

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

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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

Finance and Operations > Accounts payable > Setup > Accounts payable parameters

Standard view

Accounts payable parameters

General

Set up requirements for purchase order approval and vendor information

Default values

Exchange rate date
Posting date

Vendor

One-time vendor account
Mandatory tax group
Default filter for vendor transactions
Prevent duplicating Federal tax IDs

ABN requirement
Domestic + EU member states

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.

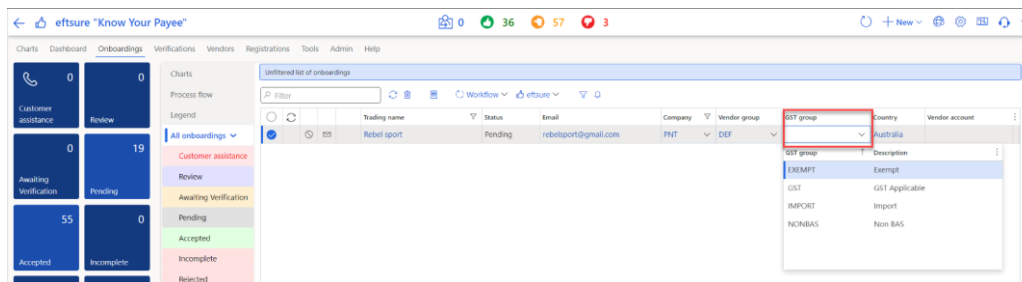
Finance and Operations > Accounts payable > Vendors > Vendor groups

Vendor groups

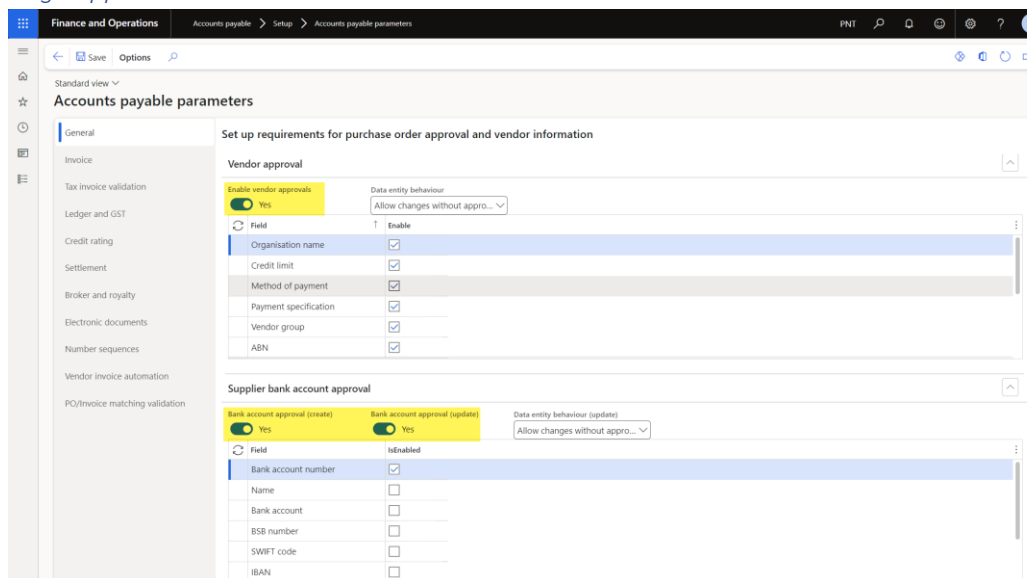
Standard view

Vendor gr...	Description	Terms of payment	Time between invoice due date and ...	Default tax group	Exclude from s...
BPAY	BPAY	30D		EXEMPT	
DEF	Default Vendors	30D		GST	
EMP	Employees	NET		EXEMPT	
INT	International Vendors	30EOM		IMPORT	
SER	Service Vendors	14D		GST	

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

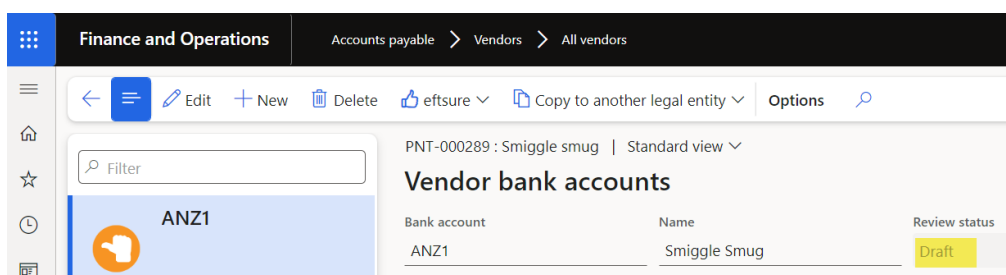


Vendor approval & Bank account

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

The screenshot shows the 'General ledger parameters' configuration page. On the left is a navigation pane with options like GST, Withholding tax, Inventory dimensions, etc. The main area is titled 'Set up general information for general ledger'. Under the 'GENERAL' tab, the 'Allow multiple transactions within one voucher' option is set to 'No' and is highlighted with a yellow box. Other options include 'Check for voucher used' (set to 'Reject duplicate'), 'Check continuous numbers' (set to 'No'), 'Interrupt in case of error account' (set to 'Yes'), 'Maximum penny difference' (set to '0.00'), 'Journal sorting direction' (set to 'Ascending'), 'Maximum penny-rounding in the repo...' (set to '0.00'), 'JOURNALISING' (Extended ledger journal, Start journalising report at page one, Check journalising), 'PROJECT' (Allow the financial dimensions to be e... set to 'Yes'), 'CASH CONTROL VALIDATION' (Financial dimension set, Cash control override), and 'UPLOAD JOURNAL' (Upload journal name).

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>

Allow multiple transactions within one voucher

Select this option to allow multiple vendor, customer, fixed asset, bank or project transactions to be entered within a single voucher. We do not recommend using this option because of the accounting impact to various processes and reporting. For more information, see <https://go.microsoft.com/fwlink/?linkid=869389>.

Allow multiple transactions within one...

☒ Yes

Method of payment

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

The screenshot shows the 'Methods of payment - vendors' configuration page. On the left is a list of payment methods: BPAY, CASH, CHQ, EFT (selected), EFT-EUR, EFT-NZD, EFT-USD, and Xe Test. The main area shows the configuration for the selected 'EFT' method. It includes a table with columns for Method of payment, Period, Description, Grace period, and Payment status. Below this is the 'General' tab with 'File formats' and 'TAX INVOICE UPDATE' sections. The 'Export format configuration' is highlighted in yellow, showing 'Generic electronic Export format' set to 'Yes' and 'Export format' set to 'WBC Direct Entry System (AL) A...'. Other options include 'Generic electronic Return format' (set to 'No'), 'Return format configuration' (set to 'No'), 'Remittance format', 'Run export script' (set to 'No'), and 'Journal name'.

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

Finance and Operations Accounts payable > Setup > Accounts payable parameters

Standard view Accounts payable parameters

General

Set up requirements for purchase order approval and vendor information

Vendor approval

Enable vendor approvals: No Data entity behaviour: Allow changes without appro...

Field: Organisation name, Credit limit, Method of payment, Payment specification, Vendor group, ABN

Supplier bank account approval

Bank account approval (create): No Bank account approval (update): No Data entity behaviour (update): Create change proposals

Field: Bank account number, Name, Bank account

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.

Finance and Operations eftsurance "Know Your Payee"

Charts Dashboard Onboardings Verifications Vendors Registrations Tools Admin Help

Active batch jobs: 9 Failed batch jobs: 0 Status: 0

Batch job history: 63 Logs: 386

This section contains all batches and tools used to keep all systems in sync, mostly for workarounds and re-sync processes. By default, all batches are automatically triggered by 'Check Batches' when appropriate.

Sync: Batches used to keep eftsure and D365 in sync

Australia: Sync form(s), Sync onboarding(s), Sync vendor(s) to eftsure, Sync vendor(s) from eftsure, Sync expiring bank account(s)

Mass updates: Batches used to keep VMF and Government services in sync

Clean: Business registration check

Other: VAT Number checks

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

Sync from eftsure

This process downloads all the latest vendor change(s) from eftsure and updates your vendor(s) accordingly, in order to keep both systems in sync.

This task uses eftsure generic credentials, configured for all users in the eftsure parameters.

Parameters

LAST RUN
8/12/2023 03:44:50 pm

Run in the background

Recurrence **Alerts**

Batch processing
☒ Yes

Task description
Sync from eftsure

Batch group
▼

Private
☐ No

Critical Job
☐ No

Monitoring category
eftsure

Start date: 11/12/2023 (10:50:15 am) (GMT+10:00) Canberra, Melbourne, Sydney

Admin > Batches to check batch run.

Status	Job description	Run by	Scheduled start date/time	Active period	Recurrence...
Executing	Sync from eftsure	Trang	11/12/2023 3:36:16 PM		0

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.

Status	Job description	Actual start date/time	End date/time	Company	Created by	Batch job ID
Ended	Init legal entity PNC	8/02/2024 7:00:45 PM	8/02/2024 7:01:49 PM	PNC	Admin	68722251271
Ended	Sync from eftsure	8/02/2024 9:08:59 PM	8/02/2024 9:09:16 PM	PNC	Admin	68722250521
Ended	Sync from eftsure	8/02/2024 9:13:22 PM	8/02/2024 9:16:36 PM	PNC	Admin	68722235522
Ended	Sync from eftsure	8/02/2024 9:44:39 PM	8/02/2024 9:45:57 PM	PNC	Admin	68722236021
Ended	Sync from eftsure	8/02/2024 9:50:45 PM	8/02/2024 9:55:55 PM	PNC	Admin	68722236022
Ended	Sync from eftsure	8/02/2024 10:03:55 PM	8/02/2024 10:04:43 PM	PNC	Admin	68722239621

Sync from eftsure > Created 1151 staging records

Sync from eftsure > 8/02/2024 10:04:37 pm - 547 supplier(s) processed

Sync from eftsure > Thread 1 - Run 1 > Updating bank account **PNC-000818-BANKName** > Unknown supplier code PNC-000818BANKName in PNC for account 1025-202 000000000

Sync from eftsure > Thread 1 - Run 1 > Unable to create vendor without unique supplier code, please set a supplier code in the portal and reprocess.

Sync from eftsure > Thread 1 - Run 1 > Unable to create vendor without unique supplier code, please set a supplier code in the portal and reprocess.

Sync from eftsure > Thread 1 - Run 1 > Updating bank account **V000003 - CBA BANK** > Vendor V000003 has been manually excluded from eftsure updates. eftsure recommends verifying every vendor

Sync from eftsure > Thread 1 - Run 1 > Updating bank account **PNC-000824 - eftsure** > Unknown supplier code PNC-000824eftsure in PNC for account 141 200 11039807980

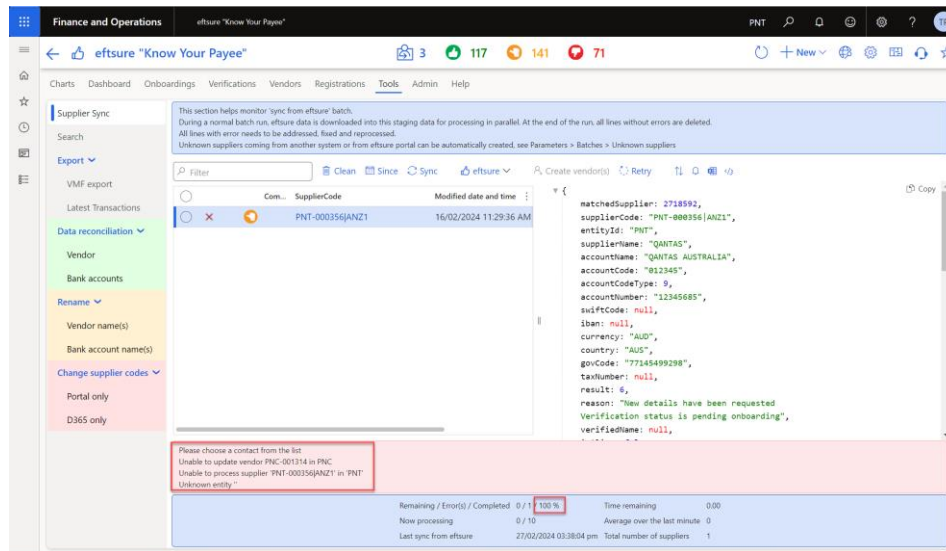
Sync from eftsure > Thread 1 - Run 1 > Updating bank account **PNC-000310 - BankIT** > Unknown supplier code PNC-000310BankIT in PNC for account 1025-100 22345623222

Sync from eftsure > Thread 1 - Run 1 > Unable to create vendor without unique supplier code, please set a supplier code in the portal and reprocess.

Sync from eftsure > Thread 1 - Run 1 > Unable to create vendor without unique supplier code, please set a supplier code in the portal and reprocess.

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:

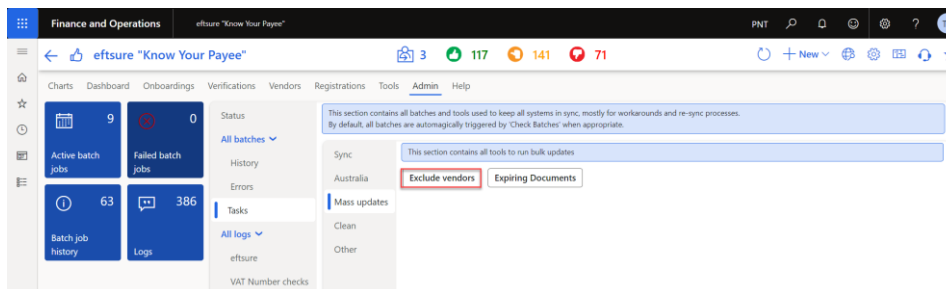
- Vendor exists in eftsure portal but not D365.
- Data quality with invalid ABN, BSB, supplier code
- New vendor is created after **init** step has been completed

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

VENDORS

Vendor account

Group

Exclude from eftsure

Run in the background

[Recurrence](#) [Alerts](#)

Batch processing ☐ No

Task description

Batch group

Private ☐ No

Critical Job ☐ No

Monitoring category

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

[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	
Vendors	Vendors	Group	
Vendors	Vendors	Vendor hold	No

☐ Replace the criteria value on lookup

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

Vendor to verify via eftsure

Select query

[Range](#) [Sorting](#) [Joins](#)

[+ Add](#) [Remove](#)

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

Run separate batches for each exclude task.

Exclude 1 vendor account

Vendor to verify via eftsure

Select query

Previously used query

Modify...

Range

Sorting

Joins

+ Add

Remove

	Table	Derived table	Field	Criteria
<input checked="" type="checkbox"/>	Vendors	Vendors	Vendor account	PNC-001107
	Vendors	Vendors	Group	
	Vendors	Vendors	Exclude from eftsure	

Run another batch to exclude vendor group.

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 checked="" type="checkbox"/>	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.

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Charts

Dashboard

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Tools

Tasks

Search

This sections lists all VMF Exports with their quality score, and allows to furth

Filter

⚙️

↓

🔍

🔔

Using Filter function to include more criteria in the query.

VMF export

This process exports your vendor master file records to file, provides an overview of data quality, in order to send the file for eftsure initial onboarding.

Parameters

Name: VMF

Transactions details: ☐ No

Records to include

VENDOR BANK ACCOUNTS

Expiration date: (dateTimeMinValue0), ...

Group: DEF

Vendor hold: No

VENDORS

Vendor account:

Run in the background

Recurrence Alerts

Batch processing Task description

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

Vendor bank account(s) to export in VMF

Select query: Previously used query

Range Sorting Company range Joins

+ Add Remove

Table	Derived table	Field	Criteria
Vendor bank accounts	Vendor bank accounts	Expiration date	(dateTimeMinValue0)
Vendor bank accounts	Vendor bank accounts	Expiration date	(greaterThanUtcDate0)
Vendors	Vendors	Vendor account	
<input checked="" type="checkbox"/> Vendors	Vendors	Group	DEF
Vendors	Vendors	Vendor hold	No

☐ Replace the criteria value on lookup

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

Vendor bank account(s) to export in VMF

Select query: Previously used query

Range Sorting Company range Joins

Select all: ☒ No

Selected	Company	Name of the company account
<input checked="" type="checkbox"/>	PNT	Eftsure - Training

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

Name	Legal entities	Lines	Tests passed	Errors	Warnings	Created date and time
VMF export - PNT	PNT	8	100 %			5/03/2020 1:49:52 PM
VMF	PNT	100	87 %	86	47	11/12/2023 5:12:57 PM

Details for each line can be found on Details tab.

SupplierCode	Name	Telephone	Bank account number	Company
PNC-001045 Bank2	T9		3949393	PNT
ABN	Email	Name	BSB number	IBAN
		ANX	016936	

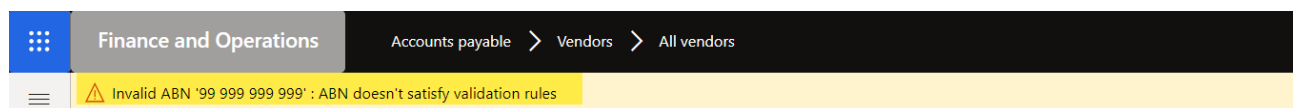
Common error: missing mandatory fields mainly BSB, bank account, email, phone etc

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

Bank account	SupplierCode
3Default	
300001EUR	
300003EUR	
300003EUR	
GGHH	

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 eftsware 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.

Finance and Operations Preview

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0 239 28 12

Charts Dashboard Onboardings Verifications Vendors Registrations Collaboration 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

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.

Filter

Rename

eftsure

Vendor name

From entity name(s)

From main trading name(s)

Verification status

Vendor account

Vendor name

Entity name

Main trading name

Verification status	Vendor account	Vendor name	Entity name	Main trading name
Not verified yet	PNC-001379	mgoplo.mgoplo	FARMER, MICHAEL JOHN	
Not verified yet	PNC-001380	Megan	BROWN, MEGAN SARAH	
Not verified yet	PNC-001383	Toto & Co.	The Trustee for Thompson Unit...	
Blocked	PNC-001385	Telisa		
Not verified yet	PNC-001387	DEF		
Not verified yet	PNC-001392	Defcorp	SAHNI, GAURAV	
Not verified yet	PNC-001394	ANNANDALE DENTIST	TEETH PLUS CLINIC PTY LTD	
Not verified yet	PNC-001400	SMIGGLE PTY LTD	SMIGGLE PTY LTD	
Blocked	PNC-001401	FGFG3		
Not verified yet	PNT-000061	COMPANY DYNAMICS PTY LTD	COMPANY DYNAMICS PTY LTD	
Not verified yet	PDS-000061	COMPANY DYNAMICS PTY LTD	COMPANY DYNAMICS PTY LTD	
Not verified yet	PNT-000061	COMPANY DYNAMICS PTY LTD	COMPANY DYNAMICS PTY LTD	
Not verified yet	PNT-000121	BROSOWSKI, DARREN PAUL		
Not verified yet	PNT-000166	Domain		
Not verified yet	PNT-000185	Tin Tin		
Not verified yet	PNT-000188	FISHER & PAYKEL APPLIANCES L...	FISHER & PAYKEL APPLIANCES L...	
Not verified yet	PNT-000189	MERIDIAN ENERGY LIMITED	MERIDIAN ENERGY LIMITED	
Not verified yet	PNT-000193	Rua		
Not verified yet	PNT-000215	Duck Duck		

Finance and Operations Preview

eftsure "Know Your Payee"

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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

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.

Filter

Rename

eftsure

Vendor name

From entity name(s)

From main trading name(s)

Verification status

Vendor account

Vendor name

Entity name

Main trading name

Verification status	Vendor account	Vendor name	Entity name	Main trading name
Not verified yet	PNC-001394	TEETH PLUS CLINIC PTY LTD	TEETH PLUS CLINIC PTY LTD	
Not verified yet	PNT-000188	FISHER & PAYKEL APPLIANCES LIMITED	FISHER & PAYKEL APPLIANCES LIMITED	

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 Payee"

0 11 2 0

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Vendor

Bank accounts

Rename

Vendor name(s)

Bank account name(s)

Change supplier codes

Portal only

D365 only

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.

Filter

Rename

eftsure

Bank account name

From eftsure verified name(s)

From vendor name(s)

From entity name(s)

Verification status

Vendor account

Vendor name

Bank account name

eftsure Verified Bank account

Entity name

BSB num

Verification status	Vendor account	Vendor name	Bank account name	eftsure Verified Bank account	Entity name	BSB num
Account name differs	PNC-000371	Laura Hall	WNSW (Ticket-8812...	LOUIS@ING	NATOLL, LAURA	923-100
Account name differs	PNC-000539	DOYLE CIVIL PTY LTD	Default	DOYLE CIVIL PTY LTD	DOYLE CIVIL PTY LTD	062-678
Account name differs	PNC-000756	HENRI ATTIE	ING	BUSINESS TRANSACTIONS	ATTIE, HENRI	923-100
Account name differs	PNC-000883	ABN	Bank Transactions 8...	CONTACTPERSONBANKA...	MOHAMUD, ABDIRISQA FARAH	923-100
Account name differs	PNC-001299	SHARP AND COMPANY	Sharp corp	PROGRAMMED GROUP	FW & GJ SHARP	012-345
Account name differs	PNC-001312	QANTAS	TTM1	QANTAS AUSTRALIA	PAC CONSTRUCTIONS PTY LTD	012-345

Verification status	Company	Vendor account	Vendor name	Bank account name	eftsure Verified Bank account	Entity name	BSB number	Bank account number
Verified	PNC	PNC-000371	Laura Hall	LOUIS@ING	LOUIS@ING	NATOLI, LAURA	923-100	999999999
Verified	PNC	PNC-000539	DOYLE CIVIL PTY LTD	DOYLE CIVIL PTY LTD	DOYLE CIVIL PTY LTD	DOYLE CIVIL PTY LTD	062-678	10332915
Verified	PNC	PNC-000756	HENRI ATTIE	BUSINESS TRANSAC...	BUSINESS TRANSAC...	ATTIE, HENRI	923-100	56475647
Verified	PNC	PNC-000883	ABN	CONTACTPERSONBAN...	CONTACTPERSONBAN...	MOHAMMUD, ABEKRISAQ FARAH	923-100	556644773
Verified	PNC	PNC-001299	SHARP AND COMPANY	PROGRAMMED GR...	PROGRAMMED GROUP	FW & GJ SHARP	012-345	909090
Verified	PNC	PNC-001312	QANTAS	TTM1	QANTAS AUSTRALIA	PAC CONSTRUCTIONS PTY LTD	012-345	902211

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.

Company	D...	Verification status	SupplierCode	Vendor account	Bank account	Bank account number
pnt		Cross-matched	PNT-000072 ING Bank (Australia)...	PNT-000072	ING Bank (Australia) Limited (tra...	9281538201
pnt		Not verified yet	PNT-000132 ING Bank (Australia)...	PNT-000132	ING Bank (Australia) Limited (tra...	9988778899

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

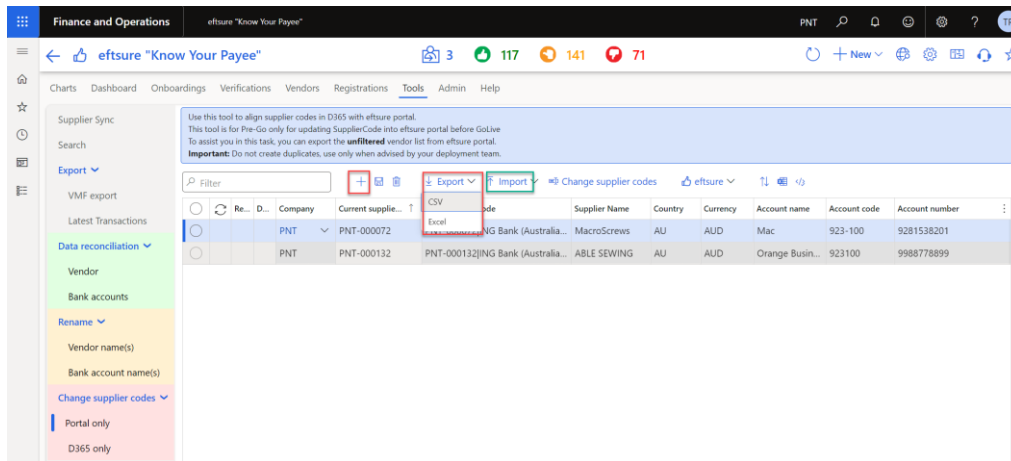
Verification	Bank account name	Supplier info	Entity
	ABLE SEWING	ABLE SEWING ABN 44574020803 PNT-000132	pnt (pnt)
	Orange Business Account	Orange Business Account PNT-000132	pnt (pnt)

Verification	Bank account name	Supplier info	Entity
	Mac	Macroscreens PNT-000072	pnt (pnt)

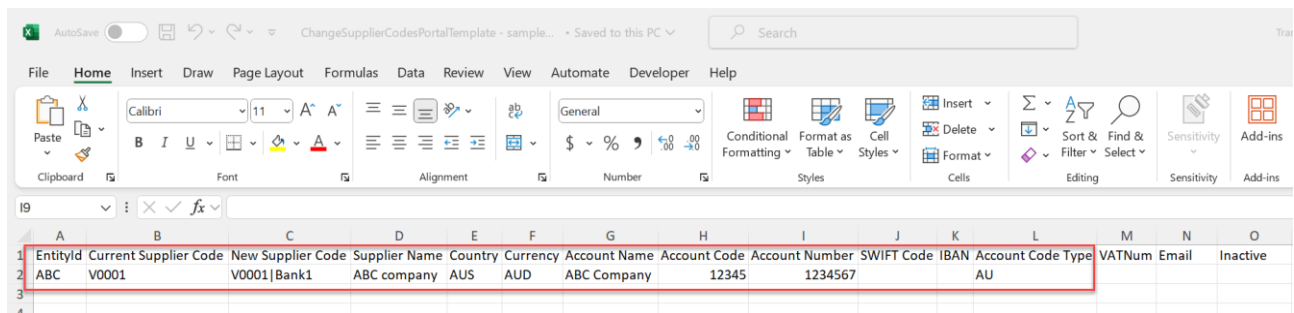
Note: For more information how supplier code is generated from Init step, please refer to Technical guide.

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.



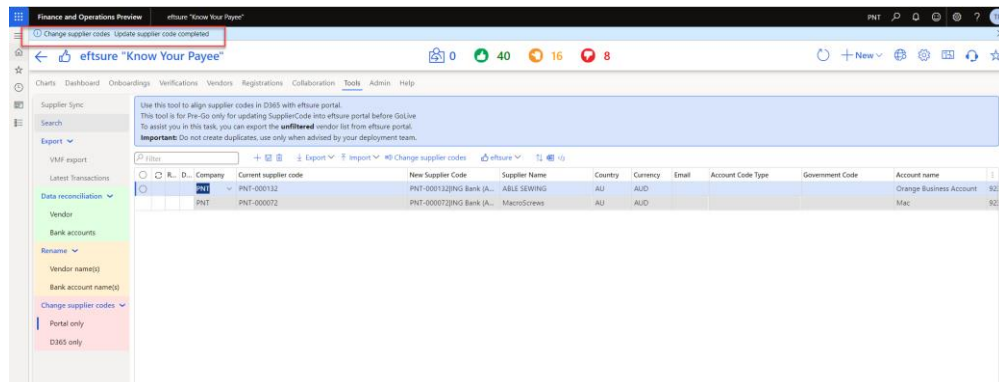
Before importing, please ensure all column headings are consistent with table grid.



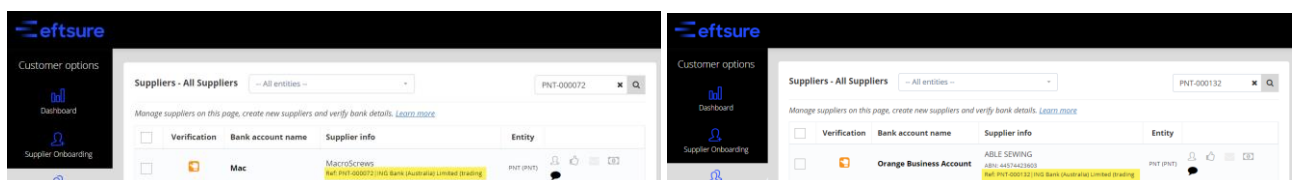
All mandatory fields must be included in Import template.

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.

Filter

Change supplier codes

Result	Company	From	To	Error	Processed
	PNT	PNT-000132 ING Bank (Aus...	PNT-000132 ING		<input type="checkbox"/>
	PNT	PNT-000072 ING Bank (Australi...	PNT-000072 ING		<input type="checkbox"/>

Change supplier codes - 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.

Filter

Change supplier codes

Result	Company	From	To	Error	Processed
<input checked="" type="checkbox"/>	PNT	PNT-000132 ING Bank (Aus...	PNT-000132 ING		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	PNT	PNT-000072 ING Bank (Australi...	PNT-000072 ING		<input checked="" type="checkbox"/>