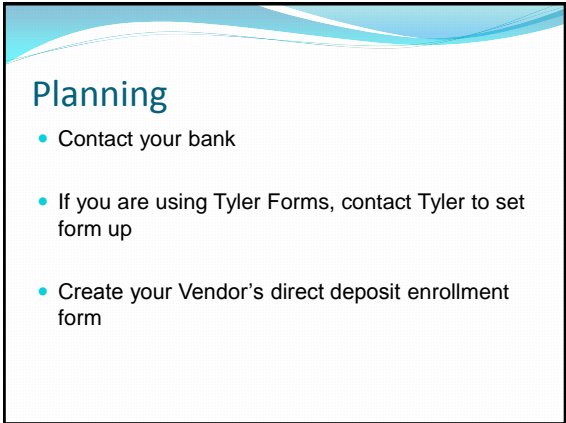


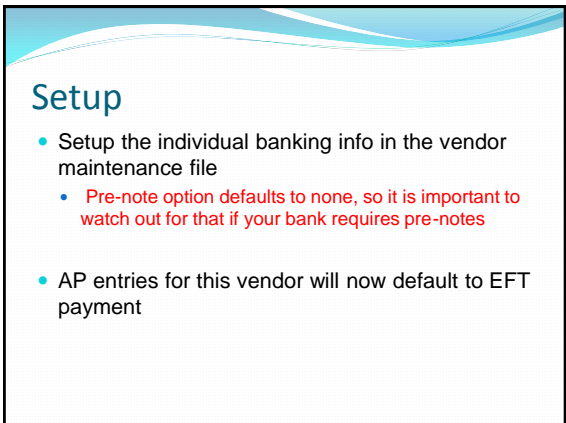


MUNIS AP EFT Processing
KASBO Fall Conference
November 2011



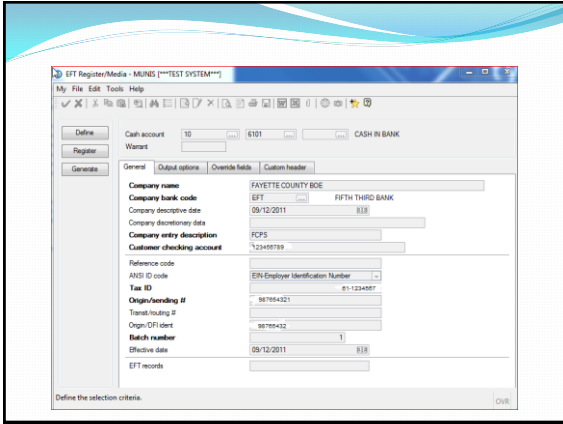
Planning

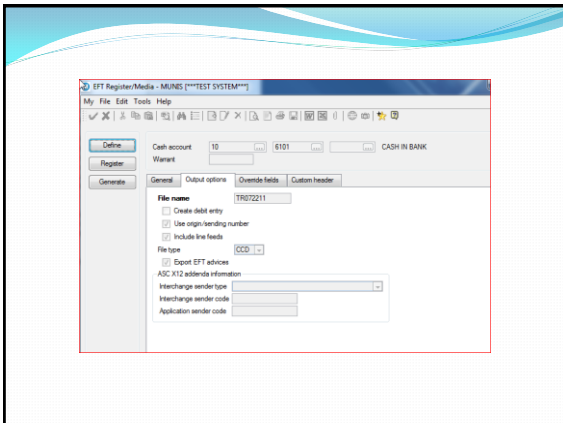
- Contact your bank
- If you are using Tyler Forms, contact Tyler to set form up
- Create your Vendor's direct deposit enrollment form



Setup

- Setup the individual banking info in the vendor maintenance file
 - Pre-note option defaults to none, so it is important to watch out for that if your bank requires pre-notes
- AP entries for this vendor will now default to EFT payment





Processing the EFT File

- **MOST IMPORTANT**
 - Verify the bank has received and processed the file – **VERY Important** – if something is wrong with the file and you need to re-create it, you will NOT be able to do so if you have already completed the next step

Finish the process

- Print your checks
- Run your cash disbursements journal

Questions?
