

# WHITE PAPER

## Check a Payee

Eftsure inside Microsoft Dynamics 365 for F&O

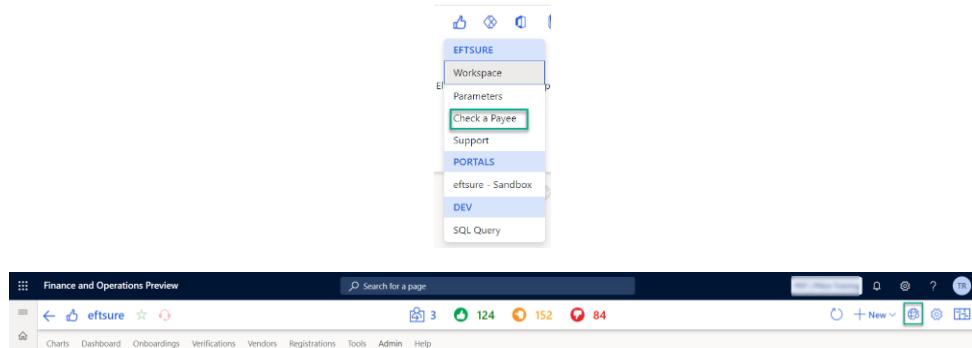
## Introduction

This document details the new feature which will allow to perform quick vendor search, onboarding or creation using minimum information.

This feature can be used for both Australian vendor and international vendors. Additional information and notes on international vendors will be highlighted in the International section.

## Accessible

**Check a Payee** function can be accessed via eftsure shortcut menu or eftsure workspace.



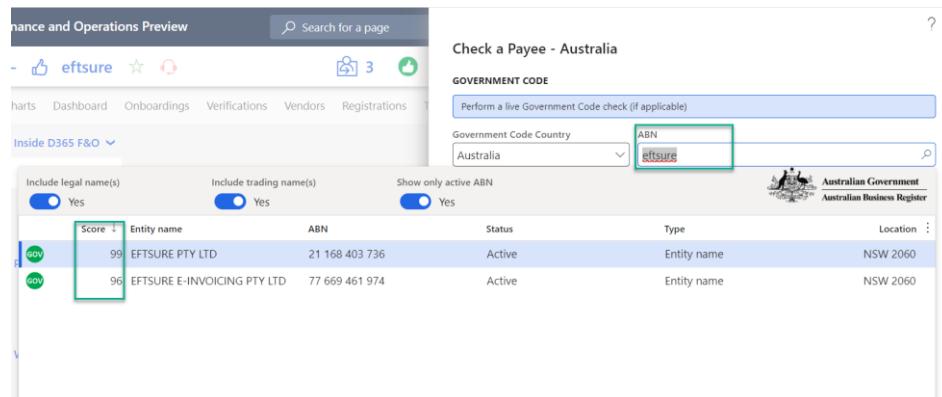
This feature applies to all enabled legal entities.

## Check a Payee

### Australia

User can search a vendor by name or valid ABN, the relevant registered GOV number will be displayed with respective score.

**Note:** This will only work if customer registered for ABN lookup option.



\*For more information, please refer to ACN & ABN White Paper.

Once preferred company has been selected, function will display registered information.

Check a Payee - Australia

GOVERNMENT CODE

Perform a live Government Code check (if applicable)

Government Code Country: Australia ABN: 21 168 403 736

EFTSURE PTY LTD - ABN 21 168 403 736  
Active since 25/11/2014 - GST 1/02/2015  
Type: Australian Private Company  
Main business location: NSW 2060

BANK ACCOUNT

Perform a real time check against eftsure's crowdsourced database for any payee bank account details.

Name: EFTSURE PTY LTD Account Code Type: Australia - BSB Number

11122233333333  
Australia BSB Number Bank/State Branch Code Account Number

BANKING IDENTIFIER

SWIFT code: BSB 012-345 Bank Account Number: 781234

 EFTSURE PTY LTD is Verified  
Verified name is 'EFTSURE'  
Reason: Eftsure verified

Once valid bank account details have been entered, Check a Payee function will perform an instant search against eftsure verification database and return bank account verification status/icon.

## International

Once all mandatory fields are updated including vendor Government country code and vendor name, Account Code Type and banking details. For more information on Account Code Type please refer to **User guide international**.

User has option to Onboard the vendor or create a vendor with existing template. Please refer to the next section for more information on how to create new vendor template.

Check a Payee - United States

GOVERNMENT CODE

Perform a live Government Code check (if applicable)

Government Code Country: United States Government Code

BANK ACCOUNT

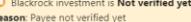
Perform a real time check against eftsure's crowdsourced database for any payee bank account details.

Name: Blackrock investment Account Code Type: United States - ABA/Routing ...

AAAA BBBBC  
USA Routing Number Federal Reserve Routing Code Bank Check Sum

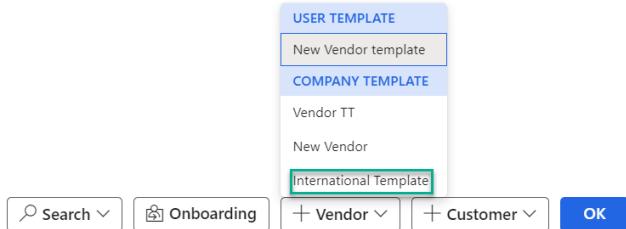
BANKING IDENTIFIER

SWIFT code: USBKUS44IMT ABA/Routing Number: 122105155 Bank Account Number: 2211443

 Blackrock investment is Not verified yet  
Reason: Payee not verified yet  
No email address provided

## Create vendor

If user wants to create vendor/customer from this feature, select respective vendor/customer template from + Vendor or +Customer button.



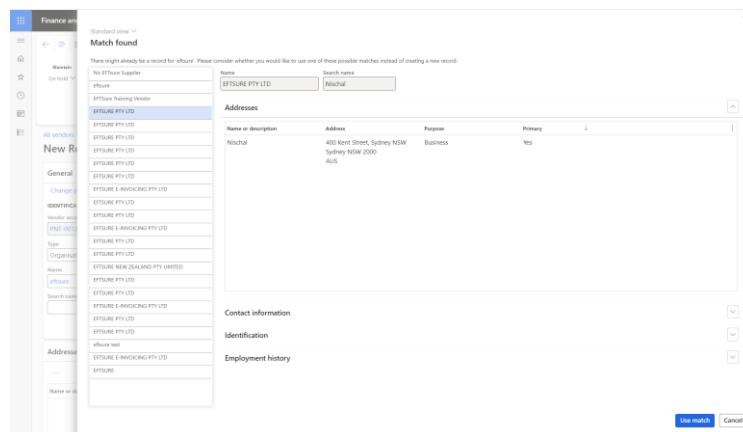
All information from Check a Payee form will be populated in new vendor created including name, government code, bank account.

User will need to update other information including address, contact details

**Note:** depending on what default info selected template is set up, user might need to manually change some fields according to new vendor requirement for example currency.

If users wish to create vendor with same party ID, please DO NOT use this create function from Check a payee as we will create a separate vendor with unique party ID.

For vendor creation with same party ID – in global address book for address update purpose, please use Match found feature from vendor manual creation.



For more information, please refer to <https://learn.microsoft.com/en-us/dynamics365/fin-ops-core/dev-itpro/data-entities/dual-write/party-gab>.

## Search for Duplicates

Search duplicate function will allow end user to ensure there's no existing record with same ABN, name and bank account etc before onboarding or create the vendor.

Check a Payee - Australia

GOVERNMENT CODE

Perform a live Government Code check (if applicable)

Government Code Country ABN

Australia  21 168 403 736 

EFTSURE PTY LTD - ABN 21 168 403 736  
Active since 25/11/2014 - GST 1/02/2015  
Type: Australian Private Company  
Main business location: NSW 2060 

BANK ACCOUNT

Perform a real time check against eftsure's crowdsourced database for any payee bank account details.

Name: EFTSURE PTY LTD Account Code Type: Australia - BSB Number

1112223333333333

Australia BSB Number Bank/State Branch Code Account Number

BANKING IDENTIFIER

SWIFT code: BSB 012-345 Bank Account Number: 781234

 EFTSURE PTY LTD is Verified  
Verified name is 'EFTSURE'  
Reason: Eftsure verified 

 ANZ012-345 Relocation 

DUPLICATES

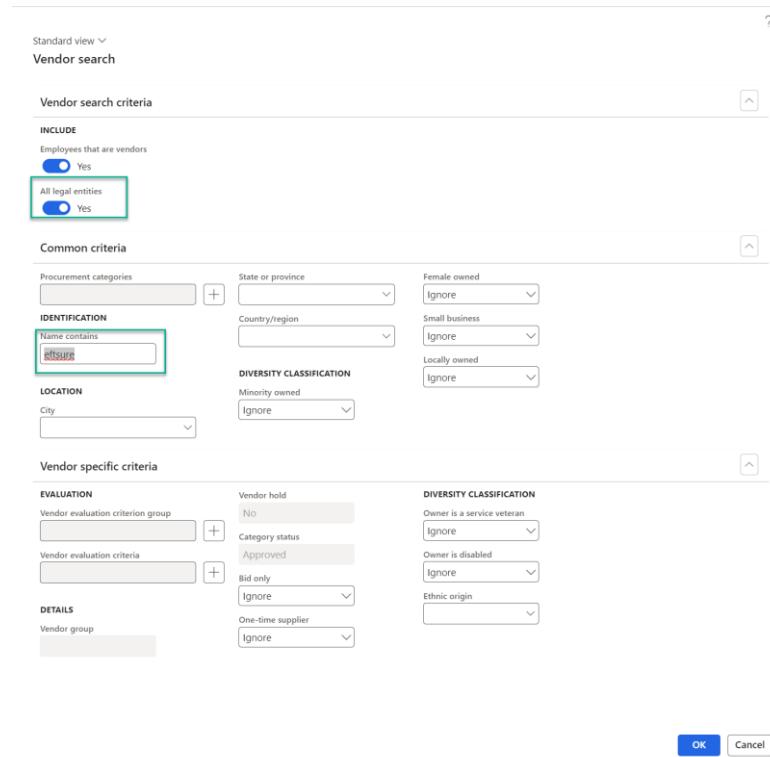
Name	Reference	Name	Reason	Con...
Vendors	PNT-000294	EFTSURE PTY L...	Same Name	PNT...
Vendors	PND-000227	EFTSURE PTY L...	Same Name	PND...
Vendors	PND-000243	EFTSURE PTY L...	Same Name	PND...
Vendors	PND-000249	EFTSURE PTY L...	Same Name	PND...
Vendors	PND-000227	EFTSURE PTY L...	Same bank account name	PND...
Vendors	PND-000249	EFTSURE PTY L...	Same bank account name	PND...

 SEARCH FOR  Duplicates  Vendors  Search  Onboarding  + Vendor  + Customer 

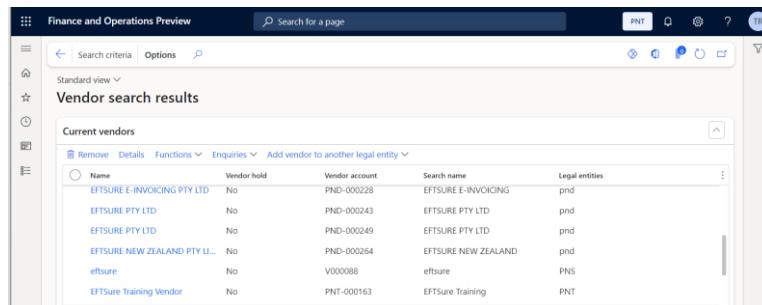
## Search for Vendors

Search for Vendors button will enable user to view in detail searched company in all entities with more criteria.

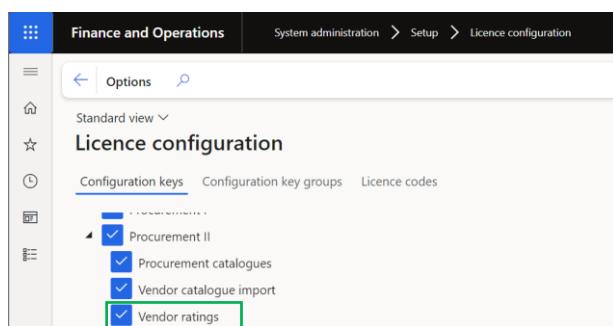
 SEARCH FOR  Duplicates  Vendors  Search  Onboarding  + Vendor  + Customer 



Vendor search results should show all relevant vendor exist in D365. User can change search criteria using the same button name.



**Note:** to have Vendor search functionality, System admin will need to enable **Vendor ratings** under **Licence configuration** (Please check with your Sys admin for further info).



## Onboarding

If user selects to use eftsure inside D365 onboarding workflow, **Onboarding** button will generate onboarding from with pre-filled information.

Check a Payee - Australia

GOVERNMENT CODE

Perform a live Government Code check (if applicable)

Government Code Country: Australia ABN: 29 010 781 352

**HARVEY NORMAN (QLD) PTY LIMITED - ABN 29 010 781 352**  
Active since 1/11/1999 - GST 1/07/2000  
Type: Australian Private Company  
Main business location: NSW 2140

BANK ACCOUNT

Perform a real time check against eftsure's crowdsourced database for any payee bank account details.

Name: HARVEY NORMAN (QLD) PTY LIMITED Account Code Type: Australia - BSB Number

1112223333333333  
Australia BSB Number Bank/State Branch Account  
Code Code Number

BANKING IDENTIFIER

SWIFT code: BSB Bank Account Number: 8877998

**Harvey Norman (QLD) Pty Limited is Not verified yet**  
Reason: Payee not verified yet  
No email address provided

If vendor is not yet verified meaning it's not in eftsure database, user has option to either onboarding the vendor using our Onboarding button.



ABN details will be auto populated in the onboarding form.

New vendor onboarding - Australia

New vendor details (selected)

Greeting  
Options

GENERAL

Vendor group:  Government Code Country: Australia Form: Default Form

COMPANY INFORMATION

ABN: 29 010 781 352 Company name: HARVEY NORMAN (QLD) PTY LIMITED

CONTACT DETAILS

First name: Business Last name: Owner  
Email:   
Mobile:  Landline:

Please make sure the mobile number is trusted and correct (and not from a single invoice or email) as it will be used to send a security code to the supplier to complete the onboarding and may also be used by eftsure to make a verification calls if we are unable to source the number independently.

Vendor collaboration:  No

## Configuration requirement

### Australia

Valid Registration Guid and setup accordingly in **Parameter > VAT Number checks > Australia > ABR**

## International

Customer will need International license to be able to select different country code.

For more details on International module configuration, please refer to International User Guide.

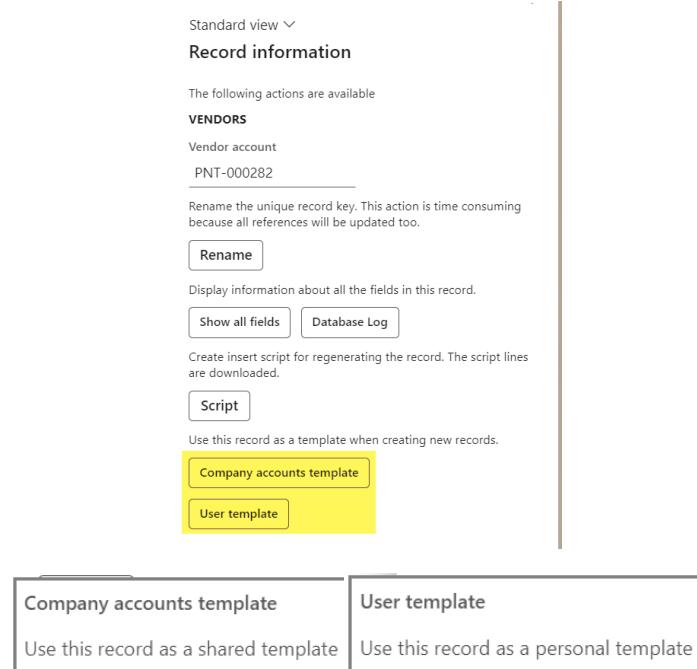
## Company/User Template

If eftsure workflow is not used and business wish to create vendor or customer from standard vendor creation function. Vendor and Customer Templates will need to be created.

### Vendor template Australia

Create a new blank vendor, after filling in mandatory fields including vendor name and group, select **Options > Record info**

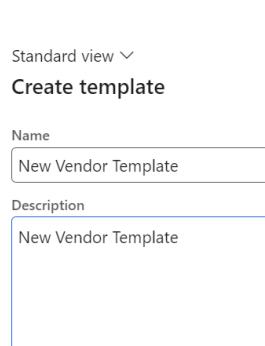
Option to create either User template or Company accounts template which can be shared to all users.



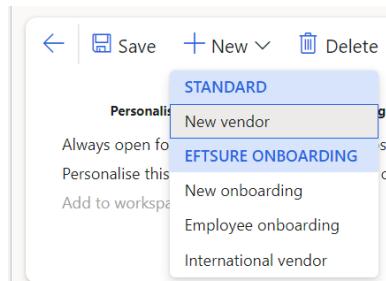
**Note:**

- User template is applicable to only user who create the template, Company account template can be used by all users.
- Only user with system admin access will be able to edit and delete Company template

Create Name and description for template.



Once template is created, when new vendor is created using standard D365 option.



All available templates will be shown for selection.

Standard view ▾

Select a template for Vendors

These templates are available

⋮	Name	Type	Is Default	⋮
Blank	□	<input checked="" type="checkbox"/>		⋮
New Vendor Template	👤	<input type="checkbox"/>		⋮

In Check a Payee, new template will be available for selection.



### Vendor Template International

Create new blank vendor with **NO** info relating to specific vendor such as Government Country Code, address, contact details. After filling in all mandatory and common fields including vendor name, group, method of payment etc, select **Options > Record info**

Finance and Operations Preview

Search for a page

PNT | Phone Training

Standard view

All vendors | Standard view

PNT-001155 : International Template

Options

Personnel

Always open for editing

Personnalise this page

Add to workspace

Page settings

Record info

Save

Delete

Print

Vendor

Procurement

Invoice

General

Employee responsible

Subsegment

Notes

Currency

Line of business

Segment

Chain

Primary contact

Birth subentity

Employee responsible

Subsegment

Notes

Tax invoice and delivery

INVOICE

Invoice account

Number sequence group

Vendor price tolerance group

Vendor exception group

DELIVERY

Exflow system approval groups

Invoice type

Classification

Delivery terms

Mode of delivery

Destination code

GST

GST group

Prices include GST

Government Code Country

Government Code

Financial code

WITHHOLDING TAX

Calculate withholding tax

Withholding tax group

Other steps will be the same with Australia section.

All available templates will be shown for selection.

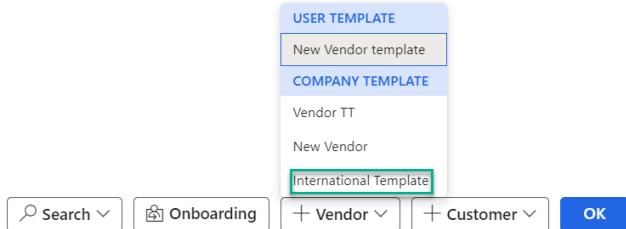
Standard view ▾

Select a template for Vendors

These templates are available

⋮	Name	Type	Is Default	⋮
Blank	□	<input checked="" type="checkbox"/>		⋮
New Vendor Template	👤	<input type="checkbox"/>		⋮
International Template	👤	<input type="checkbox"/>		⋮
New Vendor	👤	<input type="checkbox"/>		⋮
Vendor TT	👤	<input type="checkbox"/>		⋮

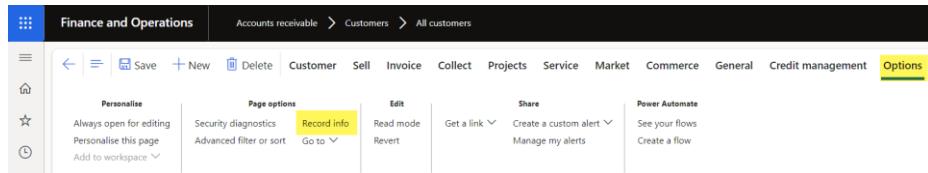
In Check a Payee, new International template will be available for selection.



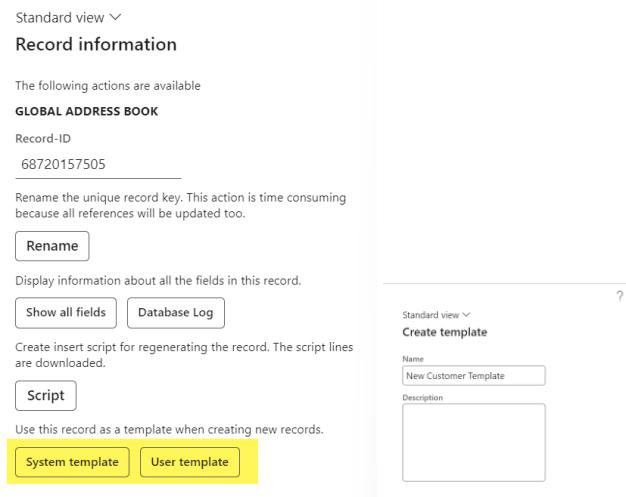
## Customer Template

### Accounts receivable > Customers > All customers

Select record option for either personal or all users.



Select either System template (applicable for all users) or User template (only applicable to single user).

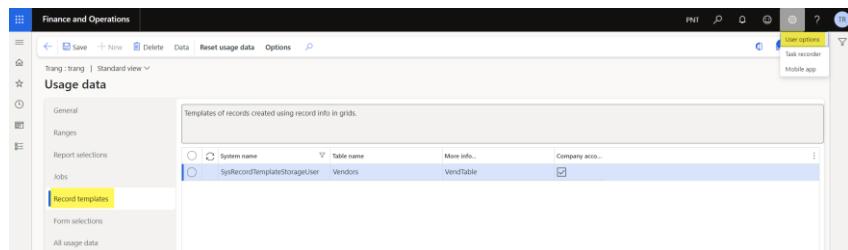


## Monitor customed templates

### Delete User template(s)

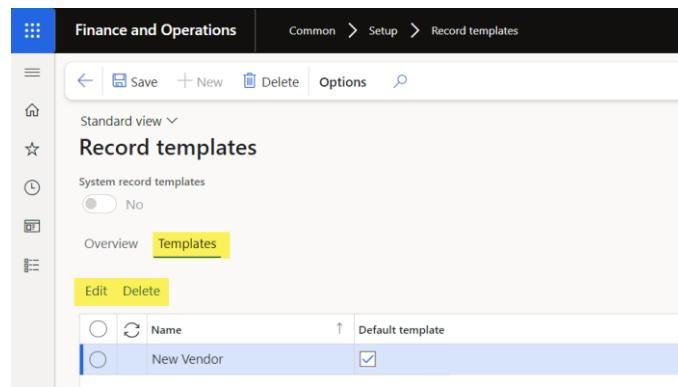
### User options > Usage data > Record templates

User can delete their own template using this menu path.



## Edit/Delete Company template(s)

### Common > Setup > Record templates



**Note:** in some cases, even sys admin can't edit a company template due to ValidTimeState enabled template, the only option is to delete and recreate new template.