



# Electronic Funds Transfer - CPA Training Manual

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## Overview

- Electronic Funds Transfer (EFT) provides organizations with a method for paying a vendor electronically rather than by paper check. This document outlines the dictionary setup that is required in order to generate files in the CPA format, as well as end-user workflow.

## Build

- Once the delivery service has been built, setup an entry in the Bank dictionary for which electronic payments will be processed.

## Example of the Bank Dictionary - General Tab

Financial > Accounts Payable > Dictionaries > Bank Account > Enter/Edit > General

AP.STD - Enter/Edit MIS Bank Account Dictionary (DEVN.US) - Meditech Full Name

BOC - BANK OF CANADA Last Edit: 05/13/19 16:19

General Contacts Nacha CPA ANSI

Mnemonic: BOC

•Active	Y
•Corporation	01 MEDITECH General Hospital
•Account Number	554782136
Transit Number	417866922
•Patient Refund	N

Sort Checks By	VENDOR NAME
Download Checks	Y
Increment ELF Overflow Num	N
Check Number Length	7
Maximum Check Skip	15
•Electronic Pmts Enabled	Y
•Electronic Pmt File Format	CPA
Uses Third-Party Disb?	

Name	BANK OF CANADA
Address	234 WELLINGTON STREET OTTAWA, ON, K1A 0G9, CANADA
Email	INQUIRIES@BOC.ORG

GL Account Numbers

•Asset	01.1100.0020	HOS GENERAL CHECKING ACCOUNT
•Liability	01.2100.0000	HOS ACCOUNTS PAYABLE
•Discount	01.3020.3090	HOS ICU/CCU REVENUE ER OTHER
•Unclaimed	01.2665.0000	HOS PAYABLE TO THIRD-PARTY PAYORS
•Prepaid	01.1350.0100	HOS PREPAID OTHER

Cancel Save

**DOWNLOAD CHECKS** - To allow payments for this bank to be downloaded as a check or an electronic payment, enter "Y".



**ELECTRONIC PMTS ENABLED** - To allow this bank to make electronic payments, enter “Y”. **ELECTRONIC PMT FILE FORMAT** - Enter “CPA” as the file format to use for electronic payments.

### Example of the Bank Dictionary - CPA Tab

Financial > Accounts Payable > Dictionaries > Bank Account > Enter/Edit > CPA

Field	Value
Outbox Recipient	AP EFT CPA
Message Type	AP CPA
Download Electronic Pmt Notices	Y
Destination Data Center	65892
Originator Direct Clearer ID	A5632WAL74
Originator ID	654258645C
Originator Short Name	MGHOSP
Originator Long Name	MEDITECH GENERAL HOSPITAL
Institution ID for Returns	963258741

**OUTBOX RECIPIENT** - Enter “AP EFT CPA” as the outbox recipient for the selected bank. A lookup is available.

**MESSAGE TYPE** - Enter “AP CPA” as the message type. A lookup is available.

**DOWNLOAD ELECTRONIC PMT NOTICES** - To allow this bank to download electronic payment notices, enter “Y”. Otherwise, enter “N”.

**DESTINATION DATA CENTER** - Enter the unique identification number for the data center to which direct deposit files are delivered for this bank. You can use up to 5 characters of free text. The value entered here corresponds to positions 31-35 in Canadian Payments Association (CPA) record type A. Note - This information is supplied to your organization by the bank.

**ORIGINATOR DIRECT CLEARER ID** - Enter the unique identification code assigned to your health care organization by the direct clearer. The value entered here corresponds to positions 165-174 in Canadian Payments Association (CPA) record type C. Note - This information is supplied to your organization by the bank.



**ORIGINATOR ID** - Enter the unique number used to identify this financial institution. The value entered here corresponds to positions 11-20 in Canadian Payments Association (CPA) record type A. Note - This information is supplied to your organization by the bank.

**ORIGINATOR SHORT NAME** - Enter the abbreviated name used by this bank for your healthcare organization. The value entered here corresponds to positions 90-104 in Canadian Payments Association (CPA) record type C. Note - This information is supplied to your organization by the bank.

**ORIGINATOR LONG NAME** - Enter the full name of your healthcare organization. The value entered here corresponds to positions 135-164 in Canadian Payments Association (CPA) record type C. Note - This information is supplied to your organization by the bank.

**INSTITUTION ID FOR RETURNS** - Enter the unique number used to identify the institution branch or office to which items are returned. The value entered here corresponds to positions 194-202 in Canadian Payments Association (CPA) record type C. Note - This information is supplied to your organization by the bank.

- Once the bank has been set up to allow for electronic payments, the vendors bank information can be added to the Electronic Payments Vendor (NACHA/CPA) dictionary. Depending on your organizations setup, entries will be made on either the Default Data or the Facility Default Data tab.

### Example of a Vendor

Financial > Accounts Payable > Dictionaries > Electronic Payments > Electronic Pmts Vendor (NACHA/CPA) > Enter/Edit



**NUMBER** - Enter the vendor number for which you are defining CPA format electronic payment data.

**ACTIVE** - To allow electronic payments for this vendor to be sent via the CPA format, enter "Y".

**TRANSIT NUMBER** - Enter the account transit number of the default bank account for this vendor. Note: This information is supplied to your organization by the vendor.

**ACCOUNT NUMBER** - Enter the account number of the default bank account for this vendor. Note: This information is supplied to your organization by the vendor.

**ACCOUNT TYPE** - Enter the bank account type of the default bank account for this vendor. Note: This information is supplied to your organization by the vendor.

**ORIGINATING BANK** - Used if the vendor's bank deposit information will vary by originating bank. Enter the bank account mnemonic(s) for which you want to enter bank specific electronic deposit information. You can enter as many accounts as needed.

**ACTIVE** - Used if the vendor's bank deposit information varies by originating bank. To allow electronic payments for this vendor to be sent to this bank account via the CPA format, enter "Y".

**TRANSIT NUMBER** - If the vendor's bank deposit information varies by originating bank, enter the account transit number to use for the specified originating bank account. Note: This information is supplied to your organization by the vendor.

**ACCOUNT NUMBER** - If the vendor's bank deposit information varies by originating bank, enter the account number to use for the specified originating bank account. Note: This information is supplied to your organization by the vendor.

**ACCOUNT TYPE** - If the vendor's bank deposit information varies by originating bank, enter the bank account type to use for the specified originating bank account. Note: This information is supplied to your organization by the vendor.

- In order to designate the location to which CPA EFT files should be exported, access the MIS Interface Manager.

## Generating a CPA formatted EFT file

- Once the CPA setup is in place, users can begin creating EFT files. The process for entering invoices is the same, regardless of whether payment will be made by check versus EFT. Users will also create and post a payment batch (scheduled, demand, or replacement), but instead of printing checks they will compile an outbox file.

- While demand and replacement payments are vendor specific, a range of vendors can be defined for scheduled payment batches. For this reason, the system gives users the option of restricting scheduled payment batches based on whether vendors in the specified range have been set up for EFTs.



### Example of the Create Scheduled Payment Routine

Financial > Accounts Payable > Process Scheduled Payments > Create

For Facility	FACILITY A
For Bank Account	BOC
From Vendor Name	Thru Vendor Name
BEGINNING	END
* Schedule Payments Due On or Before	05/20/19
* Calculate Discounts Due On or After	05/13/19
* Include Only Vendors with Discounts	N
* Create Schedule Payments for All, EFT, or Non-EFT Payments	A

**CREATE SCHEDULE PAYMENTS FOR ALL, EFT, OR NON-EFT PAYMENTS** - To include invoices for all vendors in the defined range, accept the default response of "A". To only include invoices for vendors that have been set up for EFT payments, enter "E". To only include invoices for vendors that receive payment by paper check, enter "N".

- Scheduled payment batches will be assigned a status of PENDING. At this time, users can review the contents for accuracy and then they can post the batch. Demand and replacement batches will be posted by the system automatically.
- Once the batch obtains a POSTED status, users can generate payments. Note: For batches containing both EFT and non-EFT payments, users must ensure that they are compiling the outbox file prior to printing checks.



## Example of the Create Electronic Payments Outbox File Routine

Financial > Accounts Payable > Process Scheduled Payments > Compile

AP.STD - Create Electronic Payments Outbox File

Facility: FACILITY A      Bank Account: BOC

\*File Creation Number for CPA Format: 0001      \*Test File: N

Pmt	Vendor Number	Vendor Name	Amount	Include
1	A00002	Medline Industries (R)	2413.89	Y
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Cancel      OK

**FILE CREATION NUMBER FOR CPA FORMAT** - Enter a unique number to identify the file. Users can enter up to 4 characters.

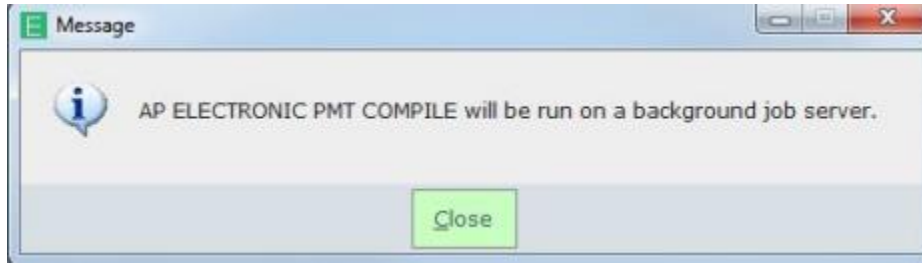
**TEST FILE** - To compile the selected payments and send the resulting file directly to the MIS outbox, enter "N". To create and send a test file, enter "Y". A test file is often sent to a bank before sending any actual payments, to confirm that the file is being sent in the correct format. If you enter "Y", no electronic payment number is assigned to the file, and the payment status does not change to ELECPMT. No index entries are set for test file payments.

**INCLUDE** - To include the payment in the MIS outbox file, enter "Y". Otherwise, enter "N" to exclude the payment from the file.





- Selecting OK will generate the following message, which the user will close:



- Once the file is created by the system, an outbox number will be assigned to the payment batch and the outbox message will be sent to the folder\file pathname defined for the delivery service. In order to send the file from the folder\file pathname location to the bank for processing, users will need to follow the steps provided to them by their bank.
- At this time, the status of batches containing only EFT payments will update to PRINTED. If the batch also contains check payments, the status will update to PARTIAL and the user will need to run the Print Checks routine in order to generate the checks.

### Examples of Compiled Payment Batches

Financial > Accounts Payable > Process Scheduled Payments

Bank	Range	Date	Num	Status	Type	Outbox	Comment
<input checked="" type="checkbox"/>	BOC	05/24/19	5	PRINTED	SCH PAY	1355264	Elec Pmt(s) compiled by MT on 05/24/19
<input type="checkbox"/>	BOC	05/24/19	4	PARTIAL	SCH PAY	1355261	Partial compile by MT on 05/24/19
<input type="checkbox"/>	BOC	05/24/19	3	PRINTED	REPLACE	1355188	Elec Pmt(s) compiled by MT on 05/24/19
<input type="checkbox"/>	BOC	05/24/19	1	PRINTED	DEMAND	1355145	Elec Pmt(s) compiled by MT on 05/24/19

Scheduled Payments Due On or Before	05/24/19
Calculate Discounts Due On or After	05/17/19
Payment Date	
Include Only Vendors with Discounts	N
Create Schedule Payments for All, EFT, or Non-EFT Payments	A
Total Schedule Payments for Batch	876.93
Comment	Elec Pmt(s) compiled by MT on 05/24/19





## Managing EFTs

- Once generated, EFTs can be managed via the Process Electronic Payments screen. From this location, users can void and replace EFTs, they can link an internal comment to the payment, and they can review related invoices. If using the AP MAIL delivery service, electronic payment notices can be emailed from this location, too.
- If the EFT payment was made in error, use the Void routine to cancel the payment.

### *Example of the Void Electronic Payment Routine*

Financial > Accounts Payable > Process Electronic Payments > Void

Cancel	Invoices	Date	Balance	Discount	Payment	Remaining
	524192	05/24/19	876.93	0.00	876.93	0.00

Cancel	Credit Memos	Date	Balance	Discount	Payment	Remaining

**COMMENT** - Enter any comments or information pertaining to why the electronic payment is being voided. You can use up to 30 characters.

**CANCEL INVOICES** - Indicate whether associated invoices and credit memos should be cancelled. Enter "ALL" to cancel all invoices. As a result, all associated invoices and credit memos will be cancelled automatically when the electronic payment is cancelled. Enter "NONE" if no invoices or credit memos should be cancelled. As a result, the status of all associated invoices and credit memos will update to OPEN. Enter "SELECTED" to cancel invoices and credit memos as specified within the Cancel Invoice and Cancel Credit Memo fields below.



**CANCEL** - To cancel the invoice or credit memo, select "Y". If you do not want to cancel the invoice or credit memo, select "N".

- If the EFT payment needs to be reissued in the form of a check, use the Replace routine.

### ***Example of the Replace Electronic Payment Routine***

Financial > Accounts Payable > Process Electronic Payments > Replace

A screenshot of a software dialog box titled "AP.STD - Replace Electronic Payment with Check". The dialog contains several input fields for payment details. The fields are organized into two main sections. The first section includes "Facility" (FACILITY A) and "Bank Account" (BOC). The second section includes "Elec Pmt Number" (EP73), "Vendor" (A00002), "Elec Pmt Date" (05/24/19), and "Amount" (876.93). Below these is a field for "\*Replacement Elec Pmt Date" with the value 05/24/19, which is highlighted with a red border. At the bottom right, there are "Cancel" and "OK" buttons.

**REPLACEMENT ELEC PMT DATE** - Enter a date for the replacement check or electronic payment. The date of the original payment defaults in but the response can be edited. If you enter a different date, that date appears on the replacement payment. However, this does not change the actual issue date of the original payment. For reporting purposes, the new payment continues to be associated with the same pay period as the replaced payment.

- After filing the Replace Electronic Payment routine, the user will need to access the resulting replacement batch via the Process Schedule Payments screen to either print the replacement check or compile the replacement EFT.
- Payment comments are stored internally, and they will appear on reports like the electronic payment register. Only the most recent version of the comment is retained by the system.



### Example of the Edit Comment Routine

Financial > Accounts Payable > Process Electronic Payments > Edit Comment

AP.STD - Edit Comment

Comment: DUPLICATE INVOICE. ORIGINAL 5241922

Cancel Save

- To review individual invoices that are associated to an electronic payment, select the Invoices footer button. Doing so will launch the Invoice Inquiry screen.

### Example of the Invoice Inquiry Screen

Financial > Accounts Payable > Process Electronic Payments > Invoices

Invoice Inquiry

Facility: FACILITY A Vendor: new A00002

From Number: BEGINNING

Thru Number: END

Alerts	Invoice Number	Type	Date	Status	Payment	Balance	PO
<input checked="" type="checkbox"/>	524192	INV	05/24/19	PAID	876.93	0.00	

Gross: 876.93 Tax: 0.00 Freight: 0.00 Discount: 0.00 Payment: 876.93 Balance: 0.00

Bank Account: BOC Ref Num: Ref Date: Last Pay: 05/24/19 Payment Num: EP73 Payment Status: ELEC Next Pay:

Received Date: 05/24/19 From Appl: PO Number: PO Facility:

Past First Due Date/Discount Date  Remit To Overrides  Past All Due Dates

Filter View **Inquiry** List Print MM Inquiries **EFT** Refresh

- Selecting the EFT footer button will close the Invoice Inquiry screen and return the user to the Process Electronic Payments screen.



## Reports

- To generate the electronic payment register, run the List Electronic Payment Numbers routine.

### ***Example of the List Electronic Payment Numbers Routine***

Financial > Accounts Payable > Reports > List Electronic Payment Numbers

A screenshot of a software window titled "AP.STD - List Electronic Payment Numbers - AP.STD - List Electronic Payment Numbers - (DEVN.US) - Meditech Full Name". The window contains a form with the following fields:

- Facility: FACILITY A
- Bank Account: BOC
- List by Date or Number: DATE
- From Date: BEGINNING
- Thru Date: END
- From Electronic Pmt Num: (empty)
- Thru Electronic Pmt Num: (empty)

At the bottom right, there are "Cancel" and "OK" buttons, along with a help icon and other standard window controls.

**FACILITY** - Enter the facility for which you are listing electronic payment information.

**BANK ACCOUNT** - Enter the bank for which you are listing electronic payment information.

**LIST BY DATE OR NUMBER** - To list payments for a range of payment dates, enter "DATE". To list payments for a range of electronic payment numbers, enter "NUMBER".

**FROM/THRU DATE** - If "DATE" was entered at the List by Date or Number field, enter the payment date range for which you are listing electronic payments.

**FROM/THRU ELECTRONIC PMT NUMBER** - If "NUMBER" was entered at the List by Date or Number field, enter the range of electronic payment numbers to include on the **report**.



**Sample Electronic Payment Register**

DATE: 05/24/19 @ 1126		AP - DEBN.US		ELECTRONIC PAYMENT NUMBERS LIST BY DATE				PAGE 1	
USER: MI		FACILITY: FACILITY A		BANK: BOC		FROM BEGINNING TO END			
ELEC PMT NUM	DATE	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	OUTBOX MSG NUM	ISSUED	AMOUNT	VOIDED
EP64	05/13/19	A00002	new	ELECFMT	05/13/19	1302817	2413.89		
EP67	05/24/19	A00002	new	ELECFMT	05/24/19	1355145	1563.78		
EP69	05/24/19	A00005	REMITTED TO: Medline Industries (R) Hill-Rom Holdings	ELECFMT	05/24/19	1355188	5423.66		
EP71	05/24/19	A00002	new	ELECFMT	05/24/19	1355261	456.78		
EP73	05/24/19	A00002	REMITTED TO: Medline Industries (R)	ELECFMT	05/24/19	1355264	876.93		
TOTAL \$							10735.04		

- To list the electronic payments that were included in the outbox message(s) for the selected payment batch, run the List Electronic Payments in Outbox routine.

**Example of the List Electronic Payments In Outbox Routine**

Financial > Accounts Payable > Process Scheduled Payments > Outbox > List Payments

**OUTBOX MESSAGE NUMBER** - Enter the outbox message number(s) for which you want to list electronic payments. A lookup is available, and it will be restricted to outbox messages that are associated to the selected batches only. To list payments for all outbox message numbers associated with the selected batches, enter "ALL".



**Sample List Electronic Payments Report**

DATE: 05/24/19 @ 1129	AP - DEVN.US	PAGE 1		
USER: MT	List Electronic Payments by Outbox Facility: FACILITY A Bank: BOC			
<b>OUTBOX MESSAGE NUMBER:</b> 1355264				
<b>BATCH DATE:</b> 05/24/19 <b>BATCH NUMBER:</b> 5				
<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>PAYMENT #</b>	<b>DATE</b>	<b>ELEC PMT#</b>
new	876.93	1	05/24/19	EP73

- To review the contents of an outbox message, users can either generate a report by running the List Outbox Messages routine, or they can access the outbox message directly via the MIS Interface Manager.

**Example of the List Outbox Messages Routine**

Financial > Accounts Payable > Process Scheduled Payments > Outbox > List Messages



**OUTBOX MESSAGE NUMBER** - Enter the outbox message number for which you are printing messages. A lookup is available, and it will be restricted to outbox messages that are associated to the selected batches only. To print information for all outbox message numbers associated with the selected batches, enter "ALL".



**Sample List Outbox Messages Report**

Date: 05/24/19 @ 1150		AP - DEVN.US				
User: MT		Outbox Message/Event Log Report				
Msg #	Source Database	Msg Type	Status	Recipient	Delivery Service	--Create-- Date Time
1355264	AP.STD	AP CPA	SENT	AP EFT CPA	AP EFT CPA	05/24 1105
Subject: AP EFT SESSION						
A000000001654258645C000401914465892				CAD		
C000000002654258645C0004460000008769301914401000230067811542813 0000000000000000						
000000000MGHOSP new MEDITECH GENERAL HOSPITAL						
A5632WAL740000100000000000073963258741554782136						
0100000000000						
Z000000003654258645C000400000000000000000000000000000000000008769300000001						
Date	Time	User	Status	Note		
05/24/19	1147	BKG DAEMON	SENT			
05/24/19	1147	BKG DAEMON	SENT			
Exported to C:\1355264.XO						
05/24/19	1147	BKG DAEMON	SENDING			
05/24/19	1147	MT	QUEUED			