

eftsure



EXPORT VMI

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

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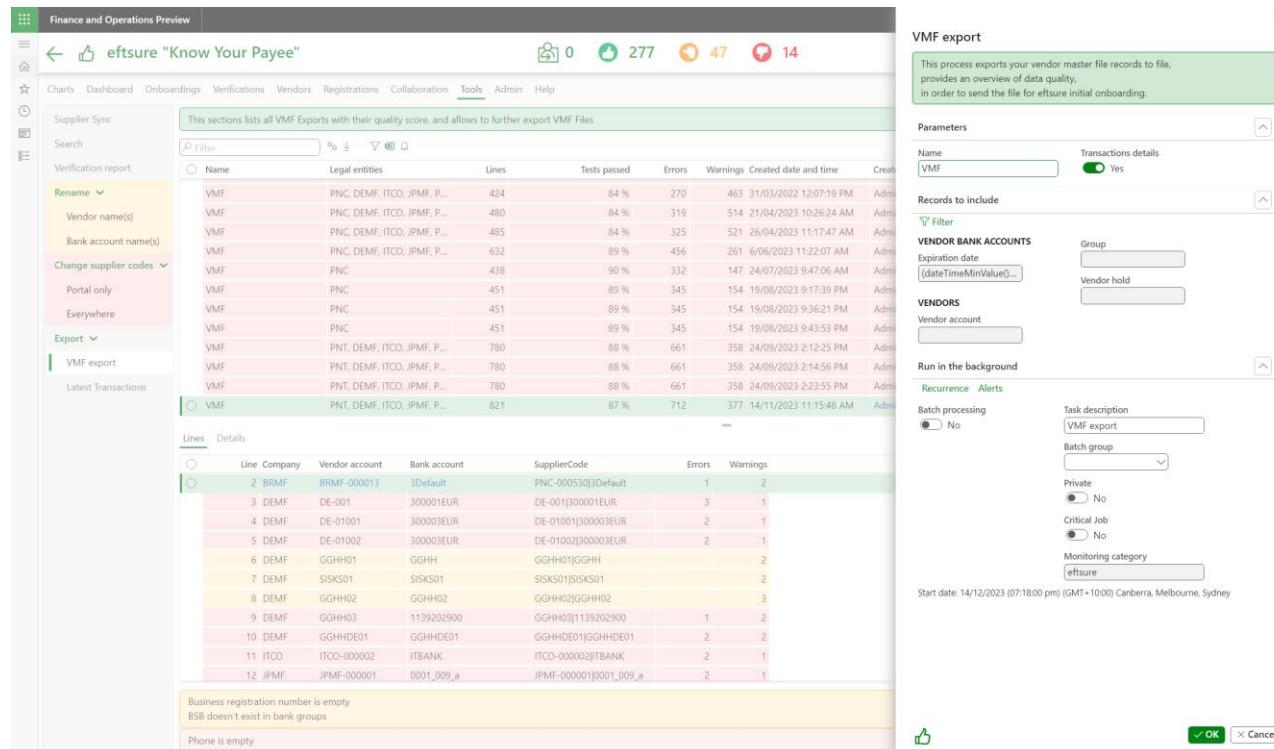
INTRODUCTION

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 eftsure, 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 eftsure inside D365 or using Data Management and Standard D365 features.

EFTSURE INSIDE D365

If eftsure inside D365 is installed in your environment, go to the eftsure "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 shows the eftsure "Know Your Payee" workspace in the D365 F&O Preview environment. The VMF export dialog box is open on the right side of the screen. The dialog box has a title "VMF export" and a sub-section "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." It includes sections for "Parameters" (Name: VMF, Transactions details: Yes), "Records to include" (VENDOR BANK ACCOUNTS, Expiration date: (dateTimeMinValue0), VENDORS, Vendor account: (Vendor account)), "Run in the background" (Recurrence: Alerts, Batch processing: No, Task description: VMF export, Batch group: (Batch group), Private: No, Critical Job: No, Monitoring category: eftsure), and a "Start date" field set to 14/12/2023 (07:18:00 pm) (GMT +10:00) Canberra, Melbourne, Sydney. At the bottom right are "OK" and "Cancel" buttons.

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,

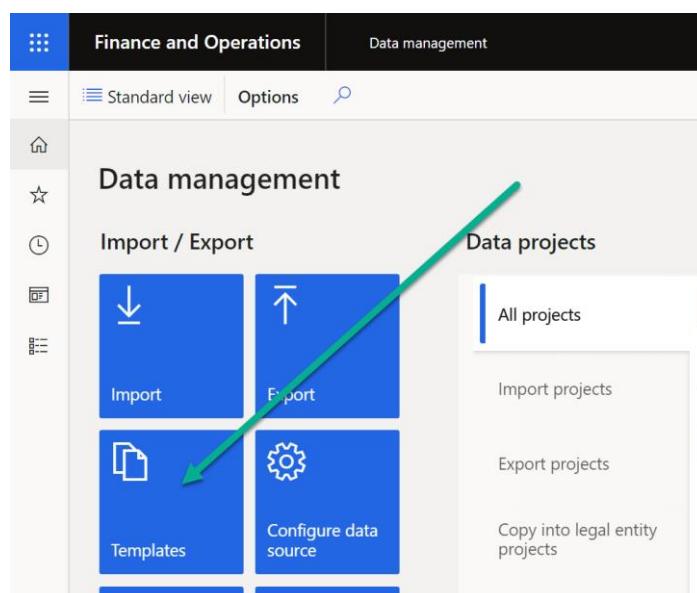
In LCS, after accepting invitation to the eftsure inside D365 FO solution.

Save the file locally.

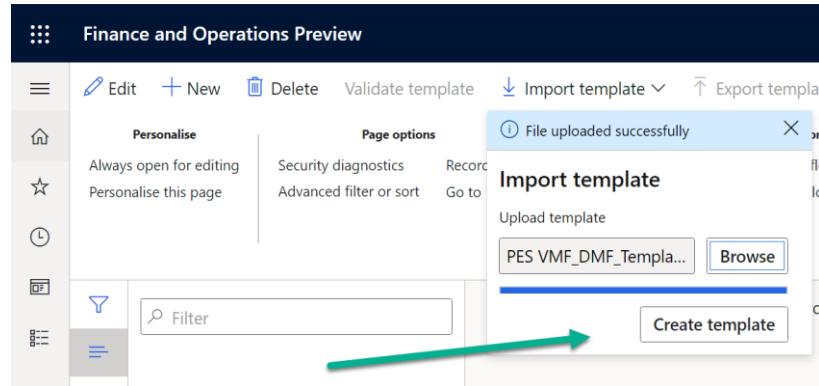


Data management template import

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**.

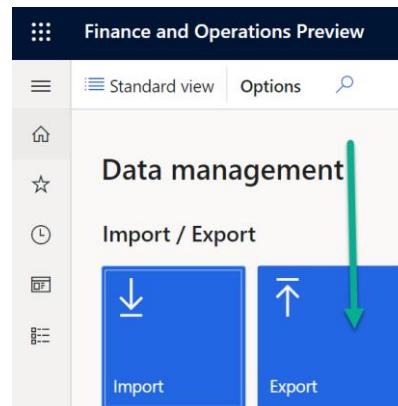


After a short time, a new PES VMF template has been imported into the system, and is ready to be used for exporting your VMF.

Entity	Execution unit	Level in execut...	Sequence ↑	Module	Tags
Vendors V2	1	1	1	Procurement and sourcing	Vendors
Vendor bank accounts	1	1	2	Accounts payable	Vendor payment setup

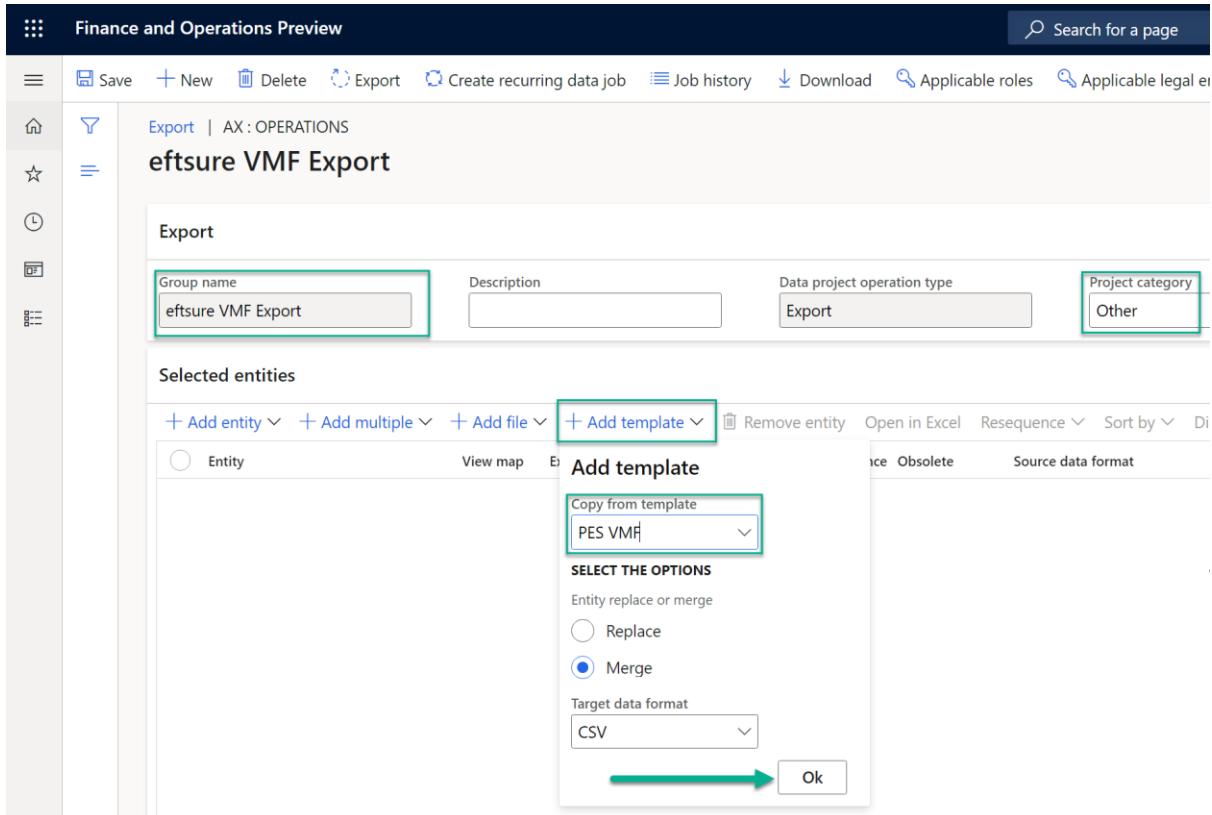
VMF Export using data package

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**.

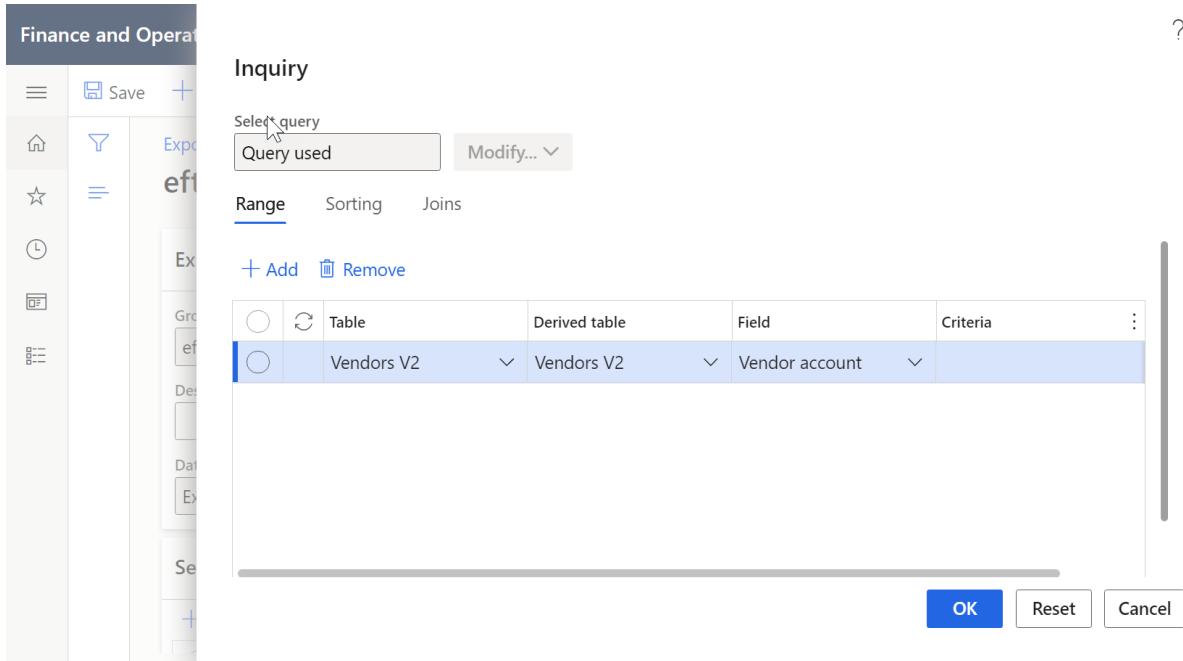


Disregard the warning as the Notes field is not used during this export:

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

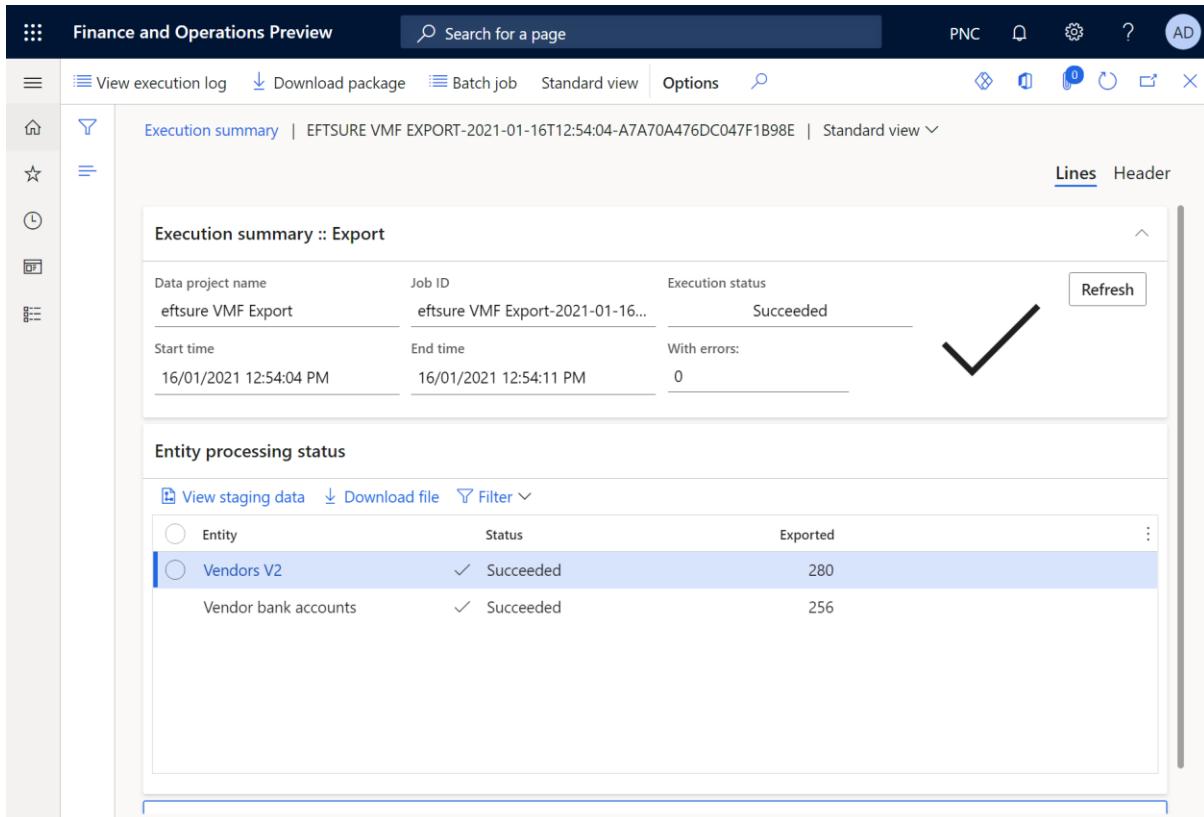




Note: Make sure to apply the same filter to both entities to avoid discrepancies.

Export data package





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

Execution summary :: Export

Data project name	Job ID	Execution status
eftsure VMF Export	eftsure 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

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 eftsure.

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

CustomerName_SupplierInformation_Entity_XXX.zip

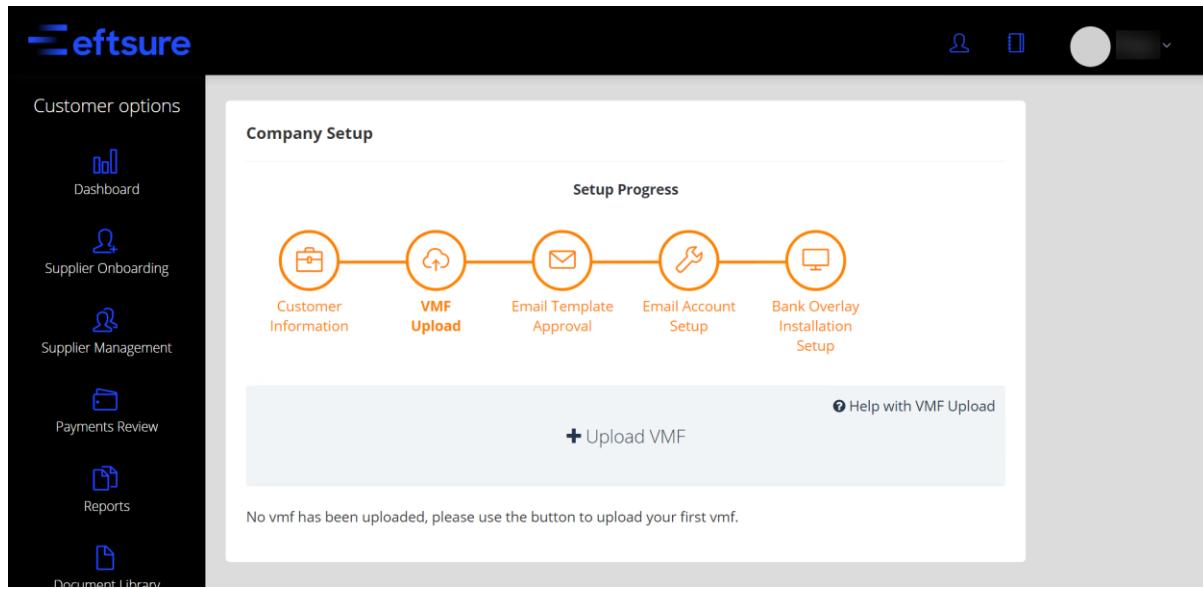
CustomerName_SupplierInformation_Entity_YYY.zip

CustomerName_SupplierInformation_Entity_ZZZ.zip

Upload VMF

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

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



The screenshot shows the eftsure Company Setup interface. On the left, a sidebar titled 'Customer options' lists several menu items: Dashboard, Supplier Onboarding, Supplier Management, Payments Review, Reports, and Document Library. The main content area is titled 'Company Setup' and shows a 'Setup Progress' timeline with five steps: Customer Information, VMF Upload, Email Template Approval, Email Account Setup, and Bank Overlay Installation Setup. The 'VMF Upload' step is highlighted with an orange circle. Below the timeline, a large button labeled '+ Upload VMF' is visible, with a 'Help with VMF Upload' link above it. A message at the bottom states: 'No vmf has been uploaded, please use the button to upload your first vmf.'

Upload the resulting files from the previous steps.