

WHITE PAPER

Data Integrity

Eftsure inside Microsoft Dynamics 365 for F&O

Change History

Version	Date	Change Summary	Author
1.0	24/10/2023	Initial version	Trang
1.1	21/12/2023	Additional functions for v1129	Trang
1.2	27/02/2024	Additional functions for v1167	Trang
1.3	23/07/2024	Change supplier codes > Portal only	Trang

Contents

Introduction	3
Data & system analysis	3
1. Account Payable configuration	3
1.1. Vendor master	3
1.2. Vendor payment	5
1.3. Workflow	6
2. Integrity tools	6
2.1. Manual Sync	6
2.2. Supplier Sync (from eftsure)	7
2.3. Mass updates (Exclude vendors)	8
2.4. VMF export	10
2.5. Rename	12
2.6. Change supplier codes	14

Introduction

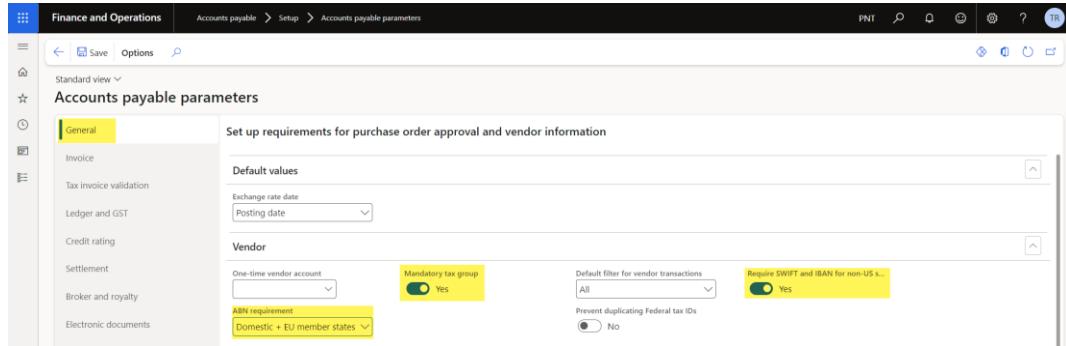
Purpose of this document is to give project team recommendations when analysing customer current D365 F&O and review VMF quality when preparing for **eftsure inside D365 F&O** implementation project.

Data & system analysis

1. Account Payable configuration

1.1. Vendor master

Mandatory fields



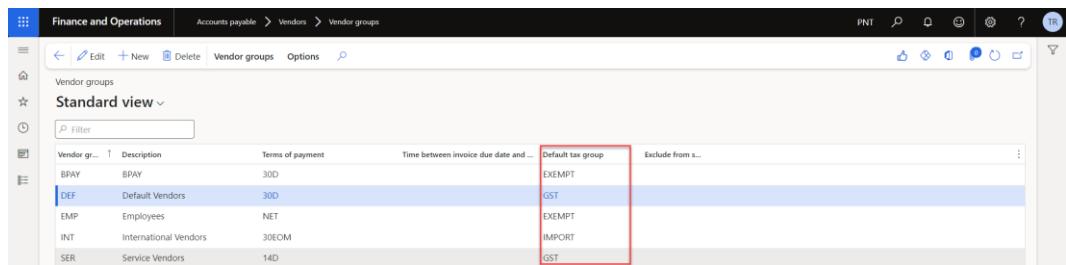
ABN requirement

Background: Onboarding via eftsure will accept either no ABN or valid ABN, in other words dummy ABN as 999XXXX won't be accepted. If client selects ABN and GST validation option, vendor without valid ABN will not be created automatically via onboarding workflow.

Recommendation: Since eftsure will provide ABN check (optional), suggest to leave ABN requirement as None.

Mandatory tax group

Background: GST group options are varied depending on initial setup, our Onboarding won't populate GST group via OOTB onboarding form. If Tax (GST) group is blank and Mandatory tax group is not turned on, we'll set the GST group as blank. If Mandatory tax group is switched on, without default Tax group, vendor won't be automatically created in D365.



Recommendation: Set default GST for eftsure enabled vendor group or when reviewing onboarding submitted by vendor, input applicable GST group before create vendor. For end-to-end process, please refer to **User Guide** under Help tab.

Change approval

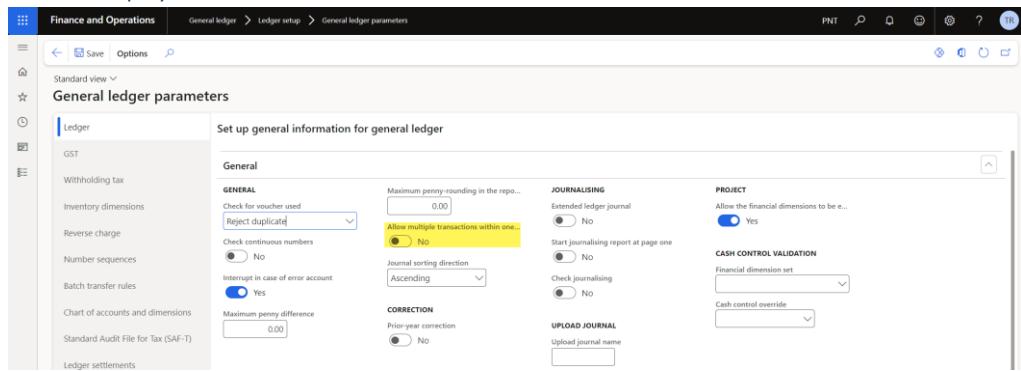
Vendor approval & Bank account

Background: Workflow might impact OOTB eftsure change request workflow, additional approvals will need to be performed during testing.

Primary bank account will not be automatically populated during onboarding as Bank account is as Draft not Approved.

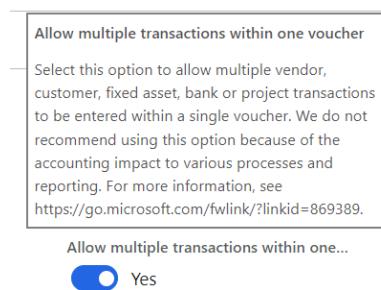
Recommendation: Disable workflows and let eftsure performs the check from new bank account verification to vendor details changed.

1.2. Vendor payment



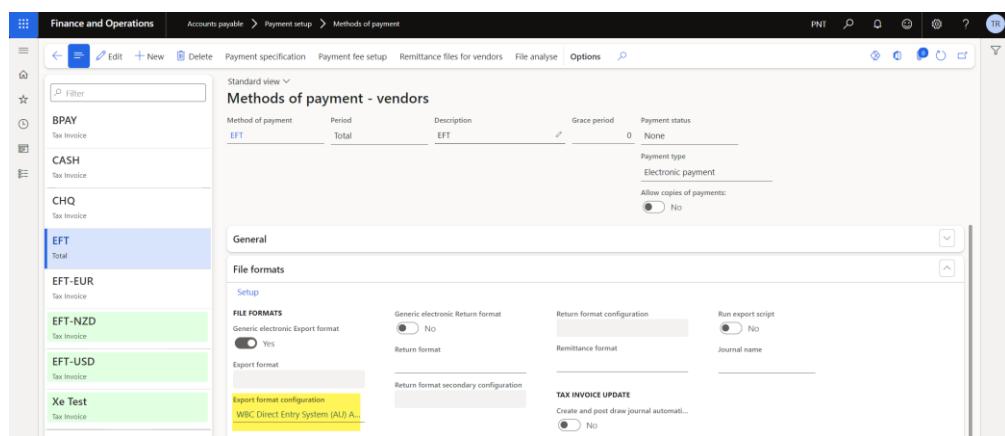
It is recommended by Microsoft to disable this function “Allow multiple transactions within one voucher” as it will impact various processes and reporting.

For further information, you can refer to <https://learn.microsoft.com/en-gb/dynamics365/finance/general-ledger/one-voucher>



Method of payment

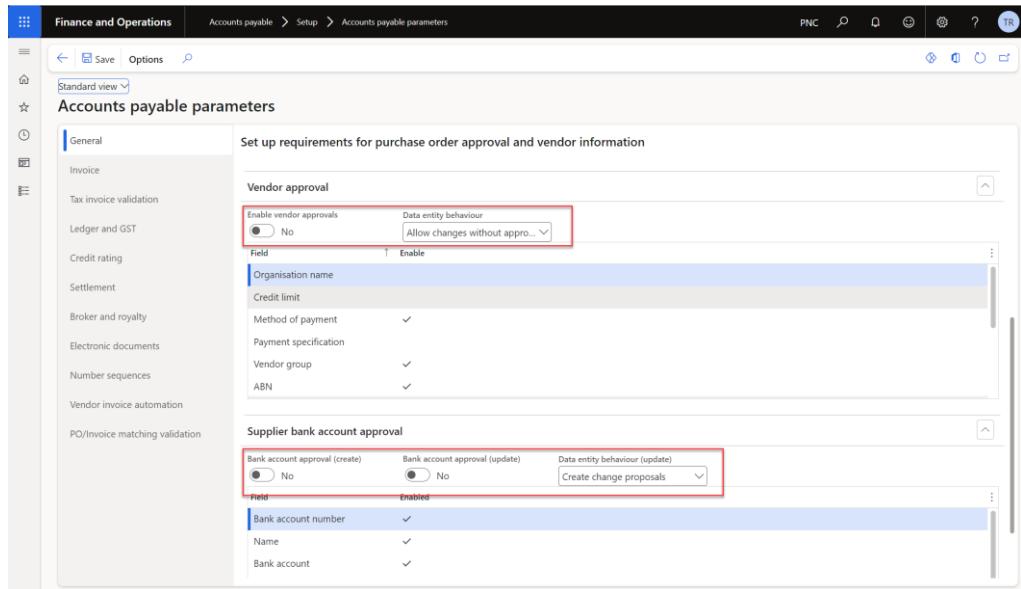
Export format configuration need to be setup with appropriate ABA file format.



Background: For excluded vendor with eftsure verification enabled method of payment, eftsure will block the payment. Therefore, excluded vendors must have separate method of payment which is NOT eftsure enabled.

Recommendation: create new method of payment for excluded vendor groups. Eg: **EFT1** for **Employee** and **Intercompany**.

1.3. Vendor Workflow



Vendor approval

Background: Enabled workflow might impact OOTB eftsure change request workflow, additional approvals will need to be performed during testing.

Primary bank account will not be automatically populated/changed during change request and verification process and Bank account will be as Draft not Approved.

Recommendation: Disable workflows relating to ABN, any changes relating to bank details and let eftsure performs the check and updates

Vendor Bank account

Background: Workflow might impact OOTB eftsure change request workflow, additional approvals will need to be performed during testing.

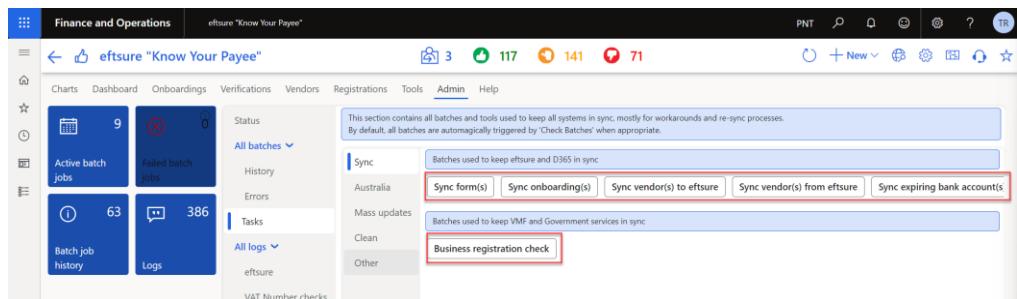
Primary bank account will not be automatically populated during onboarding as Bank account is as Draft not Approved.

Recommendation: Disable workflows and let eftsure performs the check from new bank account verification to vendor details changed.

2. Integrity tools

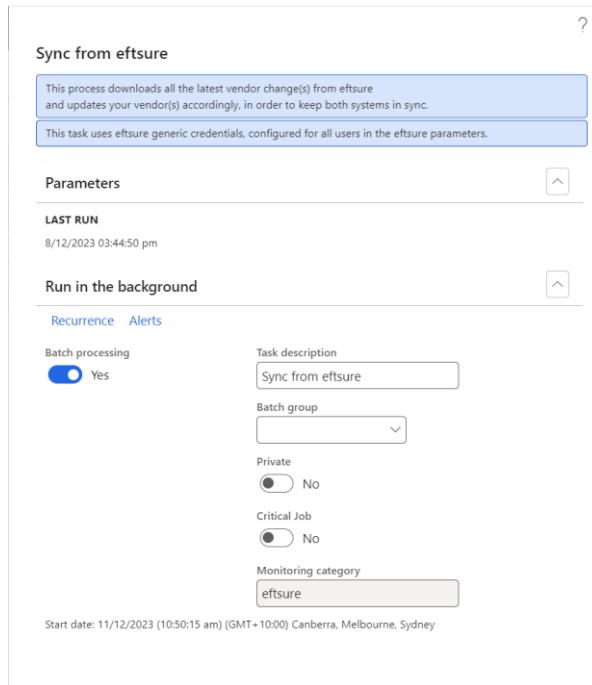
2.1. Manual Sync

Background: Manual perform re-sync tasks before turning on auto-batches.

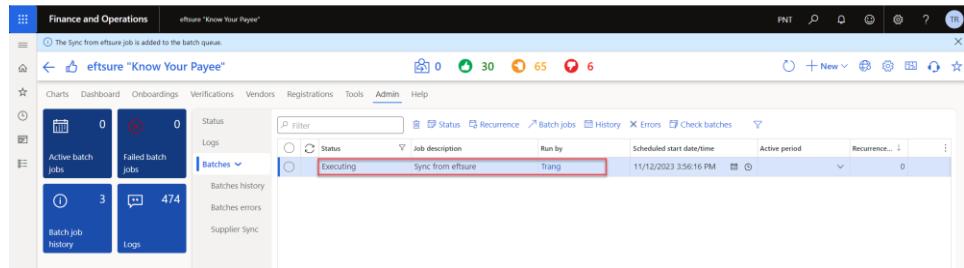


Note: with auto batch **Sync vendor(s) from eftsure** runs every 15 minutes and **Sync to eftsure** is real time.

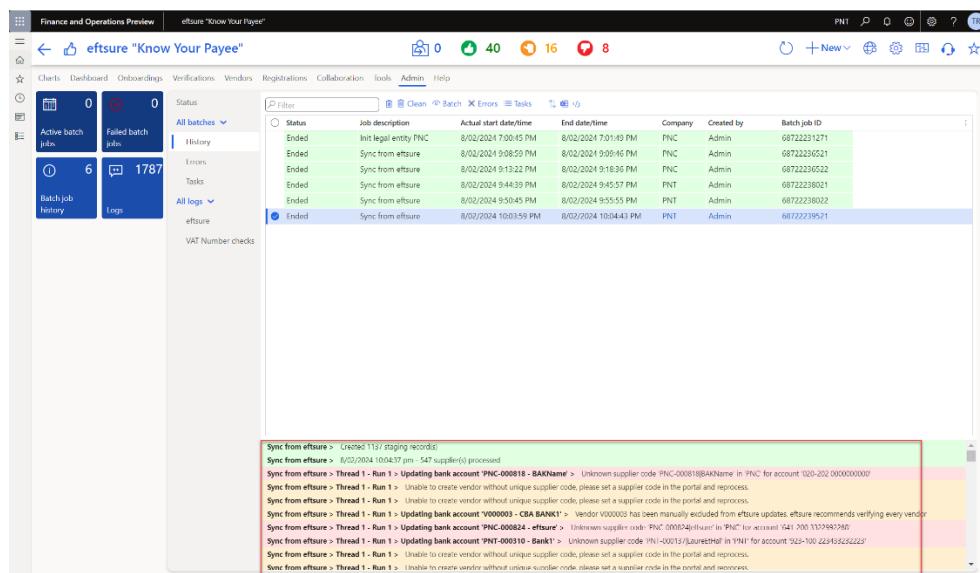
Eg: Sync vendor(s) from eftsure



Admin > Batches to check batch run.



Once the batch is run, notes and number of vendor has been synchronized from eftsure will appear in below window with error message and number of failed supplier code.



2.2. Supplier Sync (from eftsure)

If there is any error with the synchronization, it will be shown in Supplier Sync tab with more details for investigation.

Common errors:

- Vendor exists in eftsure portal but not D365.
- Data quality with invalid ABN, BSB, supplier code
- New vendor is created after **init** step has been completed

Suggestion:

- Manually create vendor or bank account in D365 with vendor code and ensure supplier reference is the same with eftsure portal OR
- Inactive vendor in portal and start new onboarding workflow
- Clean up vendor master

2.3. Mass updates (Exclude vendors)

This option allows system admin to exclude vendor **OR** vendor group before trying manual sync to/from eftsure portal (standard function of D365 F&O).

Each exclude task has to be performed separately.

Include Exclude

This process allows the user to include/exclude vendors from the eftsure synchronisation(s).

This task uses eftsure user credentials, configured per user in the User Options form. If running as a batch, it uses the eftsure credentials configured for the user running the batch.

Parameters

Exclude from eftsure Yes

Records to include

Filter

VENDORS

Vendor account

Group

Exclude from eftsure

Run in the background

Recurrence Alerts

Batch processing No

Task description Include Exclude

Batch group

Private No

Critical Job No

Monitoring category eftsure

Start date: 11/12/2023 (10:52:10 am) (GMT+10:00) Canberra, Melbourne, Sydney

Run Filter query to exclude desired record(s).

If **Exclude from eftsure** on Parameters is Yes, **Exclude from eftsure** in the query will be blank.

Vendor bank account(s) to export in VMF

Select query Previously used query Modify...

Range Sorting Company range Joins

+ Add Remove

Table	Derived table	Field	Criteria
Vendor bank accounts	Vendor bank accounts	Expiration date	(dateTimeMinValue())
Vendor bank accounts	Vendor bank accounts	Expiration date	(greaterThanUtcDate())
Vendors	Vendors	Vendor account	<input type="text"/>
<input checked="" type="checkbox"/> Vendors	Vendors	Group	<input type="text"/> <input type="button"/>
Vendors	Vendors	Vendor hold	No

Replace the criteria value on lookup

OK Reset Cancel

Vice versa, if Parameter is No, **Exclude from eftsure** in the query is Yes.

Vendor to verify via eftsure

Select query Previously used query Modify...

Range Sorting Joins

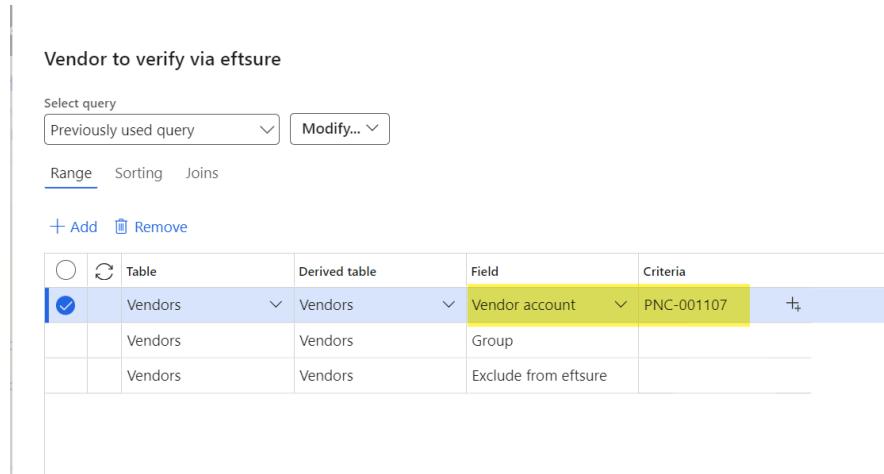
+ Add Remove

Table	Derived table	Field	Criteria
Vendors	Vendors	Vendor account	<input type="text"/>
<input checked="" type="checkbox"/> Vendors	Vendors	Group	<input type="text"/> <input type="button"/>
Vendors	Vendors	Exclude from eftsure	Yes

Replace the criteria value on lookup

Run separate batches for each exclude task.

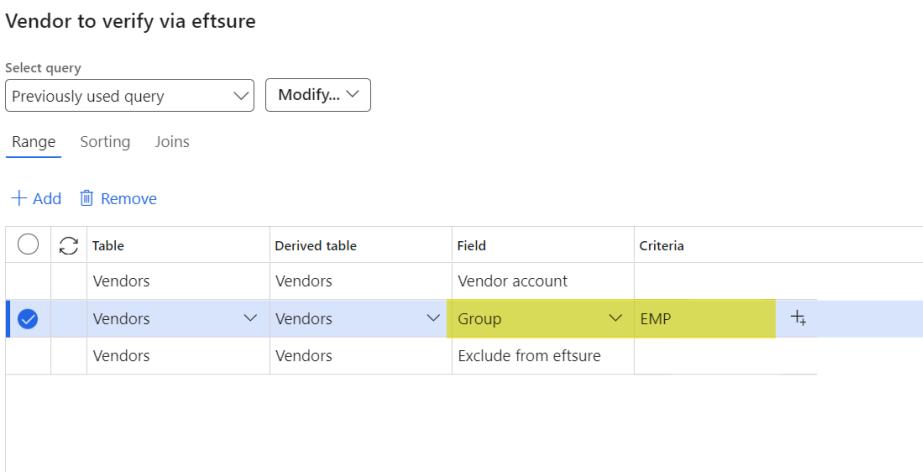
Exclude 1 vendor account



The screenshot shows the 'Vendor to verify via eftsure' interface. At the top, there is a 'Select query' dropdown set to 'Previously used query' and a 'Modify...' button. Below this are tabs for 'Range', 'Sorting', and 'Joins', with 'Range' being the active tab. Under the 'Range' tab, there are buttons for '+ Add' and 'Remove'. A table below shows the query details:

Table	Derived table	Field	Criteria
Vendors	Vendors	Vendor account	PNC-001107
Vendors	Vendors	Group	
Vendors	Vendors	Exclude from eftsure	

Run another batch to exclude vendor group.



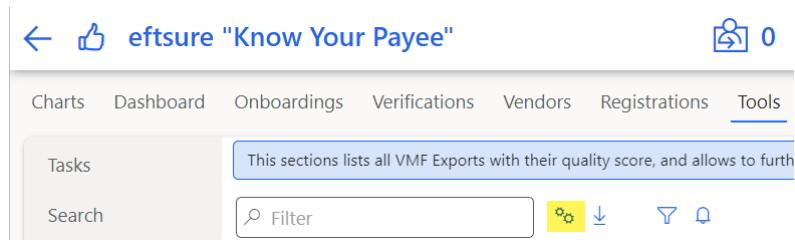
The screenshot shows the 'Vendor to verify via eftsure' interface. The 'Range' tab is active. Under the 'Range' tab, there are buttons for '+ Add' and 'Remove'. A table below shows the query details:

Table	Derived table	Field	Criteria
Vendors	Vendors	Vendor account	
Vendors	Vendors	Group	EMP
Vendors	Vendors	Exclude from eftsure	

2.4. VMF export

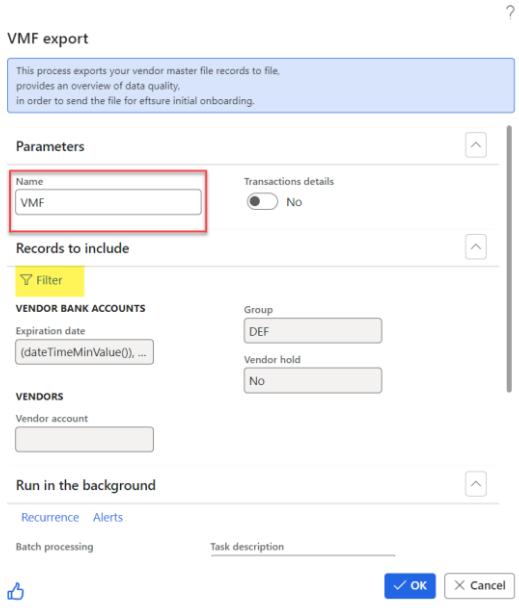
Background: Analysing Vendor master pattern and review data quality.

Function: Using VMF export button to generate export batch.

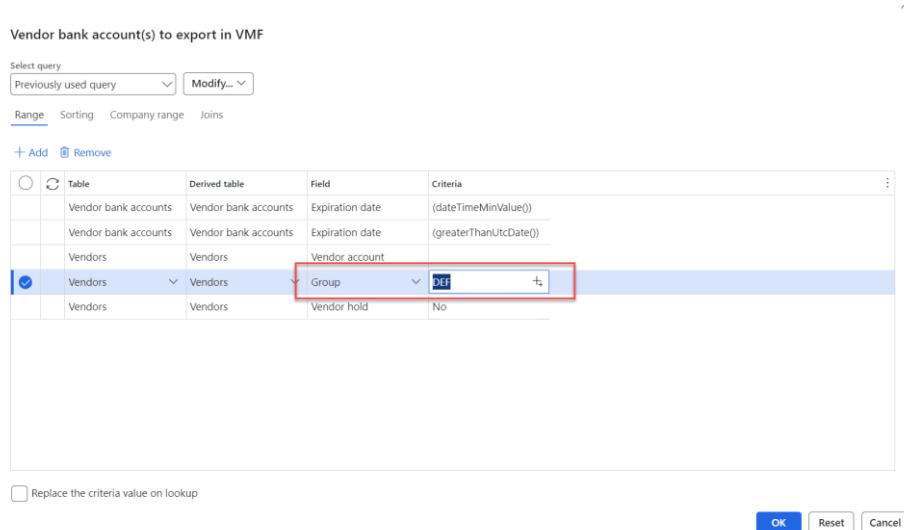


The screenshot shows the 'Tools' section of the eftsure interface. At the top, there is a back arrow, a thumbs-up icon, the text 'eftsure "Know Your Payee"', and a user icon with '0' notifications. Below this is a navigation bar with tabs: 'Charts', 'Dashboard', 'Onboardings', 'Verifications', 'Vendors', 'Registrations', and 'Tools', with 'Tools' being the active tab. Under the 'Tools' tab, there is a 'Tasks' section containing the text: 'This section lists all VMF Exports with their quality score, and allows to furth...'. Below this is a 'Search' input field with a 'Filter' button and other search controls.

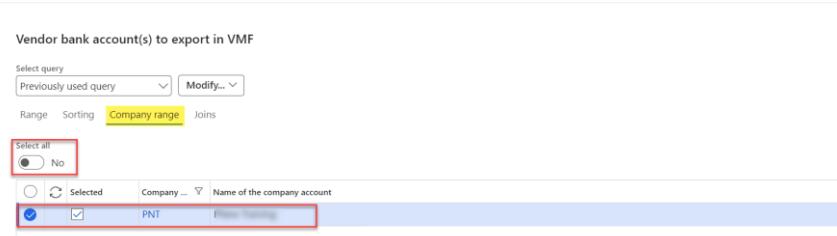
Using Filter function to include more criteria in the query.



System admin can either select all or filter by only included vendor group or vendor account.



By default, all companies will be selected or user can select only eftsure enabled legal entity to improve the performance.



Once the batch is completed, user will be able to review the error as well as export to excel.

Details for each line can be found on Details tab.

Common error: missing mandatory fields mainly BSB, bank account, email, phone etc

File can be extracted to Excel for further investigation using standard D365 function.

Suggestion: Review data and ensure all mandatory fields reflected correct info.

For existing vendors with 9999XXX ABN, if business wishes to turn on ABN & GST lookup and validation, any changes made to those vendors will have an error.

Suggest to delete dummy ABN, either input a valid ABN or leave ABN field blank to avoid same error.

2.5. Rename

Vendors name

Background: Vendor name recorded in D365 is different to Legal/Trading name registered in ABR.

Function: Tool designed to assist renaming vendor names manually or in mass from entity name or ABR verified data. It also keeps eftsure in sync with the renames and can lead to verification status changes. This tool is most useful during GoLive and should be used with care.

Tool designed to add trading under names manually or in mass. For entity name or ABN verified data. It also keeps changes in sync with the names and entity verification status changes. This tool is most useful during Set up and should be used with care.

Verification status	Vendor account	Vendor name	Entity name	Main trading name
Not verified yet	PNC-001379	imgoplo.imgurlo	FARMER, MICHAEL JOHN	
Not verified yet	PNC-001380	Megan	BROWN, MEGAN SARAH	
Not verified yet	PNC-001383	Toto & Co.	The Trustee for Thompson Unit	
Not verified yet	PNC-001385	Telsa		
Not verified yet	PNC-001387	DEF		
Not verified yet	PNC-001392	Defcorp		
Not verified yet	PNC-001394	ANNANDALE DENTIST		
Not verified yet	PNC-001400	SMIGGLE PTY LTD		
Not verified yet	PNC-001401	FGFG3		
Blocked	PNC			
Not verified yet	PNS	COMPANY DYNAMICS PTY LTD	COMPANY DYNAMICS PTY LTD	
Not verified yet	PDS	COMPANY DYNAMICS PTY LTD	COMPANY DYNAMICS PTY LTD	
Not verified yet	PNT	COMPANY DYNAMICS PTY LTD	COMPANY DYNAMICS PTY LTD	
Not verified yet	PNT	PNT-000121	BROSOWSKI, DARREN PAUL	
Not verified yet	PNT	PNT-000166	Domain	
Not verified yet	PNT	PNT-000185	Tin Tin	
Not verified yet	PNT	PNT-000188	FISHER & PAYKEL APPLIANCES L...	
Not verified yet	PNT	PNT-000189	MERIDIAN ENERGY LIMITED	
Not verified yet	PNT	PNT-000193	Bua	MERIDIAN ENERGY LIMITED
Not verified yet	PNT	PNT-000215	Duck Duck	FISHER & PAYKEL APPLIANCES L...

The screenshot shows the eftsure 'Know Your Paye' dashboard. On the left, a sidebar includes 'Supplier Sync' and 'Data reconciliation' sections. The main area displays a table of vendor data with columns: Vendor name, Entity name, and Main trading name. A red box highlights the 'Vendor name' column for the entry 'TEETH PLUS CLINIC PTY LTD'. The table also shows 'Verification status' (Not verified yet) and 'PNC' (PNC-001294, PNC-000188) for the same vendor. A tooltip above the table explains the 'Tool designed to assist renaming vendor names manually or in mass from entity name or ABR verified data. It also keeps eftsure in sync with the renames and can lead to verification status changes. This tool is most useful during GoLive and should be used with care.' The top navigation bar includes tabs for 'Finance and Operations Preview', 'eftsure "Know Your Paye"', and 'PNT', along with search and filter icons.

Bank accounts name

Background: Vendor bank account is one of key verification criteria, vendor with different bank account name with verified vendor bank account (from eftsure database) will be highlighted as Red and no payment can be generated.

Function: Rename existing vendor bank account name as per eftsure verified name or legal entity name registered with ABR.

Finance and Operations eftsure "Know Your Payne"

Charts Dashboard Onboardings Verifications Vendors Registrations Tools Admin Help

Supplier Sync Search

Export VMF export Latest Transactions Data reconciliation Vendor Bank accounts Rename Vendor name(s) Bank account name(s) Change supplier codes Portal only D365 only

eftsure "Know Your Payne"

0 11 2 0

0 + New ▾

Tool designed to assist renaming bank account names manually or in mass from vendor name or eftsure verified data. It also keeps eftsure in sync with the renames and can lead to verification status changes. This tool is most useful during GoLive and should be used with care.

Vendor account	Vendor name	Bank account name	eftsure Verified Bank account	Entity name	BSB numb:
PNC-000371	Laura Hall	WNSW (Ticket-8812...	LOUIS@ING	NATALI LAURA	923-100
PNC-000539	DOYLE CIVIL PTY LTD	Default	DOYLE CIVIL PTY LTD	DOYLE CIVIL PTY LTD	062-678
PNC-000756	HENRI ATTIE	ING	BUSINESS TRANSACTIONS	ATTIE, HENRI	923-100
PNC-000883	ABN	Bank Transactions B...	CONTACTPERSONBANKA...	MOHAMUD, ABDIRISAQ FARAH	923-100
PNC-001299	SHARP AND COMPANY	Sharp corp	PROGRAMMED GROUP	FW & GI SHARP	012-345
PNC-001312	QANTAS	TTM1	QANTAS AUSTRALIA	PAC CONSTRUCTIONS PTY LTD	012-345

2.6. Change supplier codes

This task is used only for pre Go-Live to align supplier code between D365 F&O and eftsure portal.

Portal only

Background: for API integration, each vendor/bank account needs an unique supplier code in both D365 F&O and eftsure portal. Mandatory format for supplier code will be VendorAccount|Bankaccountid.

For eftsure existing customer, before Go-Live, supplier reference normally reflect only Vendor account.

Note: For more information how supplier code is generated from Init step, please refer to Technical guide.

Function: This feature will allow key user to change supplier code in eftsure to reflect correct mandatory format as per D365 F&O.

User has option to manually create or export provided template to either CSV or Excel then Import to the main table.

Before importing, please ensure all column headings are consistent with table grid.

All mandatory fields must be included in Import template.

Note: Account Code Type contains 2 letters vendor country code for example AU, NZ, US etc

Once save the record, click Change supplier codes.

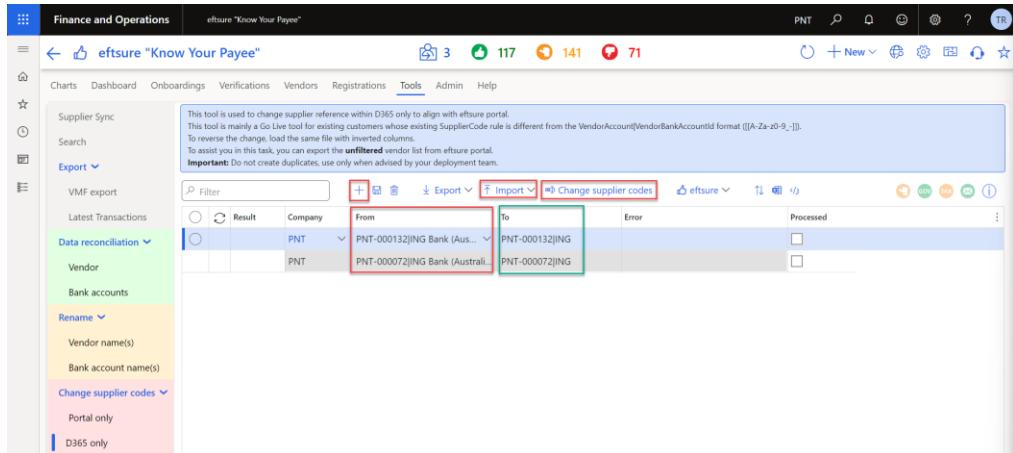
Supplier code will be changed in eftsure portal.

D365 only

Background: if end user wants to change D365 supplier code before synchronizing to eftsure due to long or unclear BankAccountID.

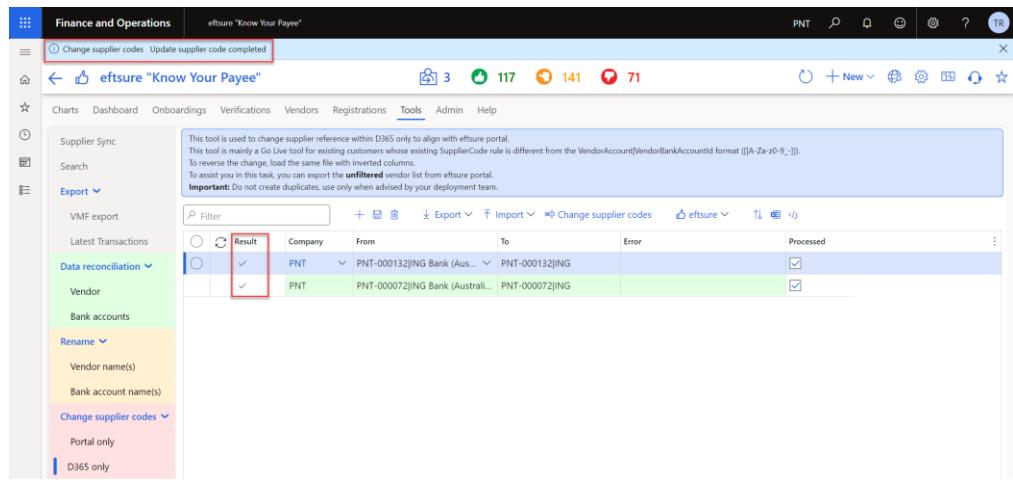
Note: This task has to be performed before changing supplier code in [Portal only*](#)

Function: change existing supplier code in D365



This tool is used to change supplier reference within D365 only to align with eftsure portal.
This tool is mainly a Go Live tool for existing customers whose existing SupplierCode rule is different from the VendorAccount|VendorBankAccountID format ([[A-Za-z0-9_-]]).
To reverse the change, load the same file with inverted columns.
To assist you in this task, you can export the **unfiltered** vendor list from eftsure portal.
Important: Do not create duplicates, use only when advised by your deployment team.

Result	Company	From	To	Error	Processed
PNT	PNT	PNT-000132 ING Bank (Aus...)	PNT-000072 ING Bank (Austral...)		
	PNT		PNT-000072 ING		



Change supplier code. Update supplier code completed.

This tool is used to change supplier reference within D365 only to align with eftsure portal.
This tool is mainly a Go Live tool for existing customers whose existing SupplierCode rule is different from the VendorAccount|VendorBankAccountID format ([[A-Za-z0-9_-]]).
To reverse the change, load the same file with inverted columns.
To assist you in this task, you can export the **unfiltered** vendor list from eftsure portal.
Important: Do not create duplicates, use only when advised by your deployment team.

Result	Company	From	To	Error	Processed
✓	PNT	PNT-000132 ING Bank (Aus...)	PNT-000072 ING		
✓	PNT	PNT-000072 ING Bank (Austral...)	PNT-000072 ING	✓	✓