



Georgia Power ACH Guidelines

ACH Guidelines for Georgia Power

Background and Scope:

The State of Georgia is reducing CHK payments where possible, and Georgia Power is one of the largest vendors the state regularly pays. Georgia Power is able to take ACH payments, but they have guidelines so the payments are correctly applied.

Guidelines:

Invoice Id Rules

- Account number **must** include leading zeros
- Do not include \$0, credit or adjustment transactions when making electronic payments
- 10 digit invoice/account number must be listed first
- Any date or other details must be listed after the 10-digit invoice/account number
- The Account number may or may not include the dash in the middle of the invoice/account number, but it cannot include a space. For example, Georgia Power will accept 12345-12345 or 1234512345, but will not accept 12345 12345.

*If any of the rules aren't adhered to the payment cannot be applied correctly

Accounts Unable to pay via ACH

- Account numbers with "SB" CAN NOT be included in electronic payment files. These are Summary Billing invoices which must be made by check.

Vendor Liaison

- Must be registered as a Vendor Liaison with SAO. SAO shares this list with Georgia Power in case the invoice id rules aren't followed. It's a requirement from Georgia Power and SAO.
 - [Click here if you aren't already registered](#)