

HOW TO PROCESS EFT PAYMENTS

The purpose of this document is to provide users with the basic understanding of the process of paying suppliers by Electronic Funds Transfer (EFT).

The EFT process is a step by step guide through the following:

- Preparation, review and paying suppliers electronically
- Creating a bank payment file
- Emailing remittances with payment details to the suppliers
- Approval of banking payment file (parameter controlled)

Software Version: 1501

TABLE OF CONTENTS

| | |
|--|----------|
| EFT PROCESSING | 3 |
| Step 1 – Create EFT Payments | 4 |
| Step 2 – View Payment Summary | 5 |
| Step 3 – View Email Summary | 5 |
| Step 4 – Post Payments | 6 |
| Step 5 – Create Disk | 6 |
| Step 6 – Email Remittance Advices | 7 |
| APPROVAL OF BANKING PAYMENT FILE..... | 8 |
| COPYRIGHT | 9 |

EFT PROCESSING

EFT Processing is a 6-step procedure. All the steps can be carried out from a single screen.

1. **Step 1** – Create the EFT payments

Which supplier invoices are to be paid?

2. **Step 2** – View the Payment report

Report of the suppliers and transactions selected for payment

3. **Step 3** – View email summary

View a report of that enables checking of email addresses prior to emails being sent out

4. **Step 4** – Post the payments to the General Ledger, Accounts Payable and Cashbook

5. **Step 5** – Create Disk

Create the payment file to be sent to the bank

6. **Step 6** – Email the Remittance Advices

Email suppliers advising them of the payment and what has been paid

Step 1 – Create EFT Payments

This step is to

- Select the suppliers / supplier invoices to be paid
- Create open payments

1. From the Menu, select **Suppliers > EFT Processing**

When first accessing the *EFT Processing* screen, the grid window defaults to suppliers that have an outstanding balance.

2. Enter the preferred date in the **Include Invoices that are due up until** field

3. Select the **Supplier Type**

For example: 7 day accounts

4. Select the supplier **Sub Type**, if used

5. Select the **Supplier** if only one payment needs to be created

6. Select the **Branch**

If the **In Branch Order** checkbox is checked, payments will be created in the order that the supplier branch exists. Branch order makes it easier to review the payments.

7. Select the **Use Primary GL Group** radio button if the primary General Ledger Group is to be used from the *Supplier Master* when posting payments

8. Alternatively, select the **Use Secondary GL Group** radio button

9. Click APPLY FILTER

This will display the balance details - each supplier code and name, the branch, Electronic delivery (if applicable), balance outstanding up the Invoice Due Date entered, any payment that has already been made a part payment, the Supplier Type and Sub Type.

10. Select each supplier to be paid individually or click the SELECT ALL button if all the suppliers are to be selected

11. Click CREATE EFT PAYMENTS

Info: “Due payments have been calculated.”

12. Click OK

Step 2 – View Payment Summary

Once the EFT payment records have been created, the Open Payment report can be displayed on the screen.

13. Click VIEW PAYMENT REPORT

This will display Open Payment preview report detailing what is to be paid.

The report can be printed, saved as PDF, emailed as PDF or Excel and saved as an Excel file.

As this is a preview of the payments with the details of each transaction paid attached, the report has the facility for 2 signatures for approval before the EFT Payment run proceeds to be paid into the bank.

Step 3 – View Email Summary

The Email Summary report can be viewed and checked to ensure the email addresses of the suppliers are correct because remittance advices will later be emailed to these addresses.

14. Once the Open Payment report has been verified, click VIEW EMAIL SUMMARY

The screen displays the Electronic Remittance Advice Summary report detailing what is about to be paid with the email address of each supplier.

Note: The report displays the detail lines that will appear on the remittance advice and the email address that the remittance advice will be emailed to.

The report can be printed, saved as PDF, emailed as PDF or Excel and saved as an Excel file.

As this is a preview of the remittance details and email addresses with the details of each transaction paid attached, the report should be checked to ensure the email addresses are correct before the EFT Payment run proceeds to be paid into the bank.

Step 4 – Post Payments

The next step in the process is to post the selected payments to both the General Ledger and Accounts Payable modules.

15. Once the Open Payment report has been verified and the Email summary has been checked, click POST PAYMENTS to post the details

Info: “Has the Payment report been printed for this posting?”

16. Click YES if the Payment report has been produced and approved

Info: “Payments have been posted successfully.”

17. Click OK

Once the payments have been posted, the preceding steps will not be available any longer (the function buttons will be greyed out.)

Step 5 – Create Disk

After the payments have been posted to the General Ledger and the Suppliers balances have been updated with the payment details, the bank payment file must be created to send to the bank.

Note: The bank payment file is manually imported into the banking software. Within the software, there is an import function and the software looks for the payment file.

18. Click CREATE DISK

Info: “The payment file is created successfully. File saved in: -----“

19. Click OK

Info: “Can you please confirm that the file ‘path \ file name’ has been created successfully?”

20. Check that the file has been created in the directory mentioned in the message, and click YES

21. If not satisfied with the file creation, click the NO button, make amendments and create the file again.

The banking file is now ready to be forwarded to the bank via your banking software.

Step 6 – Email Remittance Advices

The final step in the EFT Payment process is to email the remittance advice to the suppliers with an electronic delivery method of email.

22. After creating the payment file for the bank and forwarding it to the bank, click EMAIL REMITTANCE ADVICES to send the remittance advices and payment details to the suppliers who have been paid

If the payment run has a large number of suppliers, the system may take some time to send all the emails.

Info: “All emails have been sent successfully.”

23. Click OK

Once the emails have been sent to the suppliers, the EFT Processing is complete.

Note: When emailing, if the email addresses were not checked and there was an email error, a message advising the error will display. The email address must be corrected on the supplier master record.

APPROVAL OF BANKING PAYMENT FILE

This feature is optional and can be controlled through a parameter and security.

In order to make this function available, security / menu option will determine whether a user can authorise the Supplier EFT Payment file – this will only apply if the a parameter is set to enabled. If the parameter is enabled, the Supplier EFT payment file must be authorised before it is selected for automatic upload via the Reminder Service.

If the parameter is enabled, then, once the file has been created (CREATE DISK) the user's security will be checked. If the user has access to the new option 'cmdAuthorise' then the AUTHORISE button will become enabled.

If the user does not have access, then the button will remain disabled, and the user will not be able to process the file any further (i.e. EMAIL REMITTANCE ADVICES button will also remain disabled.)

If the user has access to the new option 'cmdAuthorise' and clicks the AUTHORISE button, then a message will be displayed:

Info: "Authorisation will allow the automatic upload of this file to the bank. Do you want to continue?"

If the user selects YES, then the file that was created will be made available for the automatic uploading to the bank.

If the user selects NO, then the file will not be authorised and will not be made available for the automatic uploading to the bank.

This function requires the setup of the Reminder Service. The Reminder Service will be changed to check that, if the relevant parameter is set to enabled, then that the file due to be uploaded has been authorised before processing the file.

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