



# Pay Vendors Through ACH with No Customization, No Third-Party Involvement, No Third-Party Software

Padma Joshi  
ITS Project Leader  
Dallas/Fort Worth International Airport  
[pjoshi@dfwairport.com](mailto:pjoshi@dfwairport.com)



- **Introduction**
- **Survey** — Application version, existing ACH users
- **Background** — Payment mode at DFW before ACH (Automated Clearing House). Implemented ACH in March 2007.



## About Dallas/Fort Worth Airport

- Dallas/Fort Worth International Airport is the Second largest airport in the United States.
- DFW Airport is the Third largest airport in the world for operations with nonstop service to more than 170 international and domestic destinations.
- DFW Airport generates \$14.3 billion annually for the North Texas economy and supports 268,500 full-time jobs.
- In May 2007 DFW Airport received the prestigious J.D.Power and Associates Award for highest Customer Satisfaction in large Airports.
- DFW Airport received “Best Airport in North America” for customer service for the second year in a row (2006 and 2007) by Airports Council International (ACI).
- 1700 employees.



## DFW Oracle Environment

- Oracle Applications version – 11.5.10.2
- Database version – 9.2.0.8.0
- Oracle Applications – General Ledger, Accounts Payable, Accounts Receivable, Purchasing, Inventory, Projects, Assets, iProcurement, Sourcing, Procurement Contracts
- Went live on iSupplier in December 2007



## Objectives

- Walk through setup steps for paying vendors through ACH (Automated Clearing House) without any customization.
- Provide information on challenges in paying vendors through ACH and how to overcome them. Communicate Benefits.
- Explain how iSupplier integrates with ACH process.



# Presentation Agenda

- Setup
- Payment and Transmission
- Challenges
- Future Plans



## Setup - Enable Bank Accounts Tab

Bank Accounts Tab in Supplier Entry was not enabled for DFW.

To enable the Tab:

- Log into System Administrator Responsibility
- Query following Menu
  - ❖ AP\_APXVDMVD\_MENU
  - ❖ AP\_APXVDMVD\_MENU\_G
  - ❖ AP\_APXSUMBA\_MENU
  - ❖ AP\_APXSUMBA\_MENU\_G



Setup - Add following functions to all the above Menus

- Bank Account Access: Supplier -  
APXSUMBA\_SUPPLIER\_BANK\_ACCT
- Bank Account Access: Supplier Assignments  
- AP\_ACCESS\_SUPPLIER\_ACCOUNTS



# Setup - Add Functions to Menu

Oracle Applications - Development - as of 27-Sep-2007

File Edit View Folder Tools Window Help

Menu: **AP\_APXVDMVD\_MENU** View Tree...

User Menu Name: **AP\_APXVDMVD\_MENU**

Menu Type: **Standard**

Description: **Supplier Sites Functional Menu**

| Seq | Prompt | Submenu | Function                | Description | Grant                               |
|-----|--------|---------|-------------------------|-------------|-------------------------------------|
| 1   |        |         | View EFT Details        |             | <input checked="" type="checkbox"/> |
| 2   |        |         | JG Global Flexfield ena |             | <input checked="" type="checkbox"/> |
| 3   |        |         | Bank Account Access: S  |             | <input checked="" type="checkbox"/> |
| 4   |        |         | Bank Account Access: S  |             | <input checked="" type="checkbox"/> |

Editor: Bank Account Access: Supplier

Administer Folders: [Dropdown] [Open]

Start | Inb... | Pla... | con... | Or... | Em... | Or... | htt... | Ap... | Mic... | Ora... | Ora... | 8:25 AM

D/FW International Airport



# Setup - Add Functions to Menu

Oracle Applications - Development - as of 27-Sep-2007

File Edit View Folder Tools Window Help

Menu: **AP\_APXVDMVD\_MENU** View Tree...

User Menu Name: **AP\_APXVDMVD\_MENU**

Menu Type: **Standard**

Description: **Supplier Sites Functional Menu**

| Seq | Prompt | Submenu | Function                       | Description | Grant                               |
|-----|--------|---------|--------------------------------|-------------|-------------------------------------|
| 1   |        |         | <b>View EFT Details</b>        |             | <input checked="" type="checkbox"/> |
| 2   |        |         | <b>JG Global Flexfield ena</b> |             | <input checked="" type="checkbox"/> |
| 3   |        |         | <b>Bank Account Access: S</b>  |             | <input checked="" type="checkbox"/> |
| 4   |        |         | <b>Bank Account Access: S</b>  |             | <input checked="" type="checkbox"/> |

Editor: Bank Account Access: Supplier Assignments

Administer Folders

Open

Start | Inb... | Pla... | con... | Or... | Em... | Or... | htt... | Ap... | Mic... | Ora... | Ora... | 8:23 AM



# Setup - Bank Accounts Tab enabled

Suppliers (Dallas/Fort Worth International Airport Board)

Supplier Name: **SRCOMPANYOCT18** Supplier Number: **155040**

Alternate Name: \_\_\_\_\_ Tax Registration Number: \_\_\_\_\_

Taxpayer ID: **34567891011** Inactive On: \_\_\_\_\_

General Classification Accounting Control Payment **Bank Accounts** EDI Invoice Tax Withholding Tax

| Name  | Number           | Curr       | Primary                             | Effective Dates    |    |
|---|------------------|------------|-------------------------------------|--------------------|----|
|   |                  |            |                                     | From               | To |
| <input checked="" type="checkbox"/> <b>Wachovia</b> | <b>345678901</b> | <b>USD</b> | <input checked="" type="checkbox"/> | <b>18-OCT-2007</b> |    |
| <input type="checkbox"/>                            |                  |            | <input type="checkbox"/>            |                    |    |
| <input type="checkbox"/>                            |                  |            | <input type="checkbox"/>            |                    |    |
| <input type="checkbox"/>                            |                  |            | <input type="checkbox"/>            |                    |    |

**Bank** Name: **SRWachovia Bank** Number: **345678901**

**Branch** Name: **Wachovia-NC** Number: **234567891011**

Sites



## Setup - View Concurrent Program Setting

- View the details of the Payment Format program under Payables Manager Responsibility
- View NACHA Payment Format Concurrent Program under System Administrator Responsibility



# Setup - Payment Format (Payables Manager)

Oracle Applications - Development - as of 27-Sep-2007

File Edit View Folder Tools Window Help

ORACLE

Navigation - DFW Payables Manager - (3/1)

Functions Documents

**Setup:Payment:Formats**

Define Payment Formats

- + Invoices
- + Payments
- + Accounting
- + Suppliers
- + Employees
- + View Purchase Orders
- Setup
  - + Invoice
  - Payment
    - Banks
    - Programs
    - Formats**
    - Interest Rates
    - Bank Charges
  - + Tax

Payment Formats (Dallas/Fort Worth International Airport Board)

Payment Format **NACHA Payment Format**

Payment Method **Electronic**

Transmittable

Zero Amount Payments Only

Group by Due Date

Bank File Character Set

Currency

Multiple

Single **USD**

Remittance

Before Document

After Document

None

Number of Invoices **9999** [ ]

Programs

Build Payments **Build Payments Program**

Format Payments **NACHA Payment Format**

Separate Remittance

Start | I... | Pl... | c... | A... | E... | O... | h... | A... | M... | O... | O... | 8:36 AM



# Setup - Payment Format (Sys Admin - Concurrent Program)

Concurrent Programs

Program **NACHA Payment Format**  Enabled

Short Name **APXNACHA**

Application **Payables**

Description

---

**Executable**

Name **APXNACHA** Options

Method **Oracle Reports** Priority

---

**Request**

Type

Incrementor

MLS Function

Use in SRS  Allow Disabled Values

Run Alone  Restart on System Failure

Enable Trace  NLS Compliant

---

**Output**

Format **Text**

Save (C)

Print

Columns

Rows

Style **EFT For Germany**

Style Required

Printer

Copy to... Session Control Incompatibilities Parameters



## Setup - Troubleshooting for Print Style and Printer

- Notice Style EFT For Germany on the Concurrent Program
- Sys Admin to add EFT\_DE style to Printer Type say PASTA printers
- A printer (e.g. Fin123) to have PASTA Printer Type assigned.
- User to use Fin123 printer while creating ACH batch



# Setup – Define Print Style for Printer Type

**Printer Types**

Type: **--PASTA Universal Printer Type**

Description: **The printer type that can support many printers and languages**

Printer Drivers

| Style                      | Driver Name       |
|----------------------------|-------------------|
| CUSTOM_LANDWIDE            | PASTA_CU_LANDWIDE |
| <b>EFT_DE</b>              | GERMANHPLJ4SI     |
| DFW - LANDSCAPE            | PASTA_LANDSCAPE   |
| DFW - LANDWIDE             | PASTA_LANDWIDE    |
| DFW - Landwide - Legal UNC | XXLANDWIDE        |
| DFW - PORTRAIT             | PASTA_PORTRAIT    |
| DYNAMIC                    | PASTA_DYNAMIC     |

Style      Driver





# Setup - Modify Supplier Profile

## Add Electronic Payment Mode - Pay Site level

Supplier Sites (Dallas/Fort Worth International Airport Board) - EMPLOYMENT SCREENING SERVICES, INC., 151843

Site Name: **35209** Alternate Name:

Country: **United States**

Address: **123 MAIN STREET** Alternate Address:

City: **BIRMINGHAM** State: **AL** Postal Code: **35209**

Province:  County: **OTHER, NON-TX**

Language:  Inactive On:  [ .. ]

General | Contacts | Accounting | Control | **Payment** | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Terms: **Net 30** Invoice Currency: **USD**

Pay Group: **MAIL** Payment Currency: **USD**

Payment Priority: **99**

Remittance E-mail:

Terms Date Basis: **Invoice**  Always Take Discount

Pay Date Basis: **Discount**  Exclude Freight From Discount

Payment Method: **Electronic**  Pay Algne

Attention AR



## Setup - Payables Manager Tasks

- a) Define new Bank for ACH: Account Use – Internal
  
- b) Define Supplier Bank: Account Use – Supplier
  
- c) Assign Supplier to bank on Supplier Assignment Tab



## Setup - a) Define New Bank for ACH

Payables Manager Responsibility – Setup – Payment – Banks.

DFW Airport defined new ACH bank account for ease of operation and convenience.

**Step 1** – Define New Internal Bank

**Step 2** – Define Bank Account

**Step 3** - Define New ACH Payables Document

**Step 4** – Enter Information in Other Tabs

# Setup - a) - Step 1 Define New Internal Bank



Banks (Dallas/Fort Worth International Airport Board)

|  |  |   |  |
|--|--|---|--|
| <b>Bank</b><br>Name: <b>ACH-JP MORGAN BANK</b><br>Alternate Name: <input type="text"/><br>Number: <input type="text"/>                               |  | <b>Bank Branch</b><br>Name: <b>ACH-JP MORGAN BANK</b><br>Alternate Name: <input type="text"/><br>Number: <b>111000000</b><br>Type: <b>ABA</b>                           |  |
| RFC Identifier: <input type="text"/><br>Institution: <b>Bank</b> (circled)<br>Description: <input type="text"/><br>Inactive On: <input type="text"/> |  | EDI ID Number: <input type="text"/><br>EDI Location: <input type="text"/><br>EFT Number: <input type="text"/> [ <input type="checkbox"/> ]<br>BIC: <input type="text"/> |  |
| <b>Address</b>   |  |   |  |
| Country: <b>United States</b><br>Address: <b>1717 MAIN ST</b><br><input type="text"/><br><input type="text"/><br><input type="text"/>                |  | State: <b>TX</b><br>County: <input type="text"/><br>Postal Code: <b>75201</b><br>Alternate Address: <input type="text"/>  |  |
| City: <input type="text"/><br>Province: <input type="text"/>   |  |   |  |
| <input type="button" value="Transmission Details"/>  |  | <input type="button" value="Related Banks"/>  |  |
| <input type="button" value="Bank Accounts"/>   |  |   |  |



# Setup - a) - Step 2 Define Bank Account

Bank Accounts (Dallas/Fort Worth International Airport Board)

Bank Name: **ACH-JP MORGAN BANK** Branch Name: **ACH-JP MORGAN BANK**

**Bank Accounts**

Operating Unit: **Dallas/Fort Worth Intern** Agency Location Code:

Name: **ACH** Alternate Name:

Account Use: **Internal** Account Type: **ACH**

Number: **123456789** IBAN:

Currency: **USD** Inactive On:

Description:  Check Digits:  [  ]

Allow Assignment to Multiple Suppliers

GL Accounts | Account Contact | Account Holder | Receivables Options | More Receivables Options | Payables Options

|                      | GL Account                                    | Description                            |
|----------------------|---|--|
| Cash                 | <b>0102-0000-0-1110-001-000-00000-00-00-0</b> | <b>Operating Revenue and Exp-Defau</b> |
| Cash Clearing        | <input type="text"/>                          | <input type="text"/>                   |
| Bank Charges         | <input type="text"/>                          | <input type="text"/>                   |
| Bank Errors          | <input type="text"/>                          | <input type="text"/>                   |
| Confirmed Receipts   | <input type="text"/>                          | <input type="text"/>                   |
| Future Dated Payment | <input type="text"/>                          | <input type="text"/>                   |

Payables Documents | Bank Codes

# Setup - a) - Step 3 Define new Payables Document



Payment Documents (Dallas/Fort Worth International Airport Board) - ACH-JP MORGAN BANK, ACH

Document Information    Additional Information    GL Accounts    Future Dated Payments

| Document Name | Disbursement Type | Payment Format       | Payment Method    | Inactive On | [ ] |
|---------------|-------------------|----------------------|-------------------|-------------|-----|
| <b>ACH</b>    | <b>Combined</b>   | <b>NACHA Payment</b> | <b>Electronic</b> |             |     |
|               |                   |                      |                   |             |     |
|               |                   |                      |                   |             |     |
|               |                   |                      |                   |             |     |
|               |                   |                      |                   |             |     |
|               |                   |                      |                   |             |     |



## Setup - a) - Step 4 Enter data for other tabs

- In Additional Information tab under Payables Documents, enter Document Numbers – Last Used, Last Available
- Complete the setup in Bank Account screen by entering information in Account Contact, Payable Options, as necessary.



## Setup - b) Define Supplier Bank

- After ACH Payment Document is defined for Internal bank, define Supplier's bank under Payables Manager – Setup – Payment – Bank. Account use is Supplier.
  - **Step 1** – Define Supplier Bank
  - **Step 2** – Define Bank Account for Supplier Bank
- You can have your own naming convention for Bank Name.
- DFW Airport enters Supplier Name under bank name and address line to identify the supplier for bank account.



# Setup - b) Define Supplier Bank

## Step 1 - Define Supplier Bank

Banks (Dallas/Fort Worth International Airport Board)

| Bank           |                               | Bank Branch       |                        |
|----------------|-------------------------------|-------------------|------------------------|
| Name           | ACH-ALIAN BANK                | Name              | ACH-ALIAN BANK-EMPLOYM |
| Alternate Name |                               | Alternate Name    |                        |
| Number         | EMPLOYMENT SCREENING SE       | Number            | 123456789              |
| RFC Identifier |                               | Type              | ABA                    |
| Institution    | Bank                          | EDI ID Number     |                        |
| Description    |                               | EDI Location      |                        |
| Inactive On    |                               | EFT Number        | [ ]                    |
| Address        |                               | BIC               |                        |
| Country        | United States                 | State             |                        |
| Address        | EMPLOYMENT SCREENING SERVICES | County            |                        |
|                |                               | Postal Code       |                        |
|                |                               | Alternate Address |                        |
| City           |                               |                   |                        |
| Province       |                               |                   |                        |



Setup - b) Define Supplier Bank  
Step 2 - Define Bank Account for Supplier Bank

Bank Accounts (Dallas/Fort Worth International Airport Board)

Bank Name: **ACH-ALIAN BANK**      Branch Name: **ACH-ALIAN BANK-EMPLOYM**

**Bank Accounts**

Operating Unit: **Dallas/Fort Worth Intern**      Agency Location Code:

Name: **EMPLOYMENT SCREENING SE**      Alternate Name:

Account Use: **Supplier** (circled)      Account Type:

Number: **123456789**      IBAN:

Currency: **USD**      Inactive On:

Description:       Check Digits:  [  ]

Allow Assignment to Multiple Suppliers

GL Accounts    Account Contact    Account Holder    Receivables Options    More Receivables Options    Payables Options

Last:       First:       Middle:

Title:       Prefix:

Phone:

Payables Documents      Bank Codes



# Setup - c) Assign Supplier to Bank on Supplier Assignment Tab

The screenshot shows the Oracle Applications Development interface for setting up a bank account and its supplier assignments. The window title is "Oracle Applications - Development - as of 27-Sep-2007". The main window is titled "Bank Accounts (Dallas/Fort Worth International Airport Board)".

**Bank Accounts (Dallas/Fort Worth International Airport Board)**

- Bank Name: ACH-ALIAN BANK
- Branch Name: ACH-ALIAN BANK-EMPLOYM
- Operating Unit: Dallas/Fort Worth Intern
- Agency Location Code: [Empty]
- Name: EMPLOYMENT SCREENING SE
- Alternate Name: [Empty]
- Account Use: Supplier
- Account Type: [Empty]
- Number: 1234567
- IBAN: [Empty]
- Currency: USD
- Inactive On: [Empty]
- Description: [Empty]
- Check Digits: [Empty]
- Allow Assignment to Multiple Suppliers

Navigation tabs: Account Holder, Receivables Options, More Receivables Options, Payables Options, **Supplier Assignments**

**Supplier Assignments Table:**

| Supplier            |        | Effective Dates |             |    | Primary                             |
|---------------------|--------|-----------------|-------------|----|-------------------------------------|
| Name                | Number | Site            | From        | To |                                     |
| EMPLOYMENT SCREE... | 151843 | 35209           | 23-MAY-2007 |    | <input checked="" type="checkbox"/> |
| EMPLOYMENT SCREENI  | 151843 | 35242           | 23-MAY-2007 |    | <input checked="" type="checkbox"/> |
| EMPLOYMENT SCREENI  | 151843 |                 | 23-MAY-2007 |    | <input checked="" type="checkbox"/> |
|                     |        |                 |             |    | <input type="checkbox"/>            |

Buttons: Payables Documents, Bank Codes

Record: 1/3 | List of Valu... | <OSC>

Windows Taskbar: Start, Inb..., Or..., DM..., Mic..., Do..., Ap..., Uni..., Pla..., Or..., Ora..., Pla..., 9:26 AM



## Troubleshooting

- You will be able to assign a supplier to the bank even though that supplier does not have Payment Method as Electronic at Header or Site level.
- But if you create Invoice for that supplier, it will not default Electronic Payment Method and therefore, it will not be available on ACH payment batch.
- Make sure Payment Method on Supplier Header and Pay Site is Electronic before creating and paying Invoice.
- At the same time if you define Supplier with Electronic Payment Method, system will show you message that you need to define Primary Bank account for Electronic Payment method before creating Invoice.



## Presentation Agenda

- Setup
- **Payment and Transmission**
- Challenges
- Future Plans



## Payment and Transmission

- a) Create Invoices for a Supplier who has Electronic Payment Method
- b) Create Payment for Invoices created in a) above
- c) Verify NACHA Program for Payment Format
- d) Confirm the Payment; Verify Output
- e) Transmit Payment file to Bank



# Payment and Transmission

## a) Create Invoices

Oracle Applications - Development - as of 27-Sep-2007

File Edit View Folder Tools Window Help

ORACLE

Invoice Batches (Dallas/Fort Worth International Airport Board)

Invoices (Dallas/Fort Worth International Airport Board) - PSJ OCT07

Batch Control Total **500** Actual Total

| Type     | Supplier | Supplier Num | Site  | Invoice Date | Invoice Num | Invoice Curr | Invoice Amount | Withheld Amount | Prepaid Amount |
|----------|----------|--------------|-------|--------------|-------------|--------------|----------------|-----------------|----------------|
| Standard | EMPLOYME | 151843       | 35209 | 28-SEP-2007  | PSJ101      | USD          | 500.00         |                 |                |

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

**Amount Paid**  
USD 0.00

**Invoice Status**  
Status: Never Validated  
Accounted: No

**Approval Status**  
Approval: Not Required  
Pending Approver:

Description:

**Summary**  
Holds:  
Distribution Total: 0.00

Actions... 1 Overview Distributions Purchase Order Match

Start [Taskbar icons] 2:00 PM



# Payment and Transmission

## a) Create Invoices - Electronic Payment Method

Oracle Applications - Development - as of 27-Sep-2007

File Edit View Folder Tools Window Help

Invoice Batches (Dallas/Fort Worth International Airport Board)

Invoices (Dallas/Fort Worth International Airport Board) - PSJ OCT07

Batch Control Total **500** Actual Total

| Exchange Date | Exchange Rate | Terms Date  | Terms  | Payment Method    | Pay Group | Prepayment Type |
|---------------|---------------|-------------|--------|-------------------|-----------|-----------------|
|               |               | 28-SEP-2007 | Net 30 | <b>Electronic</b> | MAIL      |                 |

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

**Amount Paid** USD 0.00

**Invoice Status**  
Status: Never Validated  
Accounted: No

**Approval Status**  
Approval: Not Required  
Pending Approver:

Description:

**Summary**  
Holds:   
Distribution Total: 0.00

Actions... 1 Overview Distributions Purchase Order Match

Start | A... | O... | S... | A... | P... | C... | R... | P... | H... | C... | O... | O... | D... | D... | 2:01 PM



# Payment and Transmission

## b) Create Payment for Supplier

| Name | Pay Group | Bank Account | Document | Payment Method |
|------|-----------|--------------|----------|----------------|
|      |           | ACH          | ACH      | Electronic     |
|      |           |              |          |                |
|      |           |              |          |                |
|      |           |              |          |                |
|      |           |              |          |                |

Context Menu Options:

- + View Purchase Orders
- + Setup
- + Other

Buttons: Actions... 1, Requery Batch, View Processes, Copy To... 1, Payments, Open

D/FW International Airport



# Payment and Transmission

## c) Verify NACHA Program for Payment Format

The screenshot shows the Oracle Applications Development environment as of 27-Sep-2007. The main window displays a 'Payments (Dallas/Fort Worth International Airport Board)' form with a table of payment entries. A 'Payment Actions' dialog box is open, showing options for 'Format', 'Print Now', 'Create Accounting', 'Print Remittance Advice', 'Reissue', 'Initiate Stop', and 'Void'. The 'Format' option is selected, and the 'Program' is set to 'NACHA Payment Format'. Other fields in the dialog include 'Printer', 'Payment Date', 'Payment Rate', 'New Check Num', 'Voucher Num', 'Date', 'GL Date', and 'Invoice Action' (set to 'None').

| Type  | Bank Account | Document | Docume |
|-------|--------------|----------|--------|
| Quick | ACH          | ACH      | 700542 |

  

| Invoices |             |
|----------|-------------|
| Number   | Date        |
| PSJ101   | 28-SEP-2007 |



# Payment and Transmission

## d) Confirm the Batch; Verify Output

The screenshot shows the Oracle Applications Development environment. The main window displays a list of requests with the following data:

| Request ID | Name                  | Parent  | Phase     | Status | Parameters               |
|------------|-----------------------|---------|-----------|--------|--------------------------|
| 6029001    | NACHA Payment Format  | 6029000 | Completed | Normal | P_PAYMENT_BATCH='Quick   |
| 6029000    | Payment Process Manag |         | Completed | Normal | Payment_batch:Quick Paym |

A report window titled "Report: request ID - 6029001" is open, showing the following output:

```

Page 1
Font Size 10
101 11100061417512791940710170310B094101ACH-JP MORGAN BANK    DFW INTL. AIRPORT
    
```

The interface also includes buttons for "Refresh Data", "Find Requests", and "Submit a New Request...". The Oracle logo is visible in the top right corner of the application window.

D/FW International Airport



## Payment and Transmission

### e) Transmit Payment file to Bank

- AP informs Request id of Format Program to Treasury
- Treasury connects to DFW'S FTP site and retrieves that output file
- Treasury saves the output file on local drive, uses PGP program to encrypt the file, and renames the file as per bank requirements
- Treasury logs into Bank's FTP site and transmits the encrypted file to bank
- Bank sends confirmation



## Presentation Agenda

- Setup
- Payment and Transmission
- **Challenges**
- Future Plans



## Challenges

The Format output file errored out - APP-FND-01406: Cannot find a printer driver for printer type HPLJ5 and print style EFT\_DE

**Resolution** – Defined a Printer Type with EFT\_DE print style and selected the printer with that Type to print Format program.



## Challenges

Tax Payer id had a dash included. ACH format was eliminating last digit of Tax Payer id due to the dash.

**Resolution** – Created new entity under Payables Manager Responsibility – Setup – Tax – Reporting Entities. Entered Tax Payer Number without a dash, with the same Location of existing entity but different Name, and no balancing segments. Used this newly defined entity in the ACH payment process. Existing Reporting Entity is continued to be used in 1099 and other reports.



## Challenges

Format process errored out even when Printer was correctly setup.

**Issue** – There was no payment in the batch

**Resolution** – Added a step for AP to look at Preliminary Payment Register before running Format step to avoid this error.



## Challenges

In the testing phase bank rejected the batch because it produced a continuous line without breaking the output with a carriage return.

**Resolution** – DFW opened a Service Request with Oracle and learned that this is NACHA standard and it is commonly accepted. Refer to Metalink Note 281263.1 for further information.

Bank agreed to accept one line output by making changes at their end to read the output.



## Challenges

How to get information on Returned ACH?

**Resolution** - Dallas/Fort Worth Airport created an email account [ACHReturn@dfwairport.com](mailto:ACHReturn@dfwairport.com) and added all the members to that group who need to be notified when ACH is returned by bank.

DFW Airport then provided that address to bank to send notification when ACH is returned.



## Challenges

How to pay returned ACH?

**Issue** - Bank returned the payment due to incorrect supplier bank information and we need to make a payment before getting the correct information from Supplier.

**Resolution** – Void the Electronic Payment. Make a change to the Payment Method of Invoice as Check instead of Electronic and then pay by check. We can also make that change at Supplier and Site level so that the method will default to subsequent invoices until correct information is Received.



## Challenges

How to Collect information from Suppliers?

### Resolution

- DFW Airport created few Microsoft Word forms through which information is collected from the Authorized Contact of Supplier.
- DFW sends these forms to Suppliers. Suppliers send completed forms to DFW's Accounts Payable department.
- Information is then entered into AP
- Once the information is in place, Supplier is paid through ACH



## Presentation Agenda

- Setup
- Payment and Transmission
- Challenges
- **Future Plans**



## Future Plans

With iSupplier implementation, Dallas/Fort Worth Airport plans to collect the bank information from Suppliers through secured Oracle iSupplier application.

Suppliers can enter their bank information in iSupplier Portal Application, and once approved by DFW Supplier Administrator, data is updated in core Purchasing tables.



# Future Plans

## Supplier updates Bank information with iSupplier

The screenshot shows the Oracle iSupplier Portal interface for adding a bank account. The browser window title is "Add Bank Account - Microsoft Internet Explorer". The address bar shows the URL: http://sun08b.dfwairport.com:8024/OA\_HTML/OA.jsp?page=/oracle/apps/pos/sbd/webui/SuppMainPG&addBreadCrumb=R5&\_ti=676647602&OAMC=1005625\_132\_0&n. The page title is "ORACLE iSupplier Portal".

The interface includes a navigation menu with "Home", "Orders", "Shipments", "Account", and "Admin" (selected). A left sidebar lists "Profile Management" options: Supplier Details, Address Book, Contact Directory, Business Classifications, Products and Services, Bank Accounts, and User Accounts.

The main content area is titled "Admin: Profile Management: Bank Accounts > Add Bank Account". It contains several sections:

- Profile Management:** Includes a "Country" dropdown menu set to "United States".
- Account Information:** Fields for "Bank Number", "Branch Number", "Bank Account Number", and "Currency" (set to "CND - Canadian dollar").
- Account Details:** Fields for "Bank Account Name", "Description", "Inactive Date" (with a calendar icon and example "19-Oct-2007"), "Account Type", and "Check Digits".
- Bank Account Holder:** A text input field.
- Address Assignments:**
  - All Addresses:** A section where you can designate the bank account for use at all company addresses. It includes checkboxes for "The account is used by all addresses" and "The account is the primary account for all addresses".
  - Specific Addresses:** A section where you can link the account to specific locations. It includes a "Copy from Another Account" button.

At the bottom, there is a table with columns: "Address Name", "Address Details", "Used by Address", and "Primary Account". The first row shows "MAIN SITE" and "101 BILTMORE AVENUE P.S.I TEST EMAIL FOR PROFILE".

The Windows taskbar at the bottom shows the Start button and several open applications, including "APPS\_AP...", "ACH Pay...", "iSupplier e...", "Applicatio...", "PlanView: ...", and "S290996...". The system clock shows "8:52 AM".

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## Future Plans

### Supplier Administrator approves the changes

- An email is generated to Supplier Administrator for the approval of Bank Account changes.
- After Supplier Administrator approves the changes, supplier record gets updated in the core tables for bank information.
- The Who columns are updated with last\_updated\_by Supplier Admin name and last\_update\_date when Supplier Admin approved the changes.



# Future Plans

## Supplier information updated in iSupplier

The screenshot shows the Oracle iSupplier Portal interface. The browser window title is "Edit Bank Account - Microsoft Internet Explorer". The address bar shows the URL: [http://sun08b.dfwairport.com:8024/OA\\_HTML/OA.jsp?page=/oracle/apps/pos/sbd/webui/SuppMainPG&addBreadCrumb=RS&\\_ti=676647602&OAMC=1005625\\_132\\_08n](http://sun08b.dfwairport.com:8024/OA_HTML/OA.jsp?page=/oracle/apps/pos/sbd/webui/SuppMainPG&addBreadCrumb=RS&_ti=676647602&OAMC=1005625_132_08n). The page content includes a navigation menu with "Home", "Orders", "Shipments", "Account", and "Admin". The "Admin" section is active, showing "Profile Management" > "Bank Accounts" > "Edit Bank Account".

**Edit Bank Account**

\* Indicates required field

Country: **United States**  
 Bank Name: **SRWachovia Bank**  
 Branch Name: **234567891011**  
 Bank Account Number: **345678901**

Bank Number: **345678901**  
 Branch Number: **Wachovia-NC**  
 Currency: **USD - US Dollar**

**Account Details**

\* Bank Account Name:  Account Type:   
 Description:  Check Digits:   
 Inactive Date:  (example: 19-Oct-2007)  
 Bank Account Holder:

**Address Assignments**

**All Addresses**  
 You can designate that the bank account is available for use at all company addresses.  
 The account is used by all addresses  
 The account is the primary account for all addresses

**Specific Addresses**

| Address Name | Address Details   | Used by Address                     | Primary Account                     |
|--------------|---|-------------------------------------|-------------------------------------|
| MAINSITE     | 101 BILTMORE AVENUE,PSJ TEST EMAIL FOR PROFILE<br>CHANGE_YARDLEY,PA,34567,United States | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



# Future Plans

## Bank info updated in core tables - Banks

**Banks (Dallas/Fort Worth International Airport Board)**

|   |  |  |  |
|---|--|--|--|
| <b>Bank</b><br>Name: <b>SRWachovia Bank</b><br>Alternate Name:<br>Number: <b>345678901</b>    |  | <b>Bank Branch</b><br>Name: <b>234567891011</b><br>Alternate Name:<br>Number: <b>Wachovia-NC</b><br>Type: <b>ABA</b>   |  |
| RFC Identifier:<br>Institution: <b>Bank</b><br>Description:<br>Inactive On:<br><b>Address</b> |  | EDI ID Number:<br>EDI Location:<br>EFT Number:<br>BIC:<br>State: <b>pa</b><br>County:<br>Postal Code: <b>23456</b><br>Alternate Address:<br>City: <b>yardly</b><br>Province:<br>Country: <b>United States</b><br>Address: <b>101 main st</b> |  |

Transmission Details    Related Banks    Bank Accounts



# Future Plans

## Bank info updated in core tables – Bank Accounts

Bank Accounts (Dallas/Fort Worth International Airport Board)

Bank Name **SRWachovia Bank** Branch Name **234567891011**

**Bank Accounts**

Operating Unit **Dallas/Fort Worth Intern** Agency Location Code

Name **Wachovia** Alternate Name

Account Use **Supplier** Account Type

Number **345678901** IBAN

Currency **USD** Inactive On

Description  Check Digits  [  ]

Allow Assignment to Multiple Suppliers

GL Accounts Account Contact Account Holder Receivables Options More Receivables Options Payables Options

Last  First  Middle

Title  Prefix

Phone

Payables Documents Bank Codes



# Future Plans

## Bank info updated in core tables – Supplier Assignment Tab

Bank Accounts (Dallas/Fort Worth International Airport Board)

Bank Name: **SRWachovia Bank**      Branch Name: **234567891011**

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**Bank Accounts**

Operating Unit: **Dallas/Fort Worth Intern**      Agency Location Code:

Name: **Wachovia**      Alternate Name:

Account Use: **Supplier**      Account Type:

Number: **345678901**      IBAN:

Currency: **USD**      Inactive On:

Description:       Check Digits:  [  ]

Allow Assignment to Multiple Suppliers

Account Holder    Receivables Options    More Receivables Options    Payables Options    **Supplier Assignments**

---

**Supplier**      **Effective Dates**

| Name                  | Number        | Site            | From               | To | Primary                             |
|-----------------------|---------------|-----------------|--------------------|----|-------------------------------------|
| <b>SRCOMPANYOCT18</b> | <b>155040</b> | <b>MAINSITE</b> | <b>18-OCT-2007</b> |    | <input checked="" type="checkbox"/> |
| SRCOMPANYOCT18        | 155040        |                 | 18-OCT-2007        |    | <input checked="" type="checkbox"/> |
|                       |               |                 |                    |    | <input type="checkbox"/>            |
|                       |               |                 |                    |    | <input type="checkbox"/>            |



## About the title for Third-Party

The presentation mentions about not having third-party involvement and third-party software because such options are available to host the solution or use third-party software to hold related data.

DFW does not use any third-party software and does not involve any third-party organization to host the solution while paying vendors through ACH.



## Overall Benefits of ACH

- (1) Secured way to pay the vendors
- (2) Reduced cost on processing, printing, and mailing checks
- (3) No headache of lost checks and voids
- (4) Save \$ on wire payments. ACH payments are cheaper than wires.
- (5) If wires are entered into the system as after the fact payment transaction, ACH eliminates that process and records the payment before it is sent to vendors.
- (6) Vendors are happy to get payment credited to their bank account without any delays. No depositing and clearing of checks required.



## About the Author/Speaker

**Padma Joshi** is **ITS Project Leader** at Dallas/Fort Worth International Airport supporting Oracle E-Business Suite Applications for past 7 years, total of **10+ years** experience in Oracle Applications Support and Development and has earned **Oracle Masters** in Application Implementation – Financials.

# Q & A



# Thank you!

## Contact

- [pjoshi@dfwairport.com](mailto:pjoshi@dfwairport.com) (Padma Joshi)