

# **Electronic Funds Transfer for Dynamics-GP 2016**

## **End User Training Manual**

**Updated: 6/6/2016**

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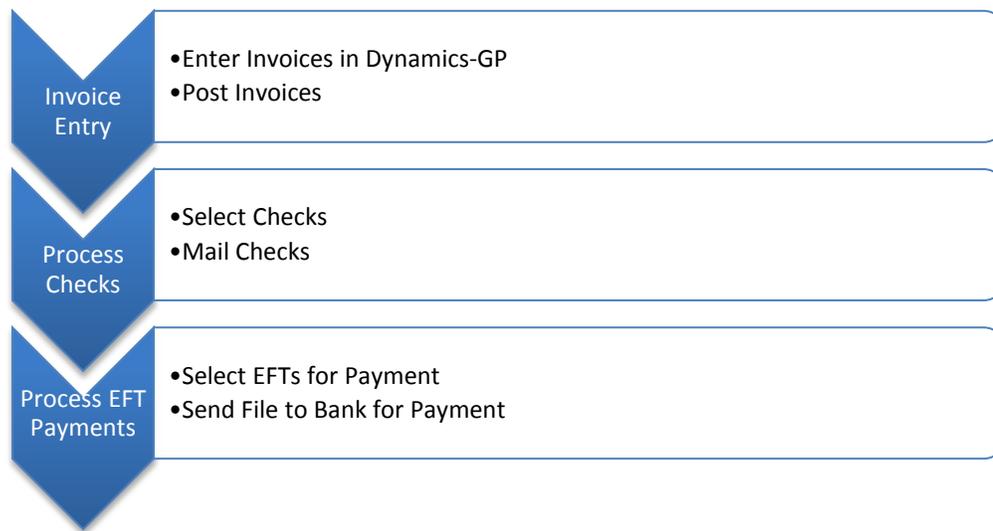
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## Overview

Dynamics-GP EFT for Payables Management allows you to generate files which your bank accepts as instructions to make payments on behalf of your organization. The process in Dynamics-GP is similar to cutting a check.

Invoices are entered into Dynamics-GP payables management without regards to whether they will be paid by Check or EFT. These batches are then posted. Once posted the invoices are available to be selected for payment through the normal check selection process. During the select check process you will create two select checks batches, one for Checks and one for Vendors to be paid by EFT. The Vendor's can optionally be notified by E-mail that a deposit is being made to their bank account. Finally the after the EFT file has been built through Dynamics-GP you will upload the file to the bank which will initiate the payment.



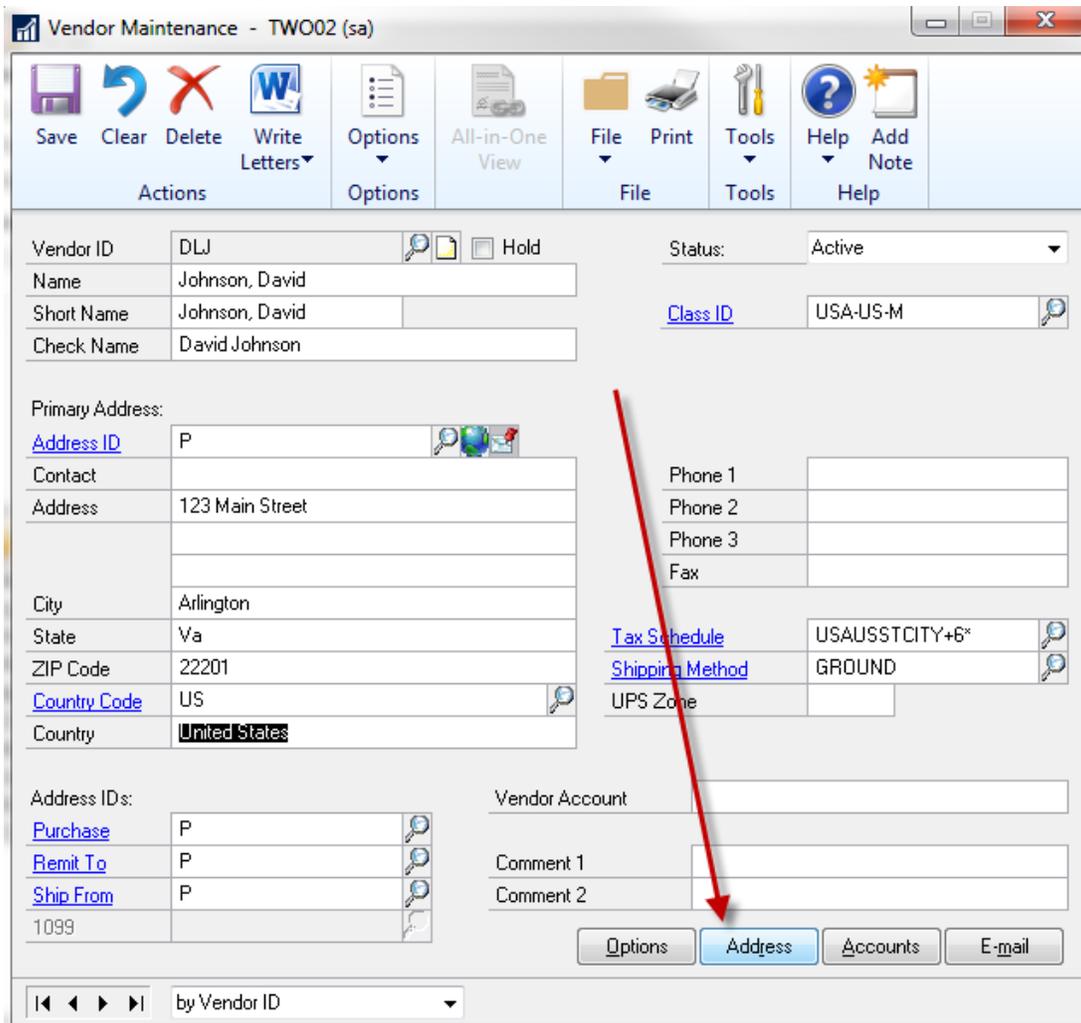
## Setting up a Vendor to receive EFT Payments

Configuring a Vendor or Individual to receive EFT Payments is a straight forward process that involves one step if you want them to receive payments and two steps if you want them to receive payments as well as an e-mail notification of the payment.

### Entering Vendor Bank Account Information

To enter Bank Accounting information for a vendor open the Vendor Card (Cards>>Purchasing>>Vendor) and pick the Vendor for whom you would like to add the bank account information.

- 1) From the Vendor Card click on the Address Button

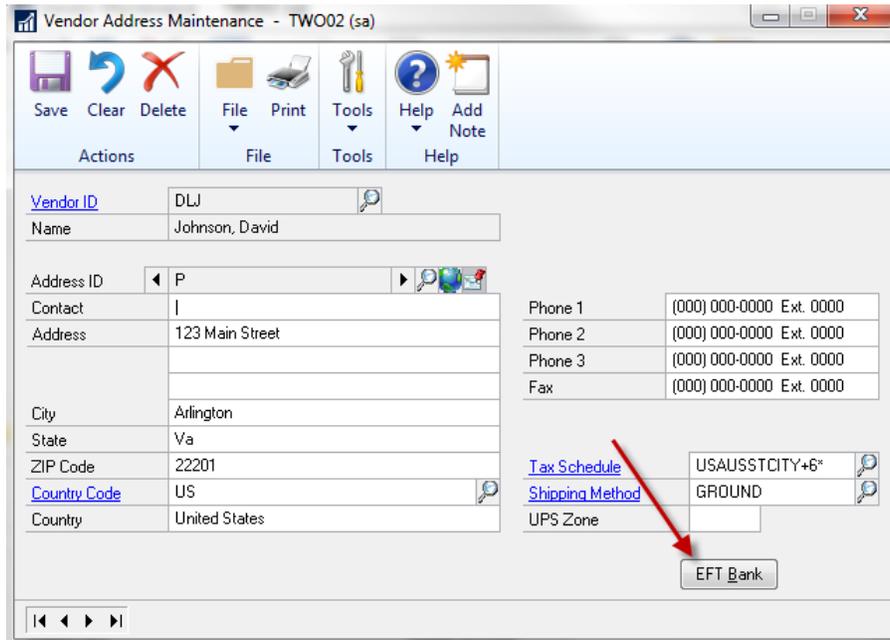


The screenshot shows the 'Vendor Maintenance - TWO02 (sa)' window. The 'Address' tab is selected, and a red arrow points to the 'Address' button in the bottom right corner of the window. The window contains the following information:

Vendor ID	DLJ	Status:	Active
Name	Johnson, David	Class ID	USA-US-M
Short Name	Johnson, David		
Check Name	David Johnson		
Primary Address:			
Address ID	P	Phone 1	
Contact		Phone 2	
Address	123 Main Street	Phone 3	
		Fax	
City	Arlington	Tax Schedule	USAUSSTCITY+6*
State	Va	Shipping Method	GROUND
ZIP Code	22201	UPS Zone	
Country Code	US		
Country	United States		
Address IDs:			
Purchase	P	Vendor Account	
Remit To	P	Comment 1	
Ship From	P	Comment 2	
1099			

Buttons at the bottom: Options, Address, Accounts, E-mail

2) On the window below click .



Vendor Address Maintenance - TWO02 (sa)

Save Clear Delete File Print Tools Help Add Note

Vendor ID: DLJ  
Name: Johnson, David

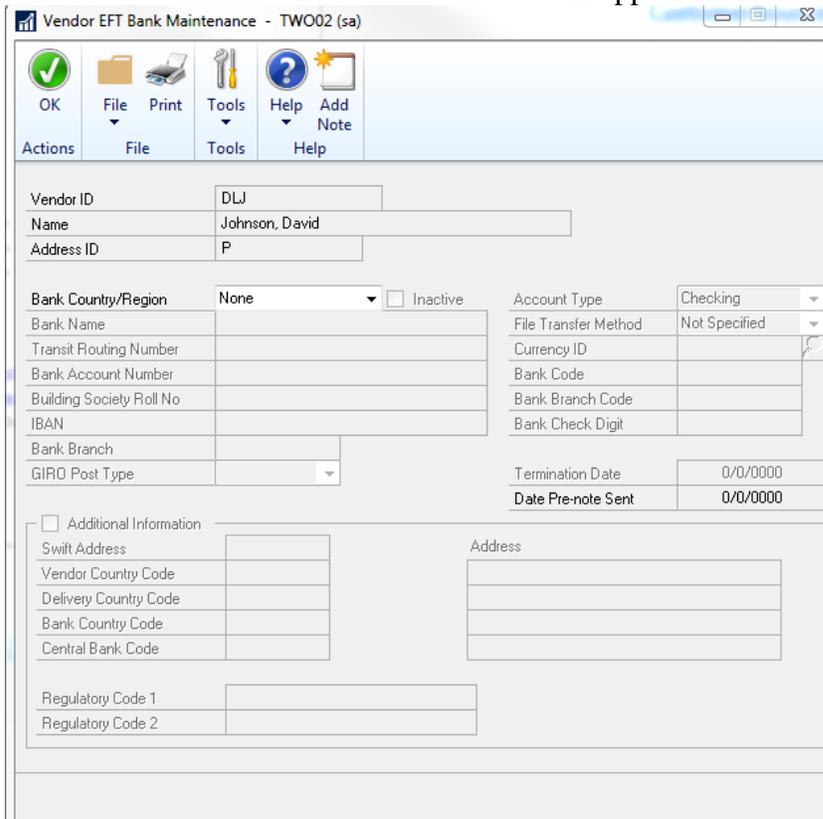
Address ID: P  
Contact: |  
Address: 123 Main Street  
City: Arlington  
State: Va  
ZIP Code: 22201  
Country Code: US  
Country: United States

Phone 1: (000) 000-0000 Ext. 0000  
Phone 2: (000) 000-0000 Ext. 0000  
Phone 3: (000) 000-0000 Ext. 0000  
Fax: (000) 000-0000 Ext. 0000

Tax Schedule: USAUSSTCITY+6\*  
Shipping Method: GROUND  
UPS Zone:

3) The Vendor EFT Bank Maintenance Window will appear as shown below



Vendor EFT Bank Maintenance - TWO02 (sa)

OK File Print Tools Help Add Note

Vendor ID: DLJ  
Name: Johnson, David  
Address ID: P

Bank Country/Region: None  Inactive  
Account Type: Checking  
Bank Name:   
File Transfer Method: Not Specified  
Transit Routing Number:   
Currency ID:   
Bank Account Number:   
Bank Code:   
Building Society Roll No:   
Bank Branch Code:   
IBAN:   
Bank Check Digit:   
Bank Branch:   
GIRO Post Type:   
Termination Date: 0/0/0000  
Date Pre-note Sent: 0/0/0000

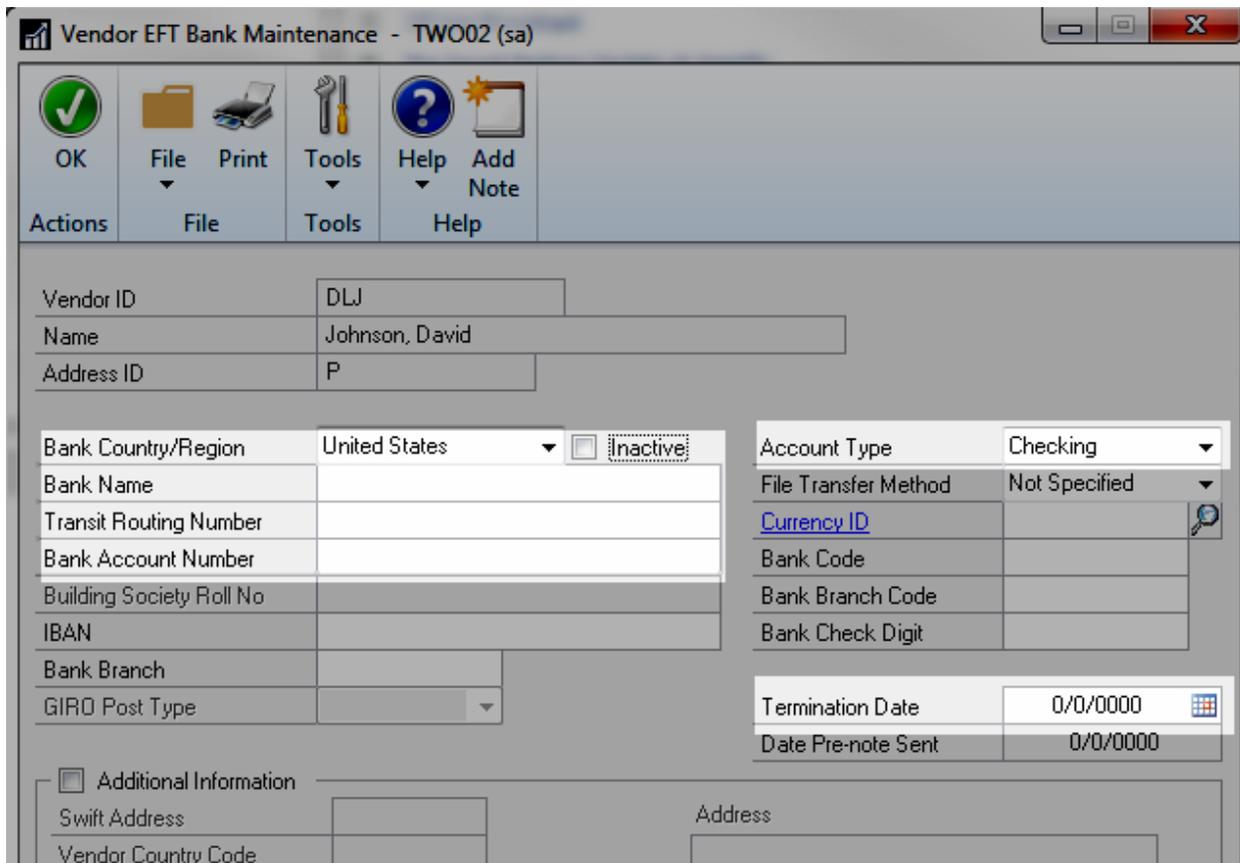
Additional Information

Swift Address:   
Vendor Country Code:   
Delivery Country Code:   
Bank Country Code:   
Central Bank Code:   
Regulatory Code 1:   
Regulatory Code 2:   
Address:

- 4) On the window perform the following.
- a. Select United States from the Bank Country/Region Drop Down

Bank Country/Region	United States	▼
Bank Name	Portugal	▲
Transit Routing Number	Slovak Republic	
Bank Account Number	Spain	
Building Society Roll No	Sweden Bank	
IBAN	Sweden Giro	
Bank Branch	Switzerland	
	United Kingdom	
	United States	▼

- b. Enter the following information provided by the Vendor or individual
  - Bank Name
  - Transit Routing Number
  - Bank Account Number
  - Account Type
  - Termination Date (Optional)



**Vendor EFT Bank Maintenance - TWO02 (sa)**

OK   
  File   
  Print   
  Tools   
  Help   
  Add Note

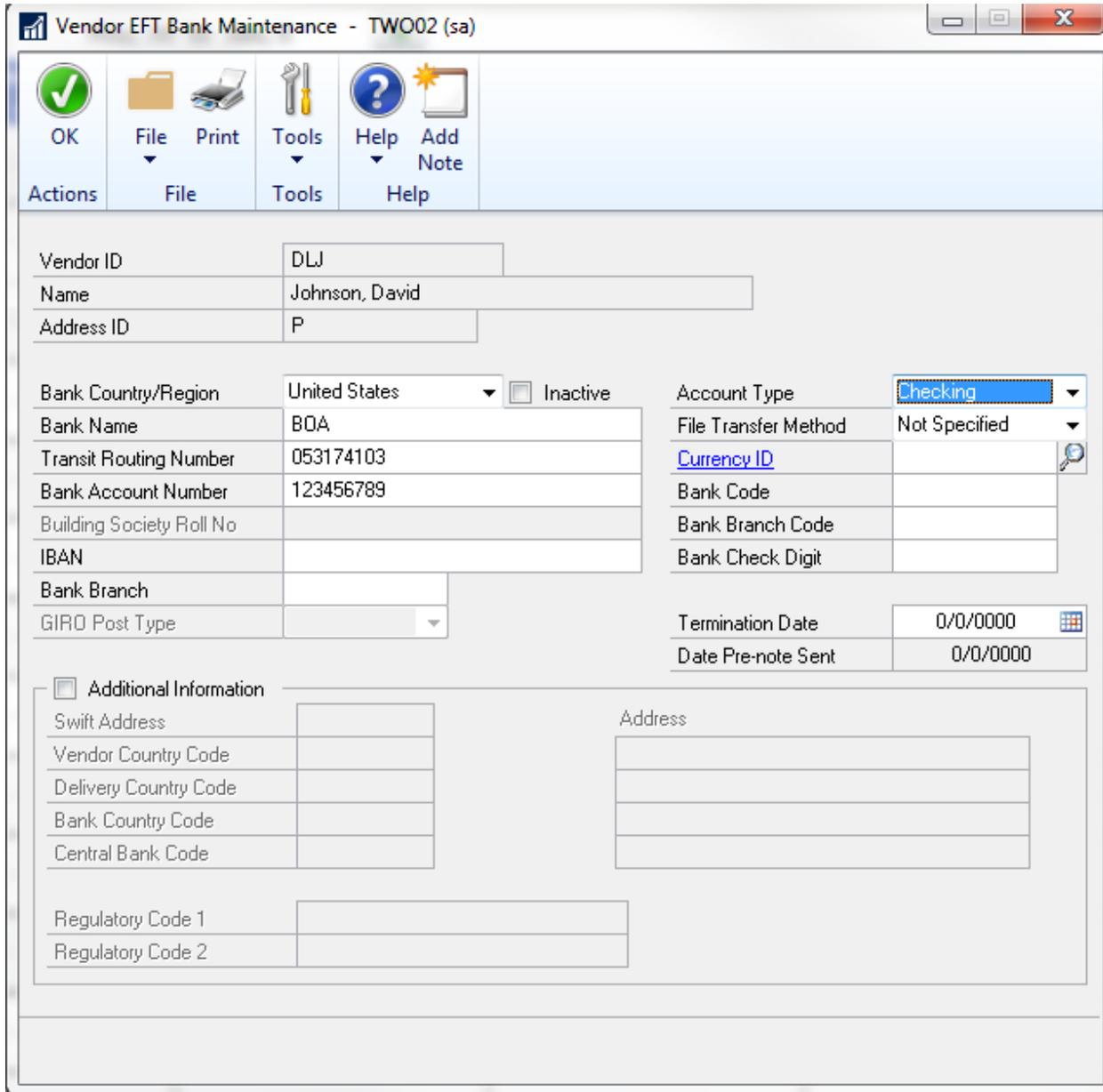
Vendor ID: DLJ  
 Name: Johnson, David  
 Address ID: P

Bank Country/Region	United States	<input type="checkbox"/> Inactive	Account Type	Checking
Bank Name			File Transfer Method	Not Specified
Transit Routing Number			Currency ID	
Bank Account Number			Bank Code	
Building Society Roll No			Bank Branch Code	
IBAN			Bank Check Digit	
Bank Branch			Termination Date	0/0/0000
GIRO Post Type			Date Pre-note Sent	0/0/0000

Additional Information

Swift Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Vendor Country Code: \_\_\_\_\_

The completed Vendor EFT Window should appear as shown below.



**Vendor EFT Bank Maintenance - TWO02 (sa)**

OK     File     Print     Tools     Help     Add Note

**Vendor ID:** DLJ  
**Name:** Johnson, David  
**Address ID:** P

**Bank Country/Region:** United States     Inactive    **Account Type:** Checking  
**Bank Name:** BOA    **File Transfer Method:** Not Specified  
**Transit Routing Number:** 053174103    **Currency ID:**    
**Bank Account Number:** 123456789  
**Bank Code:**   
**Bank Branch Code:**   
**Bank Check Digit:**   
**Termination Date:** 0/0/0000      
**Date Pre-note Sent:** 0/0/0000

**Additional Information**

Swift Address	<input type="text"/>	Address	<input type="text"/>
Vendor Country Code	<input type="text"/>		<input type="text"/>
Delivery Country Code	<input type="text"/>		<input type="text"/>
Bank Country Code	<input type="text"/>		<input type="text"/>
Central Bank Code	<input type="text"/>		<input type="text"/>
Regulatory Code 1	<input type="text"/>		
Regulatory Code 2	<input type="text"/>		

The vendor is now able to receive EFT Payments, provided your organization does not require Pre-notes.

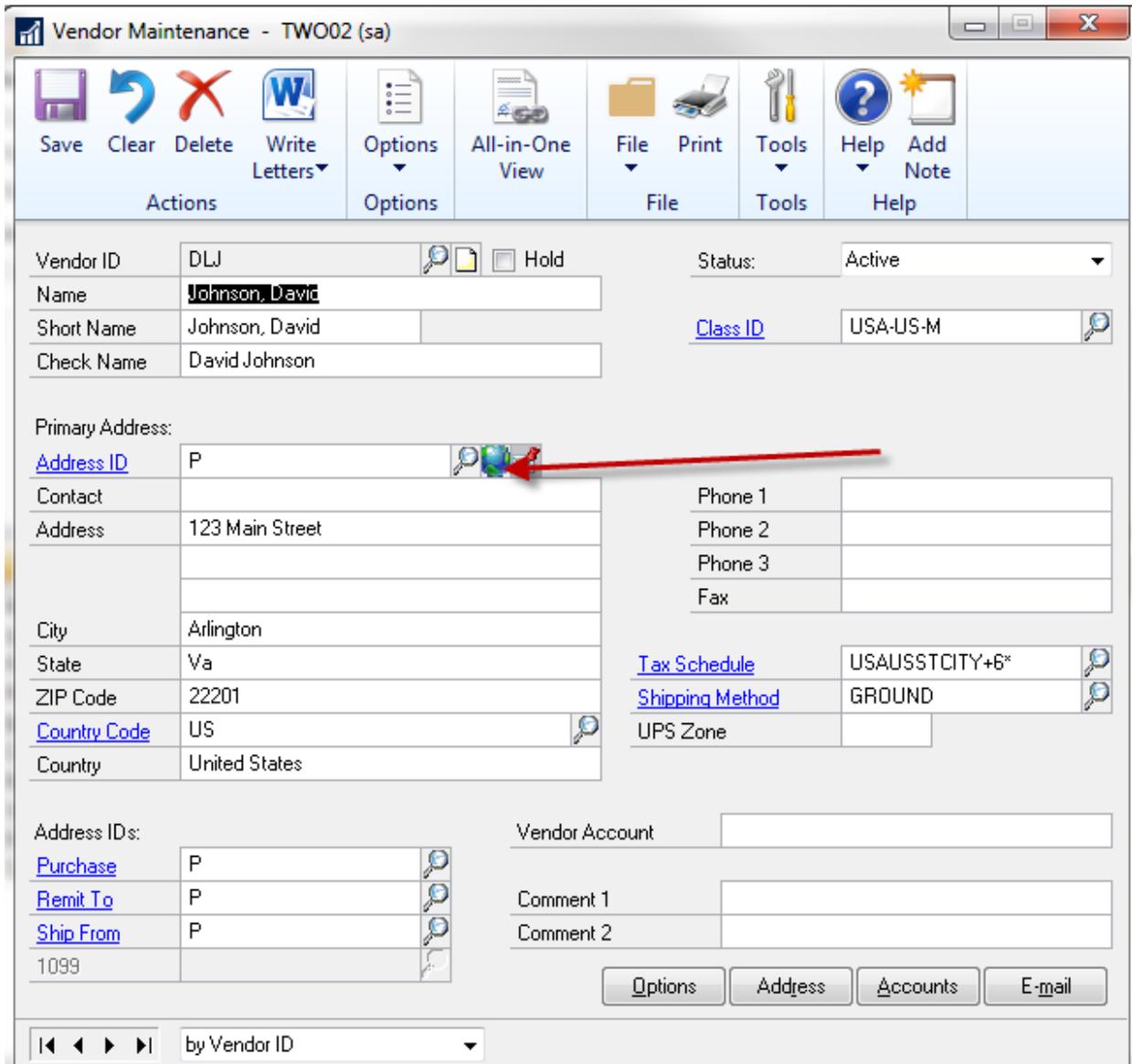
If Pre-notes are required, the Pre-note grace period will need to elapse after the pre-note file is sent to the bank in order for the vendor to receive EFT Payments.

## Entering Vendor E-mail Information (Optional)

Completing this step is optional; however highly recommended. Correctly completing this step is what allows Vendors to receive e-mails notifying them of payments that will be made to their Bank Accounts.

To enter e-mail information for a vendor open the Vendor Card (Cards>>Purchasing>>Vendor) and pick the Vendor for whom you would like to add the bank account information.

- 1) From the Vendor Card click on the internet information Icon 



**Vendor Maintenance - TWO02 (sa)**

Save Clear Delete Write Letters Options All-in-One View File Print Tools Help Add Note

Vendor ID: DLJ Status: Active

Name: Johnson, David Class ID: USA-US-M

Short Name: Johnson, David

Check Name: David Johnson

Primary Address:

Address ID: P  

Contact: Phone 1: Phone 2: Phone 3: Fax:

Address: 123 Main Street

City: Arlington

State: Va Tax Schedule: USAUSSTCITY+6\*

ZIP Code: 22201 Shipping Method: GROUND

Country Code: US UPS Zone:

Country: United States

Address IDs:

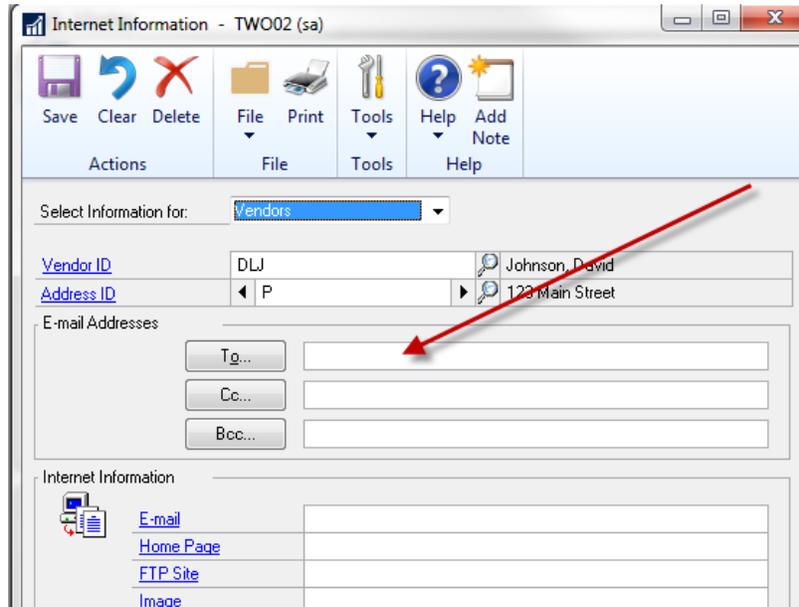
Purchase	P
Remit To	P
Ship From	P
1099	

Vendor Account: Comment 1: Comment 2:

Options Address Accounts E-mail

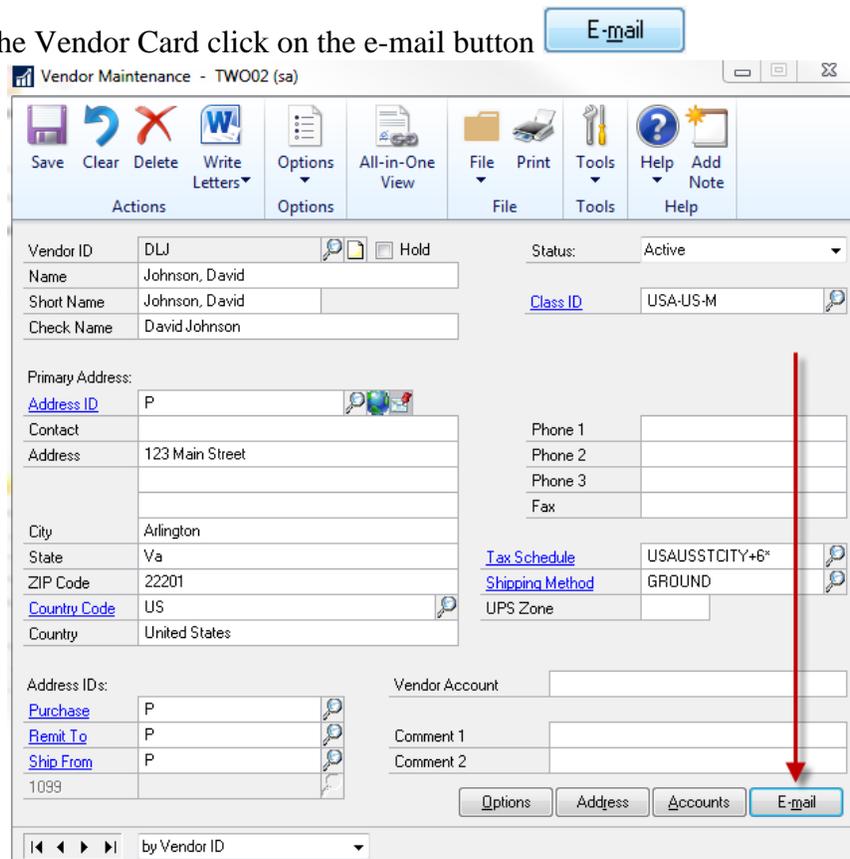
by Vendor ID

- 2) On the following window complete the To... Cc... and Bcc... fields as appropriate, then save the information and return to the Vendor Card.



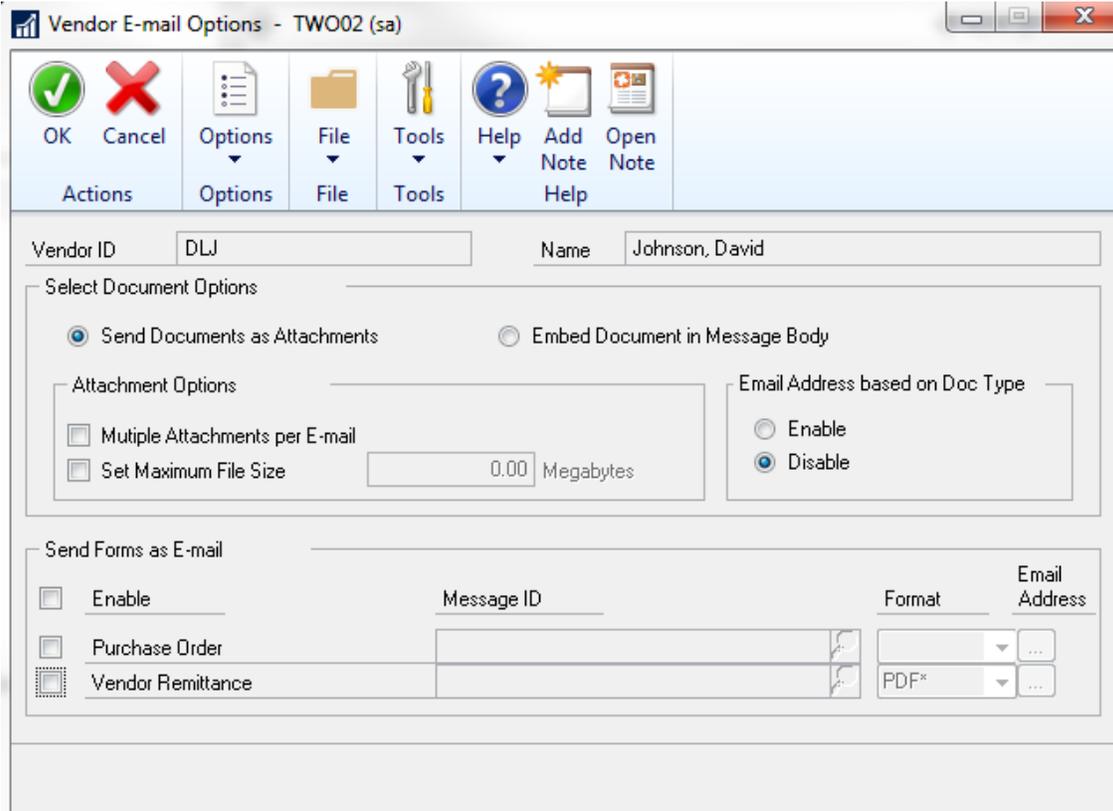
The screenshot shows a web browser window titled "Internet Information - TWO02 (sa)". The interface includes a menu bar with "Save", "Clear", "Delete", "File", "Print", "Tools", "Help", and "Add Note". Below the menu is a "Select Information for:" dropdown menu set to "Vendors". The main content area displays fields for "Vendor ID" (DLJ), "Address ID" (P), and "E-mail Addresses". The "E-mail Addresses" section contains three input fields labeled "To...", "Cc...", and "Bcc...". A red arrow points to the "To..." field. Below this section are links for "E-mail", "Home Page", "FTP Site", and "Image".

- 3) From the Vendor Card click on the e-mail button



The screenshot shows a web browser window titled "Vendor Maintenance - TWO02 (sa)". The interface includes a menu bar with "Save", "Clear", "Delete", "Write Letters", "Options", "All-in-One View", "File", "Print", "Tools", "Help", and "Add Note". The main content area displays a "Vendor Card" for Vendor ID "DLJ" (Johnson, David). The card includes fields for "Name", "Short Name", "Check Name", "Primary Address", "City", "State", "ZIP Code", "Country Code", "Country", "Status", "Class ID", "Tax Schedule", "Shipping Method", "UPS Zone", "Address IDs", and "Vendor Account". A red arrow points to the "E-mail" button at the bottom right of the card. The "E-mail" button is highlighted in blue.

4) The following window will appear.



Vendor E-mail Options - TWO02 (sa)

Vendor ID: DLJ      Name: Johnson, David

Select Document Options

Send Documents as Attachments       Embed Document in Message Body

Attachment Options

Multiple Attachments per E-mail

Set Maximum File Size: 0.00 Megabytes

Email Address based on Doc Type

Enable

Disable

Send Forms as E-mail

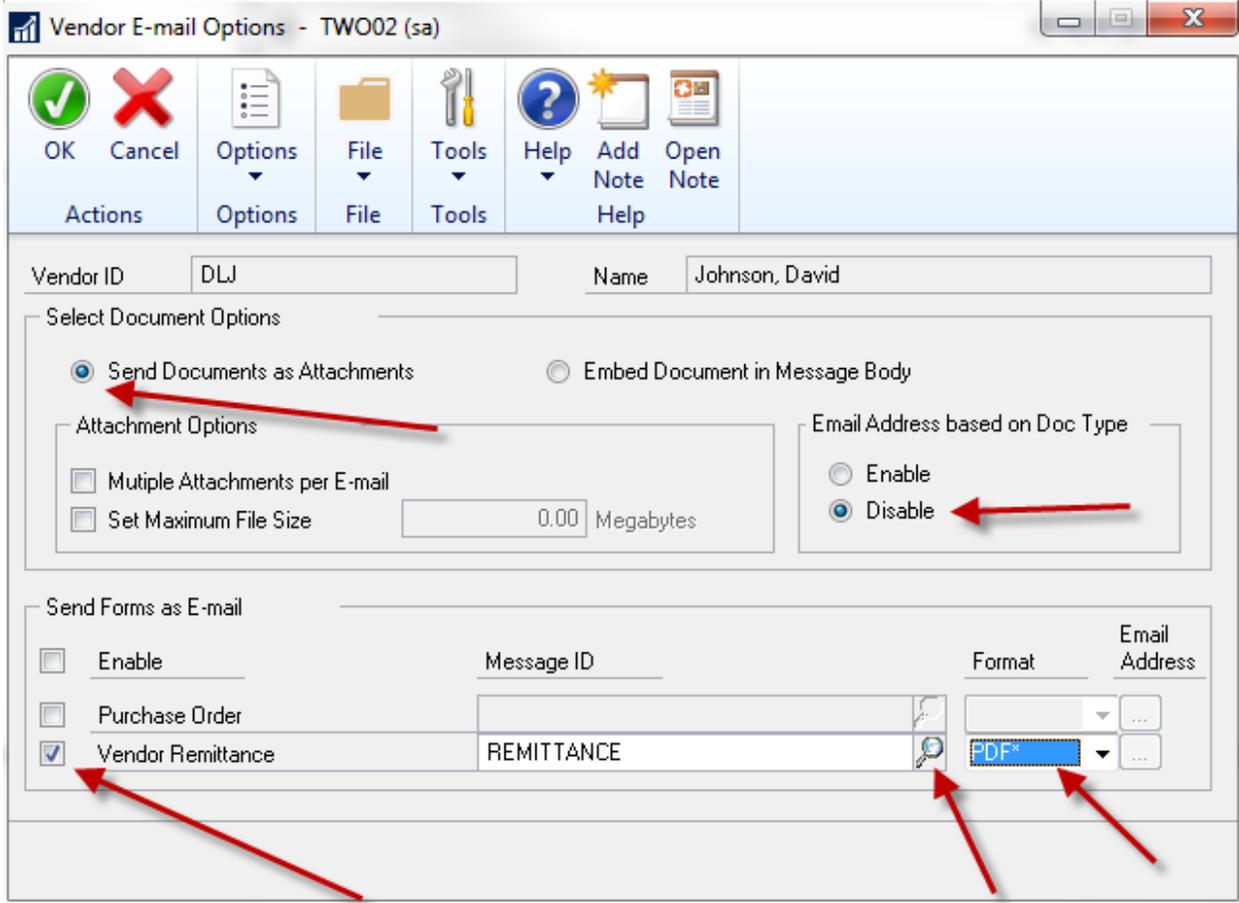
<input type="checkbox"/> Enable	Message ID	Format	Email Address
<input type="checkbox"/> Purchase Order			...
<input checked="" type="checkbox"/> Vendor Remittance		PDF*	...

Select the appropriate Document Options, in most cases we recommend that clients send remittances as Attachments (default) and do not mark Multiple Attachments per E-mail or Set a Maximum File size.

In the Send Forms as E-mails you must Mark the Vendor Remittance Option, select the remittance e-mail you would like to send, and select the Format you would like the attachment to be sent as a Word Document, HTML, PDF, or XPS file. In general we recommend either HTML or PDF.

Please note the Message ID is configured by Company and can be changed to accommodate each organization's specific needs.

When the window appears as shown below the person processing Vendor Remittances will have the option to e-mail remittances to the Vendor at the time of Processing EFT files.



**Vendor E-mail Options - TWO02 (sa)**

Vendor ID: DLJ      Name: Johnson, David

Select Document Options

Send Documents as Attachments       Embed Document in Message Body

Attachment Options

Multiple Attachments per E-mail

Set Maximum File Size: 0.00 Megabytes

Email Address based on Doc Type

Enable

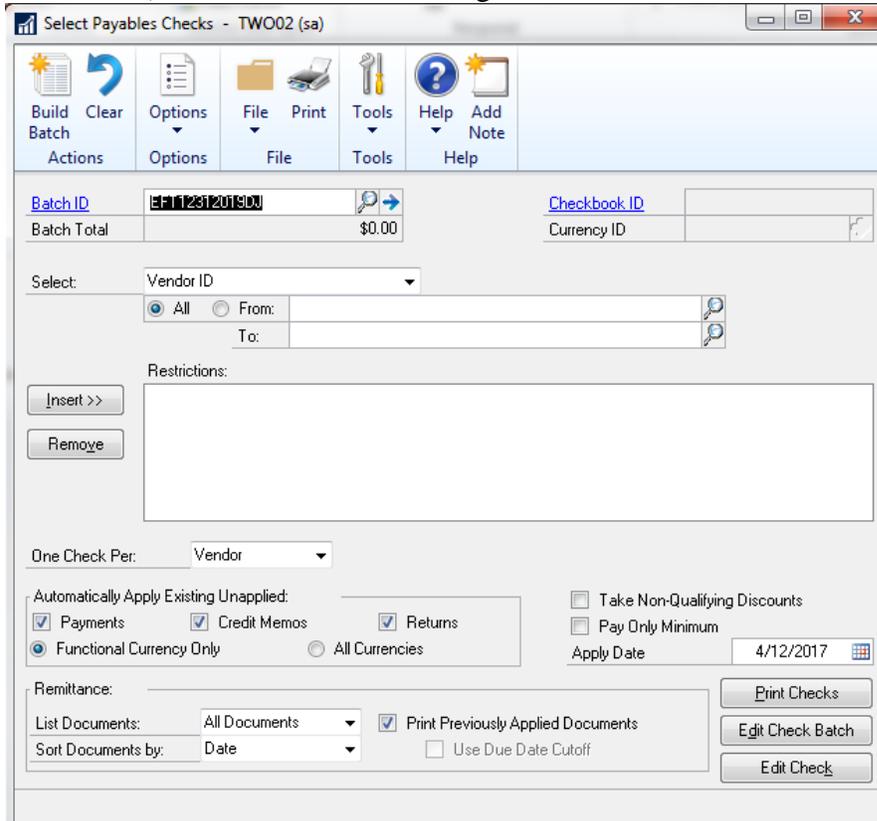
Disable

Send Forms as E-mail

<input type="checkbox"/> Enable	Message ID	Format	Email Address
<input type="checkbox"/> Purchase Order			
<input checked="" type="checkbox"/> Vendor Remittance	REMITTANCE	PDF*	

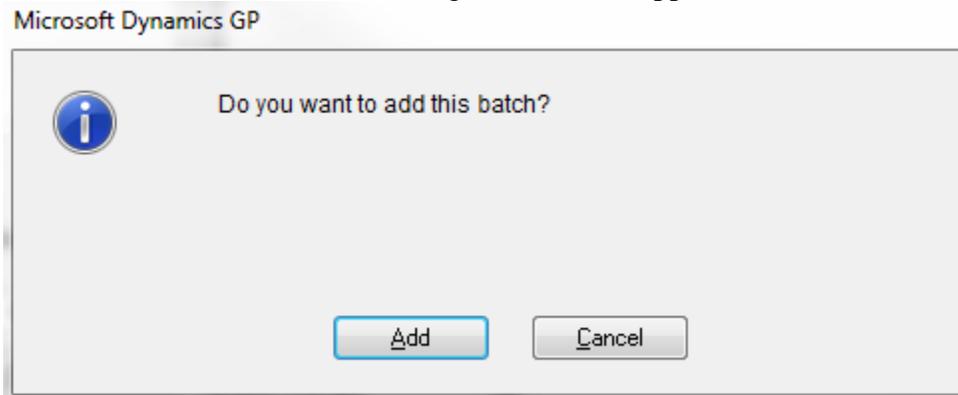
## Processing EFT Payments

- 1) Enter and Post Payables Transactions. You do not need to separate payables transactions into EFT and Check Payments during the transaction entry process.
- 2) Go to Select Checks (Transactions>>Purchasing>>Select Checks



On the window below enter your Batch ID (The Batch ID is user defined but we recommend you use the following Convention EFT + Date + Initials of Person Processing).

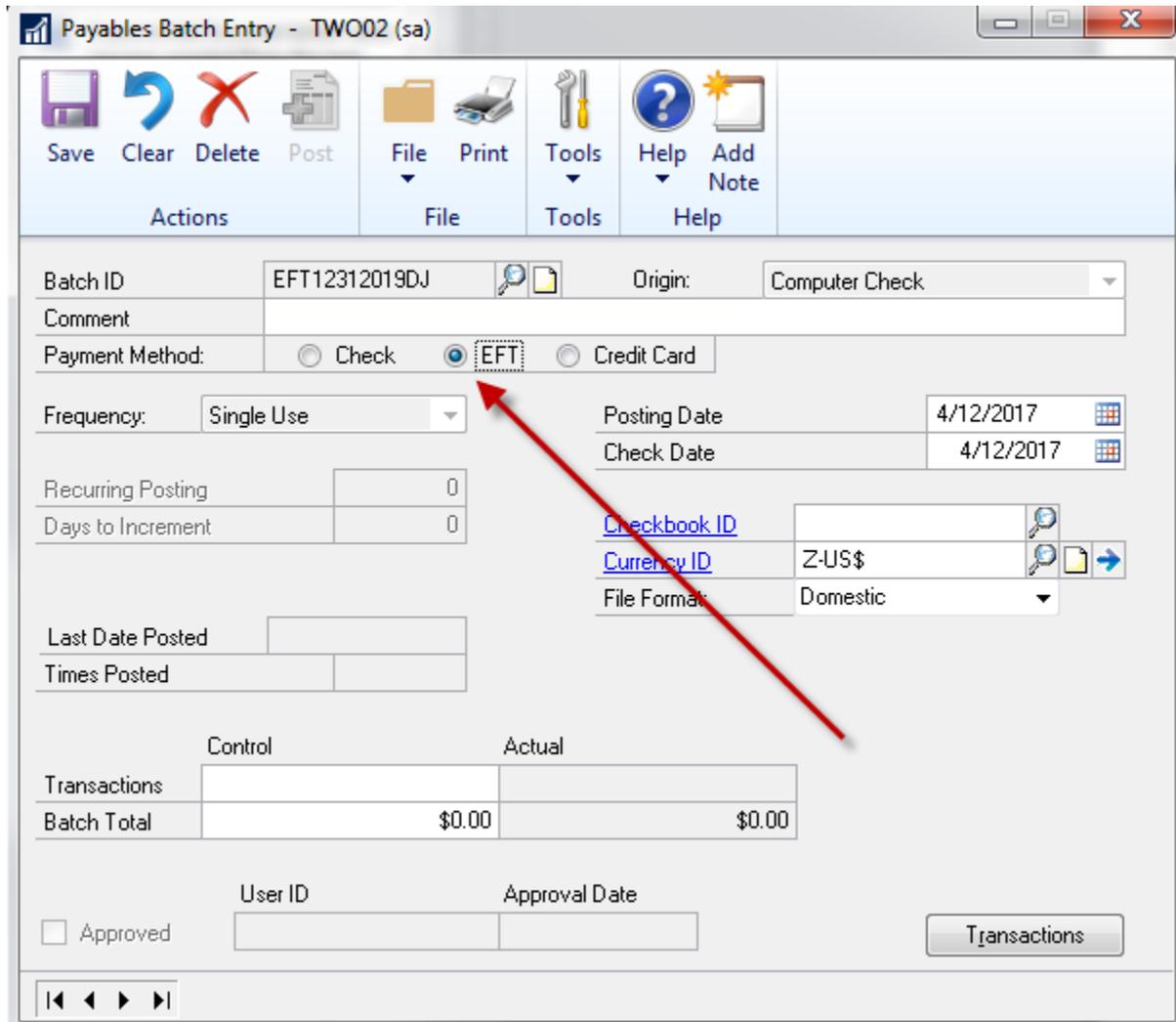
- 3) Once the Batch ID is entered the following window will appear. Click .



- 4) The Payables Batch Window will appear as shown below, with the default payment



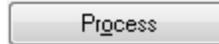
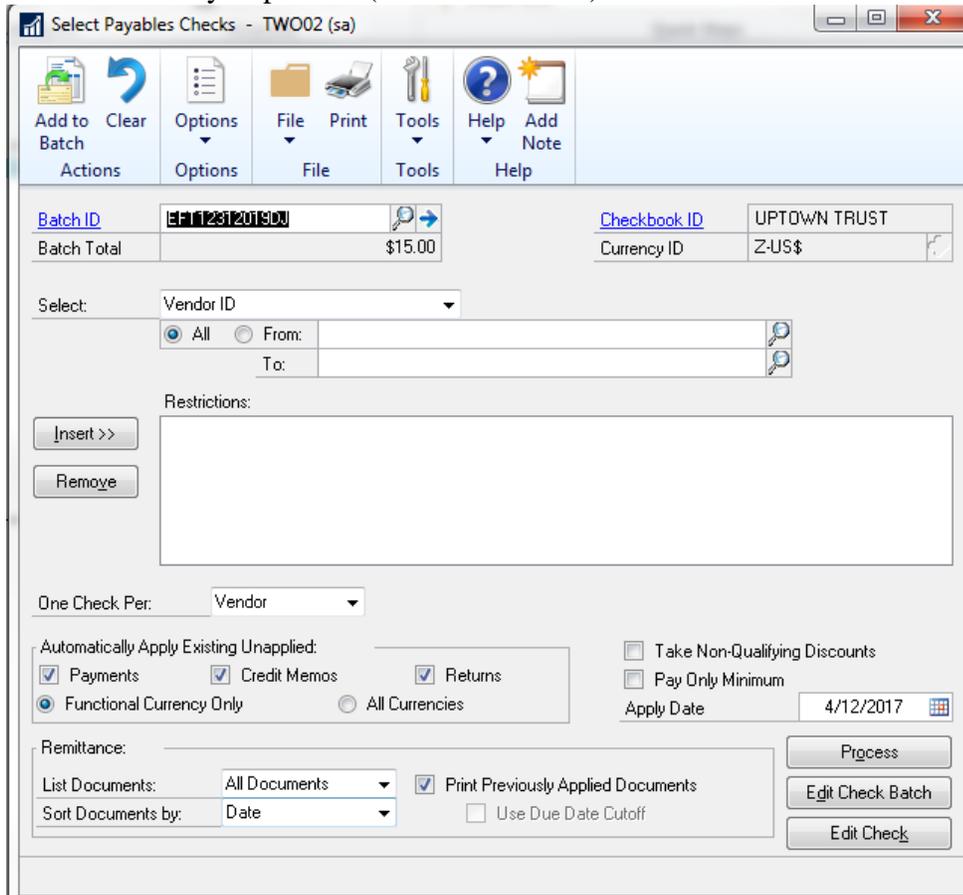
method of Check selected. Mark the EFT option and click



The screenshot shows the 'Payables Batch Entry - TWO02 (sa)' window. The 'Payment Method' section has three radio buttons: 'Check', 'EFT', and 'Credit Card'. The 'EFT' radio button is selected and highlighted with a red dashed box. A red arrow points from the 'EFT' radio button towards the 'Save' button in the top right corner of the window. Other fields include 'Batch ID' (EFT12312019DJ), 'Origin' (Computer Check), 'Posting Date' (4/12/2017), and 'Check Date' (4/12/2017). A table at the bottom shows 'Batch Total' with 'Control' and 'Actual' columns, both displaying '\$0.00'.

- 5) Clicking Save will return you to the Select Payables Checks Window. At this point you can select EFT Payments with the criteria you would use for selecting checks.

6) Once the Batch is ready to process (As shown below) click

**Select Payables Checks - TWO02 (sa)**

Batch ID:   
 Checkbook ID:

Batch Total: 
 Currency ID:

Select: Vendor ID

All  From:

To:

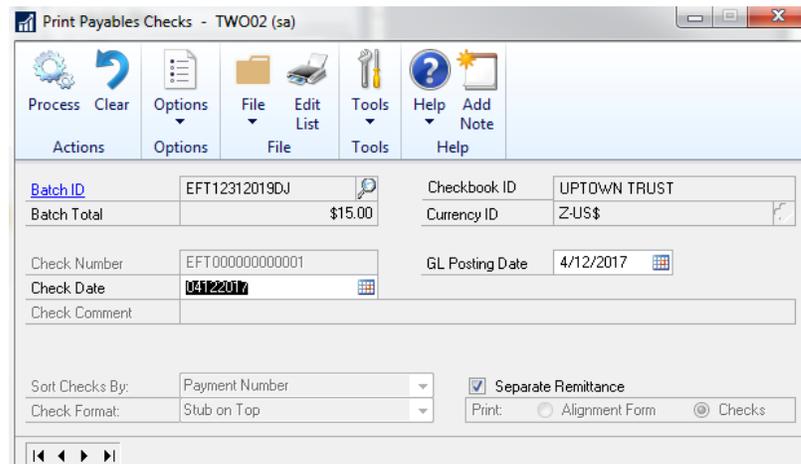
Restrictions:

One Check Per:

Automatically Apply Existing Unapplied:
   
 Payments  Credit Memos  Returns
   
 Functional Currency Only  All Currencies
   
 Take Non-Qualifying Discounts  Pay Only Minimum
   
 Apply Date:

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

7) The following window will appear. Confirm the date is correct and click

**Print Payables Checks - TWO02 (sa)**

Batch ID:   
 Checkbook ID:

Batch Total: 
 Currency ID:

Check Number: 
 GL Posting Date:

Check Date:

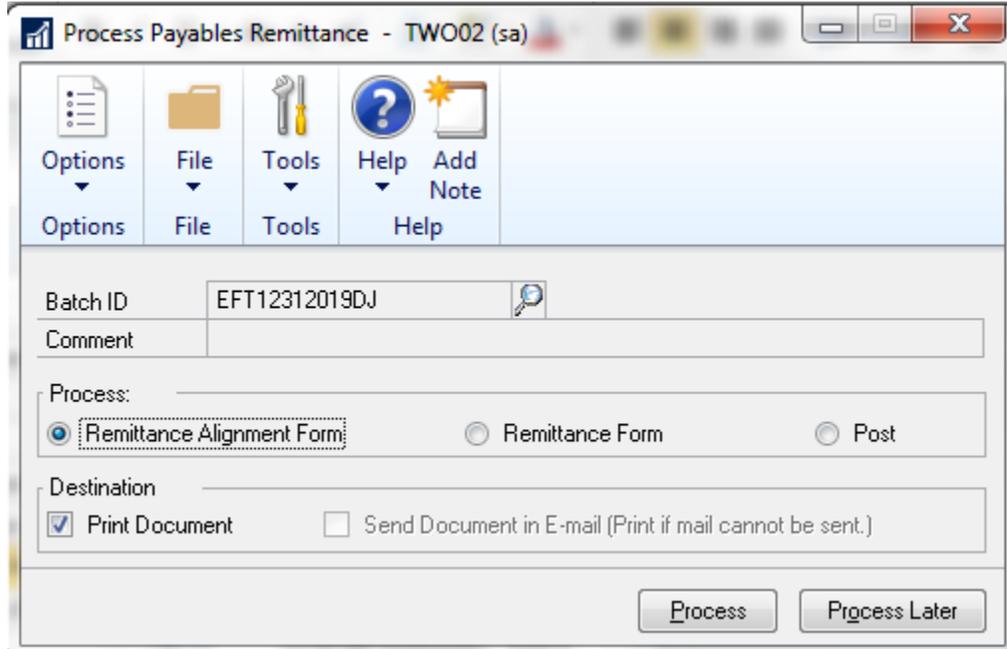
Check Comment:

Sort Checks By:

Check Format:

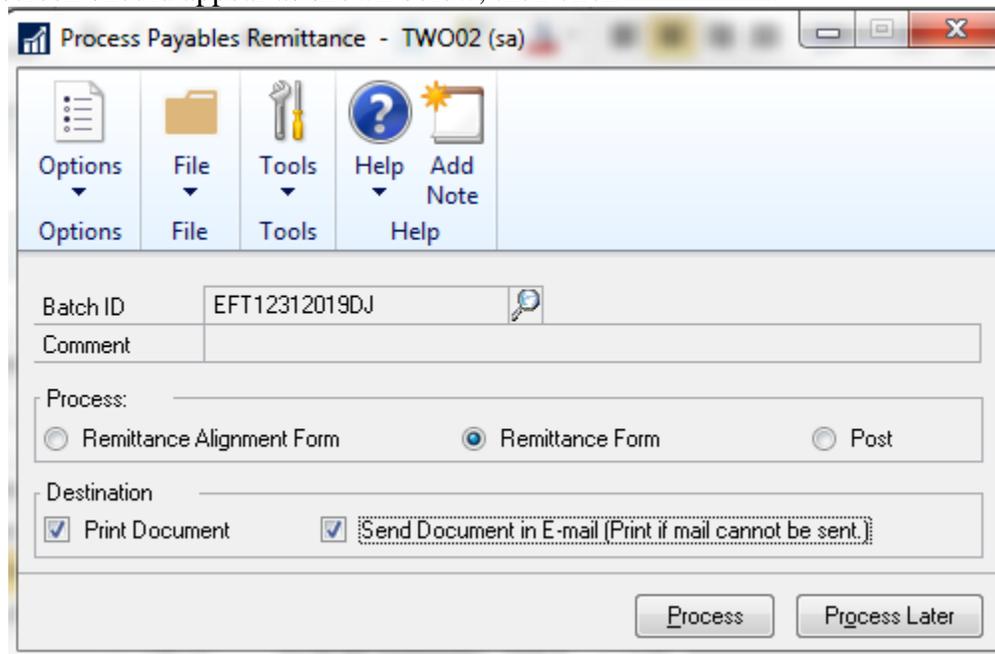
Separate Remittance
   
 Print:  Alignment Form  Checks

8) The window shown below will appear.



9) Select Remittance Form and mark Send Document in E-mail (Print if mail cannot be sent). We also recommend that you print the documents for your records.

10) The screen should appear as shown below, then click .



11) When you click Process you will be prompted to print the remittances as well as an exception/error report. We recommend that you always print both reports. At a minimum print the exception report to the screen to confirm all e-mails were sent correctly.

The exception report should appear as shown below:

Screen Output - PM Email Exception Report				
File	Edit	Tools	Find	Help
Print	Send To	Modify	75%	Completed 1 Page
System:	9/10/2012	9:02:10 PM	Fabrikam, Inc.	Page: 1
User Date:	4/12/2017		Send Remittance Exception Report	User ID: sa
			Payables Management	
Vendor ID	Payment Number	Failure/Success Status		
-----				
Document errors: 0				
DLJ	00000000000000444	Document sent successfully.		
Documents sent: 1				

Below is an example of the e-mail that is sent. (Note: you can configure the message to meet your organization's needs)

To: 'david.johnson@expncs.com'

Cc:

Subject: Remittance Enclosed

Message  Fabrikam, Inc.\_EFT000000000001.htm (7 KB)

Hello,

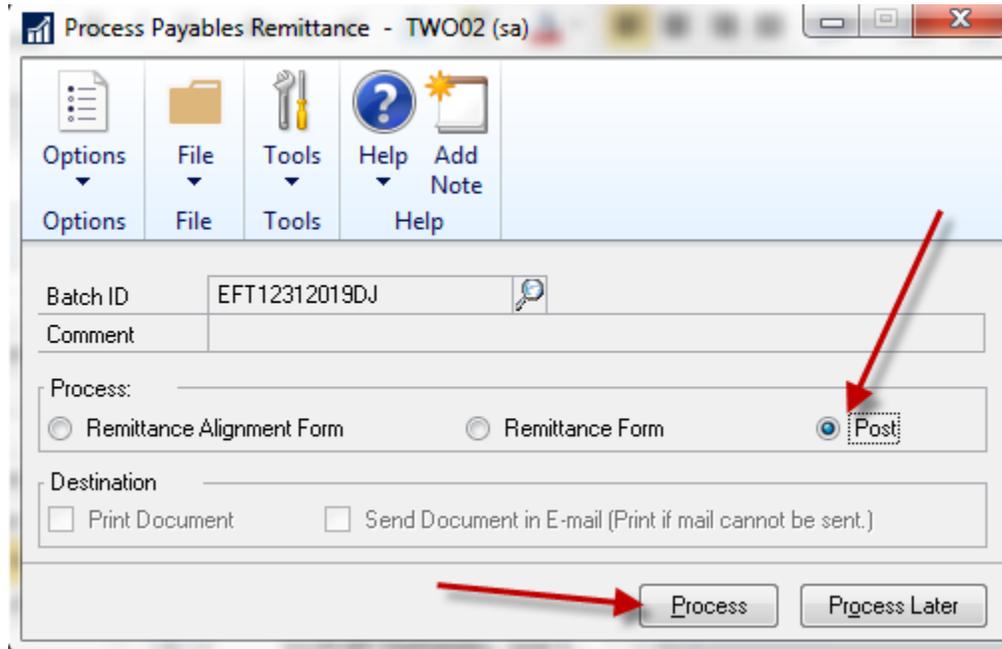
Attached is your remittance from our most recent check run. Please review the remittance for accuracy. If you have any questions, please contact us.

Fabrikam Payables Dept

The attachment to the e-mail appears as shown below:

Fabrikam, Inc.			Page: 1					
4277 West Oak Parkway								
Chicago IL 60601-4277								
Vendor ID	Vendor Name	Check Name	Payment Number	Check Date	Check Number			
DLJ	Johnson, David	David Johnson	00000000000000444	4/12/2017	EFT000000000001			
Our Voucher Number	Your Voucher Number	Date	Amount	Amount Paid	Discount	Writeoff	Net	
00000000000000459	FUN EFT TEST	4/12/2017	\$10.00	\$10.00	\$0.00	\$0.00	\$10.00	
			\$10.00	\$10.00	\$0.00	\$0.00	\$10.00	

- 12) Once the e-mails have been sent and the remittances have been printed for people without e-mail addresses you can post the batch as you would post a check batch.

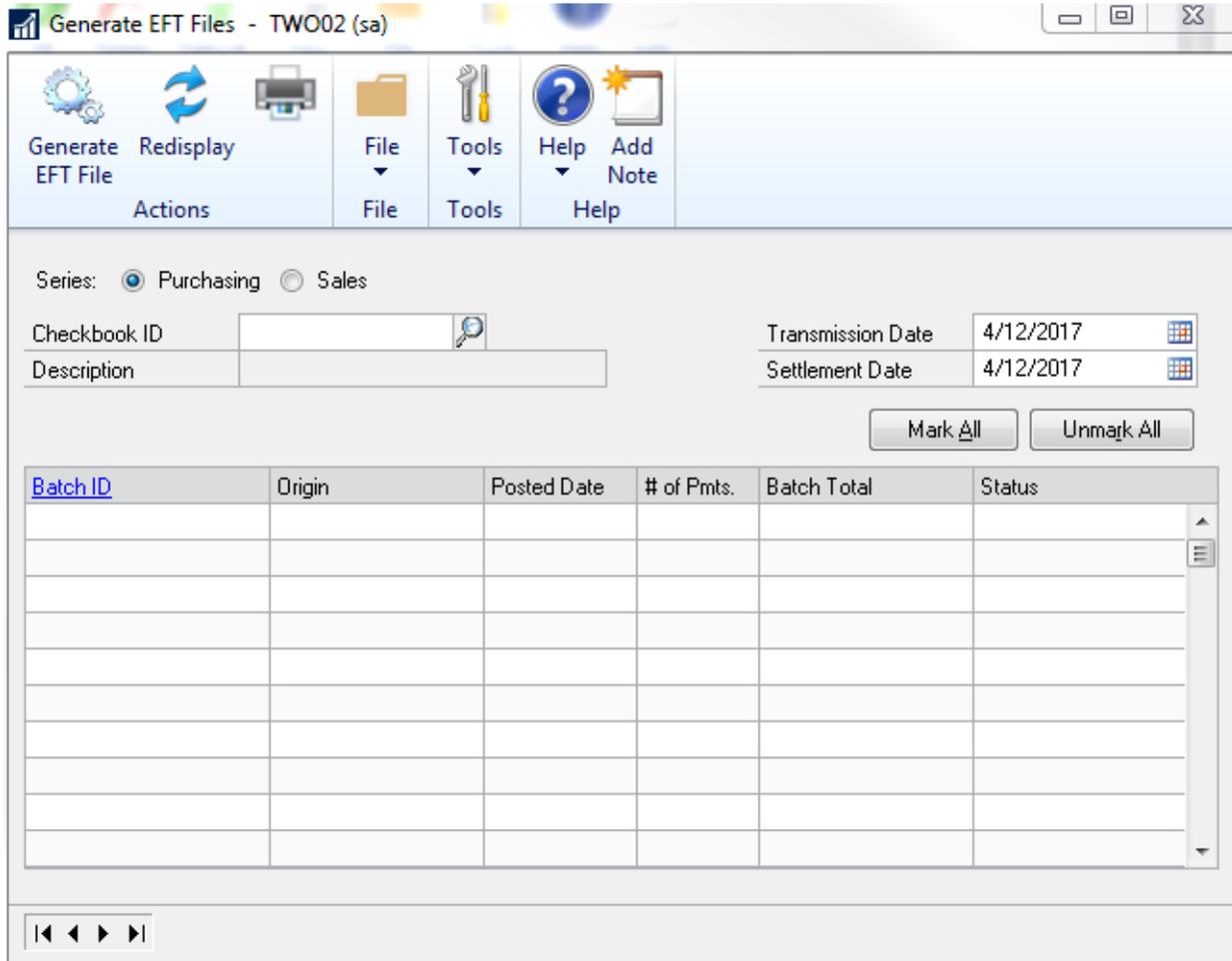


Mark Post and then click .

## Generating the EFT File for the Bank

In order for the Bank to know who to pay you must upload a file from Dynamics-GP to your Bank. Each Bank has a different system for uploading and approving uploaded transactions. Contact your bank in order to determine their exact process.

- 1) Go to Transactions>>Purchasing>>Generate EFT File



Generate EFT Files - TWO02 (sa)

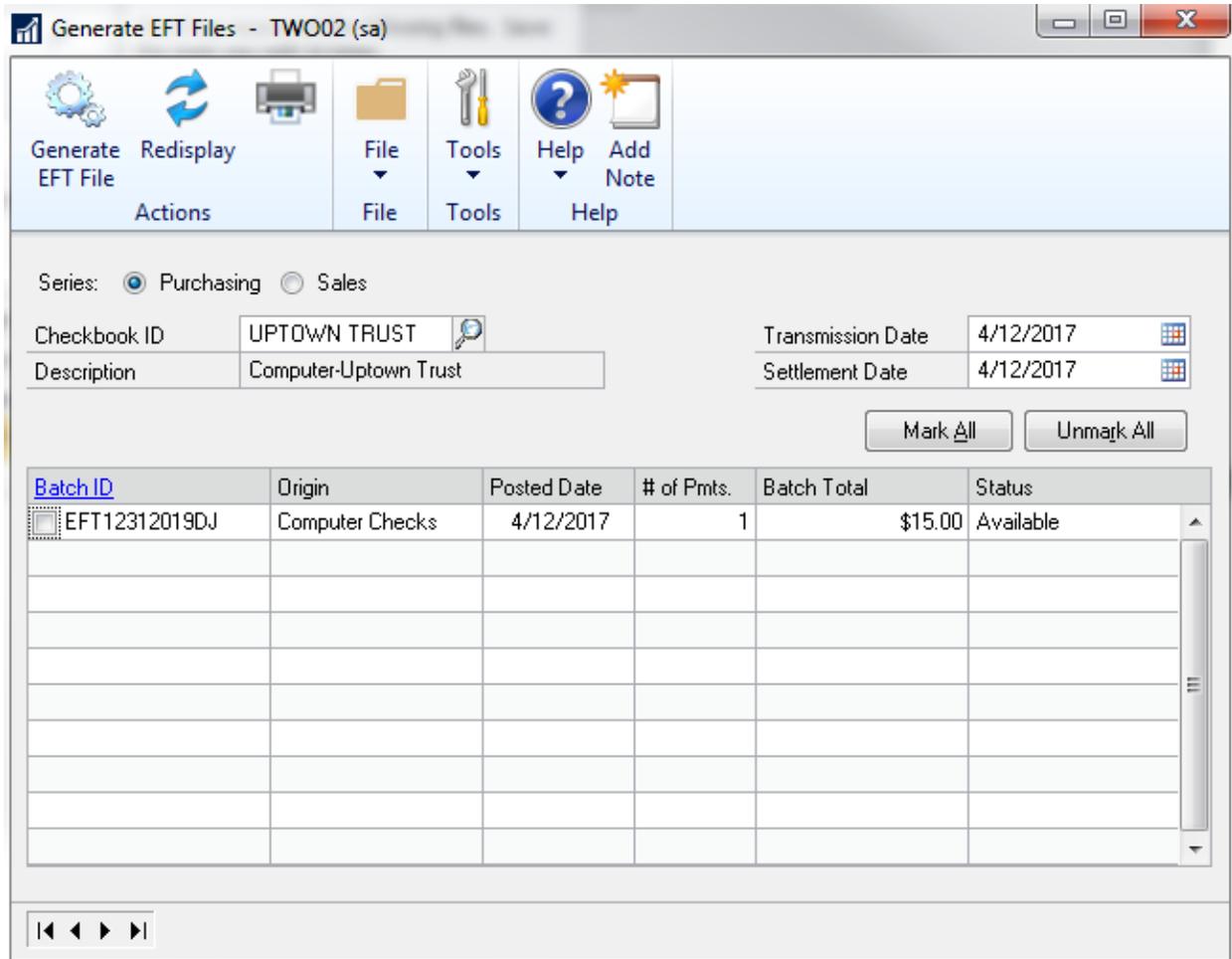
Series:  Purchasing  Sales

Checkbook ID: 
 Transmission Date: 4/12/2017

Description: 
 Settlement Date: 4/12/2017

Batch ID	Origin	Posted Date	# of Pmts.	Batch Total	Status

- 2) Confirm that the Purchasing Series is selected and select your Checkbook ID. The window will populate with the Batches that have not yet been generated and transmitted to the bank.



Series:  Purchasing  Sales

Checkbook ID: UPTOWN TRUST

Description: Computer-Uptown Trust

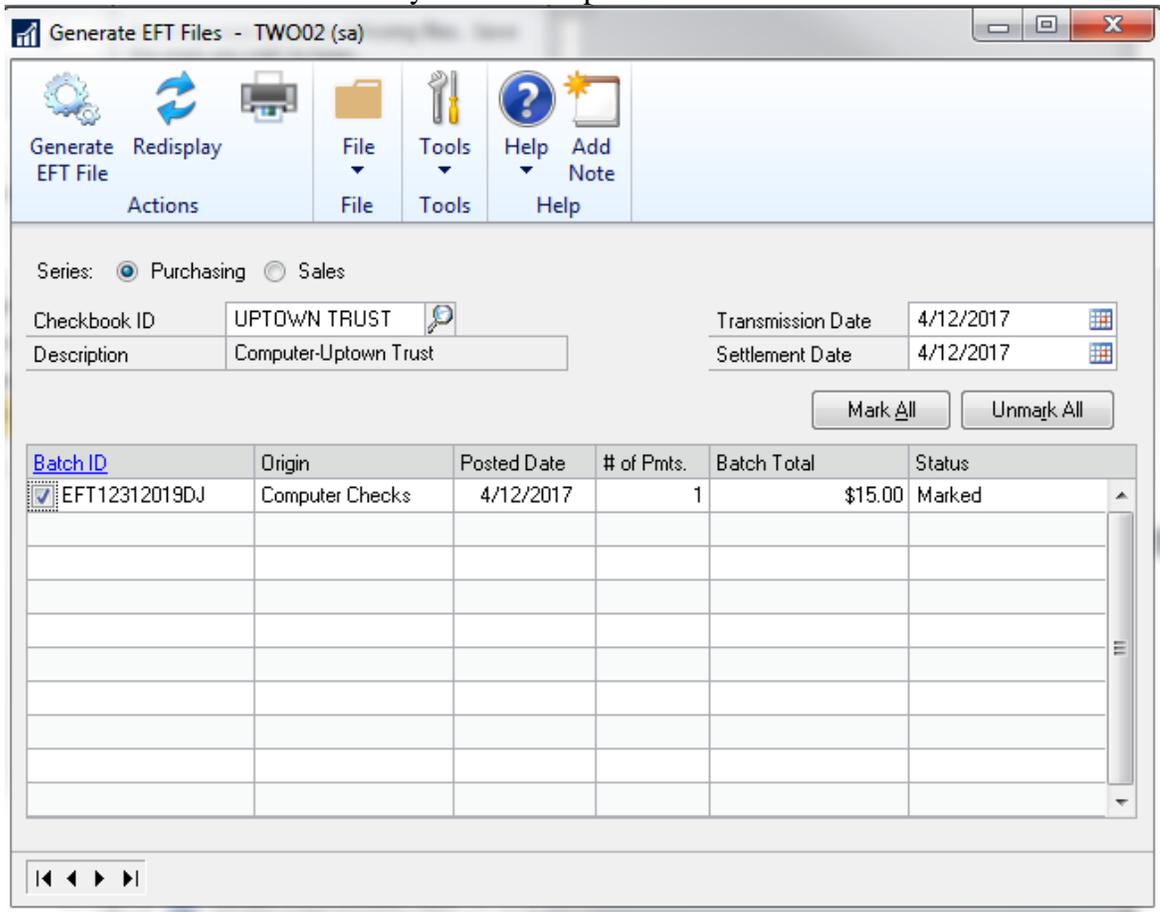
Transmission Date: 4/12/2017

Settlement Date: 4/12/2017

Mark All Unmark All

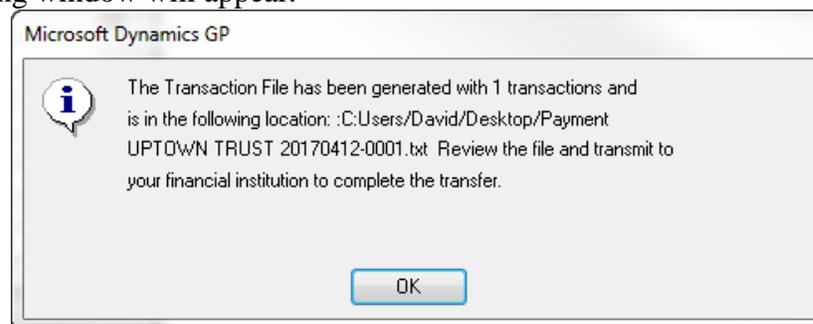
Batch ID	Origin	Posted Date	# of Pmts.	Batch Total	Status
EFT12312019DJ	Computer Checks	4/12/2017	1	\$15.00	Available

- 3) Mark the Batch or Batches that you want to upload.



Click  Generate EFT File

The following window will appear.



Note the location where the file was generated.

- 4) Follow the instructions provided by your bank for uploading and approving the file for payment.