Microsoft Dynamics® GP

Electronic Banking

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Introduction

You can use Electronic Banking to complete electronic banking activities. Electronic Banking includes electronic funds transfer (EFT) payments for Payables Management and Receivables Management, both inside and outside North America, as well as Electronic Reconcile and Safe Pay, for customers that use EFT transactions in North America.

You also can use Electronic Banking to complete the following tasks:

- Pay vendors by EFT payments for banks in North America and Europe
- Debit customer accounts using EFT transactions for banks in North America and Europe
- Print non-negotiable check advices and remittances for EFT transactions to vendors
- Reconcile bank statements using Electronic Reconcile
- Confirm the authenticity of a check using Safe Pay

If you use Multicurrency Management, you can view functional and originating information.

This introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

What's in this manual

This manual describes the setup steps necessary for using Electronic Banking as well as instructions for how to use the features in all the Electronic Banking components: EFT and European EFT for Payables Management, EFT and Direct Debits and Refunds for Receivables Management, Electronic Reconcile, and Safe Pay.

To make best use of Electronic Banking, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics® GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following parts:

- Part 1, **Setup**, describes how to install, set up, and configure Electronic Banking to meet the needs of your business and with other Microsoft Dynamics GP features you're using.

- Part 2, **Using Electronic Banking**, describes how to electronically pay vendors, debit customers, reconcile checkbooks, and confirm the authenticity of a check with your bank.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	**Description**
💡	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
⚠	The warning symbol indicates situations you should be especially aware of when completing tasks.
£ ¥ $	The multicurrency symbol points out features or procedures that apply if you’re using Multicurrency Management.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	**Description**
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	The (>>) or (**>**) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat PDF format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

PART 1: SETUP

Part 1: Setup

This part of the documentation discusses how to set up and configure Electronic Banking to meet the needs of your business.

The following topics are discussed:

- Chapter 1, "EFT checkbook setup," describes how to set up checkbooks for use in payables and sales EFT transactions.
- Chapter 2, "EFT file format setup," describes how to set up file formats.
- Chapter 3, "EFT setup for Payables Management," describes how to enter EFT information for vendor records, and how to send prenotes and generate EFT files so that you can pay vendors electronically.
- Chapter 4, "EFT setup for Receivables Management," describes how to enter EFT information for customer records, and how to send prenotes and generate EFT files so that you can receive funds from customers electronically.
- Chapter 5, "Safe Pay setup," describes how to set up Safe Pay to confirm the authenticity of a check with your bank before paying a check.
- Chapter 6, "Electronic Reconcile setup," describes how to set up Electronic Reconcile to update Bank Reconciliation transactions and adjustments based on downloaded data.

Chapter 1: EFT checkbook setup

Processing transactions electronically requires some additional setup steps. This part of the documentation describes the process of setting up checkbooks to use in processing payables or receivables transactions. The following information is discussed.

- *EFT checkbook setup overview*
- *Enabling European EFT and Direct Debits and Refunds*
- *Setting up a cash-in-transit account for an existing checkbook*
- *Setting up bank information for EFT transactions*
- *Checkbook setup for Direct Debits and Refunds*

EFT checkbook setup overview

Transferring funds electronically can make it easier to pay vendors, process payments from customers, and send refunds to customers. This process includes the following tasks.

- Enable EFT payments using the Company Setup Options window if you're using Direct Debits and Refunds or if you're completing EFT transactions in Europe. See *Enabling European EFT and Direct Debits and Refunds* on page 7 for the steps to do so.

- Set up one or more checkbooks for EFT transactions. Set up a basic checkbook record using the Checkbook Maintenance window, then specify a checkbook to use for EFT transactions using the Checkbook EFT Maintenance window. See *Setting up bank information for EFT transactions* on page 8 the specific steps.

- When you set up an EFT checkbook, you'll also select the country/region that holds the account for the checkbook that checkbook and enter additional information required by the bank using the Checkbook EFT Bank Maintenance window. See *Setting up bank information for EFT transactions* on page 8 for more information.

Enabling European EFT and Direct Debits and Refunds

Use the Company Setup Options window to enable EFT payments to European vendors using European banks and to process EFT refunds using Direct Debits and Refunds. This procedure isn't necessary if you don't need to pay vendors or process refunds for customers outside North America.

Direct Debits and Refunds is allowed only for customers who operate on an open item basis.

To enable European EFT and Direct Debits and Refunds:

1. Open the Company Setup Options window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button)

2. Mark the Enable DDR and European Electronic Funds Transfer option.

3. Choose OK to save the changes and close the window.

Setting up a cash-in-transit account for an existing checkbook

If you have enabled European EFT and Direct Debits and Refunds, use the Checkbook Maintenance window to assign a cash-in-transit account for an existing checkbook. A cash-in-transit account is a temporary holding account used to record the cash until the funds are transferred electronically. This account will be used instead of the cash account when EFT payments are recorded in Payables Management. If you don't use a cash-in-transit account, enter the cash account. You won't be able to send transactions to banks in Europe if you attempt to enter EFT payments without setting up a cash-in-transit account for the checkbook.

To set up a cash-in-transit account for an existing checkbook:

1. Open the Checkbook Maintenance window.
   (Cards >> Financial >> Checkbook)

2. Enter or select a checkbook ID.

3. Assign a Cash in Transit account to the checkbook. A cash-in-transit account is a temporary holding account used to record the cash until the funds are transferred electronically. If you don't use a cash-in-transit account, enter the cash account.

   The Cash In Transit Account field is displayed if the Enable DDR and European Electronic Funds Transfer option is marked in the Company Setup Options window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button).

4. To print a Checkbook List, choose File >> Print.

5. Choose Save to save the checkbook.

Setting up bank information for EFT transactions

Use the EFT Checkbook Bank Maintenance window to enter bank information for both payables and receivables EFT transactions, both within and outside North America. If you haven't set up any checkbooks yet, use the Checkbook Maintenance window to do so before completing this procedure.

To set up bank information for EFT transactions:

1. Open the Checkbook EFT Bank Maintenance window.
   (Cards >> Financial >> Checkbook >> EFT Bank)

2. Select the country/region of the bank that holds the account for the selected checkbook.

3. Enter the bank account number for the checkbook. The number you enter should be the checkbook account number at the bank that holds the account.

4. Enter additional bank information. The required fields depend on the country/region selected. The required information typically is provided by the bank.

If you need to specify a country or currency code, use the two-character ISO country code and three-character alphabetic ISO currency code formats. Be aware that Microsoft Dynamics GP does not verify the ISO codes you enter, and your bank will reject a file format that has an incorrect code. Click the following link for a list of ISO country codes (http://go.microsoft.com/fwlink/?LinkId=179516). Click the following link for a list of ISO currency codes (http://go.microsoft.com/fwlink/?LinkId=179518).

5. Choose the Payables Options button to open the Checkbook EFT Payables Options window, where you can specify EFT output file locations, file formats, and options for payment numbers. See *Entering payables EFT options* on page 17 for more information.

   Choose the Receivables Options button to open the Checkbook EFT Receivables Options window, where you can specify EFT output file locations, file formats, and payment numbers. See *Entering receivables EFT options* on page 23 for more information.

6. Choose OK to save your changes.

Checkbook setup for Direct Debits and Refunds

If you’re using Direct Debits and Refunds, be sure to set up the company checkbook for direct debits and refunds by choosing Cards >> Financial >> Checkbook. All the refunds will be debited from this checkbook. You can collect funds only if the country format for the company checkbook and the debtor’s bank account is same.

Chapter 2: EFT file format setup

This part of the documentation describes how to set up EFT file formats used to generate EFT files for EFT transactions. You also can set up EFT file formats for IAT transactions. An IAT transaction is an ACH transaction whose funding is transmitted to or received from a financial agency located outside the territorial jurisdiction of the United State and is processed through the U.S. ACH Network.

The following topics are discussed:

- *EFT file reference*
- *Setting up an EFT file format*
- *Importing or exporting an EFT file format*

EFT file reference

Use the following in formation as a reference when setting up EFT file formats and for help in understanding the way information in EFT files is organized.

EFT files are text files that contain record lines. Each record line is a specific record type. A record type code indicates each line’s record type.

Record type codes

In the file you upload to your bank, each line is a separate record. When you work with a bank to make EFT payments, the bank provides a file format specification that indicates which type of record each line is. Not all bank formats include all record types. The EFT File Format Maintenance window supports the following record types.

Some banks might use different names for this information. To learn which record type to use for your bank, compare the following record descriptions to the specification your bank provides.

Record types for flat files

Flat files can include the following record type codes.

Header labels The header label identifies the data file and is used to verify that the file is valid.

File header The file header designates the physical file characteristics and identifies the origin and destination of the entries.

Batch header The batch header identifies the originator and briefly describes the purpose of the entry. The information contained in the batch header record applies uniformly to all subsequent detail records in the batch.

Detail lines Detail lines contain that information sufficient to relate the entry to the receiver, such as the vendor’s bank information and payment amount.

Addenda lines Addenda lines are used by the originator to supply additional information about the detail lines that are sent electronically. Information in addenda lines can be used only for the purpose of transmitting payment information.

Settlement lines Settlement lines contain information that's used to balance the detail line (if generating an auto-settlement for each detail) or information sufficient to balance the sum of all detail lines (if generating an auto-settlement for the sum of all detail lines).

Batch control The batch control contains the counts, hash totals, and total dollar controls for the preceding detail entries with the indicated batch.

File control The file control contains dollar, entry, and hash total accumulations from the batch control records in the file. This record includes the number of blocks and the number of batches within the file.

Trailer label The trailer label identifies the data file and is used to verify that the file is valid.

IAT batch header The batch header identifies the originator and briefly describes the purpose of the entry. The information contained in the batch header record applies to all subsequent detail records in the batch.

IAT detail lines Detail lines contain information that relate the entry to the receiver, such as the vendor's bank information and payment amount.

IAT addenda lines Addenda lines are used by the originator to supply additional information about the detail lines that are sent electronically. Information in addenda lines should be used only for the purpose of transmitting payment information.

RBC IAT address records RBC IAT address records are addenda lines used by the Royal Bank of Canada. These lines are used by the originator to supply additional information about the detail lines that are sent electronically.

Record types for XML files

XML files can include the following record type codes.

Header label The header label defines XML file parameters used for file processing.

Group header The group header is required. It includes the group identification, and the creation date and time.

Payment information Payment information is required and contains information related to the debit entries of payment transactions. This information includes your company's name, bank information and the payment method.

Payment transaction Payment transaction information is required and contains information related to the credit side of payment transactions. This includes the vendor, vendor's bank information and references for the transaction.

Remittance information Optional remittance information can be repeated in the file. This includes the invoices that are being paid. This information can be structured or unstructured.

Fields per line

You can set up mapping specifications for EFT bank record types. The formatting required for each field is based on how the field is mapped. Use one of the following mappings to define each field of your bank format. This information applies to both flat files and XML files.

Constant The constant is any value required by your bank that's the same for every file created.

Data field This field includes map-to-fields information that has been set up or entered on payment transactions. In the EFT File Format Maintenance window, choose the Show Details button in the scrolling window. You can then choose from a list of tables that contain bank, checkbook, vendor, and payment information. After selecting the table, you can choose from the list of fields within that table.

System date This field displays the system date when the file was created.

System time This field displays the system time when the file was created.

Transmission date This field displays the date entered in the Transmission Date field in the Generate EFT Files window.

Calculation You can use any of the following calculations. The calculations often are located in the batch footers or file footers of flat files.

Calculation	Description
Addenda record indicator	0 or 1 depending on whether the addenda record type is defined for the format.
Batch count	The number of batches in the file.
Block count	The number of physical blocks in the file, including the file header and the file control records. A block contains 940 characters.
Hash total	Each detail record is hashed to provide a check against inadvertent alteration of data contents.
Detail count	Total number of detail lines in the file.
Addenda count	Total number of addenda lines for each detail line.
Line count	Total number of lines in the file.
Total credit amount	Total amount of all credit lines in the file.
Total debit amount	Total amount of all debit lines in the file.
US-NACHA trace number	Uniquely identifies each entry with the batch.
Total number of credits	Total number of credits in the file.
Total number of debits	Total number of debits in the file.

Format options are available when the file format is mapped to data or to calculations that are related to money and dates.

Field formats for dates

When you map to a date field you're asked to choose a date format. The following field formats for the date field type can be used. In the following list, Y represents the year, M represents the month, D represents the day of the month, day number represents the Julian date, and ISO date time follows ISO date time formatting requirements.

- YYMM
- YYMMDD
- YYYYMMDD
- MMYY
- MMDDYYYY
- DDMMYY
- DDMMYYYY
- Day number
- YY + Day number
- YYYY + Day number
- ISO date time

Field formats for amounts

When you map to an amount field, you have the option of removing the decimal place indicator. Two decimal places are provided for amount fields by default. If you choose to remove the decimal place indicator, you must specify the number of places after the decimal.

The following table illustrates the change in amounts when the format is changed to remove the two default decimal places.

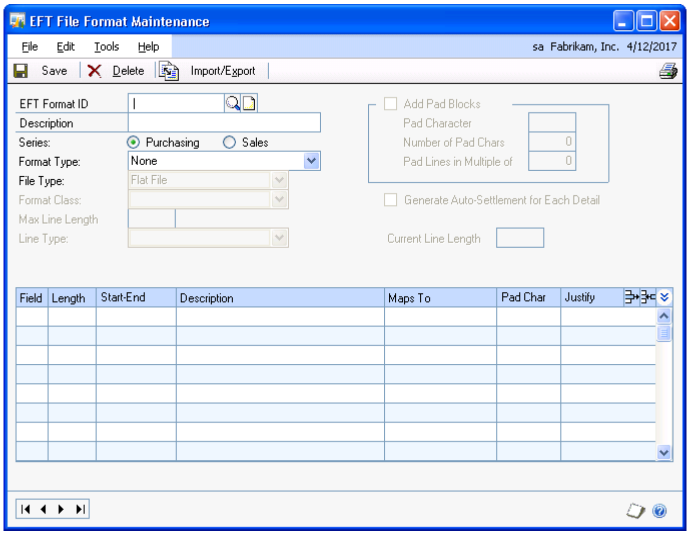
Unformatted amount	123.45
Remove decimal places	Yes
Decimal places	2
Formatted amount	12345

Setting up an EFT file format

Use the EFT File Format Maintenance window to create or revise bank format information used to generate EFT files for payables and sales EFT transactions. You can view and revise default format information for EFT file formats that are supported by banks in the United States and Canada. You can enter additional formats for payables and sales transactions for each bank, if needed.

To set up an EFT file format:

1. Open the EFT File Format Maintenance window.
   (Cards >> Financial >> EFT File Format)


EFT File Format Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Delete
Import/Export
EFT Format ID
Description
Add Pad Blocks
Pad Character
Number of Pad Chars
Pad Lines in Multiple of
Format Class:
Max Line Length
Line Type:
Generate Auto-Settlement for Each Detail
Current Line Length
Field
Length
Start-End
Description
Maps To
Pad Char
Justify

Series: ● Purchasing ○ Sales
Format Type: None
File Type: Flat File
☐ Add Pad Blocks
Number of Pad Chars: 0
Pad Lines in Multiple of: 0
☐ Generate Auto-Settlement for Each Detail

2. Enter or select a format ID and description.

3. Select a series.

4. Select a format type. The number of fields, field lengths, starting and ending positions, and other information is displayed for the selected format type.

5. Select to automatically generate a settlement for each transaction, if needed.

6. Choose Import/Export to import or export a file format to use in another company.

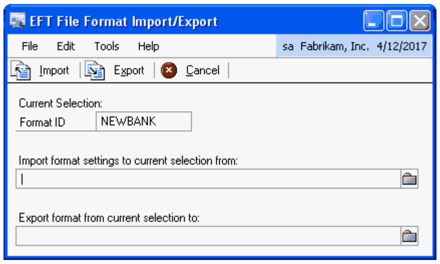
7. Choose Save to save your changes.

Importing or exporting an EFT file format

Use the EFT File Format Import/Export window to transfer file formats electronically. This is useful when setting up EFT information for multiple companies—if the same bank is used. You can create EFT file formats in one company, export them, and then import them in another company to reduce setup time.

To import or export an EFT file format

1. Open the EFT File Format Import/Export window.
   (Cards >> Financial >> EFT File Format >> select an EFT Format ID >> Import/ Export button)


EFT File Format Import/Export
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Import
Export
Cancel

Current Selection:
Format ID NEWBANK

Import format settings to current selection from:

Export format from current selection to:

2. If you’re importing a file format, enter or select the location of the format you’re importing.

3. If you’re exporting a file format, enter or select the location of the format you’re exporting to.

4. Choose Import to import the format from the selected location, or Export to export the format to the selected location.

Chapter 3: EFT setup for Payables Management

This part of the documentation describes how to set up information making electronic payments to vendors using Payables Management.

The following topics are discussed:

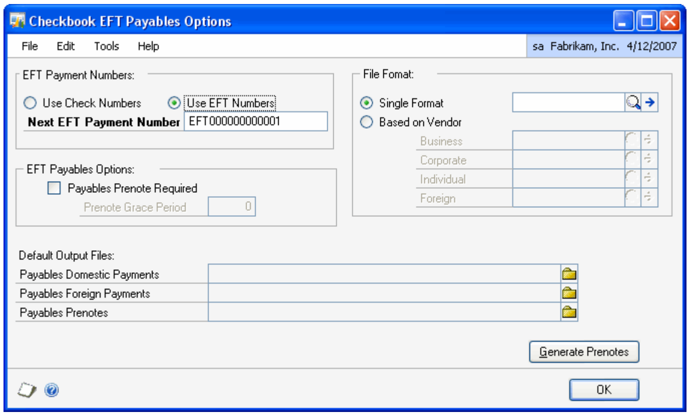
- *Entering payables EFT options*
- *Setting up vendor records for EFT*
- *Generating prenotes to test vendor records*
- *Prenote rejections for Payables Management*
- *Transmitting a sample EFT file to your bank for Payables Management*
- *Setting up the EFT Payment Register report*

Entering payables EFT options

Use Checkbook EFT Payables Options window to specify options and output file locations for payables EFT transactions.

To enter payables EFT options:

1. Open the Checkbook EFT Payables Options window.
(Cards >> Financial >> Checkbook >> select a checkbook >> EFT Bank >> Payables Options)


Checkbook EFT Payables Options

sa Fabrikam, Inc. 4/12/2007

EFT Payment Numbers:
○ Use Check Numbers ● Use EFT Numbers
Next EFT Payment Number EFT000000000001

EFT Payables Options:
☐ Payables Prenote Required
Prenote Grace Period 0

File Fomat:
● Single Format
○ Based on Vendor

Default Output Files:
Payables Domestic Payments
Payables Foreign Payments
Payables Prenotes

2. Select to use check numbers or EFT numbers for payables EFT transactions. If you select EFT numbers, enter the next EFT payment number.

   Selecting Use Check Number will cause a non-negotiable check to be printed for each EFT transaction. If you use paper checks, you might want to use EFT numbers to minimize the number of paper checks used for transactions that are sent electronically. If Use EFT Numbers is selected, you can print a remittance to send to the vendor. The remittance number will be the next available EFT number.

3. Mark the Payables Prenote Required option if your bank requires prenotes.

4. Enter the prenote grace period: the number of days to wait after generating a prenote for a new vendor record before transferring funds to the vendor electronically. The prenote date is compared to the payment date.

5. Enter the paths and the filenames to use for EFT files generated in Payables Management. Because EFT files contain sensitive information, save them in a secure location. If you are using Microsoft Windows Vista®, Windows® 7, or Windows Server® 2008, files can't be saved to the folder where Microsoft Dynamics GP program files are stored, typically C:\Program Files\Microsoft Dynamics\GP.

6. Select a single format for the output file or enter multiple formats to tailor a format to a vendor.

   If you are using multiple formats and are in the United States, use Business, Corporate, or Personal for standard ACH transactions and Foreign for international ACH transactions (IAT) transactions.

   If you are using an IAT file format and a standard ACH file format, a separate output file is generated for the IAT file format and the standard ACH file format. For the IAT file format, an output file is created for each destination country.

   Use the expansion buttons to open the EFT File Format Setup window, where you can enter information for the selected output file format. For more information about file formats, see Chapter 2, "EFT file format setup."

7. Choose the Generate Prenotes button to generate a prenote file that you can send to your bank. See *Generating prenotes to test vendor records* on page 19 for more information.

8. Choose OK to save your changes.

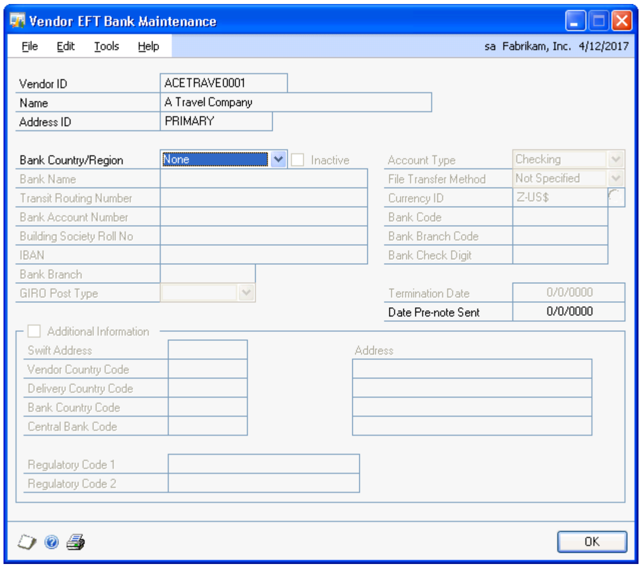
Setting up vendor records for EFT

Use the Vendor EFT Bank Maintenance window to enter EFT information for a vendor that you pay using EFT transactions.

You can print an authorization letter using the Letter Writing Assistant (Reports >> Letter Writing Assistant), which can be used to formalize an agreement with a vendor to use EFT payments.

To set up vendor records for EFT:

1. Open the Vendor EFT Bank Maintenance window.
   (Cards >> Purchasing >> Vendor >> enter a vendor ID >> Address button >> EFT Bank button)


Vendor EFT Bank Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
☐ Inactive
Bank Name
Transit Routing Number
Bank Account Number
Building Society Roll No
IBAN
Bank Branch
GIRO Post Type
Bank Code
Bank Branch Code
Bank Check Digit
☐ Additional Information
Swift Address
Vendor Country Code
Delivery Country Code
Bank Country Code
Central Bank Code
Address
Regulatory Code 1
Regulatory Code 2
OK

Vendor ID ACETRAVE0001
Name A Travel Company
Address ID PRIMARY
Bank Country/Region None
Account Type Checking
File Transfer Method Not Specified
Currency ID Z-US$
Termination Date 0/0/0000
Date Pre-note Sent 0/0/0000

2. Enter or select the country/region for the bank that processes EFT transactions for the selected vendor. Fields that are required in this window depend on the selected bank country/region.

   EFT transactions will be created through the select checks process using the remit-to address on the invoice being paid. When a payment is created manually, the vendor's default remit-to address is used.

3. Select the file transfer method.

   You can create unique EFT file formats for each file transfer method using the EFT File Format Maintenance window. The file format specifies how and where specific types of information are stored in the file that's sent to the bank to transfer funds electronically.

4. Enter the required information for the selected bank country/region. The vendor can provide this information for EFT transactions.

   If you need to specify country codes, use the two-character ISO country code formats. Be aware that Microsoft Dynamics GP does not verify the ISO codes you enter, and your bank will reject a file format that has an incorrect code. Click the following link for a list of ISO country codes (http://go.microsoft.com/fwlink/?LinkId=179516).

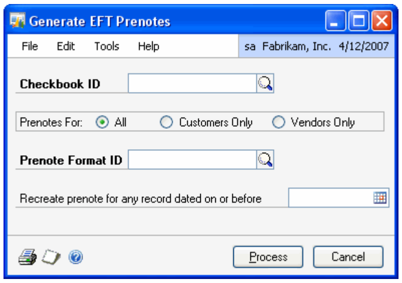
5. Choose OK to save changes.

Generating prenotes to test vendor records

Use the Generate EFT Prenotes window to generate a prenote for your bank to test the accuracy of your vendors' bank account and transit numbers.

To generate prenotes to test vendor records:

1. Open the Generate EFT Prenotes window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Generate EFT Prenotes)



Prenotes For: ● All ○ Customers Only ○ Vendors Only

2. To generate prenotes for vendors—either for the first time or for vendors whose information has changed—leave the Recreate prenote for any record dated on or before field blank. To regenerate prenotes for vendors a second or subsequent time, enter a date in the Recreate pre-note for any record dated on or before field. Prenotes will be recreated for all vendors whose last prenotes were created on or before the date entered in the field. You also can use this window to generate prenotes for customers, or for both customers and vendors at the same time.

3. Enter the prenote file format to use. See *Setting up an EFT file format* on page 14 for more information about creating EFT file formats.

4. To generate a prenote edit list, choose File >> Print.

5. Choose OK to generate the prenote.

You must transmit the sample EFT file to your bank in order to complete the test. Be sure your communications software is set up to transmit the EFT file to your bank. See Transmitting a sample EFT file to your bank for Payables Management on page 21 for more information.

Prenote rejections for Payables Management

Your bank will reject a prenote if you made any mistakes entering information in the Vendor EFT Bank Maintenance window. Common mistakes include:

- An incorrect account number
- An incorrect transit routing number
- Selecting the incorrect account type (for example, checking instead of savings)

See *Setting up vendor records for EFT* on page 18 for more information.

When you receive a prenote rejection, verify the information you have on file with your vendor and correct the information in the Vendor EFT Bank Maintenance window. If you're unable to correct the information before you need to complete a check run, select the Inactive option in the window to prevent the program from generating electronic payments to that vendor.

It takes between six and 10 days to receive prenote rejections from your bank. Set cutoff dates for making electronic payments to vendors prior to a check run.

Transmitting a sample EFT file to your bank for Payables Management

Before allowing you to transfer funds electronically, banks require you to transmit a sample EFT file. The sample enables you and the bank to verify the accuracy of the information. This process is different from generating prenotes. Prenotes are generated to confirm the accuracy of the information you have on file for each vendor. A sample EFT file is generated to verify that the file's format matches the bank's requirements. See Generating prenotes to test vendor records on page 19 for more information.

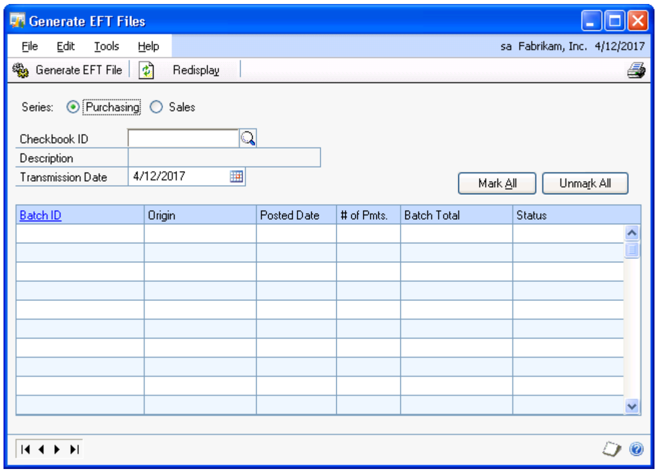
This process requires you to create actual transactions. You can set up the sample company to use EFT first so you can run the test. When generating a sample EFT file, the vendor account numbers need not be real, but the transit routing numbers for your vendors must be actual bank transit numbers.

To transmit a sample EFT file to your bank for Payables Management:

1. Enter and post payables transaction vouchers in Payables Management for each of five vendors in varying currency amounts. See the Payables Management documentation for more information.

2. Create a batch of EFT payments for the transactions created in step 1.

3. Open the Generate EFT Files window.
   (Transactions >> Purchasing >> Generate EFT Files)


Generate EFT Files
File
Edit
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Help
sa Fabrikam, Inc. 4/12/2017
Generate EFT File
Redisplay
Series:
Purchasing
Sales
Checkbook ID
Description
Transmission Date
Mark All
Unmark All
Batch ID
Origin
Posted Date
# of Pmts.
Batch Total
Status

Series: ● Purchasing ○ Sales

Transmission Date 4/12/2017

4. Select Purchasing as the series.

5. Select the ID of the checkbook you're generating sample electronic payments from.

6. Mark the batches you're including. Only pending EFT batches will appear in the Generate EFT Files window. Choose the Batch ID link to review the transactions in each batch.

7. To generate an EFT Batches Marked for EFT File Generation report, choose File >> Print.

8. Choose Generate EFT File. The sample EFT file will be written to the path and filename specified. See *Setting up bank information for EFT transactions* on page 8 for more information.

9. After the sample EFT file is generated, the program will remind you to transmit the EFT file to the bank, if you entered a communication method in the Checkbook EFT Bank Maintenance window. If you specified the path and filename for your communications software, the program will start your communications software. See *Setting up bank information for EFT transactions* on page 8 for more information.

You must transmit the sample EFT file to your bank in order to complete the test. Be sure your communications software is set up to transmit the EFT file to your bank.

Setting up the EFT Payment Register report

Use the Posting Setup window to set up the EFT Payment Register report to be printed after you post EFT payment information.

To set up the EFT Payment Register report:

1. Open the Posting Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)

2. Select Purchasing from the Series list.

3. Select Computer Checks from the Origin list.

4. Mark EFT Payment Register in the Reports list.

5. Set the report destination options and choose OK.

Chapter 4: EFT setup for Receivables Management

Set up EFT for Receivables Management so you can receive electronic payments from customers and send electronic refunds to customers.

The following topics are discussed:

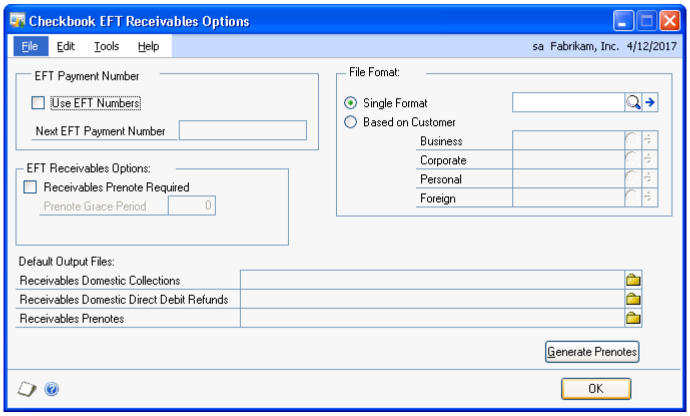
- *Entering receivables EFT options*
- *Setting up customer records for EFT*
- *Generating prenotes to test customer records*
- *Prenote rejections for Receivables Management*
- *Transmitting a sample EFT file to your bank for Receivables Management*
- *Changing the posting settings for Direct Debits and Refunds*
- *Setting up audit trail codes for Direct Debits and Refunds*
- *Editing Direct Debit setup information*
- *Understanding transaction codes*

Entering receivables EFT options

Use Checkbook EFT Receivables Options window to specify options and output file locations for sales EFT transactions. Before completing this procedure, you should have entered bank information for any checkbooks that you'll be using for EFT transactions. See *Setting up bank information for EFT transactions* on page 8 for more information.

To enter receivables EFT options:

1. Open the Checkbook EFT Receivables Options window.
   (Cards >> Financial >> Checkbook >> select a checkbook >> EFT Bank >> Receivables Options)


Checkbook EFT Receivables Options
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
EFT Payment Number
☐ Use EFT Numbers
Next EFT Payment Number
EFT Receivables Options:
☐ Receivables Prenote Required
Prenote Grace Period 0
File Fomat:
● Single Format
○ Based on Customer
Business
Corporate
Personal
Foreign
Default Output Files:
Receivables Domestic Collections
Receivables Domestic Direct Debit Refunds
Receivables Prenotes
Generate Prenotes
OK

2. Select to use EFT numbers for sales EFT transactions and enter the next EFT payment number (optional).

3. Mark the Receivables Prenote Required option if your bank requires prenotes.

4. Enter the prenote grace period for receivables EFT transactions. The prenote grace period specifies the number of days to wait after generating a prenote for a new customer before transferring refunds to the customer electronically.

5. Enter the paths and the filenames to use for EFT files generated in Receivables Management. Because EFT files contain sensitive information, save them in a secure location. If you are using Windows Vista, Windows 7, or Windows Server 2008, files can't be saved to the folder where Microsoft Dynamics GP program files are stored, typically C:\Program Files\Microsoft Dynamics\GP.

6. Select a single format for the output file or enter multiple formats to tailor a format to a customer.

   If you are using multiple formats and are in the United States, use Business, Corporate, or Personal for standard ACH transactions and Foreign for international ACH transactions (IAT) transactions.

   If you are using an IAT file format and a standard ACH file format, a separate output file is generated for the IAT file format and the standard ACH file format. For the IAT file format, an output file is created for each destination country.

   Use the expansion buttons to open the EFT File Format Setup window, where you can enter information for the selected output file format. For more information about file formats, see Chapter 2, "EFT file format setup."

7. Choose the Generate Prenotes button to generate a prenote file that you can send to your bank. See *Generating prenotes to test customer records* on page 25 for more information.

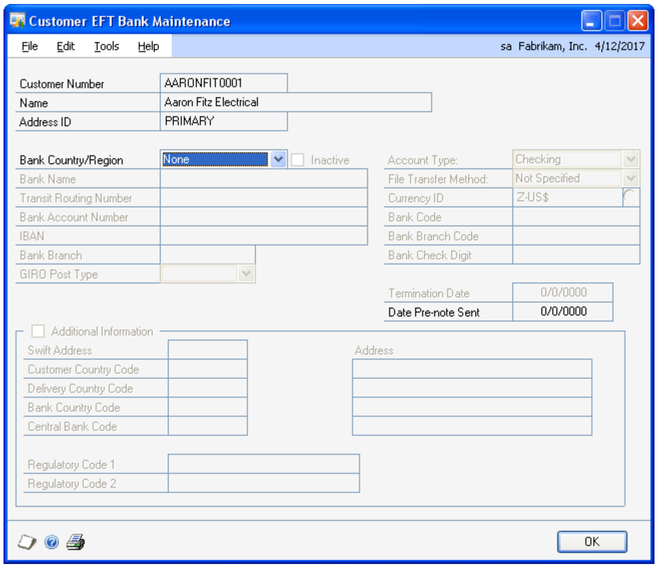
8. Choose OK to save your changes.

Setting up customer records for EFT

Use the Customer EFT Bank Maintenance window to set up records for customers that pay or receive refunds electronically.

To set up customer records for EFT:

1. Open the Customer EFT Bank Maintenance window.
   (Cards >> Sales >> Customer >> enter a customer ID >> Address button >> EFT Bank button)


Customer EFT Bank Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
☐ Inactive
Bank Name
Transit Routing Number
Bank Account Number
IBAN
Bank Branch
GIRO Post Type
Bank Code
Bank Branch Code
Bank Check Digit
☐ Additional Information
Swift Address
Customer Country Code
Delivery Country Code
Bank Country Code
Central Bank Code
Address
Regulatory Code 1
Regulatory Code 2
OK

Customer Number: AARONFIT0001
Name: Aaron Fitz Electrical
Address ID: PRIMARY
Bank Country/Region: None
Account Type: Checking
File Transfer Method: Not Specified
Currency ID: Z-US$
Termination Date: 0/0/0000
Date Pre-note Sent: 0/0/0000

2. Enter or select the country/region for the bank that processes EFT transactions for the selected customer. Fields that are required in this window depend on the selected bank country/region.

   Select the file transfer method. You can create unique EFT file formats for each file transfer method using the EFT File Format Maintenance window. The file format specifies how and where specific types of information are stored in the file that's sent to the bank to transfer funds electronically.

3. Enter the required information for the selected bank country/region. The customer can provide information for EFT transactions.

If you need to specify country codes, use the two-character ISO country code formats. Be aware that Microsoft Dynamics GP does not verify the ISO codes you enter, and your bank will reject a file format that has an incorrect code. Click the following link for a list of ISO country codes (http://go.microsoft.com/fwlink/?LinkId=179516).

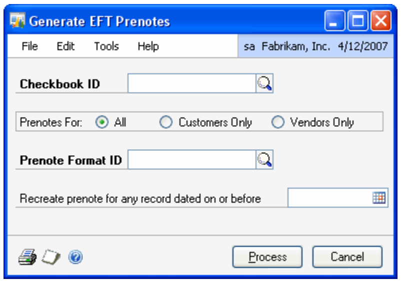
4. Choose OK to save changes.

Generating prenotes to test customer records

Use the Generate EFT Prenotes window to generate a prenote for your bank to test the accuracy of your customers' bank account and transit numbers.

To generate prenotes to test customer records:

1. Open the Generate EFT Prenotes window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Generate EFT Prenotes)



Prenotes For: ● All ○ Customers Only ○ Vendors Only

2. Select the ID for the checkbook you're generating prenotes for.

3. To generate prenotes for customers—either for the first time or for customers whose information has changed—leave the Recreate prenote for any record dated on or before field blank. To regenerate prenotes for customers a second or subsequent time, enter a date in the Recreate pre-note for any record dated on or before field. Prenotes will be recreated for all customers whose last prenotes were created on or before the date entered in the field. You also can use this window to generate prenotes for customers, or for both vendors and customers at the same time.

4. Enter the prenote file format to use. See *Setting up an EFT file format* on page 14 for more information about creating EFT file formats.

5. To generate a prenote edit list, choose File >> Print.

6. Choose OK. If you defined a communications link and you've configured your communications software correctly, the program will transmit the prenote to your bank. See *Entering receivables EFT options* on page 23 for more information.

Prenote rejections for Receivables Management

Your bank will reject a prenote if any mistakes were made entering information in the Customer EFT Bank Maintenance window. Common mistakes include:

- An incorrect customer account number
- An incorrect transit routing number
- Selecting the incorrect account type (for example, checking instead of savings)

See *Setting up customer records for EFT* on page 24 for more information.

When you receive a prenote rejection, verify the information you have on file with your customer and correct the information for the customer in the Customer EFT Bank Maintenance window. If you're unable to correct the information before you need to generate electronic debits from the customer, select the Inactive option in the window to prevent the program from generating electronic debits from that customer.

It takes between six and 10 days to receive prenote rejections from your bank. Set cutoff dates for debiting customer accounts prior to posting EFT payments.

Transmitting a sample EFT file to your bank for Receivables Management

Before allowing you to transfer funds electronically, banks require you to transmit a sample EFT file. The sample enables you and the bank to verify the accuracy of the information. This process is different from generating prenotes. Prenotes are generated to confirm the accuracy of the information you have on file for each customer. A sample EFT file is generated to confirm that the file's format matches the bank's requirements. See Generating prenotes to test customer records on page 25 for more information.

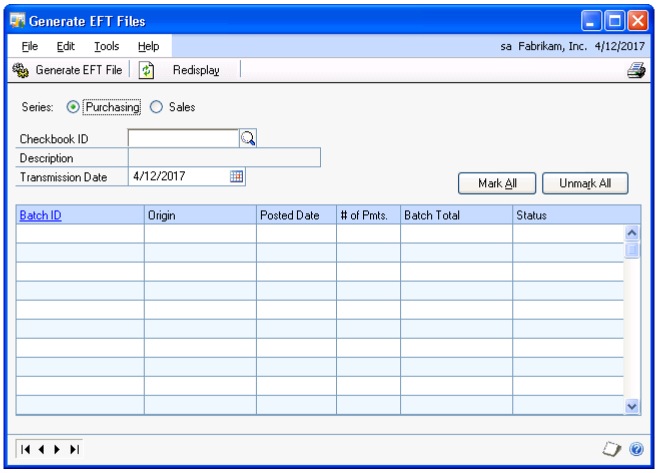
This process requires you to create actual transactions. You can set up the sample company to use EFT first so you can run the test. When generating a sample EFT file, the customer account numbers need not be real, but the transit routing numbers for your customers must be actual bank transit numbers.

To transmit a sample EFT file to your bank for Receivables Management:

1. Use the Invoice Batch Entry window, Sales Batch Entry window, or the Receivables Batch Entry window to create batches for sample payments that you can send to your bank.

2. Create and post sample payments in the Invoice Payment Entry window, Sales Payment Entry window, Cash Receipts Entry window, or the Receivables Transaction Entry window for each of five customers in varying currency amounts. See the Invoicing, Sales Order Processing, and Receivables Management documentation for more information.

3. Open the Generate EFT Files window. (Transactions >> Sales >> Generate EFT Files)


Generate EFT Files
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Generate EFT File
Redisplay
Series:
Purchasing
Sales
Checkbook ID
Description
Transmission Date
Mark All
Unmark All
Batch ID
Origin
Posted Date
# of Pmts.
Batch Total
Status

Series: ● Purchasing ○ Sales

Transmission Date 4/12/2017

4. Select Sales as the series.

5. Select the ID of the checkbook you're generating sample electronic payments for.

6. Mark the batches you’re including. Only pending EFT batches will appear in the Generate EFT Files window. Choose the Batch ID link to review the transactions in each batch.

7. To generate an EFT Batches Marked for EFT File Generation report, choose File >> Print.

8. Choose Generate EFT File. The sample EFT file will be written to the path and filename specified. See *Setting up bank information for EFT transactions* on page 8 for more information.

9. After the sample EFT file is generated, the program will remind you to transmit the EFT file to the bank, if you entered a communication method in the Checkbook EFT Bank Maintenance window. If you specified the path and filename for your communications software, the program will start your communications software. See *Setting up bank information for EFT transactions* on page 8 for more information.

You must transmit the sample EFT file to your bank in order to complete the test. Be sure your communications software is set up to transmit the EFT file to your bank.

Changing the posting settings for Direct Debits and Refunds

Use the Posting Setup window to change your posting settings for Direct Debits and Refunds.

To change the posting settings for Direct Debits and Refunds:

1. Open the Posting Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)

2. From the Series drop-down list, select Sales, and from the Origin drop-down list, select Direct Debit.

3. To print multicurrency posting journals, mark the Include Multicurrency Info option.

4. To mark all reports in the scrolling window, choose Mark All.

5. In the Print column of the Reports scrolling window, unmark any reports you do not want to print.

6. To unmark all the reports that are currently displayed in the scrolling window, choose Unmark All.

7. In the Send To column, specify one or more destinations for the reports you want to print. The options are File, Printer, Screen, or Ask each time.

8. If you select File as the destination, make the following selections:

   - In the Type column, select a file format: text, tab delimited, comma delimited, Adobe PDF File, or HTML.

- In the Append/Replace column, select what to do if the report file already exists.
- In the Path column, enter the location and the file name for the report file. Because the reports can contain sensitive information, save them in a secure location. If you are using Microsoft Windows Vista, files can't be saved to the folder where Microsoft Dynamics GP program files are stored, typically C:\Program Files\Microsoft Dynamics\GP.

9. To print the Posting Settings Report, showing the posting and reporting options for the selected series and origin, choose File >> Print.
10. Choose Save.
11. Select Direct Debits and Refunds and repeat steps 3 through 10.
12. Choose OK to save and close the window.

Setting up audit trail codes for Direct Debits and Refunds

Audit trail codes update the Microsoft Dynamics GP Batch IDs in Receivables Management. These codes appear on all reports and Inquiry windows.

To set up audit trail codes for Direct Debits and Refunds:

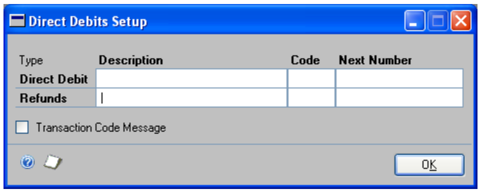
1. Open the Audit Trail Codes Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Audit Trail Codes)
2. Select Sales in the Display field.
3. Verify if the Direct Debit and Direct Debit Refunds are updated and marked in the scrolling window.
4. Choose OK to save and close the window.

Editing Direct Debit setup information

Use the Direct Debits Setup window to view or edit the Description, Code and the Next number for direct debit receipts and refunds. You can open this window only if you've marked the Enable European Funds Transfer option in the Company Setup Options window. The Additional menu will also appear only if this option is marked. Refer to *Setting up bank information for EFT transactions* on page 8 for more information.

To edit Direct Debit setup information:

1. Open the Direct Debits Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Receivables >> Options >> Additional menu >> Direct Debit Setup)



2. The Description, Code, and Next Number information will appear as default entries for Direct Debit and Refunds. You can change this information if required.

3. Mark the Transaction Code Message option to indicate the transaction code that's used as the default during transaction entry. You can unmark this option if required.

4. Choose OK to save and close the window.

Understanding transaction codes

Each transaction that appears in a direct debit instruction must have a transaction code assigned to it. A transaction code allows the bank to determine the status of each transaction in a direct debit instruction.

The following codes can be assigned to a transaction:

01 This code is assigned to the first transaction in a direct debit instruction.

17 This code is assigned to a transaction that is neither the first nor the last transaction in a direct debit instruction.

18 This code is assigned to a transaction that previously was assigned the code 01, but the direct debit instruction was rejected. When you resubmit such a transaction, the code will be 18.

19 This code is assigned to the last transaction in a direct debit instruction.

99 This code is assigned to transactions that have the nature of a refund.

When you enter a direct debit transaction, the transaction code defaults depending on the transaction type, and transaction document number for the customer.

The following table displays the transaction codes that will default for each transaction type, depending on the document number and the customer.

Module	Document Types	Transaction Condition	Transaction Code
Receivables Management	Sales / Invoice, Debit Memo, Service/ Repairs	The first direct debit transaction of the document type entered for the customer.	01
Receivables Management	Sales / Invoice, Debit Memo, Service/ Repairs	The previous direct debit transaction of the document type entered for the customer had a transaction code of 19.	01
Sales Order Processing	Invoice	The first direct debit transaction of the document type entered for the customer.	01
Sales Order Processing	Invoice	The previous direct debit transaction of the document type entered for the customer had a transaction code of 19.	01
Receivables Management	Sales / Invoice, Debit Memo, Service/ Repairs	The previous direct debit transaction of this document type for this customer was either 01, 17 or 18.	17
Sales Order Processing	Invoice	The previous direct debit transaction of this document type for this customer was either 01, 17 or 18.	17
Receivables Management	Credit Memo / Returns	Return type of transactions. You cannot change this value.	99
Sales Order Processing	Returns	Return type of transactions. You cannot change this value.	99

Chapter 5: Safe Pay setup

This information explains how to set up Safe Pay to confirm with your bank the authenticity of a check before paying it.

This following topics are discussed:

- *Record type codes*
- *Fields per line*
- *Standard field types*
- *Field type datatypes*
- *Amount formats*
- *Field formats - numeric*
- *Field formats - date*
- *Creating bank formats in Safe Pay*
- *Exporting a banking format from a company*
- *Importing a banking format into a company*
- *Creating a bank upload ID*

Record type codes

In the file you upload to your bank, each line is a separate record. The bank's file format specification indicates which type of record (transmission header, transmission footer, account header, account footer, or account detail) each line is.

Not all bank formats include all record types. Some bank formats include both transmission and account headers and footers, which need to be defined separately. Safe Pay handles the following five record types:

Header transmission The header transmission record type includes information about the type of file being transmitted, the date of transmission, your company name, and other information applicable to the entire file. There is usually only one record line of this type per bank format.

Header account The header account record type is used to distinguish between various accounts and will appear once for each checking account included in the file. The header account record line precedes the detail record line for each account.

Detail account The detail account record type details each transaction for the account. Detail account record line information can include check amount, void amount, check number, payee, date, branch, account number, and so on.

Footer account The footer account record type summarizes account details, such as number of checks, total dollar value of checks, number of voids, total dollar amount of voids, and so on. This record line will appear once for each checking account included in the file.

Footer transmission The footer transmission record type contains information concerning the total number of records for all accounts in a file and may also include the total dollar amount. Usually there is a field or character in this line that indicates it is the final line in the file.

Different banks use different names to refer to the record type of each line, (for example, "footer transmission" may be called "trailer record"). To find out which record type to use, compare the preceding record type descriptions to the specification provided by your bank.

Fields per line

When creating a bank format you need to know the number of fields per record line. Determining how many fields are on each line depends on the file format, as follows:

Fixed field file formats If your bank's file format is a fixed field format, the fields per line is the total number of fields on the line. You'll specify in Electronic Reconcile the exact position of each item of useful data. Identify fields not used as "filler." See *Standard field types* on page 34 for more information.

Comma-delimited or tab-delimited file formats If your bank's file format is a comma-delimited or tab-delimited file format, determine the right-most field Safe Pay will use on a record line. Then count the fields, from left to right, through the right-most field used. This is the number of fields for the record line. If fields with irrelevant data appear before the right-most field, you must define those fields.

Standard field types

Use one of the following standard field types to define each field of your bank format:

Standard field type	Datatype	Description
Account Number	TEXT	Bank account number.
Bank Name	TEXT	Name of the bank.
Check Amount	CURRENCY	Amount of transaction (check or void)
Check Date	DATE	Date printed on check
Check Issue Date	DATE	Date printed on check
Check Number	TEXT	Check number for the check as it is displayed in the Checkbook Register Inquiry window
Constant	TEXT	Constant value given to you by the bank
Filler	TEXT	Spaces or zeros in fixed field formats to fill in unused field space
Payee	TEXT	Person to whom check was written
Today's Date	DATE	Date file is generated
Transaction Type	TEXT	Single-digit code indicating the transaction is a check or void
Your Company Name	TEXT	Company name. Often banks have a fixed field size for their company name and have specific abbreviations they want to appear in the file. In these cases, use a Constant standard field type and enter the required abbreviation instead

Field type datatypes

When you assign a standard field type to a field, a default datatype is assigned. The datatypes are as follows:

Field type name	Description
Currency	The three types are: DDDCC (no dollar sign or decimal point) DDD.CC (no dollar sign) $DDD.CC
Date	See *Field formats - date* on page 36.
Microsoft Dynamics GP Data	Not used.
Numeric	Integer.
Text	Used for all other field types.

Amount formats

When you assign a currency field type datatype to a field, you'll be asked to choose an amount format. Safe Pay uses the following amount formats:

Amount format	Description
Field Amount	A currency field other than Check Amount and Void Amount.
Field Total	A total of all occurrences in a transmission or portion of a transmission of a currency field other than Check Amount and Void Amount.
Checks Total	The total currency amount of checks for an account in an account header record line or the total currency amount of all checks in the entire transmission in a transmission header record line.
Voids Total	The total currency amount of voids for an account in an account header record line or the total currency amount of all voids in the entire transmission in a transmission header record line.
Net Total	The net total currency amount of all transactions.

Field formats - numeric

When you assign a numeric field type datatype to a field, you'll be asked to choose a field format. Safe Pay uses the following field formats for the numeric field type datatype:

Field format	Description
Item Count	The total number of transactions in the file. Used in footer record lines.
Count Checks	The total number of checks for an account in an account header or account footer record line or the total number of checks in the entire transmission in a transmission header or transmission footer record line.
Count Voids	The total number of voids for an account in an account header or account footer record line or the total number of voids in the entire transmission in a transmission header or transmission footer record line.

Field formats - date

When you assign a date field type datatype to a field, you'll be asked to choose a field format. The following field formats for the date field type datatype are used:

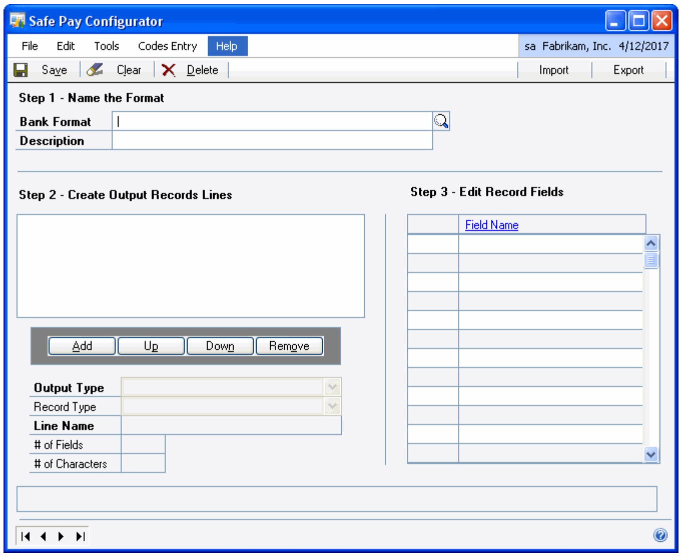
Field format	Description
YYYYMMDD	"Y" = Year, "M" = Month, "D" = Day.
YYMMDD	"Y" = Year, "M" = Month, "D" = Day.
MMDDYY	"Y" = Year, "M" = Month, "D" = Day.
MMDDYYYY	"Y" = Year, "M" = Month, "D" = Day.
MM/DD/YY	"Y" = Year, "M" = Month, "D" = Day, using forward slashes as separators.
MM/DD/YYYY	"Y" = Year, "M" = Month, "D" = Day, using forward slashes as separators.
YY/MM/DD	"Y" = Year, "M" = Month, "D" = Day, using forward slashes as separators.
YYYY/MM/DD	"Y" = Year, "M" = Month, "D" = Day, using forward slashes as separators.

Creating bank formats in Safe Pay

Use the Safe Pay Configurator window to create bank formats which define the file format you upload to your bank.

To create bank formats in Safe Pay:

1. Open the Safe Pay Configurator window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Safe Pay >> Configurator)


Safe Pay Configurator
File
Edit
Tools
Codes Entry
Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Delete
Import
Export
Step 1 - Name the Format
Bank Format
Description
Step 2 - Create Output Records Lines
Step 3 - Edit Record Fields
Field Name
Add
Up
Down
Remove
Output Type
Record Type
Line Name
# of Fields
# of Characters

2. Enter the name and a description for the bank format.

3. Choose Save before continuing. You will be asked whether you would like to save the new bank format. Choose Save.

4. Select the file format in the Output Type list.

5. For each record line, do the following:

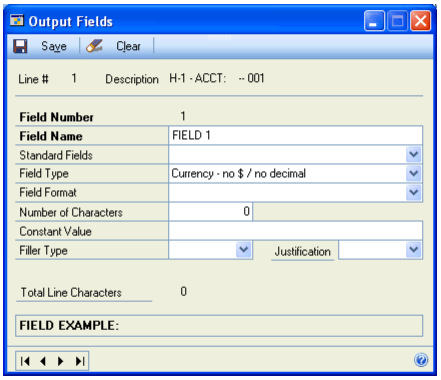
    - Select a record type.
    - Name the line (for descriptive purposes only).
    - Indicate the number of fields for the line.
    - Indicate the maximum number of characters for each field in the line (fixed field format only).
    - Choose Add. The record line will appear in the Create Output Record Lines area.

    See *Record type codes* on page 33 and *Fields per line* on page 34 for more information.

    Enter record lines sequentially from first to last. The sequence of the record lines as they appear in the Create Output Record Lines area will be the sequence in which they appear in the file. If you enter lines out of sequence, select a record line and use Up or Down to change its position.

6. Select a record line in the Create Output Record Lines area. The fields for the record line will appear in the Edit Record Fields scrolling window.

7. Select a field in the Edit Record Fields scrolling window by double-clicking the field. The Output Fields window will appear.



Line # 1 Description H-1 - ACCT: -- 001

Field Number	1
Field Name	FIELD 1
Standard Fields	
Field Type	Currency - no $ / no decimal
Field Format	
Number of Characters	0
Constant Value	
Filler Type	
Justification	

Total Line Characters 0

FIELD EXAMPLE:

8. Enter a descriptive name for the field.

9. Select the field type for the field from the Standard Fields list. See *Standard field types* on page 34 for more information.

10. Select the datatype for the field from the Field Type list. If you selected “Check Amount” in the Standard Fields list, you’ll be asked to select from the Currency Format list instead.

Depending on what you choose in the Field Type or Currency Format list, use the following table as a reference for what to enter next:

Field type or currency format	**What to enter in the Amount Type or Field Format field**
Currency	Select an amount type in the Amount Type list. See *Amount formats* on page 35 for more information.
Date	Select a field format. See *Field formats - numeric* on page 35 and *Field formats - date* on page 36 for more information.
Microsoft Dynamics GP Data	Do not enter anything. Continue with step 11.
Numeric	Select a field format. See *Field formats - numeric* on page 35 and *Field formats - date* on page 36 for more information.
Text	Do not enter anything. Continue with step 11.

11. If you chose the constant datatype in the Field Type list, enter the value of the constant in the Constant Value field.

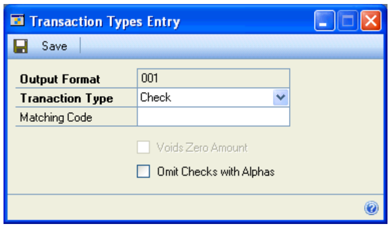
    If this field is being used in a fixed field format, use the following table as a reference for what to enter in the remaining fields:

Field	**What to enter**
Number of Characters	Enter the number of characters for the field.
Filler Type	Choose zeros or spaces.
Justification	The side of the field information will appear (right or left). The filler type will fill in the field either before or after the variable information. Generally, text fields are justified left and numeric fields are justified right.

12. Choose Save to save each field once you've entered all of the information needed for that field.

13. Repeat steps 7 through 12 until you have defined each field.

14. Open the Transaction Types Entry window.
    (Codes Entry >> Transaction Codes Entry)



Output Format: 001
Tranaction Type: Check
Matching Code:

☐ Voids Zero Amount
☐ Omit Checks with Alphas

15. Select the transaction type (check, void, or EFT).

16. Enter the transaction code in the Matching Code field. If you mark the Voids Zero Amount option when setting the transaction code for voids, voids will be transmitted to your bank as zero-dollar transactions instead of the original check amount. When you mark the Omit Checks with Alphas option, payments with alphabetic characters in the check number will be omitted. (For example, EFT payments issued using REMIT or EFT values will be omitted.)

17. Choose Save.
18. Repeat steps 15 through 17 for both checks and voids.

Exporting a banking format from a company

Use the export function in the Safe Pay Configurator window to export bank formats so you can import them into another company.

To export a bank format from a company:

1. Open the Safe Pay Configurator window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Safe Pay >> Configurator)
2. Select the bank format you're exporting.
3. Choose Export.
4. Enter the location and name of the file you're exporting. The path should not be to the location where Microsoft Dynamics GP program files are stored, such as c:\Program Files\Microsoft Dynamics\GP.
5. Choose Save.

Importing a banking format into a company

Use the import function in the Safe Pay Configurator window to import bank formats into a company.

To import a bank format into a company:

1. Open the Safe Pay Configurator window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Safe Pay >> Configurator)
2. Choose Import.
3. Select the file you're importing.
4. Choose Open to import the file.
5. Change the bank format name in the Bank Format field.
6. Choose Save.

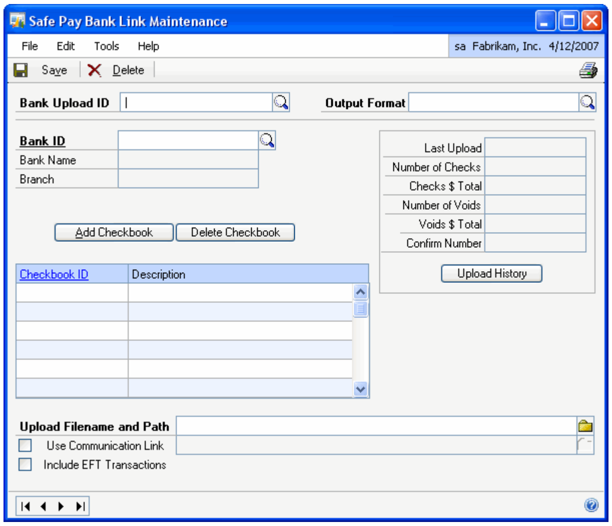
Creating a bank upload ID

Use the Safe Pay Bank Link Maintenance window to create bank upload IDs for each bank with which you'll be using Safe Pay.

If your bank uses a file format that provides data for multiple accounts in a single upload transmission, you can group two or more checkbooks from the same bank into one bank download ID.

To create a bank upload ID:

1. Open the Safe Pay Bank Link Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Safe Pay >> Upload Maintenance)


Safe Pay Bank Link Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Delete
Bank Upload ID
Output Format
Bank ID
Bank Name
Branch
Last Upload
Number of Checks
Checks $ Total
Number of Voids
Voids $ Total
Confirm Number
Add Checkbook
Delete Checkbook
Checkbook ID
Description
Upload History
Upload Filename and Path
☐ Use Communication Link
☐ Include EFT Transactions

2. Enter a bank upload ID.

3. Select the bank ID of the bank you're setting up a bank upload ID for.

4. Select the bank format to be used with the bank upload ID in the Output Format field. For more information on bank formats. See *Creating bank formats in Safe Pay* on page 36 for more information.

5. Choose Add Checkbook to open the Checkbooks window. Select a checkbook. Repeat to add more checkbooks.

6. Enter the path and filename you want to use for the transmission file.

Make sure the path and filename you enter is unique for each bank download ID, otherwise data can be overwritten before it is transmitted to the bank.

7. Mark the Use Communication Link option and enter the path and filename of the communications software you'll use to upload data.

8. If you have EFT for Payables Management set up for this company, you can include EFT transactions in the upload by marking the Include EFT Transactions option. See Chapter 3, "EFT setup for Payables Management," for more information.

9. Choose Save.

Chapter 6: Electronic Reconcile setup

This information explains how to set up Electronic Reconcile so you can update Bank Reconciliation information and adjustments based on downloaded data.

This following information is discussed:

- *Record type codes*
- *Fields per line*
- *Status codes*
- *Creating bank formats in Electronic Reconcile*
- *Exporting a bank format from a company*
- *Importing a bank format into a company*
- *Creating bank download IDs*
- *Unsupported bank formats in Electronic Reconcile*

Record type codes

In the text file you download from your bank, each line is a separate record. The bank's file format specification indicates which type of record (header, footer, or detail) each line is.

If your bank's file format has more than one header or footer, determine which header or footer will actually be read by Electronic Reconcile:

- Only headers that contain the bank account number to which subsequent detail records apply should be specified for processing by Electronic Reconcile. In most file specifications where header and footer records are defined, the header record is going to be the only place in which the account number field exists.

- Ignore footer records unless they contain control totals to which Electronic Reconcile can find a match.

- Detail records are required for electronic reconciliation since they contain transaction information.

Fields per line

When creating a bank format you need to know the number of fields per record line. Determining how many fields are on each line depends on the file format, as follows:

Fixed field file formats If your bank's file format is a fixed field format, the fields per line is the total number of fields on the line. You'll specify in Electronic Reconcile the exact position of each item of useful data. Identify fields not used as "filler." See *Standard field types* on page 34 for more information.

Comma-delimited or tab-delimited file formats If your bank's file format is a comma-delimited or tab-delimited file format, determine the right-most field Electronic Reconcile will use on a record line. Then count the fields, from left to right, through the right-most field used. This is the number of fields for the record line. If fields with irrelevant data appear before the right-most field, you must define those fields.

Status codes

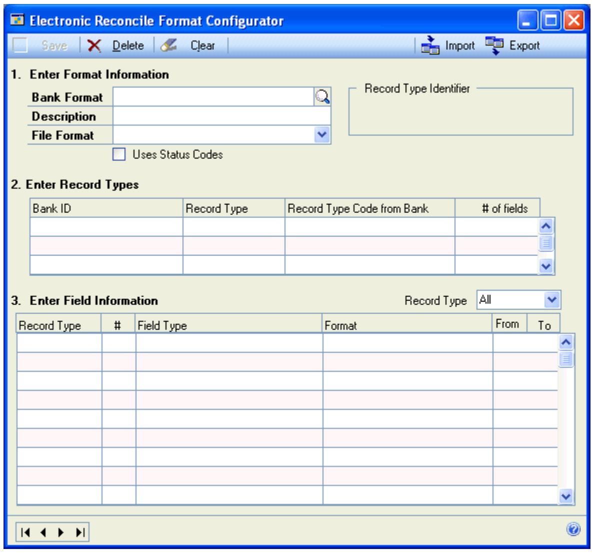
Some bank formats use three types of codes to specify detail records: record type code, transaction code, and status code. A status code indicates which of two or more statuses apply to a transaction; for example "paid," "returned check," and so on. If the structure of your bank's transaction coding matches this model, then you must use status codes in Electronic Reconcile.

Creating bank formats in Electronic Reconcile

Use the Electronic Reconcile Format Configurator window to create bank formats. Bank formats define the file you'll be downloading from your bank using Electronic Reconcile. Some bank formats are difficult to use with Electronic Reconcile. See *Unsupported bank formats in Electronic Reconcile* on page 46 for more information.

To create bank formats in Electronic Reconcile:

1. Open the Electronic Reconcile Format Configurator window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Electronic Reconcile >> Configurator)


Electronic Reconcile Format Configurator
Save
Delete
Clear
Import
Export
1. Enter Format Information
Bank Format
Description
File Format
Uses Status Codes
Record Type Identifier
2. Enter Record Types
Bank ID
Record Type
Record Type Code from Bank
# of fields
3. Enter Field Information
Record Type
All
Record Type
#
Field Type
Format
From
To

2. Enter a name and description for the bank format.

3. Select the file format the bank uses (fixed field, tab-delimited, or comma-delimited). Depending on which file format you choose, new entry fields will appear in the Record Type Indentifier area.

Use the following table to determine the type of information you need to enter in the Record Type Identifier area.

File format	Instructions
Fixed Field	In the Start Position field, enter the starting position of the field that will contain the record type code value. In the End Position field, enter the ending position of the field that will contain the record type code value.
Comma-Delimited	In the Field Number field, enter the number of the field that will contain the record type code value.
Tab-Delimited	In the Field Number field, enter the number of the field that will contain the record type code value.

Some bank formats don't explicitly require a record type code. Electronic Reconcile does. If your bank doesn't define a record type code, you'll need to improvise. Select a field in the file format that has a fixed value (account number, for example) and enter that value as a text string in the Record Type Code from Bank field.

4. If your bank format uses status codes, mark the Uses Status Codes option. See *Status codes* on page 42 for more information.

5. Press the TAB key to move from the Record Type Identifier area to the Enter Record Types scrolling window. The Bank ID field will default to the name you entered previously in the Bank Format field.

6. Select a record type (header, detail, or footer) for each record line from the Record Types list. Only one of each record type may be defined per bank format.

It isn't necessary to define header or footer record types if none are present in your bank's file format. See Record type codes on page 41 for more information.

7. Enter the record type code for each line as defined in your bank's specifications.

8. Enter the number of fields per line. See *Fields per line* on page 41 for more information.

9. After all record lines have been entered, define the fields associated with each record. Define each field whose contents are relevant to Electronic Reconcile. Identify irrelevant fields as "filler." See *Standard field types* on page 34 for more information.

10. Select the record line whose fields you're defining using the Record Type list.

If at any time you reduce the number of fields in the # of Fields field for a record line, fields will be removed from the end of the list in the Enter Field Information scrolling window.

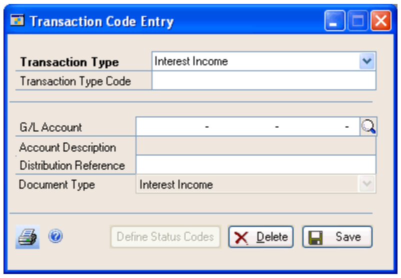
11. For each field listed, select the field type from the Field Type list.

12. Select the field format for each field from the Field list. Formats only need to be set for field types that contain dates or currency amounts.

13. If your bank uses a fixed field format, enter the "from" and "to" character positions of each field in the From and To columns. You can ignore the From and To columns if your bank uses a comma- or tab-delimited format.

The following fields must be present in your bank format: Record Type, Transaction Code, Account Number, Check/Serial Number, Transaction Amount, and either Microsoft Dynamics GP Transaction Date or Bank Cleared Date. If your format uses status codes, then the Transaction Status Code field must also be present in the configuration.

14. Define transaction codes for the bank format. Open the Transaction Code Entry window.
    (Codes Entry >> Transactions Codes entry)


Transaction Code Entry
Transaction Type Code
G/L Account
Account Description
Distribution Reference
Define Status Codes
Delete
Save

Transaction Type: Interest Income

Document Type: Interest Income

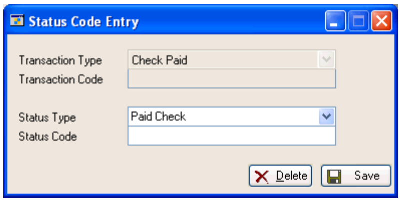
15. Select the transaction type and enter the corresponding transaction code.

16. Depending on the transaction type you select, the G/L Account and Distribution Reference fields may become active in the window. In the G/L Account field, enter the account number of the General Ledger posting account for the adjustment that will be generated. Enter reference information in the Distribution Reference field.

The options in the Transaction Types list are the only options available. If a code in your bank's file specification isn't listed, you'll need to choose the nearest option. If there isn't an option you can use, you'll have to manually mark these types of transactions as cleared in Bank Reconciliation.

17. Choose Save.

18. If you marked the Uses Status Codes option in the Electronic Reconcile Format Configurator window, choose Define Status Codes to open the Status Code Entry window.


Status Code Entry
Transaction Code
Status Code
Delete
Save

Transaction Type: Check Paid

Status Type: Paid Check

19. Select a status type and enter the corresponding status code. Repeat for each status type in the list.

20. Choose Save.

21. Close the Status Code Entry window.

22. If necessary, continue entering transaction codes in the Transaction Code Entry window, repeating steps 15 through 21 as needed.
23. When you're finished entering transaction codes, choose Save. Close the Transaction Code Entry window.

    Set up transaction codes for every transaction type in your bank's file format.
24. Choose Save in the Electronic Reconcile Format Configurator window.

Exporting a bank format from a company

Use the export function in the Electronic Reconcile Format Configurator window to export bank formats so you can import them into another company.

To export a bank format from a company:

1. Open the Electronic Reconcile Format Configurator window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Electronic Reconcile >> Configurator)
2. Select the bank format you're exporting.
3. Choose Export.
4. Enter the path and filename of the file you're exporting. If you are using Microsoft Windows Vista, files can't be saved to the folder where Microsoft Dynamics GP program files are stored, typically C:\Program Files\Microsoft Dynamics\GP.
5. Choose Save.

Importing a bank format into a company

Use the import function in the Electronic Reconcile Format Configurator window to import a bank format into a company.

To import a bank format into a company:

1. Open the Electronic Reconcile Format Configurator window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Electronic Reconcile >> Configurator)
2. Choose Import.
3. Select the file you're importing.
4. Choose Open to import the file.
5. Change the bank format name in the Bank Format field.
6. Choose Save.

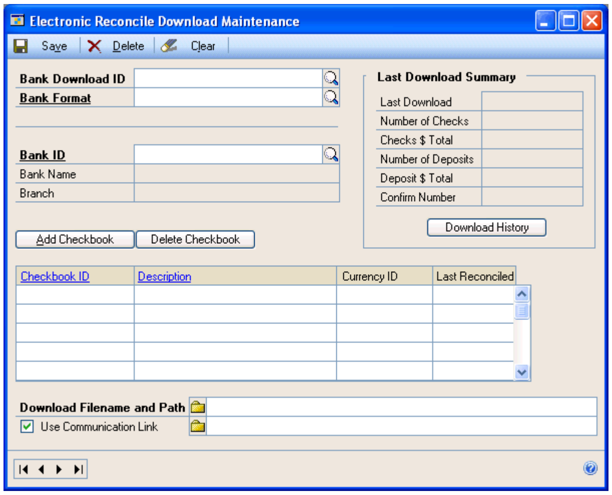
Creating bank download IDs

Use the Electronic Reconcile Download Maintenance window to create bank download IDs for each bank from which you'll be downloading data for Electronic Reconcile.

If your bank uses a file format that provides data for multiple accounts in a single download transmission, you can group two or more checkbooks from the same bank into one bank download ID.

To create a bank download ID:

1. Open the Electronic Reconcile Download Maintenance window. (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Electronic Reconcile >> Download Maintenance)


Electronic Reconcile Download Maintenance
Save
Delete
Clear
Bank Download ID
Bank Format
Bank ID
Bank Name
Branch
Add Checkbook
Delete Checkbook
Last Download Summary
Last Download
Number of Checks
Checks $ Total
Number of Deposits
Deposit $ Total
Confirm Number
Download History
Checkbook ID
Description
Currency ID
Last Reconciled
Download Filename and Path
Use Communication Link

2. Enter a name for the bank download ID.

3. Select the bank format for this bank download ID.

4. Select the bank ID for your bank.

5. Choose Add Checkbook to open the Checkbooks window. Select a checkbook. Repeat to add more checkbooks.

6. Enter the path and filename you want to use for the data file you'll download from the bank during electronic reconciliation.

7. Mark the Use Communication Link option and enter the path and filename of the communications software you'll use to download data from your bank.

8. Choose Save.

Unsupported bank formats in Electronic Reconcile

Not all bank formats are supported by Electronic Reconcile. If your bank format uses multiple transaction codes for a transaction type (for example, several transaction codes for several types of cleared checks) or if your bank uses the Bank

Administration Institute (BAI) format, you won't be able to use Electronic Reconcile.

Still other bank formats are difficult to use with Electronic Reconcile, but field substitution can make them work. Use the following examples as a guide:

Fixed field format, no transaction code A fixed field file format with no defined transaction code usually contains one of the following fields which can be used as a substitute for the missing transaction code:

- Record type code
- Account number
- A subset of the account number

Delimited format, no transaction code A comma-delimited or tab-delimited file format with no transaction code can be used if there is only one record type in the file (which can be used as a substitute transaction code). Otherwise, one of the following fields can be used as a substitute for the missing transaction code:

- Record type code
- Account number
- A subset of the account number

Fixed field format, no record type code A fixed field file format with no record type code usually has one of the following fields which can be used as a substitute for the missing record type code:

- Account number
- A subset of the account number

Fixed field format, no transaction code, no record type code A fixed field file format with neither a record type code nor a transaction code usually has one of the following fields which can be used as a substitute for the missing transaction code and record type code:

- Account number
- A subset of the account number

PART 2: USING ELECTRONIC BANKING

Part 2: Using Electronic Banking

This part of the documentation discusses how to use EFT payments to transfer payments to vendors' bank accounts and to receive payments from customers. Use Electronic Reconcile to reconcile bank statements electronically. Use Safe Pay to match check information with your banks' Positive Pay system.

The following topics are discussed:

- Chapter 7, "Payables EFT transactions," describes how to pay vendors electronically.
- Chapter 8, "Receivables EFT transactions," describes how to receive electronic payments from customers.
- Chapter 9, "Using Direct Debits and Refunds," describes how to modify transactions that are marked for direct debit receipt or refund.
- Chapter 10, "Direct debit processes," describes how to select transactions for direct debit processing.
- Chapter 11, "Using Electronic Reconcile," describes how to update Bank Reconciliation transactions and adjustments based on data downloaded from your bank.
- Chapter 12, "Using Safe Pay," describes how to electronically confirm the authenticity of a check with your bank before the bank pays the check.

Chapter 7: Payables EFT transactions

You can use EFT transactions to pay vendors electronically.

This following topics are discussed:

- *Conditions for making EFT payments to vendors*
- *Entering a manual EFT payment*
- *Creating an EFT payment batch*
- *Selecting EFT payments*
- *Modifying an EFT payment in an existing batch*
- *Printing non-negotiable checks and remittances for EFT transactions*
- *Correcting or deleting an unposted EFT payment*
- *Generating electronic payments for vendors*
- *EFT rejections for Payables Management*
- *EFT inquiries for Payables Management*
- *Voiding a historical EFT payment*

Conditions for making EFT payments to vendors

The following conditions must be met to make EFT payments to North American vendors or to vendors in Europe by enabling European electronic funds transfer in the Company Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button).

- An EFT vendor record has been created for each vendor. See *Setting up vendor records for EFT* on page 18 for more information.

- A prenote must be sent for each vendor prior to the current date minus the prenote grace period for the checkbook you're creating EFT payments from. See *Prenote rejections for Payables Management* on page 20 for more information.

- Each EFT vendor record is active. See *Prenote rejections for Payables Management* on page 20 for more information.

- The termination date for each vendor hasn't passed. See *Setting up vendor records for EFT* on page 18 for more information.

- The checkbook has been set up to use EFT. See *Setting up bank information for EFT transactions* on page 8 for more information.

- The EFT for Payables Management module is registered.

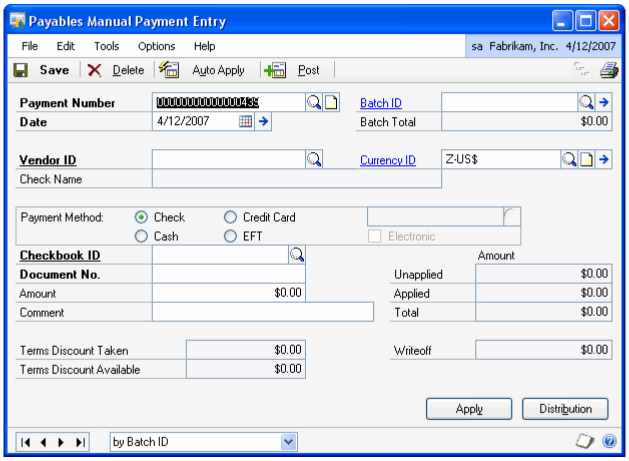
Entering a manual EFT payment

Use the Payables Manual Payment Entry window to enter EFT payments. EFT payments post to Bank Reconciliation as a check, but duplicate check numbers aren't verified.

If you've marked the Enable DDR and European Electronic Funds Transfer option in the Company Setup Options window, and you are recording EFT transactions with the EFT payment option selected, the cash-in-transit account from the checkbook will be used even if the Use Cash Account From option in the Vendor Account Maintenance window is marked to use the vendor's cash account.

To enter a manual EFT payment:

1. Open the Payables Manual Payment Entry window. (Transactions >> Purchasing >> Manual Payments)


Payables Manual Payment Entry
File
Edit
Tools
Options
Help
sa Fabrikam, Inc. 4/12/2007
Save
Delete
Auto Apply
Post
Payment Number
Date
Batch ID
Batch Total
Vendor ID
Check Name
Currency ID
Payment Method:
Check
Cash
Credit Card
EFT
Electronic
Checkbook ID
Document No.
Amount
Comment
Amount
Unapplied
Applied
Total
Terms Discount Taken
Terms Discount Available
Writeoff
Apply
Distribution
by Batch ID

Date: 4/12/2007

Batch Total: $0.00

Currency ID: Z-US$

Payment Method: ● Check ○ Cash ○ Credit Card ○ EFT ☐ Electronic

Amount: $0.00

Unapplied: $0.00

Applied: $0.00

Total: $0.00

Terms Discount Taken: $0.00

Terms Discount Available: $0.00

Writeoff: $0.00

2. Enter a payment number and date.

3. Enter or select a batch. Batches are optional for manual EFT payments. See the Payables Management documentation for more information.

4. Enter or select a vendor ID and currency ID. Active bank information must entered for the vendor's remit-to address, and EFT information must be entered for the checkbook.

5. Mark EFT as the payment method. If you select EFT and you are using European EFT, the cash-in-transit account for the checkbook is used instead of the cash account.

6. Mark the Electronic option to generate the payment as an EFT file. If the Electronic option is not marked, the payment won't be included when EFT files are generated.

   For example, to record a payment that was made by transferring funds through wire or over the phone with your bank, you would not mark the Electronic option.

7. Enter or select a checkbook ID.

8. Enter a document number.

9. Enter the amount of the payment and apply the payment. See the Payables Management documentation for more information about applying.

10. To make changes to account distributions, choose Distribution to open the Payables Transaction Entry Distribution window. Close the window when you finish.

11. Save the payment, if you entered a batch ID.

12. To print an edit list and verify the entries if you entered a batch ID, choose File >> Print.

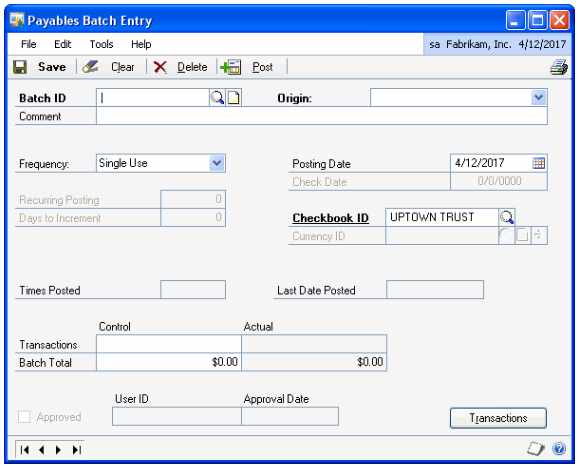
13. Choose Post if you entered an individual transaction.

Creating an EFT payment batch

Use the Payables Batch Entry window to create a batch for EFT payments for computer payments.

To create an EFT payment batch:

1. Open the Payables Batch Entry window.
(Transactions >> Purchasing >> Batches)



sa Fabrikam, Inc. 4/12/2017

Batch ID:
Origin:
Comment:
Frequency: Single Use
Recurring Posting: 0
Days to Increment: 0
Posting Date: 4/12/2017
Check Date: 0/0/0000
Checkbook ID: UPTOWN TRUST
Currency ID:
Times Posted:
Last Date Posted:

	Control	Actual
Transactions		
Batch Total	$0.00	$0.00

☐ Approved
User ID:
Approval Date:

2. Enter a batch ID.

3. Select Computer Check as the batch origin.

4. Enter a batch comment.

5. Mark EFT as the payment method.

6. Enter a posting date. The user date is the default posting date, but you can change it to post the batch as of a different date.

   The posting date entered here is the date General Ledger files are updated. Payables Management records are updated according to the date entered in the Payables Transaction Entry window.

7. Enter the check date. This date will be used to determine which exchange rate will be used for this batch of checks for an alternative currency.

8. Enter or select a checkbook ID. EFT information must be assigned to the checkbook.

9. Enter a currency ID; all computer checks in this batch must use the same currency ID.

10. Select Domestic or Foreign as the file format.

A Domestic file format requires all vendors selected using the Select Payables Checks window to have the same country/region bank format as the checkbook ID assigned to the batch. For example, if the checkbook assigned to the batch has an NL Giro bank format, the vendors must have an active NL Giro or NL Bank format.

A Foreign file format requires all vendors selected using the Select Payables Checks window to have a different country/region bank format from the checkbook ID assigned to the batch. For example, if the checkbook assigned to the batch has an NL Giro bank format, the vendors must have a bank format other than NL Giro or NL Bank.

11. Enter any requirements for posting the batch, such as batch totals.

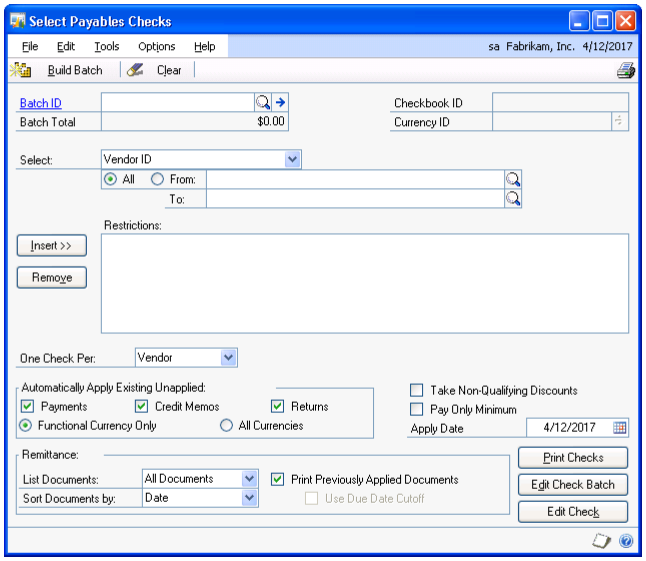
12. Choose Save.

Selecting EFT payments

Use the Select Payables Checks window to select EFT payments for a specific group of vendors and vouchers. Active bank information must be set up for the vendor's remit-to address that's on the invoice to be included for payment. The remit-to address assigned to each invoice will be used when transferring funds. If you're using European EFT, the cash-in-transit account from the checkbook is used instead of the cash account.

To select EFT payments:

1. Open the Select Payables Checks window.
(Transactions >> Purchasing >> Select Checks)



sa Fabrikam, Inc. 4/12/2017

Batch Total $0.00

Select: Vendor ID

● All ○ From:

One Check Per: Vendor

Automatically Apply Existing Unapplied:
☑ Payments ☑ Credit Memos ☑ Returns
● Functional Currency Only ○ All Currencies

☐ Take Non-Qualifying Discounts
☐ Pay Only Minimum
Apply Date 4/12/2017

Remittance:
List Documents: All Documents
Sort Documents by: Date
☑ Print Previously Applied Documents
☐ Use Due Date Cutoff

2. Enter or select an existing EFT batch. See *Creating an EFT payment batch* on page 53 for more information.

3. Specify the group of vendors and vouchers you want to include in the batch by selecting the type of range you want to include, and then enter restrictions for the range. You can insert a range of each type into the Restrictions list.

- If you select Due Date\Discount Date Cutoff as a range, you can select a due date cutoff so vouchers due on or before the date you specify are included in the batch. You also can select a discount date cutoff so vouchers with a discount date on or before the date you specify are included in the batch.

- If you select Document Currency as a range, the Automatically Apply Existing Unapplied options change depending on whether the currency ID assigned to this batch is the functional currency or an alternate currency.

4. Select automatic apply and payment options.

5. Select remittance information.

6. Choose Build Batch or Add to Batch to add payments for the selected range of vendors to the selected the batch. Depending on the size of the batch, this process might take some time. You'll know when the batch is created when an amount appears in the field below the Batch ID field, and the Build Batch button changes to Add to Batch. You can check the progress using the Process Monitor window.

   You also can add additional ranges to the batch. To print an edit list, choose File >> Print.

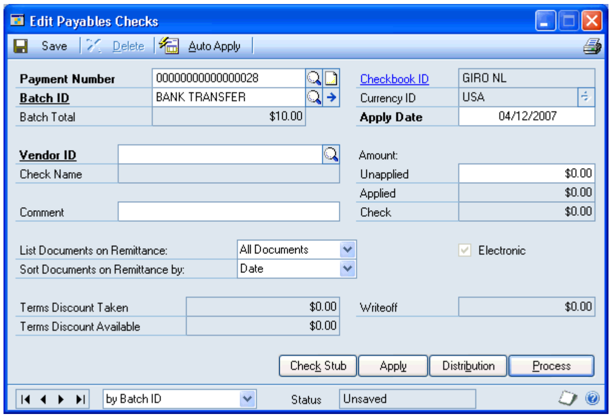
   The next step is editing the EFT payments you created. See *Modifying an EFT payment in an existing batch* on page 55 for more information.

Modifying an EFT payment in an existing batch

Use the Edit Payables Checks window to edit EFT payments in an existing batch. After you create a batch to enter payments in, you can add additional payments to the batch or change a particular payment for a specific vendor. If a vendor or voucher doesn't fall within the ranges you entered in the Select Payables Checks window, you can enter the vendor or voucher in the batch using the Edit Payables Checks window.

To modify an EFT transaction in an existing batch:

1. Open the Edit Payables Checks window.
   (Transactions >> Purchasing >> Select Checks >> select an existing EFT batch ID >> Edit Check button)



Payment Number 00000000000000028
Batch ID BANK TRANSFER
Batch Total $10.00
Checkbook ID GIRO NL
Currency ID USA
Apply Date 04/12/2007
Vendor ID
Check Name
Comment
Amount:
Unapplied $0.00
Applied $0.00
Check $0.00
List Documents on Remittance: All Documents
Sort Documents on Remittance by: Date
☑ Electronic
Terms Discount Taken $0.00
Terms Discount Available $0.00
Writeoff $0.00
by Batch ID
Status Unsaved

2. Enter or select a payment number.
3. Enter or select a vendor ID. If you select an existing payment number, the correct vendor ID appears.
4. Enter a comment for the payment.
5. Enter an unapplied payment or prepayment amount in the Unapplied field to pay more than the transaction amount.
6. Select remittance options.
7. To apply the payment, choose Auto Apply or Apply.

   If you choose Apply to pay specific transactions, the Apply Payables Documents window opens. Mark the option for each transaction to pay with this payment. Mark any number of documents until the entire amount is applied. To divide payments between several documents, mark the option, and change the amount in the Apply Amount column for that transaction. Choose OK to save you changes and close the Apply Payables Documents window.
8. Choose Save, then close the Edit Payables Checks window to redisplay the Select Payables Checks window.

Printing non-negotiable checks and remittances for EFT transactions

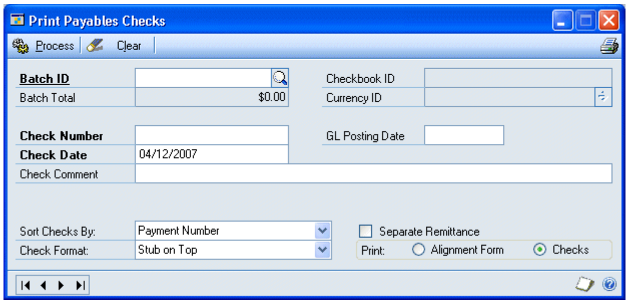
Use the Print Payables Checks window to print non-negotiable check advices for EFT transactions. You won't be able to void EFT transactions when printing remittances. To void EFT transactions, see *Correcting or deleting an unposted EFT payment* on page 57.

Before you print remittances, you should print a Computer Checks Edit List to verify that the correct vendors and vouchers were selected. To print this report, open the Select Payables Checks window, enter the batch ID, then choose File >> Print. See *Correcting or deleting an unposted EFT payment* on page 57 if you identify errors on the edit list. Once you verify the accuracy of the entries, you're ready to print the remittances.

Be sure to back up your company's data before printing and posting.

To print non-negotiable checks and remittances for EFT payments:

1. Open the Print Payables Checks window.
   (Transactions >> Purchasing >> Print Checks)


Print Payables Checks
Process
Clear
Batch ID
Checkbook ID
Currency ID
Check Number
GL Posting Date
Check Comment

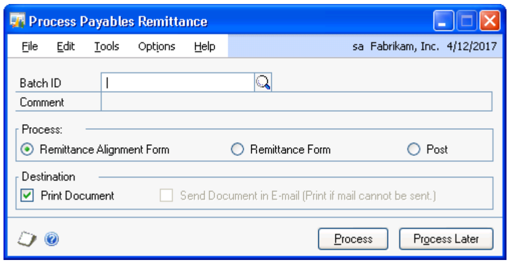
Batch Total $0.00
Check Date 04/12/2007
Sort Checks By: Payment Number
Check Format: Stub on Top
☐ Separate Remittance
Print: ○ Alignment Form ● Checks

2. Enter or select the EFT payment batch. The check date is the date that appears on the remittances.

3. Enter a posting date. The user date is the default posting date, but you can change it to post the batch as of a different date.

4. Mark Separate Remittance. A remittance shows the same detail as the check stub, and is printed on blank paper.

5. When you’re ready to print the remittances, choose Process and the Process Payables Remittance window opens.


Process Payables Remittance
File
Edit
Tools
Options
Help
Batch ID
Comment
Process
Process Later

sa Fabrikam, Inc. 4/12/2017
Process: ● Remittance Alignment Form ○ Remittance Form ○ Post
Destination: ☑ Print Document ☐ Send Document in E-mail (Print if mail cannot be sent.)

6. Select to print remittance alignment forms, then print remittance forms and post the EFT payment information.

   You also can send the remittances in e-mail. See your System Setup documentation (Help >> Contents >> select Setting Up the System) and Payables Management documentation for more information.

   After you post, posting journals, distribution breakdown registers, and the EFT Payment Register report will be printed depending on the selections in the Posting Setup window. See *Voiding a historical EFT payment* on page 59 for more information.

Correcting or deleting an unposted EFT payment

Use the Edit Payables Checks window to correct or delete unposted EFT payments. As with transactions entered using the Payables Transaction Entry window, you can easily correct or delete unposted payments. You must void posted payments.

Use the Payables Batch Entry window to delete all the payments in a batch by deleting the entire batch.

To correct or delete an unposted EFT payment:

1. Open the Edit Payables Checks window.
   (Transactions >> Purchasing >> Edit Check)

2. Enter or select the payment number to correct or delete.

   - To delete the payment, choose Delete and close the window.

   - To change the payment, make the necessary changes.

   - To unapply the amount, choose Apply to open the Apply Payables Documents window and unmark the check box next to the transaction to unapply.

   If a change involves altering the unapplied amount, you must adjust the payment distributions. Choose Distribution to open the Payables Transaction Entry Distribution window. Distributions appear according to how the posting accounts were set up for the vendor record. To view the original distributions, choose Default in the Payables Transaction Entry Distribution window. Change the distribution amounts to match the current totals. Return to the Edit Payables Checks window when you finish.

3. Choose Save.

4. Redisplay the payment and choose File >> Print for an edit list to verify the changes.

Generating electronic payments for vendors

Use the Generate EFT Files window to generate electronic payments for vendors.

To generate electronic payments for vendors:

1. Open the Generate EFT Files window.
   (Transactions >> Purchasing >> Generate EFT Files)

2. Select Purchasing as the series.

3. Select the ID of the checkbook you’re generating electronic payments from.

4. Choose Redisplay to update the list of batches containing pending EFT transactions.

5. Mark the batches you’re including. Choose the Batch ID link to review the transactions in each batch.

6. To generate an EFT Batches Marked for EFT File Generation report, choose File >> Print.

7. Choose the printer icon and select EFT Remittance Report to print remittances for the electronic payments.

8. Choose Generate EFT File. The EFT file will be written to the path and filename specified.

9. After the EFT file is generated, a message will remind you to transmit the EFT file to the bank. If you specified the path and filename for your communications software, that program will start automatically. See Entering payables EFT options on page 17 for more information.

You must transmit your EFT file to your bank in order to complete the funds transfer. Be sure your communication software is set up to transmit the EFT file to your bank. See Generating prenotes to test vendor records on page 19 for more information.

EFT rejections for Payables Management

Your bank will reject electronic payments if your vendor has closed or moved its bank account or if you have insufficient funds.

When your bank rejects an electronic payment, void the payment. Enter correct vendor information in the Vendor EFT Bank Maintenance window or select the Inactivate status in that window to prevent EFT transactions from being generated for that vendor.

EFT inquiries for Payables Management

Use the Payables Transaction Inquiry - Vendor window to see which payments were made using EFT. Select the payment and choose the Document Number link to view the transaction in the Payables Payments Zoom window.

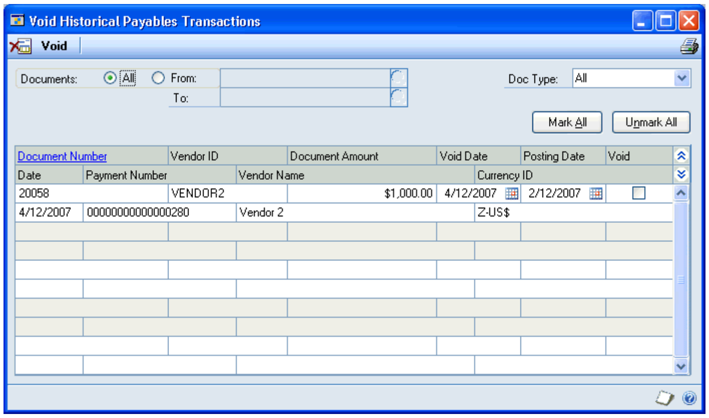
Voiding a historical EFT payment

Use the Void Historical Payables Transactions window to void historical EFT payments.

To void payments using the Void Historical Payables Transactions window, you must be keeping transaction history for the vendor associated with the payment, and the payment you're voiding must be fully applied to one or more transactions.

To void a historical EFT payment:

1. Open the Void Historical Payables Transactions window.
(Transactions >> Purchasing >> Void Historical Transactions)



Documents: ● All ○ From:
To:

Doc Type: All

Document Number	Vendor ID	Document Amount	Void Date	Posting Date	Void
20058	VENDOR2	$1,000.00	4/12/2007	2/12/2007	☐

Date	Payment Number	Vendor Name	Currency ID
4/12/2007	00000000000000280	Vendor 2	Z-US$

2. Select a range of documents to display in the scrolling window, and the document type. You can display all historical documents, or select a range of particular documents.

3. Enter a void date or accept the default entry. The user date is the default entry for the Void Date field.

4. If General Ledger is part of your Microsoft Dynamics GP system, enter the date to appear as the posting date in General Ledger. Use this for the reversing entries that offset the original transaction distributions for each document you're voiding.

5. Mark each document to void. To void all the documents, choose Mark All. You can print a Void Historical Transactions Edit List to show all the documents that are marked to be voided by choosing File >> Print.

6. When you're satisfied with the entries, choose Void. When you void a document, reversing amounts are posted for the distributions posted earlier. Reports that display historical information indicate voided documents.

   You can print the Void Historical Payables Transactions Posting Journal when you void payments, if you selected to do so in the Posting Setup window.

   If you marked Include Multicurrency Info in the Posting Setup window, the multicurrency versions of these reports are printed. The multicurrency versions include currency and exchange rate information, and functional and originating debit and credit amounts.

   When you view transactions using the Payables Transaction Inquiry window, a voided payment has an asterisk (*) by the document's origin in the scrolling window.

Chapter 8: Receivables EFT transactions

You can use EFT transactions to receive electronic payments from customers.

The following topics are discussed:

- *Conditions for receiving EFT payments from customers*
- *Entering an EFT cash receipt*
- *Entering an EFT payment for a receivables transaction*
- *Entering EFT deposits on sales orders or sales back orders*
- *Entering an EFT payment for a sales invoice, sales fulfillment order, or sales return*
- *Entering an EFT payment for an Invoicing invoice or return*
- *Generating electronic payments from customers*
- *EFT rejections for Receivables Management*
- *EFT inquiries for Receivables Management*

Conditions for receiving EFT payments from customers

To receive customer payments using EFT, all of the following conditions must be met:

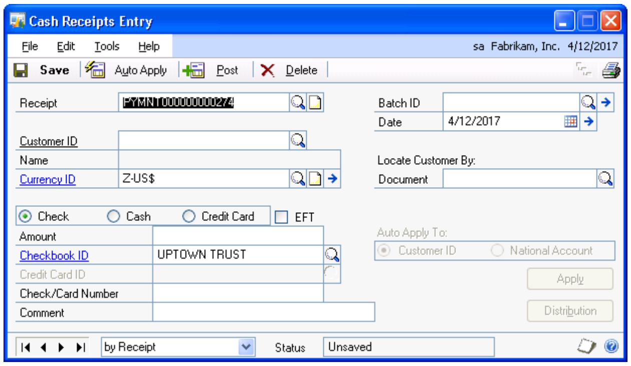
- An EFT customer record has been created for each customer's billing address. See *Setting up customer records for EFT* on page 24 for more information.
- A prenote has been sent for each customer prior to the current date minus the prenote grace period for the checkbook you're using for EFT payments. See *Prenote rejections for Receivables Management* on page 26 for more information.
- The EFT customer record for each customer is active. See *Prenote rejections for Receivables Management* on page 26 for more information.
- The termination date for each customer hasn't passed. See *Setting up customer records for EFT* on page 24 for more information.
- The checkbook has been set up to use EFT. See *Entering receivables EFT options* on page 23 for more information.
- The EFT for Receivables Management module is registered.
- The currency IDs for the customer, batch, and checkbook are the same.
- The checkbook ID for the transaction matches the checkbook ID of the batch.

Entering an EFT cash receipt

Use the Cash Receipts Entry window to enter EFT payments received from your customers.

To enter an EFT cash receipt:

1. Open the Cash Receipts Entry window.
   (Transactions >> Sales >> Cash Receipts)


Cash Receipts Entry
File
Edit
Tools
Help
Save
Auto Apply
Post
Delete
Customer ID
Name
Batch ID
Locate Customer By:
Document
Cash
Credit Card
EFT
Amount
Credit Card ID
Check/Card Number
Comment
Auto Apply To:
Customer ID
National Account
Apply
Distribution

sa Fabrikam, Inc. 4/12/2017

Receipt: PYMNT000000000274

Date: 4/12/2017

Currency ID: Z-US$

● Check

Checkbook ID: UPTOWN TRUST

by Receipt

Status: Unsaved

2. Accept or enter a receipt number.

3. Enter or select a batch ID and a document date.

4. Enter or select a customer ID. The currency ID assigned to the customer card appears.

   Active bank information must have been entered for the customer's statement to address, and EFT information must have been entered for the checkbook.

   If you're using national accounts, you can restrict payments for child customers and apply holds at a consolidated national level, depending on the options you select using the National Accounts Maintenance window.

You also can locate the customer ID by entering or selecting the document number the payment will be applied to in the Locate Customer By Document field.

5. Mark Check as the payment type.

6. Enter the amount of the payment.

7. Enter or select the checkbook that is set up for EFT and then mark EFT.

8. Enter the check number. A default number appears if you have marked the Use EFT Number option in the Checkbook EFT Receivables Options window.

9. If the customer is the parent customer of a national account, mark whether to apply to the specific customer displayed in the window or to the entire national account.

   If you marked Auto Apply to Finance Charges First in the Receivables Management Setup window, the option you mark in this field determines whether unapplied credit documents will be applied first to the finance charges documents for the entire national account or to those of the specific customer.

10. Apply the payment. See the Receivables Management documentation for more information about applying.

11. To make changes to account distributions, choose Distribution to open the Cash Receipts Distribution Entry window. See Receivables Management documentation for more information about distributions.

12. Save or post the transaction.

Entering an EFT payment for a receivables transaction

Use the Receivables Transaction Entry window to enter receivables transactions and EFT payments received from your customers.

You can't enter payments for credit memos and warranties.

To enter an EFT payment for a receivables transaction:

1. Open the Receivables Transaction Entry window.
   (Transactions >> Sales >> Transaction Entry)

2. Select a document type and enter a description.

3. Enter or select a batch ID, and enter a document date.

4. Enter or select a customer ID and the customer's address ID. Active bank information must have been entered for the customer's statement to address, and EFT information must have been entered for the checkbook.

5. Enter the appropriate information for the document type you selected.

6. Enter a check amount. The Receivables Check Entry window opens and you can enter detailed information about the payment.

7. After entering a checkbook, you must mark EFT. A default number appears if you have marked the Use EFT Number option in the Checkbook EFT Receivables Options window.

8. After entering the payment information, close the Receivables Check Entry window.

9. In the Receivables Transaction Entry window, finish entering the transaction and save or post the transaction.

Entering EFT deposits on sales orders or sales back orders

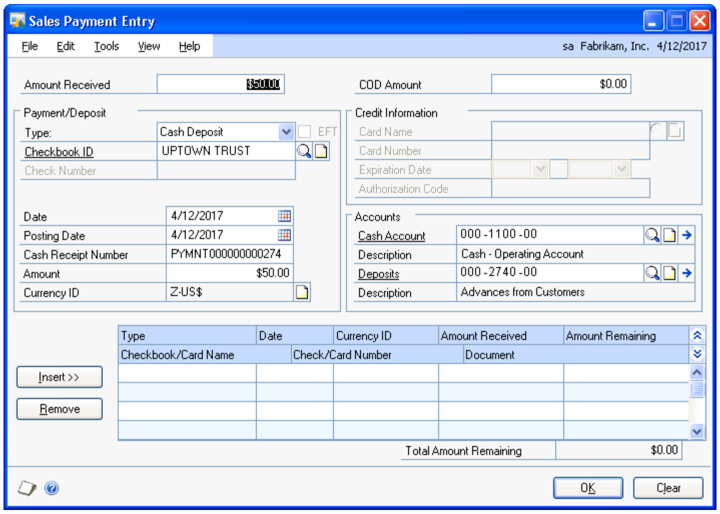
You can enter an EFT deposit amount received from a customer for an order or back order in the Amount Received field in the Sales Transaction Entry window. For more information about deposits, see the Sales Order Processing documentation.

You can't enter an EFT deposit amount on repeating orders.

To enter EFT deposits on sales orders or sales back orders:

1. Open the Sales Transaction Entry window.
   (Transactions >> Sales >> Sales Transaction Entry)

2. Select the document and enter the entire deposit amount in the Amount Received field or choose the Amount Received expansion button to open the Sales Payment Entry window.


Sales Payment Entry
File
Edit
Tools
View
Help
Payment/Deposit
Credit Information
Card Name
Card Number
Expiration Date
Authorization Code
Check Number
Accounts
Type
Date
Currency ID
Amount Received
Amount Remaining
Checkbook/Card Name
Check/Card Number
Document
Insert >>
Remove
OK
Clear

sa Fabrikam, Inc. 4/12/2017

Amount Received: $50.00
COD Amount: $0.00
Type: Cash Deposit ☐ EFT
Checkbook ID: UPTOWN TRUST
Date: 4/12/2017
Posting Date: 4/12/2017
Cash Receipt Number: PYMNT000000000274
Amount: $50.00
Currency ID: Z-US$
Cash Account: 000 -1100 -00
Description: Cash - Operating Account
Deposits: 000 -2740 -00
Description: Advances from Customers
Total Amount Remaining: $0.00

3. Enter or accept the amount in the Amount Received field.

   You can enter a deposit amount greater than the document total.

4. Select Check Deposit as the payment type and mark the EFT option.

   A default checkbook number appears if you have marked the Use EFT Number option in the Checkbook EFT Receivables Options window.

5. Enter the deposit amount.

6. Enter or accept the posting accounts, if you're entering a deposit.

7. Choose Insert to add the deposit to the list at the bottom of the window.

8. Choose OK to save your entries and close the window.

   For information on posting deposits, see Sales Order Processing documentation.

National accounts provide the ability to restrict payments for child customers and apply credit checking, holds and finance charges at a consolidated national account level, depending on how the account was set up. If you can't save or post a transaction, check the status of the options in the National Accounts Maintenance window.

Entering an EFT payment for a sales invoice, sales fulfillment order, or sales return

Use the Sales Payment Entry window to return EFT payments you've received for returned items.You also can use this window to enter EFT payments on invoices and fulfillment orders. For more information about payments, see the Sales Order Processing documentation.

To enter an EFT payment for a sales invoice, sales fulfillment order, or sales return:

1. Open the Sales Transaction Entry window.
   (Transactions >> Sales >> Sales Transaction Entry)

2. Select a document and enter the payment amount in the Amount Received field or choose the expansion button for the Amount Received field to open the Sales Payment Entry window.

3. Enter or accept the amount in the Amount Received field.

4. Select Check Payment as the payment type and mark the EFT option.

   A default number appears if you have marked the Use EFT Numbering option in the Checkbook EFT Receivables Options window.

5. Enter the payment amount.

6. Choose Insert to add the payment to the list at the bottom of the window.

7. Choose OK to save your entries and close the window.

8. You can change the posting accounts used for the payment. In the Sales Transaction Entry window, choose Distributions to view and change the posting accounts.

National accounts provide the ability to restrict payments for child customers and apply credit checking, holds and finance charges at a consolidated national account level, depending on how the account was set up. If you can't save or post a transaction, check the status of the options in the National Accounts Maintenance window.

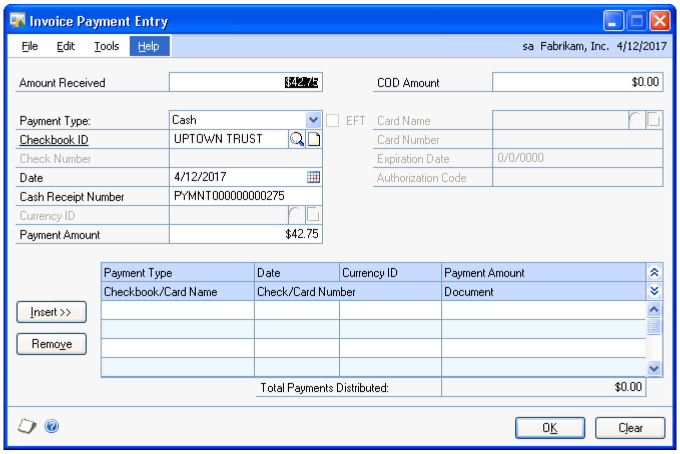
Entering an EFT payment for an Invoicing invoice or return

Use the Invoice Entry window to enter EFT payments on invoices or return payments you've received for returned items.

To enter an EFT payment for an Invoicing invoice or return:

1. Open the Invoice Entry window.
   (Transactions >> Sales >> Invoice Entry)

2. Select a document and enter the payment amount in the Amount Received field or choose the expansion button for the Amount Received field to open the Invoice Payment Entry window.



Amount Received	$42.75	COD Amount	$0.00
Payment Type:	Cash	☐ EFT Card Name	
Checkbook ID	UPTOWN TRUST	Card Number	
Check Number		Expiration Date	0/0/0000
Date	4/12/2017	Authorization Code	
Cash Receipt Number	PYMNT000000000275		
Currency ID			
Payment Amount	$42.75		

Payment Type	Date	Currency ID	Payment Amount
Checkbook/Card Name	Check/Card Number		Document
	Total Payments Distributed:		$0.00

3. Enter or accept the amount in the Amount Received field.

4. Select Check Payment as the payment type and mark the EFT option.

   A default number appears if you have marked the Use EFT Numbering option in the Checkbook EFT Receivables Options window.

5. Enter the payment amount.

6. Choose Insert to add the payment to the list at the bottom of the window.

7. Choose OK to save your entries and close the window.

8. You can change the posting accounts used for the payment. In the Sales Transaction Entry window, choose Distributions to view and change the posting accounts.

Generating electronic payments from customers

Use the Generate EFT Files window to generate electronic payments for customers.

To generate electronic payments from customers:

1. Open the Generate EFT Files window.
   (Transactions >> Sales >> Generate EFT Files)

2. Select Sales as the series.

3. Select the ID of the checkbook you’re generating electronic payments from.

4. Choose Redisplay to update the list of batches containing pending EFT transactions.

5. Mark the batches you're including. Choose the Batch ID link to review the transactions in each batch.

6. To generate an EFT Batches Marked for EFT File Generation report, choose File >> Print.

7. Choose Generate EFT File. The EFT file will be written to the path and filename specified.

8. After the EFT file is generated, a message will remind you to transmit the EFT file to the bank. If you specified the path and filename for your communications software, that program will start automatically. See Entering receivables EFT options on page 23 for more information.

You must transmit your EFT file to your bank in order to complete the funds transfer. Be sure your communication software is set up to transmit the EFT file to your bank. See Generating prenotes to test customer records on page 25 for more information.

EFT rejections for Receivables Management

Your bank will reject an electronic payment from a customer if the customer has closed or moved their bank account or if they have insufficient funds.

When you receive an EFT rejection, void or mark the rejected payment as NSF. Correct the customer's information in the Customer EFT Bank Maintenance window or select the Inactive option in the window to prevent the program from attempting to debit that customer's account.

EFT inquiries for Receivables Management

Use the Receivables Transactions Inquiry - Customer window to see which payments were received using EFT. To verify a payment was received using EFT, select the transaction and choose the Amount Remaining link to view payments applied to the transaction in the Applied From Credits window. Select a payment and choose the Document Number link to view it in the Cash Receipts Inquiry Zoom window, the Invoice Payment Inquiry window, or the Sales Payment Inquiry window.

Chapter 9: Using Direct Debits and Refunds

Transactions that are marked available for direct debit receipt or refund can be overridden in the Sales Transaction Entry window. You also can manually apply or unapply a direct debit credit note or return in the Apply Sales Document window.

This information is divided into the following sections:

- *Modifying a transaction code*
- *Unmarking direct debit transaction setting*
- *Manual apply and unapply*

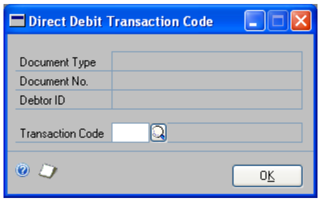
Modifying a transaction code

You can modify the transaction code that defaults for each direct debit transaction that you enter in Receivables Management or Sales Order Processing, except for Returns or Credit Memos. This transaction code is then exported to the BACS authorities in a direct debit instruction. It allows the bank to identify where the transaction lies in the direct debit instruction.

To view the transaction code that will default for a transaction, you must have marked the Transaction Code Message option in the Direct Debits Setup window. When you enter a direct debit transaction, a message appears informing you of the transaction code that will default. This message appears only for Sales/Invoice, Debit Memo, and Service/Repairs type of documents in Receivables Management, and for Invoice type of documents in Sales Order Processing. This message will not appear for Returns and Credit Memo types of documents, since the transaction code for such documents cannot be modified.

To modify a transaction code:

1. Open the Direct Debit Transaction Code window.
   (Transactions >> Sales >> Transaction Entry >> Additional >> DDR Transaction Code)
   (Transactions >> Sales >> Sales Transaction Entry >> Additional >> DDR Transaction Code)



   The Document Type, Document No., and Debtor ID fields display the values from the respective transaction entry window.

2. The transaction code field displays the default transaction code depending on the type of document entered in the transaction entry window. You can change this code for documents other than Returns or Credit Memos. Refer to *Understanding transaction codes* on page 30 for more information.

3. Choose OK to close the window.

Unmarking direct debit transaction setting

Transactions entered for a debtor whose bank account is active, and who is not a balance brought forward debtor, will be considered for direct debits.

When you enter transactions for a debtor whose bank format is not marked inactive in the Debtor Bank Maintenance window (Cards >> Sales >> Addresses >> EFT Bank), then all transactions for that account will be selected for direct debits.

For a non-functional checkbook having a bank format, only transactions that are in the checkbook currency will be selected for direct debits. For example, if your checkbook is in the United Kingdom (UK) format, and your functional currency is Euro, then only transactions that are in UK Pounds will be selected for direct debits.

You can override the transactions that have been marked for direct debit during transaction entry.

To unmark a direct debit transaction setting:

1. Open the Transaction Entry window.
   (Transactions >> Sales >> Transaction Entry)

2. Unmark the Direct Debit checkbox and choose OK. The unmarked transaction will not be considered for direct debits.

The Direct Debit checkbox is not available for a warranty document type.

Manual apply and unapply

You can manually apply or unapply a direct debit credit note or return to a direct debit invoice in the Apply Sales Document window (Transactions >> Sales >> Apply Sales Documents). You also can apply specific amounts. For example, if you receive a payment of US $10 towards a debit note of US $100, you can apply the part payment manually. You also can apply an unapplied direct debit to a non direct debit transaction.

For more information on the apply process, refer to the Receivables Management documentation.

Chapter 10: Direct debit processes

You can create a direct debit batch, select a range of transactions marked as direct debits for processing, void transactions in a processed batch, and apply the unapplied documents automatically. You can also void, delete, or back out transactions posted in Direct Debits and Refunds. If you have Bank Management registered, all the Direct Debits and Refund transactions for a checkbook will update Bank Management.

This information is divided into the following sections:

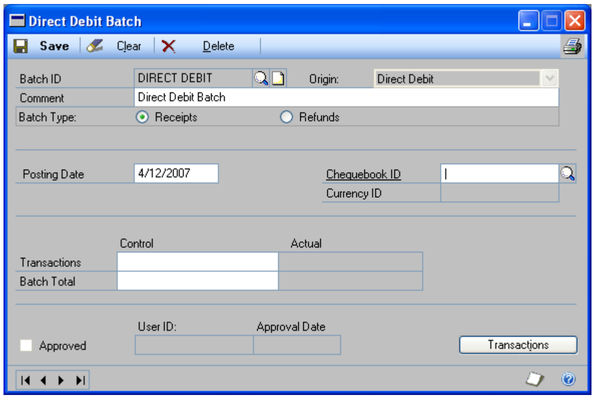
- *Creating a direct debit batch*
- *Selecting direct debits*
- *Voiding, deleting, or backing out a transaction*
- *Integration with Bank Management*
- *Viewing transaction information*
- *Printing posting journals*

Creating a direct debit batch

You can use the Direct Debit Batch window to create a receipts or refunds batch. Only transactions marked as direct debit will be considered for the direct debit and refunds batch.

To create a direct debit batch:

1. Open the Direct Debit Batch window.
   (Transactions >> Sales >> Direct Debit Batch)



Batch ID: DIRECT DEBIT
Origin: Direct Debit
Comment: Direct Debit Batch
Batch Type: ● Receipts ○ Refunds
Posting Date: 4/12/2007

2. Enter a batch ID.

3. Enter a comment for the batch.

4. In the Batch Type field, select whether to process receipts or refunds for the batch.

5. Enter the posting date that the bank will use to collect or refund transactions. This is the date when the General Ledger files are updated and is the apply posting date.

6. Enter the checkbook ID from which amounts are to be collected or refunded. The checkbook currency is displayed in the Currency ID field. You cannot select a checkbook which is inactive or has not been assigned a bank format.

7. Choose Transactions to open the Select Direct Debits window.

Selecting direct debits

You can sort the transactions that are to be collected or refunded through direct debit by debtor or document types. You can choose one receipt per debtor or document for a receipts batch or one refund per debtor or document for a refunds batch.

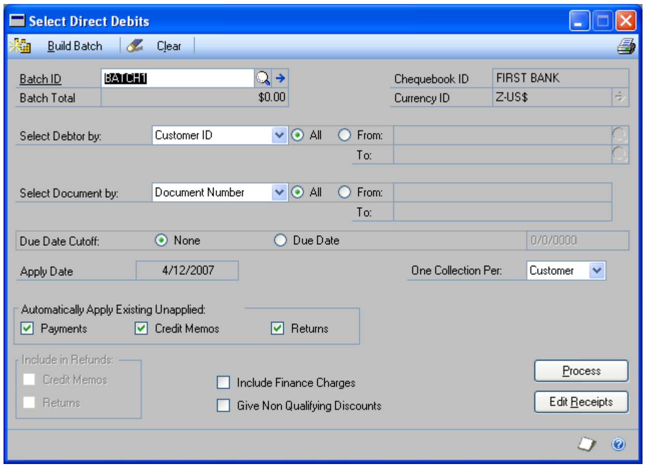
All unapplied values of a debit document will be selected when you choose Select Direct Debits. Warranties and balance brought forward debtors will not be considered for a Select Direct Debits run. You can apply existing credit notes and returns before the direct debits are calculated.

Direct debits will not be processed for debtors whose Cash Account From is set to Debtor in the Debtor Account Maintenance window (Cards >> Sales >> Debtor >> Accounts).

Only transactions marked for Direct Debit in the Sales Transaction Entry window will be considered for collection.

To select direct debits:

1. Open the Select Direct Debits window.
   (Transactions >> Sales >> Select Direct Debits)
   (Transactions >> Sales >> Direct Debit Batch >> Transactions)



Batch ID: BATCH1
Batch Total: $0.00
Chequebook ID: FIRST BANK
Currency ID: Z-US$
Select Debtor by: Customer ID ● All ○ From: To:
Select Document by: Document Number ● All ○ From: To:
Due Date Cutoff: ● None ○ Due Date 0/0/0000
Apply Date: 4/12/2007
One Collection Per: Customer
Automatically Apply Existing Unapplied: ☑ Payments ☑ Credit Memos ☑ Returns
☐ Include Finance Charges
☐ Give Non Qualifying Discounts

2. Select a batch ID for the direct debit.

3. In the Select Debtor by list, choose whether to select debtors by Debtor ID, Debtor Name or Debtor Class ID.

4. Select whether to include all debtors or enter a range of debtors in the From and To fields. Transactions will not be picked up for a debtor who has been marked inactive in the Debtor Maintenance window (Cards >> Sales >> Debtor).

5. If you have selected a receipts batch, select whether to include all documents or enter the range of documents to be included.

You must apply all the credit notes and returns for the selected debtor before building a batch to generate the correct direct debit amount.

6. Enter the cutoff date, if any, to collect payments for a receipt batch. The cutoff date is the date on the debtor's invoice.

   The Apply Date appears as a default entry from the posting date entered in the Direct Debit Batch window and cannot be edited.

7. If you have selected a receipts batch, mark whether you want to automatically apply existing unapplied Payments, Credit Notes or Returns. You can choose the document types to auto apply before direct debit receipts and refunds are processed. All unapplied documents will be applied, whether they are marked direct debit or not.

   The order of apply for credit documents will be credit notes, returns and payments.

   When you create a refund, credit documents are applied to debit documents.

   Cash receipts will be considered for refunds and all cash receipts will be considered as direct debit transactions by default.

If you do not mark Credit notes or Returns in the Include in Refunds, then only payments will be selected.

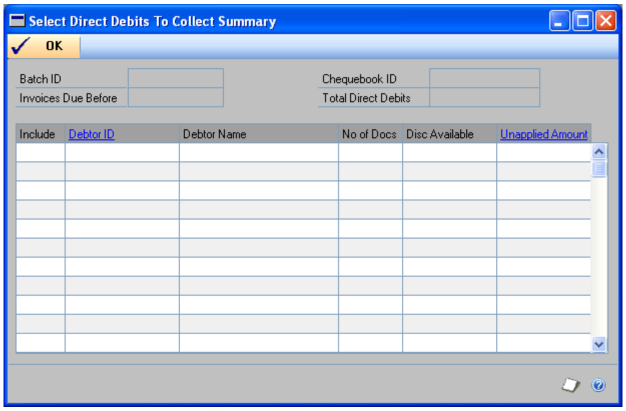
8. Select whether only one receipt is required for each invoice or for the total value due from the debtor. If only one debit is required, the next number for the debit is taken from the Direct Debits Setup window.

9. Mark the include Finance Charges option and the Give Non Qualifying Discounts option if required. These are calculated on transactions before direct debits are generated. Non Qualifying discounts are terms discount given to a debtor even past the settlement date.

   If you have marked the tax rebates options in Setup >> Company >> Company >> Options, then the tax rebate will be calculated and tax rebate distributions will be generated for the transaction.

10. Choose Build Batch to build a batch for the selected transactions. You cannot apply, void or revalue the transactions processed in the Build Batch. If the amount for a receipts batch equals the credit amount, a batch is built for zero amount. A report will print displaying the applied information and show that the debit documents equal the credit documents.

11. Choose Edit Receipts to open the Select Direct Debits To Collect Summary window, after building the batch. You can view the selected direct debit transactions and drill down to the individual transactions.


Select Direct Debits To Collect Summary
OK
Batch ID
Invoices Due Before
Chequebook ID
Total Direct Debits
Include
Debtor ID
Debtor Name
No of Docs
Disc Available
Unapplied Amount

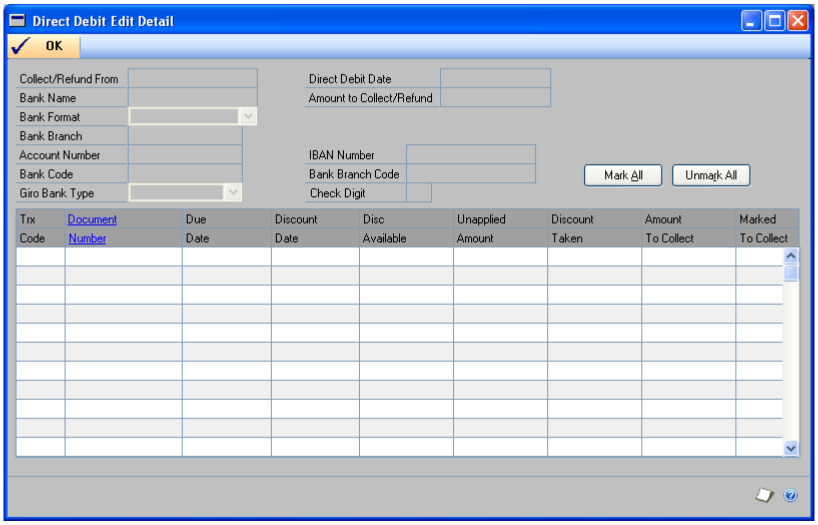
The Batch ID and checkbook ID fields will display values from the Select Direct Debits window.

12. All the transactions in this window will be marked by default. Unmark the debtors you do not wish to include in the batch.

13. Choose the Debtor ID link to open the Debtor Maintenance window where you can view the debtor setup details.

14. Choose OK to save and return to the Select Direct Debits window.

15. Choose the Unapplied Amount link to open the Direct Debit Edit detail window. You can view and unmark individual transactions that you do not wish to include in the batch. The Trx Code column displays the transaction code for each transaction.


Direct Debit Edit Detail
OK
Collect/Refund From
Bank Name
Bank Format
Bank Branch
Account Number
Bank Code
Giro Bank Type
Direct Debit Date
Amount to Collect/Refund
IBAN Number
Bank Branch Code
Check Digit
Mark All
Unmark All
Trx Code
Document Number
Due Date
Discount Date
Disc Available
Unapplied Amount
Discount Taken
Amount To Collect
Marked To Collect

Only transactions that have been marked as Direct Debit are displayed in this window. The Marked to Collect option is marked by default. Unmark the transactions you do not wish to include in this batch. If you unmark any transactions, the Direct Debit to Collect Summary window displays the revised number of documents and the revised amount to collect or refund.

16. Choose Unmark All to unmark all the transactions.

17. Choose Mark All to mark all the transactions.

18. Choose the Document Number link to open the Receivables Inquiry Zoom window and view the transaction details.

19. Choose OK to save and return to the Select Direct Debits window.

20. In the Select Direct Debits window, choose Process to post the transactions. If you have selected a receipts batch, then payments will be created and auto applied to invoices. If you have selected a refunds batch, then debit note refunds will be created and auto applied to the credit documents for each debtor.

    Posting journals will be printed when you choose Process.

    For multicurrency transactions, when the receipts or refunds are applied, the realized gains or losses will be attached to the relevant accounts.

    When a receipts or refunds batch is processed, the posting account used will be the cash-in-transit account attached to the checkbook.

    The cash receipts or refunds will be posted to bank reconciliation.

    After you choose Process, you can view the posting account distributions for the direct debit refunds and receipts in the Sales Distribution Inquiry Zoom window. Choose Inquiry >> Sales >> Transactions by Document or Transactions by Debtor >> Select a receivables document >> Document Number link >> Distribution button.

Voiding, deleting, or backing out a transaction

Transactions processed in Direct Debits and Refunds can be voided, deleted or backed out in General Ledger in the same way as other subsidiary modules. For more information, refer to the General Ledger documentation.

You can void a refund debit note or a cash receipt in a batch after processing the batch.

To void a refund debit note, you first need to unapply the selected transaction in the Apply Sales Documents window (Transaction >> Sales >> Apply Sales Documents), and then void the transaction in the Receivables Posted Transaction Maintenance window (Transactions >> Sales >> Posted Transactions). The batch will display the revised transactions. You can select voided transactions later for a direct debit run.

To void a cash receipt, select the receipt in the Receivables Posted Transaction Maintenance window (Transactions >> Sales >> Posted Transactions), and choose Void. When a document is voided, the distribution amounts are reversed and debtor balances are updated.

Integration with Bank Management

If Bank Management is registered, you need to complete the setups for Bank Management for Direct Debits and Refunds to work correctly with Bank Management. All transactions for a checkbook in Direct Debits and Refunds will update Cashbook Bank Management or Electronic Bank Management.

Receipts and refunds in Direct Debits and Refunds will update the checkbooks set up in Cashbook Bank Management or Electronic Bank Management. When you void a receipt or a refund, the Reconciliation in Cashbook Bank Management will be updated for the applicable checkbook. The receipts in the Inquiry window will update with DEP and refunds will update with CHQ.

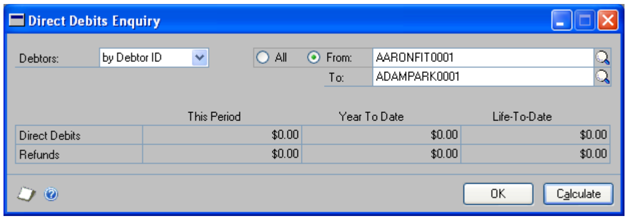
For more information on Bank Management setups, refer to the Bank Management documentation.

Viewing transaction information

You can view the direct debits and refunds for a debtor or a range of debtors in the Direct Debits Inquiry window.

To view transaction information:

1. Open the Direct Debits Inquiry window.
   (Inquiry >> Sales >> Direct Debit Inquiry)



Debtors: by Debtor ID
○ All ● From: AARONFIT0001
To: ADAMPARK0001

	This Period	Year To Date	Life-To-Date
Direct Debits	$0.00	$0.00	$0.00
Refunds	$0.00	$0.00	$0.00

2. Select whether to include all debtors or enter a range of debtors in the From and To fields.

3. Choose Calculate to calculate the direct debits and refunds for the selected debtors. The amount for the current period, year to date and life-to-date will be displayed up to the user date. The column This Period displays the transactions for the current period, Year To Date displays the transaction totals for the year to the current date and Life-to-Date displays the transaction total from the beginning to the current date.

4. Choose OK to close the window.

Printing posting journals

Posting journals for direct debits, refunds and receipts will be printed automatically when you choose Process after building a batch in the Select Direct Debits window.

The following posting journals will be printed for direct debits and refunds:

- Direct Debit posting journal
- Direct Debit detail GL register
- Direct Debit summary GL register
- Direct Debit checkbook posting journal
- Multicurrency general posting journal
- Refunds posting journal
- Refunds GL detail register
- Refunds GL summary register
- Refunds checkbook posting journal
- Multicurrency general posting journal
- Multicurrency general posting journal

The posting journals for direct debits and refunds have similar formats.

Chapter 11: Using Electronic Reconcile

Use Electronic Reconcile to download data from your bank to update Bank Reconciliation transactions and adjustments.

This following topics are discussed:

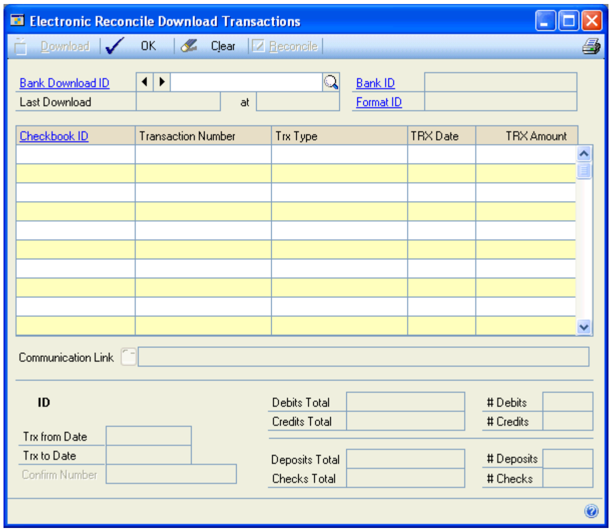
- *Downloading data from your bank*
- *Reconciling downloaded data*
- *How downloaded data is handled*
- *Viewing a download history summary*
- *Viewing transaction history*

Downloading data from your bank

Use the Electronic Reconcile Download Transactions window to download data from your bank.

To download data from your bank:

1. Open the Electronic Reconcile Download Transactions window. (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Electronic Reconcile >> Transactions Download)


Electronic Reconcile Download Transactions
Download
OK
Clear
Reconcile
Bank Download ID
Last Download
at
Bank ID
Format ID
Checkbook ID
Transaction Number
Trx Type
TRX Date
TRX Amount
Communication Link
ID
Trx from Date
Trx to Date
Confirm Number
Debits Total
Credits Total
Deposits Total
Checks Total
# Debits
# Credits
# Deposits
# Checks

2. Select the bank download ID you're downloading data for.

3. Choose Download. You'll be reminded to download the file to obtain a confirmation number. Choose OK. You'll be asked to confirm you're at the correct workstation for performing the download process. Choose Yes to continue.

4. If you specified the path and filename for your communications software for this bank download ID, the program will start your communications software. See *Creating bank download IDs* on page 46 for more information.

   Be sure your communications software is set up to download data from your bank.

5. A window will appear requesting a confirmation number. You must enter a number in the field to continue.

6. Choose Successful.

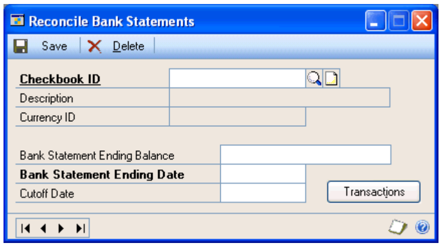
7. Choose Transactions. The transactions will appear in the scrolling window. A report will print that lists the details of unprocessed data. The Electronic Reconcile Download Transactions window will process all checkbooks included in the bank download ID. The Unprocessed Records report will include information for all checkbooks.

Reconciling downloaded data

Use the Reconcile Bank Statements window to reconcile one checkbook at a time with the data you downloaded from your bank.

To reconcile downloaded data:

1. Open the Reconcile Bank Statements window.
   (Transactions >> Financial >> Reconcile Bank Statement)


Reconcile Bank Statements
Save
Delete
Checkbook ID
Description
Currency ID
Bank Statement Ending Balance
Bank Statement Ending Date
Cutoff Date
Transactions

2. Select the ID of the checkbook you’re reconciling.

3. Enter the bank statement ending balance, bank statement ending date, and cutoff date.

4. Choose Transactions. The program will update unreconciled transactions with any newly downloaded transactions, matching deposits and paid checks, and creating adjustments.

When Electronic Reconcile marks a deposit or check as matched, downloaded transaction information is moved to a history file. If you manually unmark a transaction to make it appear unmatched, Electronic Reconcile won’t match it again. It will continue to appear unmatched until you manually mark it again.

How downloaded data is handled

Each transaction appearing in the Electronic Reconcile Download Transactions window has a transaction type value in the Trx Type field.

When you choose to reconcile downloaded data using the Reconcile Bank Statements window, the program takes the following actions for each transaction type:

Transaction type	**Action**
Check	Find an exact match of both the shortened check/serial number and check amount with regard to check date. If exactly one match is found, the matched item is marked for reconciliation. If more than one match is found, you'll be asked to manually mark the check as reconciled.
Check Reversal	If one or more matches is found, there is at least one check for you to void. You'll be asked to void the check manually.
Check Stop Payment	If one or more matches is found, there is at least one check for you to void.
Check Release Stop Pay	A message will be displayed when a check release stop pay transaction is found.
Service Charge Other	Electronic Reconcile displays a message when an other transaction is encountered.
Other Credit Reversal	A message will be displayed when an other credit reversal transaction is found.
Other Debit Reversal	A message will be displayed when an other debit reversal transaction is found.
Deposit Cleared	Deposits are never given a deposit number; they are given an electronic confirmation number or stamp. Therefore, deposits are matched by amount within an eight day window. If exactly one match is found, the deposit is marked as reconciled. If more than one match is found, you'll be asked to manually mark the deposit as reconciled.
Deposit Reversal	A message will be displayed when a deposit reversal transaction is found.

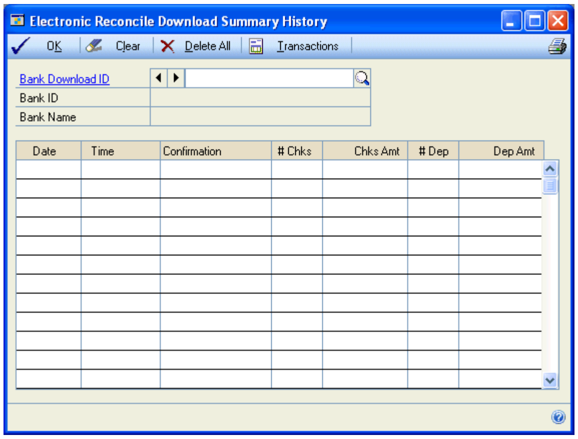
Before matching transactions, downloaded Check/Serial Number fields are shortened with all leading zeros and alphabetic characters removed.

Viewing a download history summary

Use the Electronic Reconcile Download Summary History window to view summary information about the downloads you've performed using Electronic Reconcile.

To view a download history summary:

1. Open the Electronic Reconcile Download Summary History window. (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Electronic Reconcile >> Summary History)


Electronic Reconcile Download Summary History
OK
Clear
Delete All
Transactions
Bank Download ID
Bank ID
Bank Name
Date
Time
Confirmation
# Chks
Chks Amt
# Dep
Dep Amt

2. Select the bank download ID you're viewing previous downloads for. Summary information for each successful data transmission associated with the bank download ID will appear in the scrolling window. The most recent transmission will appear first.

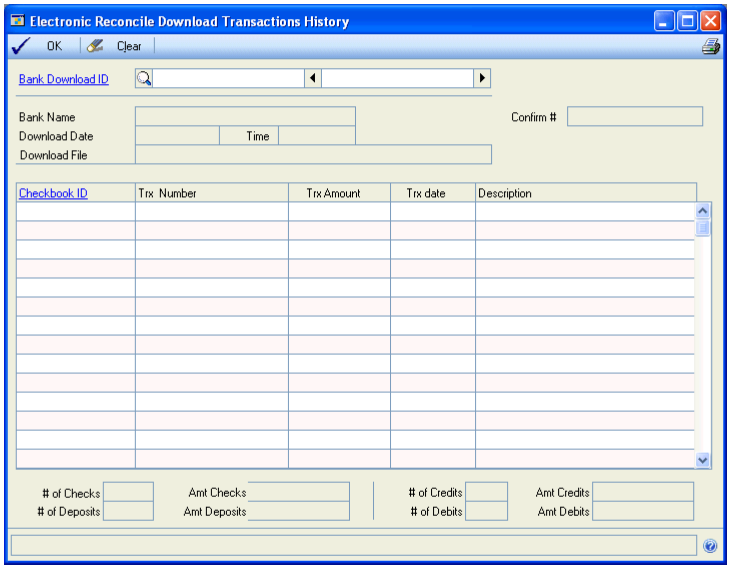
3. To print an Electronic Reconcile Download Summary List, choose File >> Print.

Viewing transaction history

Use the Electronic Reconcile Download Transactions History window to view information about past transactions downloaded using Electronic Reconcile.

To view transaction history:

1. Open the Electronic Reconcile Download Transactions History window. (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Electronic Reconcile >> Transactions History)


Electronic Reconcile Download Transactions History
OK
Clear
Bank Download ID
Bank Name
Download Date
Time
Download File
Confirm #
Checkbook ID
Trx Number
Trx Amount
Trx date
Description
# of Checks
# of Deposits
Amt Checks
Amt Deposits
# of Credits
# of Debits
Amt Credits
Amt Debits

2. Select the bank download ID you're viewing previously downloaded transaction information for.

3. Select the specific download in the field adjacent to the Bank Download ID field. Transactions associated with that download will appear in the scrolling window.

4. To print a report showing transaction information for the currently selected download, choose File >> Print.

Chapter 12: Using Safe Pay

Use Safe Pay to confirm the authenticity of a check with your bank before paying the check.

This following topics are discussed:

- *Upload and cutoff dates*
- *Transmitting data to your bank*
- *Viewing an upload history summary*
- *Viewing transaction history*
- *Retransmitting data to your bank*

Upload and cutoff dates

Transactions dated on or after the most recent upload date are included in an upload. You can't upload a transaction more than once.

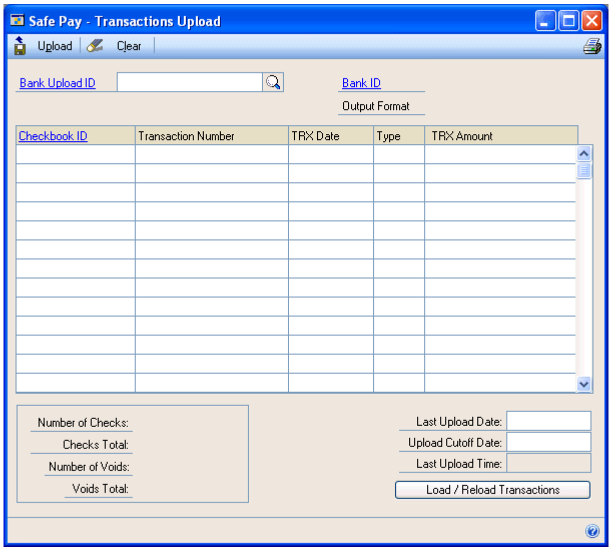
If you void a check that was printed in error, you can't reuse the check number on the same day. Safe Pay matches upload records based on checkbook ID, transaction date, transaction number and transaction type. If you complete another check run on the same day, you'll create a duplicate upload entry, which isn't allowed. If you reissue the check on a different day, you'll be able to reuse the check number at that time.

Transmitting data to your bank

Use the Safe Pay - Transactions Upload window to transmit data to your bank.

To transmit data to your bank:

1. Open the Safe Pay - Transactions Upload window. (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Safe Pay >> Transactions Upload)


Safe Pay - Transactions Upload
Upload
Clear
Bank Upload ID
Bank ID
Output Format
Checkbook ID
Transaction Number
TRX Date
Type
TRX Amount
Number of Checks:
Checks Total:
Number of Voids:
Voids Total:
Last Upload Date:
Upload Cutoff Date:
Last Upload Time:
Load / Reload Transactions

2. Select the bank upload ID you're using to transmit data to your bank.

3. The Last Upload Date field will display the date you last used the bank upload ID to transmit data to your bank. If this is your initial data transmission using this bank upload ID, set the Last Upload Date field to reflect the date agreed upon with your bank.

4. The Upload Cutoff Date field will display the user date but can be changed by entering a new date.

5. Choose Load/Reload Transactions. Checks and voids for checkbooks assigned to the bank upload ID will appear in the scrolling window if they fall within the date range set up in steps 3 and 4. Summary information for the transactions, including number of checks, total amount of the checks, number of voids, and total amount of the voids, will appear at the bottom of the window.

6. To print a report showing transaction data for this upload, choose File >> Print.

   Choose Upload. You'll be asked to confirm you're uploading data. Choose Proceed to continue. You'll be asked to confirm you're at the correct workstation for performing the upload. Choose Yes to continue.

7. If you specified the path and filename for your communications software for this bank upload ID, that program will start automatically. See *Creating a bank upload ID* on page 39 for more information.

   Be sure your communications software is set up to upload data to your bank.

8. A window will appear requesting a confirmation number. You must enter a number in the field to continue.

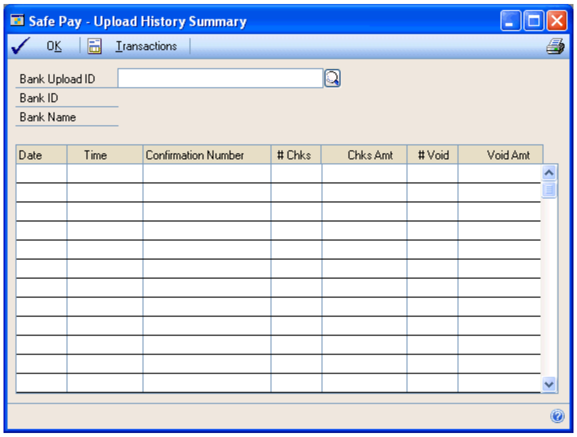
9. Select a printer destination for a report that lists information about the upload.

Viewing an upload history summary

Use the Safe Pay - Upload History Summary window to view summary information about the uploads you've performed using Safe Pay.

To view an upload history summary:

1. Open the Safe Pay - Upload History Summary window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Safe Pay >> Summary History)



2. Select the bank upload ID you’re viewing an upload summary for. Summary information for each successful upload will appear in the scrolling window. The most recent transmission will appear first.

3. To print a report reflecting the summary, choose File >> Print.

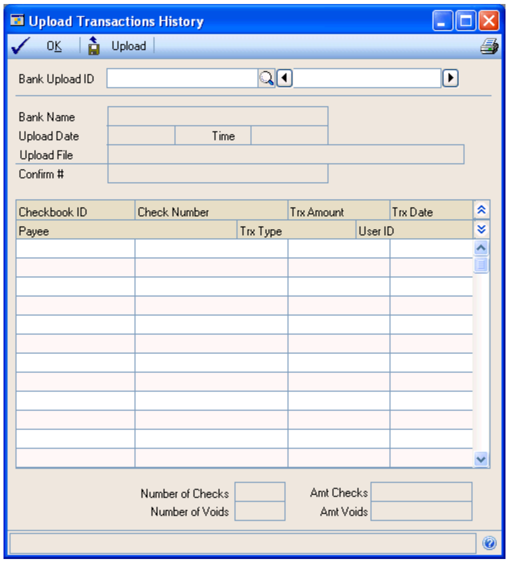
4. To view a summary of the transactions associated with a specific upload, select the upload and choose Transactions. The Upload Transactions History window will appear. See *Viewing transaction history* on page 87 for more information.

Viewing transaction history

Use the Upload Transactions History window to view information about past transactions uploaded using Safe Pay.

To view transaction history:

1. Open the Upload Transactions History window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Safe Pay >> Transactions History)


Upload Transactions History
OK
Upload
Bank Upload ID
Bank Name
Upload Date
Time
Upload File
Confirm #
Checkbook ID
Check Number
Trx Amount
Trx Date
Payee
Trx Type
User ID
Number of Checks
Number of Voids
Amt Checks
Amt Voids

2. Select the bank upload ID you’re viewing previously uploaded transaction information for.

3. Select the specific upload in the field adjacent to the Bank Upload ID field. When you select an upload, transactions associated with that upload will appear in the scrolling window.

4. To print a report showing transaction information for the selected upload, choose File >> Print.

Retransmitting data to your bank

Use the Upload Transactions History window to retransmit data to your bank. There are situations where the bank will ask you to resubmit an upload.

To retransmit data to your bank:

1. Open the Upload Transactions History window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Safe Pay >> Transactions History)

2. Select the bank upload ID for the previous upload.

3. Select the specific upload in the field adjacent to the Bank Upload ID field. When you select an upload, transactions associated with that upload will appear in the scrolling window.

4. Choose Upload. You'll be asked to confirm you're uploading data. Choose Proceed to continue. You'll be asked to confirm you're at the correct workstation. Choose Yes to continue.

   If you specified the path and filename for your communications software for this bank upload ID, the program will start your communications software. See *Creating a bank upload ID* on page 39 for more information.

   Be sure your communications software is set up to upload data to your bank.

5. A window will appear requesting a confirmation number. You must enter a number in the field to continue.

6. Select a printer destination for a report that lists transaction information for the upload.

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