

Electronic Payments

Overview

The electronic payment (E-payment) process will allow agencies using the North Carolina Accounting System (NCAS) to deposit money directly into a vendor's or employee's bank account. As part of the E-payment process, an e-mail or fax will be sent to notify the payee that a deposit has been made.

All invoice transactions entered in the NCAS Accounts Payable (AP) module that are flagged to be sent electronically will create Cash Management Control System (CMCS) transfer entries and will post to the CMCS system for agency processing. The CMCS transfer makes no Budgetary Control (BC) entries because the cash entries for all E-payments post directly to the correct budget code or allotment cash account coming from AP.

Transfers will not post to the disbursing cash account (111250) as requisitions do.

E-payments will be generated based on information keyed on the *Vendor Payment (VPY)* screen in the NCAS. Information, such as bank account number, bank routing number, and e-mail address, will be required to complete this screen. When the *VPY* screen is completed, the vendor/employee payment is processed electronically. All payments to vendors or employees that do not have this screen completed will have paper checks printed at each agency. E-payment information for each agency is transferred to an Office of the State Controller (OSC) server, using Paybase 32, where it will reside until cash is transferred via CMCS to the OSC by the agency. After the CMCS transfers have been passed by the agency to the OSC, submitted and approved by Cash Management, the E-payments for the agency will be combined with other agencies' E-payments for that day and sent to the bank. Electronic remittance advices that look similar to our current check stubs will be either e-mailed or faxed to the vendor/employee at the same time E-payments are sent to the bank.

In the event that E-payments should not be sent to the bank due to lack of cash or other reasons, a batch cancel job is available that will automatically cancel all of the agency's E-payments for a particular day. If this is ever necessary, please call the OSC Helpdesk (875-HELP). The OSC will help the agency with this process whenever E-payments must be cancelled. An E-payment should never be cancelled without consulting with the OSC first. The CMCS transfer that was created will have to be deleted. When an E-payment is cancelled, there will be no reversing CMCS transfer entries created or reversing entries on the CMCS cash reconciliation reports.

NOTES

CMCS Transfers

The NCAS generated CMCS transfer will be identical to a manually keyed transfer. The only difference is the entries will be programmatically generated for the agency in CMCS in prepared status waiting for the agency to 'pass' the transfer to OSC-Cash Management. The OSC Cash Management will submit and approve the transfer. An example of a transfer follows:

```

AK22                CASH MANAGEMENT CONTROL SYSTEM      16:16:42 06/01/00
SEQUENCE NO: 90053  REQUEST FOR TRANSFER OF FUNDS        PAGE: 001
13600                BETWEEN BUDGET CODES                STATUS: PREPARED
                                                            ACTION: CHANGE

DATE: 05 09 00
REFERENCE NO.:
BUDGET CODE (TRANSFER FROM): 13600      REFERENCE NO.:
OR STIF CODE (TRANSFER FROM): 0000000   DEPARTMENT CODE (TRANSFER TO): 3015
JUSTICE-GENERAL                          OSC-ELEC PAYMT CLRNG
TOTAL AMOUNT:      23,389.38             1=OPERATING      2=REIMBURSEMENTS
TRANSFER TYPE: 5    3=FEDERAL            5=E-PAYMENT
                                                            6=AGENCY GRANTS 7=QUASI-EXTERNAL
                                                            8=RESIDUAL EQUITY 9=CLEARING ACCT.

TRANSFER TO: (PROVIDED BY RECEIVING AGENCY)
          BUDGET OR STIF      TITLE                AMOUNT
-----  -----  -----  -----
-----  -----  -----  -----
-----  -----  -----  -----
-----  -----  -----  -----

NEXT= _____ PF= _____ DATE= MM DD YY SEQ= _____ DISB/STIF = _____ BRNCH= _____
INFORMATION CAN BE CHANGED.PRESS THE ENTER KEY TO RECORD CHANGES.
PRESS PF1 KEY FOR ASSOCIATED COMMENTS
    
```

 All electronic payments made in NCAS will generate a CMCS transfer.

A daily report is available through Systemware that shows by budget code the cash transfers that have been posted that day. The report location names are:

OSCOPE* NCAS-CMCS CASH RECON – DETAIL
OSCOPE* NCAS-CMCS CASH RECON – SUMM

All transfers will be shown on the detail report. The report heading is:

ACCOUNTS PAYABLE
 NCAS / CMCS CASH RECONCILIATION DETAIL
 ELECTRONIC PAYMENTS

For each cash account that has been posted to, there will be a page showing the budget codes and the amounts for the CMCS transfers.

The heading for the summary report for transfers is:

ACCOUNTS PAYABLE
 CMCS CASH TRANSFER SUMMARY REPORT
 TRANSFERS DUE TO ELECTRONIC PAYMENTS

The transfer report shows a summary of all transfers that has been posted into CMCS for a particular day.

NOTES

An example of each of these reports follows:

RMDSID07

PAGE : 4

REPORT ID : DETRPT

DATE : 07/14/2000

TIME : 03:57:59

C-AP-CMCS-NCAS-INTERFACE

ACCOUNTS PAYABLE

NCAS / CMCS CASH RECONCILIATION DETAIL

ELECTRONIC PAYMENTS

CASH ACCOUNT: 111270

COMPANY	BUDGET CODE	FUND	TYPE	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL TRANSFER					
0701	13410	1000	REGULAR		9,634.22
9,634.22			COMPANY TOTALS		9,634.22
9,634.22			BUDGET TOTALS		9,634.22
234,128.27			AGENCY TOTALS	41,547.72	275,675.99

RMDSID07

PAGE : 1

REPORT ID : TRANSFER

DATE : 07/14/2000

TIME : 03:58:00

C-AP-CMCS-NCAS-INTERFACE

ACCOUNTS PAYABLE

CMCS CASH TRANSFER SUMMARY REPORT

TRANSFERS DUE TO ELECTRONIC PAYMENTS

BUDGET CODE	FUND	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL TRANSFER			
13410	1000		9,634.22
9,634.22		9,634.22	9,634.22
	AGENCY TOTALS	9,634.22	9,634.22

Transfers that post to CMCS will not post transactions to BC. All E-payment transfers will post directly to the appropriate allotment or budget code cash account, 111240, 111260 or 111270 through AP. They will not post to the disbursing cash account, 111250.

NOTES

These reports will also reflect accounting distribution changes on paid invoices. A negative transfer will be created for the original distribution and a positive transfer to the new distribution. If the change caused the cash to cross budget codes, both transfer entries will need to be passed and approved the same day, reducing the money in one agency budget code and increasing it in the other. The OSC budget code, 23015, will zero out with the positive and negative transfer to the same code.

Electronic Payments

The E-payments process for vendors in shared trade entities (XXPT) will be handled by the OSC. All non-shared entities, such as employees, will be controlled by the agency. The *VPY* screen is the only additional screen that must be completed for E-payments. It is absolutely critical that this screen be completed accurately so that payments can be deposited correctly. With each E-payment, an e-mail or fax will be sent to notify the vendor or employee that a payment has been made. Vendors or employees that do not have an e-mail address or fax number will continue to receive paper checks.

As previously mentioned, whenever an E-payment has been made, it will cause a transfer entry to be made in the CMCS system. All E-payments are separated from the paper checks and are sent to an OSC server running Paybase 32 check printing software. Each agency's electronic payment file will remain on this server waiting for CMCS transfers to be submitted and approved. After the agency transfer has been approved by OSC-Cash Management, the E-payments will be processed by the OSC and sent to the bank combined with all other agencies' E-payments for that day. If funds are not available or the agency fails to complete the CMCS transfer, the payments will not be released for processing. The agency should not submit the transfers for the E-payments until payments are ready to be sent to the bank.

Security & Completion of *VPY* Screen

The *VPY* screen should be carefully secured within your agency. Only one person and one backup person should have access to this screen. The OSC will require a security form completed for each person that will have access to this screen. The individuals that have access to this screen will be responsible for having money deposited into an employee's or non-trade vendor's bank account. For security purposes, the OSC has developed audit reports that record all additions and changes to this screen and the operator ID that has made them.

NOTES

Following is an example of a form that must be completed by employees or non-trade vendors choosing the E-payments method. This form gives authorization to deposit funds into their account. A voided check must be attached to the form to give the agency the information needed to complete the *VPY* screen. Agencies must secure this information carefully.

The agency may modify this form to suit its needs.

Office of the State Controller

Return to: OSC NCAS Help Desk
 Address 1425 Mail Service Center
 Raleigh, NC 27699-1425



Payment Verification Form

Telephone: _____

For your convenience and benefit, the State of North Carolina offers payees the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you also will be notified of the deposit either by fax or by e-mail. The fax or e-mail will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must print, complete this form, attach a voided check, and return both to the address above.

● **PRINT the following information.**

Payee Name _____

Federal ID # / Social Security # _____

Bank Name _____

Bank routing number _____

() Checking account # _____

() Savings account # _____

Remit Address(es) for Applicable Account(s) _____

● **FAX or EMAIL ADDRESS for payment notification.** (Place a check in front of the method of notification that you prefer.)

() FAX # (_ _ _) _ _ _ - _ _ _ _ _

Or

() E-mail address _____

Authorized Signature: _____ Date: _____

Title: _____

● **ATTACH VOIDED CHECK**

Attach deposit slip for IDA Savings Account

NOTES

An example of a completed *VPY* screen follows:

```

OCP                                VENDOR BANK ACCOUNT PAYMENT METHOD                                VPY
NEXT FUNCTION: _____ ACTION: _____                                05/11/2000 11:45:00
REQUEST: g_____
=====
PAY ENTITY      : 14PE                                RICK PIERINGER
SHORT NAME     : EPAYMENT VENDOR                       PO BOX 1222
VENDOR NUMBER  : 123456789 GROUP: _____        RALEIGH
PAYMENT METHOD  : USCK      BAP CODE: _____

----- DESTINATION BANK INFORMATION OVERRIDE -----

ACCOUNT NUMBER : 444444444444
ACCOUNT NAME   : BANK ACCOUNT NAME
BANK ROUTING NUMBER : 053110594
NAME LINE 1   : BANK NAME 1
NAME LINE 2   : BANK NAME 2
ADDRESS LINE 1 : BANK ADD LINE 1
ADDRESS LINE 2 : BANK ADD LINE 2
ADDRESS LINE 3 : BANK ADD LINE 3
POSTAL CODE   : 27699-1234 SAVINGS ACCT: N
PRENOTE      :
STANDARD ENTRY CLASS : _____
E PAY INFO: E RPIERING@CONTROLLER.OSC.STATE.NC.US
    
```

Before the *VPY* screen can be completed, the employee/vendor must have been set up in the NCAS following normal procedures. If the individual is already getting paper checks, the *VPY* screen is the only additional screen to be completed. The information on this screen and an explanation of each field follows.

- PAY ENTITY** The employee pay entity or other non-trade entity where your employees or other non-trade vendors are located, i.e. XXPE.
- SHORT NAME** The short name that is assigned to the vendor; the employee's short name as it is defined on the *VSU* screen. May be used to pull up the vendor information when creating this record instead of the vendor number below.
- VENDOR NUMBER** The vendor number assigned on *VSU*. This should be the employee's SS# or the vendor's TIN (Taxpayer Identification Number).
- GROUP** A group identifier such as A or B if applicable.
- PAYMENT METHOD** Must always be USCK.
- BAP CODE** Must be left blank.
- ACCOUNT NUMBER** The bank account number of the employee's checking or savings account where the payment is to be deposited. It is also the last group of numbers on the individual's check; the group of numbers following the bank routing code. **Do not include any spaces.** SEE THE FOLLOWING EXAMPLES.

ACCOUNT NAME	Name that describes this bank account; an example is Personal Checking Account.
BANK ROUTING NUMBER	Bank routing code. Found in the encoding at the bottom of all checks. Group of nine numbers. On personal checks, it is the first group of numbers. On the OSC checks, it is the number following the check number. SEE THE FOLLOWNG EXAMPLES.
NAME LINE 1	Name of the employee's bank; i.e., First Union.
NAME LINE 2	Second name of employee's bank, if applicable.
ADDRESS LINE 1	Address line 1 of employee's bank.
ADDRESS LINE 2	Address line 2 of employee's bank.
ADDRESS LINE 3	Address line 3 of employee's bank.
POSTAL CODE	Zip code of employee's bank.
SAVINGS ACCOUNT	If the account is a savings account instead of a checking account, this must be a "Y". "N" defaults and means the account referenced is a checking account.
PRENOTE	Leave this field blank.
STANDARD ENTRY CLASS	Leave this field blank.
E PAY INFO	This is a two-part field. The first position can be either an E, F, or I. An E means the individual wants to be notified of the payment via e-mail and an e-mail address must be entered in the spaces following. An F means the person wants to be notified via FAX and the FAX number must be entered in the fields after the F. When an F is entered in the first field, it will force you to put the fax number in the correct format, XXX-XXX-XXXX. Keying an I in the first position inactivates this record once it has been created. This will force a paper check to be printed rather than an electronic payment.

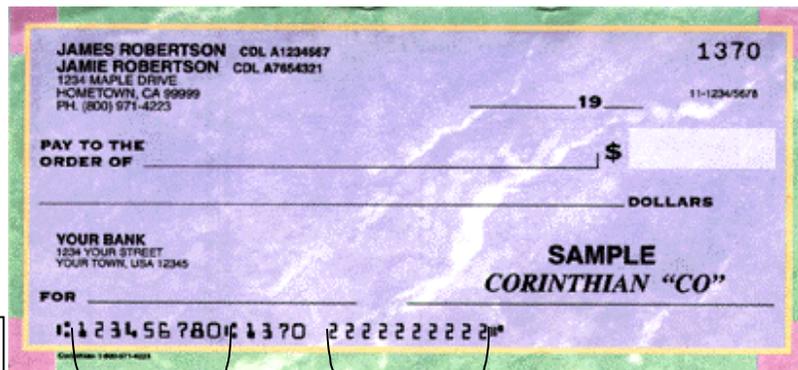
NOTES

NOTES

Bank Account & Bank Routing Numbers

It is critical that the correct bank account number and the correct bank routing number for the bank are entered on the VPY screen. On a personal check, the routing code consists of nine numeric digits that are always placed between two similar brackets. The bank account number follows the routing code. No spaces should be entered in the account number even if it looks like there are spaces on the check. If the check number is imbedded in the bank account number, do not enter the check number as part of the account number. These two numbers must be keyed correctly and in the correct fields. If there are any mistakes, the payment will not be deposited and will be returned to the OSC causing a delay in the payment. Below are some sample checks identifying the proper numbers. If there are any questions regarding what numbers to use call the OSC Helpdesk (875-4357) for assistance.

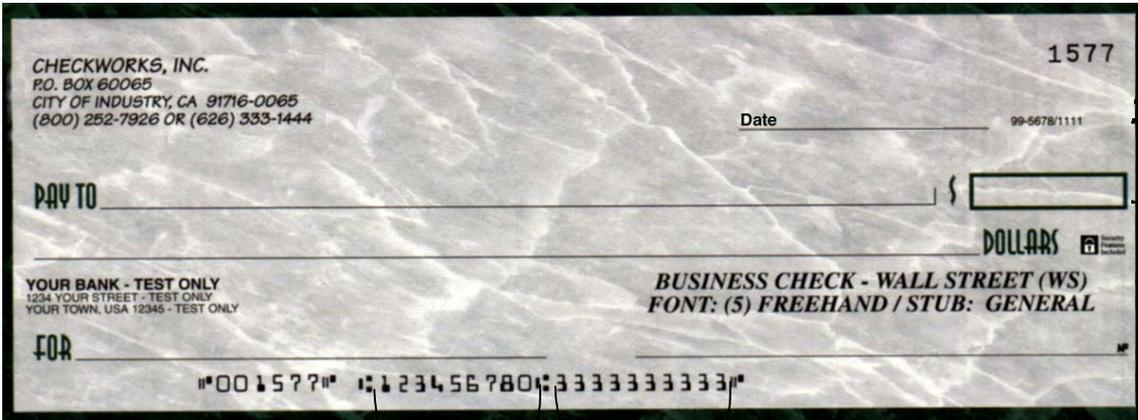
Examples of bank routing account numbers follow:



The nine digits between these two symbols will always be the routing code.

These ten digits are the bank account numbers.

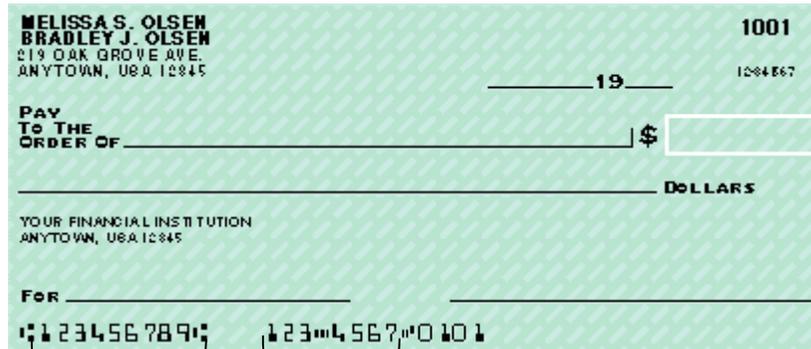
Bank routing number = 123456780
 Bank account number = 222222222



The nine digits between these two symbols will always be the routing code.

These ten digits are the bank account numbers.

Bank routing number = 123456780
 Bank account number = 333333333



The nine digits between these two symbols will always be the routing code.

These seven digits are the bank account numbers.

Bank routing number = 123456789
 Bank account number = 1234567 (Do not enter spaces in this number.)

NOTES

NCAS Enhancements

The OSC has added a security feature to the NCAS. During nightly processing the bank account number is blanked out from on-line viewing and from the dataframes used for IE reporting. The day after the transaction is entered the phrase BANK ACCOUNT MOVED TO SECURE FILE is placed in the account number field.

```

OCP                                VENDOR BANK ACCOUNT PAYMENT METHOD          VPY
NEXT FUNCTION: _____ ACTION: _____          05/12/2000 14:58:52
REQUEST: g_____
=====
PAY ENTITY      : 14PE                                ROBERT SWENSON
SHORT NAME     : SWENSONROBERT                        5045 NORTHWEST LAKE DRIVE
VENDOR NUMBER  : 333333333 GROUP: A                  RALEIGH
PAYMENT METHOD  : USCK          BAP CODE: _____

----- DESTINATION BANK INFORMATION OVERRIDE -----
ACCOUNT NUMBER : BANK ACCOUNT MOVED TO SECURE FILE
ACCOUNT NAME   : BOB'S CHECKING ACCOUNT
CODE           : 053110594
NAME LINE 1    : XYZ NATIONAL BANK
NAME LINE 2    :
ADDRESS LINE 1 : 100 MAIN STREET
ADDRESS LINE 2 :
ADDRESS LINE 3 : RALEIGH, NC
POSTAL CODE    : 27613-1234          SAVINGS ACCT: N
PRENOTE        : -
STANDARD ENTRY CLASS : _____
E PAY INFO: E RSWENSON@MAIL.OSC.STATE.NC.US
    
```

Security Feature

Another change that has been made to the NCAS is that on any of the screens used for employee/vendor payments, a message will be displayed at the top of the screen showing the vendor is set for electronic payment. This will allow you to include remit messages appropriate for electronic payments. For instance on an electronic payment you would not want to enter a message that reads "ATTACHMENT ENCLOSED".

Four screens display the electronic payment message if you have an electronic type vendor: the *Invoice Worksheet (IWS)*, *Employee Worksheet (EWS)*, *Invoice Matching (IMP)*, and the *Employee Advance Request (EAR)* screens. Two examples follow:

```

OCP                               INVOICE WORKSHEET 1                               IWS-1T
078 - VENDOR / FACTOR IS SET FOR ELECTRONIC PAYMENT
NEXT FUNCTION: _____ ACTION: _____ 05/12/2000 14:38:04
REQUEST: _____
=====
INVOICE NUMBER : _____ ETEST-1 DATE: 05/30/2000 MODEL: _____
VENDOR SHORT NM: HUMMERTNTL HUMMERT INTERNATIONAL CURR : _____
VENDOR NUMBER : 430763032 A EARTH CITY CM/DM : _____
PO REFERENCE : _____ COUNTY CODE: _____ MULTI PYMT: _____
TERMS CODE: N30 PYMT DUE DATE: _____ DISCOUNT AMT/PCT: _____
REMIT MSG: _____
SIGNATURE APPR CD: _____
LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER PROJ-CO NUMBER
VAT QUANTITY UNIT ITEM NUMBER DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _____
0002 _____
0003 _____
0004 _____
SALES TAX/VAT : _____ FREIGHT : _____
ADDITIONAL COST: _____ GROSS AMOUNT: _____
    
```

Electronic
Payment
Message

```

OCP AP                             EMPLOYEE ADVANCE REQUEST                             EAR
078 - VENDOR / FACTOR IS SET FOR ELECTRONIC PAYMENT
NEXT FUNCTION: _____ ACTION: _____ 05/12/2000 15:09:04
REQUEST: _____
=====
PAY ENTITY : 14PE EMPLOYEE NUMBER : 333333333 A
EMPLOYEE SHORT NAME: SWENSONROBERT ROBERT SWENSON
ADVANCE VOUCHER NBR: adv051200 RALEIGH
VOUCHER DATE : 051200
TRAVEL REQUEST NBR :
REMIT MESSAGE:
=====
ADVANCE TYPE : p ADVANCE ISSUE DATE: 051200
TRIP CO : TRIP NUMBER :
GL EFFECTIVE DATE : EMPLOYEE ADV IND :
BANK ACCT PYMT CODE:
CURRENCY CODE : ADV : 100.00
SIGNATURE APPROVAL :
HANDLING CODE :
REASON CODE/DESC :
ADVANCE CO/ACCT/CTR: 1401 532799 1000
    
```

Electronic
Payment
Message

The *PYL* screen and the *DPG* screen reflect the type of payment that was made. On *PYL*, all paper checks are identified with an **S** for system, or **M** for manual and electronic payments are identified with an **E** for electronic. Also, as soon as an E-payment is made, the system automatically clears it. There are no checks to clear through the Treasurer's office on electronic transactions. The *DPG* screen will show the payment type, ELEC-TRONIC, on all payments sent electronically. Review the screens below to see examples of this.

NOTES

OCP AP		PAYMENT LIST				PYL	
NEXT FUNCTION: _____		ACTION: _____		05/16/2000 17:03:07			
=====							
PAY ENTITY: _____		VENDOR NBR: _____		SHORT NAME: _____			
BAP CODE : 14D		PAYMENT REFERENCE NUMBER: 0000034256					
BAP CODE	PYMT REF NUMBER	AMOUNT	DATE	PAYMENT TYPE	STAT	CLEARANCE DATE	REPLACE PYMT REF S
14D	0000034256	175.00	05/12/00	E	CLEARED	05/15/00	-
14D	0000034257	106.00	05/12/00	E	CLEARED	05/15/00	-
14D	0000034258	1,500.00	05/12/00	E	CLEARED	05/15/00	-
14D	0000034259	10.00	05/12/00	S	OPEN		-
14D	0000034260	100.00	05/12/00	S	OPEN		-
14D	0000034261	100.00	05/12/00	S	OPEN		-
14D	0000034264	.00	05/16/00	S	VOIDED		-
14D	0000034265	1,000.00	05/16/00	E	CLEARED	05/16/00	-
14D	0000034266	106.00	05/16/00	E	CLEARED	05/16/00	-
14D	0000034267	10.00	05/16/00	S	OPEN		-
14D	0000034268	100.00	05/16/00	S	OPEN		-
STATUS: MORE							

Payment Identifier

OCP AP		DOCUMENT PAYMENT GENERAL INFORMATION				DPG	
NEXT FUNCTION: _____		ACTION: _____		HISTORY: _		05/16/2000 16:58:48	
BROWSE: -							
=====							
PAY ENTITY : 14PT		VEND/EMP NBR: 382158077 A					
VEND/EMP SHORT NAME: ROYCEROLLSRINGE		DOCUMENT NBR: ETEST-4					
DOCUMENT DATE : 04/30/2000		PAYMENT NBR: 001		PRTL PYMT NBR: 000			
		IND AMOUNT					
SALES TAX/VAT :		6.00	VAT INCLUSIVE :		N		
SALES TAX 2 :							
SALES TAX 3 :			EXPENSE IND :				
FREIGHT :			GL EFFECTIVE DATE :		05/12/2000		
ADDITIONAL COST :			EXTRACT DATE :				
				ACCRUAL CANC DATE :			
GROSS INVOICE :		106.00	CURRENCY CODE :				
PAYMENT AMOUNT :		106.00	DISCOUNT TYPE :		NOT TAKEN		
AMOUNT PAID :		106.00	DISCOUNT TAKEN :		.00		
PAYMENT TERMS :	NET PAY IMMEDIATELY		PAYMENT STATUS :		PAID		
PAYMENT DATE :	05/12/2000		PAYMENT REF NBR :		0000034257		
PAYMENT ROUTE CD :			PAYMENT TYPE :		ELECTRONIC		
FACTOR NUMBER :			HANDLING CODE :				
REASON CODE/DESC :			ONE INVC PER PYMT :				
				BANK ACCT PYMT CD :		14D	

In the event that a payment needs to be cancelled, a report has been created that identifies all payments that were sent electronically for a particular day. Contact the OSC Helpdesk immediately for assistance with this process. An example of the report follows:

STATE OF NORTH CAROLINA
LIST OF REPAYMENTS FOR VERIFICATION

PAYMENT DATE	BAP	CHECK NUMBER	PAY ENTITY	VENDOR	GRP	INVOICE NUMBER	INVOICE DATE	AMOUNT PAID
05/23/2000	42F	00000853418	42PT	560651249	N	01AT4223	04/24/2000	249.76
	42F	00000853422	42PT	561308131	A	TAX52500	05/22/2000	55,640.03
	42F	00000853424	42PT	561922480	A	MAY 7043579810	05/07/2000	505.92
	42F	00000853424	42PT	561922480	A	MAY 8284330154	05/07/2000	699.51
	42F	00000853424	42PT	561922480	A	MAY 8284339034	05/07/2000	666.20
	42F	00000853424	42PT	561922480	A	MAY 8287658233	05/08/2000	755.91
	42F	00000853424	42PT	561922480	A	MAY 8287658913	05/08/2000	112.72
	42F	00000853424	42PT	561922480	A	MAY 9197349524	05/10/2000	167.93
	42F	00000853424	42PT	561922480	A	MAY 9197369085	05/04/2000	443.51
	42F	00000853424	42PT	561922480	A	MAY 9198329513	05/07/2000	1,771.05

TOTAL FOR BAP

10

61,012.54

TOTAL FOR DATE

68

96,488.12

*** END OF REPORT EPAY ***

Each electronic payment has an e-mail or fax sent to the vendor or employee. A sample of an e-mail follows:

Subject: Epayments
 Date: Tue, 15 Aug 2000 09:08:42 -0400
 From: paybase@osc.state.nc.us
 To: "John.Doe@NCMAIL.NET" <John.Doe@NCMAIL.NET>

See attachment(s):

DEPARTMENT OF COMMERCE
 4302 MAIL SERVICE CENTER
 RALEIGH, NC 27699-4302
 919-715-5605

This is a notification regarding a direct deposit. This message is intended for: Mr. John Doe
 PO BOX 56666
 CHARLOTTE NC 28909

In the event that this message is received in error, please contact Office of the State Controller of North Carolina at 919.875.HELP(4357).

Within 3 business days your account on file will receive a deposit of
 ***1,665.61 for payment number 43PT0000069081

Your Inv.No Amount	Type	Inv Date	Invoice Amount	Discount Taken	Net
4246491-0		07/25/00	\$274.16	\$0.00	\$274.16
4246533-0		07/26/00	\$331.71	\$0.00	\$331.71
4263612-0		08/04/00	\$140.58	\$0.00	\$140.58
4264267-0		08/04/00	\$50.61	\$0.00	\$50.61
4267641-0		08/08/00	\$78.28	\$0.00	\$78.28
4269700-0		08/09/00	\$790.27	\$0.00	\$790.27
TOTAL:			\$1,665.61		

The fax will look similar to the e-mail. Both documents display all the information that is normally printed on a check stub.

The OSC has set up on the *STT* screen (Ship-to), a ship code of three asterisks (***) for every agency paying entity. This ship-to address and phone number is used to print on the payment notification form sent to the employee/vendor. (See the highlighted address above). The agency or the OSC can correct this information if it is incorrect. Before any E-payments are sent, the agency must verify this address on the *STL* screen to make sure that the address and phone number are accurate for all agency pay entities. Following are examples of the *STL* and *STT* screens.

NOTES

```

N23                                SHIP-TO CODES                                STL
NEXT FUNCTION: _____ ACTION: _____                                08/16/2000 13:00:49
REQUEST: _____
=====
PAY ENTITY: 43pt

SHIP-TO   NAME                                ADDRESS                                POSTAL
CODE     PHONE NO.                            ADDRESS                                CODE

*** DEPARTMENT OF COMMERCE                TRADE ACCOUNTS PAYABLE
                                           4302 MAIL SERVICE CENTER
919-715-5605
                                           RALEIGH NC                                27699-4302
ABC ABC COMMISSION

                                           3322 GARNER ROAD
                                           RALEIGH, NC                                27610-5631
ABW ABC COMMISSION

                                           WAREHOUSE OPERATIONS
                                           3320 GARNER ROAD
                                           RALEIGH, NC                                27610-5631

PAGE NO: 1 SCREEN STATUS: MORE
    
```

```

N23                                SHIP-TO                                STT
NEXT FUNCTION: _____ ACTION: _____                                08/16/2000 13:04:53
REQUEST: g_____
=====

PAY ENTITY : 43PT
SHIP-TO CODE: ***

NAME      : DEPARTMENT OF COMMERCE
ADDRESS 1 : TRADE ACCOUNTS PAYABLE
ADDRESS 2 : 4302 MAIL SERVICE CENTER
ADDRESS 3 :
ADDRESS 4 : RALEIGH NC
POSTAL CODE : 27699-4302

PHONE NO. : 919-715-5605
    
```

The AP-P0006 and P0007 reports have been modified so that E-payments can be identified. An **E** has been placed in front of each payment reference number that was created as an electronic payment. Also note that the vendor's address is on these reports.

PAY REF NBR	PAY DATE	VENDOR NO	VENDOR NAME	STATE	ADDRESS-1	ZIP	ENT RT CD	INVOICE NUMBER	INV DATE	PYNO	PRT	SOURCE CODE	GROSS AMOUNT	DISCOUNT AMOUNT	WITHHELD AMOUNT	NET AMOUNT	
10029037	08/17/2000	310892835	B PD INC	GA	PO BOX 930108												
12FT	03103713	08/08/00	1 ATLANTA	4468	31193								0.00			194.90	
12FT	03103714	08/08/00	1 ATLANTA	4468	315.50								0.00			135.50	
----- PAYMENT SUMMARY																	
			INVOICE DETAIL COUNT	2	NET AMOUNT											330.40	---
E 10029038	08/17/2000	362407381	E UNITED PARCEL SERVICE	NV	PO BOX 505820												
12FT	0000F539XF	-320	08/05/00	1 THE LAKES	88905-5820								0.00			24.90	---
----- PAYMENT SUMMARY																	
			INVOICE DETAIL COUNT	1	NET AMOUNT											24.90	---
10029039	08/17/2000	541021611	A MANAGEMENT CONCEPTS INC	VA	8230 LEESBURG PIKE												
SUITE 800					22182												
12FT	REG/(2)W/C	08/07/00	1	081700	5064								0.00			375.00	---
----- PAYMENT SUMMARY																	
			INVOICE DETAIL COUNT	1	NET AMOUNT											375.00	---
10029040	08/17/2000	560903427	D FORMS & SUPPLY INC	NC	PO BOX 563953												
12FT	4275124-0	08/10/00	1	081400	5062								0.00			37.26	---
12FT	4275143-0	08/10/00	1	081700	5065								0.00			26.88	---
12FT	4275295-0	08/10/00	1	081700	5065								0.00			189.84	---
----- PAYMENT SUMMARY																	
			INVOICE DETAIL COUNT	3	NET AMOUNT											253.98	---
10029041	08/17/2000	560952955	C BRIGHTER LIVING EXPO	NC	PO BOX 1183												
12FT	BOOTH/SHIIP10-00	08/14/00	1	081700	5064								0.00			50.00	---
----- PAYMENT SUMMARY																	
			INVOICE DETAIL COUNT	1	NET AMOUNT											50.00	---
10029042	08/17/2000	561130957	B NC DEPT. OF ADMINISTRATION	NC	OFFICE OF FISCAL MANAGEMENT												
1306 MAIL SERVICE CENTER					27699-1306												
12FT	200100203	08/10/00	1	081700	5064								0.00			46.20	---
12FT	200100245	08/10/00	1	081700	5064								0.00			1.17	---
----- PAYMENT SUMMARY																	
			INVOICE DETAIL COUNT	2	NET AMOUNT											47.37	---
10029043	08/17/2000	561340046	A NEWTON'S FIRE & SAFETY, INC.	NC	PO BOX 13												
12FT	3041	08/07/00	1	081700	4468								0.00			44.60	---
----- PAYMENT SUMMARY																	
			INVOICE DETAIL COUNT	1	NET AMOUNT											44.60	---

NOTES

SUMMARY

In this information you learned how to:

- Generate CMCS transfers
- Process electronic payments
- Complete and secure the *VPY* screen for your agency
- Enter bank account and routing numbers on the *VPY* screen
- Utilize NCAS enhancements

The E-payment process allows agencies to deposit money directly into an employee or non-trade vendor's bank account. Completion of the *VPY* screen in the NCAS allows employees/vendors to be paid electronically. E-payment data resides on an OSC server until cash is transferred via CMCS to the OSC by the agency. Electronic remittance advices are then e-mailed or faxed to the employee/vendor concurrently with the E-payment transmission.