

# WHITE PAPER

## Check a Payee

Eftsure inside Microsoft Dynamics 365 for F&O

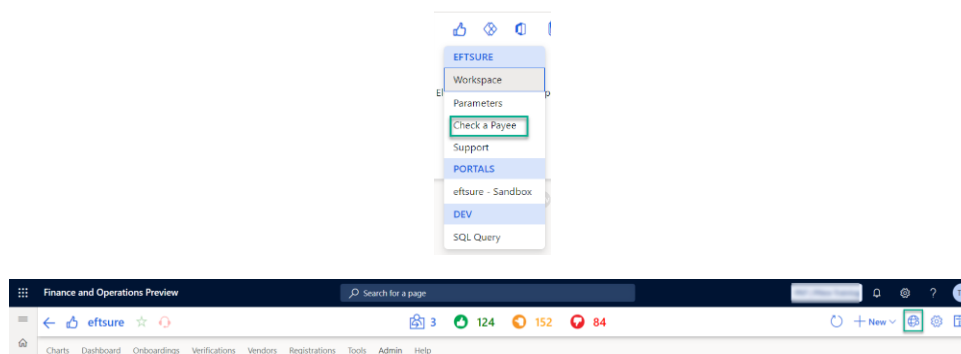
## Introduction

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.



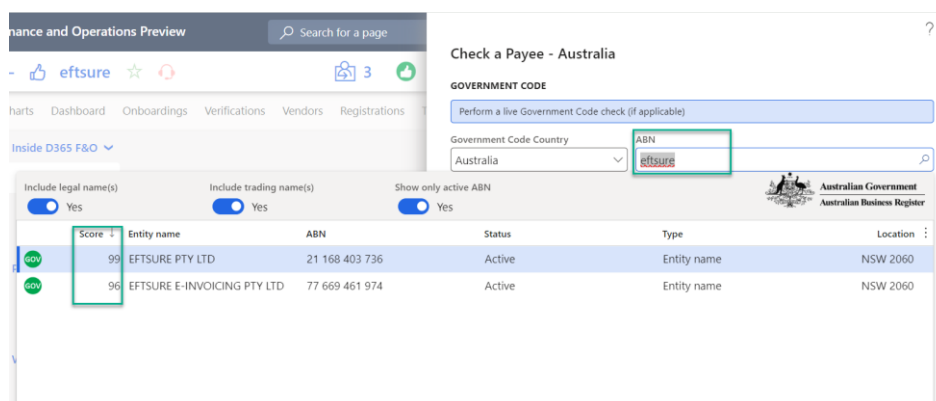
This feature applies to all enabled legal entities.

## 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

Government Code: 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: 111222, Bank/State Branch Code: 3333, Account Number: 333333

BANKING IDENTIFIER

SWIFT code: 012-345

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 BBBB C

USA Routing Number: AAAA, Federal Reserve Routing Code: BBBB, Bank Code: C

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

Search Onboarding + Vendor + Customer OK

## 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: 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: 11122233333333  
Bank/State Branch Code: 111222  
Account Number: 33333333

**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	Comments
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	PNT-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

## 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

Standard view ?

### Vendor search

Vendor search criteria

INCLUDE

Employees that are vendors

☒ Yes

☒ All legal entities

Common criteria

Procurement categories  +

State or province

Female owned

IDENTIFICATION

Name contains

Country/region

Small business

LOCATION

City

DIVERSITY CLASSIFICATION

Minority owned

Locally owned

Vendor specific criteria

EVALUATION

Vendor evaluation criterion group  +

Vendor evaluation criteria  +

DETAILS

Vendor group

Vendor hold

Category status

Bid only

One-time supplier

DIVERSITY CLASSIFICATION

Owner is a service veteran

Owner is disabled

Ethnic origin

OK Cancel

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

Finance and Operations Preview

Search for a page

Standard view ?

### Vendor search results

Current vendors

Remove Details Functions Enquiries Add vendor to another legal entity

Name	Vendor hold	Vendor account	Search name	Legal entities
EFTSURE E-INVOICING PTY LTD	No	PND-000228	EFTSURE E-INVOICING	pnd
EFTSURE PTY LTD	No	PND-000243	EFTSURE PTY LTD	pnd
EFTSURE PTY LTD	No	PND-000249	EFTSURE PTY LTD	pnd
EFTSURE NEW ZEALAND PTY LTD	No	PND-000264	EFTSURE NEW ZEALAND	pnd
eftsare	No	V000088	eftsare	PNS
EFTSure Training Vendor	No	PNT-000163	EFTSure Training	PNT

**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).

Finance and Operations

System administration > Setup > Licence configuration

Options

Standard view ?

### Licence configuration

Configuration keys Configuration key groups Licence codes

Procurement II

Procurement catalogues

Vendor catalogue import

Vendor ratings

## Onboarding

If user selects to use eftsare 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:  ABN:

**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:  Account Code Type:

**11122233333333**

Australia BSB Number: **11122233333333**  
 Bank/State Branch Code: **111222** Account Number: **33333333**

**BANKING IDENTIFIER**

SWIFT code:  BSB:  Bank Account Number:

**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**

**GENERAL**

Vendor group:  Government Code Country:  Form:

**COMPANY INFORMATION**

ABN:  Company name:

**CONTACT DETAILS**

First name:  Last name:   
 Business:   
 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.



Standard view ▾

### Record information

The following actions are available

**VENDORS**

Vendor account  
PNT-000282

Rename the unique record key. This action is time consuming because all references will be updated too.

[Rename](#)

Display information about all the fields in this record.

[Show all fields](#) [Database Log](#)

Create insert script for regenerating the record. The script lines are downloaded.

[Script](#)

Use this record as a template when creating new records.

[Company accounts template](#)

[User template](#)

Company accounts template	User template
Use this record as a shared template	Use this record as a personal template

**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.

Standard view ▾

### Create template

Name  
New Vendor Template

Description  
New Vendor Template

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

← Save + New ▾ Delete

**STANDARD**

Personalise this record

Always open for this record

Personalise this record

Add to workspace

New vendor

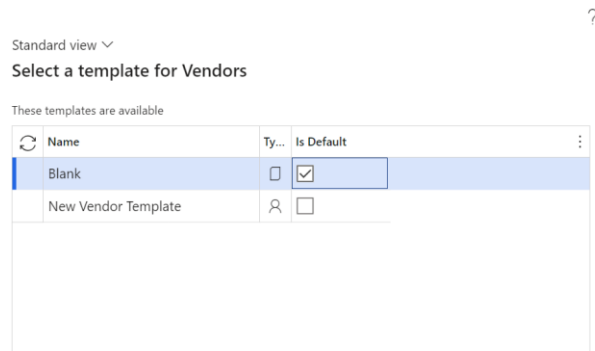
**EFTSURE ONBOARDING**

New onboarding

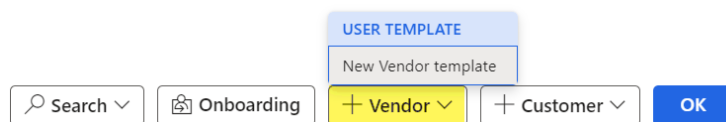
Employee onboarding

International vendor

All available templates will be shown for selection.

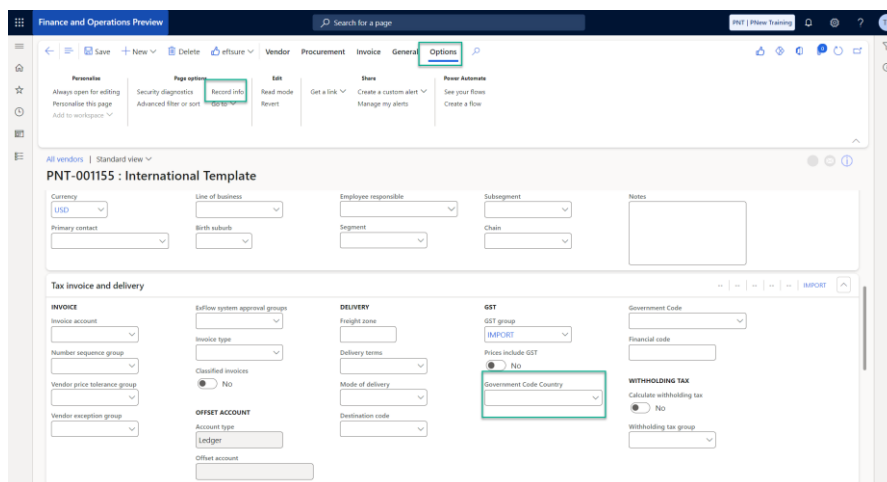


In Check a Payee, new template will be available for selection.



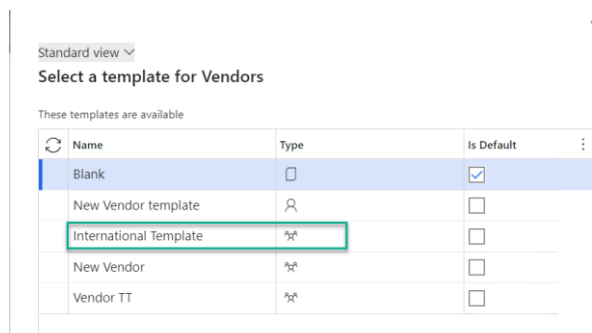
### Vendor Template International

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**

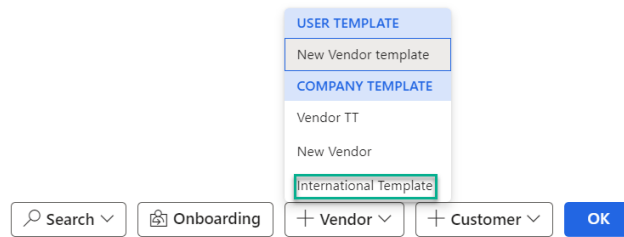


Other steps will be the same with Australia section.

All available templates will be shown for selection.



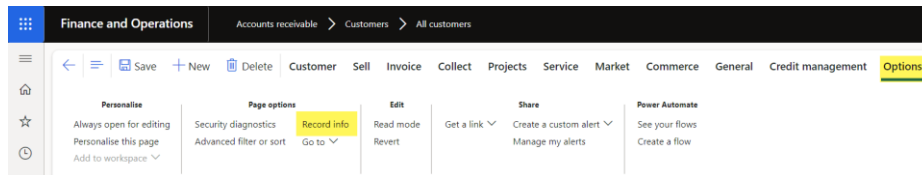
In Check a Payee, new International template will be available for selection.



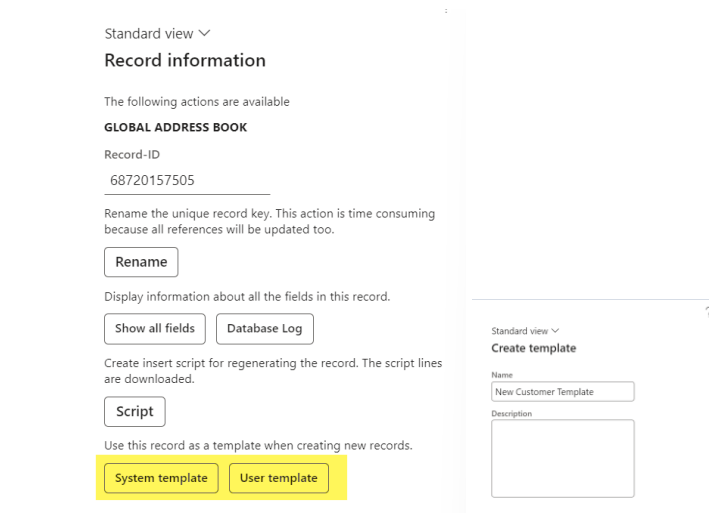
## Customer Template

**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).

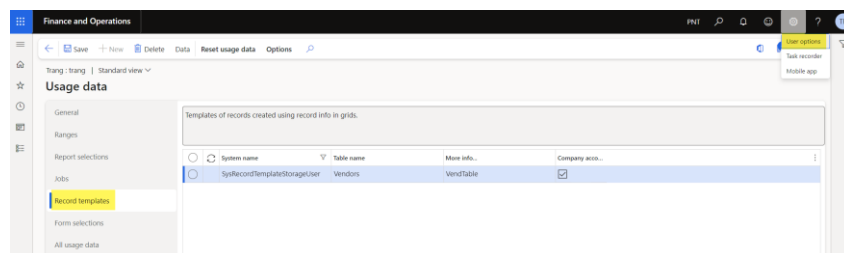


## Monitor customed templates

### Delete User template(s)

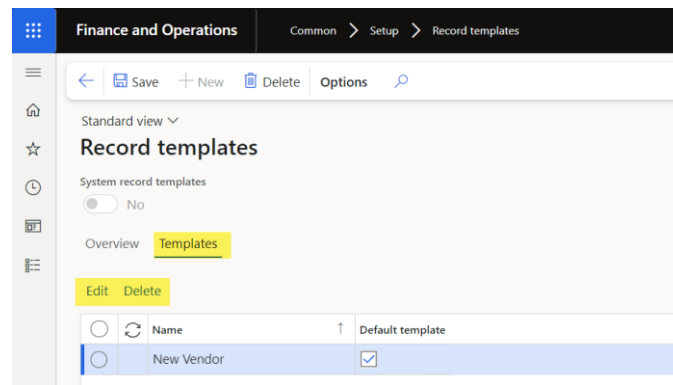
**User options > Usage data > Record templates**

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.