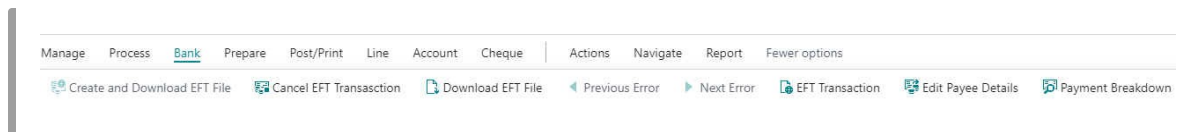


Usage Scenarios

EFT payments are based on payment journals which can be generated the *Suggest Payments* function or by keying lines in to the journal.

New Commands Overview

This extension adds a number of new actions to the *Bank* menu in the command bar on the Payment Journal page.



New Command	Description
Create and Download EFT File	Once your payment journal is filled with the payments you wish to make, this option will take you to the EFT Transaction page where you will be able to select a bank account, file type, and enter reference information. If there are no validation errors, your EFT file will be downloaded ready for you to transfer to the bank software.
Cancel EFT Transaction	After creating and downloading the EFT file, the payment journal lines will be locked to prevent further changes. If you wish to cancel the EFT Transaction and re-enable editing of the payment journal lines, you can use this option. The option is only available if the status of the EFT Transaction is currently <i>Exported</i> .
Download EFT File	You can use this option to download the EFT file again without regenerating the EFT Transaction. This option will only be available when the status of the EFT Transaction is currently <i>Exported</i> .
Previous Error	The Create and Download EFT File process may result in validation errors on some of the payment lines. You will receive a notification that some of the lines contain errors. You can use this option to jump to the previous payment journal line that contains an error.
Next Error	You can use this option to jump to the next payment journal line that contains an error.
EFT Transaction	This option will only be available when the status of the EFT Transaction is <i>Exported</i> . The option will take you to the EFT Transaction page where you can send remittances, print remittances, download the previously export file, cancel the EFT transaction or review the details.
Edit Payee Details	This option can be used to change the payee details such as Name, Bank Branch No., Bank Account No., Email for Remittance Advice, and Our Account No./Reference.
Payment Breakdown	The payment breakdown report shows the applied and unapplied entries for each line in the payment journal.

Note

The Suggest Payments option on the *Prepare* menu has been updated to cater for One time vendors. It ensures that payments to a vendor that has been flagged as a one-time vendor will be split out into one payment per invoice.

The following new option has been added to the *Prepare* menu



New Command	Description
Suggest Customer Refunds	The Suggest Customer refunds batch job can be used to suggest refund lines. The difference between this option and the standard

Pay Vendors Using EFT

Typically the steps needed to pay vendors using EFT are:

- Suggest Payments
- Print Payment Breakdown Report (for approval)
- Create and Download EFT File
- Process EFT File in Bank Software
- Post Payment Journal
- Send Remittances

Suggest Payments

This is based on the standard suggest vendor payments option but will deal with one-time vendors differently by splitting out these payments onto separate lines even if you have selected to summarise per vendor.

Enter the filters you require, and complete the preparation of the payment journal as usual.

For payment lines that are linked to a one-time vendor you will be able to edit the payee details by selecting *Bank > Edit Payee Details*.

The screenshot shows a software interface with a top navigation bar containing 'Manage', 'Process', 'Bank' (highlighted), 'Prepare', 'Actions', 'Navigate', 'Report', and 'Less options'. Below this is a toolbar with icons and labels for 'Create and Download EFT File', 'Download EFT File', 'Next Error', 'Suggest Payments', 'Payment Breakdown', 'Cancel EFT Transaction', 'Previous Error', 'EFT Transaction', 'Edit Payee Details' (highlighted in yellow), and 'Reconcile'. The main content area is titled 'EDIT - PAYEE DETAILS - MAVIS BORROUGHS' and includes a 'Show Attached' link and a 'Page' indicator. A 'General' section is expanded, showing a 'Show more' link. The form contains the following fields:

Name	Mavis Borroughs	Email for Remittance Advi...	tester@intergen.co.nz
Bank Branch No.	12-1234	Our Account No./Referen...	OA121212
Bank Account No.	4411225-77		

A 'Close' button is located at the bottom right of the form.

Print Payment Breakdown Report

Once the journal is complete, select the *Bank > Payment Breakdown* option to print the payment breakdown report for approval.

The report shows the applied and unapplied entries for each line of the payment journal and includes the hash total. If one-time vendors are included they will be shown with the one-time vendor code and their name.

Payment Breakdown

CRONUS New Zealand Ltd.

10/04/2019 12:45 PM

Page No. 1

INTERGEN\SANDRAW

Filters: Journal Template Name: PAYMENT, Journal Batch Name: EFT

Posting Date: 28/03/2020

Vendor	Transaction	Invoice No.	Invoice Date	Due Date	Net Payable
Code	Name	Type	No.	Bank Account	
10000	Auckland Postmaster	Invoice	108046	02-0896-2121215-77 VIN0202	23/12/2019 31/01/2020 115.00
		Invoice	5578	5578	31/12/2019 17/01/2020 83,184.01
		Invoice	5672	5672	31/12/2019 18/01/2020 199,641.63
		Invoice	108026	23047	1/01/2020 29/02/2020 25,783.00
		Invoice	108027	23587	4/01/2020 29/02/2020 26,060.50
		Invoice	108031	24521	15/01/2020 29/02/2020 50,190.54
				* Unapplied Amount	218.00
				** Total for Vendor 10000	385,192.68
20000	AR Day Property Management	Invoice	108033	12-9877-3213213-66 5966	20/01/2020 29/02/2020 4,332.51
				** Total for Vendor 20000	4,332.51
30000	CoolWood Technologies	Invoice	108029	03-7777-3216544-77 563	12/01/2020 29/02/2020 61,824.00
		Invoice	108034	599	23/01/2020 29/02/2020 11,534.50
		Invoice	108044	VIN0923	23/01/2020 29/02/2020 115.00
				** Total for Vendor 30000	73,473.50
V00010	Julie Boyd	Invoice	108036	01-2145-3652147-11 OT0001	23/01/2020 29/02/2020 115.00
				** Total for Vendor V00010	115.00
V00010	Greg Jones	Invoice	108037	32-6547-6546547-99 OT0002	23/01/2020 29/02/2020 437.00
				** Total for Vendor V00010	437.00
V00010	Susan Killane	Invoice	108038	02-1120-3213211-99 OT003	23/01/2020 29/02/2020 418.61
				** Total for Vendor V00010	418.61
V00010	James Logan	Invoice	108040	01-5555-6655447-89 OT PO0001	23/01/2020 29/02/2020 345.00
		Invoice	108041	OT PO0002	23/01/2020 29/02/2020 0.00
				** Total for Vendor V00010	345.00
V00010	Mavis Borroughs	Invoice	108043	12-1234-4411225-77 VIN91174	23/01/2020 29/02/2020 230.00
				** Total for Vendor V00010	230.00
Hash Total: 51543029549			*** Grand Total		464,544.30

Approved by _____

Create and Download EFT File

Once your payment journal has been approved, select *Bank > Create and Download EFT File*. The EFT Transaction request page is shown per below with values defaulted from the last run.

EFT TRANSACTION



Options

Transaction No.	EFT00003	Export File Type	ASB Bank MT9 Format ...
Payment Date	28/03/2020	Create One Bank Trans. For ..	Each payment in this batch
Pay From Bank Account	ASB ...		

Transaction Reference Details

NAME	RULE	VALUE
Our Code	Payee No.	<Different Values>
Our Particulars	Transaction No.	EFT00003
Our Reference	Payee Name	<Different Values>
Their Code	Our Account No.	<Different Values>
Their Particulars	Transaction No.	EFT00003

OK Cancel

The following fields are available on the Options section:

Field	Description
Transaction No.	Non-editable. Shows the document number from the first line of payment journal. This field will be used in the Transaction Reference Details when the rule <i>Transaction No.</i> is used.
Payment Date	Defaults to today's date. The payment date will go in the file and will be assigned as the <i>Posting Date</i> to all journal lines when the file is successfully generated. You cannot use a payment date less than today's date.
Pay From Bank Account	This will default to the <i>Bal. Account No.</i> specified on the payment journal batch, but you can select any valid bank account to use as the source for the payment. Only bank accounts with a correctly formatted <i>Bank Branch No.</i> and <i>Bank Account No.</i> will be available for selection. See New Zealand Bank Account [../1_Getting%20Started/#new-zealand-bank-account] or Australian Bank Account [../1_Getting%20Started/#australian-bank-account] in Getting Started [../1_Getting%20Started] for more details
Export File Type	Select from the available file types. This will default to the first valid file type for the selected <i>Pay From Bank Account</i> . For most bank types there is only one export file type available.
Create One Bank Trans For	<p>This option field allows you to decide how many bank ledger entries will be created when the journal is posted as follows:</p> <p><i>This batch of payments</i> means a single line coded to the bank will be added to the journal which will result in a single bank ledger entry for the entire batch of payments.</p> <p><i>Each payment in this batch</i> means the bank account will be added as the balancing account on each journal line. When posted, this will result in a bank ledger entry for each individual payment. This option can be easier for reconciliation.</p>

The Transaction Reference Details section allows a mapping of how the various reference fields will be populated in the EFT file. Different fields are shown depending on the *Export File Type* selected and the setting of *Create One Bank Trans. For*.

The ABA file format allows for three reference fields as follows:

Name	Description
Lodgement Reference	18 character reference indicating the details of the origin or the entry appears on the recipients bank account statement
Name of Remitter	16 character reference that appears on the recipient's bank account statement
Payment Description	12 character description of entries on payments in the file. This does not appear on the recipient's statement

Each of the reference fields can use two different rules to populate the values in the file:

Rule	Value
Fixed Text	Enter the value to use in the field.
Transaction No.	Use the <i>Transaction No.</i> for this EFT Transaction.

The following reference fields are available for all New Zealand bank file types:

Name	Description
Our Code	12 character reference that appears on payer's bank statement
Our Particulars	12 character reference that appears on payer's bank statement
Our Reference	12 character reference that appears on payer's bank statement
Their Code	12 character reference that appears on recipient's bank statement
Their Particulars	12 character reference that appears on recipient's bank statement
Their Reference	12 character reference that appears on recipient's bank statement

Each of the 'Our' reference fields can use two different rules to populate the values in the file:

Rule	Value
Fixed Text	Enter the value to use in the field.
Transaction No.	Use the <i>Transaction No.</i> for this EFT Transaction.

Each of the 'Their' reference fields can use three different rules to populate the values in the file:

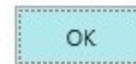
Rule	Value
Fixed Text	Enter the value to use in the field.
Our Account No.	Uses the <i>Our Account No.</i> field from the Customer or Vendor being paid.
Transaction No.	Use the <i>Transaction No.</i> for this EFT Transaction.

Having completed all fields as required, select OK to generate the file. The system will validate each line within the payment journal to ensure all required fields are entered and are in the correct format. If all fields are validated OK, the EFT Transaction file will be downloaded. If there are any problems in the journal, you will see the following error message:



The file export has one or more errors.

For each line to be exported, resolve the errors displayed to the right and then try to export again.



The errors will be listed in 'Payment File Errors' factbox on the right of the payment journal page.

Manage Process Bank Prepare Actions Navigate Report Less options										
POSTING DATE	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUMENT NO.	ACCOUNT TYPE	ACCOUNT NO.	DOCUME... TYPE	RECIPIENT BANK ACCOUNT	DESCRIPTION	CURRENCY CODE	PAYMENT METHOD CODE
28/03/2020	Payment	EFT00003		Vendor	10000	Payment	EFT	Auckland Postmaster		
28/03/2020	Payment	EFT00003		Vendor	20000	Payment	EFT	AR Day Property Manageme		
28/03/2020	Payment	EFT00003		Vendor	30000	Payment	EFT	CoolWood Technologies		
28/03/2020	Payment	EFT00003	OT0001	Vendor	V00010	Payment		Julie Boyd		EFT
28/03/2020	Payment	EFT00003	OT0002	Vendor	V00010	Payment		Greg Jones		EFT
28/03/2020	Payment	EFT00003	OT0003	Vendor	V00010	Payment		Susan Killane		EFT
28/03/2020	Payment	EFT00003	OT PO0001	Vendor	V00010	Payment		James Logan		EFT
28/03/2020	Payment	EFT00003	VIN91174	Vendor	V00010	Payment		Mavis Borroughs		EFT

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Payment File Errors

ERROR TEXT
Bank Account No. 12-123-4411225-77 is n...

Resolve any errors and then rerun the *Create and Download EFT File* process.



Note

If the bank account for a one-time vendor is invalid you can select *Bank > Edit Payee Details* to correct it.

Successful generation will result in the following:

1. Prompt to open or save the file

What do you want to do with G04002.txt (288 bytes)?
From: ...s.businesscentral.dynamics.com

Open

Save

^

Cancel

×

2. Payment lines updated with Balance Account

POSTING DATE	ACCOUNT NO.	DOCUME... TYPE	RECIPIENT BANK ACCOUNT	DESCRIPTION	CURRENCY CODE	PAYMENT METHOD CODE	AMOUNT	AMOUNT (LCY)	BAL. ACCOUNT TYPE
28/03/2020	10000	Payment	EFT	Auckland Postmaster			385,192.68	385,192.68	G/L Account
28/03/2020	20000	Payment	EFT	AR Day Property Manageme			4,332.51	4,332.51	G/L Account
28/03/2020	30000	Payment	EFT	CoolWood Technologies			73,473.50	73,473.50	G/L Account
28/03/2020	V00010	Payment		Julie Boyd		EFT	115.00	115.00	G/L Account
28/03/2020	V00010	Payment		Greg Jones		EFT	437.00	437.00	G/L Account
28/03/2020	V00010	Payment		Susan Killane		EFT	418.61	418.61	G/L Account
28/03/2020	V00010	Payment		James Logan		EFT	345.00	345.00	G/L Account
28/03/2020	V00010	Payment		Mavis Borroughs		EFT	230.00	230.00	G/L Account
28/03/2020	ASB	Payment		ASB			-464,544.30	-464,544.30	G/L Account

or a total payment line added depending on your choice of the *Create One Bank Trans. For* option

POSTING DATE	ACCOUNT NO.	DOCUME... TYPE	RECIPIENT BANK ACCOUNT	DESCRIPTION	CURRENCY CODE	PAYMENT METHOD CODE	AMOUNT	AMOUNT (LCY)	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
28/03/2020	10000	Payment	EFT	Auckland Postmaster			385,192.68	385,192.68	Bank Account	ASB
28/03/2020	20000	Payment	EFT	AR Day Property Manageme			4,332.51	4,332.51	Bank Account	ASB
28/03/2020	30000	Payment	EFT	CoolWood Technologies			73,473.50	73,473.50	Bank Account	ASB
28/03/2020	V00010	Payment		Julie Boyd		EFT	115.00	115.00	Bank Account	ASB
28/03/2020	V00010	Payment		Greg Jones		EFT	437.00	437.00	Bank Account	ASB
28/03/2020	V00010	Payment		Susan Killane		EFT	418.61	418.61	Bank Account	ASB
28/03/2020	V00010	Payment		James Logan		EFT	345.00	345.00	Bank Account	ASB
28/03/2020	V00010	Payment		Mavis Borroughs		EFT	230.00	230.00	Bank Account	ASB

3. EFT Transaction record created to represent the file > From the payment journal select *Bank / EFT Transaction*

The EFT Transaction record may also be accessed by menu search EFT Transaction

The payment journal may now be posted in the usual way.

Note

It is a common business process to wait until the file has been successfully loaded to the banking application before posting the payment journal.

Download EFT File (Copy)

A copy of the EFT file can be downloaded from the unposted payment journal > select Bank / Download EFT File. You will be prompted to open or save the file

Note

After posting the payment journal, a copy of the file can still be downloaded from the EFT Transaction record

Cancel EFT Transaction

A generated EFT Transaction can be cancelled from the unposted payment journal > select *Bank > Cancel EFT Transaction*

Manage

Process

Bank

Prepare

Actions

Navigate

Report

Less options

Create and Download EFT File

Download EFT File

Next Error

Suggest Payments

Payment Breakdown

Cancel EFT Transaction

Previous Error

EFT Transaction

Edit Payee Details

Reconcile

DATE	NO.	TYPE	ACCOUNT	DESCRIPTION	CODE	CODE	AMOUNT	(EFT)	TYPE	NO.
28/03/2020	10000	Payment	EFT	Auckland Postmaster			385,192.68	385,192.68	Bank Account	ASB
28/03/2020	20000	Payment	EFT	AR Day Property Manageme			4,332.51	4,332.51	Bank Account	ASB
28/03/2020	30000	Payment	EFT	CoolWood Technologies			73,473.50	73,473.50	Bank Account	ASB
28/03/2020	V00010	Payment		Julie Boyd		EFT	115.00	115.00	Bank Account	ASB
28/03/2020	V00010	Payment		Greg Jones		EFT	437.00	437.00	Bank Account	ASB
28/03/2020	V00010	Payment		Susan Killane		EFT	418.61	418.61	Bank Account	ASB
28/03/2020	V00010	Payment		James Logan		EFT	345.00	345.00	Bank Account	ASB
28/03/2020	V00010	Payment		Mavis Borroughs		EFT	230.00	230.00	Bank Account	ASB

This will:

- Either remove the *Balance Account No.* on the line, or remove the total balancing line added (depending on your choice of *Create One Bank Trans. For*)
- Remove the Exported status from the EFT Transaction record

At this point, the payment journal may be edited or re-suggested, and a new file generated.

View the EFT Transaction Record

The EFT Transaction record associated with a payment journal can be viewed from the payment journal after the EFT file has been created and prior to it being posted. From the payment journal select *Bank > EFT Transaction*

Manage	Process	Bank	Prepare	Actions	Navigate	Report	Less options
Create and Download EFT File	Download EFT File	Next Error	Suggest Payments	Payment Breakdown			
Cancel EFT Transaction	Previous Error	EFT Transaction	Edit Payee Details	Reconcile			

The EFT Transaction record is displayed.

EFT Transaction

Process Show Attached Actions Less options

Options

Transaction No.	EFT00003	Export File Type	ASB Bank MT9 Format
Payment Date	28/03/2020	Create One Bank Tran...	Each payment in this batch
Pay From Bank Account	ASB	NZ Hash Total	51543029549

EFT Transaction Remittances

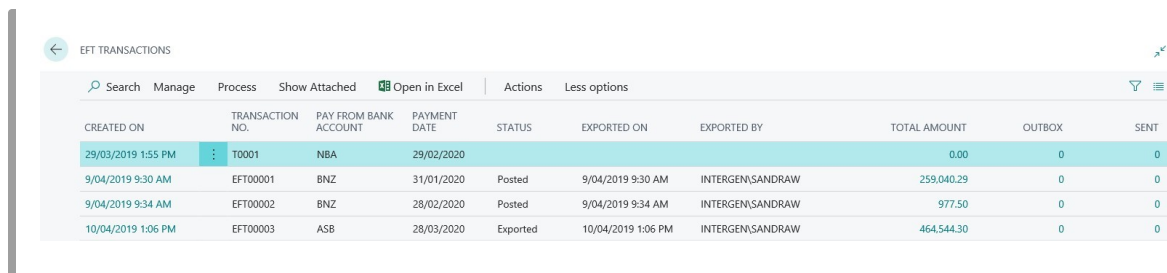
ACCOUNT TYPE	ACCOUNT NO.	ACCOUNT NAME	RECIPIENT BANK ACCOUNT	PAYEE BANK ACCOUNT NO.	EMAIL FOR REM ADVISE
Vendor	10000	Auckland Postmaster	EFT	02-0896-2121215-77	sandraw@inter
Vendor	20000	AR Day Property Management	EFT	12-9877-3213213-666	
Vendor	30000	CoolWood Technologies	EFT	03-7777-3216544-77	sandraw@inter
Vendor	V00010	James Logan		01-5555-6655447-89	sandraw@inter
Vendor	V00010	Susan Killane		02-1120-3213211-99	sandraw@inter
Vendor	V00010	Mavis Borroughs		12-1234-4411225-77	tester@interge
Vendor	V00010	Greg Jones		32-6547-6546547-99	davidr@interge
Vendor	V00010	Julie Boyd		01-2145-3652147-11	sandraw@inter

Processes From EFT Transaction Record

Successfully generated EFT files are represented in the system by an EFT Transaction record.

To view a list of all EFT Transaction records use the menu search for EFT Transaction.

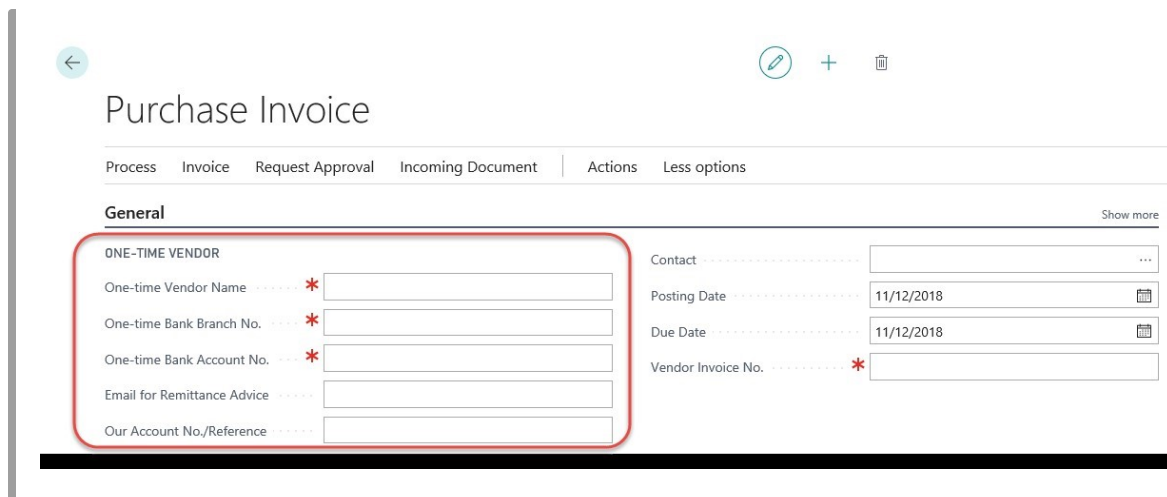
The EFT Transaction list is displayed showing summary information for each record including date/time created, user, and total amount.



CREATED ON	TRANSACTION NO.	PAY FROM BANK ACCOUNT	PAYMENT DATE	STATUS	EXPORTED ON	EXPORTED BY	TOTAL AMOUNT	OUTBOX	SENT
29/03/2019 1:55 PM	T0001	NBA	29/02/2020				0.00	0	0
9/04/2019 9:30 AM	EFT00001	BNZ	31/01/2020	Posted	9/04/2019 9:30 AM	INTERGEN\SANDRAW	259,040.29	0	0
9/04/2019 9:34 AM	EFT00002	BNZ	28/02/2020	Posted	9/04/2019 9:34 AM	INTERGEN\SANDRAW	977.50	0	0
10/04/2019 1:06 PM	EFT00003	ASB	28/03/2020	Exported	10/04/2019 1:06 PM	INTERGEN\SANDRAW	464,544.30	0	0

Creating a One-time Vendor Document

1. Create a new purchase order or purchase invoice using the vendor number as the one-time vendor you have setup previously. Below is an example for a purchase invoice.



←

ⓧ + 🗑

Purchase Invoice

Process Invoice Request Approval Incoming Document Actions Less options

General

Show more

ONE-TIME VENDOR

One-time Vendor Name *

One-time Bank Branch No. *

One-time Bank Account No. *

Email for Remittance Advice

Our Account No./Reference

Contact

Posting Date

Due Date

Vendor Invoice No. *

Complete the new required fields (marked with an asterisk) for the one-time vendor:

- Vendor Name - used for the remittance advice.
- Bank Branch No. - should be completed in the correct format for the country i.e. for NZ 99-9999, or for AU 999-999.
- Bank Account No. - should be completed in the correct format for the country i.e. for NZ 99999999-999, or for AU 9999999999.
- Email for Remittance – enter an email address. You can optionally enter address fields which will print in the address section on the remittance.

You can optionally also fill in the following:

- Email for Remittance Advice – this will be used to send the remittance advice to once the payment has been made.
- Our Account No./Reference – will be used for the Reference field on the payment.
- Address details – these will be used on the remittance advice.

←

PURCHASE INVOICE

+

107216

Process

Invoice

Request Approval

Incoming Document

Actions

Less options

General

Show more

ONE-TIME VENDOR

One-time Vendor Name

Test OTV

One-time Bank Branch No.

44-4444

One-time Bank Account No.

4444444-44

Email for Remittance Advice

TestOTV@nowhere.com

Our Account No./Reference

TestOTV44

Contact

Posting Date

11/12/2018

Due Date

11/12/2018

Vendor Invoice No.

TESTOTV44

Lines

Manage

More options

TYPE	NO.	DESCRIPTION/COMMENT	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. GST	LINE DISCOUNT %	LINE AMOUNT EXCL. GST
Item	1896-S	ATHENS Desk		1	PCS	1,745.00		1,745.00

Post the Invoice

You can now go to the payment journal and select these entries for payment.

Refund Customers Using EFT

Typically the steps needed to refund a customer using EFT are the same as for paying a vendor, except you will run the *Suggest Customer Refunds* rather than *Suggest Vendor Payments* on the Prepare menu:

- Suggest Customer Refunds
- Print Payment Breakdown Report (for approval)
- Create and Download EFT File
- Process EFT File in Bank Software
- Post Payment Journal
- Send Remittances

The *Suggest Customer Refunds* option on the Prepare menu will find all customers with a credit balance within the filters you apply and create a payment journal line for each one. You will then follow the same process as for Vendors to create the bank file, upload to your bank, and print or email remittance advices.

Note

- The customer needs to have a valid bank account set as the *Preferred Bank account Code* on the customer card.
- The *Email for Remittance* field should contain the address you want the Remittance advice to be emailed to. If this field is blank the *Email* field will be used instead.