IFS USER GROUP NEWSLETTER

MULTIPLE EMAIL ADDRESSES FOR ACH PAYMENTS

You can have multiple email addresses for which ACH remittances can be sent. Add each email address into the vendor file and separate by a comma. When it's time to email the remittances, all addresses will receive a copy.

Special Handling:

Email Address:

WebSite:

Phone Number:

> **SAVE THE DATE FOR YEAR-END TRAINING - 11/12 IN SARTELL!**

FRAUD PREVENTION BEST PRACTICES

- Positive Pay: Upload a file to your bank when checks are issued. When a check is presented, it's then cross-referenced to the list. Any mismatches are flagged for review. You will need to access Form Type 9200 in IFS to create the file. Work with your bank to determine file layout requirements
- Never accept or make changes to ACH bank information without fully vetting the request!
  - Keep track of who has ACH, so you know who to expect an application from
  - If you receive a request to change bank information, contact the person you have ON FILE and do not reply to the email or call you received to verify it's a legit request
- Scan/review bank transactions daily to spot anything unusual. Once issued, promptly reconcile bank statements

ACH TEMPLATES FOR VARIOUS PAYMENT TYPES

When sending ACH remittances, you sometimes want different content in the email notification. IFS allows different templates to be created and used when processing the file. Having different templates allows you to define emails you send to different contacts.

1. Access Form Type 5090 to setup templates for ACH remittance notifications - there is automatically a default layout that appears when you click ADD
2. Modify the message as needed
   a. Name your template
   b. Identify the email that will show who it is from - some counties might have an individual, others might use a general email. Work with your IT department to determine which to use
   c. Update the body to include the message you want for that particular payment type - you must leave the brackets for vendor, date, and amount. Those specific details will auto-fill when the email is sent. All else can be changed to your needs
   d. When you email your remittances, select the template from the dropdown

REMINDERS

- Training is available on-demand through IFSGolden.com and the TriMin Customer Portal
- Have ideas for future training topics you'd like to see? Send a message to emily@mnccc.gov
- Sign up for IFS User Group notifications at mnccc.gov/rsvp to receive future newsletters and stay tuned for our next edition!