

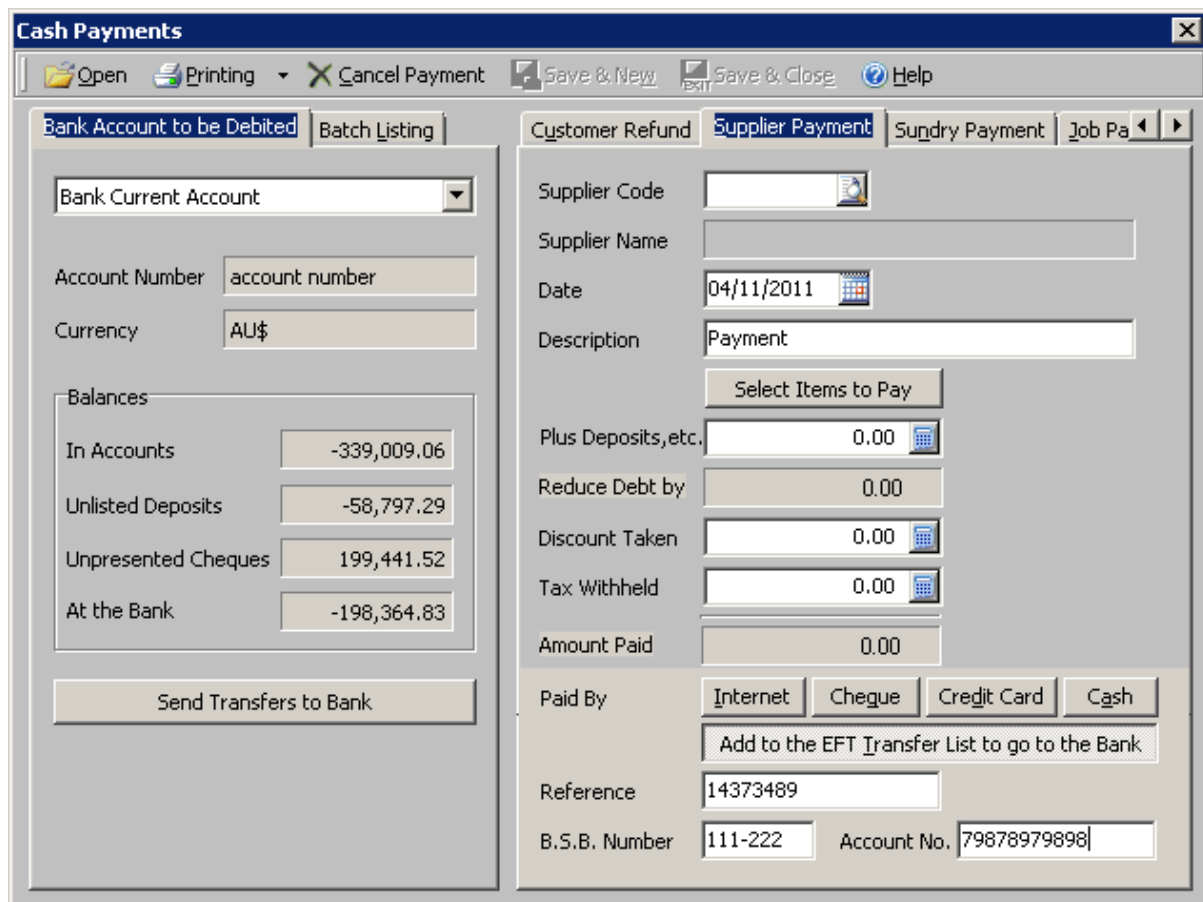
Support Bulletin # 112 ABM ABA File Creation

How to Create an ABA File in ABM

Step 1

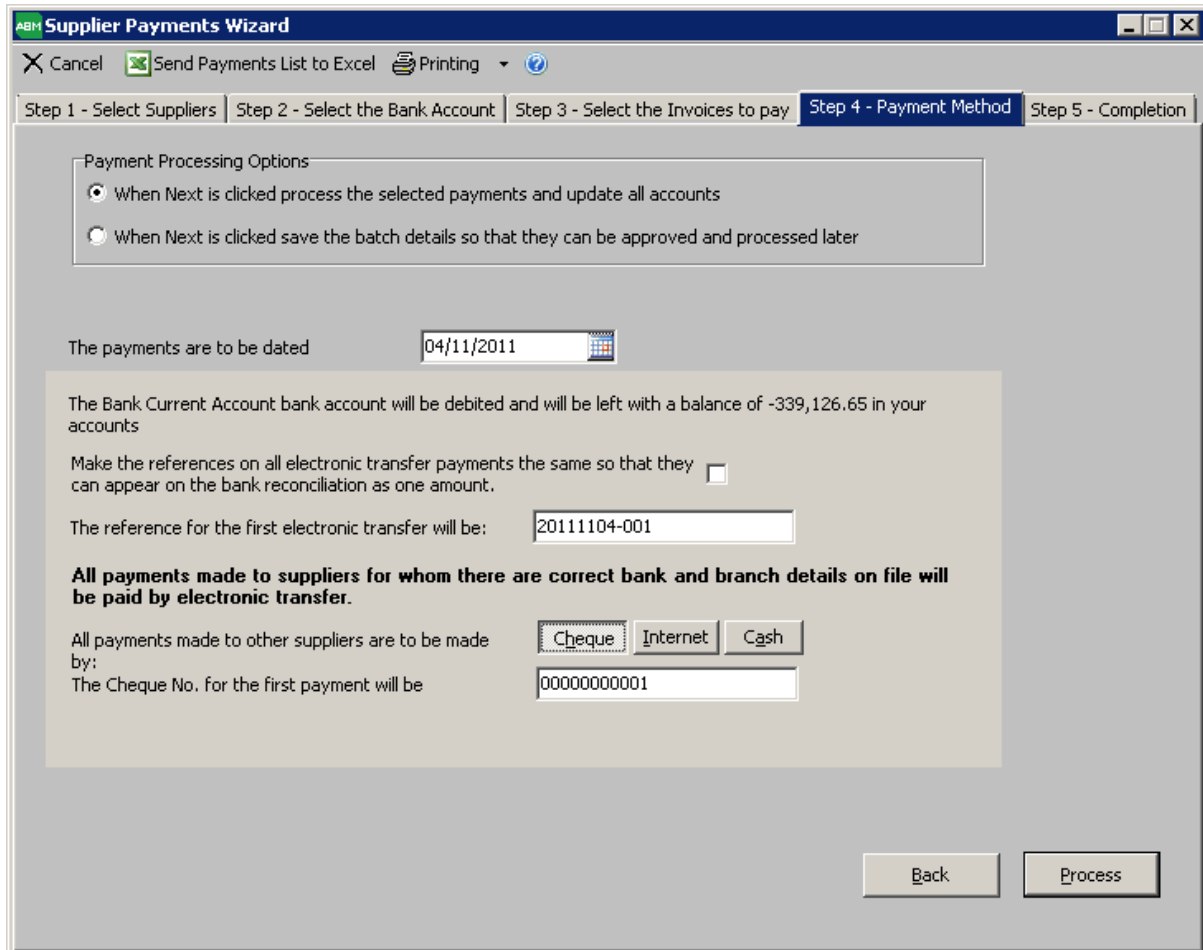
When entering a Supplier Cashbook Payment select the option to “Add to the EFT Transfer List to go to the Bank”

Ensure the Reference, BSB Number and Account number details are filled in correctly



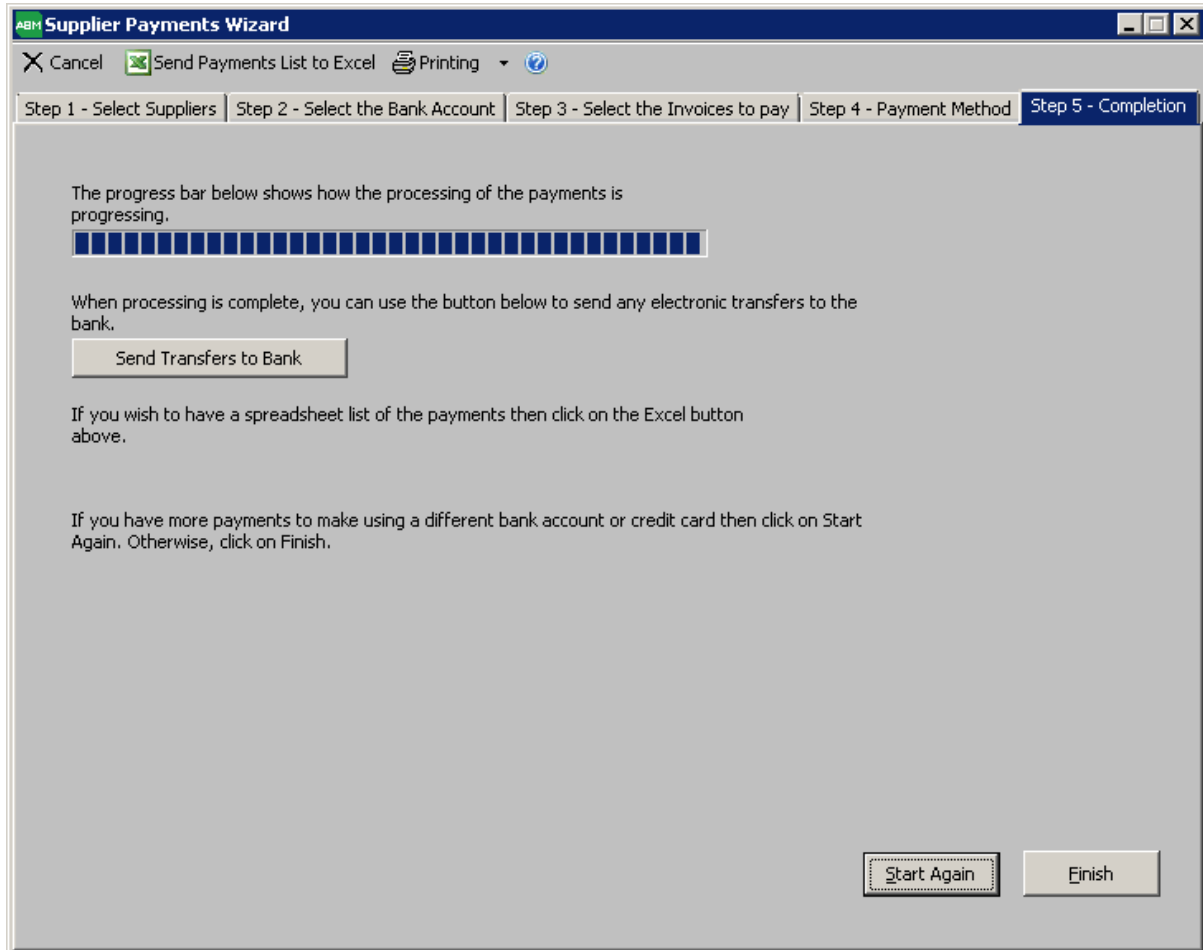
Balances	
In Accounts	-339,009.06
Unlisted Deposits	-58,797.29
Unpresented Cheques	199,441.52
At the Bank	-198,364.83

When using the supplier Payments Wizard it is also possible to process payments by electronic transfer (ABA file). All payments made to suppliers for whom there are correct bank and branch details on file will be paid by electronic transfer.



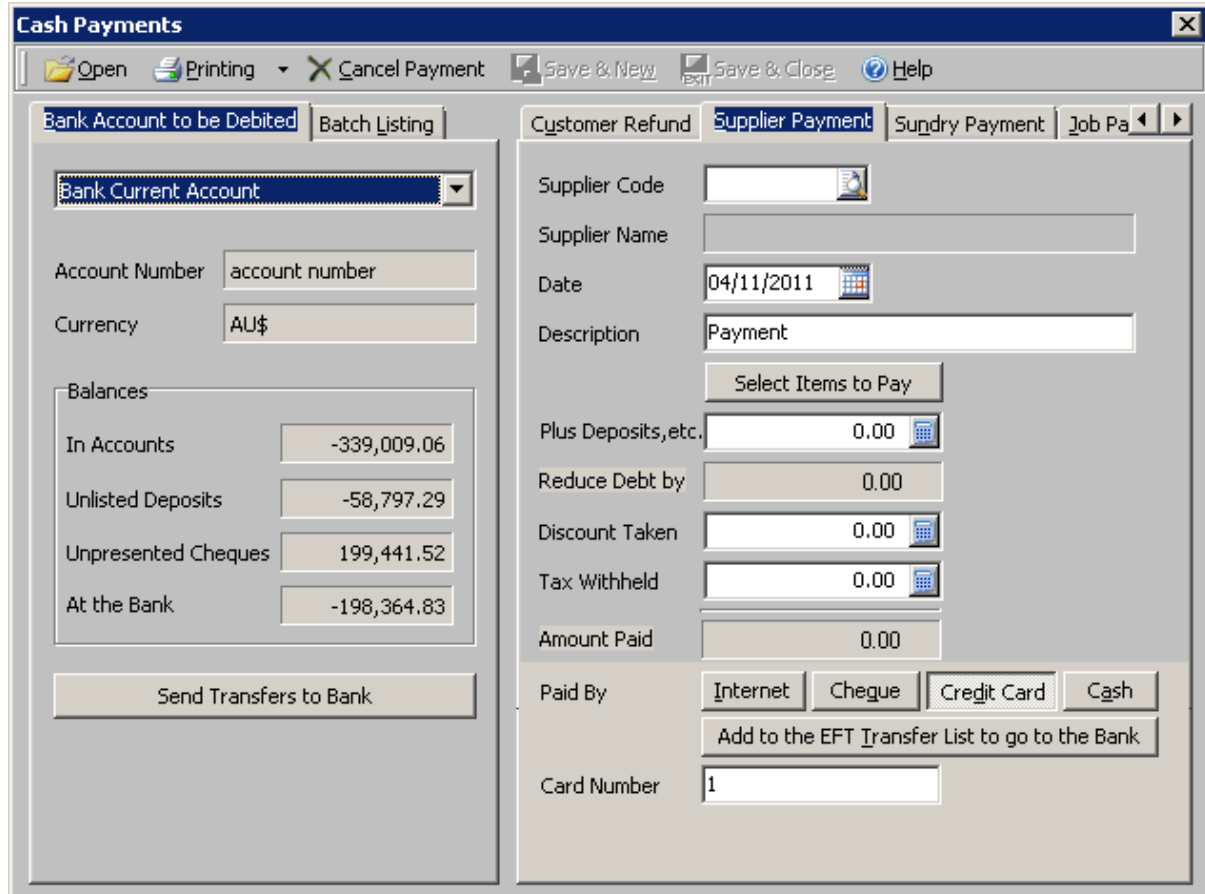
The screenshot shows the 'Supplier Payments Wizard' window, specifically Step 4: Payment Method. The window title is 'ABM Supplier Payments Wizard'. The navigation bar shows five steps: Step 1 - Select Suppliers, Step 2 - Select the Bank Account, Step 3 - Select the Invoices to pay, Step 4 - Payment Method (highlighted), and Step 5 - Completion. The main content area is titled 'Payment Processing Options' and contains two radio buttons: 'When Next is clicked process the selected payments and update all accounts' (selected) and 'When Next is clicked save the batch details so that they can be approved and processed later'. Below this, there is a date field 'The payments are to be dated' with the value '04/11/2011'. A text box states: 'The Bank Current Account bank account will be debited and will be left with a balance of -339,126.65 in your accounts'. There is a checkbox for 'Make the references on all electronic transfer payments the same so that they can appear on the bank reconciliation as one amount.' Below this is a text field for 'The reference for the first electronic transfer will be:' with the value '20111104-001'. A bolded instruction reads: 'All payments made to suppliers for whom there are correct bank and branch details on file will be paid by electronic transfer.' Below this is a group box for 'All payments made to other suppliers are to be made by:' with three buttons: 'Cheque', 'Internet', and 'Cash'. The 'Cheque' button is selected. Below this is a text field for 'The Cheque No. for the first payment will be' with the value '00000000001'. At the bottom right, there are 'Back' and 'Process' buttons.

Send Transfers to Bank can then be selected



Step 2

From CashBook -> Payments Button click on "Send Transfers to Bank"



The screenshot shows the 'Cash Payments' window with the 'Supplier Payment' tab selected. The window includes a menu bar with 'Open', 'Printing', 'Cancel Payment', 'Save & New', 'Save & Close', and 'Help'. Below the menu bar are tabs for 'Bank Account to be Debited', 'Batch Listing', 'Customer Refund', 'Supplier Payment', 'Sundry Payment', and 'Job Pa'. The 'Supplier Payment' tab contains the following fields and controls:

- Bank Account to be Debited:** A dropdown menu showing 'Bank Current Account'.
- Account Number:** A text field containing 'account number'.
- Currency:** A text field containing 'AU\$'.
- Balances:** A table with four rows:

In Accounts	-339,009.06
Unlisted Deposits	-58,797.29
Unpresented Cheques	199,441.52
At the Bank	-198,364.83
- Supplier Code:** An empty text field.
- Supplier Name:** An empty text field.
- Date:** A date field containing '04/11/2011'.
- Description:** A text field containing 'Payment'.
- Select Items to Pay:** A button.
- Plus Deposits, etc.:** A numeric field containing '0.00'.
- Reduce Debt by:** A numeric field containing '0.00'.
- Discount Taken:** A numeric field containing '0.00'.
- Tax Withheld:** A numeric field containing '0.00'.
- Amount Paid:** A numeric field containing '0.00'.
- Paid By:** A group of buttons: 'Internet', 'Cheque', 'Credit Card', and 'Cash'.
- Add to the EFT Transfer List to go to the Bank:** A button.
- Card Number:** A text field containing '1'.

At the bottom left of the window is a large button labeled 'Send Transfers to Bank'.

Electronic Transfers from Bank Current Account

Transfer Batch Reference:

Date Bank is to Process:

Transfer File Name: Folder Path:

User Identification Number: The Bank requires a Debit entry in the file for the total payment

This is the first time the bank has processed my transfer file

Details	Bank/Branch/Account	Reference	Entered On	Amount	Hold
	999-999 7897987	16876876	31/05/2011	999.00	<input type="checkbox"/>
Refund	CBA- 013-247	3	26/05/2011	399.00	<input type="checkbox"/>
Tulip Supplies International	111-111 987654321	ConPayref1	6/10/2011	100.00	<input type="checkbox"/>
Supplier 1	111-111 222222	ref	6/10/2011	110.00	<input type="checkbox"/>
blank		x1	22/08/2011	999.00	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
				2,607.00	

- Ensure the Transfer Batch Reference is entered
- Ensure the Transfer Filename starts with the Bank short name (e.g. CBA1104.ABA, ANZ1104.ABA)
- Ensure the user identification number is entered correctly (this is a number provided by your Bank)
- Ensure the folder path to create the ABA file in exists
- If you require some of the transactions not to be processed tick the Hold box
- Create Bank Transfer File will create the ABA file that you can upload to the Banking Software

Cash Transactions

The bank transfer file has been created at C:\ABMData\cba1104 You now need to use your bank's software to send the file to the bank for processing on 04/11/2011

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