. <p>The "from" email address for email notifications is entered in the field below.</p>
From email address	<p>(Used in conjunction with "Activate approval process" and "Generate emails to approvers.")</p> <p>Enter the email address to be used as the "from" email address for email notifications. If an email address is not entered on this screen, a screen will appear when you use Enter allowing you to enter an email address.</p>

Fields Used for Paying Vendor Payments via ACH and the Sending of the Payment Advice Email

Learn more about making payments via ACH and sending Payment Advice emails starting on page 22.

Accounts Payable Workflow Controls Fields with ACH Payments and Payment Advice Emails Activated (Close Up)

☒ Allow ACH Payments in Accounts Payable
 Clearing G/L account for ACH payments 293.02

☒ Activate ACH payment advice to vendors via email Email Content
 From email address for vendor ACH payment advice
ANNEMANAGER@ABCCREDITUNION.COM

☒ Email copy of payment advice to From email address

Field Name	Description
Allow ACH Payments in Accounts Payable	If you have a relationship with Magic-Wrighter, you can configure certain vendors to receive payment directly via ACH in addition to via check. Use this box to activate this feature. (NOTE: Additional set up is first required.)
Clearing G/L account for ACH payments	Enter your clearing G/L account to be used for ACH payments.
Activate ACH payment advice to vendors via email	Check this to send an email to vendors notifying them when payments have been sent to them via ACH. Then use the "Email Content" button to access a screen where you can enter the text that will appear as the body of each email.
Email Content	(Appears as a button next to "Activate payment advice to vendors via email.") (Conditional on "Activate ACH payment advice to vendors via email" being checked.) Clicking this button allows you to access a screen where you can compose the body text of Payment Advice email. <ul style="list-style-type: none"> Generic text is sent by default. This button allows you to personalize the message with your credit union specific information.
From email address for vendor for ACH payment advice	(Conditional on "Activate ACH payment advice to vendors via email" being checked.) Enter the email address to be used as the "from" email address for payment advice.

Email copy of payment advice to From email address	(Conditional on "Activate ACH payment advice to vendors via email" being checked.) If this is checked, the “from” email entered above will be entered in the cc: line of the ACH Payment Advice email so that a copy of the email is sent to the credit union.
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USING THE APPROVAL PROCESS TO MAKE A PAYMENT

IN A NUTSHELL: HOW IT ALL WORKS

Overview

For credit union shops with large accounting teams that juggle payments for multiple branches, accounts payable approvals let you activate optional controls so that invoices must be approved by authorized employees before they can be selected for payment. With this feature, you can define a list of authorized approvers, specify the maximum dollar amount they can approve, and even assign approvers to specific vendors.

Approvers can be assigned automatically whenever a new invoice is created with that default approver assigned to that vendor, or later you can assign an invoice to someone on your list of approvers. Approvers will receive an email reminder when an invoice is ready for approval, and you can even nudge them again by email if you are still waiting for an approval to be logged.

Once invoices are approved, you'll pay the invoices the same way as always, with the main difference being that only approved invoices can be selected for payment. Payments are made using the same process you use to make payments, via check or ACH according to your vendor configuration.

- As you can imagine, activation will require some important changes to the procedures for your accounting team as well as others outside of your department who will now need to approve invoices using CU*BASE. Don't hesitate to contact Earnings Edge (earningsedge@cuanswers.com) if you would like assistance setting up an implementation plan.

Activation of Accounts Payable Approvals

See page 9 for more details.

On the Accounts Payable Workflow Controls screen ([Tool #1900: Workflow Controls: Accounts Payable](#)) you can activate controls so that invoices must be approved by authorized employees before they can be selected for payment. You also activate notifications here, so that emails are sent to approvers when they have an invoice to approve.

Adding Authorized Assigners

Once the feature is activated, use Enter on the Accounts Payable Workflow Controls to [define a list of authorized approvers](#). You can restrict approvals by specifying the maximum dollar amount they can approve and limit which vendor's invoices they can approve.

Assigning Approvers

See page 13 and 15 for more details.

Approvers can be assigned automatically whenever a new invoice is created by setting up default approvers in the Vendor Configuration ([Tool #990 *Work with Accounts Payable Vendors*](#)).

Another way an invoice can be assigned to an approver is from [Tool #1910 *Organize AP Invoices for Processing*](#) after the invoice is created.

Approving Invoices

See page 18 for more details.

Invoices assigned to employees are approved using [Tool #1920 *Approve Accounts Payable Invoices*](#). (This tool is not available until Approvals are activated.)

Reviewing Approved Invoices and Paying Them

See page 20 for more details.

Approved invoices then return to [Tool #1910 *Organize AP Invoices for Processing*](#) to be selected for payment.

Additional details for each of the above summarized sections can be found following.

ACTIVATION OF ACCOUNTS PAYABLE APPROVALS

Approvals by authorized employees is activated in the Accounts Payable Workflow Controls (Tool #1900).

Workflow Controls: Accounts Payable (Tool #1900)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Accounts Payable Workflow Controls

☒ Activate approval process for accounts payable invoices ☒ Generate emails to approvers

From email address

WARNING: Must be a valid address configured with permissions for our system to use it. Refer to online help for tips.

Default sort order for checks ☒ By vendor # ☐ By vendor name

☐ Allow ACH Payments in Accounts Payable

Clearing G/L account for ACH payments

☒ Activate ACH payment advice to vendors via email

From email address for vendor ACH payment advice

WARNING: Must be a valid address configured with permissions for our system to use it. Refer to online help for tips.

☒ Email copy of payment advice to From email address

Branch/Location for payment Credit: ☒ Use workstation branch or use branch

Use the invoice G/L debit description on the check stub ☐ G/L debit description ☒ Vendor name

Use the invoice G/L credit description on the check stub ☐ G/L debit description ☒ Vendor name

Print on memo section of check ☒ CU name ☐ 1st Invoice number ☐ Nothing

Clearing G/L account for credit card payments

Save/Update

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Accounts Payable Workflow Controls with Approvals Activated (Close Up)

☒ Activate approval process for accounts payable invoices ☒ Generate emails to approvers

From email address

WARNING: Must be a valid address configured with permissions for our system to use it. Refer to online help for tips.

Be sure to activate notification and provide a “from” email so that people know when they have an invoice to approve.

To activate Accounts Payable Approvals, check **Activate approval process for accounts payable invoices**.

For the system to generate emails to approvers when they have an invoice to approve, check *Generate emails to approvers*. Enter the from email address in the line below the activation in the **From email address** field. The email address that is used to send the notification is configured in the Employee Profile screen in Employee Security.

Important Note: Contact a CSR for assistance if you wish to turn off approvals once you activate it. There are special steps for turning off approvals, including ensuring there are no pending invoices waiting for approval and deleting all approvers.

CREATE A LIST OF AUTHORIZED APPROVERS

Approvers must be defined in CU*BASE in order for them to be able to approve invoices. This section covers how to define a list of approvers. You can also restrict the amount and vendors they can approve.

- ## Configure Employees to Approve A/P Invoice Screen

3. Click **Add** to add a new approver.

4. The screen below allows you to select the Employee ID. Optionally you can also restrict an employee to approve only a certain maximum amount and/or only certain vendors.

Configure Employees to Approve A/P Invoices Screen

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Configure Employees to Approve A/P Invoices ADD

Allow Accounts Payable invoices to be approved by Employee ID

Invoice line item limit is no greater than

Employee is authorized for ☒ All vendors or selected vendors selected

Email address for notification

Add/Update

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Here is an employee with a restricted maximum amount.

“Andrew Employee” Approver Configuration

Andrew Employee is restricted to approving invoices that are less than or equal to \$5,000.

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Configure Employees to Approve A/P Invoices ADD

Allow Accounts Payable invoices to be approved by Employee ID

Invoice line item limit is no greater than

Employee is authorized for ☒ All vendors or selected vendors selected

Email address for notification

Add/Update

← → ↑ || ⌂ 🔗 ⓘ ? @ FR (6506) 2/04/20

Here is an employee that does not have that restriction.

Session 0 CU*BASE GOLD - ABC CREDIT UNION

FileEditToolsHelp

Configure Employees to Approve A/P Invoices

ADD

Allow Accounts Payable invoices to be approved by Employee ID

AE

AMANDA EMPLOYEE

Invoice line item limit is no greater than

999,999,999.99

Employee is authorized for

☒ All vendors

or selected vendors

Select

selected

Email address for notification

amanda@ABCcreditunion.com

Add/Update

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NOTE: This screen also shows the email address in the employee's Employee profile.

5. To add the approver to the listing, use **Add/Update**.
6. Below two approvers have been added.

[illegible]

7. Now that the approvers have been configured in CU*BASE, they can be assigned invoices to approve.
8. Click **Save/Continue** to exit the screen.

ASSIGNING APPROVERS

Approvers can be assigned automatically whenever a new invoice is created by setting up default approvers in the vendor configuration. Alternatively, they can be assigned to an invoice after it is created.

Assigning Invoices by Default Approver

You can also assign a person to approve all invoices for a specific vendor. Each time an invoice is created for this vendor, the invoice will automatically be routed to that employee for approval.

- The invoice will still appear on the screen used alternatively to assign invoices for approval. It will just already have the approver automatically assigned to it.) If this person is on vacation, for example, the invoice could be re-assigned to an alternate approver.

Because approvals are activated by this credit union, the vendor configuration screen has an addition *Default approver* field.

Vendor Configuration (Tool #990) (No Default Approver Assigned)

Session 0 - ABC CREDIT UNION
File Edit Tools Help

A/P Vendor Maintenance CHANGE

Vendor # 2 Default approver No authorized approver assigned [View e-Document](#)

Company Information **Accounting Misc.**

Company name Customer #

Tax ID # TIN type ☐ EIN ☐ SSN

Contact

Phone # Fax #

Email address

Vendor URL

Address #1 Print Envelope

Address #2

Address #3

City State ZIP code ☐ Foreign

[Update 1099 Misc for Prev Year](#)

If you have voided an accounts payable check, use A/P Hist Maint to delete the corresponding transaction from vendor history. (BE CAREFUL: If any changes were made to the vendor information on this screen, be sure to use Enter to save them first, then return and access the history.)

G/L by Corp	A/P Hist Mnt	Corp Detail	Comments	Print Envelope

FR (1653) 2/04/20

1. To assign a default approver, click the lookup next to the *Default approver* field. (NOTE: This field will only appear if Accounts Payable Approvals are activated.)
2. A list of the configured authorized approvers will appear.

Approval Listing

[illegible]

3. Choose the appropriate approver from the listing and Select.
4. Here you can see that the approver is assigned to the invoice.

Default Approver Assigned

Session 0 - ABC CREDIT UNION

File Edit Tools Help

A/P Vendor Maintenance

CHANGE

Vendor # 2 Default approver **AE** **AMANDA EMPLOYEE**

Imaging Solutions View e-Document

Company Information Accounting Misc.

Company name **CONSUMER'S ENERGY** Customer #

Tax ID # **000000000** TIN type ☐ EIN ☐ SSN

Contact **NONE**

Phone # **0000000000** Fax # **0000000000**

Email address

Vendor URL

Address #1 **PO BOX** **Print Envelope**

Address #2

Address #3

City **CINCINNATI** State **OH** ZIP code **4** **0309** ☐ Foreign

Update 1099 Misc for Prev Year

i If you have voided an accounts payable check, use A/P Hist Maint to delete the corresponding transaction from vendor history. (BE CAREFUL: If any changes were made to the vendor information on this screen, be sure to use Enter to save them first, then return and access the history.)

G/L by Corp	A/P Hist Mnt	Corp Detail	Comments	Print Envelope

Navigation icons: back, forward, home, print, search, help, etc.

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Manually Assigning an Approver to an Invoice

The screen below is used to pay invoices and view invoice details, regardless of whether approvals are activated.

Now that Approvals have been activated, the title has changed to *Organize Invoices for **Approval**/Payment* and is also used to assign approvers and record that approvals have been made.

- Besides the title change, and the appearance of the option **Assign Approver** (used to assign invoices) and **Send reminder to approver**, the Approvals version of the screen also has two additional columns. The **Appr** column indicates what approver has been assigned the invoice. The **A** column indicates if the invoice has been approved by the approver.

NOTE: In the example below, ABC Credit Union has assigned Amanda Employee as a Default approver for vendor Consumer's Energy. Because of this, "AE" has already been assigned to this invoice. See page 13 for more details.)

Organize AP Invoices for Processing (Tool #1910) (Approvals Activated)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

Organize Invoices for Approval/Payment

Corp ID 01 Branch **Select** Vendor **Select** Approver **Select**

Due dates from To [MMDDYYYY]

Total amount prepared for payment .00
Total items prepared for payment 0

Pay	Invoice Date	Due Date	Invoice Number	Amount	Pay to	Pmt Mtd	Appr	A
<input type="checkbox"/>	Feb 04, 2020	Feb 05, 2020	123455	6,000.00	CONSUMER'S ENERGY	CHK	AE	
<input type="checkbox"/>	Feb 04, 2020	Feb 05, 2020		400.00	TRANSUNION	CHK		

☐ Delete
 ☐ Invoice details
 ☐ Assign approver
 ☐ Send reminder to approver

☐ Scan invoice image
 ☐ View invoice image

An asterisk (*) next to the Pay checkbox means only some items on that invoice were selected for payment. Use Invoice Details to see which items.
 An asterisk (*) next to Invoice Date or Due Date means not all items on that invoice have the same date.

Save/Prepare to Pay
 Select These Items
 Unselect These Items
 Inv Descr
 Vendor #
 Show Selected Items

FR (6500) 2/04/20

- From this listing, select the invoice and then **Assign approver**.

- A list of approvers will appear.

Select an Approver

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Employees Configured to Approve A/P Invoices

Vendor 6 TRANSUNION 400.00

ID	Employee Name	Limit
AB	ANDREW EMPLOYEE	5,000.00
AE	AMANDA EMPLOYEE	999,999,999.99

ID	Employee Name	Limit

Select Select

FR (6502) 2/04/20

- Choose the approver you wish to assign and Select. A confirmation window will appear.

Confirmation Window Appears

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Employees Configured to Approve A/P Invoices

Vendor 6 TRANSUNION 400.00

ID	Employee Name	Limit
AB	ANDREW EMPLOYEE	5,000.00
AE	AMANDA EMPLOYEE	999,999,999.99

ID	Employee Name	Limit

Select

Session 0 - Confirm

Are you sure you want to select approver

AB - ANDREW EMPLOYEE

Add/Update

FR (32)

FR (6502) 2/04/20

- Select **Add/Update** to select the approver.

5. Here you can see that both invoices are assigned to an approver since the Appr column has the employee ID.

Invoices Assigned

[illegible]

A notification email is automatically sent to the authorized approver alerting them that they have an invoice to approve.

- NOTE: You can also send a reminder to an approver from this screen by selecting the invoice and then **Send reminder to approver**. You might do this if an approver fails to approve an invoice promptly.

NOTIFICATIONS

Notifications are activated in the Accounts Payable Workflow Controls.

- For vendors with default approvers (configured in the Vendor Configuration), email notifications are sent when the invoice is created.
- For all other invoices, email notifications are sent when an approver is assigned via **Tool #1910 Organize AP Invoices for Processing**.

Emails are sent in batch when the employee leaves the screen in both instances. Employees who have multiple invoices to approve will receive one email notification. The subject line and email text reads "You have one or more Accounts Payable Invoices to approve."

You can also send additional notifications to an approver at a later date from an option on the screen accessed via **Tool #1910 Organize AP Invoices for Processing**.

APPROVING INVOICES

The tool for approving invoices is not available until approvals are activated.

1. Invoices are approved using **Tool #1920 Approve Accounts Payable Invoices**. (This tool is not available until Approvals are activated.)

Approve Accounts Payable Invoices (Tool #1920)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Approve Accounts Payable Invoices

Corp ID 01
Approver RE AMANDA EMPLOYEE

Total amount prepared for payment .00
Total items prepared for payment 0

	Invoice Date	Due Date	Invoice Number	Amount	Pay to	Pmt Meth
<input type="checkbox"/>	Feb 04, 2020	Feb 05, 2020	123455	6,000.00	CONSUMER'S ENERGY	CHK

Invoice details View invoice image

Done Mark All Approved Unmark All Items Invoice Desc Vendor #

FR (6495) 2/04/20

2. From here, the approver selects the invoice to approve or can select to **Mark All Items Approved**.
 - NOTE: The approver will only see invoices assigned to them.

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Approve Accounts Payable Invoices

Corp ID	01		Total amount prepared for payment	6,000.00
Approver	AE AMANDA EMPLOYEE		Total items prepared for payment	1

	Invoice Date	Due Date	Invoice Number	Amount	Pay to	Pmt Meth
<input checked="" type="checkbox"/>	Feb 04, 2020	Feb 05, 2020	123455	6,000.00	CONSUMER'S ENERGY	CHK

■ Invoice details ■ View invoice image

↑ ↓

Done	Mark All Approved	Unmark All Items	Invoice Desc	Vendor #	
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FR (6495) 2/04/20

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VIEWING APPROVED INVOICES

Approved invoices then return to **Tool #1910 Organize AP Invoices for Processing** to be selected for payment.

Approved Invoices Ready for Payment

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Organize Invoices for Approval/Payment

Corp ID **01** Branch **Select** Total amount prepared for payment **.00**
 Vendor **Select** Approver **Select** Total items prepared for payment **0**
 Due dates from To [MMDDYYYY]

Pay	Invoice Date	Due Date	Invoice Number	Amount	Pay to	Pmt M	th	Appr	A
<input type="checkbox"/>	Feb 04, 2020	Feb 05, 2020	123455	6,000.00	CONSUMER'S ENERGY	CHK		AE	Y
<input type="checkbox"/>	Feb 04, 2020	Feb 05, 2020		400.00	TRANSUNION	CHK		AB	

☐ Delete
 ☐ Invoice details
 ☐ Assign approver
 ☐ Send reminder to approver
☐ Scan invoice image
☐ View invoice image

i An asterisk (*) next to the Pay checkbox means only some items on that invoice were selected for payment. Use Invoice Details to see which items.
 An asterisk (*) next to Invoice Date or Due Date means not all items on that invoice have the same date.

Save/Prepare to Pay
 Select These Items
 Unselect These Items
 Inv Descr
 Vendor #
 Show Selected Items

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FR (6500) 2/04/20

- Here we see in the final **A** column that the first invoice was already approved. The second invoice has not yet been approved. You could select the second invoice and **Send reminder to approver** to send an email reminder to the approver that you are waiting for an invoice to be approved.

Both Invoices Approved

At this point both invoices can be prepared for payment.

MAKING PAYMENTS VIA ACH

IN A NUTSHELL: HOW IT ALL WORKS

Overview

Ready to move away from paying your vendors via check? Paying vendors via ACH is a great next step for vendor payments! First you will need to ensure your relationship with Magic-Wrighter is in place and activate the feature in CU*BASE. Then you can decide which vendors you will transition to ACH payments, so they no longer receive a check from you.

To assist with communication, you can also send a Payment Advice email to the vendor alerting them that the payment has been made. This includes a PDF listing the payments the vendor received in their ACH payment. (If multiple payments are made to a vendor, they are sent as one ACH payment.) You can even write helpful notes on the Payment Advice PDF, such as if you are taking advantage of a rebate, and have a copy of what is emailed sent to your credit union for confirmation and recording.

ACH vendor payments are processed on the same screen used to make check vendor payments. Helpful messaging on the screen makes it clear when the payment has been made. Staff can make one ACH payment at a time or process all ACH payments together (just like they make check payments except with different a different option and button on the same screen).

Operations Side of CU*BASE and Magic-Wrighter Setup

See page for 23 details.

If you have a relationship with Magic-Wrighter, you can configure certain vendors to receive payment directly via ACH in addition to via check.

Activation of ACH and ACH Notifications

See page 24 for details.

Then you can activate ACH accounts payable processing using the Accounts Payable Workflow Controls screen ([Tool #1900: Workflow Controls: Accounts Payable](#)). Here you activate both ACH payments and notification of payments to vendors. A “from” email address used for the email notifications to vendors of payment (Payment Advice email) is entered on this screen.

Configuration at the Vendors Level

See page 26 for details.

Then use the vendor configuration ([Tool #990 Work with Accounts Payable Vendors](#)) to set up ACH routing information. From that point on, all payments to that vendor will automatically be processed via ACH. Additionally, information regarding the sending of the Payment Advice email is configured in the vendor configuration.

Adding Payment Notes

See page 28 for details.

While organizing your invoices for payment via [Tool #1910 Organize AP Invoices for Payment](#), you can elect to add a notation under the payment details of the PDF sent with the Payment Advice email.

Paying Invoices by ACH

See page 30 for details.

Invoices are paid via ACH on the same screen that is used to pay vendors by check ([Tool #1961 Process Accounts Payable Payments](#)). When processing payments, you can pay all ACH items in a batch or choose individual items to pay. If multiple ACH payments are made to a single vendor, they are bundled in one ACH payment.

Notification to Vendors of ACH Payments

See page 32 for details.

When the ACH payment is made to the vendor, the vendor receives a system-generated Payment Advice email notifying the vendor that it has received the payment. An attachment to the email lists out the payments and includes any payment notations.

Notification to Credit Union of ACH Payments

See page 34 for details.

The credit union also receives a copy of the Payment Advice email and PDF when an ACH payment is made to a vendor. This is sent to the email configured on the Accounts Payable Workflow Controls screen ([Tool #1900: Workflow Controls: Accounts Payable](#)).

Additional details for each of the above summarized sections can be found following.

ACTIVATION OF ACH AND ACH NOTIFICATIONS

Operations Side Activation

If you have a relationship with Magic-Wrighter, you can configure certain vendors to receive payment directly via ACH in addition to via check. The first step to set up ACH payments is to contact a CSR to set up the same relationship with Magic-Wrighter that you need to send Account-to-Account (A2A) transfers (ODFI status is required). (For self processors, this is done via the CU Master Profile in the Operations Edition of CU*BASE.)

CU*BASE Side Activation

After the Operations side is activated, you can activate ACH accounts payable processing using this Accounts Payable Workflow Controls screen shown below.

Workflow Controls: Accounts Payable (Tool #1900)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Accounts Payable Workflow Controls

☒ Activate approval process for accounts payable invoices ☒ Generate emails to approvers

From email address

Default sort order for checks ☒ By vendor # ☐ By vendor name

☒ Allow ACH Payments in Accounts Payable

Clearing G/L account for ACH payments

☒ Activate ACH payment advice to vendors via email Email Content

From email address for vendor ACH payment advice

☒ Email copy of payment advice to From email address

Branch/Location for payment Credit: ☒ Use workstation branch or use branch

Use this G/L debit description on the check stub ☐ G/L debit description ☒ Vendor name

Use this G/L credit description on the check stub ☐ G/L debit description ☒ Vendor name

Print on memo section of check ☒ CU name ☐ 1st Invoice number ☐ Nothing

Save/Update

Navigation icons: back, forward, up, down, print, link, info, help, search

FR (6870) 6/05/20

The following fields on this screen are used to configure ACH payments. Refer to page 5 or to CU*BASE Online help for assistance in configuring these settings.

Fields Used with Vendor Payments via ACH

☒ Allow ACH Payments in Accounts Payable

Clearing G/L account for ACH payments

☒ Activate ACH payment advice to vendors via email Email Content

From email address for vendor ACH payment advice

☒ Email copy of payment advice to From email address

The screen shown below shows the payment advice introduction screen, which is accessed from the **Email Content** button shown on the previous screen. What is entered by default is shown below.

Default Text of Configure Email Advice Introduction

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Configure Email Advice Introduction

Content for email advice introduction

We have transmitted a payment to you. You should see a direct deposit hit your account within the next few days. Remittance details are provided in the attachment for your records. Reply to this email or contact us directly if you have any questions.

Save/Update

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FR (6971) 3/17/20

Below we see that ABC Credit Union has customized this screen with Anne Manager's information.

ABC Credit Union Added Customization to Text with Salutation

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Configure Email Advice Introduction

Content for email advice introduction

We have transmitted a payment to you. You should see a direct deposit hit your account within the next few days. Remittance details are provided in the attachment for your records. Reply to this email or contact us directly if you have any questions.

Thank you,
Anne Manager
ABC Credit Union

Save/Update

← → ↑ || 🖨 🔗 ⓘ ? @

FR (6971) 3/17/20

Configuration at the Vendor Level

Then use **Tool #990 Work With Accounts Payable Vendors** to set up ACH routing information for any vendors you'd like to pay this way. From that point on, all payments to that vendor will automatically be processed via ACH. Additionally, information regarding the sending of the Payment Advice email is configured in the vendor configuration.

Upon entry you will see the **Company Information** tab.

Accounts Payable Vendor Detail Screen (“Company Information” Tab)

The screenshot displays the 'A/P Vendor Maintenance' window for 'Vendor # 1257'. The 'Company Information' tab is active, showing details for 'FLOWER SHOPPE'. The email address 'MAX@flowershop.com' is highlighted with an orange box. The window includes a 'Print Envelope' button and a footer with navigation icons and the text 'FR (1653) 3/17/20'.

Company Information		Accounting Misc.	
Company name	FLOWER SHOPPE	Customer #	00000000000000000123
Tax ID #	999333333	TIN type	<input checked="" type="radio"/> EIN <input type="radio"/> SSN
Contact	MAX FLOWERS		
Phone #	6162855777	Fax #	6162855778
Email address	MAX@flowershop.com		
Vendor URL			
Address #1	123 MAIN STREET	Print Envelope	
Address #2	SUITE 100		
Address #3			
City	RANDOM CITY	State	MI
		ZIP code	45678
		<input type="checkbox"/> Foreign	

Update 1099 Misc for Prev Year

i If you have voided an accounts payable check, use A/P Hist Maint to delete the corresponding transaction from vendor history. (BE CAREFUL: If any changes were made to the vendor information on this screen, be sure to use Enter to save them first, then return and access the history.)

G/L by Corp	A/P Hist Mnt	Corp Detail	Comments	Print Envelope

Navigation icons: back, forward, up, down, print, search, help, etc.

FR (1653) 3/17/20

When the ACH payment is made, the ACH Payment Advice email is sent to the email on this screen.

The fields related to ACH payments and the activation of the sending of the Payment advice email are on the **Accounting Misc** tab.

Accounts Payable Vendor Detail Screen (“Accounting Misc.” Tab)

Session 0 - ABC CREDIT UNION
File Edit Tools Help

A/P Vendor Maintenance CHANGE

Vendor # 1257 Default approver 92

[View e-Document](#)

Company Information **Accounting Misc.**

Debit G/L account Credit G/L account

☐ Print contact name on check ☐ Use contact for IRS Contract open date [MMDDYYYY]
☒ Create a form 1099 year end Previous year 1099 amount Contract expiration date [MMDDYYYY]
1099-MISC box # ☒ Send ACH payment advice via email Vendor record last maintained Mar 17, 2020

Amount paid year to date
Amount paid previous year

Pay this vendor via ☒ ACH ☐ Check
If ACH, financial institution name
Routing #
Account holder name at institution
Account # at institution ☒ Checking ☐ Savings

[Update 1099 Misc for Prev Year](#)

If you have voided an accounts payable check, use A/P Hist Maint to delete the corresponding transaction from vendor history. (BE CAREFUL:
If any changes were made to the vendor information on this screen, be sure to use Enter to save them first, then return and access the history.)

G/L by Corp	A/P Hist Mnt	Corp Detail	Comments	Print Envelope
FR (1653) 6/15/20				

On this tab, check **Send ACH payment advice via email** to activate the sending of the ACH Payment Advice email and PDF for this vendor. (This field will appear if Payment Advice is activated for the credit union in the Accounts Payable Workflow Controls screen.)

Additionally, in the bottom of the screen, select ACH for **Pay this vendor via** and enter in the institution name, routing #, account holder name or institution, account number at the institution, and whether that account is a savings or checking account.

ADDING PAYMENT NOTES WHILE ORGANIZING PAYMENTS

While organizing your invoices for payment using **Tool #1910 Organize AP Invoices for Processing**, you can elect to add a special notation under the payment details of the Payment Advice PDF. You might use this note to explain the reason for an over- or under-payment, such as a rebate.

- NOTE: This feature is only available if ACH Payment Advice is activated globally for the credit union in **Tool #1900 Workflow Controls: Accounts Payable** and then also at the vendor level in **Tool #990 Work With Accounts Payable Vendors**.

Organize AP Invoices for Processing (Tool #1910)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Organize Invoices for Approval/Payment

Corp ID 01 Branch Select

Vendor Select Approver Select

Due dates from [] To [] [MMDDYYYY]

Total amount prepared for payment .00

Total items prepared for payment 0

Pay	Invoice Date	Due Date	Invoice Number	Amount	Pay to	Pmt Meth	*	Appr	A
<input type="checkbox"/>	May 29, 2020	May 29, 2020	123	193.37	CARD	CHK		92	Y
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	12AD	100.00	TRANS	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	ADFD	100.10	CONSL	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	1233454-1	222.22		CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	A0395-09	111.11	BRECK	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	38509	77.77	TIME	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	ADFADF45065	55.55		CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	205920956	33.35		CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	28-569283	55.55	DON C	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	482968-2	111.11	SYSTE	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	8246098-249	333.55	LEARN	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	28460982-0	93.84	ATIGR	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 04, 2020	286-9824968	67.11	NUECH	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 05, 2020	OK	650.00	CUNA	ACH	*	AB	
<input type="checkbox"/>	Jun 04, 2020	Jun 05, 2020	A	15.00	CONSL	CHK			
<input type="checkbox"/>	Jun 04, 2020	Jun 05, 2020	AJKDJFL	500.00	STARS	ACH		92	

☐ Delete
 ☐ Invoice details
 ☐ Assign approver
 ☐ Send reminder to approver

☐ Scan invoice image
 ☐ View invoice image
 ☐ ACH pmt advice note

i An asterisk (*) next to the Pay checkbox means only some items on that invoice were selected for payment. Use Invoice Details to see which items.
 An asterisk (*) next to Invoice Date or Due Date means not all items on that invoice have the same date.
 An asterisk (*) next to an ACH payment item means ACH payment advice notes exist.

Save/Prepare to Pay
 Select These Items
 Unselect These Items
 Inv Descr
 Vendor #
 Show Selected Items

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FR (6500) 6/15/20

- To add a note, select the invoice and then **ACH pmt advice note**.
- This will allow you to access the ACH Payment Advice Notes by Vendor screen where you can add the note.

ACH Payment Advice Note Screen (Note Added)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

ACH Payment Advice Notes by Vendor

000001 CUNA MUTUAL

Invoice # OK Amount 650.00

Payment advice notes

This includes a rebate for February

Save

FR (6367) 6/22/20

3. Click **Save** to save the note. (An example of a note in a Payment Advice PDF is shown on page 33.)

PAYING INVOICES BY ACH

When processing payments, you can pay all ACH items in a batch, cut all checks in a batch, or pick and choose individual items to pay.

To make a payment use **Tool 1961: Process Accounts Payable Payments**. If you pay multiple payments to a vendor, they will be paid in one ACH payment.

Process Accounts Payable Payments (Tool 1961)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Process Payments for Vendors

Corp ID: 01 Branch: Processed item total: .00
 Voucher #: Vendor #: Unprocessed item total: 6,556.50
 Due dates from: To: [MMDDYYYY] Total selected for payment: 6,556.50
 Payment method: ☒ All ☐ Check ☐ ACH

Bank	Br	Invoice Date	Due Date	Invoice Number	Purchase Order	Check/ACH/Voucher #	Amount	Vendor #	Pay to	Pmt Mth	St
**	01	3/17/20	3/27/20	55555556		68160	456.00	2	CONSUMER'S ENERGY	CHK	
**	01	2/17/20	2/28/20	772384970		68161	5000.50	6	TRANSUNION	CHK	
***	01	3/13/20	3/14/20	45678		68158	600.00	1257	FLOWER SHOPPE	ACH	
***	01	3/17/20	3/18/20	98976		68162	500.00	1257	FLOWER SHOPPE	ACH	

↑ ↓

i The Bank column will display **** for check items that have not been paid and ***** for ACH items that have not been paid.

i Remember that if you create a quick check or edit a check item, you may also need to adjust or add a record in the A/P vendor history.

Pay These Checks Pay These ACH Invoice Desc Done/Exit

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FR (6532) 3/17/20

- If a payment will be made via ACH, that will be indicated in the Payment Method (**Pmt Mth**) column and with three asterisks in the **Bank** column.

Process Accounts Payable Payments (Tool #1961)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Process Payments for Vendors

Corp ID 01 Branch Processed item total .00
 Voucher # Vendor # Unprocessed item total 6,556.50
 Due dates from To [MMDDYYYY] Total selected for payment 6,556.50
 Payment method ☒ All ☐ Check ☐ ACH

Bank	Br	Invoice Date	Due Date	Invoice Number	Purchase Order	Check/ACH/Voucher #	Amount	Vendor #	Pay to	Pmt Mth	St
**	01	3/17/20	3/27/20	55555556		68160	456.00	2	CONSUMER'S ENERGY	CHK	
**	01	2/17/20	2/28/20	172384970		68161	5000.50	6	TRANSUNION	CHK	
***	01	3/13/20	3/14/20	45678		68158	600.00	1257	FLOWER SHOPPE	ACH	
***	01	3/17/20	3/18/20	98976		68162	500.00	1257	FLOWER SHOPPE	ACH	

i The Bank column will display **** for check items that have not been paid and ***** for ACH items that have not been paid.

i Remember that if you create a quick check or edit a check item, you may also need to adjust or add a record in the A/P vendor history.

FR (6532) 3/17/20

1. You can process individual payments by selecting the invoice and **Process Payment** or you can make all ACH payments at one time by using **Pay These ACH**.

2. You will receive a confirmation window.

Confirmation Window

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Process Payments for Vendors

Corp ID 01 Branch Processed item total .00
 Voucher # Vendor # Unprocessed item total 6,556.50
 Due dates from To [MMDDYYYY] Total selected for payment 6,556.50
 Payment method ☒ All ☐ Check ☐ ACH

Bank	Br	Invoice Date	Due Date	Invoice Number	Purchase Order	Check/ACH/Voucher #	Amount	Vendor #	Pay to	Pmt Mth	St
**	01	3/17/20	3/27/20	55555556		68160	456.00	2	CONSUMER'S ENERGY	CHK	
**	01	2/17/20	2/28/20	172384970		68161	5000.50	6	TRANSUNION	CHK	
***	01	3/13/20	3/14/20	45678		68158	600.00	1257	FLOWER SHOPPE	ACH	
***	01	3/17/20	3/18/20	98976		68162	500.00	1257	FLOWER SHOPPE	ACH	

i The Bank column will display **** for check items that have not been paid and ***** for ACH items that have not been paid.

i Remember that if you create a quick check or edit a check item, you may also need to adjust or add a record in the A/P vendor history.

FR (32)

3. Click **Add/Update** to finalize the payments.

- The screen indicates that the payment was made.

Payment Made via ACH

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Process Payments for Vendors

Corp ID: 01 Branch: Select Processed item total: 1,100.00
 Voucher #: Due dates from: To: [MMDDYYYY] Unprocessed item total: 5,456.50
 Total selected for payment: 6,556.50
 Payment method: ☒ All ☐ Check ☐ ACH

Bank	Br	Invoice Date	Due Date	Invoice Number	Purchase Order	Check/ACH/Voucher #	Amount	Vendor #	Pay to	Pmt Mth	St
**	01	3/17/20	3/27/20	55555556		68160	456.00	2	CONSUMER'S ENERGY	CHK	
**	01	2/17/20	2/28/20	T72384970		68161	5000.50	6	TRANSUNION	CHK	
	01		3/18/20	98976		88887	500.00	1257	FLOWER SHOPPE	ACH	PD
	01		3/18/20	45678		88886	600.00	1257	FLOWER SHOPPE	ACH	PD

*The Bank column will display **** for check items that have not been paid and ***** for ACH items that have not been paid.*

Remember that if you create a quick check or edit a check item, you may also need to adjust or add a record in the A/P vendor history.

FR (6532) 3/17/20

- The Status (St) column now reads **PD**, indicating that the payments are paid. The asterisks are now removed from the **Bank** column.

- To exit the screen, use **Done/Exit**.

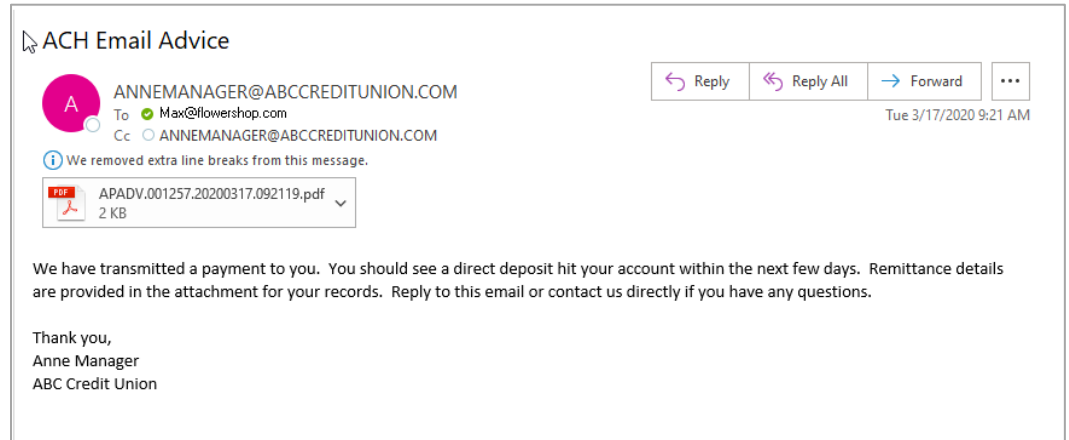
NOTIFICATION TO VENDORS (AND CREDIT UNION) OF ACH PAYMENTS

When the payment is made, the vendor gets an email to the email address configured in the vendor configuration. The “from” address is the address configured in the Accounts Payable Workflow Controls.

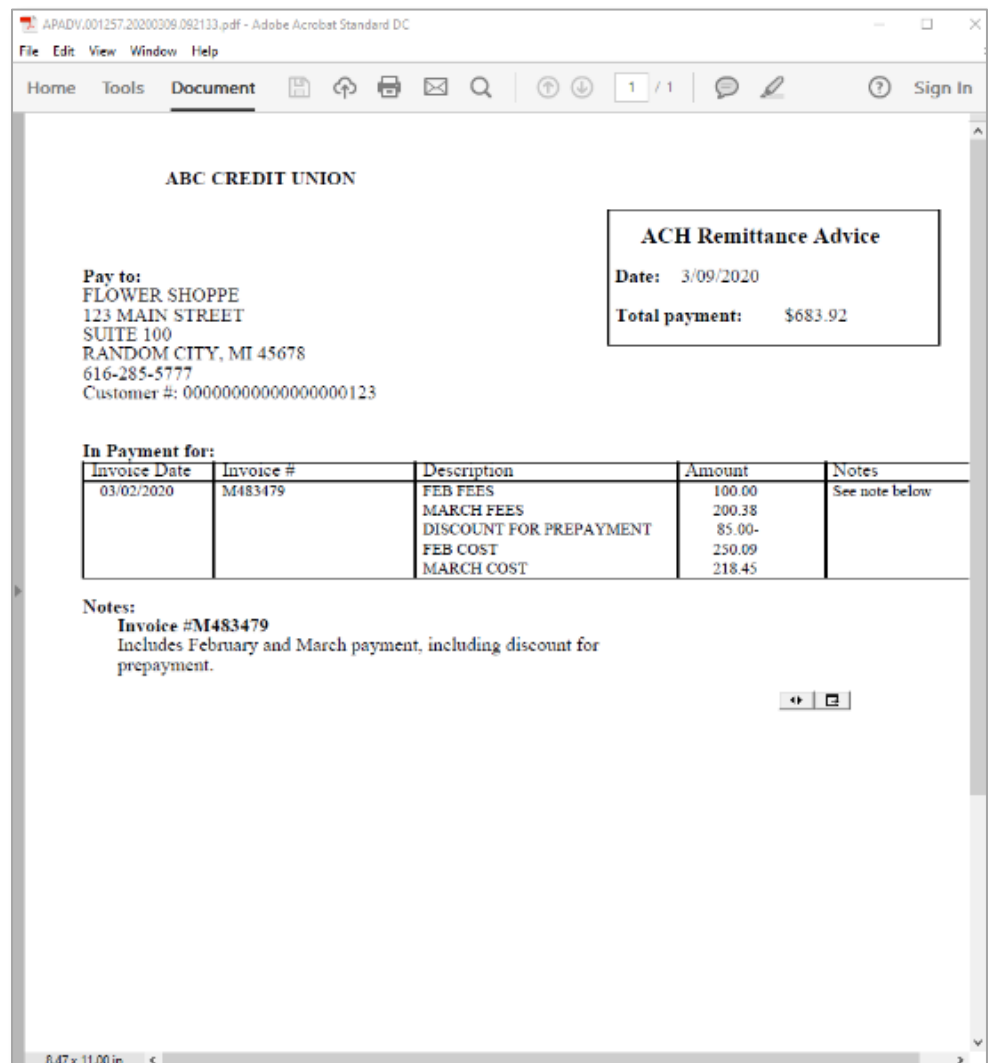
- NOTE: This feature is only available if ACH Payment Advice is activated globally for the credit union in **Tool #1900 Workflow Controls: Accounts Payable** and then also at the vendor level in **Tool #990 Work With Accounts Payable Vendors**.

Along with the email titled “ACH Email Advice” is the Payment Advice attachment including the details of payment. See an example of the email and PDF following.

“ACH Email Advice” Email Sent to Vendor & Credit Union When ACH Payment is Made



Payment Advice PDF Attachment



- NOTE: This example has a payment advice notation in the “Notes” section.

NOTIFICATION TO CREDIT UNION OF ACH PAYMENTS

The credit union optionally receives a copy of the Payment Advice email (and PDF with notes) that is sent when an ACH payment is made to a vendor. The credit union email address is added to the Cc: line of the Payment Advice email, as shown in the example on the previous page.

This is configured by checking **Email copy of payment advice to From email address** in **Tool #1900 Workflow Controls: Accounts Payable**. The credit union email used is the “from” email configured on this screen.