Accounts Payable Payment files

1. **ePay**

   This file is created every week day. It is setup to pull in any payment for any payee that will have a check mailed or any outside vendor that has ACH setup through Paymode. The bank requires 2 business days to process this payment file.

   The payments for the file sent on Monday will be issued on Wednesday, the payments for the file sent on Tuesday will be issued on Thursday, etc. The payment date that is shown in Financials reflects the day the bank issues the payment.

2. **ACH**
   This file is created every week day. It is setup to pull in any internal payees (student, employees) that are setup to receive direct deposit.

   The payments created from this file are available in the payee's account from 1 to 2 business days after submitted. The timing is very much dependent on the receiving bank.

3. **JPM**

   This file is created every Monday and Wednesday. It is setup to pull payments for those external vendors that are setup to receive payment through JP Morgan's Single Use Account program, which is basically a payment via credit card.

   The payments created from this file are also available to the payee within 2 business days of submission to the bank.

4. **In House Checks**
   This pay cycle is only ran when necessary. This is reserved for emergencies only. These checks are printed in the AP office and mailed the same day or held for pick up.