



**ELECTRONIC FILE**

MHC Document Express imports the Electronic File format for all payable outputs including Checks, ACH, EFT, and other forms of payment output. The Create Electronic Payment process creates the Electronic File after the Cash Requirements are run. Below are the setup steps in Cash Management and Payables for setting up the Electronic File output.

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## Configure Cash Payment Formats for AP Payment Format Output Files (CB00.5)

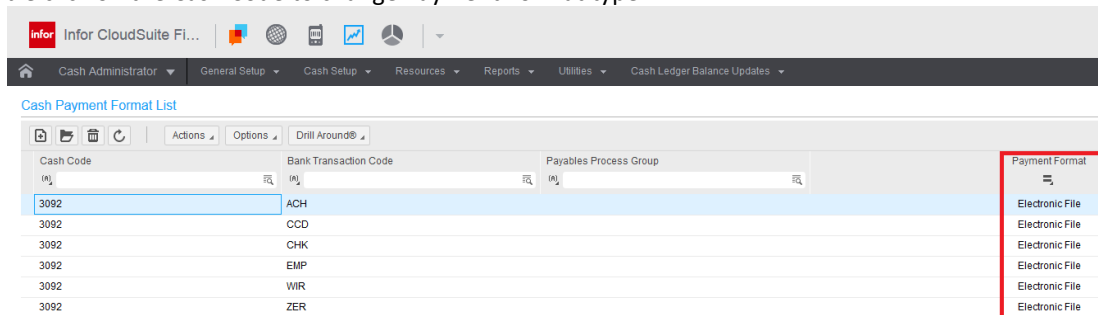
Assigning Cash Payment Format to the Cash Code allows the Payment Output to create the appropriate import file needed in Document Express for AP Check Printing, AP ACH, and EFT file creation. In prior Infor versions, this setup was the CB00.5 screen

**ROLE NEEDED:** Cash Administrator

**NAVIGATION:** Cash Administrator > Cash Setup > Cash Payment Formats

### STEPS: Setting the Payment Output Option to Electronic File

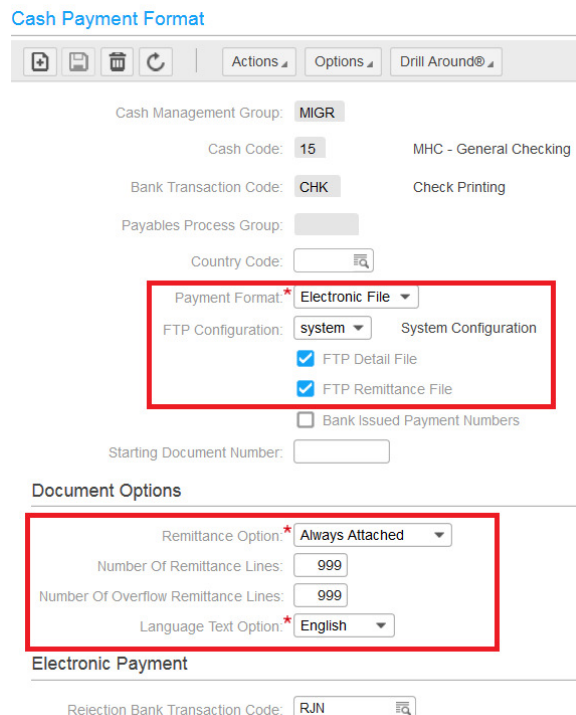
1. Cash Administrator > Cash Setup > Cash Payment Formats
2. Double click on the Cash Code to change Payment Format type.



Cash Code	Bank Transaction Code	Payables Process Group	Payment Format
3092	ACH		Electronic File
3092	CCD		Electronic File
3092	CHK		Electronic File
3092	EMP		Electronic File
3092	WIR		Electronic File
3092	ZER		Electronic File

- a. Set Payment Format to **Electronic File**
- b. Set Remittance Option to **Always Attached**
- c. Set Number of Remittance Lines to **999**
- d. Set Number of Overflow Remittance Lines to **999**

3. Hit Save



**Cash Payment Format**

Cash Management Group: **MIGR**

Cash Code: **15** MHC - General Checking

Bank Transaction Code: **CHK** Check Printing

Payables Process Group:

Country Code:

Payment Format: **Electronic File**

FTP Configuration: **system** System Configuration

☒ FTP Detail File

☒ FTP Remittance File

☐ Bank Issued Payment Numbers

Starting Document Number:

**Document Options**

Remittance Option: **Always Attached**

Number Of Remittance Lines: **999**

Number Of Overflow Remittance Lines: **999**

Language Text Option: **English**

**Electronic Payment**

Rejection Bank Transaction Code: **RJN**

## Configure Bank Transaction Codes - Printed Checks and ACH/EFT Payments

For printed checks, set **Payment Output Option** to **Printed Document** for the Check Printing Bank Transaction Code (CHK/SYS/etc) used for check printing. For all other payment types that require Vendor Bank information, set the **Payment Output Option** to **Tape or Electronic File**. Setting the Payment Output Option to Printed Document means you will **NOT** be required to enter Vendor Bank information under the Vendor when running the Create Electronic Payments process for a specific check printing Bank Transaction Code/Payment Type.

The Payment Types/Bank Transaction Codes are assigned by default by the Vendor Pay Group when entering your Invoices. You can set the Payment Type at the Vendor level to override the default Pay Group setting within the Vendor screen. This can also be overridden upon entering the invoice.

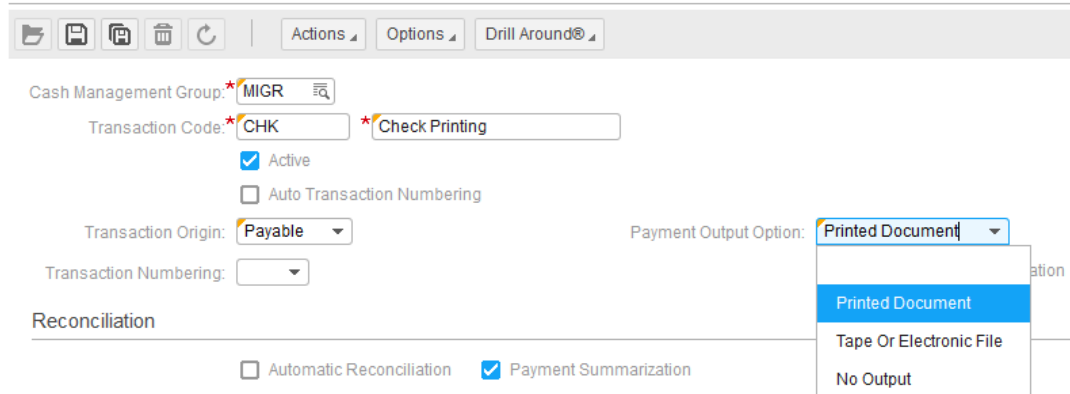
**ROLE NEEDED:** Cash Administrator

**NAVIGATION:** Cash Administrator > Cash Setup > Bank Transaction Codes

**MHC PRODUCTS:** AP CHECK PRINTING and AP ACH/EFT

1. Cash Administrator > Cash Setup > Bank Transaction Codes
  - a. For **Printed Checks** Bank Transaction Codes: Set **Payment Output Options** to **Printed Document**
  - b. For **ACH or other EFT** Bank Transaction Codes that require Vendor Bank information: Set **Payment Output Options** to **Tape or Electronic File**
2. By setting the Bank Transaction Code's Payment Output Option to **Printed Document**, Vendor Bank information is not required when running the Create Electronic Payment for Check Printing.

### Create Cash Payment Transaction Code



The screenshot shows the 'Create Cash Payment Transaction Code' form. At the top, there are icons for file operations and buttons for 'Actions', 'Options', and 'Drill Around'. The form fields are as follows:

- Cash Management Group:** MIGR
- Transaction Code:** CHK (with a search icon)
- Transaction Description:** Check Printing
- Active:** ☒
- Auto Transaction Numbering:** ☐
- Transaction Origin:** Payable
- Payment Output Option:** Printed Document (dropdown menu is open showing options: Printed Document, Tape Or Electronic File, No Output)
- Transaction Numbering:** (empty dropdown)
- Reconciliation:**
  - Automatic Reconciliation:** ☐
  - Payment Summarization:** ☒

## Add Transaction Codes to the Cash Code

For running the Create Electronic Payment and the Electronic Payment format, you must add the Transaction Code to the Cash Code

**ROLE NEEDED:** Cash Administrator

**NAVIGATION:** Cash Administrator > Cash Setup > Cash Code

### STEPS: Add Transaction Code to Cash Code

1. Cash Administrator > Cash Setup > Cash Code
2. Select the Appropriate Cash Code
3. Under the **Transaction Codes**, add all Transaction Codes to the Cash Code group by clicking the PLUS sign.

Cash Code

Cash Management Group: **MIGR**  
Cash Code: **100** Description: **2000 COP Installment Pmt Fundx**

Detail

Transaction Codes

Transaction Code	Description
ACH	ACH PAYMENT
CHK	Check Printing

Records Per Page: 10

## Add Payment Code to Pay Group Electronic Transfer

If you are using **Pay Groups**, you must add the Payment Codes to run the Electronic File format for the Create Electronic Payment to create the Payables Electronic ID Number.

**ROLE NEEDED:** Payables Manager

**NAVIGATION:** Payables > Payables Setup > Pay Groups

### STEPS: Payables > Payables Setup > Pay Groups

1. Double Click on the **Pay Group**
2. Select the **Electronic Transfer** tab
3. Click the + sign to add all the appropriate **Payment Codes** to this Pay Group
4. When entering the Electronic ID, Bank Routing Number

Pay Group

Vendor Group: **MHC** MHC  
Pay Group: **ABC** \*ABC

Main

Options

Electronic Transfer

Company Relationship

Payment Code	Description
ACH	ACH PAYMENT
CHK	Check Printing

Records Per Page: 10

## Add Cash Code Group to the Bank Transaction Code

If you are using Cash Code Groups to run the Create Electronic Payment and the Electronic Payment format, you must add the Vendor Group, Pay Group, and Payment Codes to the Bank Transaction code.

**ROLE NEEDED:** Cash Administrator

**NAVIGATION:** Cash Administrator > Cash Setup > Bank Transaction Codes

### STEPS: Add Vendor Group, Pay Group, and Payment Group to Bank Transaction Code

1. Cash Administrator > Cash Setup > Bank Transaction Codes
  - a. Select the Appropriate Transaction Code
2. Under the **Payables Electronic Transfer ID**, add all Cash Code Groups by clicking the PLUS sign.

#### Bank Transaction

Actions

Options

Drill Around

Transaction Code:

CHK

\* Check Printing

Transaction Category:

Cash payment

☒ Active

☐ Cash Ledger Auto Transaction Numbering

Cash Payment

Payables Electronic Transfer ID

Bill Of Exchange Payment

Bank Service Transaction

Actions

Options

Drill Around

Vendor Group	Pay Group	Payment Code	
(A) MIGR	(A) 10	(A) ACH	(A) ACH PAYMENT
MIGR	10	BRD	Board Disbursements
MIGR	10	CJ	Cathy's code
MIGR	71	ACH	ACH PAYMENT

Records Per Page: 10