Arshu Consultancy Pte. Ltd.

GUIDE
Guide for Configure and export payment file using
Bank Connector Localization for Singapore

Date: 01-Oct-2018

Contact : Support_sg@navisionapps.com

Bank Connector v1.0.0.2

Arshu Consultancy Pte. Ltd.

# Contents

# 1. Introduction

Thanks for choosing Bank Connector Localization for Singapore.

Bank Connector enables you to effortlessly execute vendor payments and credit transfers to your vendors through FAST GIRO. Simply generate payment journal entries within standard Microsoft Dynamics 365 Business Central and export the journal entries to bank specified format for upload them to your web bank. Easily, streamline your bank reconciliations by importing the payment return from bank into Bank Connector. Reduce your organization's time-consuming data entry, increase efficiency while reducing costly errors. Automatically generate payment advice for automated informing of the vendor.

Supported Banks

| Bank | Availability |
|------|--------------|
| UOB FAST/GIRO 4.62 | Available |
| OCBC | -Under Development- |
| DBS | -Under Development- |

Our aim is to bring one simplified app to support all major banks in Singapore.

## 2. Business Scenario

In typical organization accounts payable department do the payment processing for their vendors. Its currently being done via Payment Journal user prepare transaction and issue a cheque or bank transfer to their other parties manually.

Since majority of the bank support electronic format, using our app user should able to generate payment Instruction file from Dynamics 365 Business Central and import into their portal.

In Addition to Vendor Payment app can generate collection instruction file to collect payment from other parties mainly a customer.
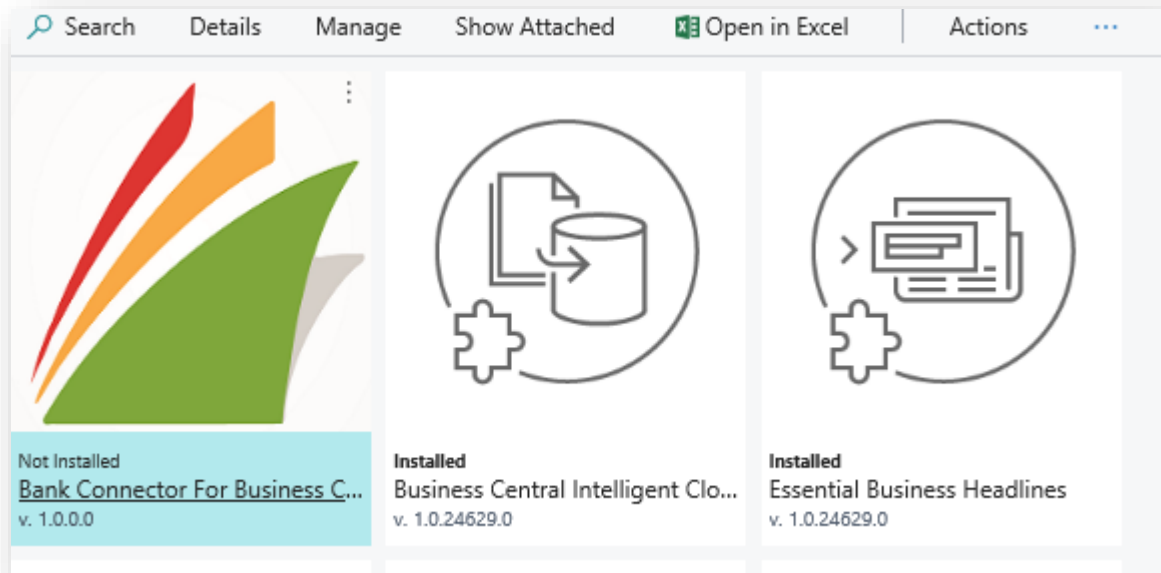
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# 3. Install Extension
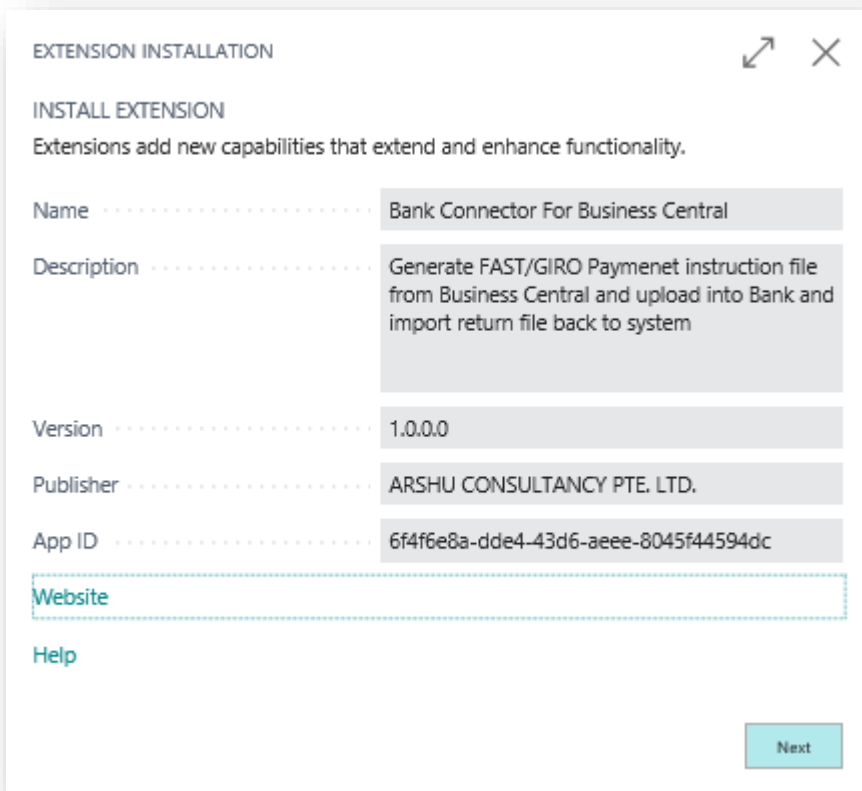
The purchased App will be listed under "Extension Management" Page.

Navigate to "Extension"

Click on Bank Connector for Microsoft Dynamics 365 Business Central Extension
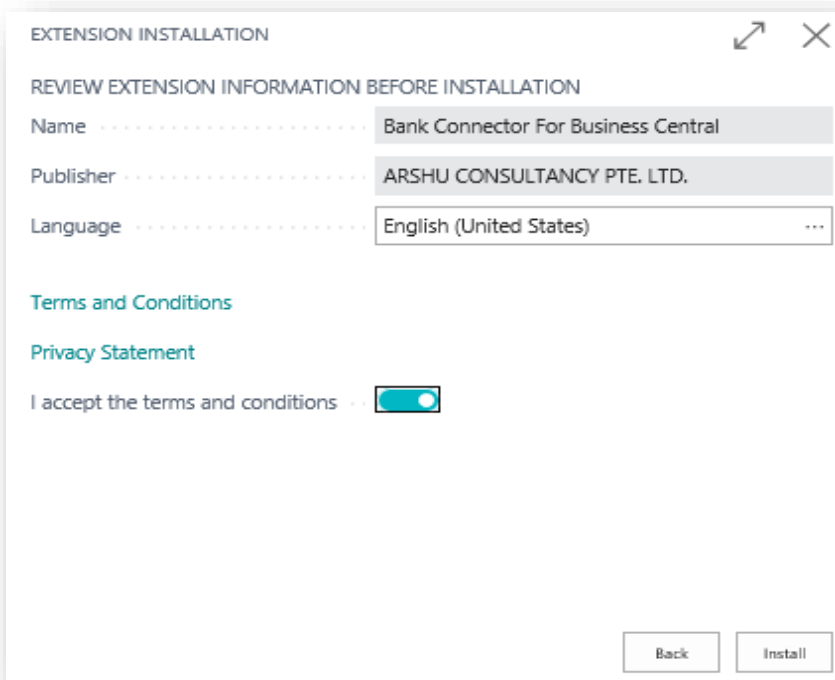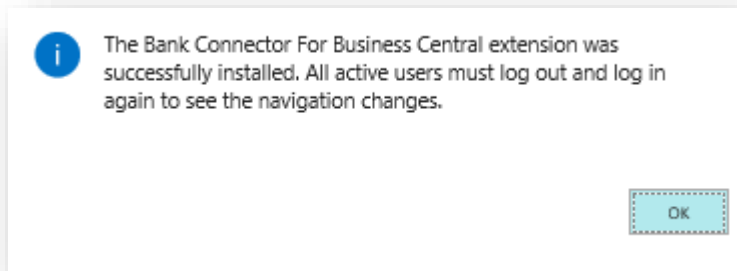
Click Next

EXTENSION INSTALLATION

INSTALL EXTENSION

Extensions add new capabilities that extend and enhance functionality.

| | |
|---|---|
| Name | Bank Connector For Business Central |
| Description | Generate FAST/GIRO Paymenet instruction file from Business Central and upload into Bank and import return file back to system |
| Version | 1.0.0.0 |
| Publisher | ARSHU CONSULTANCY PTE. LTD. |
| App ID | 6f4f6e8a-dde4-43d6-aeee-8045f44594dc |

Website

Help

Next

Read "Terms and Conditions" and check Accept the terms and conditions and Click Install

EXTENSION INSTALLATION

REVIEW EXTENSION INFORMATION BEFORE INSTALLATION

| | |
|---|---|
| Name | Bank Connector For Business Central |
| Publisher | ARSHU CONSULTANCY PTE. LTD. |
| Language | English (United States) |

Terms and Conditions

Privacy Statement

I accept the terms and conditions

Back    Install

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After its successfully install the app, you will get message successful installed.



> The Bank Connector For Business Central extension was successfully installed. All active users must log out and log in again to see the navigation changes.
>
> OK

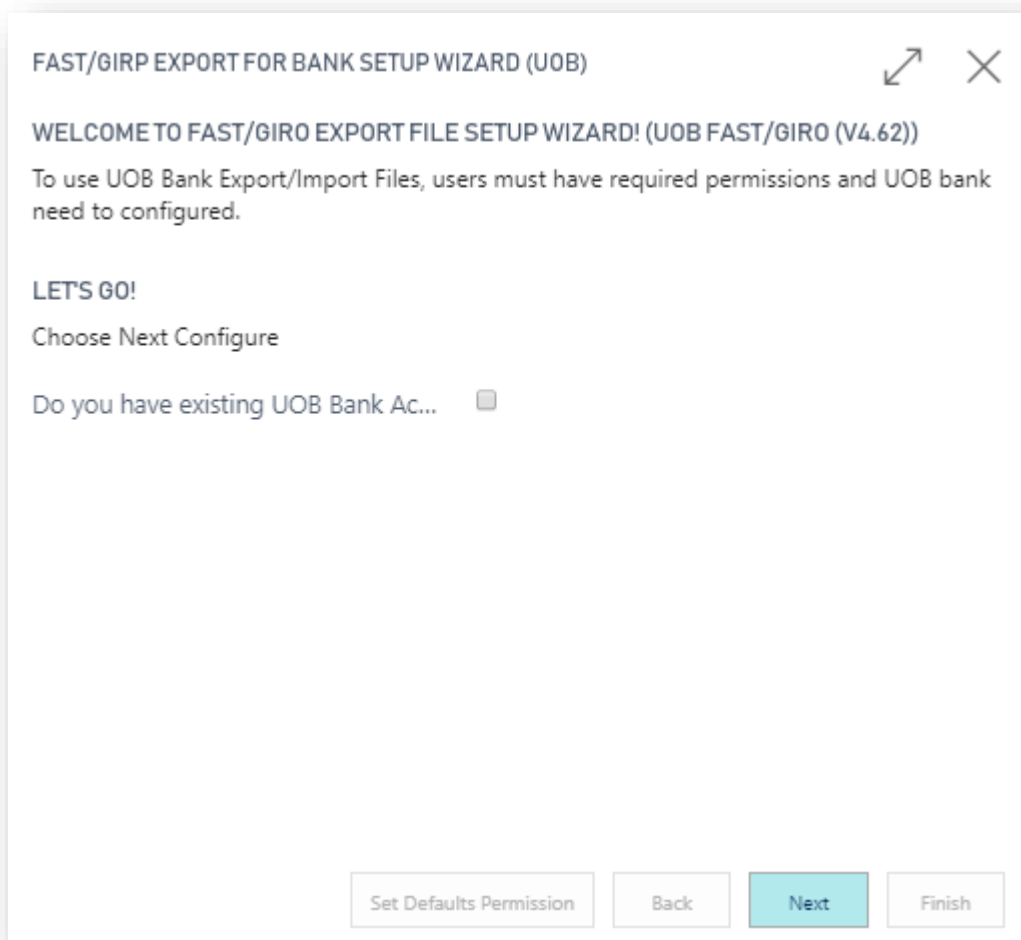*Note: To install App, user must have "SUPER" role id*

# 4. Configure and Setup Demo Data

Navigate to assisted setup page and select Set up "UOB Bulk Payment and Collection Service" for UOB and double click to configure.

*If its other than UOB bank, it will be available next release*

Click Next



FAST/GIRP EXPORT FOR BANK SETUP WIZARD (UOB)

WELCOME TO FAST/GIRO EXPORT FILE SETUP WIZARD! (UOB FAST/GIRO (V4.62))

To use UOB Bank Export/Import Files, users must have required permissions and UOB bank need to configured.

LET'S GO!

Choose Next Configure

Do you have existing UOB Bank Ac...   ☐

Set Defaults Permission    Back    Next    Finish

If you have existing UOB Bank in your Bank Accounts, Configure Payment Export Formant and Payment Return Status Format.

If you do not have exiting configured UOB Accounts, you can skip this step

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| No. | Column Name | Descrption | Mandatory |
|-----|-------------|------------|-----------|
| 1 | Select Bank | Select Respective Bank. you will have different option Like, UOB, DBS,OCBC | Yes |
| 2 | Orignating A/C Name | Company Bank account name, if its blank it will take from Company information | Yes |
| 3 | Orignating BIC Code | Swift Code | Yes |
| 4 | Orignating A/C No. | Bank Account No. | |
| 5 | Payment Export Format | N2B EXPORT | Yes |
| 6 | Payment Return Format | N2B RETURN | Yes |
| 7 | Company ID | Assigned By Bank for Collection | Mandatory Collection |
| 8 | File Type | Your preferred file type method way to pay | Mandatory |
| 9 | Export File Advice Option | Each bank may have option to send Payment advice to receiving party. Select if its applicable.<br>Its only applicable for Payments | Optional |

FAST/GIRP EXPORT FOR BANK SETUP WIZARD (UOB)

Select UOB Payment Export(UOB Export ) and Import(UOB Import) Format

Configure UOB Bank Export/Import Format

| NO. | NAME | SELECT BANK | ORIGINATING A/C NAME | ORIGINAT... BIC CODE | ORIGINATING A/C NO. | PAYMENT EXPORT FORMAT | SELECT PAYMENT RETURN STATUS | COMPANY ID | FILE EXPORT TYPE | EXPORT FILE ADVICE OPTION | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CHECKING | World Wide Bank | | | | 99-99-888 | BANKDATACO... | | | FTS/BIBPlus | Without Advic | ... |
| SAVINGS | World Wide Bank | | | | 99-44-567 | UOB EXPORT | | | FTS/BIBPlus | Without Advic | ... |
| UOB | UOB | UOB | The Cronus Testing | UOBSGSGXXX | 1013320075 | N2B EXPORT | N2B RETURN | | FTS/BIBPlus | Without Advic | ... |

Set Defaults Permission     Back     Next     Finish

User Permission

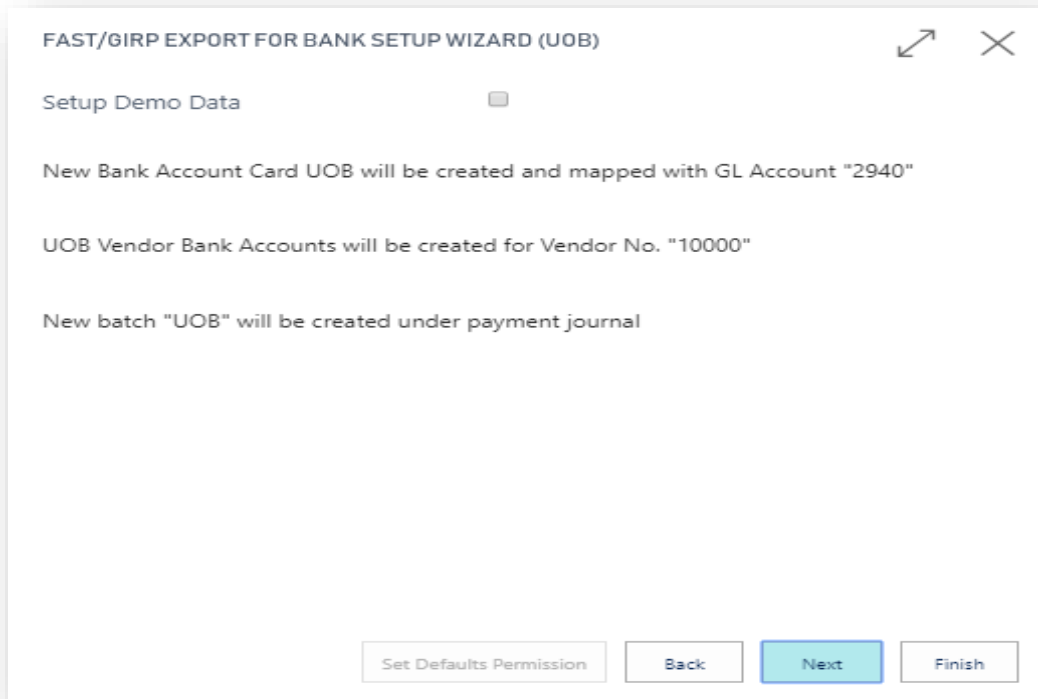Define which user should able to export UOB Format Export and Import.

*Note: The pre-requisites role ID. i.e. "**D365 ACC. PAYABLE**" to export. Below screen will list out only user who has role of "D365 ACC. PAYABLE".*

Click *"Set defaults Permission"* to enable permission for listed users. Or manually tick "Has Permission" those who wants to assign it.
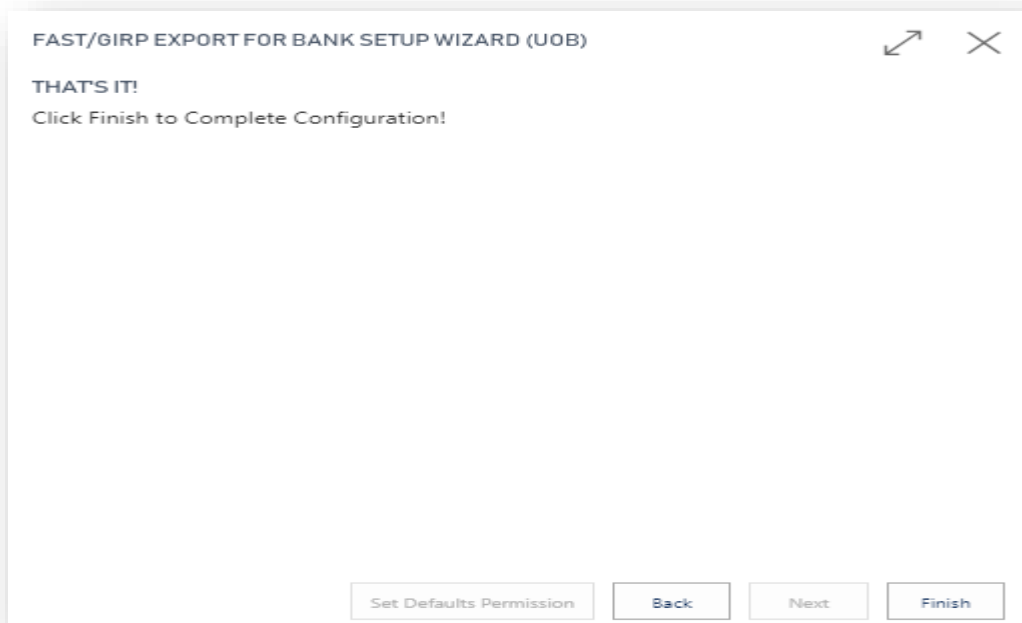


And Click next

If you don't have existing UOB Bank or sample data to test out app, you can Tick "Setup Demo Data" to configure and Click Next. Or Skip this step to configure manually.

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FAST/GIRP EXPORT FOR BANK SETUP WIZARD (UOB)

Setup Demo Data

New Bank Account Card UOB will be created and mapped with GL Account "2940"

UOB Vendor Bank Accounts will be created for Vendor No. "10000"

New batch "UOB" will be created under payment journal

Set Defaults Permission | Back | Next | Finish

Enter your email and click next

FAST/GIRP EXPORT FOR BANK SETUP WIZARD (UOB)

THAT'S IT!
Click Finish to Complete Configuration!

Set Defaults Permission | Back | Next | Finish

Click Finish

The assisted setup status will be changed "Completed" on Clicking Finish button.

Set up UOB Bulk Payment and Collection Services (v4.62)    ...    **Completed**

# 5. Manual Configuration

## 5.1   Bank Accounts Configuration

Navigate to Bank Accounts

Configure Bank Fast/Giro Format as per below instruction

| No. | Column Name | Description | Mandatory |
|---|---|---|---|
| 1 | Select Bank | Select Respective Bank. you will have different option Like, UOB, DBS,OCBC | Yes |
| 2 | Orignating A/C Name | Company Bank account name, if its blank it will take from Company information | Yes |
| 3 | Orignating BIC Code | Swift Code | Yes |
| 4 | Orignating A/C No. | Bank Account No. | |
| 5 | Payment Export Format | N2B EXPORT | Yes |
| 6 | Payment Return Format | N2B RETURN | Yes |
| 7 | Company ID | Assigned By Bank for Collection | Mandatory for Collection |
| 8 | File Type | Your preferred file type method way to pay | Mandatory |
| 9 | Export File Advice Option | Each bank may have option to send Payment advice to receiving party. Select if its applicable. Its only applicable for Payments | Optional |

User allow view exported payment history for the bank by clicking action button "Fast/Giro Exported Entries".

User also can view list of purpose code and return reason code from action menu.

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| HOME | ACTIONS | NAVIGATE |

Edit | New | Delete | Cash Receipt Journals | Payment Journals | Positive Pay Export | Posted Reconciliations | Link to Online Bank Account | Unlink Online Bank Account | Refresh Online Bank Account | Automatic Bank Statement Import Setup | FAST/GIRO Exported Entries | UOB Purpose Code | UOB Return Code | Statistics | Statements | Dimensions | Balance | Previous | Next

Manage | Process | Bank Statement Service | Bank Account | Page

EDIT – BANK ACCOUNT CARD

# UOB · UOB

## General

Show more

| Name | UOB | | Balance | 0.00 |
| Bank Branch No. | | | Blocked | ☐ |
| Bank Account No. | 1013320075 | | Bank Account Linking Status | Not Linked |

## Configure Bank Fast/Giro Export

| Select Bank | UOB ▼ | | Select Payment Return Status | N2B RETURN | ... |
| Originating A/C Name | The Cronus Testing | | Company ID | |
| Originating BIC Code | UOBSGSGXXX | | File Export Type | FTS/BIBPlus ▼ |
| Originating A/C No. | 1013320075 | | Export File Advice Option | Without Advice ▼ |
| Payment Export Format | N2B EXPORT ... | | |

## Communication

Show more

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## 5.2   Vendor Bank Accounts

Navigate to Vendor Accounts →Vendor Bank Accounts

Enter Vendor payment account details into Fast/Giro Tab.

| No. | Column Name | Description | Mandatory |
|-----|-------------|-------------|-----------|
| 1 | Receiving A/C Name | Account name of the vendor. If this field is blank, while exporting it will take it from Vendor Card Name | Yes |
| 2 | Receiving BIC Code | Swift Code/BIC Code | Yes |
| 3 | Receiving A/C No. | Account name of the vendor. | Yes |
| 4 | Purpose Code | Select anyone as per the Bank Standard | Yes |
| 5 | Pay Now | You can also pay by using Pay now option.<br>1. Mobile<br>2. NRIC/FIN<br>3. UEN | Optional |
| 6 | Pay Now Value | Proxy Value can be:<br>- Mobile Number : max. 16 characters inclusive of '+' sign and country code. Example "+65987654321".<br><br>- NRIC/ FIN: 9 alphanumeric characters. Example "S12345678A"<br><br>- UEN : Either 9 or 10 alphanumeric characters with 3 alphanumeric characters UEN suffix (if applicable; alphabet must be Uppercase).<br> Example "193500026ZA01" | Mandatory If you going to pay by Pay Now |
| 7 | DDA Refernce | This is the DDA reference that is setup under the Direct Debit Authorisation. | Mandatory for Collection |
| 8 | Send Payment Advice By | Option Available<br>By Post<br>   Update Address and Country code details in Vendor Bank Details<br>By Email<br>   Email ID is mandatory in Vendor Bank Account. if By Email is choosen | Optional |

## 10000 · UOB A · Tan Ah Kow

General >

### Configure For Bank GIRO/FAST Export

| | | | |
|---|---|---|---|
| Receiving A/C Name | Tan Ah Kow | Pay Now By | ▼ |
| Receiving Bank BIC Code | DBSSSGSGXXX | Pay Now Value | |
| Receiving Bank No. | 301234567 | DDA Reference | |
| Purpose Code | COMM ... | Send Payment Advice By | ▼ |
| Def. Payment Bank | ☐ | | |

The same way you can configure Customer Bank details if you refund to customer or collection.

# 6 Payment Processing

## 6.1 Payment Journal Creation

Create a payment journal and select Receipt Bank Account

Using standard features, you can Apply entries or manual enter the amount which you want to pay to the vendor

UOB GIRO/FAST Format only supports SGD currency code. You can keep currency code is blank, if book currency is SGD. Otherwise currency code must be updated as SGD

| POSTING DATE | DOCUME... NO. | EXTERN... DOCUME... NO. | ACCOUNT TYPE | ACCOUNT NO. | RECIPIENT BANK ACCOUNT | DESCRIPTION | CURRENCY CODE | PAYMENT METHOD CODE | PAYMENT REFERE... |
|---|---|---|---|---|---|---|---|---|---|
| 1/1/2019 | ... G04001 | | Vendor | 10000 | UOB A | Fabrikam, Inc. | SGD | BANK | |
| 1/1/2019 | ... G04002 | | Vendor | 10000 | UOB B | Fabrikam, Inc. | SGD | BANK | |
| 1/1/2019 | ... G04003 | | Vendor | 10000 | UOB C | Fabrikam, Inc. | SGD | BANK | |

If you want to skip one of the lines being exported for payment instruction, you can choose "Skip Import"

| POSTING DATE | BAL. ACCOUNT NO. | AP... (YE... | APPLIES- TO DOC. TYPE | APPLIES-TO DOC. NO. | APPLIES- TO DOC. DUE DATE | BANK PAYMENT TYPE | TRANSA... TYPE CODE | CH... PRI... | EXPORT STATUS | BANK STATUS | RETURN CODE | RE DE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1/1/2019 | ... UOB | ✔ | | | 3/31/2018 | | BUS | ☐ | Export | | | _ |
| 1/1/2019 | ... UOB | ☐ | | | | | BUS | ☐ | Skip Export | | | _ |
| 1/1/2019 | ... UOB | ☐ | | | | | BUS | ☐ | Export | | | _ |
| | | ☐ | | | | | | ☐ | | | | |

Field Mapping Journal Line.

Bank Account details will be captured from Vendor/Customer Bank Account details based on user selected in Journal Line Account No. and Recipient Bank Account. There are other information's which are being captured from Journal Lines. Please refer table for each field mapping

| No. | Bank Column | Payment Journal Line |
|---|---|---|
| 1 | Amount | Amount |

| 2 | Mandate ID | Reads from Vendor/Customer Bank Card<br>Based on Receipent Bank Account selected in Payment Journal line |
|---|---|---|
| 3 | Purpose Code | Reads from Vendor/Customer Bank Card<br>Based on Receipent Bank Account selected in Payment Journal line |
| 4 | Remittance information | Applied Customer or Vendor Entries.<br>If its vendor, it will take from Enternal Document No. from Vendor Ledger Entry.<br>If External Document is blank then, it will  assign Vendor Ledger Entry Document No.<br><br>For Customer, Document No. from Customer Ledger Entry |
| 5 | Customer Reference | This field will be used for updating Journal Line based on Bank Return file. |

## 6.2   Export Payment File

Click Action "Export" and choose option to Export file.



.
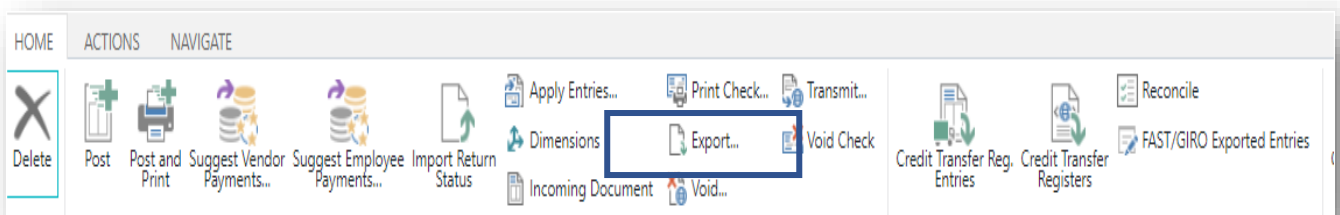
**EDIT – EXPORT UOB FAST/GIRO FOR BIBPLUS (V4.62)**

| | |
|---|---|
| Export With Payment Advice | ☐ |
| Payment Type | Payment ▼ |
| Pay Now | ☐ |
| Processing Mode | GIRO ▼ |
| Service Type | NORMAL ▼ |

Service Type Must be "NORMAL" if Processing Mode is FAST.

For Express Service, all receiving accounts must belong to UOB/FEB Bank Group.

For Normal Service, receiving accounts can be both UOB/FEB and other bank accounts.

OK  Cancel

Export with Payment advice works based on Bank Account Configuration and Payment Advice.

If Bank Account is configured other than Without Payment Advice, user can choose before they export file. However, if your payment type is not payment then, System will default to without payment advice and exports without payment advice.

If Bank Account is configured with Advice, make sure Vendor/Customer Bank account details are updated as per mandatory fields.

Email is mandatory to send by E-Mail.

Beneficiary Name, Country Code (Must be SG) and Postal Code is mandatory to send By Post.

If we user choose Pay Now option, Receiving Party Pay Now Type and value details will be retrieved from vendor/customer bank accounts.

File will be generated and will ask you to save locally. The downloaded file you can import into UOB Bank Portal directly for processing.

| ACCOUNT NAME | BAL. ACCOUNT NAME | BALANCE | TOTAL |
|---|---|---|---|
| Fabrikam, Inc. | UOB | 0.00 | |

📄 UGAI270902.txt  ^

Note: once file is exported, user cannot regenerate with same file name.

Once file is exported, status will be updated in journal line as "In Process"

| POSTING DATE | | APPLIES-TO DOC. NO. | APPLIES-TO DOC. DUE DATE | BANK PAYMENT TYPE | TRANSA... TYPE CODE | CH... PRI... | EXPORT STATUS | BANK STATUS | RETURN CODE |
|---|---|---|---|---|---|---|---|---|---|
| 1/1/2019 | ... | | *3/31/2018* | | BUS | ☐ | In Process | | |
| 1/1/2019 | ... | | | | BUS | ☐ | Skip Export | | |
| 1/1/2019 | ... | | | | BUS | ☐ | In Process | | |
| | | | | | | ☐ | | | |

List of UOB Exported entries can be viewed from FAST/GIRO Exported Entries from action menu.

Credit Transfer Reg. Entries    Credit Transfer Registers    Reconcile    FAST/GIRO Exported Entries

Bank

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And detailed entries also can be viewed.



Advice detail can be viewed if payment file is exported with payment advice option.

# 7 Import Payment Return File

Bank will process the file and update the return file in Bank portal. The status return file you can download and import into Dynamics 365 Business Central to update journal line status
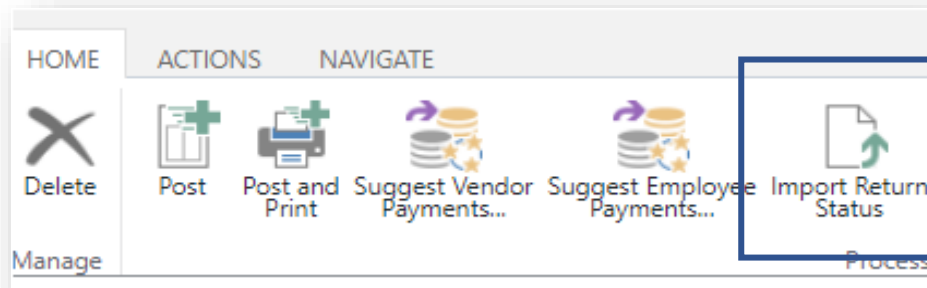


Click on UOB Import Return Status and select the file to upload it.

UOB Bank Status will be updated for your reference. There are 4 types of status when bank returns.

| No. | Description |
|-----|-------------|
| 0 | Item Accepted |
| 1 | Item Rejected |
| 2 | Item Pending |
| 3 | Item Stopped |



| POSTING DATE | APPLIES-TO DOC. NO. | APPLIES-TO DOC. DUE DATE | BANK PAYMENT TYPE | TRANSA... TYPE CODE | CH... PRI... | EXPORT STATUS | BANK STATUS | RETURN CODE | RETURN DESCRITION |
|---|---|---|---|---|---|---|---|---|---|
| 1/1/2019 | ... | 3/31/2018 | | BUS | ☐ | Processed | Item Reject... | 1010 | Invalid Receiving Account Number |
| 1/1/2019 | ... | | | BUS | ☐ | Skip Export | | | _ |
| 1/1/2019 | ... | | | BUS | ☐ | Processed | Item Accep... | | _ |
| | | | | | ☐ | | | | |

If transaction is rejected, bank status will be updated as Item Rejected and Return Code will be updated for your action.

User can change Export Status to Export if they want to export it again as another batch.

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*Note: While posting transaction, this app will not stop irrespective of the Bank Status. It needs to be handled manually. you can re-export those pending transaction alone by selecting UOB Export Status to "Export"*

# 8 Assumptions

Each transaction line should balance on the same line. i.e. Balancing Account should not be bank for all the line in the batch.

User must follow the guidelines provided by bank while enter information.

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# 9 Error's and Resolutions

Before it exports payment instruction file, Bank Connector app will check possible errors and user to make correction and re-export it again.

1. Gen. Journal Line is Empty
   If none of the payment journal is selected for Export, user will get this error message

2. Amount must be Positive or Negative
   If you are exporting for Payments, the amount must be positive
   If you are exporting for Collections, the amount must be negative

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