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# TelPay for Business

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## Payables Import Guide for Simply Accounting

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Prepared: November 20, 2008

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# Importing Payables from Simply Accounting (SA) – Quick Guide

## Overview

As of version 6.5 TelPay for Business will be able to import bill payments directly from Simply Accounting versions 2005 or higher. There are two types of payments that can be imported – invoice payments and bill payments.

Before you are ready to process your first bill payment import there are a few important steps required to ensure that your SA system is ready. For convenience these steps have been categorized into three sections:

- Section I: Setup Your Vendor/Biller
- Section II: Setup Your TelPay for Business Software
- Section III: Making Bill Payments

## Attend a Free Webinar to Help Get You Started

TelPay offers a free 30 minute webinar (web-based seminars) to help you get ready to import bill payments from Simply Accounting to TelPay. Visit <http://www.telpay.ca/business/webinarsignup.php> to register.

## Section I – Vendor/Biller Setup

A biller is any business that sends you a bill (or statement/invoice) for payment in exchange for goods or services rendered. Your business may refer to a biller as a vendor or supplier. For simplicity and consistency in this guide, TelPay refers to vendors/suppliers as billers whenever appropriate.

It is useful to know that TelPay separates all billers into two classifications: Standard Billers and Customer Specific Billers. These are defined as follows:

**Standard Billers:** These billers require only the account numbers (found on your bill) for proper payment allocation. These are generally monthly billers and include, but are not limited to, utilities, credit card companies, and government agencies. TelPay has over 4000 Standard Billers setup for electronic payment.

**Customer Specific Billers:** These are businesses that are setup by you and use invoice numbers and/or account numbers to accurately credit your account.

## Update Billers in Your Accounting System

The following are required fields in your Vendor/Biller record:

- Company name
- Phone number (including area code)
- Mailing Address, City, and Postal Code

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Once you have updated all of the billers you wish to pay electronically you are ready for the next step; sending your biller list to TelPay.

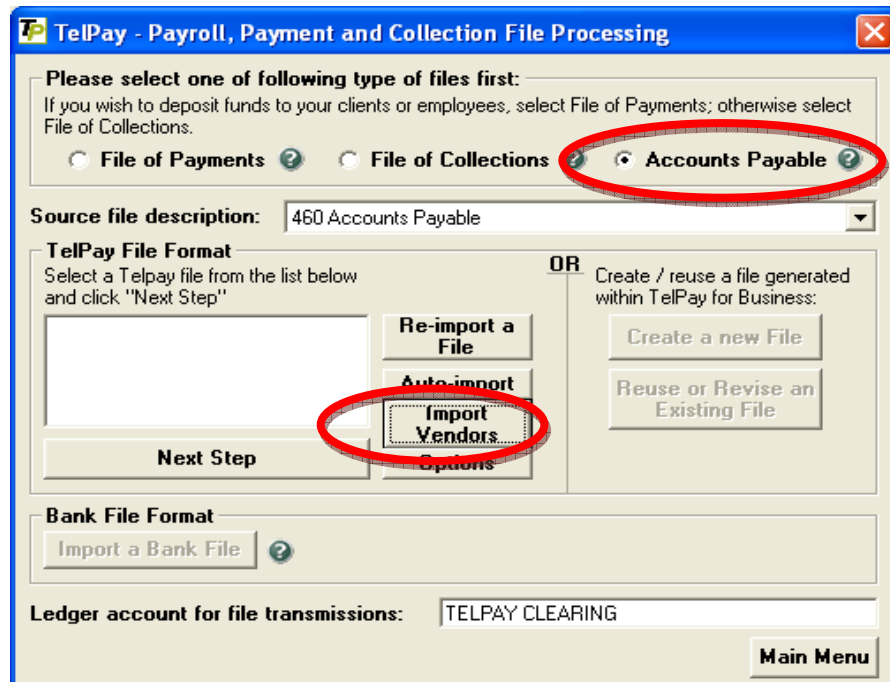
**Note:** All future changes to your biller's contact or address information must be by TelPay. Changes made in your accounting software will not update your biller record at TelPay. Please send these changes to [billers@telpay.ca](mailto:billers@telpay.ca).

### Send TelPay Your Biller List

To send your biller list to TelPay, first upload your billers into your TelPay for Business software. Your system will import all of the billers that are setup in your accounting system. You will be able to exclude inactive billers. A one-time setup charge of \$0.50 per biller will be applied to your monthly fees. Please allow five business days for TelPay to setup your billers.

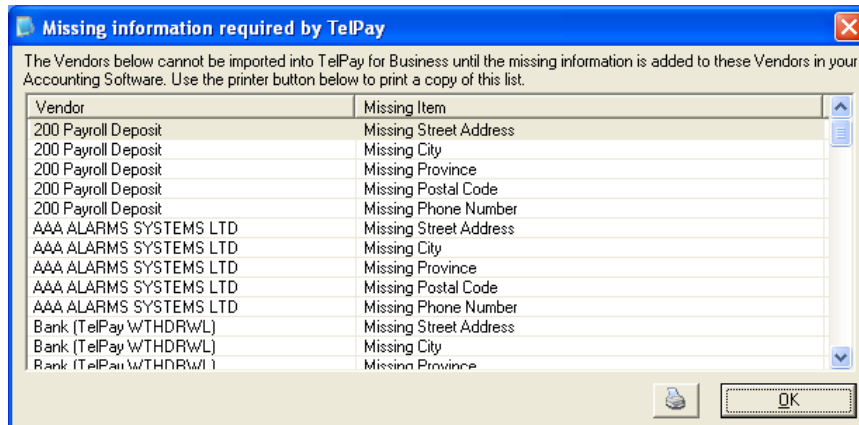
Import your Billers into TelPay:

1. Logon to TelPay for Business.
2. From the Main Menu, select 'Importing or Creating Payroll, and Collection Files'. Ensure that the path to your Simply Accounting data file is valid by selecting 'Options' and completing the Simply Accounting Setup screen. Select 'OK' once the setup fields have been entered.
3. From the 'Importing or Creating Payroll' screen select the Accounts Payable button. Then click 'Import Vendors'.



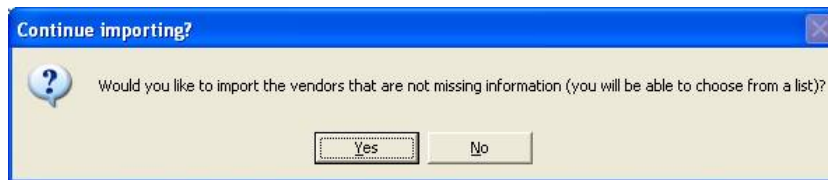
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- If the biller record is missing required information the following screen will appear. You can print the list by clicking the Printer Icon button. Select OK to continue.

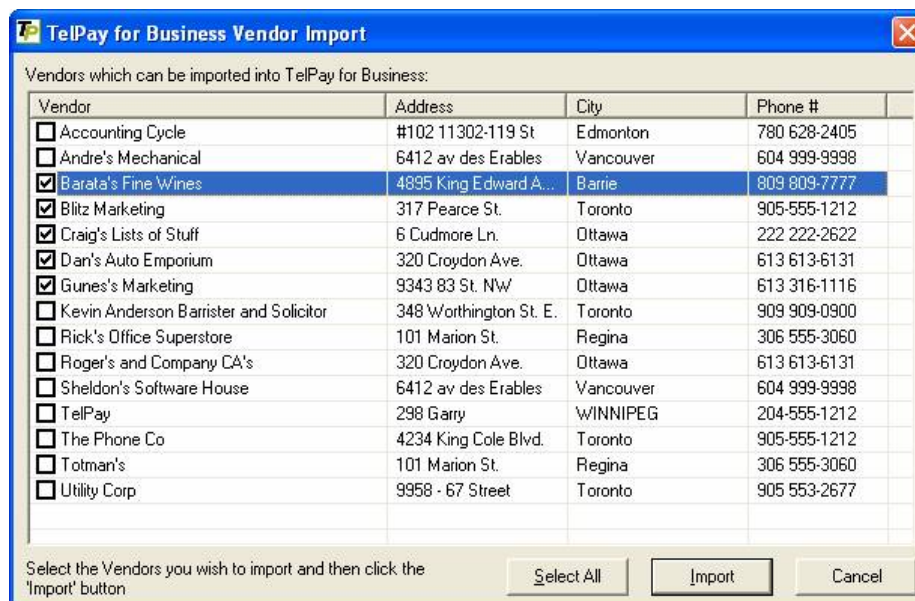


- Choose 'Yes' to import billers with complete information. Choose 'No' to update biller records in your accounting software and begin the process again.

**Note:** If you choose 'No' you can re-import all biller records at a later date.

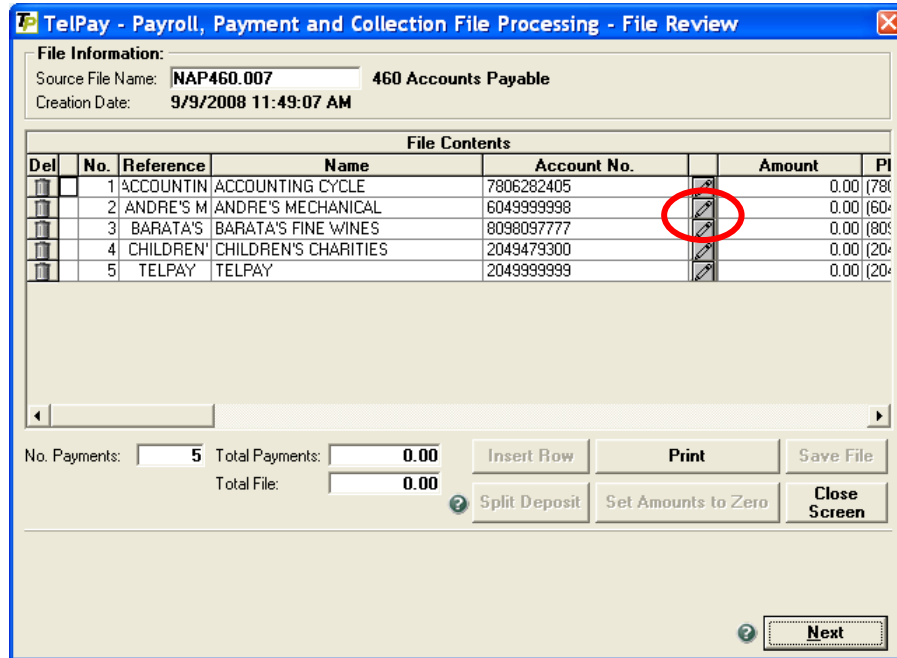


- Select the billers to be imported by clicking the check-box beside the billers' name. Click 'Import' or click 'Cancel' to begin again.



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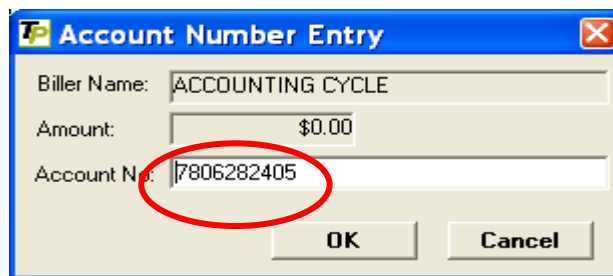
- Selected billers will appear in TelPay for Business as below. To modify the account number for the biller, click the 'Edit' box as circled. Click 'Next'.



**Note:** Simply Accounting does not store vendor account numbers therefore TelPay will automatically insert your biller's phone number as the account number. We recommend that you override the phone number with your account number, if one has been assigned to you by your biller, to ensure that the biller can easily match your electronic payment to your account. TelPay for Business will use the account number that you enter for subsequent bill payment imports.

**Note:** You must have a valid account number for Standard Billers. If you enter an invalid account number, TelPay will notify you automatically when you re-login to your software following the five day biller setup process.

- Enter the correct account number, click 'OK'.



- Once you have verified all account numbers click 'Next'.

10. Confirm the file contents click 'Next'.

**TelPay - File of Accounts Payable to Other Parties**

If the date to be credited to other parties is on a holiday, then the transactions will be processed on the next business day.

Please confirm the following file contents:

**Confirmed**

File date [YYYY-MM-DD]: 2008-09-09

\*Earliest date to be credited to other parties [YYYY-MM-DD]: 2008-09-10

Total payment to accounts: 0.00

Number of payments: 0

Number of new vendors: 5

Add TelPay fee: 2.50

Total withdrawals from company bank account: 2.50

**\*Note: TelPay reserves the right to withhold processing the payments requested until the required funds have cleared to the TelPay Trust Account.**

Next Cancel

11. Enter Authorized Officer's password; click 'Select Payment Option'.

**Review/Transmit Payments Payment Session: 3**

List of Payments

Del ?	Payment Date YYYY/MM/DD	Account Number	Company Name	Payment Amount	Currency
	E 2008/09/10	7806282405	ACCOUNTING CYCLE	0.00	CAD
	E 2008/09/10	6049999998	ANDRE'S MECHANICAL	0.00	CAD
	E 2008/09/10	8098097777	BARATA'S FINE WINES	0.00	CAD
	E 2008/09/10	2049479300	CHILDREN'S CHARITIES	0.00	CAD
	E 2008/09/10	2049999999	TELPAY	0.00	CAD
			TelPay Fee *	¢2.50	CAD
<b>Total Transactions: 5</b>				<b>\$2.50</b>	<b>CAD</b>

Totals - Bills: \$0.00 PRL: \$0.00 A/C P: \$0.00

Authorized Officer's Password(s)  or E-mail For Approval

Cancel All Payments Main Menu Pay More Bills Print Before Transmission

Click the trash can if you want to cancel an individual transaction.

Select Payment Option

\* A further service fee will be charged for payments made by TelPay cheque.

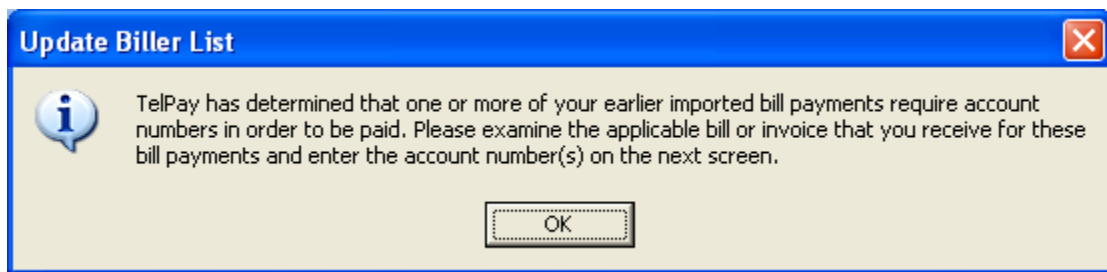
12. Choose your preferred funding arrangement, click 'Transmit'.

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13. Our Biller Services Department will now setup your billers. Please allow five business days for us to complete this process.

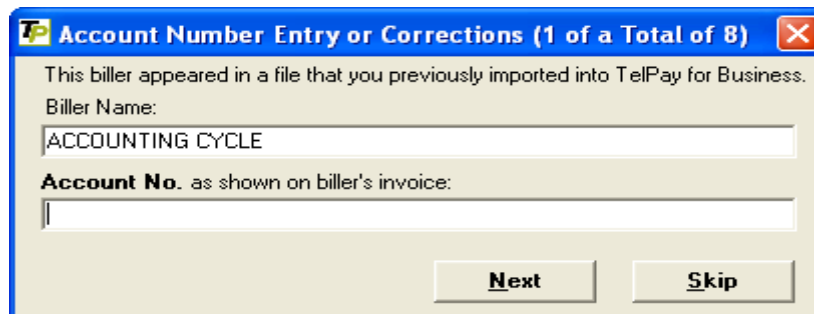
### Receiving your updated biller list from TelPay Biller Services Department

1. Within five business days of transmitting your biller list to us, open your TelPay software. If TelPay has completed your biller setup your system will automatically upload your billers.
2. If all the account information for your billers is correct proceed to Section II.
3. If TelPay has identified an account error, you will be prompted to enter the correct account information for each biller. Click 'OK'.



4. Billers will appear one at a time. In the example below TelPay identified a total of 8 billers with incorrect biller account information. Enter the correct account number, click 'next'.

To enter the account information at a later date, click 'Skip'. You will be required to enter the proper account information in TelPay for Business before any payments can be made to this biller.



**NOTE:** TelPay for Business has a built-in account validation program which checks to ensure a correct account number is entered for Standard Billers. If you enter an invalid account number you will be prompted repeatedly until the account number is entered correctly. Click 'Skip' to enter at a later date.

**Account Number Entry or Corrections (1 of a Total of 8)**


This biller appeared in a file that you previously imported into TelPay for Business.

Billor Name:

**Account No.** as shown on biller's invoice:

**Next**      **Skip**

**Account Number Entry or Corrections (1 of a Total of 8)**

 The account number that you entered has been accepted.

**OK**

- Once you have entered the correct account information the View/Modify Biller Screen will appear as follows:

**TelPay - View / Modify Billers**      Payment Session: 4      Total: \$0.00

Billor Name:

Billor Name	Account Number	Type	Currency	General Ledger Acct #/Name, Payment	VR	PD	BI
▶ ACCOUNTING CYCLE	1234567890	ST	CAD		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACCUMANAGEMENT LTD	1234567	ST			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type column: ST - TelPay Standard, CS - Customer Specific, FT - Funds Transfer  
 VR=Voucher Required, PD=Payroll Deduction, BI=Billor Import

**Highlight an individual biller first to do the following:**

**Pay this Biller**    **View Biller Details**    **Add Another Account**    **Billor History**    **Delete**

**Print Biller List**    **Add New Billers**    **Main Menu**

- Your biller list is now correct and up-to-date. Click 'Main Menu'

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## Section II – Setup Your TelPay for Business Software

### One-time G/L Account Setup and Setup of TelPay for Business

TelPay for Business detects bills that are to be paid electronically based on payment entries made to a designated clearing bank account in your accounting system. Therefore, in your accounting software you will make payments to billers, not from your current bank account, but to a new 'Clearing Bank Account'. Your actual bank account ledger will be automatically updated by importing a journal entry file into your accounting software. This process works as follows.

Once payments have been imported into TelPay for Business and transmitted, the software will create an electronic journal entry file on your computer's hard drive or on your network. You can import this electronic file into your accounting software. The journal entry import will debit your clearing bank account (offsetting the credit balance) and credit your bank account for the lump sum amount of your batch of payments to TelPay.

1. To begin, in your accounting software chart of accounts, create a "clearing bank account". You will enter this exact clearing bank account General Ledgers name/number in your TelPay for Business software.

**NOTE:** If you are currently using a clearing account for payroll direct deposits use the same account.

2. Open TelPay for Business. From the Main Menu, click 'System Administration'.
3. Click 'Bill Payments and Accounts Payable Settings'.

**System Administration**

**Business Information**

Company name : TEST-BUSINESS CONNECT

System Administrator

Name: GILBERT BENOIT Title: PRESIDENT & CEO

\*E-mail Address:

To customize your software to suit your particular needs please complete the following screens:

- Payment Authorization and Password Control
- Bill Payment and Accounts Payable Settings**
- Payroll Remittance Settings
- International Payments Settings (Optional)
- Additional Information for Planning your TelPay for Business System

*Items with \* are not mandatory fields.*

OK Cancel

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- 4. Enter the General Ledger name/number of your clearing bank account (i.e. 'TelPay Clearing Account') in the 'General Ledger Clearing Account' field as seen below. Click 'OK'.

The screenshot shows a dialog box titled "Bill Payment and Accounts Payable Settings". At the top, there is a dropdown menu for "\*Accounting System used:" set to "Simply Accounting 8.5+". Below this is a section titled "Accounting Distribution of Bill Payments" with a note: "The system will generate a journal entry for your accounting system based on the general ledger account numbers you entered below." There are four input fields with question mark icons to their right: "Bank Account Number to be credited for Bill Payment Remittances:" (10600), "\*Accounts Payable Account for bills accrued and/or paid out by TelPay for Business System:" (21025), "\*General Ledger clearing account for accounts payable file import to TelPay:" (10700, circled in red), and "Goods and Services Tax (GST) Refund Collectible Account:" (23150). At the bottom, there is a radio button group for "We wish to view, pay and store e-mailed bills:" with "Yes" unselected and "No" selected. A "Change existing e-mail settings" button is also present. "OK" and "Cancel" buttons are at the bottom right. A note at the bottom left states "Items with \* are not mandatory fields."

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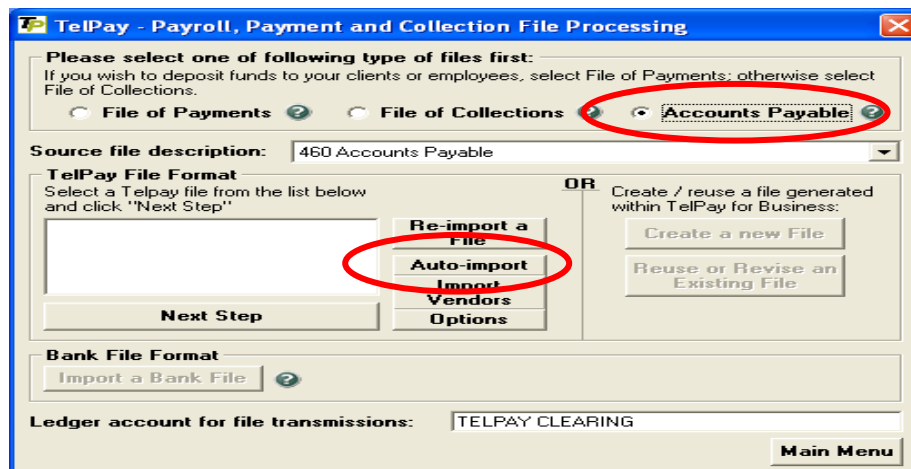
## Section III – Making Bill Payments in Simply Accounting

### Paying Bills and Writing Cheques in Your Accounting Software

Pay bills and write cheques as per your current process. Simply change the designated bank account from its current default to your new 'bank clearing account'.

### Importing Bill Payments from Simply Accounting into TelPay for Business

1. Open TelPay for Business. From the Main Menu, click on 'Importing or Creating Payroll, Payroll and Collection files'.
2. Select 'Accounts Payable' and click 'Auto Import'.



**TelPay - Payroll, Payment and Collection File Processing**

Please select one of following type of files first:  
If you wish to deposit funds to your clients or employees, select File of Payments; otherwise select File of Collections.

File of Payments  File of Collections  **Accounts Payable**

Source file description: 460 Accounts Payable

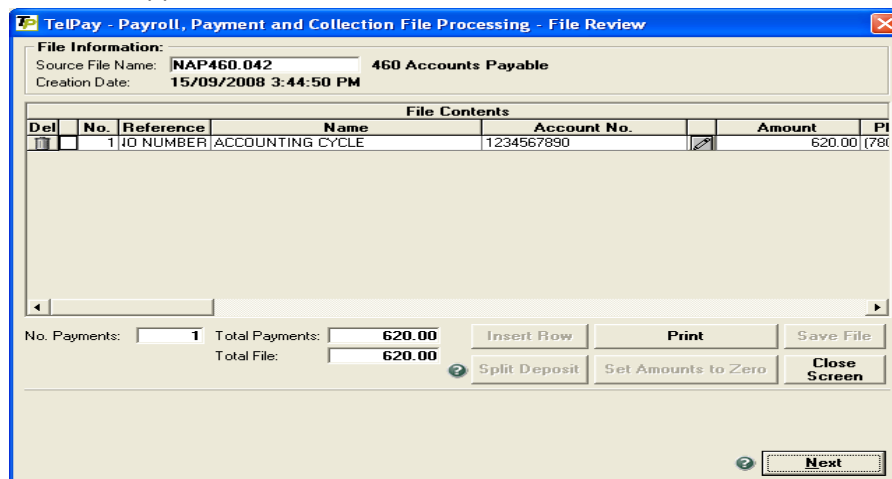
**TelPay File Format**  
Select a Telpay file from the list below and click "Next Step"

**OR** Create / reuse a file generated within TelPay for Business:

**Bank File Format**

Ledger account for file transmissions: TELPAY CLEARING

3. Your payments will now appear. Click 'Next'.



**TelPay - Payroll, Payment and Collection File Processing - File Review**

**File Information:**  
Source File Name: NAP460.042 460 Accounts Payable  
Creation Date: 15/09/2008 3:44:50 PM

File Contents							
Del	No.	Reference	Name	Account No.		Amount	Pl
	1	IO NUMBER	ACCOUNTING CYCLE	1234567890		620.00	(78)

No. Payments: 1 Total Payments: 620.00  
Total File: 620.00

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4. Complete the approval and transmission process as usual.
5. Once payments have been transmitted to TelPay import your journal entry.
  - Journal entry: Dr Clearing Bank Account / Cr Bank
6. The path to your journal entry can be found on your transmission reports.

## **Notify Your Billers**

TelPay will collect all of your vendor's bank account information. You can encourage your vendors to submit their banking details to TelPay by sending them a notification letter or email. We have prepared a draft letter that has been used successfully by many customers to notify their Billers. You can obtain an electronic copy of this letter at [www.telipay.ca/common/pdf/Sample\\_Notify\\_Vendor.pdf](http://www.telipay.ca/common/pdf/Sample_Notify_Vendor.pdf) . Simply modify the letter to suit your requirements and print or email it directly to your Billers along with a copy of the TelPay Biller Information that is included in the letter.

**NOTE:** TelPay Standard Billers Do Not Require Notification. Your valid account number is all that is required for proper payment allocation.

**NOTE:** You cannot import government remittance payments as the government requires additional information (such as a PD7A form) to accompany the payment. Process these payments directly out of your TelPay for Business software.