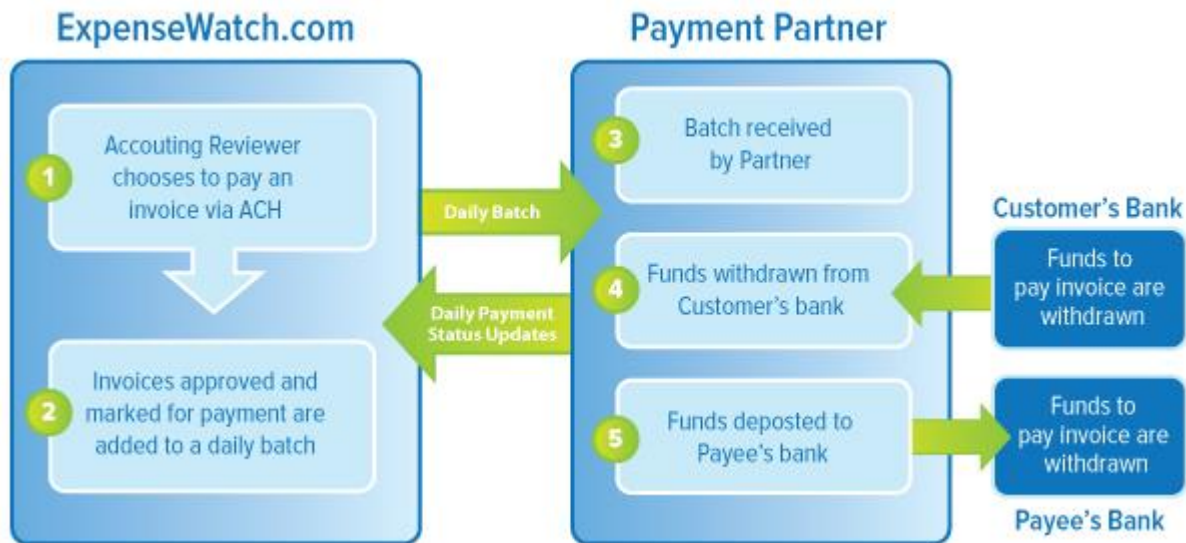


## ExpenseWatch.com ACH Quickstart Guide

### Introduction

This quickstart guide will help you setup and get started using ExpenseWatch.com’s ACH integration. ACH allows you to reimburse employees and pay vendors within ExpenseWatch.com. Accounting Reviewers can now schedule a payment directly to an employee or a vendor’s bank account by sending a request to the payment partner from within ExpenseWatch.com. Here is a diagram of how it works:



Initially, we are integrating with payment provider, ACHWorks. Over time, integrations will be built for additional payment providers. If you are interested in this offering, submit a support request through the Help & Support Portal. Your Customer Satisfaction Engineer can make an introduction and ensure you receive the negotiated rates we have set up for our customers. If you are happy with an existing ACH provider, and would like to have ExpenseWatch.com explore supporting your preferred vendor in the future, send us a support request as described above and we will be in touch to learn more information.

This guide covers all parts of the ACH integration and should be reviewed by ExpenseWatch.com Users and Administrators.

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## ExpenseWatch.com ACH Quickstart Guide

### Section 1: Enabling ACH (Administrators)

This section only applies to ExpenseWatch.com Administrators.

#### Enabling ACH for the Company

 Before activating ACH an agreement must be in place with ACH 3<sup>rd</sup> party vendor who will perform the actual ACH service.

#### Step 1

Log in to ExpenseWatch.com as a user with administrative permissions and click on the **Policies Tab**.

#### Step 2

Click on the root Business Unit in tree to the left. Click on the **Company Prefs.** Tab to the right.

#### Step 3

Locate the **Data Integration** section and then **ACH Payments** settings underneath it.

**ACH Account Username** – Provided by ACH 3<sup>rd</sup> party vendor.

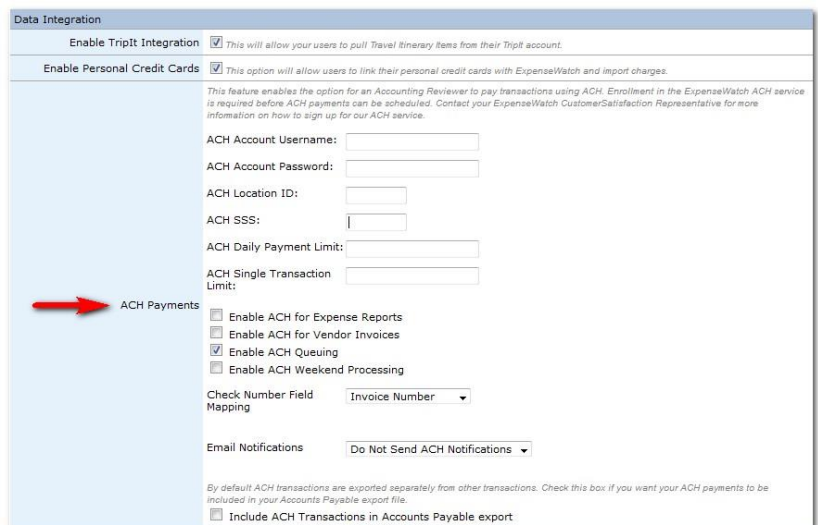
**ACH Account Password** – Provided by ACH 3<sup>rd</sup> party vendor.


**ACH Location ID** – Provided by ACH 3<sup>rd</sup> party vendor.

**ACH SSS** – Provided by ACH 3<sup>rd</sup> party vendor.

**ACH Daily Payment Limit** – This is the total daily limit amount allowed by your ACH 3<sup>rd</sup> party vendor. This limit is determined during the initial agreement with the ACH provider.

**ACH Single Transaction Limit** – This is the single transaction limit amount allowed by your ACH 3<sup>rd</sup> party vendor. This limit is determined during the initial agreement with the ACH provider.



 By entering values into the two limit fields above it will insure that payments are not rejected by the ACH provider if limits are exceeded.

**Enable ACH for Expense Reports** – Select this option if paying employees for “out of pocket” expenses via ACH using the Expense Report module.


**Enable ACH for Vendor Invoices** – Select this option if paying accounts payable vendors (including corporate paid credit card vendors) via ACH.

**Enable ACH Queuing** – This is used in combination with the ACH Daily Payment Limit. If this option is enabled, ExpenseWatch will add payments to the next business day if the total amount of the transaction would cause the ACH daily payment limit to be exceeded. If not enabled, ExpenseWatch prevents invoices in Accounting Review from being approved and added to the payment queue.


**Enable ACH Weekend Processing** – Some ACH Providers allow payments to be processed over the weekend. If your ACH agreement allows weekend processing, enable this option and the system will send payment batches on Saturdays and Sundays. If this option is not enabled any transactions Accounting Reviewed over the weekend are added to the batch sent on Monday or the next business day if Monday is a holiday.

**Check Number Field Mapping** – This gives the option of sending either the Invoice Number or Internal Vendor ID which populates the Check Number field on the ACH transaction. This field is then included on the vendor’s transaction on their bank statement. The recommended value to use would be the Invoice Number.


**Email Notifications** – Email notifications can be delivered to notify your ACH administrator and accounting personnel of the status of ACH batches sent to your ACH provider, as well as payment status updates. The feature can be configured to send ACH status emails for successes, failures, or both successes and failures. To configure the feature choose the email notification type from the drop down and enter a list of email addresses in the **Emails to Notify** field.

 Recipients of the emails do not need to be configured as ExpenseWatch users.

**ExpenseWatch.com ACH Quickstart Guide**


 A description of the ACH Message Codes can be found by clicking [here](#). Or you can find the description of ACH Message Codes within our knowledgebase found under the Help & Support Portal.

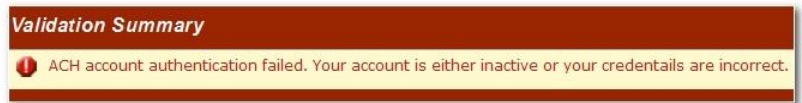
**Include ACH Transactions in Accounts Payable export** – By default a separate accounts payable export file will be generated for all transactions paid using ACH. However, if you would like to include transactions paid using ACH in your existing accounts payable turn this option on.

 It is recommended that you generate a separate accounts payable export including ACH transactions only.

**Step 4**

Click **Save** at bottom of page.

 If the ACH credentials entered above are incorrect or if your account with the ACH 3rd party vendor is not active, after clicking Save you will receive the following message.



**Giving Users Access to the Invoice Status Report**

The **Invoice Status Report** gives the users the ability to run a report from the **Reporting Tab** that will show the various stages and ACH statuses of invoices. Typically you would give your Accounting Reviewers access to this report at a minimum.

**Step 1**

Log in to ExpenseWatch.com as a user with administrative permissions and click on the **Policies Tab**.

**Step 2**

In order to give a user the ability run the report and see invoices for the entire company the permission should be granted at the root business unit level. This can be accomplished by creating a role at the root business unit level, updating an existing role or updating a user's permission that exists at the root business unit level.

Go to the **Permissions tab** on the Role or the User and associate the **Invoice Status Report Permission**.



new

**Step 3**

The **Invoice Status Report Permission** can also be granted at below the root level business unit level. If a particular user should only be allowed to see invoices in the report that relate to his/her business unit the permission can be granted at this level as well.

**Giving Users Access the Ability to Pay Credit Card Statements Using ACH**

If paying corporate paid credit card vendors via ACH there is a permission that must be granted to a user in order to perform this task on the Credit Card Statement.

**Step 1**

Log in to ExpenseWatch.com as a user with administrative permissions and click on the **Policies Tab**.

## ExpenseWatch.com ACH Quickstart Guide

### Step 2



This is a root business unit level permission only.



The user must have the Invoice license and the Credit Card Administrator permission in order to perform this function.



Granting this permission can be accomplished by creating a new role at the root business unit level, updating an existing role or updating a user's permission that exists at the root business unit level.

Go to the **Permissions tab** on the Role or the User and associate the **Pay Statements Using ACH**.

## ExpenseWatch.com ACH Quickstart Guide

### Section 2: Entering Direct Deposit Information (Expense Report Submitter)

#### Step 1

Log in to ExpenseWatch.com; be sure you are on the **Home Tab**.

#### Step 2

Click the **Edit My User Account** link under the **Tasks** menu.



If you do not see the Direct Deposit Account section, the feature has not been enabled for your company. Contact your company's ExpenseWatch.com Administrator.

#### Step 3

Enter the following information:

**Name on Account** - Enter your full name as it appears with your bank account.

**Account Type** – Choose either Checking or Savings.

**Bank Routing Number** – Enter your bank's routing number (see example on check where the routing number can be found).

**Account Number** – Enter your account number with your bank (see example on check where the account number can be found).

**Confirm Account Number** – Enter your account number with your bank (see example on check where the account number can be found).

#### Step 4

Click **Update**.



If an invalid Bank Routing Number is entered you will receive the following validation summary message and will be required to re-enter the routing number.



Your bank account information can only be seen and modified by you. All other users in the system including the ExpenseWatch.com administrator do not have access to this data. Please see our **Security & Privacy Statements** at the bottom of the page.




If you would like to remove the direct deposit information from your account click the **Clear Account** button. This will prevent your company from allowing direct deposits into your account.

**Direct Deposit Account**

This section is enabled if your company has turned on the direct deposit feature. You must enter your bank routing number and account information before your Accounting Department can schedule a direct deposit payment.

The sample image shows where to find your account number and routing number on a check. Do not include the check number.



0123  
01-23456789

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

BANK NAME  
ADDRESS  
CITY, STATE ZIP \_\_\_\_\_

FOR \_\_\_\_\_


⑆0123456789⑆ 01234567890123⑆ 0123

Routing Number    Account Number

<b>Name On Account:</b>	<input type="text"/>
<b>Account Type:</b>	<input type="radio"/> Checking <input type="radio"/> Savings
<b>Bank Routing Number:</b>	<input type="text"/>
<b>Account Number:</b>	<input type="text"/>
<b>Confirm Account Number:</b>	<input type="text"/>

To protect your privacy your bank account information can only be seen and modified by you. Other users, approvers, reviewers and administrators of the system do not have access to this data.

#### Validation Summary

 The routing number on your bank account is invalid.

## ExpenseWatch.com ACH Quickstart Guide

### Section 3: Direct Deposits and Notifications (Expense Report Submitter)

In order to check on the status of the direct deposit into your bank account do the following.

#### Step 1

Log in to ExpenseWatch.com; click on the **Expense Reports Tab**.

#### Step 2

Click the **Report Archives** link under the **Expense Reports** menu.

#### Step 3

Search for your expense report.

Archived Expense Reports

Enter one or more search criteria.

User:

Title:

Date Range: 10/1/2012 to 10/31/2012  
 This Month

Dana C. Williams

Report Title	Report Number	Date Submitted	# Items	US\$ Rejected	US\$ Approved	US\$ Total	Date Accounting Reviewed	Date Paid To Employee
Week Ending 9/30/2012	1167	10/2/2012 7:53 PM	1	US\$0.00	US\$50.00	US\$50.00	10/2/2012 7:57 PM	Pending



Your expense report will not appear here until it has been approved by your manager.

#### Step 4

**Date Paid to Employee** column statuses:

**Not Available** – The entire expense report has been rejected and therefore was never scheduled for payment. The expense report has not been reviewed by the accounting review team and has not yet been processed. The expense report was processed by accounting review but is not being paid using direct deposit.

**Pending** – The expense report has been processed by accounting review and the payment information is waiting to be sent to the ACH 3<sup>rd</sup> party vendor.

**Scheduled** – The payment information has been send to the ACH 3<sup>rd</sup> party vendor and has been scheduled for payment.



It can take up to 4 days for payment to be deposited into your bank account.

**Date Stamp** – Once the payment is deposited into your bank account the date it was deposited will appear.



An email notification will be sent to you once the payment has been deposited into your bank account. The email will also contain the expense report title as well as the amount deposited into your bank account.

## ExpenseWatch.com ACH Quickstart Guide

### Section 4: Entering ACH Payment Information (A/P Vendor)

#### Step 1

Log in to ExpenseWatch.com; and then click on the **Purchasing Tab** or **Invoices Tab**.

#### Step 2

Click the **View/Edit Vendors** link under the **Catalog** menu.



If you do not see the **View/Edit Vendors** link then you do not have the appropriate permission. Please contact your company's ExpenseWatch.com Administrator.

#### Step 3

Search for your vendor and then click on the vendor's name.



If you do not see the Direct Deposit Account section, the feature has not been enabled for your company. Contact your company's ExpenseWatch.com Administrator.

#### Step 4

Enter the following information:

**Name on Account** - Enter your vendor's full name as it appears within their bank account.

**Account Type** - Choose either Checking or Savings.

**Bank Routing Number** - Enter your vendor's bank routing number.

**Account Number** - Enter your vendor's account number with their bank.

**Confirm Account Number** - Enter your vendor's account number with their bank.

**ACH Payment Information**

Optional: Enabled if the ACH for Vendor Invoices feature is turned on.

**Name On Account:**

**Account Type:**  
 Checking  
 Savings

**Bank Routing Number:**

**Account Number:**

**Confirm Account Number:**


#### Step 5

Click **Update**.



If an invalid Bank Routing Number is entered you will receive the following validation summary message and will be required to re-enter the routing number.

#### Validation Summary

 The routing number on your bank account is invalid.



If you would like to remove the ACH Payment information from the vendor's account click the **Clear Account** button. This will prevent your company from allowing direct deposits into the vendor's account.

## ExpenseWatch.com ACH Quickstart Guide

### Section 5: Processing Invoices for ACH Payment (Accounting Review)

#### Step 1

Log in to ExpenseWatch.com; be sure you are on the **Home Tab**.

#### Step 2

Click the **Accounting Review** link under the **Approve** menu.

#### Step 3

Click the **Pending Accounting Review** link next to the invoice that should be reviewed.



If your company has the Quick Review feature enabled and Quick Review is used to process the invoice, it will not be scheduled for payment with the 3<sup>rd</sup> party ACH provider. You must click on the Pending Accounting Review link above to schedule an invoice for payment.

Project	Total Amount	Comments	Attachments	Actions
11   AAA East Central	\$1.00 USD	( 0 ) View / Edit		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

10 USD

#### Step 4

Click the **Process And Pay** button to pay this invoice via ACH. If the invoice should not be paid via ACH simply click the **Process** button.



The Update & Pay button will only be visible within Accounting Review if the employee or A/P Vendor has a valid bank routing number and account information entered.



If your company utilizes the **Due Date** functionality, the date entered in the Due Date field will be used by the ACH Vendor as the payment date. If your company does not use the due date functionality, the **Accounting Review Date** will be used as the payment date.

#### Step 5

The invoice is now pending being sent to the ACH Vendor for payment. An automatic nightly process will run and will send all invoices to the ACH Vendor.



The invoice can be retracted or voided by using **Manage Invoices** under the Invoices tab if the invoice has not been sent to the ACH Vendor for payment. However, once it is sent to the ACH Vendor for payment the invoice can't be managed.



It can take up to 4 days for payment to be deposited into the vendor's bank account.



An email notification will be sent to the submitter of the invoice once the payment has been deposited into the vendor's bank account. The email will also contain the invoice number and vendor name as well as the amount deposited into the vendor's bank account.



## ExpenseWatch.com ACH Quickstart Guide

### Section 6: Sending Invoices for ACH Payment Manually

Expensewatch allows for two methods that will send fully accounting reviewed invoices to the ACH provider as well as update existing invoices that have been previously sent.

#### Method 1 – Automated

Using the automated method two jobs will be scheduled for you by the Expensewatch Customer Satisfaction team. The settle job is scheduled for each morning and only does an update to previously sent invoices and updates them as they move through the payment process. The send job is scheduled for each afternoon/evening and also updates previously sent invoices as well as sends your current batch of approved and accounting reviewed invoices to the ACH provider to begin the payment process. While these jobs may be scheduled they may only be run once a day each and adhere to that schedule each day.

#### Method 2 – Manual

If you require more flexibility in the sending and updating of ACH invoices this option allows for that. Once you are configured for manual ACH there is a permission that may be assigned to your accounting reviewers that will allow them access to this feature on the invoice export page in Expensewatch.



Please note that regardless of the method selected there will always be an ACH settle done at 7:30AM each day to update outstanding transactions with the ACH provider.



To enable manual ACH processing please contact the Expensewatch.com Customer Satisfaction team by submitting a case.

#### Step 1

Once manual ACH processing is enabled for your organization you must configure users/roles to grant the necessary permissions so users may send and settle ACH transactions. The permission is named Manage ACH Payments and may be located in the Invoices section of permissions for any user or role. This permission must be granted along with Accounting Review for users to be able to manually send and settle ACH transactions.

Edit	Permissions	Roles Summary	Licenses	Preferences
Requisition Spending Limit: <input type="text" value="US\$ 0"/>				
<b>Name</b>	<input type="checkbox"/>	These permissions apply only to the selected business unit (and any chil		
Approve Requisitions	<input type="checkbox"/>	If the user needs one or more permissions in an business unit in another		
Central Ordering	<input type="checkbox"/>			
Enter Packing List	<input type="checkbox"/>	<input type="button" value="Update Permissions"/>		
Enter Requisition	<input type="checkbox"/>	<b>N.B.</b> Removing Approve Requisitions, Approve Invoices, or Approve Exp		
Accounting Review	<input type="checkbox"/>	corresponding approval chain.		
Approve Invoices	<input type="checkbox"/>	Legend:		
Credit Card Administrator	<input type="checkbox"/>	<input type="checkbox"/> Purchases		
Enter Invoice	<input type="checkbox"/>	<input type="checkbox"/> Invoices		
<b>Manage ACH Payments</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Expense Reports		
Pay Statements Using ACH	<input type="checkbox"/>	<input type="checkbox"/> Miscellaneous		
Approve Expense Reports	<input type="checkbox"/>	<input type="checkbox"/> Reports		
Configure Expense Reports	<input type="checkbox"/>			
Enter Expense Report	<input type="checkbox"/>			

## ExpenseWatch.com ACH Quickstart Guide

### Step 2

Users that have been configured with the necessary permissions will now see two new buttons when they go to the invoice export page.

**Business Unit (BU):**  
Finance (84) 

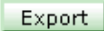



### File Format

Use these options to specify the format of the export file.

Include column names in first row

**Choose file format:** XML 

**Please note: If you would like a comma separated file with a .txt extension, use the "Tab-delimited" option.**

**Send and Update ACH Payments** – This button will perform both a send, transmit fully approved and accounting reviewed transaction to your ACH provider, as well as an update/settle which only updates transactions previously sent as they are paid by your ACH vendor.

**Update ACH Payments** – This button will perform an update/settle which only updates transactions previously sent as they are paid by your ACH vendor.

## ExpenseWatch.com ACH Quickstart Guide

### Section 7: Invoice Status Report (Payment Status of Invoice)

This report allows you to filter on numerous criteria, such as Vendor, Invoice Number, Dates, and Status, to answer questions regarding where an invoice is in the system. Information around key dates associated with the invoice is also available, such as the date the invoice was routed for approval and when the invoice was approved. **For ACH purposes, the report will also provide information about the payment of an invoice.** The report also allows you to report on invoices in the system that have not been routed and identifies the user with whom the invoice is sitting.



#### Step 1

Log in to ExpenseWatch.com; and then click on the **Reporting Tab**.

#### Step 2

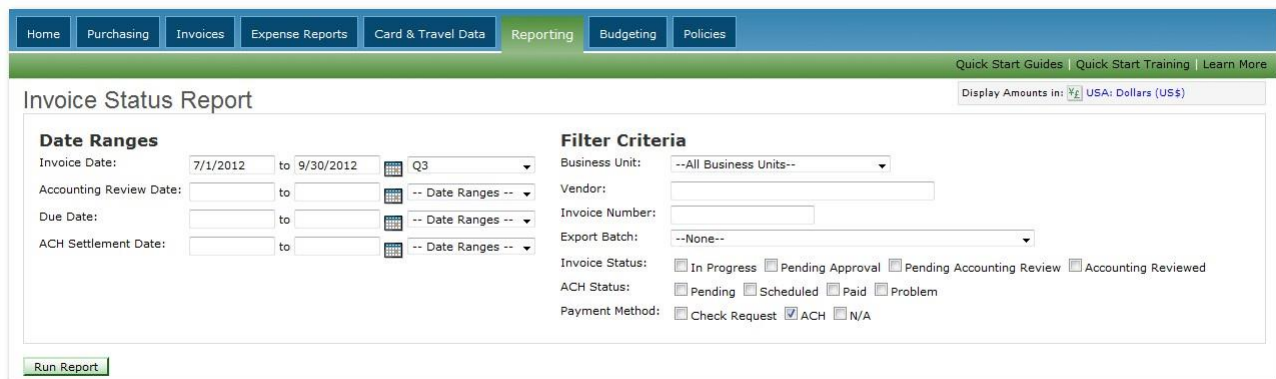
Click the **Invoice Status Report** link under the **General Reports** menu.



If you do not see the **Invoice Status Report** link then you do not have the appropriate permission. Please contact your company's ExpenseWatch.com Administrator.

#### Step 3

Enter **Date Ranges** and **Filter Criteria**.



**Date Ranges**

Invoice Date: 7/1/2012 to 9/30/2012 Q3

Accounting Review Date: to -- Date Ranges --

Due Date: to -- Date Ranges --

ACH Settlement Date: to -- Date Ranges --

**Filter Criteria**

Business Unit: --All Business Units--

Vendor:

Invoice Number:

Export Batch: --None--

Invoice Status:  In Progress  Pending Approval  Pending Accounting Review  Accounting Reviewed

ACH Status:  Pending  Scheduled  Paid  Problem

Payment Method:  Check Request  ACH  N/A

**Run Report**

#### Date Ranges:

**Invoice Date** – Must be populated in order for the report to run. For A/P Invoices this is the invoice date entered by the submitter. For Invoices related to T&E Reports this is the date of the final approval of the T&E report and when it is sent to Accounting Review.

**Accounting Review Date** – Date that the invoice was accounting reviewed.

**Due Date** – If your company utilizes the Due Date functionality, this is the Due Date for the invoice.

**ACH Settlement Date** – The date that payment was deposited into the vendor or employees bank account.

#### Filter Criteria:

**Business Unit** – Select business unit. To run report against all business units select 'All Business Units'.

**Vendor** – Enter all or a portion of the vendor's name.

**Invoice Number** – Enter all or a portion of the invoice number.

**Export Batch** – This will display a list of all prior invoice export batches. This will filter the report results by only displaying invoices in this export batch.

**Invoice Status** – **In Progress** – Will display invoices In Progress (Not Routed). **Pending Approval** – Will display invoices Pending Approval. **Pending Accounting Review** – Will display invoices Pending Accounting Review. **Accounting Reviewed**

– Will display invoices that have been accounting reviewed.

**ACH Status** – **Pending** – Will display ACH Invoices Pending being sent to ACH Vendor. **Scheduled** – Will display ACH Invoices that have been sent to ACH Vendor that are scheduled to be paid but not paid yet. **Paid** – Will display ACH Invoices that have been sent to ACH Vendor and that have been paid. **Problem** – Will display ACH Invoices that have been sent to ACH Vendor but were not able to be completed.

## ExpenseWatch.com ACH Quickstart Guide

**Payment Method – Check Request** – Display invoices that have been paid via Check Request. **ACH** – Display invoices that have been paid via ACH. **N/A** – Display invoices that have not been paid as of yet, such as pending requests to ACH Vendor or corporate paid credit card charges that have not yet been paid on the credit card statement.

Export to Microsoft Excel

1 - 69 of 69 results | 1 page

Vendor Name	Vendor ERPID	Invoice Number	Invoice Type	Submitter	Invoice Date	Posting Date	Routed Date	Accounting Review Date	Export Date	ACH Settlement Date	ACH Status	ACH Messages	Accounting Reviewer	Payment Method	Invoice Total
	SIMONL	1001-LSimon	Expense Report		6/19/2014	6/19/2014	6/19/2014	6/19/2014	6/19/2014	6/26/2014	Paid			ACH	US\$300.00

### Columns displayed on report:

**Vendor Name** – Vendor Name on Invoice.

**Vendor ERPID** – Vendor ERPID associated to vendor record.

**Invoice Number** – Invoice Number.

**Invoice Type** – **A/P Invoice** – Accounts Payable Invoice. **Credit Memo** – AP Credit Memo Invoice. **Expense Report** – Expense Report Invoice. **Credit Card** – Corporate Paid Credit Card Invoice.

**Submitter** – Submitter of the Invoice or Expense Report.

**Invoice Date** – Invoice Date.

**Posting Date** – Displayed only if using this functionality. Posting date entered at time of Invoice submission or during accounting review process.

**Due Date** – Displayed only if using this functionality. This is the due date for the invoice.

**Routed Date** – Date that invoice/expense report was routed.

**Accounting Review Date** – Date that invoice was accounting reviewed.

**Export Date** – Date that invoice was exported on Invoice Export file or ACH Export file.

**ACH Settlement Date** – Date that money was deposited into vendor or employees bank account.

**ACH Status** – **Pending** – Will display ACH Invoices Pending being sent to ACH Vendor. **Scheduled** – Will display ACH Invoices that have been sent to ACH Vendor that are scheduled to be paid but not paid yet. **Paid** – Will display ACH Invoices that have been sent to ACH Vendor and that have been paid. **Problem** – Will display ACH Invoices that have been sent to ACH Vendor that are scheduled to be paid but not paid yet.

**ACH Message** – If there was a problem with the ACH Transaction the ACH Error Message Code will be displayed here.



A description of the ACH Message Codes can be found by clicking [here](#). Or you can find the description of ACH Message Codes within our knowledgebase found under the Help & Support Portal.

**Accounting Reviewer** – User that accounting reviewed the invoice.

**Payment Method – Check Request** – Display invoices that have been paid via Check Request. **ACH** – Display invoices that have been paid via ACH. **N/A** – Display invoices that have not been paid as of yet, such as pending requests to ACH Vendor or corporate paid credit card charges that have not yet been paid on the credit card statement.

**Invoice Total** – Total amount of invoice.



The report can be exported to Excel by clicking the [Export to Microsoft Excel](#) link.

## ExpenseWatch.com ACH Quickstart Guide

### Section 8: Export ACH Invoices (Accounting Review)

An invoice export file can be generated that contains all ACH invoices that have been accounting reviewed for import into the accounting system. A separate invoice export file that contains ACH invoices only can be configured or ACH invoices can be included in your existing invoice export file.

It is recommended that a separate ACH Invoice export file is generated. There is a company preference that controls whether ACH invoices should be included in the existing invoice export file or a separate ACH invoice export. This is explained in Section 1 of this guide.

Please note that ACH invoices will not be available for export until they are paid by the ACH provider and a status that supports that is returned to Expensewatch.

#### Configuring & Producing ACH Invoice Export

##### Step 1

Log in to ExpenseWatch.com; and then click on the **Invoices Tab**.

##### Step 2

Click the **Export ACH Invoices** link under the **Export** menu.



If this option does not exist please contact your ExpenseWatch.com administrator.

##### Step 3

Configure your Export Template. When exporting your file you may want to include all ACH invoices in once file or create two separate files, one for ACH Vendor Invoices and one for ACH Employee Expenses. After selecting the transaction type(s) select **Configure Export Template**.

##### Transaction Types and Data to Include

By default all invoices paid using ACH are included in a single export file. In some situations you may want to create a separate file containing only vendor or only employee expenses paid using ACH.

Choose the type of transactions to include in the export file then click the Configure Export Button to select the columns to include in the export template. You only need to create a template for the selection you intend to use, however, a separate Export Template maybe created and saved for each transaction option.

- All Invoices Paid by ACH
- Vendor Invoices Paid by ACH Only
- Employee Expenses Paid by ACH Only

[Configure Export Template](#)

##### Step 4

Select the fields that should be included in your file export. Fields selected will begin to populate in the box on the right side of the page. The order of the fields can be shifted. Once all fields have been selected click **Save**.



This step only needs to be completed once. The file layout will be saved for the next ACH Invoice Export that is performed.

**Export Type: ACH Complete**

**Invoice**

- Comments
- Invoice Number
- Reference Number
- Purchasing Total
- Inter-Company ERPID
- Credit Card Name
- Freight Total
- Misc. Total
- Credit Card GL Number
- Manual Check
- Posting Date
- Merchant Name
- Transaction ID
- Charge Reference Number
- Due Date
- Submitter
- Invoice Total
- GP Freight Total
- Voided
- User ERPID
- Handling Total
- Expense Total
- Credit Card GL Name
- Is Manual Check
- Credit Card ERPID
- Allocation ID
- Transaction Detail ID
- Credit Card Statement Date
- Invoice Date
- Term
- Distribution Total
- Distribution Type
- Export Comments
- Credit Card ID
- Tax Total
- Accrual Total
- Num Distributions
- Requisition Comments
- Merchant ID
- Allocation Detail ID
- Invoice Detail ID

**Vendor**

- Vendor Address1
- Vendor Country
- Vendor Name
- Vendor Zip
- Vendor Address2
- Vendor ERPID
- Vendor Phone
- Vendor City
- Vendor Fax
- Vendor State

**Product**

- BU Extended
- PO Number
- Quantity
- Product Unit
- Local Extended
- Price
- SKU
- Minimum Purchase
- Product Description
- Model Number

**Currency Information**

- BU Currency ID
- Local Rate
- BU Rate
- Local Currency ID

**BU/GL**

- Account Name
- ERP ID
- Project Name
- Account Number
- GL Code
- Project Number
- Business Unit
- Company Code
- Project ERPID

**Comments**

- Due Date
- Invoice Date
- Invoice Number
- Submitter
- Term
- Distribution Total
- Invoice Total
- Reference Number

Move Up | Move Down

[Cancel](#) [Save](#)

## ExpenseWatch.com ACH Quickstart Guide

### Step 5

Select **Invoices that have not been exported** – This will produce an invoice export file containing all ACH invoices that have been Accounting Reviewed but not exported previously. If needed, a prior invoice export can be generated by selecting the **Previously exported invoices** option and then select the previous export batch from the drop down.

**Invoice Status Options**

Use these options to select invoices that have not been exported or choose to recreate a file from a previous export. ACH payment batches are sent for processing each night. Export files created from this page are intended for import into your accounting system and may include transactions that span multiple ACH batches.

Invoices that have not been exported  
 Previously exported invoices:
   
 NONE

Select Invoices to Re-Export

### Step 6

Select **Include column names in first row** if the invoice export file needs to contain the column names. Select the file format – Comma-separated(.csv), XML or Tab-separated(.txt).

**File Format**

Use these options to specify the format of the export file.

Include column names in first row

Choose file format: Comma-separated (.csv)

Please note: If you would like a comma separated file with a .txt extension, use the "Tab-delimited - Old format" option.

### Step 7

Click **Preview** to see a preview of the file prior to export or click **Export** to export the file.

## ExpenseWatch.com ACH Quickstart Guide

### Section 9: Email Notifications

For organizations using ACH to pay expense reports or invoices there are various emails that will be sent or elected into. This section will detail those scenarios as well as provide examples of the email text that is sent.

**ACH Batch Emails** – As discussed in Section 1 Step 3 administrators may list email addresses in the Company Preferences for ACH Payments. Once email addresses are entered you will choose under what conditions an email will be sent. On success of an ACH batch, failure of an ACH batch, or both. There are two emails that will be delivered, one on the settle/update of transactions in the morning and one on the send/transmit of transactions in the evening.

#### Sample Settle Email

```
ExpenseWatch ACH Settle (Company: Flowers 4 U) - Successful: 2, Errors: 2
To: sample@sample.com
CC:
BCC:
-----
ACH Works Settle Results

Paid:

Type: Invoice
Trace: I5036926-1
Invoice Number: 2STL - Invoice for a ACH Vendor ACH Confirmation Code: AAAAAAAA
BBBBBB CC DD EEEEE
Amount: $100.00

Type: Invoice
Trace: I5036931-1
Invoice Number: 1183-AVeach
ACH Confirmation Code: AAAAAAAA BBBBBB CCDD EEEEE
Amount: $100.00

-----

Error:

Type: Invoice
Trace: I5036927-1
Invoice Number: Error - Invoice for a ACH Vendor ACH Error Code: R01 ACH Details:
Insufficient Funds - The available and/or cash reserve balance is not sufficient to cover
the dollar value of the debit Entry.
Please note, this invoice has been sent back for accounting review.

Type: Invoice
Trace: I5036932-1
Invoice Number: 1184-AVeach
ACH Error Code: R01
ACH Details: Insufficient Funds - The available and/or cash reserve balance is not
sufficient to cover the dollar value of the debit Entry.
Please note, this invoice has been sent back for accounting review.
```



Please take note that when invoices failed to be paid by your ACH provider we return them to the Accounting Review queue so that you may take corrective action on issue causing non-payment or pay the transaction by other means.

## ExpenseWatch.com ACH Quickstart Guide

### Sample Send Email

To: sample@sample.com  
CC:  
BCC:  
-----  
ACH Works Send Results

Details:  
Transaction records received and queued on 07/23/2015 10:34:26 AM Pacific Time  
[ACHFileName=RPP2637-15072300.XML], Server Processing Time: <0.0001 ms

Transactions:

Type: Invoice  
Trace: I5036905-1  
Invoice Number: 1767-PGandy  
Amount: \$1.00

Type: Invoice  
Trace: I5036904-1  
Invoice Number: ACHLive Inv Test 1  
Amount: \$1.00

**End User Emails** – Both expense report submitters and invoice submitters who have invoices that are paid by ACH will receive email that update them on the final disposition of those transactions payments.

### Sample Email to Expense Report Submitter

A payment has been made for your Expense Report  
To: sample@sample.com  
CC:  
BCC:  
-----  
Peter Gandy:

The review of your Expense Report is complete and payment for the amount due back to you has been deposited in your bank account

Transaction Identifier: July Expenses  
Transaction Date: 7/24/2015 1:18:37 PM  
Amount: \$900.00  
Confirmation Code: AAAAAAAAA BBBB BB CCDD EEEEE



## ExpenseWatch.com ACH Quickstart Guide

### Sample Email to Invoice Submitter

A payment has been made for an Invoice submitted by you  
To: sample@sample.com  
CC:  
BCC:  
-----  
Ana Veach:

The review of an Invoice submitted by you is complete and payment for the amount due to the vendor has been deposited in the vendor's bank account

Transaction Identifier: INV#23456  
Transaction Date: 7/24/2015 12:00:00 AM  
Vendor Name: Staples  
Amount: \$100.00  
Confirmation Code: AAAAAAAAABBBBBB CCDD EEEEE