

COLORADO STATE UNIVERSITY-PUEBLO
Financial Procedure Instructions
FPI 6-4

1. **Procedure Title:** Incoming Electronic Payments, Including ACH Enrollment
2. **Procedure Purpose and Effect:** To outline procedures for departments that receive payment(s) through electronic means and instructions for departments that have organizations (vendors) interested in paying the University electronically through ACH direct deposit.
3. **Application of Procedure:** Colorado State University-Pueblo (CSU-Pueblo) encourages the use of electronic payment methods whenever possible. This procedure must be applied when providing information to outside organizations/vendors regarding the University's bank account for the purpose of receiving payments. This procedure also needs to be applied when an incoming electronic payment is to be identified and processed by the Cashier's Office.
4. **Exemptions:** All departments must use this procedure to ensure that accurate CSU-Pueblo banking information is distributed and incoming payments are applied properly in the Kuali Financial System (KFS). There are times when an incoming wire or ACH payment will be rejected/returned, which requires a case-by-case analysis. For example, an incoming wire for the CSU-Pueblo Foundation should go directly to the Foundation's bank account.
5. **Definitions:**
 - A. **ABA Number:** American Bankers Association (ABA) is also referred to as a routing number. This is a nine-digit number used by banks to identify a specific financial institution.
 - B. **ACH:** Automated Clearing House (ACH) is an electronic network for financial transactions in the United States. ACH processes large volumes of credit and debit transactions in batches. Both the government and the commercial sectors use ACH payments. Businesses increasingly use ACH to have customers paid, as well as facilitate business-to-business payments. Rules and regulations that govern the ACH network are established by NACHA and the Federal Reserve.
 - C. **ACH Authorization:** Agreement by a receiver to allow an ACH debit or credit transaction to process against their account.
 - D. **CSU-Pueblo Foundation:** Colorado State University-Pueblo Foundation
 - E. **CSURF:** Colorado State University Research Foundation
 - F. **EFT:** Electronic Funds Transfer (EFT) is the electronic exchange of money from one account to another without the use of a check or draft, either within the same financial institution or across multiple institutions.
 - G. **NACHA:** National Automated Clearing House Association (NACHA) is the association that develops and maintains the operating rules and regulations and oversees the ACH network.
 - H. **Wire Transfer:** Method of electronic funds transfer from one person or institution to another, made from one bank account to another, or through a transfer of cash at a cash office.

6. **Procedure Statement:**

Many companies are switching from paying by paper check to paying via direct deposit, also known as ACH or EFT. Please forward any new ACH/EFT enrollment requests to Business Financial Services. Most companies provide an ACH vendor enrollment request form, but for those who do not, Business Financial Services will provide banking information on letterhead, along with an account confirmation letter from our bank. **Banking information must be provided by Business Financial Services directly to the organization requesting the enrollment in order to ensure control and distribution of the appropriate bank account information.** This process also helps in maintaining an ACH vendor database that allows efficient identification and placement of incoming electronic payments.

A Business Financial Services employee will fill out the pertinent banking information on the form and return it to the vendor. If the banking detail is part of a contract or grant that must be submitted at one time, please fill out the pertinent details excluding the bank information, forward to Business Financial Services, and Business Financial Services will send the entire completed form on to the vendor.

If you are expecting an electronic payment (wire or ACH), please notify Business Financial Services via email. **Prior notice will expedite identification and placement of the funds.** When the payment arrives, a Business Financial Services employee will email the appropriate departmental contact. Generally, an electronic payment is deposited by the department on an Advance Deposit document in KFS, with "WIRE" or "ACH" in the Organization Document Number field, unless it is meant for a Banner or Loan account.

7. **Reference and Cross-References:** None.

8. **Forms and Tools:** None.