

eftsure

**EXPORT  
VWVF**

## Change History

Version	Date	Change Summary	Author
1.0	28/11/2020	Initial draft	Greg
1.1	30/11/2020	Review	Berengere
1.2	16/01/2021	Updates on methodologies	Greg

## Table of contents


Introduction.....	2
DATA MANAGEMENT.....	2

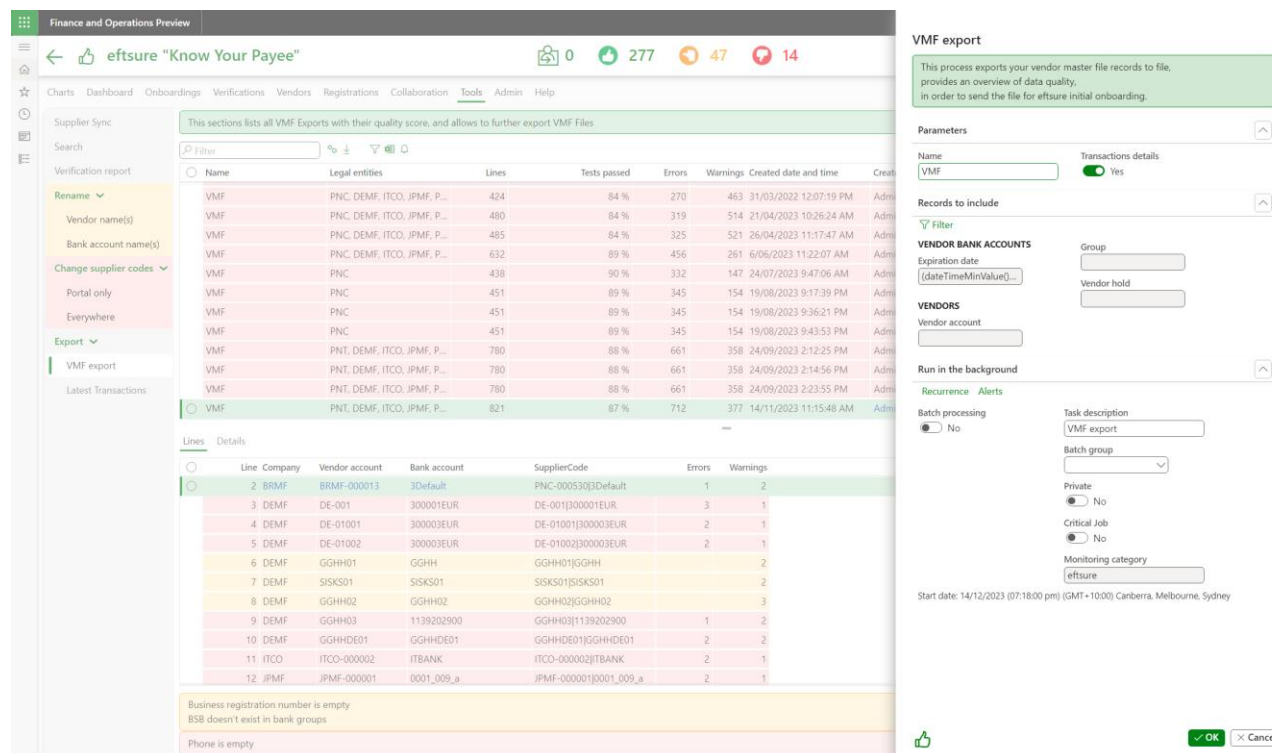
# INTRODUCTION

This guide will walk you through the initial process of exporting your CSV file from D365 F&O, as early as possible, in order to be validated by eftsurre, while the projects gets underway. VMF verification can take a few weeks depending on the number of suppliers, and therefore should be started as early as possible in order not to delay go live.

2 methods are described in this document, using eftsurre inside D365 or using Data Management and Standard D365 features.

## EFTSURE INSIDE D365

If eftsurre inside D365 is installed in your environment, go to the eftsurre “Know Your Payee” Workspace, Tools > Export > VMF Export, click the  Export icon to open the VMF Export dialog box which lets you choose which vendors to export.



The screenshot displays the D365 eftsurre "Know Your Payee" workspace. On the left, a sidebar contains navigation options: Supplier Sync, Search, Verification report, Rename, Vendor name(s), Bank account name(s), Change supplier codes, Portal only, Everywhere, Export, VMF export, and Latest Transactions. The main area shows a table of VMF exports with columns: Name, Legal entities, Lines, Tests passed, Errors, Warnings, Created date and time, and Create. Below this, a detailed table shows lines of data with columns: Line, Company, Vendor account, Bank account, SupplierCode, Errors, and Warnings. The VMF export dialog box is open on the right, showing parameters for the export, including Name (VMF), Transactions details (Yes), Records to include (Vendor Bank Accounts), and Run in the background (No). The dialog also includes a task description, batch group, and monitoring category.

Name	Legal entities	Lines	Tests passed	Errors	Warnings	Created date and time	Create
VMF	PNC, DEMF, ITCO, JPMF, P...	424	84 %	270	463	31/03/2022 12:07:19 PM	Adm...
VMF	PNC, DEMF, ITCO, JPMF, P...	480	84 %	319	514	21/04/2023 10:26:24 AM	Adm...
VMF	PNC, DEMF, ITCO, JPMF, P...	485	84 %	325	521	26/04/2023 11:17:47 AM	Adm...
VMF	PNC, DEMF, ITCO, JPMF, P...	632	89 %	456	261	6/06/2023 11:22:07 AM	Adm...
VMF	PNC	438	90 %	332	147	24/07/2023 9:47:06 AM	Adm...
VMF	PNC	451	89 %	345	154	19/08/2023 9:17:39 PM	Adm...
VMF	PNC	451	89 %	345	154	19/08/2023 9:36:21 PM	Adm...
VMF	PNC	451	89 %	345	154	19/08/2023 9:43:53 PM	Adm...
VMF	PNT, DEMF, ITCO, JPMF, P...	780	88 %	661	358	24/09/2023 2:12:25 PM	Adm...
VMF	PNT, DEMF, ITCO, JPMF, P...	780	88 %	661	358	24/09/2023 2:14:56 PM	Adm...
VMF	PNT, DEMF, ITCO, JPMF, P...	780	88 %	661	358	24/09/2023 2:23:55 PM	Adm...
VMF	PNT, DEMF, ITCO, JPMF, P...	821	87 %	712	377	14/11/2023 11:15:48 AM	Adm...

Line	Company	Vendor account	Bank account	SupplierCode	Errors	Warnings
2	BRMF	BRMF-000013	3Default	PNC-0005303Default	1	2
3	DEMF	DE-001	300001EUR	DE-001300001EUR	3	1
4	DEMF	DE-01001	300003EUR	DE-01001300003EUR	2	1
5	DEMF	DE-01002	300003EUR	DE-01002300003EUR	2	1
6	DEMF	GGHH01	GGHH	GGHH01GGHH		2
7	DEMF	SISK01	SISK01	SISK01SISK01		2
8	DEMF	GGHH02	GGHH02	GGHH02GGHH02		3
9	DEMF	GGHH03	1139202900	GGHH031139202900	1	2
10	DEMF	GGHHDE01	GGHHDE01	GGHHDE01GGHHDE01	2	2
11	ITCO	ITCO-000002	ITBANK	ITCO-000002ITBANK	2	1
12	JPMF	JPMF-000001	0001_009_a	JPMF-0000010001_009_a	2	1

Business registration number is empty  
BSB doesn't exist in bank groups  
Phone is empty

This tool allows you to export multiple VMFs and monitor the quality of the output.

# DATA MANAGEMENT

## Data management template

You can get the same template from multiple sources:

Embedded in this document below,

Via email,

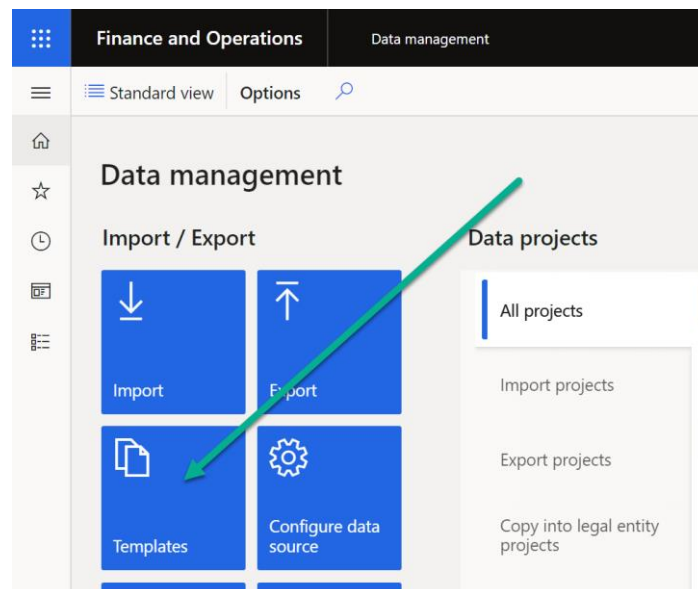
In LCS, after accepting invitation to the eftsure inside D365 FO solution.

Save the file locally.

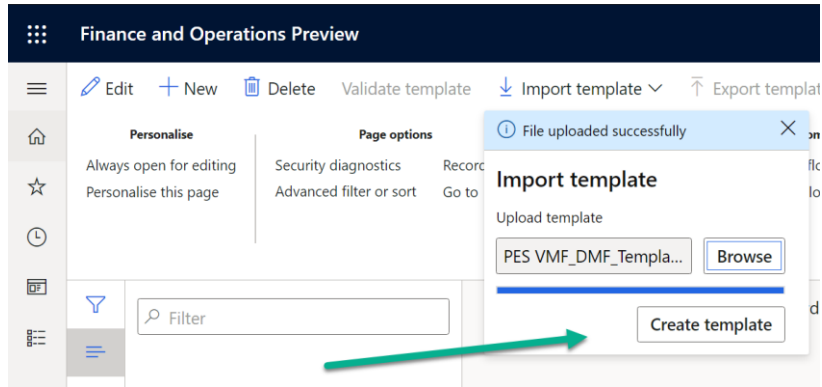


## Data management template import

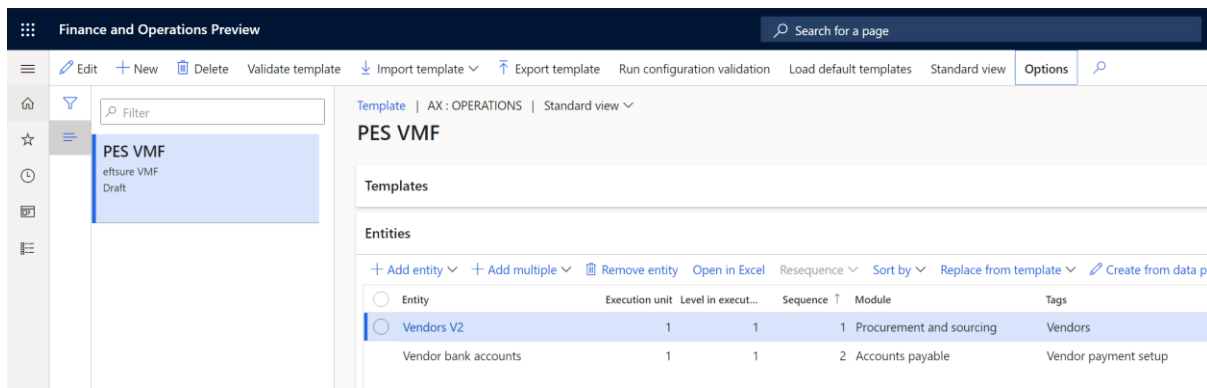
Go to the **Data management** workspace and hit the **Templates** tile.



The following **Data templates** form will be displayed, hit the **Import template** button, and **Browse** to the 'eftsure VMF' template stored previously, then hit **Create template**.

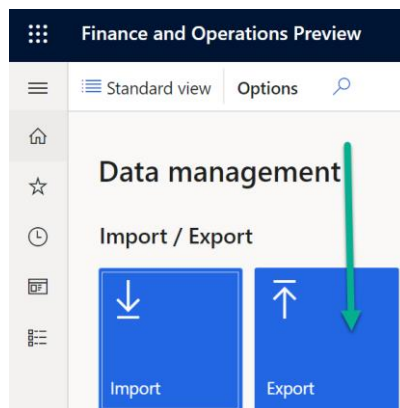


After a short time, a new PES VMF template has been imported into the system, and is ready to be used for exporting your VMF.



## VMF Export using data package

Go to the **Data management** workspace and hit the **Export** tile to create a new export.



The following **Data export** form will be displayed, hit the **New** button and enter a **Group name**, such as 'eftsure VMF Export', select **Project Category** = Other.

Once the header is complete, hit the **Add template** button, and select the new **PES VMF** template as source, then Click **OK**.

The screenshot displays the 'Finance and Operations Preview' application. The main header shows 'Export | AX : OPERATIONS' and the title 'eftsure VMF Export'. The 'Export' section contains four input fields: 'Group name' (filled with 'eftsure VMF Export'), 'Description', 'Data project operation type' (filled with 'Export'), and 'Project category' (filled with 'Other'). Below this is the 'Selected entities' section with a toolbar containing '+ Add entity', '+ Add multiple', '+ Add file', '+ Add template', 'Remove entity', 'Open in Excel', 'Resequene', 'Sort by', 'Di', 'Entity', 'View map', 'E', 'ice', 'Obsolete', and 'Source data format'. The '+ Add template' button is highlighted with a green box. A modal window titled 'Add template' is open, showing a dropdown for 'Copy from template' with 'PES VMF' selected. Below this, under 'SELECT THE OPTIONS', there are two radio buttons: 'Replace' and 'Merge' (selected). At the bottom, there is a 'Target data format' dropdown set to 'CSV' and an 'Ok' button. A green arrow points to the 'Ok' button.

**Disregard the warning** as the Notes field is not used during this export:



Finance and Operations Preview

Search for a page

PNC

...

AD

Save

New

Delete

Export

Create recurring data job

'Vendor bank accounts' entity mapping has completed successfully

4

X

The 'NOTES' column can only contain '32768' characters for the entity 'Vendors V2'. Data longer than this limit will be truncated on import.

X

Export

AX : OPERATIONS

eftsure VMF Export

Export

Group name

eftsure VMF Export

Project category

Other

Description

Generate data package

No

Data project operation type

Export

Group ID

{5A2BB1A8-037F-4140-8047-EA...

Selected entities

+ Add entity

+ Add multiple

+ Add file

+ Add template

Remove entity

Open in Excel

...

	Entity	View map	Execution ...	Level in execut...	Sequence	Obsolete	
	Vendors V2		1	1	1		
	Vendor bank accounts		1	1	2		

Excluding suppliers from export

At this stage, the data package is designed to export all suppliers from the current legal entity. If, for any reasons, multiple suppliers

Filter

Finance and Operations

Save

+

Home

Filter

Export

Star

Menu

Clock

Calendar

List

Export

Grid

Table

Details

Search

Inquiry

Select query

Query used

Modify...

Range

Sorting

Joins

+ Add

Remove

	Table	Derived table	Field	Criteria
<input type="radio"/>	Vendors V2	Vendors V2	Vendor account	

OK Reset Cancel

Note: Make sure to apply the same filter to both entities to avoid discrepancies.

## Export data package

Finance and Operations Preview

Search for a page

Save

New

Delete

Export

Create recurring data job

Job history

Download

Applicable roles

Applicable legal entities

Standard view

Export options

Manage

Options

Export now

Export in batch



Finance and Operations Preview Search for a page PNC ? AD

View execution log Download package Batch job Standard view Options

Execution summary | EFTSURE VMF EXPORT-2021-01-16T12:54:04-A7A70A476DC047F1B98E | Standard view

Lines Header

Execution summary :: Export

Data project name	Job ID	Execution status	Refresh
eftsurre VMF Export	eftsurre VMF Export-2021-01-16...	Succeeded	
Start time	End time	With errors:	
16/01/2021 12:54:04 PM	16/01/2021 12:54:11 PM	0	

Entity processing status

View staging data Download file Filter

Entity	Status	Exported
Vendors V2	✓ Succeeded	280
Vendor bank accounts	✓ Succeeded	256

Hit the download package button to download the resulting export in a zip file.

Repeat these last steps for each legal entity that needs to be verified by eftsurre.

Be sure to rename the output file to include legal entity name for each file, for example:

CustomerName\_SupplierInformation\_Entity\_XXX.zip

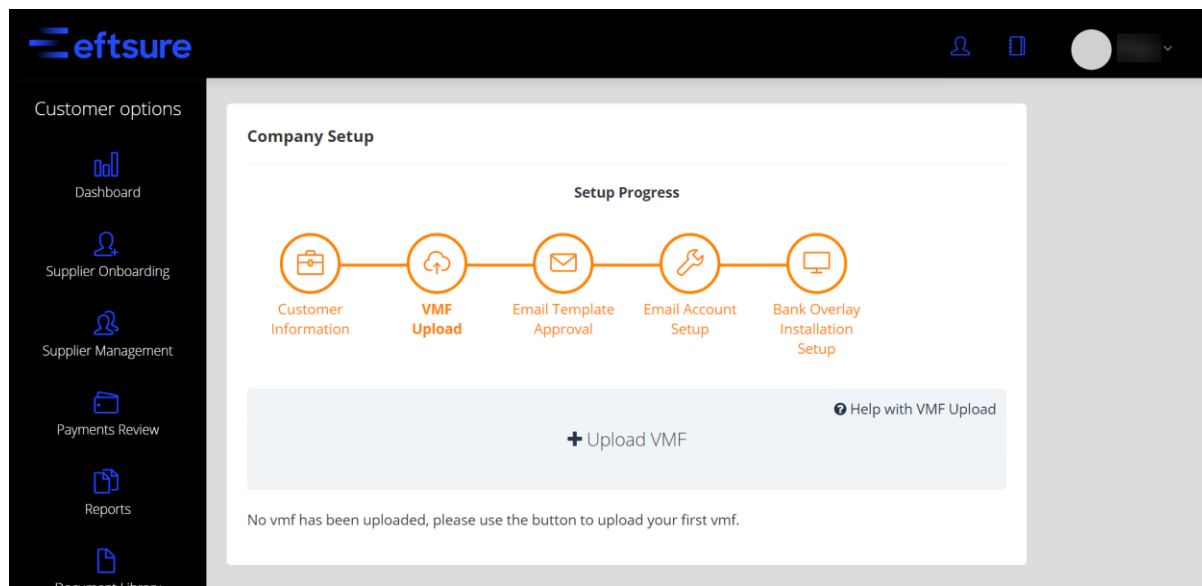
CustomerName\_SupplierInformation\_Entity\_YYY.zip

CustomerName\_SupplierInformation\_Entity\_ZZZ.zip

## Upload VMF

Go to your eftsurre Live portal (<https://portal.eftsurre.com.au>)

In the top right corner, select the drop down button and select Company setup:



Upload the resulting files from the previous steps.