

## AOSD Flash #277: Payment Method

Departments need to be aware of the following:

1. Payment method of a voucher is driven by the locations set up for your supplier. If the default payment method displayed on the Payments tab ① is not the desired type, select the Location ② until the correct method is displayed in the Method field ③. DO NOT directly make changes in the Method field ③.

The screenshot displays the 'Payments' tab in a system interface. At the top, there are tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Payments' tab is selected. Below the tabs, there are several fields: 'Business Unit' (SFGOV), 'Voucher ID' (00154725), 'Total Amount' (164.35), 'Supplier Name' (CARDINALHEALTH MEDICAL PRODUCTS & SVCS), 'Invoice No' (7076157150), 'Invoice Date' (11/08/2017), and '\*Pay Terms' (030 N30). There are buttons for 'Run' and 'Schedule Payments'. Below this is the 'Payment Information' section, which includes 'Payment 1' with fields for '\*Remit to' (0000003356), '\*Location' (MAIN), and '\*Address' (4). It also shows 'Gross Amount' (164.35 USD), 'Discount' (0.00 USD), and 'Scheduled Due' (01/10/2018). There are buttons for 'Payment Inquiry', 'Discount Denied', 'Late Charge', 'Express Payment', 'Payment Comments(0)', and 'Holiday/Currency'. Below this is the 'Payment Options' section, which includes '\*Bank' (BOA), '\*Account' (0902), '\*Method' (EFT), 'Pay Group', '\*Handling' (Regular Payments), '\*Netting' (Not Applicable), and 'L/C ID'. There are buttons for 'Supplier Bank Messages Layout', 'Hold Payment', and 'Separate Payment'.

2. If you do not see the desired payment method displayed in the Method field under any Locations, or if you have any questions regarding the payment method(s) associated with a supplier, please contact Supplier Management at [supplier.management@sfgov.org](mailto:supplier.management@sfgov.org).
3. If your supplier previously used PayMode in FAMIS and did not opt out, EFT (standing for PayMode in PS) has been converted as the Payment Method to a Supplier Location.
4. Suppliers who never had PayMode set up but have PeopleSoft ACH will see ACH displayed in the Method field if the Location associated to ACH is selected. However, ACH be will be discontinued as of 3/31/18 and those suppliers will receive checks after that date.
5. Both EFT and ACH payments take two days to arrive at the supplier's bank account. Please account for this delay in your Scheduled Due ④ dates and ensure your vouchers are completed and approved at least two days before your Scheduled Due dates.
  - a) CON selects vouchers for PayMode (EFT) payment one day ahead, e.g., if today is 11/28, CON selects vouchers for EFT payment with Scheduled Due dates through 11/29. The payment leaves the City's bank account on 11/29 and arrives at the supplier's bank account on 11/30.
  - b) CON selects vouchers for PeopleSoft ACH payment two days ahead, i.e., if today is 11/28, CON selects vouchers for ACH payment with scheduled due dates through 11/30 (payment date). The payment leaves the City's bank account on 11/30 AND arrives at the supplier's bank account on 11/30.