

ACH Electronic Payment Installation Guide

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1. ACH Electronic Payment Installation Process

Spectra AV provides the capability of paying vendors invoices (including employee expenses) by an electronic payment system (ACH).

Before using ACH, third-party software has to be installed and the Spectra AV Data Base has to be set up. The following sections outline the ACH installation requirements and processes.

If you are interested in using ACH, contact your Account Manager or a Client Support representative who will help you with installation and data base setup.

2. ACH Third-Party Software Requirements

- Install Piracle Software:** Piracle software is required for processing ACH payments in Mediaocean. Contact Piracle for software installation and associated costs at: www.piracle.com. If you are a current user of Piracle software for check printing, verify that the current release level can be used also for ACH payments. Piracle will provide instructions for setting up the vendors account number, routing number, ACH required settings and email address, along with login credentials and steps to process the ACH payment.

- Install FileZilla Software:** FileZilla software is used to retrieve the payment file that was placed on the Mediaocean server for processing in Piracle. Login credentials will be provided by Mediaocean. The steps for installing FileZilla are available in the Spectra AV online Help under Third Party Applications.
- FTP/TCP Information:** Mediaocean will provide the FTP server as needed for Piracle. Sign-on credentials will also be provided to access data on the FTP site.

3. Spectra AV Data Base Requirements

- Common Vendor:** The Agency will define vendors as an electronic payment vendor by checking the “Pay by Electronic Payment (ACH)” function in the Common Vendor option located in the Central Data Base|Data Base Maintenance folder.
- Bank Code:** The Agency will define Bank Codes to be used for ACH payments. This can be the same bank code used for regular checks or a unique bank code for ACH payments. Bank codes are set up in the Bank Code Definition option located in the Central Data Base|Data Base Maintenance folder.
- Payment Numbers/ACH:** ACH (electronic payment) uses a unique numbering sequence for ACH payments. The Agency will need to provide a new starting check number (maximum eight digits) to their Mediaocean Rep who will update the starting payment number for ACH processing.
- Define Output Queue:** The Agency will need to provide an output queue name which is used for retrieving the check information to their Mediaocean Rep. For example, XXACHPMT (where XX is the Company ID).
- Agency Profile:** Mediaocean will create needed profile records to indicate Piracle is used with the Agency’s installation.

4. ACH Test with Piracle

It is recommended that the Client run through a test ACH payment process in Spectra AV/Piracle prior to going live. This

may be coordinated with the Piracle representative, Account Manager or Client Services.

The ACH payment does not have to be actually transmitted to the bank. However, if it is transmitted, the Client will need to contact the bank indicating the transmission is a test run and afterwards void the payment in Spectra AV.

To finish the test, the Client will need to complete the following tasks:

1. Perform a payment cycle for the ACH vendor making sure to select the Payment Type for Electronic Payments.
2. Print or Transmit Payments. This process will generate a payment file and placed it on the FTP site.
3. Post Payments to G/L. Test payments will have to be voided.
4. Access FileZilla to retrieve the file and log into Piracle to process the ACH test payment.

5. Processing ACH Payments

The ACH payment process follows the same steps as you currently use to process payments. Refer to the steps outlined in the online Help in the Financials|Accounts Payable|Payment Processing folder.

1. Generate your “What if Review Listing”. The ACH Bank Code must be entered and the “Electronic Payments” Payment Type must be selected.
2. If needed, use the “Make Changes” option to update vendor payment data.
3. Use the Payment Selection option to generate the final check selection. The ACH Bank Code must be entered and the “Electronic Payments” Payment Type must be selected.
4. Select the “Print or Transmit Payments” option. Verify the following:
 - Beginning Payment Number (will default to the next available number)
 - Payment Date
 - Output Queue (enter the ACH outqueue)
 - Check “HOLD” and click <Next>
5. Print or Transmit Payments will generate a payment file to be transferred to the Mediaocean FTP site.
6. Post Payments to G/L (payments may be posted to G/L at any time.)
7. Sign onto FileZilla to retrieve the file and log into Piracle to process the ACH Payment.

Note: Plain paper checks for ACH payments can be printed for internal approval/audit purposes. This is done in REPORTS for the ACH Outqueue used during payment process.

8. If any corrections need to be made AFTER “Print or Transmit Payments” or “Post Payments to G/L” options have been completed, the payment will need to be voided. If the payment was not posted to G/L and not processed completely in Piracle, the payment will need to be cleared manually by Mediaocean to allow the checks to be printed/transmitted again. All ACH payments are marked as Cleared during posting processing.

6. Voiding ACH Payments

The following options are used in Accounts Payable|Void Checks to void ACH payments:

- Enter Checks to be Voided
- List to Verify
- Post Voided Checks.

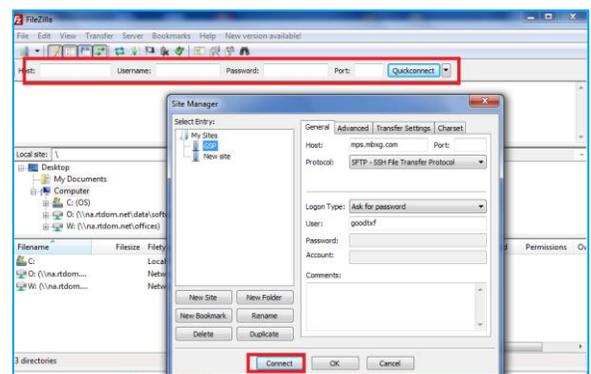
When voiding ACH payments, select Payment Type: Electronic Payments. The void process will set up the payment again and make reversing G/L entries.

If the ACH payment has processed to the bank, contact the bank to delete/void payment at bank.

7. FileZilla

Once the ACH payment process is completed, sign onto FileZilla to retrieve the file.

1. Sign onto FileZilla by clicking File/Site Manager and click Connect, or use the Quickconnect.
2. FileZilla will connect. Once connected, the file will be under Remote Site on the right. Select the file and drag it over to C:\drive on the left. The file name will be FIN6XXXX (XXXX is your Company/Office).



8. Piracle

Sign onto FileZilla and retrieve the file, then process the payments through Piracle. Sign onto Piracle using login credentials & instructions provided by Piracle.