

Technical Guide

Eftsure Parameter Setting

Eftsure inside Microsoft Dynamics 365 F&O

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Change History

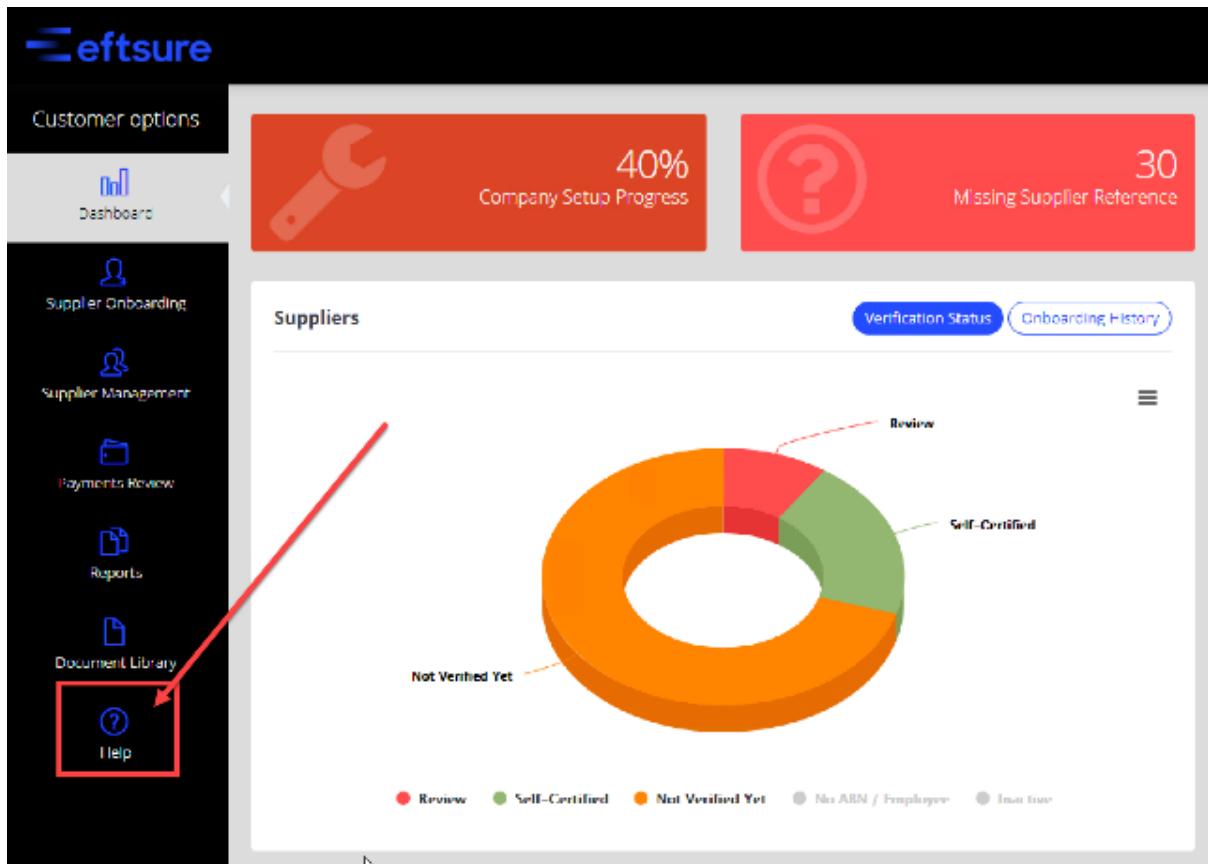
Version	Date	Change Summary	Author
1.0	24/10/2023	Updated version 1049	Trang
1.1	27/11/2023	Additional functions for v1129	Trang
1.2	20/02/2024	Additional features v1164	Trang
1.3	06/11/2024	Pre-approval onboarding v1369	Trang

Introduction

This technical guide will walk you through all the processes relevant to vendor management, and increased payment security provided by integrating **eftsure** into **Microsoft Dynamics 365 F&O**.

The purpose of the integration between **eftsure** and **Microsoft Dynamics 365 F&O** is to help prevent any kind of payment fraud from scammers, malicious employees, and honest employee mistakes/typos.

The **eftsure** inside **Microsoft Dynamics 365 F&O** technical guide details all features available inside **Microsoft Dynamics 365 F&O**. In order to get a better understanding of the **eftsure** portal, please also read **EFTSurePortalGuide.pdf** available in the **eftsure** portal:



Eftsure portal

The **eftsure** portal offers many features: Company setup, Security management, Onboarding forms design, Onboarding invitations, Vendor management, Payment reviews, etc

In order to integrate **Microsoft Dynamics 365 F&O** with **eftsure**, some of those features have been integrated to **Microsoft Dynamics 365 F&O** to assist the Accounts Payable users in the Vendor management and payments lifecycle. This will help prevent fraud for the organization, but also help prevent incorrect data entry from user.

To avoid duplicate entries and the related issues, it is recommended to avoid using the following features within **eftsure** portal, which have their matching counterpart in **Microsoft Dynamics 365 F&O**:

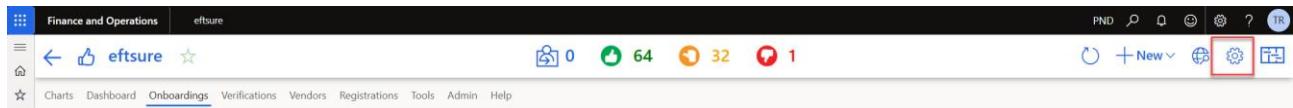
- Onboarding invitations,
- Supplier management (Updates, Email, Payment limit)

On the other side, the company setup, security management, onboarding forms design tool, need to be configured directly in the **eftsure** portal with an **eftsure** user that has adequate permissions.

For more information, please read the [eftsure portal user guide](#).

Parameter

All setup options for this module are available in the workspace **eftsure > Parameters**. These options will help you to define how to change the setup of this module, from default values, form appearance to support options etc.



Below configuration instruction will be split by each menu tab. In each section, there will be summary note and description in blue located within the main screen.

1. eftsure

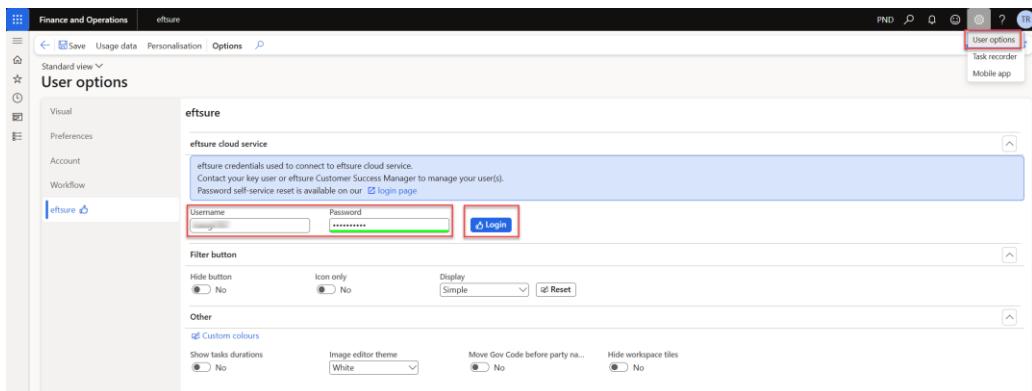
eftsure user

eftsure has its own security and segregation of duties that allows the administrator to configure user access directly within the portal. Please refer to the [eftsure Portal user guide](#) to understand and apply the portal security.

The administrator can create multiple users with different levels of permissions correspondence to **eftsure portal** access and features in **Microsoft Dynamics 365 F&O**, which will also affect the number of options available in both the systems.

The user will have the same permissions in both the portal and Microsoft Dynamics 365 F&O since both will be using the **same eftsure account**.

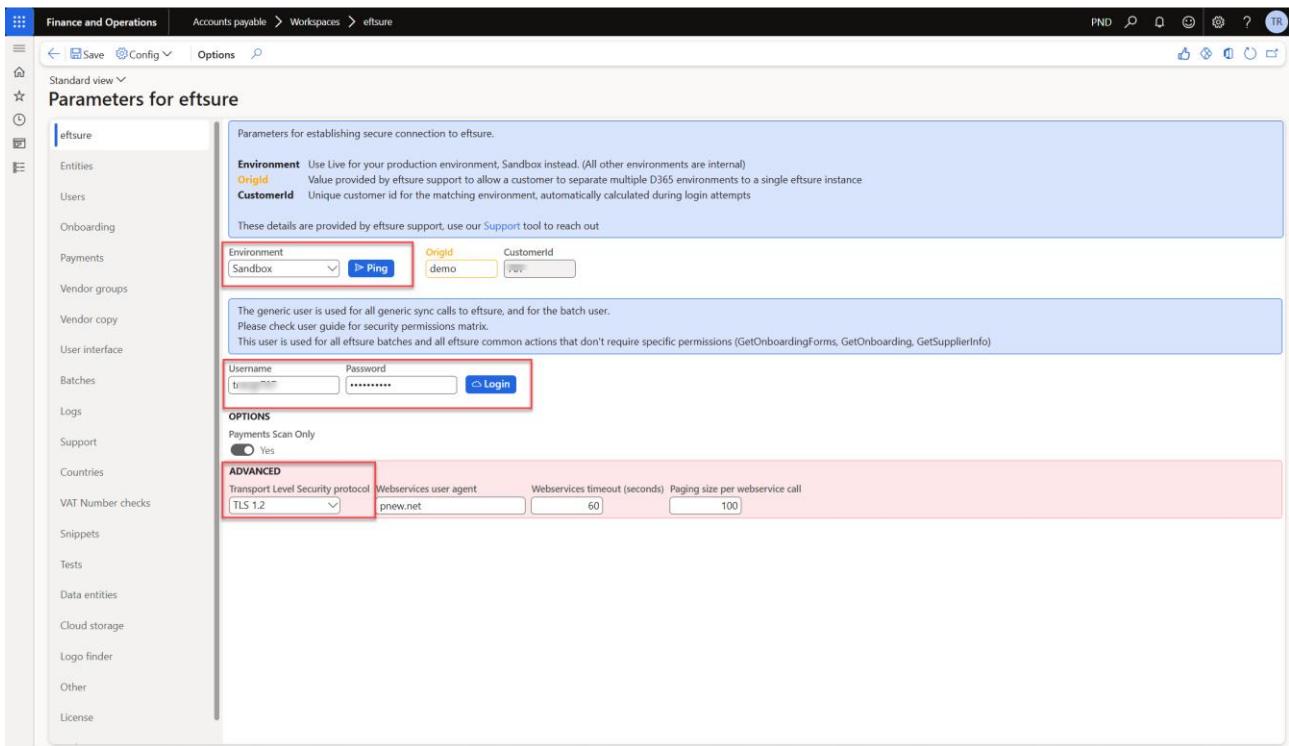
The **eftsure** user credentials should be configured in **User Options > eftsure**.



Note: Although generic eftsure users could be created for multiple D365 FO users, we strongly recommend having an eftsure user for each D365 FO user, in order to have maximum granularity and consistent history tracking on both sides.

Generic user

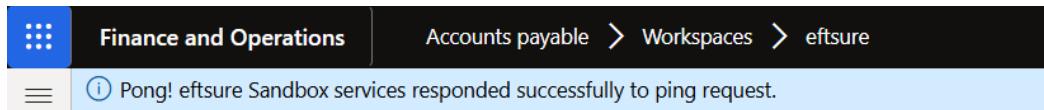
On top of the previous user, a generic eftsure user is required in the main parameters form. This user is also used for all eftsure batches and all eftsure common actions that don't require specific permissions.



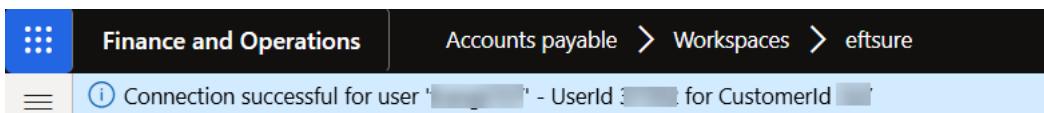
Once password and username are entered, user can use below buttons to test **eftsure** connection and validate the credential.

Two different actions are performed when testing connection:

Ping: This first test will help confirm whether the eftsure service is up and running

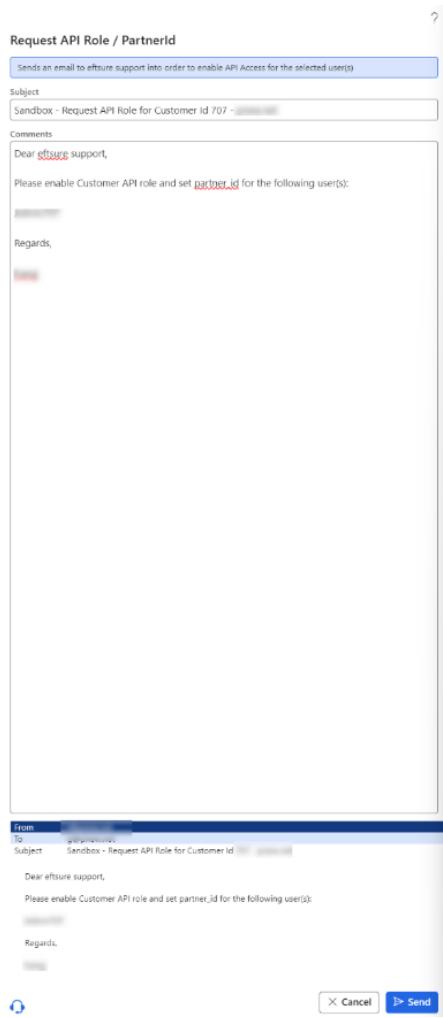


Login: This second test will validate the user credentials in the cloud.



Note: If username does not have API access, user can also request via the link provided in the error message.





2. Entities

This tab allows the independent configuration and **Go-Live** for single or multiple legal entities.

Company name	Vendors	Vendor groups	Vendor group(s) configuration	Methods of payment - vendor	Vendor bank accounts	ABN table
Your Company	PNN	Demo AU				
Demo NZ	PNS	Demo				
Demo Training	PNT	Demo Training				
NZ HQ	PNZ	NZ HQ				
PTT	PTT	ptt				
Contoso Entertainment Sy...	RUMF	Contoso Entertainment Sy...				
Contoso Retail RUS	RURF	Contoso Retail RUS				
Contoso Entertainment Sy...	SAMF	Contoso Entertainment Sy...				
Contoso Manufacturing	THMF	Contoso Manufacturing				
Contoso Orange Juice	USP2	Contoso Orange Juice				
Contoso Process Industry	USPI	Contoso Process Industry				
Contoso Retail USA	USR7	Contoso Retail USA				
Contoso Consulting USA	USSI	Contoso Consulting USA				

Please enable all **PES** prefixed fields for [Cross Company Data Sharing](#) on Vendors, Vendor bank accounts, and optionally Customers. For more information, please read our [Cross Company Data Sharing White Paper](#).

Process to be followed from left to right.

Exclude Init From eftsure To eftsure Enable

For 1st time configuration, suggest performing the process for 1 entity before mass apply to all entities.

For single entity configuration, highlight or select the entity.

2.1. Exclude



Exclude function to filter vendors' selection criteria as required using provided excluded vendor groups.

Expand "Records to include" for further filter.

Suggest having batch processing for 1st entity trial

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.

Based on your configuration for PND, the recommended list of vendor groups to exclude are: EMP,SER

Parameters

Exclude from eftsure Yes

Records to include

Filter

VENDORS

Vendor account

Group

Excluded from eftsure

Run in the background

Recurrence Alerts

Batch processing Yes

Task description: Include Exclude

Batch group

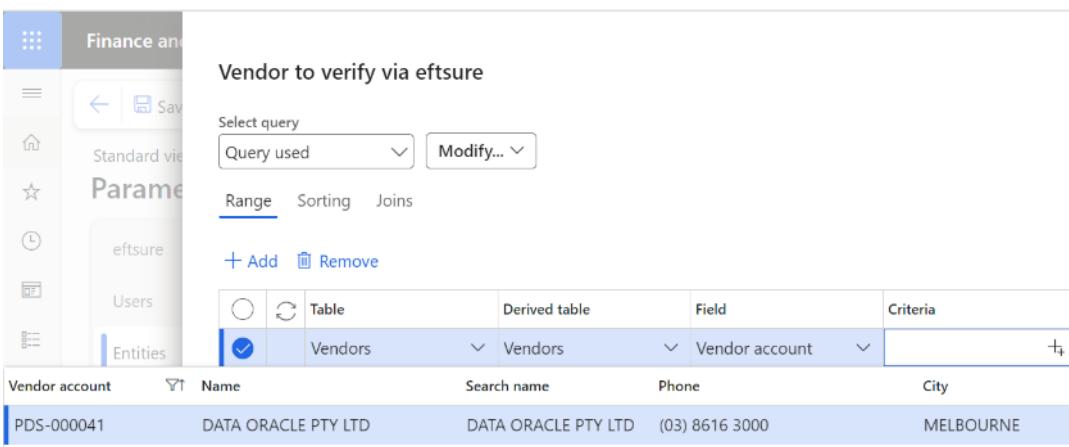
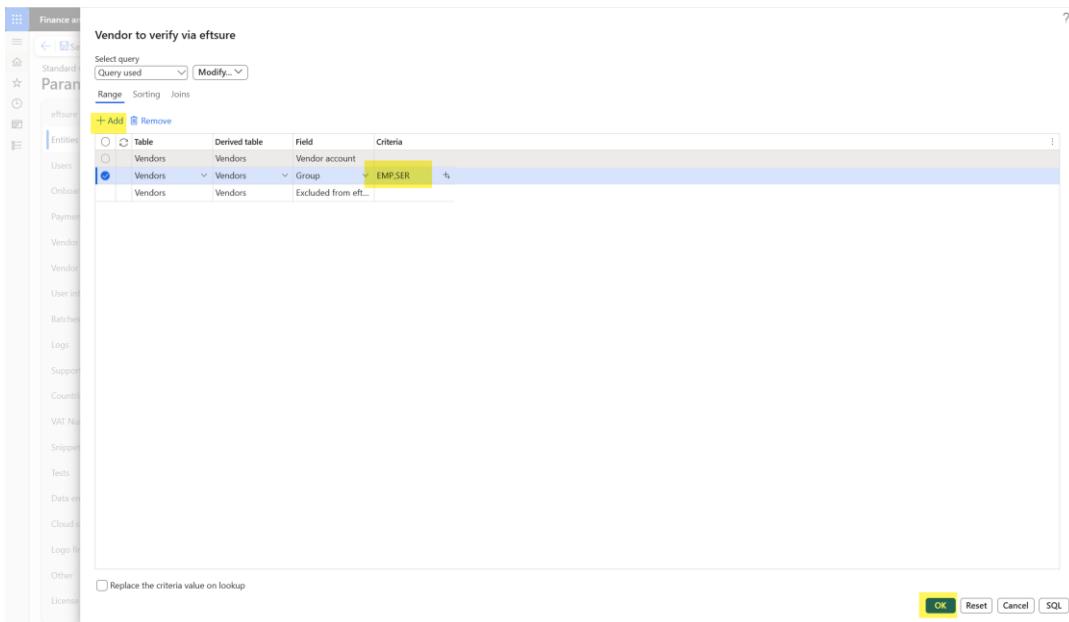
Private No

Critical Job No

Monitoring category: eftsure

Exclude from eftsure Cancel

Filter to include or exclude particular vendor account, vendor group or other criteria.



2.2. Init/Exflow init

Exclude
 Init
 From eftsure
 To eftsure
 Enable

This step is to calculate all supplier codes on all bank account to create unique vendor reference in both **eftsure** portal and **D365**. Task duration will depend on number of bank account and cross shared entities.

Multi thread: batch running in 10 threads for account start from 0 – 9.

?

Init legal entity DAT

This process calculates all supplier codes on all bank accounts.
This process can take time depending on your instance (number of bank accounts, number of cross shared entities,...)
When running in batch and in multi-thread, 10 threads will be spawned.

Parameters

Multi thread Yes

Run in the background

Recurrence Alerts

Batch processing Yes

Task description: Init legal entity DAT

Batch group:

Private No

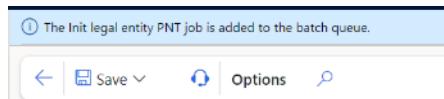
Critical Job No

Monitoring category: eftsure

Start date: 7/20/2023 (01:56:41 pm) (GMT+10:00) Canberra, Melbourne, Sydney

Batch job has been added to batch queue which can be checked in Admin section in eftsure workspace.



Batches tab will show in progress batches.

Batches history will show the final status of the Init task.

Init legal entity PND > 10 tasks created for 0 record(s)
 Thread 0 > Customers > Updated 0 record(s) in 00000000009402
 Thread 0 > Vendors > Updated 0 record(s) in 00000000118704
 Thread 0 > Vendor bank accounts > Updated 0 record(s) in 0000000000814417
 Thread 1 > Customers > Updated 0 record(s) in 000000000026123
 Thread 1 > Vendors > Updated 0 record(s) in 00000000117231
 Thread 1 > Vendor bank accounts > Updated 0 record(s) in 000000000068664
 Thread 2 > Customers > Updated 0 record(s) in 000000000260261
 Thread 2 > Vendors > Updated 0 record(s) in 000000000203549
 Thread 2 > Vendor bank accounts > Updated 0 record(s) in 00000000009178

Note: ExFlow init will only available if Exflow is enabled.

2.3. Sync From



Sync from eftsure database to get all verification status for existing vendors.

Same filter and batch option as Exclude

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.
Note: The Supplier Sync staging area will be used **ONLY** while running as batch.

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

Parameters

LAST RUN
18/11/2024 04:58:05 pm

Run in the background

Recurrence Alerts

Batch processing Yes

Task description
Sync from eftsure

Batch group
[dropdown]

Private No

Critical Job No

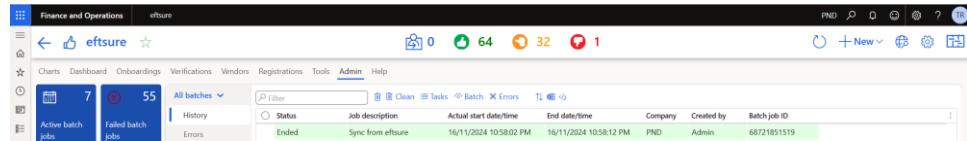
Monitoring category
eftsure

Start date: 18/11/2024 (05:10:18 pm) (GMT+10:00) Canberra, Melbourne, Sydney



✓ OK X Cancel

Sync batch job has been added to batch queue



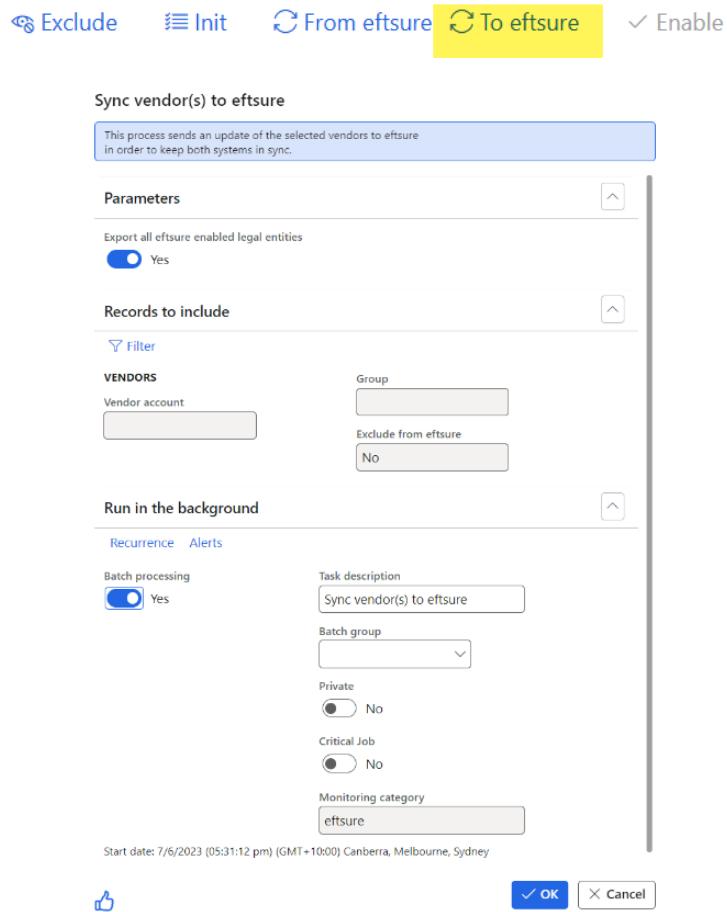
This task is to be performed for eftsure existing customers only during Go-Live and having the same supplier reference between D365 and eftsure portal.

If existing customer has different supplier reference between eftsure and D365, additional step to change supplier reference in eftsure portal using **Tools > Change supplier codes > Portal only**. For more detail, please refer to [eftsure D365 F&O Data Integrity – White paper](#).

Note: If new customer has carried out bulk verification mail out, this step should also be completed.

2.4. Sync To

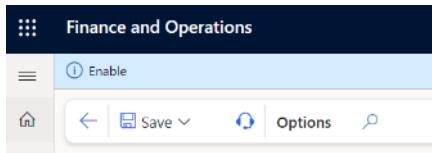
This task is to be performed for new customers when there's no data in production eftsure portal. Once all required steps are completed with unique supplier reference, Sync To batch can be run to create all vendor in eftsure portal.



Note: This task will also need to be performed for customers which have more vendors in D365 which have not been created in eftsure portal.

2.5. Enable

Enable entity once all steps have been completed and batch ended with no error



Once completed, Enable button will be greyed out.

		Company	Company name
<input type="radio"/>	<input type="radio"/>	PNN	PNew NZ Software
<input checked="" type="radio"/>	<input checked="" type="radio"/>	PNS	PNew Software
<input checked="" type="radio"/>	<input checked="" type="radio"/>	PNT	PNew Training

2.6. Disable & Reset



Disable inactive entity, user will not see eftsure icons in any vendor related form.

Reset function is not recommended as it will remove all eftsure cloud based information (supplier codes, onboardings, verifications, business registration, all eftsure infos) in order to reactivate the company.

3. Users

All transactions between Dynamics 365FO and eftsure are using HTTPS and TLS1.2 encryption to allow secure transmission of data over the internet.

Usernames and **passwords** are of course not exposed in any of the data entities, private or public.

Passwords are encrypted inside the AX database to prevent anyone including administrators to spy on deciphered values. Any changes to the passwords are automatically logged into the **SysEncryptionLog** table, as per standard.

When moving environments databases around, the deciphering key will be changed and therefore the passwords will no longer be deciphered and need to be reset.

3.1. User list

When configuring security for the features of this module, several duties are available for the Microsoft Dynamics 365 FO administrator to assign permissions to view, edit and configure the features described in this document.

This screen show a list of all active eftsure user in your current D365 enviroment. All eftsure user management has to be performed directly in the online portal.

Standard view   **Parameters for eftsure**

eftsure

Entities

Users

Onboarding

Payments

Vendor groups

Vendor copy

User interface

Batches

Logs

Support

Countries

VAT Number checks

Snippets

Tests

Data entities

Cloud storage

Logo finder

Other

License

User list

D365 roles

Portal roles

Portal roles matrix

Naming conventions

User list

List of all eftsure enabled users in the system.
eftsure user management has to be performed in the online portal.

      Delete Options Details Login Users

UserId	Email	eftsure user	AP ...	Put ...	AP ...	W ...	CFO	CEO	Ad ...	Sys ...	Su ...	Sys ...
✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 
✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 
✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 	✓ 
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✓ 												

Default eftsure user permissions

List of all eftsure enabled users in the system. eftsure user management has to be performed in the online portal
		eftsure Username	A...	Pu...	A...	Ve...	CFO	CEO	A...	Sy...	Sy...	...
	soft.com	Admin										
		aDMIN705										
		Admin705										
		eftsure365clerk618										
	soft.com	InvalidPartnerId										
		Admin707										

Depending on each user account, eftsure roles relevant to D365's permissions are highlighted in yellow box.

Based on the standard/default security permissions, the following eftsure roles matches this user's D365 permissions:

- Customer API access
- Notifications
- Supplier Onboarding
- Self Certification**

Only main eftsure roles are covered, additional eftsure roles exists.
Custom D365 roles are not covered here, only default out of the box security.

The following duties are available for the administrator to assign to users and roles:

Name	Label	Description
PESView	eftsure view	Gives permission to the user to view all eftsure information (except Highest Previous Payment), such as Onboarding information, eftsure fastTabs in vendor details and payment journal, grid icons...
PESMaintain	eftsure maintain	Gives permission to the user to view Highest Previous Payment, edit all editable eftsure information, send onboarding invitations and verification requests to vendors, create vendors from onboarding, copy vendors and bank accounts across legal entities, mass updates...

PESConfigure	eftsue configure	Gives permission to the user to configure this module, mass updates
PESSelfCertify	eftsue self-certify	Allows the user to bypass eftsue verification and self-certify the vendor in order to allow payments regardless of vendor status
PESPaymentLimit	eftsue payment limit	Allows the user to change the payment limit per vendor

If a user is not granted any of these duties, this user will not be able to see any of the eftsue fields, buttons, tabs or menu items throughout Microsoft Dynamics 365 FO.

By default, the following duties have been associated to the matching standard roles however this can easily be changed by the administrator through the Administration module.

Role	Label	Duties/Privilege
VendInvoiceAccountsPayableClerk	Accounts payable clerk	PESView
PaymAccountsPayablePaymentsClerk	Accounts payable payments clerk	PESView
VendPurchasingAgent	Purchasing agent	PESView
VendInvoiceAccountsPayableManager	Accounts payable manager	PESMaintain PESConfigure
VendVendorAccountManager	Vendor account manager	PESMaintain PESConfigure
CompanyChiefFinancialOfficer	Chief financial officer	PESMaintain PESConfigure PESSelfCertify PESPaymentLimit
CompanyChiefExecutiveOfficer	Chief executive office	PESWorkspaces

The following new roles have also been created in the system for tailored security.

Role	Label	Duties/Privilege	Description
PESUser	Eftsue User	PESView	eftsue user role can perform the most basic eftsue actions including viewing vendor status, send onboardings, change request verification etc
PESManager	Eftsue Manager	PESViewManager PESView	eftsue user role can perform the eftsue management actions including payment limit , viewing

		PESPaymentLimit	vendor status, sending onboarding, change request, verifications etc
PESSelfCertifier	Eftsure Self- Certifier	PESView PESSelfCertify	eftsure user role can view the eftsure information and perform self-certifications
PESAdmin	eftsure Key User	PESMaintain PESConfigure PESPaymentLimit	eftsure administrator role can perform any eftsure actions including configuration, self-certifications, onboarding, monitor batches etc
PESSupport Requires External user role	eftsure Support	PESSupport	eftsure support role is a read-only role that customers can decide to provide to eftsure support in case of issues

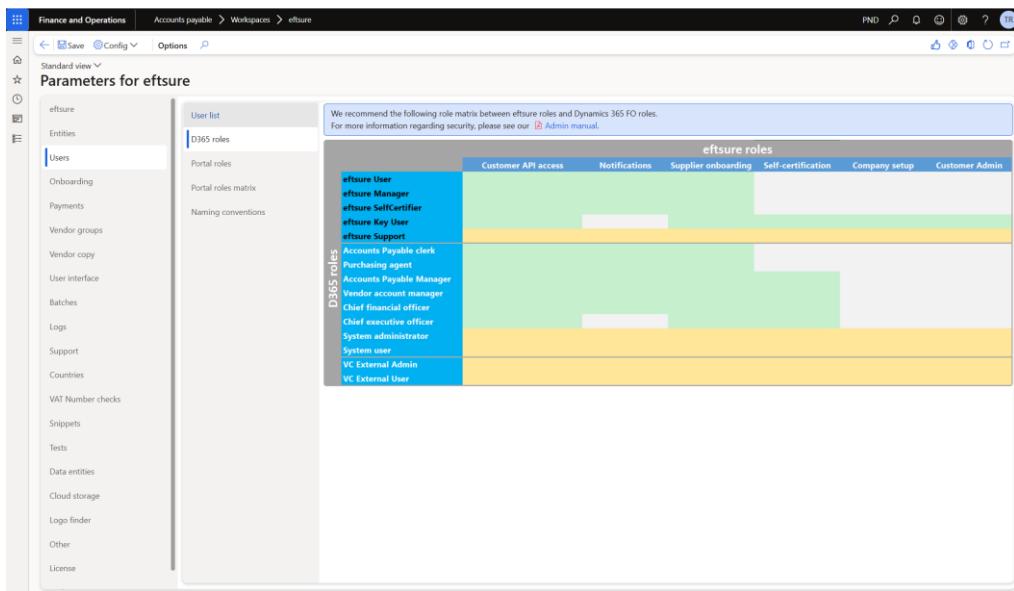
Note: Granting different permissions in both systems will lead to inconsistencies, for example, if an AX User is granted the CFO role in AX, but a lesser role in the **eftsure** portal, the self-certify button, for example, will be enabled for the AX user, but the **eftsure** self-certification function will fail due to security restrictions. The **eftsure** administrator is responsible for keeping user permissions in sync between both systems.

Note: The **eftsure** administrator role is targeted for our support engineers to troubleshoot your issues. It has been granted the SysTracingPane privilege via code to allow us to capture traces on your environments when investigating issue(s) and when our support user is enabled. If such privilege is not appropriate for your organisation, you can remove such privilege manually in System > Security > Security Configuration and / or review our security artifacts for all roles.

Note: The eftsure administrator does not have self-certification permission to avoid any issues.

3.2. D365 roles

We recommend the following role matrix between eftsure roles and Dynamics 365 FO roles:



Additional eftsure roles exist, but are focused on the user experience in the eftsure portal.

Additional custom roles are not covered by this matrix.

3.3. Portal roles

Eftsure User Roles can mirror the responsibilities and permissions of the members of an organisation's finance department. The different roles can provide or limit access to Users in the Eftsure portal. The roles can be categorised into the following:

- Setup Roles
 - Supplier Management Roles
 - Supplier Onboarding Roles
 - Payment Check Roles

Users can have multiple User Roles depending on job responsibilities. The roles below are generally listed from most access to least access in the portal. Eftsure User roles are also available in a downloadable matrix.

Admin and Setup Roles

Customer Admin

- Add Eftsure portal Users and manage User permissions
- Remove Eftsure portal Users
- Edit general Supplier details
- Update Supplier details inclusive of bank details: Bank Account name, BSB, and Account Number
- Send verification emails

Tip: For any changes to User roles to take effect, have User log out of Eftsure portal (if necessary, log out and close browser) and log in again.

For more information relating to eftsure portal, please refer to below link.

<https://helpdesk.eftsure.com.au/hc/en-us/articles/10706791989779>

3.4. Portal roles matrix

Wiki extract from <https://helpdesk.eftsure.com.au/hc/en-us/articles/360060732813>

The matrix shows the relationship between various roles and permissions. A note at the bottom right states: 'Is used Change Requests, User creation, Update Requirements, or Update Requirements Limited as the last permission'.

It's recommended system admin to review above matrix before assigning user roles accordingly.

<https://helpdesk.eftsure.com.au/hc/en-us/articles/360060732813>

4. Onboarding

4.1. General

Section	Field name	Description
DEFAULT VALUES	First name	Free Text and default as Business
	Last name	Free Text and default as Owner
NAMING CONVENTIONS	Bank account id prefix	If blank, bank account prefix will be default as Bank1
	YourAccountNumber rule	Options to leave at Legal entity name in Master vendor file (Purchase order defaults - Our account number)
	Organisation name source	Option to select vendor account name to be created according to selected options
ONBOARDINGS	Accept onboardings in the "Awaiting verifications" status	Default as NO. If user enable this option, vendor onboarding status will automatically change from Awaiting verification to Accept*

Note: Accept Onboarding in the Awaiting verifications status should only be turned on for UAT purpose ONLY, in Production this option has to be off to let eftsure perform verification process.

*The recommended option is to only allow the creation of suppliers once the onboarding has been reviewed by eftsure. The option permits the creation of the vendor before the verification occurs. The new supplier will have an orange “Not Verified Yet” status until the verification has been completed and synchronised down to **Dynamics 365 F&O**. All actions (including self-certification) are available immediately after creation of the supplier, regardless of whether the verifications have completed.

Use such option when you wish to prepare vendor, purchase orders and invoices well in advance of payment and successful verification.

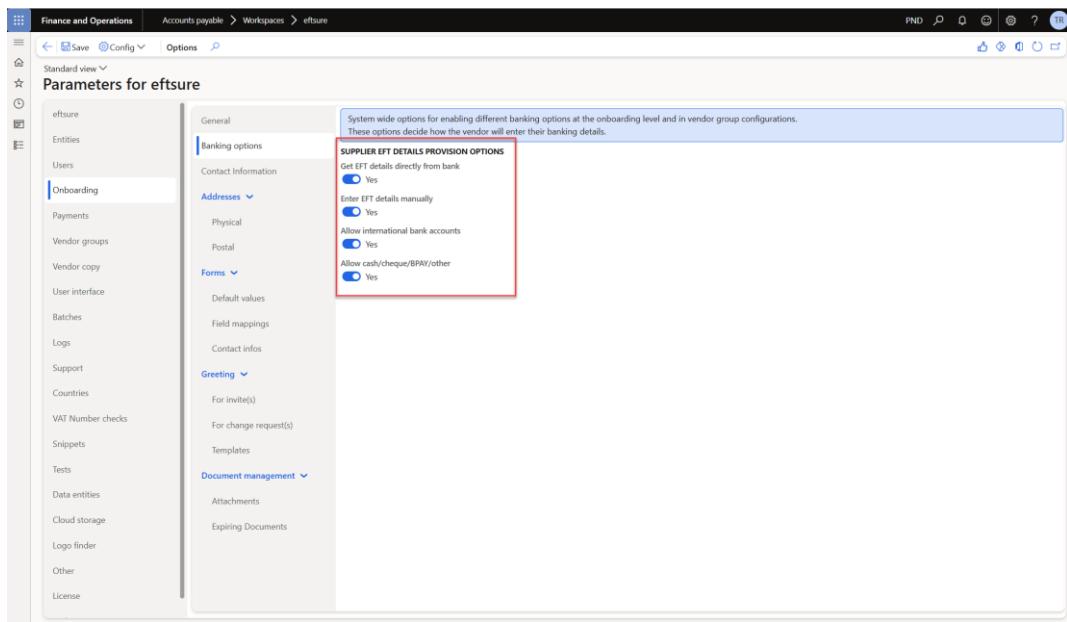
Note: none of the information has been verified by eftsure at this stage.

As default, pre-approval onboarding workflow will be disabled. For more information on how to setup **pre-approval workflow** please refer to [Pre-approval onboarding – White paper](#)

4.2. Banking options

This setup enables different banking options at the onboarding level and in vendor group configurations. It's also identifying how the vendor will enter their banking details.

Preferred option would be extracting EFT details directly from bank. However, depend on business workflow, process manual input option is also available.

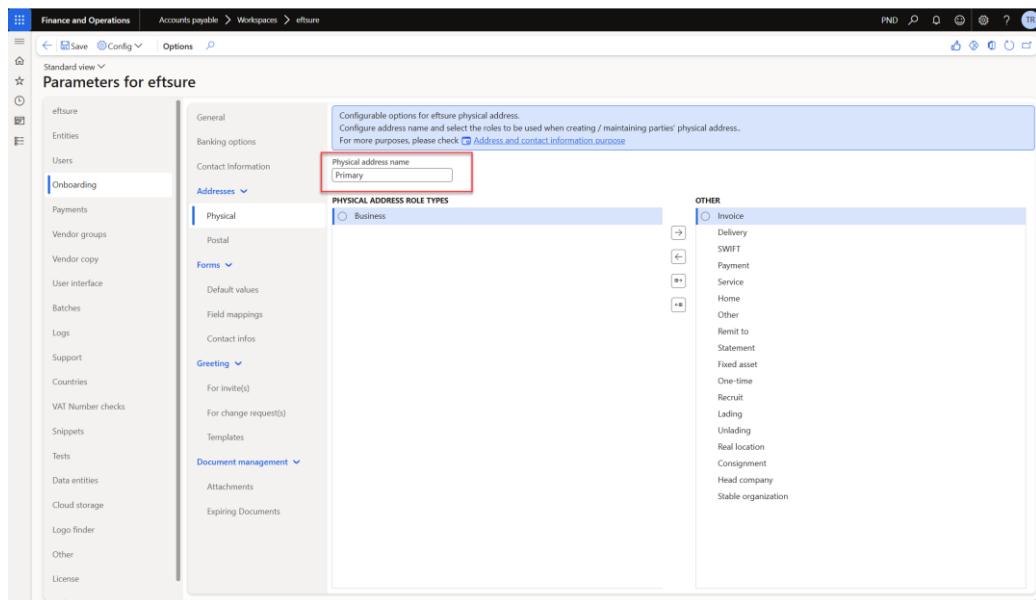


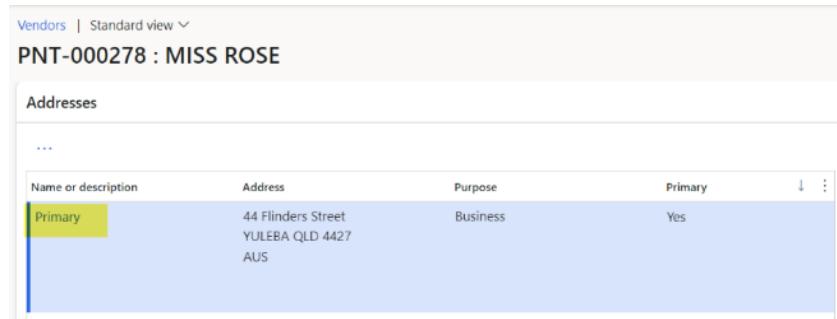
Note: eftsure will NOT verify any other method of payment beside EFT where there is no BSB and Bank account. User can choose to onboard new vendor with BPAY but no bank account will be created.

4.3. Addresses

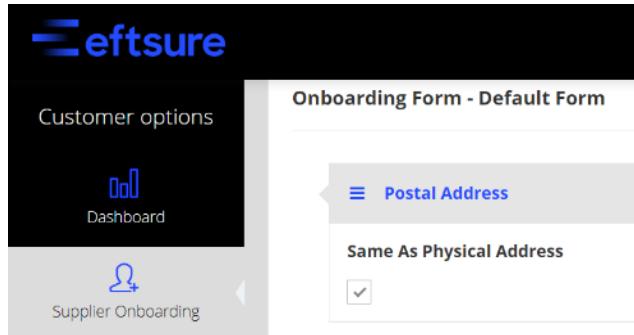
Two types of addresses will be input via onboarding form (eftsure portal). Default setup will be Business, end user can add or remove according to business requirement.

User has option to customise note for physical and postal address.

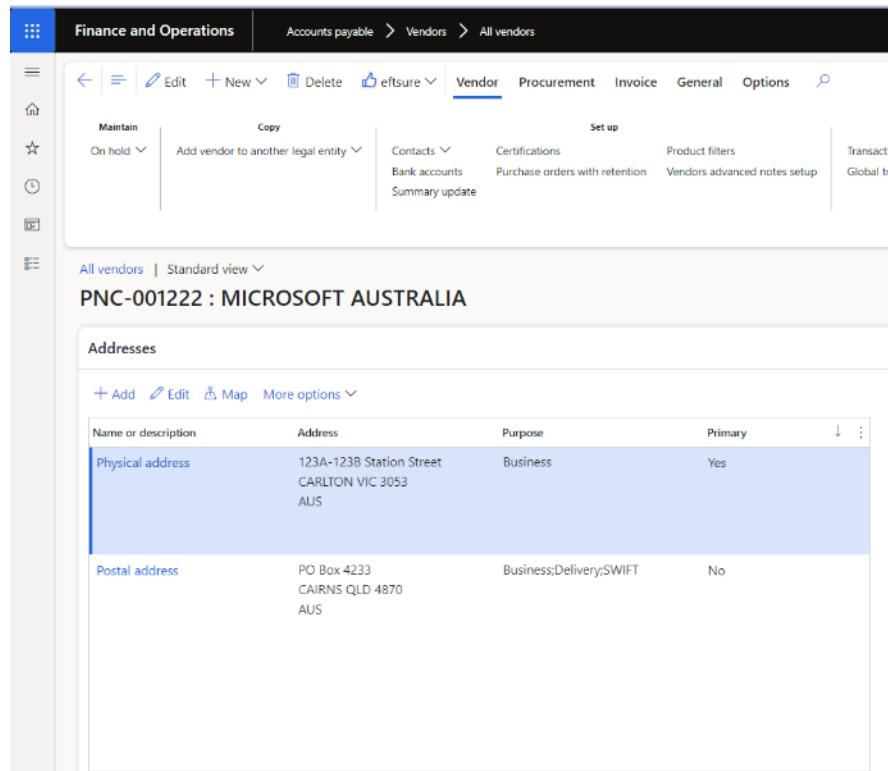




If below box is ticked, only Physical address will be created in D365 Vendor form otherwise vendor will have additional postal address.



These will reflect in Vendor master form



4.4. Contact information

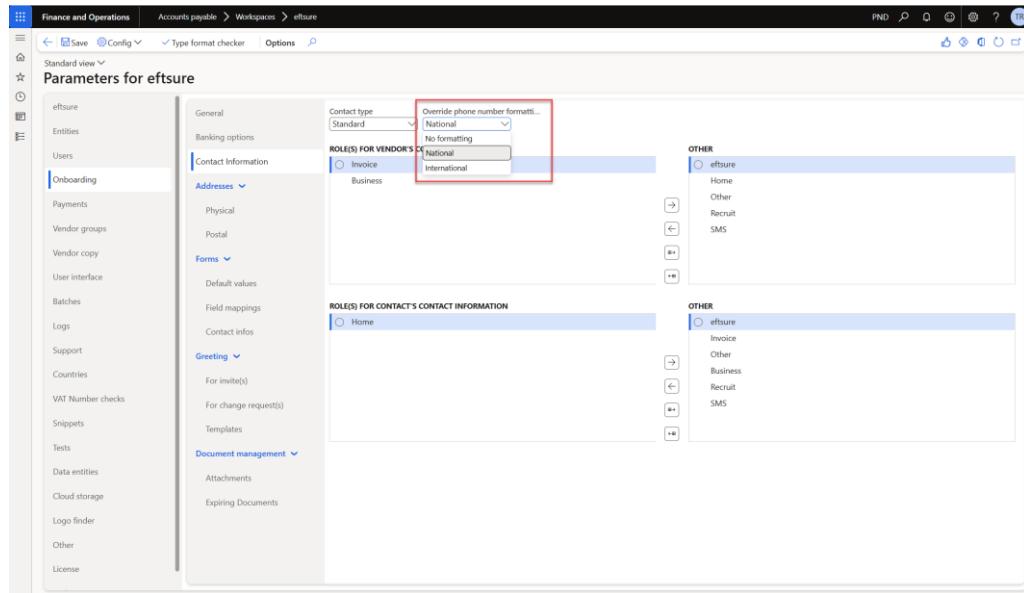
Main contact details provided by vendor, which links direct to Vendor form contact purpose.

Option to override phone number formatting:

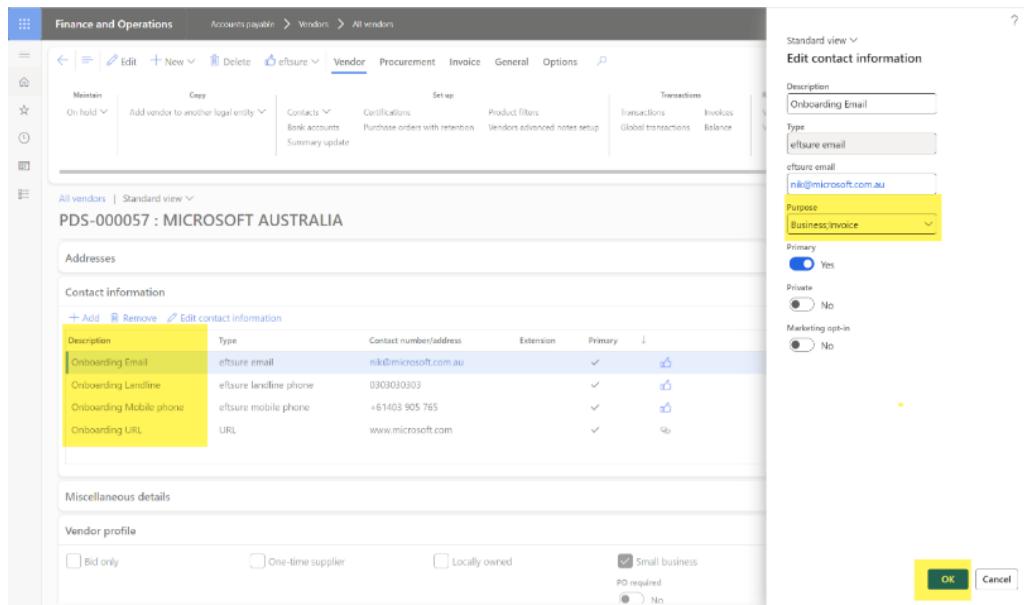
No formatting: reflect as per vendor onboarding input

National: mobile number will have standard format 0412 345 678

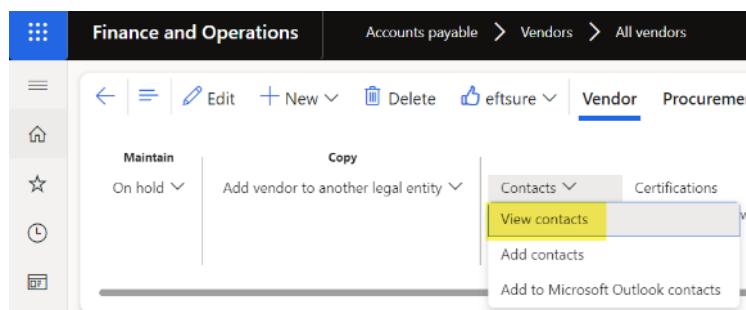
International: mobile number with country code +61 412345678



Purpose for vendor contact info.



Each vendor was auto populated with a defined primary contact which can be viewed under Purpose for vendor contact's contact information.



New contact record will be automatically created.

The screenshot shows the 'Finance and Operations' application with the 'Accounts payable > Vendors > All vendors' path. The 'Contact' tab is selected. The top navigation bar includes 'Edit', 'New', 'Delete', 'Contact', 'Competencies', 'Market', 'General', 'Options', and a search icon. Below the navigation is a toolbar with icons for 'Inactivate', 'Allow access to vendor collaboration', 'Activate', 'Remove access to vendor collaboration', 'Include' (with 'Add to Microsoft Outlook contacts'), 'Accounts' (with 'Customer', 'Vendor', 'Prospect'), 'Requests' (with 'Provision vendor user', 'Inactivate vendor user', 'Maintain vendor user roles', 'Vendor collaboration user requests'), and 'Attachments'. The main area shows a table titled 'Standard view' with a single row for 'Nikhil Chandran' from 'MICROSOFT AUSTRALIA'. The table columns are 'Contact ID', 'Name', 'Contact for', 'Telephone', 'Extension', 'Inactive', and 'Vendor collaboration acc...'. The 'Contact ID' column shows 'PDS-000022' with a yellow background. The 'Name' column shows 'Nikhil Chandran' and 'MICROSOFT AUSTRALIA'. The 'Telephone' column shows '+61403 905 765'. The 'Inactive' column shows 'No'. The 'Vendor collaboration acc...' column shows 'No'.

4.5. Forms

Onboarding forms are used to retrieve supplier information from the supplier, after receiving the **eftsure** invitation. These forms contain all required fields such as name, ABN, addresses etc

Additional custom sections and fields can be added or hidden to query the supplier for additional information.

Note: entire sections of **eftsure** forms can be hidden in the **eftsure** portal form designer.

The following forms definition are read-only and any changes need to occur in the **eftsure** portal, prior to being synchronised to Dynamics 365. Once changes have been performed in **eftsure** portal, the user can manually resync forms or a default daily morning batch will sync if enabled.

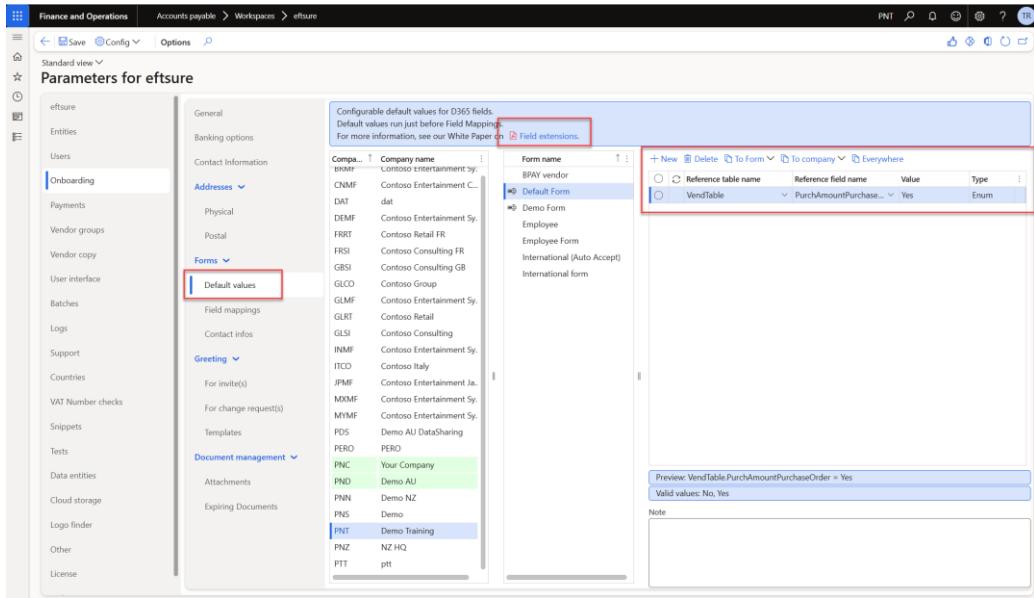
The screenshot shows the 'eftsure' configuration interface with the 'eftsure' path. The 'Sync' button is highlighted with a red box. The left sidebar lists various configuration sections: 'eftsure', 'Entities', 'Users', 'Onboarding', 'Payments', 'Vendor groups', 'Vendor copy', 'User interface', 'Batches', 'Logs', 'Support', 'Countries', 'VAT Number checks', 'Snippets', 'Tests', 'Data entities', 'Cloud storage', 'Logo finder', 'Other', and 'License'. The main area shows 'Parameters for eftsure' with a table of 'DEFAULT FORM(S)'. The table has columns for 'Form name', '2FA', 'Verification', 'International', and 'Restrictions'. It lists forms like 'BPAY vendor', 'Default Form', 'Demo Form', 'Employee', 'Employee Form', 'International (Auto Accept)', and 'International form'. Below this is a table of 'Hidden' forms with columns for 'Name', 'Type', and 'Hidden'. It lists forms like 'Payment Information', 'Trading Name Information', 'ABR Information', 'Address Information', 'Other Company Information', and 'BPAY'. The 'BPAY' row is highlighted with a yellow background.

The **Set as default** button enables to activate the selected record as default value in the **eftsure** parameters.

The **Sync** button retrieves the latest form(s) information from **eftsure**.

Default values

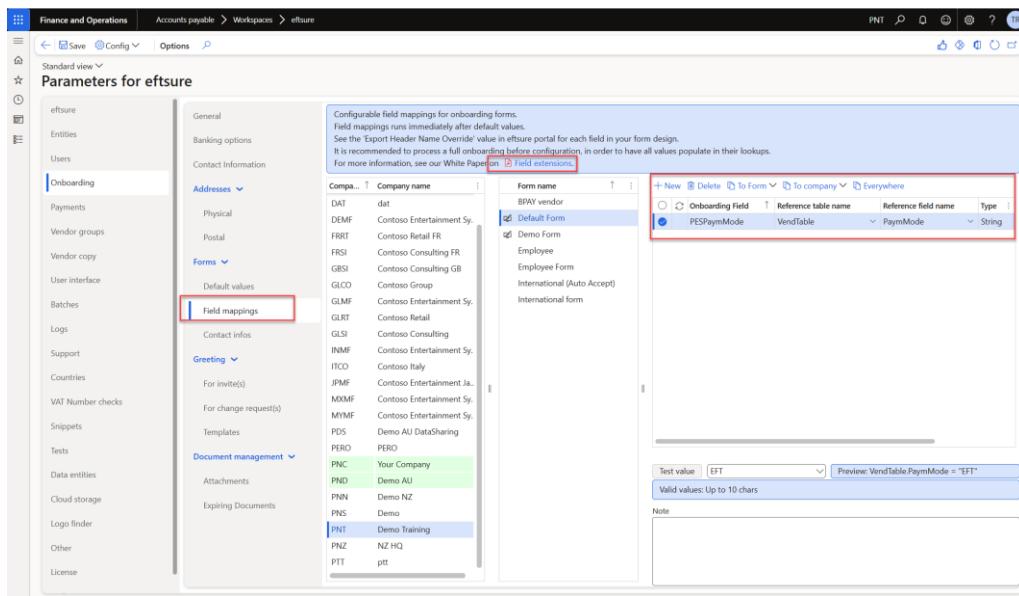
This function allows system admin to set default values for field within onboarding form. For more information, you can refer to Field extensions White paper.



Field mapping (Custom field)

This function allows system admin to map additional custom field from eftsure portal onboarding form to D365 field.

Before adding new field, please ensure to Sync updated forms from eftsure portal.



Select onboarding form you wish to add addition field.

Click New

If data is available in the form within eftsure portal, you will be able to select from the drop down list.

If there is no option from the drop downlist, user will need to type in exact field name.

Reference table and reference field will need to be selected from drop dowlist.

Click save or Ctrl + S once complete.

Note: user can add same field in multiple forms.

If there are criteria and conditions for new custom field, it's recommended to perform via Code

Contact infos

If customer wishes to have separate contacts for different purpose, below mapping will needed to be done.

Name	Onboarding Field	Type	Link
Remittance email	EmailAddress	Email address	Party

Same with custom field mapping, additional onboarding questionnaire have to be setup in portal and sync before performing the mapping.

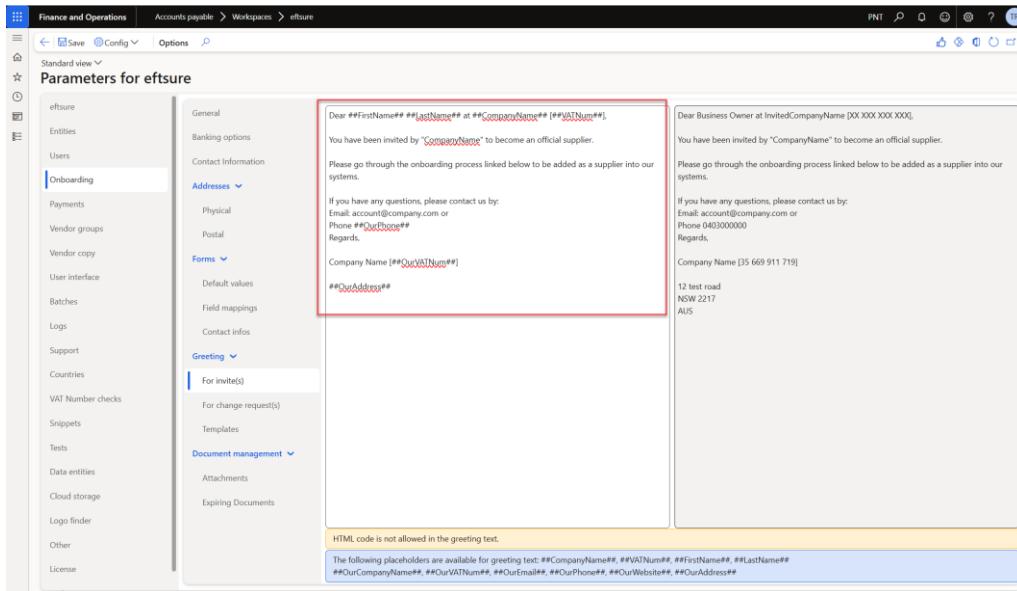
For more information, please refer to [Field Extensions – White paper](#).

4.6. Greeting (Message to supplier)

This section enables end user to either use default temple or create new email templates and modify existing default templates.

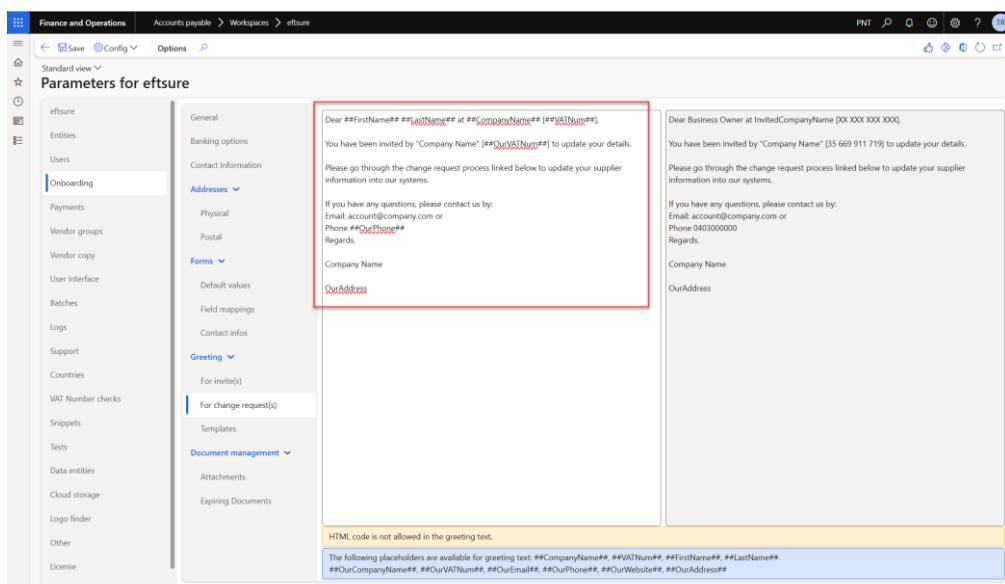
For invite(s)

Default message that will appear in the vendor onboarding email. The message works with placeholders such as ##FirstName##, ##LastName## etc which could be setup under [General](#) section.



For change request(s)

Default message that will appear in the vendor change request email. The message works with placeholders such as ##FirstName##, ##LastName## etc which could be setup under [General](#) section.



Template

This tab is used when end user wishes to create different templates by company or due to business requirements.

Parameters for eftsure

Onboarding

Type	Company	Name		
Onboarding	Domestic	Onboarding		
Onboarding	International	Onboarding	PNC	Welcome to PNC
Onboarding	PND	Onboarding	PNT	Megaport
Onboarding	PNT	Onboarding	PNT	Employee
Change request	PNC	Onboarding	PNT	Welcome to PNT
Change request	PNT	Change request	PNC	Update PNC
		Change request	PNT	Update PNT

Greeting

Dear ##FirstName## ##LastName## at ##CompanyName## [##VATNum##].

You have been invited by (Company name) to become an official supplier.

Please go through the onboarding process linked below to be added as a supplier into our systems.

If you have any questions, please contact us by:
Email: account@gmail.com or
Phone: ##OurPhone##
Regards,

OurCompanyName [ABN Number]

HTML code is not allowed in the greeting text.

The following placeholders are available for greeting text: ##CompanyName##, ##VATNum##, ##FirstName##, ##LastName##, ##OurCompanyName##, ##OurVATNum##, ##OurEmail##, ##OurPhone##, ##OurWebsite##, ##OurAddress##

Sample templates can be used by all **eftsure** enabled entities.

New vendor onboarding

New vendor details

Greeting

Dear ##FirstName## ##LastName## at ##CompanyName## [##VATNum##].

You have been invited by ##OurCompanyName## to become an official supplier.

Please go through the onboarding process linked below to be added as a supplier into our systems.

If you have any questions, please contact us by:
Email: ##OurEmail## or
Phone: ##OurPhone##
Regards,

##OurCompanyName## [##OurVATNum##]
##OurAddress##

Load template

Default

Testing 1

Save as

Dear Business Owner at CTD FOODS PTY LTD [16 654 983 776],

You have been invited by [REDACTED] to become an official supplier..

Please go through the onboarding process linked below to be added as a supplier into our systems.

If you have any questions, please contact us by:
Email [REDACTED] or
Phone [REDACTED]
Regards,
[REDACTED]
[REDACTED]
[REDACTED]

HTML code is not allowed in the greeting text.

The following placeholders are available for greeting text: ##CompanyName##, ##VATNum##, ##FirstName##, ##LastName##, ##OurCompanyName##, ##OurVATNum##, ##OurEmail##, ##OurPhone##, ##OurWebsite##, ##OurAddress##

Back Send invite Cancel

If user assign particular legal entity under Company column when creating new template, it will only be applicable to that chosen entity.

4.7. Document management

Attachments

This section allows user to set attachment type as well download or delete attachment options.

Company name	Attachment type	Download attachments	Delete attachments from efts...
BRMF	File	<input type="checkbox"/>	<input type="checkbox"/>
CNMF	File	<input type="checkbox"/>	<input type="checkbox"/>
DAT	File	<input type="checkbox"/>	<input type="checkbox"/>
DEME	File	<input type="checkbox"/>	<input type="checkbox"/>
FRRT	File	<input type="checkbox"/>	<input type="checkbox"/>
FRSI	File	<input type="checkbox"/>	<input type="checkbox"/>
GBSI	File	<input type="checkbox"/>	<input type="checkbox"/>
GLCO	File	<input type="checkbox"/>	<input type="checkbox"/>
GLMF	File	<input type="checkbox"/>	<input type="checkbox"/>
GLRT	File	<input type="checkbox"/>	<input type="checkbox"/>
GLSI	File	<input type="checkbox"/>	<input type="checkbox"/>
INMF	File	<input type="checkbox"/>	<input type="checkbox"/>
ITCD	File	<input type="checkbox"/>	<input type="checkbox"/>
JPMF	File	<input type="checkbox"/>	<input type="checkbox"/>
MMMF	File	<input type="checkbox"/>	<input type="checkbox"/>
MYMF	File	<input type="checkbox"/>	<input type="checkbox"/>
PDS	File	<input type="checkbox"/>	<input type="checkbox"/>
PERO	File	<input type="checkbox"/>	<input type="checkbox"/>
PNC	File	<input type="checkbox"/>	<input type="checkbox"/>
PND	File	<input type="checkbox"/>	<input type="checkbox"/>
PNN	File	<input type="checkbox"/>	<input type="checkbox"/>
PNS	File	<input type="checkbox"/>	<input type="checkbox"/>
PNT	File	<input type="checkbox"/>	<input type="checkbox"/>
PNZ	File	<input type="checkbox"/>	<input type="checkbox"/>
PTT	File	<input type="checkbox"/>	<input type="checkbox"/>
RUMF	File	<input type="checkbox"/>	<input type="checkbox"/>
RURT	File	<input type="checkbox"/>	<input type="checkbox"/>
SAMF	File	<input type="checkbox"/>	<input type="checkbox"/>
THMF	File	<input type="checkbox"/>	<input type="checkbox"/>
US01	File	<input type="checkbox"/>	<input type="checkbox"/>
USMF	File	<input type="checkbox"/>	<input type="checkbox"/>
USP2	File	<input type="checkbox"/>	<input type="checkbox"/>
USP3	File	<input type="checkbox"/>	<input type="checkbox"/>
USR1	File	<input type="checkbox"/>	<input type="checkbox"/>
USS1	File	<input type="checkbox"/>	<input type="checkbox"/>

Attachment type options

Type	Name
File	
Image	
Note	
URL	

Download all documents uploaded by the vendor during onboarding.

Delete attachments from eftsure servers after download: not recommended.

Expiring Documents

User can set expiry date for all support documents with notification sent to selected email address once expired.

Company name	Email ID	Expiring	Recipients	Send if em...
GLSI	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
INMF	PESDocExp	Expires within 15d	gregp@eftsure.co...	<input type="checkbox"/>
ITCD	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
JPMF	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
MMMF	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
MYMF	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
PDS	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
PERO	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
PNC	PESDocExp	Expires within 120d	gregp@eftsure.co...	<input type="checkbox"/>
PND	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
PNN	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
PNS	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
PNT	PESDocExp	Expires within 120d	gregp@eftsure.co...	<input type="checkbox"/>
PNZ	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
PTT	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
RUMF	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
RURT	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
SAMF	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
THMF	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
US01	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
USMF	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
USP2	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
USP3	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
USR1	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>
USS1	PESDocExp	Expires within 30d	gregp@eftsure.co...	<input type="checkbox"/>

Different email groups which can be modified

Email ID	Email description	Sender name	Sender email
PESDocExp	Onboarding Attachments Expiring	Admin	gregp@eftsure.com.au
ProjNotify	PES Projects notification email	ProjectManager	PM@yourorg.com
VCResend	Vendor collaboration - ReSend	John Doe	requestDetails@yourOrganisati...
VCSend2	Vendor collaboration #2	John Doe	VCRequests@myOrganisation.c...

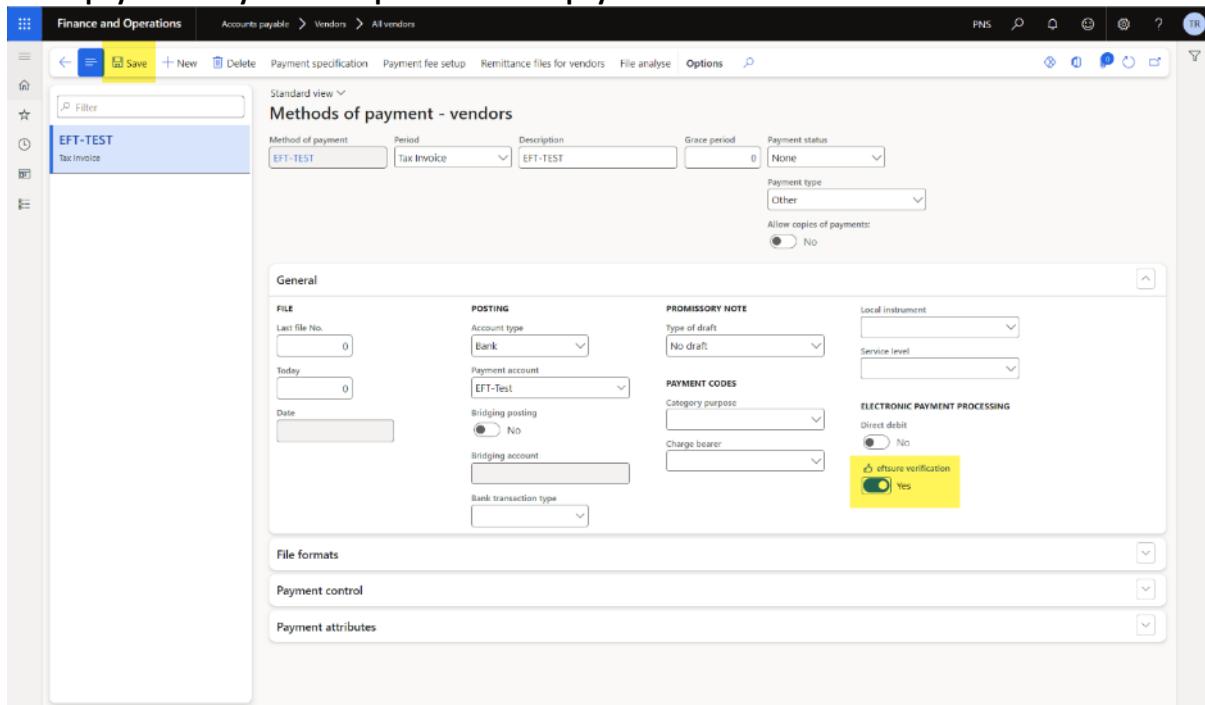
5. Payments

5.1. Payment method(s)

Setup for all methods of payments to be enabled for **eftsure** verification. This configuration is the last step of our Go-Live process as any payment using this method of payment setup will no longer be valid once **eftsure** verification is enabled.

Eftsure verification is switched on for all EFT related method of payment. This feature can be turned on when new Method of payment is created.

Accounts payable > Payment setup > Methods of payment



The screenshot shows the SAP Fiori interface for 'Methods of payment - vendors'. The 'eftsure verification' checkbox in the 'ELECTRONIC PAYMENT PROCESSING' section is highlighted with a yellow box. Other fields visible include 'Method of payment' (EFT-TEST), 'Period' (Tax Invoice), 'Description' (EFT-TEST), 'Grace period' (0), 'Payment status' (None), 'Payment type' (Other), and 'Allow copies of payments' (No). The 'eftsure verification' checkbox is located in the 'ELECTRONIC PAYMENT PROCESSING' section, which also includes 'Direct debit' (No) and 'Service level'.

eftsure verification can be switched on directly in Parameter > Payments (v1129 and above).

eftsure

Standard view

Parameters for eftsure

Payment method(s)

Default payment methods

Verifications

Company	Company name	Method of pay...	Description
GLSI	Contoso Consulting	BPAY	
INMF	Contoso Entertainm	CASH	
ITCO	Contoso Italy	EFT	EFT
JPMF	Contoso Entertainm	EFT_Net	EFT not eftsure
MXMF	Contoso Entertainm	EFT-EUR	EFT-EUR
MYMF	Contoso Entertainm	EFT-Inter	EFT for international
PDS	Demo AU DataShari	EFT-NZD	EFT-NZD
PERO	PERO	EFT-USD	EFT-USD
PNC	Your Company		
PND	Demo AU		
PNN	Demo NZ		
PNS	Demo		
PNT	Demo Training		
PNZ	NZ HQ		
PTT	ptt		
RUMF	Contoso Entertainm		
RURT	Contoso Retail RUS		
SAMF	Contoso Entertainm		
THMF	Contoso Entertainm		
US01	us01		
USMF	Contoso US Manufa		
USP2	Contoso Orange Juic		
USPI	Contoso Process Ind		
USR1	Contoso Retail USA		
USSI	Contoso Consulting		

eftsure verification

Payment type

Electronic payment

Standard D365 functions to be used to create Payment account and associate new Method of payment via below menu.

Cash and bank management > Bank accounts > Bank accounts

Accounts payable > Payment setup > Methods of payment

5.2. Defaults

Default payment method EFT is used when new vendor is created in each legal entity.

eftsure

Standard view

Parameters for eftsure

Payment method(s)

Default payment methods

Verifications

Company	Company name	Payment method (...)	Payment method (international)	Cash/Cheque/BPAY...
PNN	Uerito NZ	EFT	EFT-Inter	BPAY
PNS	Demo	EFT	EFT-Inter	BPAY
PNT	Demo Training	EFT	EFT	BPAY
PNZ	NZ HQ			
PTT	ptt			
RUMF	Contoso Entertainment Sy...			
RURT	Contoso Retail RUS			
SAMF	Contoso Entertainment Sy...			
THMF	Contoso Entertainment Sy...			
US01	us01			
USMF	Contoso US Manufacturing			
USP2	Contoso Orange Juice			
USPI	Contoso Process Industry			
USR1	Contoso Retail USA			
USSI	Contoso Consulting			

Payment methods per currency.

If specified, the payment method per currency overrides the default payment methods above.

+ New

Currency Method of payment

We didn't find anything to show here.

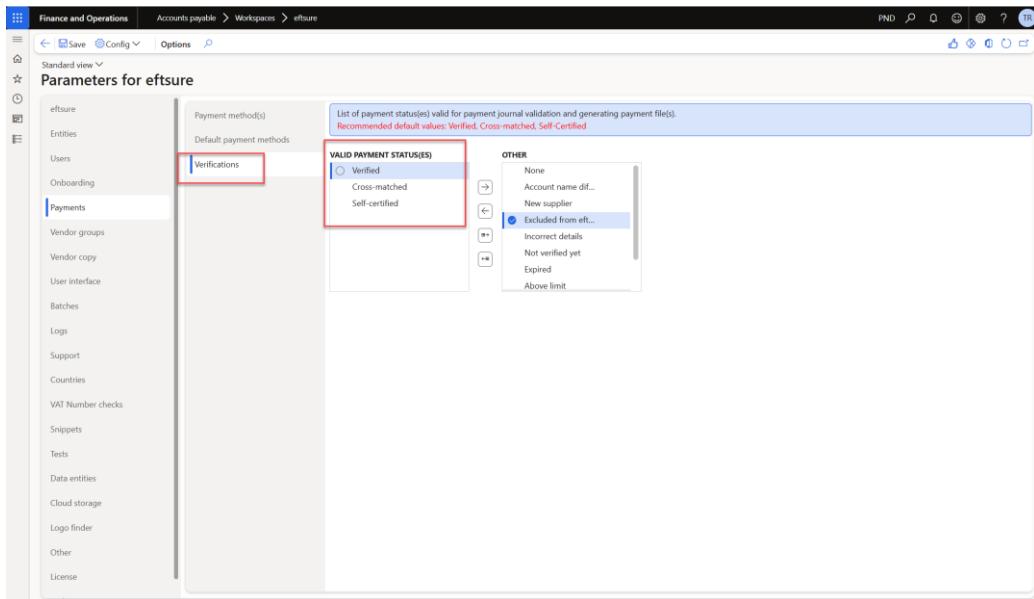
5.3. Verifications

The **Verifications** tab allows the administrator to specify which statuses are considered valid from a system point of view, allowing the payments to be generated and deciding on grid colours.

The recommended default values are Cross-matched, Self-certified and Verified, but it might be useful to allow a quick payment to a new supplier if the Accounts Payable manager has verified the account manually.

Caution: This feature may allow the payment file to be generated for unsafe statuses and therefore should be handled with care. This option will only affect the Dynamics 365 journal and payment file but won't affect

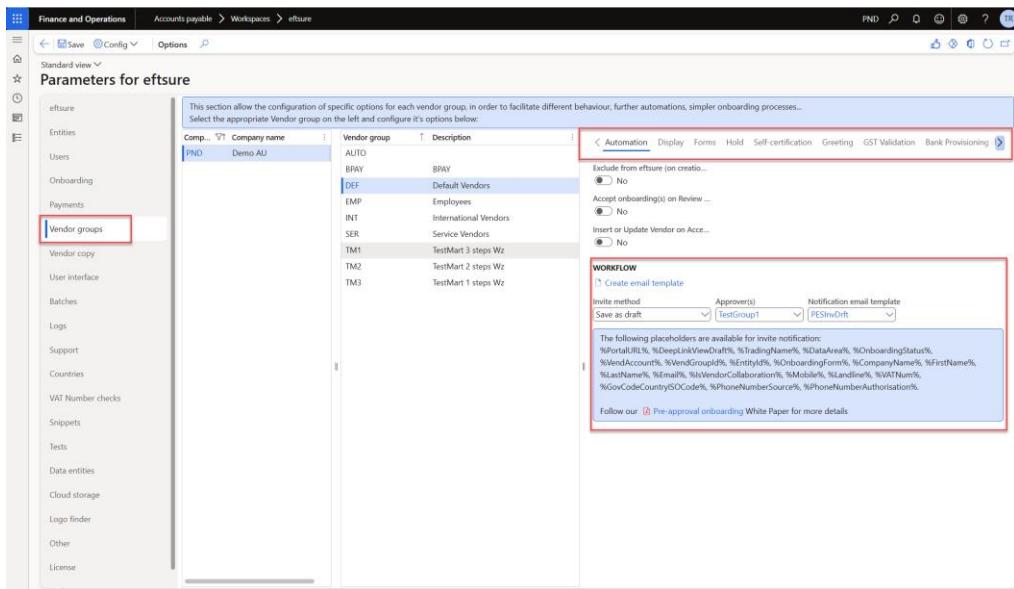
payments highlighting in your bank portal by the eftsure extension. Please use this feature with caution as it helps bypass the very reasons why your organization chose eftsure for vendor payments protection.



6. Vendor groups

The Vendor groups configuration form enables to select specific options per vendor group, for events such as when Invitation emails are sent to Vendors associated to a specific group.

Note: All vendor groups need to be configured before onboarding vendors.



For more details relating to onboarding workflow by vendor group, please refer to [eftsure D365 F&O Pre-approval onboarding – White paper](#).

6.1. Automation

Allow user to automate and simplify onboarding process by each vendor group.

Company	Company name	Vendor gr...	Description
PNC	Your Company	2FA	2FA
		CRR	Customer refunds
		DEF	Default Vendors
		EMP	Employees
		EXC	Non eftsure vendors
		INT	International Vendors
		SER	Service Vendors

Automation Display Forms
 Exclude from eftsure (on creation only)
 No
 Yes
 Accept onboarding(s) on Review status
 No
 Yes
 Insert or Update Vendor on Accept on...
 Yes
 No

Section	Field name	Description
Automation	Exclude from eftsure (on creation only)	Exclude vendor group from eftsure sync for new vendor creation only
	Accept onboarding(s) on Review status	Auto change onboarding status from Review to Accept
	Insert or Update Vendor on Accept onboarding(s)	When user accepts onboarding (with vendor group and auto number sequence), this option will automatically create vendor. Otherwise user has to accept onboarding then create vendor

If Vendor group is excluded from eftsure verification when employee is onboarded, no bank account for newly created employee group will be verified.

Company	Company name	Vendor gr...	Description
PNC	Your Company	2FA	2FA
		CRR	Customer refunds
		DEF	Default Vendors
		EMP	Employees
		EXC	Non eftsure vendors
		INT	International Vendors
		SER	Service Vendors

Automation Vendor collaboration
 Exclude from eftsure (on creation only)
 Yes

New employee will be excluded.

This page has been refreshed to ensure that all selected fields display data. As a result, the record that is currently displayed may have changed and any unsaved changes have been discarded.

eftsure "Know Your Payee"
0 9 42 0

Charts
Verifications
Vendors
Registrations
Admin
Help
Analytics

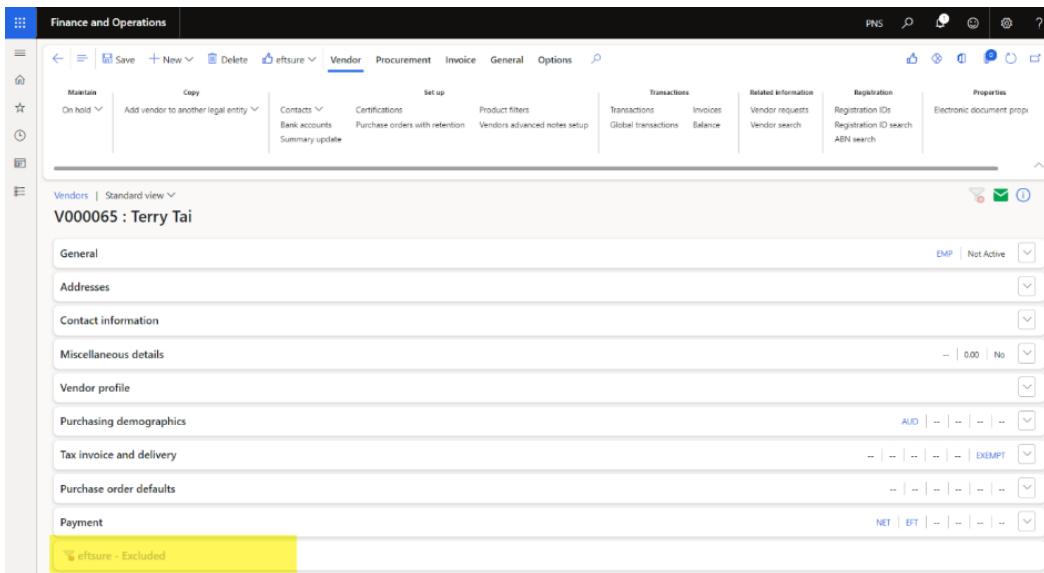
Onboarding
Review

32
0

List of all onboarding, regardless of their statuses

Filter	Workflow	eftsure	Trading name	Status	Email	Company	Vendor accou...	Bank accou...	Vendor g...
0	0	0	Terry Tai	Accepted	terry@gmail.com	PNS	V000065	ANZ1	EMP

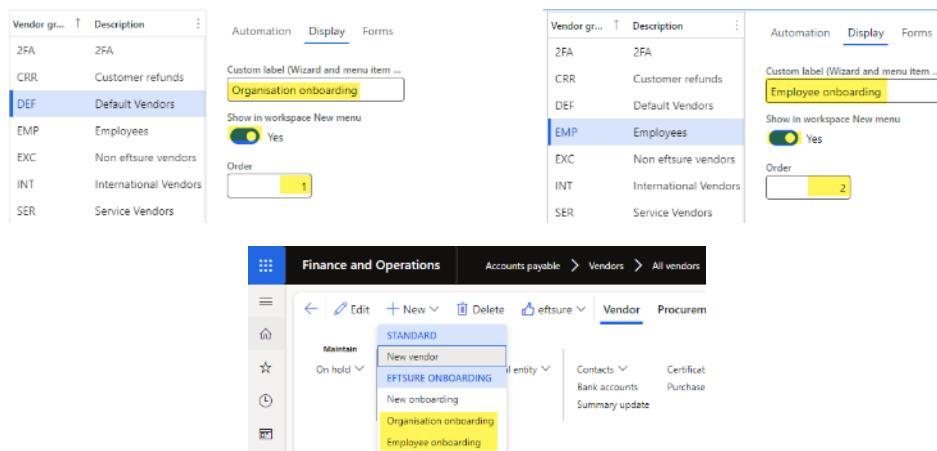
Eftsure will also be disabled for this vendor group.



6.2. Display

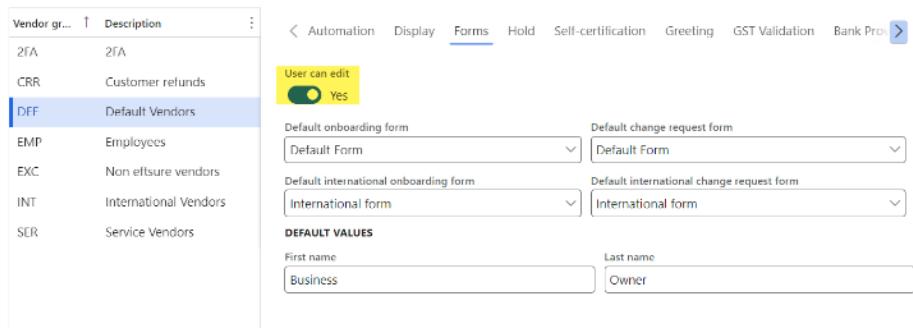
Users have an option to display additional onboarding form on New menu under Vendor form with flexibility to identify menu order.

Section	Field name	Description
Display	Custom label (Wizard and menu item captions)	Label which will appear on New creation menu
	Show in workspace New menu	Hidden or shown in New menu in Vendor master form
	Order	Order of label appear in New menu



6.3. Forms

This tab allows user to set default onboarding and change request forms as well as select editable or non-editable default Onboarding form for the Vendors associated to this group.

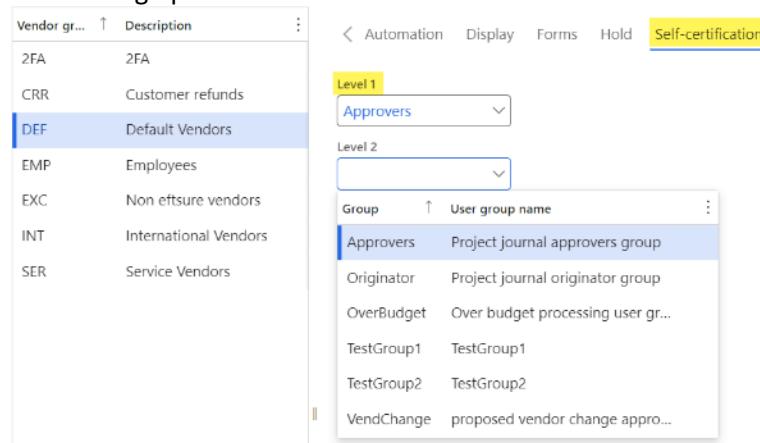


Section	Field name	Description
Form (Onboarding/Change request)	User can edit	Allow user to choose different onboarding/change request form
	Default onboarding form	Default onboarding form appears in onboarding invite
	Default change request form	Default change request form appears in change request invite
	Default First name	First name appears on both forms
	Default Last name	Last name appears on both forms

6.4. Self-certification

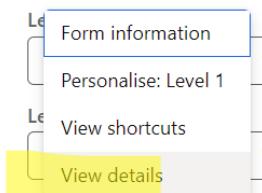
User has option to select user group authorised to self-certify vendors (Level 1 & 2 if applicable).

Note: if business requires 2 levels approval, a request should also be sent to eftsure support team to be set from eftsure portal before setting up in D365.



User group can be added or modified using same function available within D365.

Right click Level 1 field name, select View details



Or via menu path **System administration > Users > User groups**

Groups		User group name
		Approvers
		Originator
		OverBudget
		TestGroup1
		TestGroup2
		VendChange

Adding or remove user from user group.

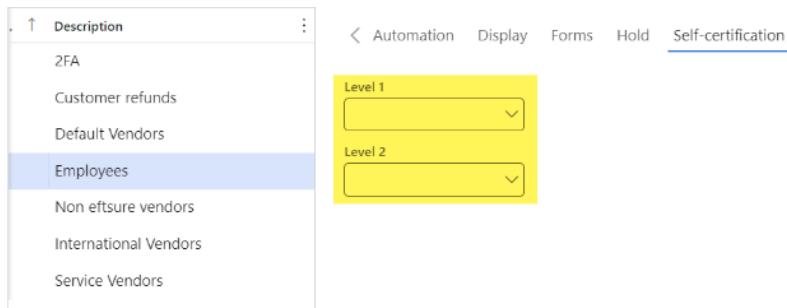
Groups		Users
		Name
		Filter
		REMAINING USERS
	EDUARDO	EDUARDO
	ELLEN	ELLEN
	FMII	FMII
		→
		SELECTED USERS
	Admin	Admin
	berengere	berengere

As Self-certification has been defined with 2 levels of approvers, only user in approval group can certify.

Onboardings		List of all onboarding, regardless of their statuses		
Onboarding	Review	Trading name	Status	Actions
31	0	AS CHEMIST PTY LTD	Accepted	LOCAL ONLY
Accepted	Awaiting Verification	Emily Cao	Accepted	Onboarding - Done
0	0	CTD FOODS PTY LTD	Accepted	AVAILABLE IN EFTSURE
		Tia To	Accepted	Request details
		Dicky Cheung	Accepted	Verification
		Samantha Meunier	Accepted	High priority verification - Accepted
				ACTIONS
				Payment limit - Unlimited
				Self-certification - Group TestGroup1 only

Basing on business requirement, self-certification with no approval can also be switched on if user has appropriate permission.

Level approval to leave blank for employee group and save the configuration.



User can select not yet verified employee for Self-certification.

Employee will be certified and ready for payment.

Category	Value
Onboarding	21
Review	0

Column	Value	Column	Value	Column	Value	Column	Value	Column	Value	Column	Value	Column	Value	Column	Value	Column	Value
Filter		Trading name	Emily Cao	Status	Accepted	Email	emily@gmail.com	Comp...	PNS	Vendor accou...	ANZ1	Vendor g...	EMP	Onboarding...	Collab...	60245	

Certified employee will be shown in eftsure workspace Self-certified tab.

Category	Value
Incorrect details	0
Account name differs	11
Not verified yet	26
New supplier	0
Verified	27
Cross-matched	3

Column	Value	Column	Value	Column	Value
Vendor account	V000062	Name	Emily Cao	Entity name	

6.5. Greeting

Invite text to be changed to Onboarding text (consistency with [Email templates \(Message to supplier\)](#))

This section is similar to [Email templates \(Message to supplier\)](#) but giving user more options to configure by vendor group.

Vendor gr...	Description
2FA	2FA
CRR	Customer refunds
DEF	Default Vendors
EMP	Employees
EXC	Non eftsure vendors
INT	International Vendors
SER	Service Vendors

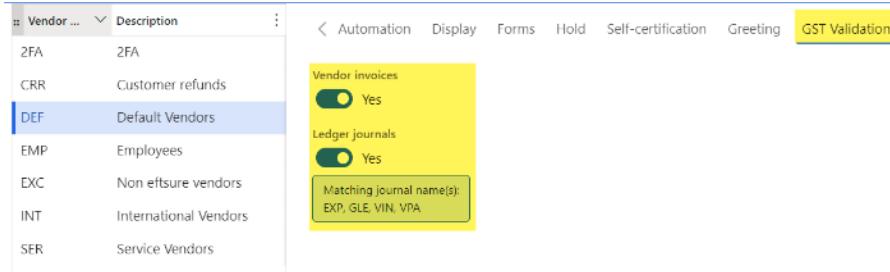
Section	Field name	Description
Greeting	User can edit	User can select different greeting email template
	Invite text	Onboarding invite email template
	Change request text	Change request email template
	Preview	Preview (read-only) once change is saved from text template

Note: Disable User can edit button can change the onboarding from 3 steps wizard to 2 steps once Vendor group is selected.

6.6. GST Validation

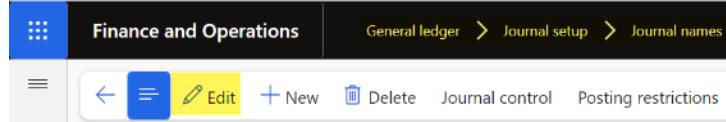
Verification of GST occurs in both journals and vendor invoices and enforces GST where appropriate only. This feature only applies to vendor groups that are enabled for GST validation.

You can activate GST Validation for vendor invoices, or for all the payment journals having enabled GST Validation in the journal name setup.



Section	Field name	Description
GST Validation	Vendor invoices	GST validation enabled on vendor invoices
	Ledger journals	GL Vendor payment journal with GST validation

Complete the setup via **General > Journal setup > Journal names**.



You can activate **ABN/GST Validation** for vendor invoices, or for all the payment journals having enabled GST Validation in the journal name setup.

Applicable Vendor group will show in highlighted blue box for user reference.

6.7. Bank Provisioning details

This tab allow user to provide flexibility or set rules for vendor when filling in bank account in onboarding form.

Vendor can either get EFT details directly from their bank using re-direct link from the portal or manually input EFT details if below function are enabled.

Section	Field name	Description
Bank provisioning details	User can edit	Select editable or non-editable default Bank provisioning options for the Vendors associated to this group
	Get EFT details directly from bank	If only this option is switched on, vendor will need to input bank account via bank portal
	Enter EFT details manually	This option will allow vendor to input bank account details in onboarding form

	Allow cash/cheque/BPAY/other	This option will allow vendor to select other payment options
--	------------------------------	---

Note: Disable User can edit button can change the onboarding from 2 steps wizard to 1 step wizard once Vendor group is selected.

7. Vendor copy

7.1. Default values

This function allow user to copy Vendor details to another legal entity. It also allows to set default values globally or per legal entity.

Name	Company	Field name	Value	Type	Length
Currency		Currency	AUD	void	

Preview notes at the bottom of the screen shows value validation.

User can also search for valid field name as well as field label (appear in designed forms) to ensure correct field is selected.

+ New Delete			
	Name	Company	Field name
<input checked="" type="radio"/>	Currency		Currency
<input type="radio"/>	TaxWithholdGroup	Withholding tax group	
<input type="radio"/>	ResidenceForeignCountryRegion	Residence foreign cou...	
<input type="radio"/>	PaymTermId	Terms of payment	
<input type="radio"/>	LineDisc	Line discount group	
<input type="radio"/>	AccountNum	Vendor account	
<input type="radio"/>	BankAccount	Bank account	

7.2. Fields

Tab Fields allows user to set fields from source record, copy desired fields from VMF to other entities.

Recommended values button will create suggested fields including: method of payment, Small Business and VATNum (ABN)

+ New	Name	Company	Field name
<input checked="" type="radio"/>	MethodOfPayment	PaymMode	
<input type="radio"/>	SmallBusiness	SmallBusiness	
<input type="radio"/>	VATNum	VATNum	

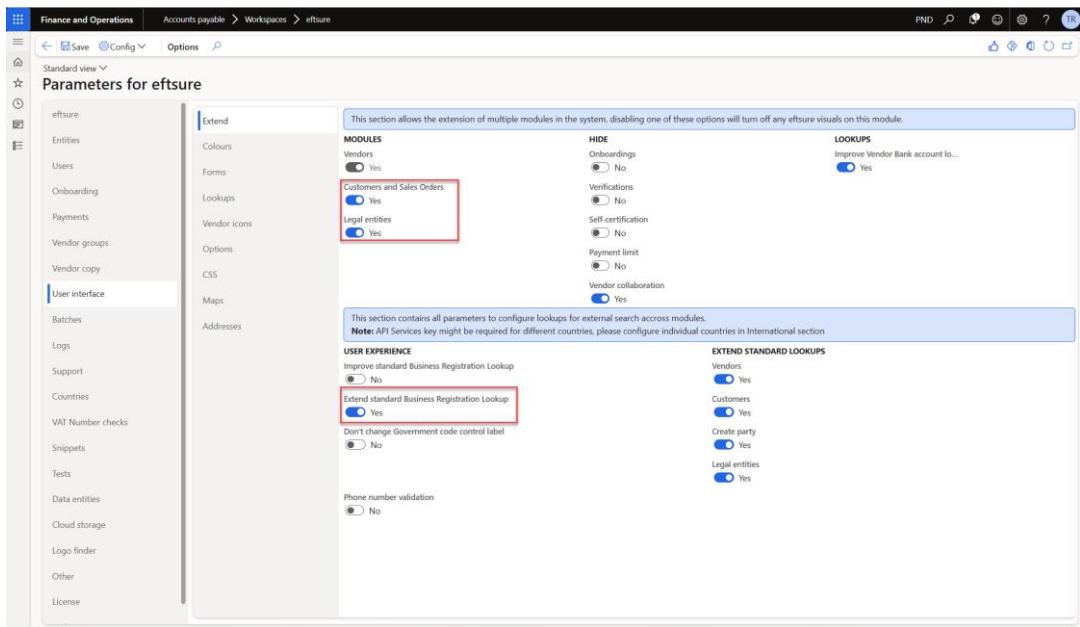
8. User interface

The **User interface** tab allows the administrator to configure the forms behaviour and general colour scheme used throughout this module, in order to facilitate the understanding of the data at a glance, when dealing with hundreds of vendors, payments, bank accounts etc

User also have an option to hide eftsure workspace tab and function correspondence with business requirements.

8.1. Extend

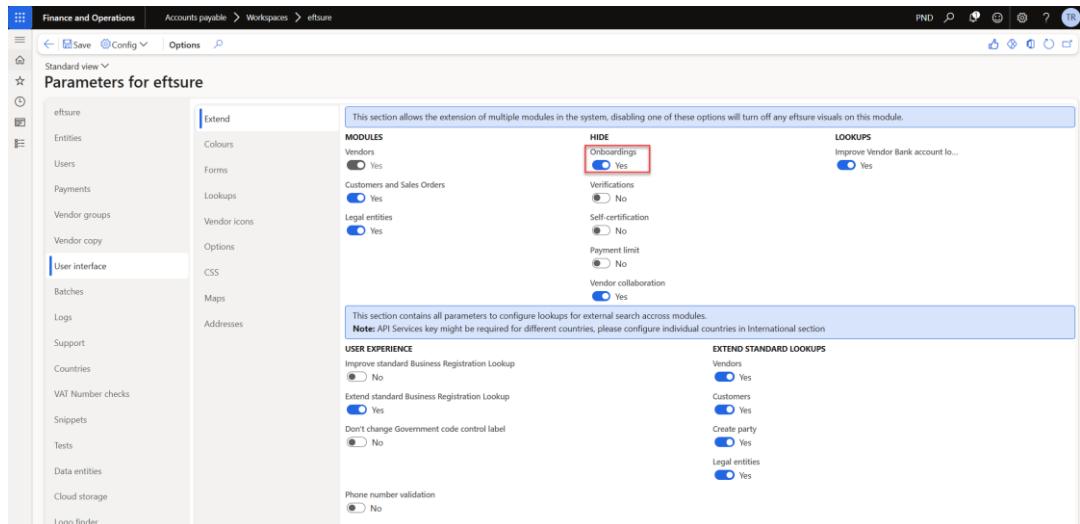
With eftsure enabled, Vendors module is default as Yes. User has option to enable eftsure in customer, sales orders and legal entities modules.



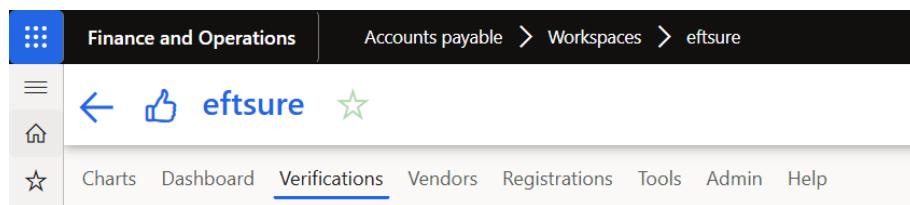
User has option to turn on Lookups for ABN & GST in different forms.

Note: For customer and legal entities modules, only ABN and GST are validated.

If customer does not use onboarding process, onboarding feature can be hidden using below option.



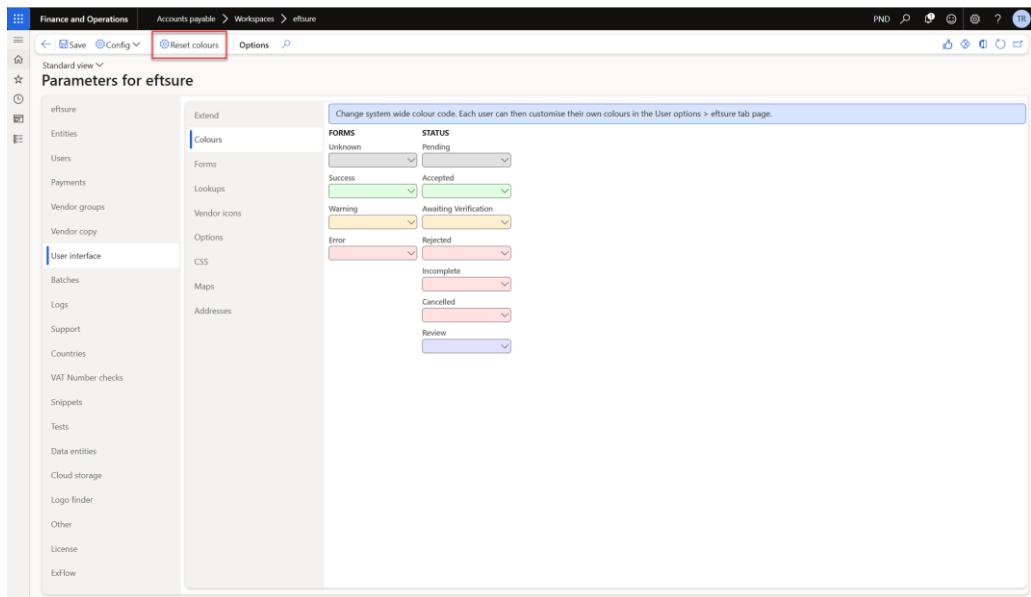
Onboarding tab will be hidden from eftsure workspace as well as eftsure menu.



8.2. Colours

User can personalise colour for form and status.

The Reset colours button allows to reset all colours back to default setup.

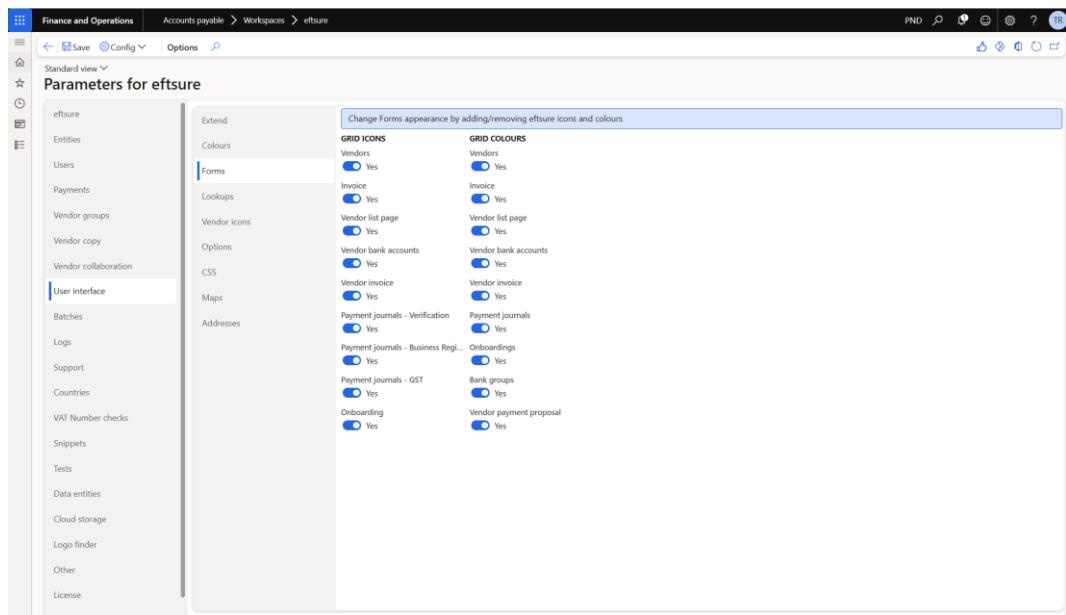


The **Forms** group allows to configure the success/error colours used in the Vendor, Vendor Bank accounts and Payment journal lines forms, if activated.

The **Status** group allows the administrator to change the colour of rows in grids showing Onboardings.

8.3. Forms

Allow user to change Form appearance from icons to colours.



The **Grid Icons** group allows to configure whether the eftsure icon set are displayed as the first columns of the main grid in the Vendor, Vendor Bank accounts and Payment journal lines forms.

The **Grid colours** group allows to configure whether the colours chosen in the Forms group are used to highlight grid rows depending on their verification statuses in the Vendor, Vendor Bank accounts and Payment journal lines forms.

8.4. Lookups

This tab allows system admin to turn on eftsure lookups (eftsure icons) in different forms.

Standard view ▾

Parameters for eftsure

eftsure

Entities

Users

Payments

Vendor groups

Vendor copy

Vendor collaboration

User interface

Batches

Logs

Support

Countries

VAT Number checks

Snippets

Tests

Data entities

Cloud storage

Logo finder

Other

License

Extend

Colours

Forms

Lookups

Vendor icons

Options

CSS

Maps

Addresses

List of forms where the potential customer/vendor lookup(s) should be extended with eftsure icons. This list self populates while browsing the application.

Form name	Enabled
EXT_fAgreements	<input checked="" type="checkbox"/>
EXT_fReferenceFieldDimensionsTable	<input checked="" type="checkbox"/>
LedgerJournalTransVendInvoice	<input checked="" type="checkbox"/>
LedgerJournalTransVendPaym	<input checked="" type="checkbox"/>
PESDataReconciliation_VendBankAccounts	<input checked="" type="checkbox"/>
PurchCreateOrder	<input checked="" type="checkbox"/>
PurchTable	<input checked="" type="checkbox"/>
SysQueryForm	<input checked="" type="checkbox"/>
VendEditInvoice	<input checked="" type="checkbox"/>
VendTable	<input checked="" type="checkbox"/>
VendVendorProfileManagementWorkspace	<input checked="" type="checkbox"/>

8.5. Maps & Addresses

Select preferred Google or Bing maps.

Standard view ▾

Parameters for eftsure

eftsure

Entities

Users

Payments

Vendor groups

Vendor copy

Vendor collaboration

User interface

Batches

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Countries

VAT Number checks

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Logo finder

Other

License

Extend

Colours

Forms

Lookups

Vendor icons

Options

CSS

Maps

Addresses

Configure maps providers for geographical representation. You'll need to setup a maps API key to use Places. Follow our [API Keys White Paper](#) for more details.

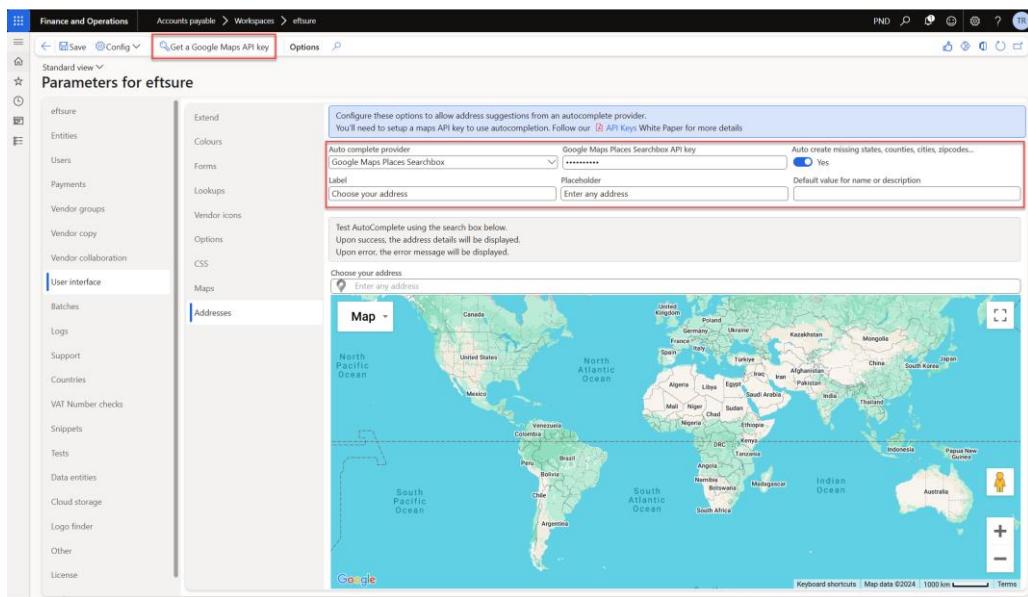
Map provider: Google Maps API key:

Map

Map provider: Google Maps

Map data ©2024 Google

User has option to disable, select Bing or Google maps. To use this feature, API key will need to be registered.



For more details, please refer to [eftsure D365 F&O Address autocomplete – White paper](#).

9. Batches

This solution is composed of several batches that need to be running in parallel to maintain data integrity between both systems.

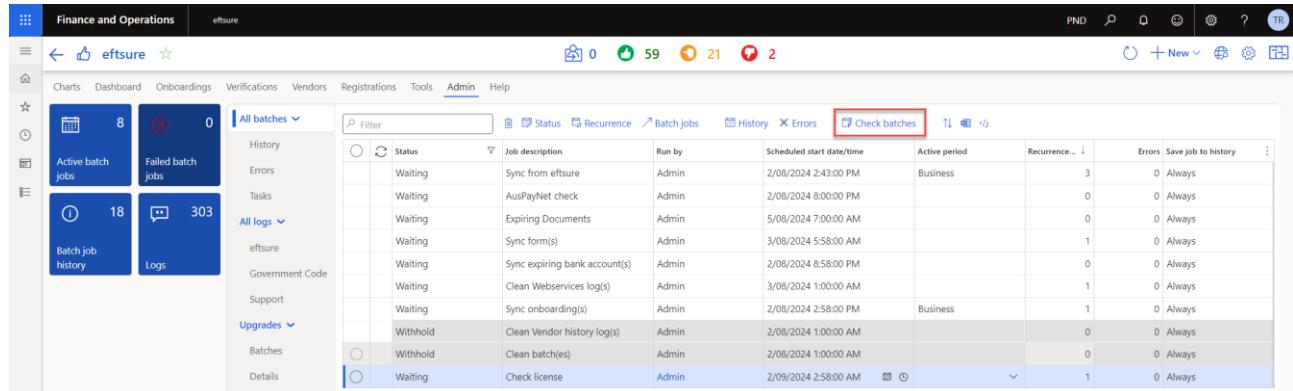
First, configure the batch parameters in the **eftsure** parameters form. Then generate all batches with a single click using the Check batches feature.

User ID: we recommend using a dedicated service account to run D365 batches (never expire, never resign).

Check batches

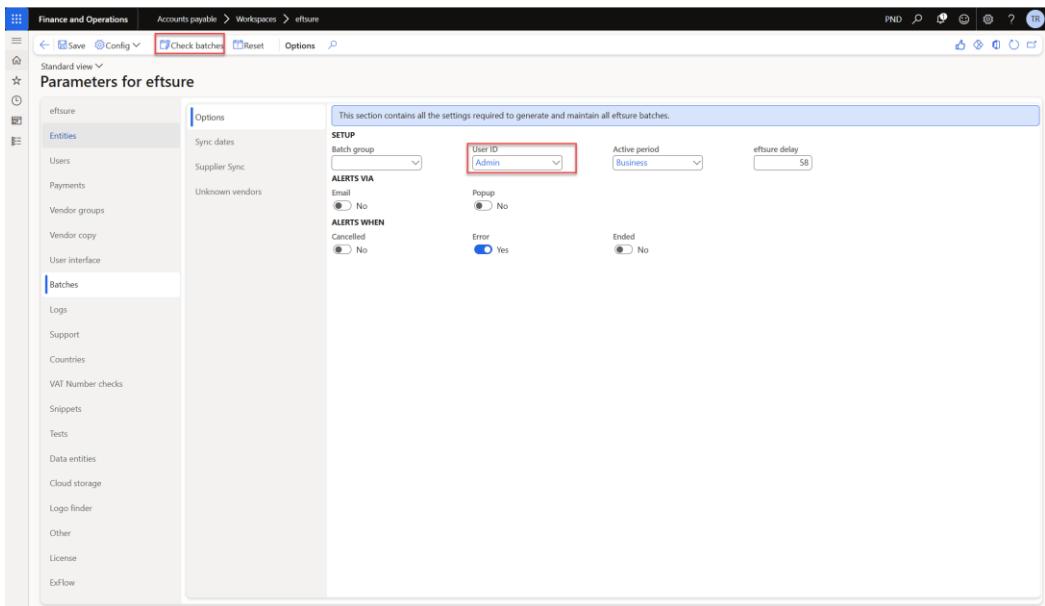
Enable to regenerate all the batches associated to the monitoring category “**eftsure**”, 7 to 12 batches depending on the **eftsure** configuration, linked to the associated recommended Batch group, User ID, and Active period.

Note: Batches are run for all enabled legal entities. Company reference on each batch is a reference in which legal entity the batches are initiated.



Alerts

The user selected in User ID, will receive all the alert notifications configured in this section for the batches associated to the monitoring category “**eftsure**”.

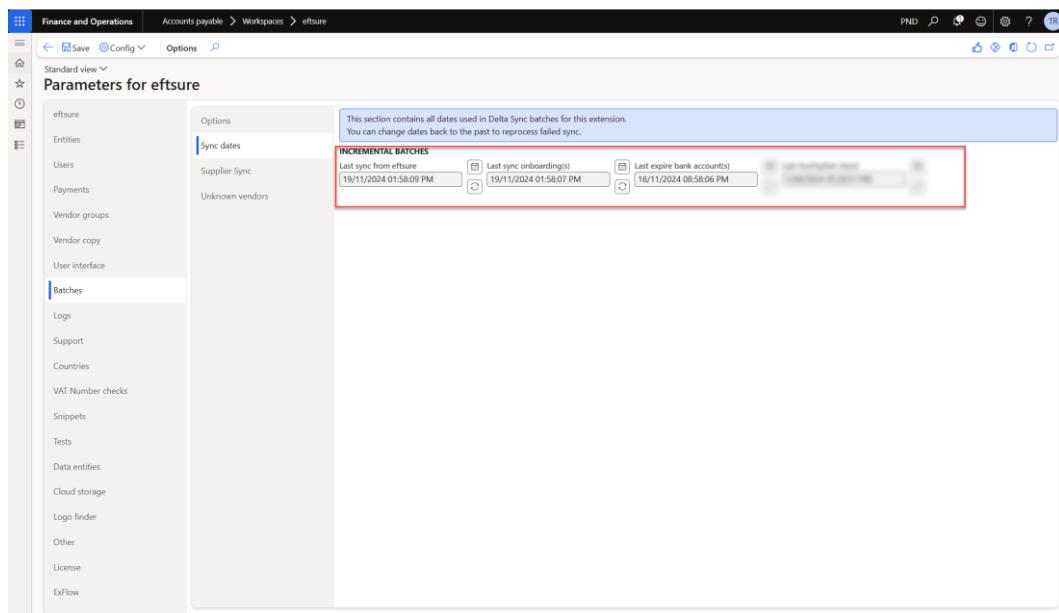


Note: User ID selected should be generic API account which is used in [eftsure](#) tab configuration.

Incremental batches:

There are 3 different batches that can be monitored and configured in this tab:

- Vendor update from eftsure sync.
- Eftsure onboarding sync.
- Bank accounts expiration



These 3 batches are delta-based batches, meaning they process all changed data since their last run.

The administrator has the ability to reset the last run date in order to reprocess the entire dataset, and the ability to re-run the process directly from this form.

Below are our recommendations in terms of batch setup and recurrence:

Name	Recurrence recommendation	Description	Scope
Sync form(s)	Either manually after changes or daily, weekly, outside business hours for peace of mind	Sync updated onboarding/change request form from eftsure portal	Global
Sync vendor(s) from eftsure	Every 60 minute during business hours	Update vendor verification status from onboarding, verification process	Global
Expiring Documents	Occurs with an interval of 7 days	Update onboarding attachments with expiry date	Global
Sync expiring bank accounts	Daily	Update vendor bank account which is expired, in-active	Global
Business Registration Check	Monthly	Sync ABN from eftsure ABN database with ABR source	Global or company
Clean Webservices log(s)	Occurs on the first Monday with an interval of 1 month	Withhold during hypercare for investigation purpose	Global
Clean Vendor history log(s)	Occurs on the first Monday with an interval of 1 month	Withhold during hypercare for investigation purpose	Global
Clean batch(es)	Daily	Clean eftsure batches history and error	Global
Check license	Occurs on the first Monday with an interval of 1 month		Global

Batches error

Batches status can be reviewed workspace > Admin > All batches

10. Logs

An option is available to enable logging in your environments, and allow troubleshooting with support consultants.

Section	Field name	Description
VENDOR HISTORY	Vendor history logging	Record of changes for all vendors
	Record field changes details (affects performance)	Field changes related to all vendors. Will have impact on performance
	Record code call stack	
WEBSERVICES	Webservice log	Log with details for trouble shooting
	Webservice call stack	Log with details for trouble shooting
	Webservice extended log	Recommended for live tracing under support supervision ONLY as it will impact performance due to data size

Note: When logging is enabled, it has a small impact on performance. Therefore it is only recommended to enable logging when troubleshooting issues in your live environment. To monitor your logs, please refer to [Logs](#) in eftsure workspace.

11. Support

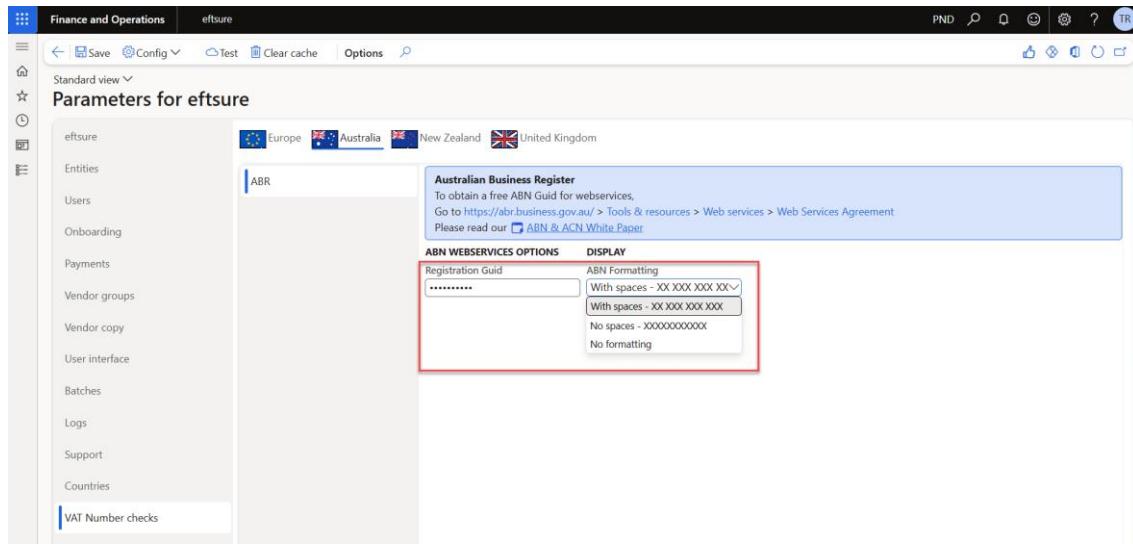
Default contact and additional documents to be sent for more effective communication.

12. VAT Number checks

12.1. Australia > ABR

The features require that your organisation has been preliminarily approved by the Australian Bureau Register to query web services. This service provided for free by the ABR and handled approximately 80 million transactions per day in 2019, so should be able to support additional load.

Go to <https://abr.business.gov.au/Tools/WebServicesAgreement> follow the process to obtain a web service guide that will be sent via email, and enter it into the form.



Then the ABN features will be able to perform requests to the ABR.

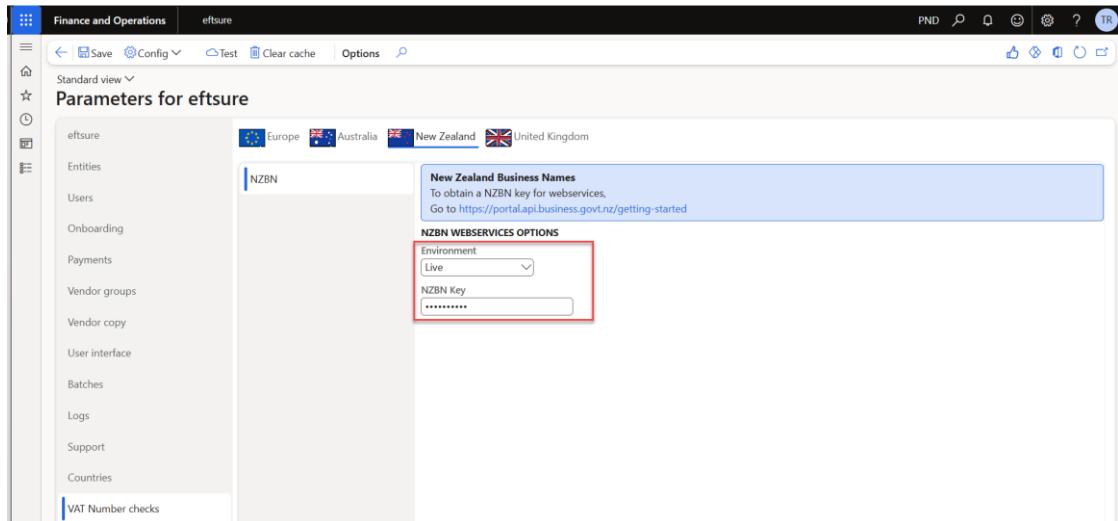
ABN Formatting: This feature enables to select how the ABN number needs to be formatted in the D365 database. Options are: With spaces - XX XXX XXX XXX, No spaces – XXXXXXXXXXXX, No formatting.

Note: this feature can only be used if customer has signed up for ABN lookup license.

12.2. New Zealand > NZBN

To obtain a NZBN key for webservices, please go to <https://portal.api.business.govt.nz/getting-started>

Note: this feature can only be used if customer has signed up for international module and NZBN lookup license.



13. Snippets

This section contains html template which can be used when sending reminder emails to vendors.

eftsure "Know Your Payee"

Standard view

Parameters for eftsure "Know Your Payee"

This section contains reusable html snippets, used when sending emails to vendors.

Company	Company name	Actions
BRMF	Contoso Entertain	+ New Edit Delete
CNMF	Contoso Entertain	
DAT	dat	
DEMIF	Contoso Entertain	
FRRT	Contoso Retail FR	
FRSI	Contoso Consultir	
GBSI	Contoso Consultir	
GLCO	Contoso Group	
GLMF	Contoso Entertain	
GLRT	Contoso Retail	
GLSI	Contoso Consultir	
INMF	Contoso Entertain	
ITCO	Contoso Italy	
JPMF	Contoso Entertain	
MXMF	Contoso Entertain	
MYMF	Contoso Entertain	
PDS	PNew Data Sharin	
PERO	PERO	
PNC	Your Company	Edit Delete
PND	PNew Demo	
PNN	PNew NZ Software	

As part of your onboarding to %Company%Name%, our cybercrime prevention partner eftsure will contact you shortly to verify your banking information.

eftsure provides and automates digital controls to protect our organisation against digital threats.

For more information, please visit eftsure.com.au

Snippets for Email option can be found in eftsure Parameters for both Onboardings and Verifications

eftsure

Onboarding - Done

AVAILABLE IN EFTSURE

Request details

Verification - Verified

High priority verification - Accepted

ACTIONS

Email

Payment limit - Unlimited

Self-certification - Verified

Expire

Comment - No matched supplier

SYNC

From eftsure

To eftsure

Additional email can be added in reminder email window.

The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. A user is creating an email template. The 'Snippets' dropdown menu is open, and 'Headline' is selected. The email body contains placeholder text and a preview pane showing the email content and attachments.

14. Test scripts

This tab will assist client with user testing and internal training. For more information, please refer to Testing white paper.

The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The 'Test scripts' list is displayed, showing various test scripts with columns for ID, Name, Role, Level, and Duration.

ID	Name	Role	Level	Duration
1 E1	New vendor via AP - Default setting	AP clerk	100	10
2 E2	New vendor via AP - Bank provisioning	AP clerk	100	10
3 E3	New vendor via AP - Vendor group configured	AP clerk	100	10
4 E4	New vendor via AP - Fully automated	AP clerk	100	10
5 E5	New vendor via eftsure workspace - Fully automati...	AP clerk	100	10
6 E6	Vendor onboarding/Bank account verification	Vendor	100	10
7 E7	Employee onboarding via eftsure workspace self-c...	AP clerk	100	10
8 E8	Vendor change request via eftsure workspace	AP clerk	200	10
9 E9	Bank account verification via eftsure workspace	AP clerk	100	10
10 E10	Copy vendor to multiple entity	AP clerk	100	10
11 E11	Copy bank account to multiple entity	AP clerk	100	10
12 E12	Vendor payment journal - verified vendor	AP clerk	100	10
13 E13	Vendor payment journal - not yet verified vendor	AP clerk	100	10
14 E14	Vendor payment journal - payment proposal	AP clerk	300	10
15 E15	Default value in onboarding form	Admin	200	10
16 E16	Custom field mapping for onboarding form	Admin	200	10
17 E17	Self-certify/Reverse Self-certify vendor with multip...	AP Manager	200	10
18 E18	Rename vendor/Bank accounts	AP Manager	200	10
19 E19	Check a Payee search duplicate new onboarding	AP clerk	100	10

User can play task recorder directly from this screen without importing .axtr file.

Step by step task recorder can also be downloaded using W icon.

E1-New vendor via AP - Default setting

eftsure "Know Your Payee"

Standard view

Parameters for eftsure "Know Your Payee"

eftsure

Entities

Users

Onboarding

Payments

Vendor groups

Vendor copy

User interface

Play guide

Go to Accounts payable > Vendors > Onboarding.

STEPS (23)

- 1 Go to Accounts payable > Vendors > Onboarding.
- 2 In the Vendor group field, click or select a value.
- 3 In the Form field, enter or select a value.
- 4 In the ABN field, enter or select a value.
- 5 In the Email field, type a value.
- 6 In the Mobile field, type a value.
- 7 Click Next.

Export function can be used to export configuration and import to another environment.

Export to DMF Zip file

Exports data to DMF Zip file.

Use to export configuration to another environment

Exporting Tests to DMF Zip file

Import Export Play guide

Beside default test scripts, user can also add new task recorder as per business requirement.

New Delete Attach Import Export Play guide

Position	Id	Name	Role	Level	Duration
0	E0	New testing		0	10
1	E1	New vendor via AP - Default setting	AP clerk	100	10

15. Data entities

List of all data entities used in this module. Technical information can be obtained in Data entities White paper.

16. Licence

For system administrators to manage different types of licences applicable to company's set up.

System admin can download or import licence file using our self service License Tool.

Note: number of enable legal entity will be updated accordingly.

17. Version

This tab shows current Version of eftsure in D365 F&O

18. Export/Import Configuration

With this Export and Import functions, system admin will be able to copy configuration from one to multiple system environments.

18.1. Check configuration

Before export configuration, we suggest user to cross check for expected errors or discrepancies.

Parameters for eftsure

Parameters for establishing secure connection to eftsure.

Environment Use Live for your production environment, Sandbox instead. (All other environments are internal)

OrigId Value provided by eftsure support to allow a customer to separate multiple D365 environments to a single eftsure instance

Customerid Unique customer id for the matching environment, automatically calculated during login attempts

These details are provided by eftsure support, use our [Support](#) tool to reach out

Environment: Sandbox **OrigId**: **Customerid**: **Ping**

The generic user is used for all generic sync calls to eftsure, and for the batch user. Please check user guide for security permissions matrix. This user is used for all eftsure batches and all eftsure common actions that don't require specific permissions (GetOnboardingForms, GetOnboarding, GetSupplierInfo).

Username: **Password**: **Login**

OPTIONS: Payments Scan Only: Yes

ADVANCED: Transport Level Security protocol: TLS 1.2, Webservices user agent: **eftsure**, Webservices timeout (seconds): 60, Paging size per webservice call: 100

Message details

- 4/07/2024, (GMT+10:00) Canberra, Melbourne, Sydney
- Expecting Batch/jobCancelled to be No [instead Yes]
- Expecting Batch/jobBinded to be No [instead Yes]
- PESChartsCache
- Expecting Monitoring category to be eftsure [instead Undefined]
- Expecting: Occurs with an interval of 10 minutes. The period starts 3/07/2024 (12:20:00 am), (GMT+10:00) Canberra, Melbourne, Sydney
- 23 batch(es) checked
- Vendor groups
- INT in PNS
- Invalid form for 'FormNameChangeRequest'
- Invalid Default change request form
- Invalid Default change request form
- Checked 30 Vendor groups
- Onboarding text templates
- Checked 7 Onboarding text templates
- Payment method per currency
- Checked 5 Payment method per currency
- Cross company data sharing
- Checked 6 Entity(ies)
- Configuration not perfect

Check message will provide all validations, user should review the configuration to ensure same setup is done in the environment which configuration will be copied over.

18.2. Export configuration

Validation

Check

DATA MANAGEMENT

Export

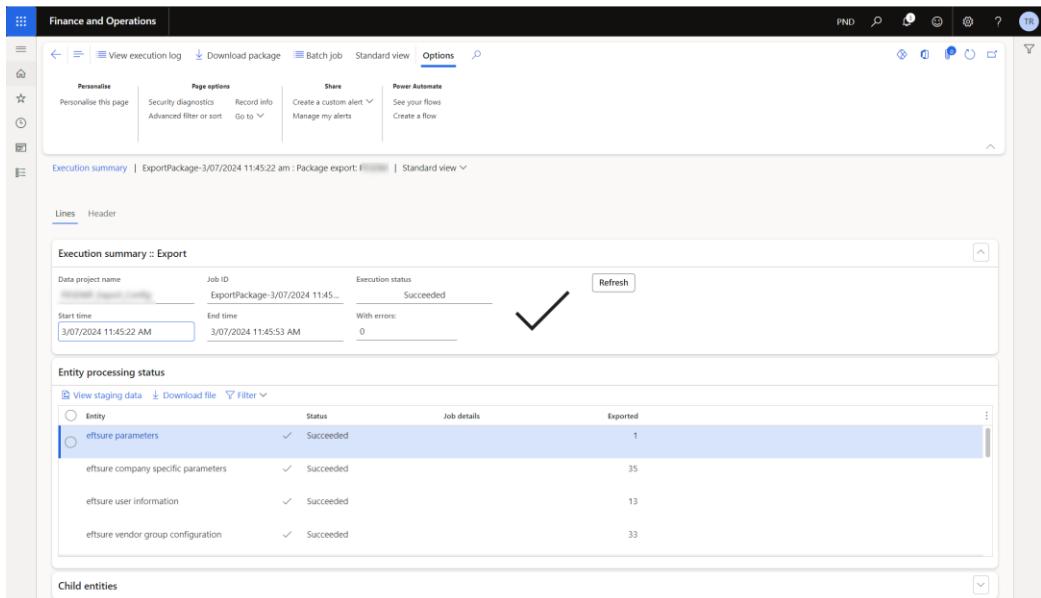
Import

Configuration export package can include only Parameters or with Tests script as well as Deployment Projects and save to cloud directory or download to designated local drive.

Note: suggest only export and import Parameters and Test scripts if you have added any additional Testscript to reduce the size of export file.



Execution details will give user an option to review export project in details.

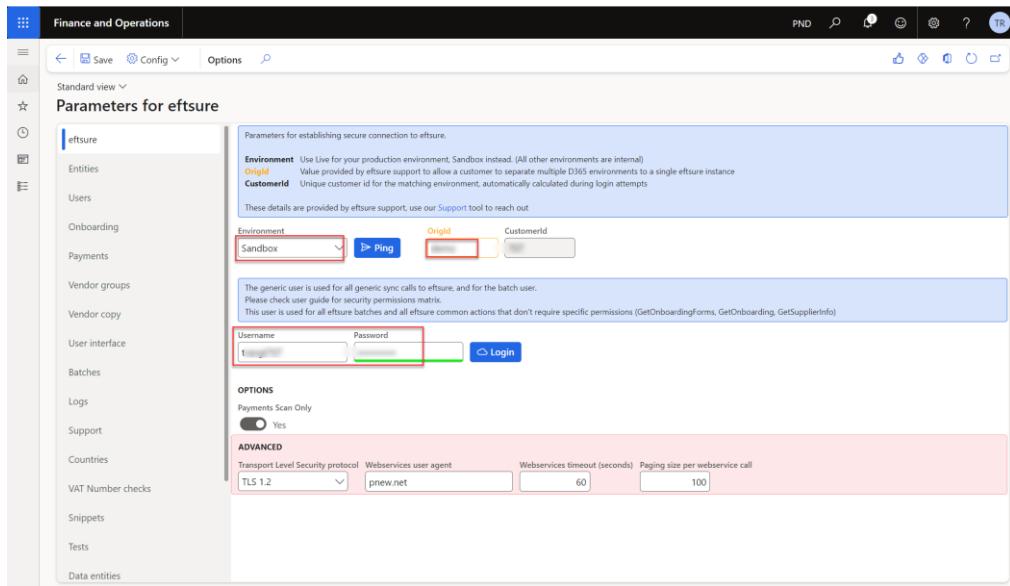


18.3. Import configuration

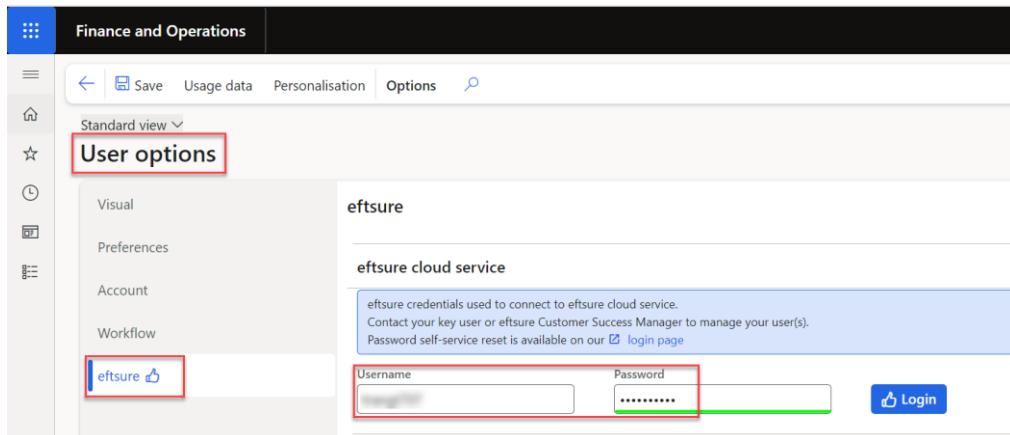
Before Import configuration, please ensure below steps are followed:

- Select environment and orgID

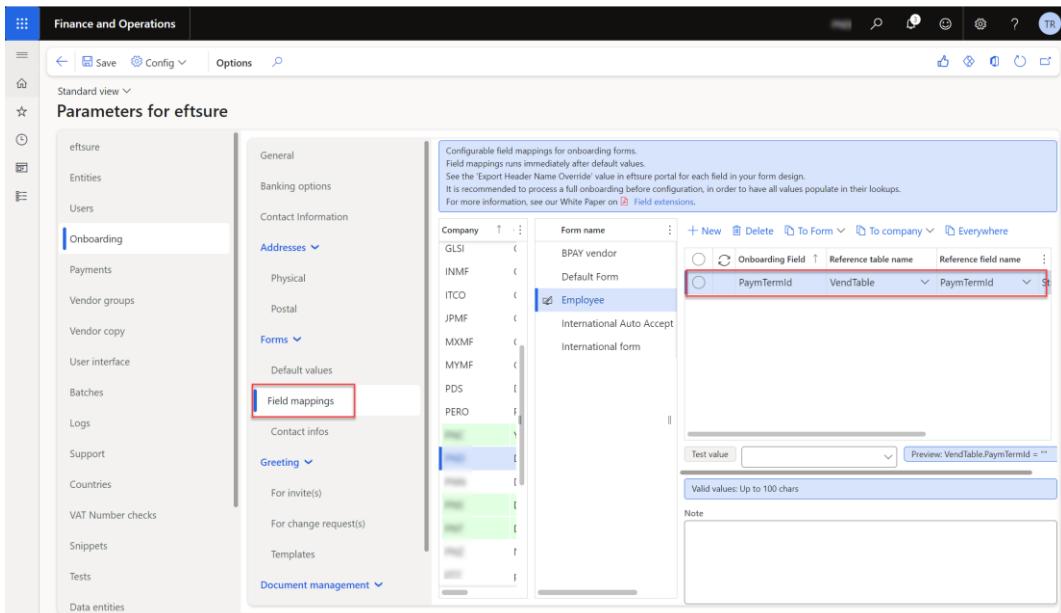
Note: CustomerId will be populated automatically once User options in the second step is done



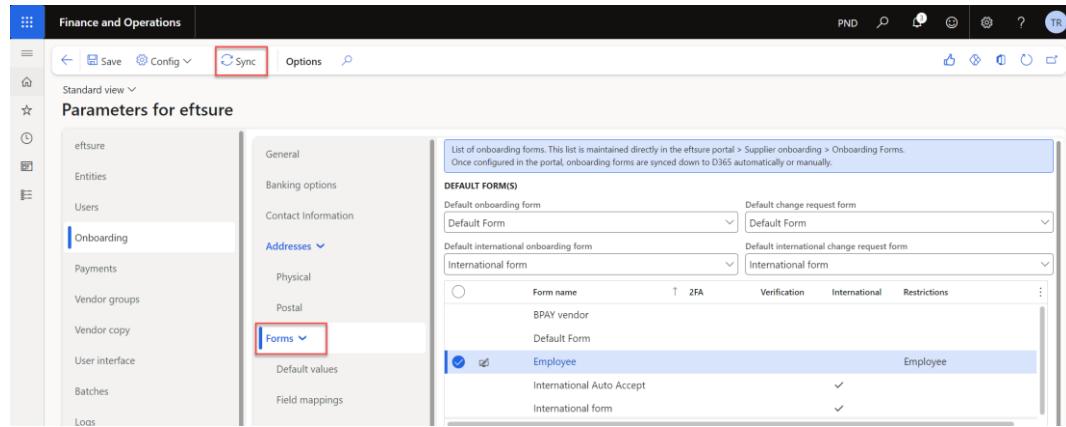
- Update eftsure portal username and PW within D365 User options > eftsure



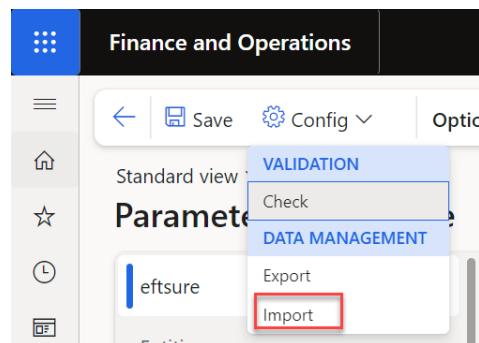
- Remove any custom field mapping



- Sync onboarding form



Once all above steps are completed, user can Import the configuration to selected environment.



Select exported package location.



?

Import from DMF Zip file

Imports any DMF Zip file and provides execution summary.
Use with caution

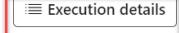
File uploaded successfully
PESDMF_Parameters_demo.eftsure.net_20240703_014518_v1276.zip

Creating import project for file **PESDMF_Parameters_demo.eftsure.net_20240703_014518_v1276.zip**

Importing DMF Project **PESDMF.Import_Multi** asynchronously
ExecutionId: **PESDMF.Import_Multi-2024-07-03T12:00:44-E7C059893AF943EBA4E84C4CCEBD8B9C**

Succeeded - eftsure parameters	1 / 1 record(s)
Succeeded - eftsure company specific parameters	35 / 35 record(s)
Succeeded - eftsure user information	13 / 13 record(s)
Succeeded - eftsure vendor group configuration	33 / 33 record(s)
Succeeded - eftsure onboarding text	7 / 7 record(s)
Succeeded - Custom mappings	2 / 2 record(s)
Succeeded - eftsure onboarding contact infos	1 / 1 record(s)
Succeeded - eftsure onboarding field default values	2 / 2 record(s)
Succeeded - eftsure copy to another entity - default values	0 / 0 record(s)
Succeeded - eftsure copy to another entity - fields	3 / 3 record(s)
Succeeded - eftsure payment methods per currencies	5 / 5 record(s)
Succeeded - eftsure verified payment methods	21 / 21 record(s)
Succeeded - eftsure snippets	4 / 4 record(s)
Succeeded - eftsure UI Lookup extensions	10 / 10 record(s)
Succeeded - eftsure UI Icon rows	126 / 126 record(s)

DMF project **PESDMF.Import_Multi** processed successfully
Duration 00:01:19.2174236

With execution details, user will be able to identify if there is any config file missing or discrepancies in the setup.

Example of a common errors such as: different vendor groups and method of payments in different environments or different user access.

Note: Due to security reason, we will not export any username and password. All username and password has to be re-configured when there is a DB referesh or upgrade.

19. Admin

Administration of eftsure inside Dynamics 365 F&O is primarily performed using our Administration section in our main workspace. The eftsure administrator role has access to a few tools that should help understand and troubleshoot actions & communication between D365F&O and eftsure and it's third party service providers.

Service Health

Status	Service	Description
Green	eftsure - More infos	Healthy
Green	AusPayNet	Healthy
Green	ABN	Healthy
Green	NZBN	Healthy
Green	Entra ID - More infos	Healthy
Green	Logo finder logo.upload.com	Healthy
Green	Logo finder api.companyurlfinder.com	Healthy

The left section provides tiles showing status counts for each available administration item, providing a high-level glance at the data.

The right section provides a list of quick common administration items and a global overview of all services used and highlight their status. In case of errors, this visualisation would be the first point of check as it might help explain why some errors are occurring.

Note: If any of the services are not healthy, please contact our support immediately.

Logs

The eftsure administrator can elect to turn webservice logs on in order to troubleshoot any issues.

Method name	Type	Created date and time	Created by	Company	Duration (ms)	Request items
N2BN Search Test	N2BN	27/11/2023 10:25:17 PM	Trang	PNT	293	
LogoFinder api.companyurlfinde...	Cloud	27/11/2023 10:25:17 PM	Trang	PNT	1	
LogoFinder logo.upload.com	Cloud	27/11/2023 10:25:17 PM	Trang	PNT	1	
CheckUser	eftsure	27/11/2023 10:25:17 PM	Trang	PNT	577	
Last file	AusPayNet	27/11/2023 10:25:18 PM	Trang	PNT	1882	
GetTenant customersupport@ef...	Entra ID	27/11/2023 10:25:25 PM	Trang	PNT	28	
N2BN Search Test	N2BN	27/11/2023 10:25:25 PM	Trang	PNT	107	
Ping	eftsure	27/11/2023 10:25:25 PM	Trang	PNT	121	
Ping	eftsure	27/11/2023 10:25:25 PM	Trang	PNT	113	
GetTenant customersupport@ef...	Entra ID	27/11/2023 10:25:25 PM	Trang	PNT	26	
N2BN Search Test	N2BN	27/11/2023 10:25:25 PM	Trang	PNT	213	
LogoFinder api.companyurlfinde...	Cloud	27/11/2023 10:25:25 PM	Trang	PNT	1	
LogoFinder logo.upload.com	Cloud	27/11/2023 10:25:25 PM	Trang	PNT	1	
CheckUser	eftsure	27/11/2023 10:25:25 PM	Trang	PNT	580	
CheckUser	eftsure	27/11/2023 10:25:25 PM	Trang	PNT	596	
LogoFinder logo.upload.com	Cloud	27/11/2023 10:25:25 PM	Trang	PNT	1	
LogoFinder api.companyurlfinde...	Cloud	27/11/2023 10:25:26 PM	Trang	PNT	1	
Last file	AusPayNet	27/11/2023 10:25:26 PM	Trang	PNT	1956	
Last file	AusPayNet	27/11/2023 10:25:26 PM	Trang	PNT	1909	
ABN.Test	ABN	27/11/2023 10:26:05 PM	Trang	PNT	2525	

When logs are recorded, the administrator can review any external call performed by our extension and check how our extension reacted to the parameters. Our extension will save all external calls, serialized as string for further reuse. For each call, we will save the request, response, call stack and any errors present.

The webservice log feature uses a custom control capable of showing XML, JSON, HTML and URL results, for improved visibility.

Note: The eftsure admin has the ability to export one or more preselected webservice logs into a TXT file to allow our support team to replay actions as performed by the user.

Passwords are never exposed on this visualiser, as passwords are scrapped before saving the log into the database.

Batches

Status	Job description	Run by	Scheduled start date/time	Active period	Recurrence...
Waiting	Sync: from eftsure	Admin	27/11/2023 10:33:00 PM	Business	18466
Waiting	Sync: form(s)	Admin	4/12/2023 7:00:00 AM		20
Waiting	Sync: expiring bank account(s)	Admin	28/11/2023 8:58:00 PM		106
Waiting	Clean Webservices log(s)	Admin	28/11/2023 1:50:00 AM		120
Waiting	Sync: onboarding(s)	Admin	27/11/2023 10:58:00 PM	Business	1684
Waiting	ABN check	Admin	8/12/2023 11:00:00 PM		5
Waiting	Check license	Admin	4/12/2023 2:58:00 AM		5
Waiting	AusPayNet check	Admin	28/11/2023 8:00:00 PM		55
Waiting	Business registration check	Admin	8/12/2023 11:00:00 PM		3

Occurs on the second Friday with an interval of 1 months. The period starts 25/09/2023, (GMT+10:00) Canberra, Melbourne, Sydney

Our extension uses a custom 'eftsure' batch monitoring category which allows us to regroup all eftsure related tasks in a single view. The eftsure administrator can now monitor tasks prefiltered on the eftsure actions for a bird's eye view.

4 views are available to peek into the tasks:

Batches: Tasks currently waiting or running

Batch job history: history of eftsure task execution and logs

Batches errors: filtered history with errors

Supplier Sync: sync task from eftsure

Each of these sections offers the ability to further drill down into the batch tasks using the standard batch framework.

When available, the bottom part of the screen will display the current recurrence rule for the selected item.

Rename

Vendors

This function enables system admin to rename bank account name by single or in mass by selecting from vendor's onboarding or eftsure verified data.

Rename vendor name basing on Entity named registered with ABR or selected trading name.

Bank accounts

Rename vendor bank account from preferred name.

Note: This tool is most useful during GoLive and should be used with care.

Supplier codes

This function will normally be used at Go-Live to modify supplier reference and ensure **eftsure** portal is in sync with **D365 F&O**.

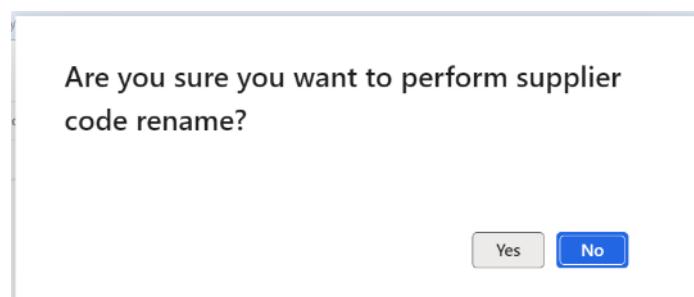
Adding new line for manual change or perform mass upload using Import function.

The screenshot shows the 'Supplier codes' section of the eftsure 'Know Your Payee' tool. The 'From' and 'To' fields in the table are highlighted with red boxes, indicating they are the fields to be populated for manual changes.

User has option to change 1 or mass change using upload function.

The screenshot shows the 'Supplier codes' section of the eftsure 'Know Your Payee' tool. The 'From' and 'To' fields in the table are populated with sample data (PNC-000572|JAMES and PNC-000572|BANK1).

Once vendor reference have been filled in From and To, select Rename button.



Vendor reference will be changed accordingly.

The screenshot shows the 'Vendor bank accounts' page in Microsoft Dynamics 365. The vendor is named 'JAMES' with a bank account of 'JAMES'. The 'Review status' is 'Approved'. The 'Setup' section includes fields for 'PAYMENT', 'Message to bank', 'Text code', 'Exchange reference', 'Cross rate', 'Prenotes', 'Address', and 'Contact information'. The 'Change log' section shows a history of changes, with the most recent one highlighted in yellow: 'Modified on 2023-11-27 23:04:42' by 'trang' - 'Change supplier codes' (SupplierCode: PNC-000572|JAMES -> PNC-000572|BANK1).

Note: This is unique vendor reference which is used to synchronize between eftsure portal and D365.

The screenshot shows the 'Suppliers - All Suppliers' page in the eftsure portal. The vendor is listed as 'JAMES EVELYN PTY LTD' with a bank account of 'JAMES EVELYN PTY LTD'. The 'Entity' is 'PNC (PNC)'. The 'Bank account name' is 'JAMES EVELYN PTY LTD' and the 'Supplier info' includes 'JAMES EVELYN PTY LTD' and 'ABN: 95080892084 ✓ Ref: PNC-000572|BANK1'.

Search

This tab allows quick search by vendor name, change history will be displayed for reference.

The screenshot shows the 'Tools' tab in the eftsure portal, specifically the 'Search' section. A search bar is filled with 'Facebook'. The results table shows four entries for 'Facebook' with columns: 'Vendor account', 'Bank account name', 'Bank account', 'BSB number', 'Bank account number', and 'Company'. The results are: PNC-000301 (Facebook, Facebook, 923-200, 423330099, PNC), PNC-000322 (Facebook, Facebook, 923-100, 0954567222, PNC), PNC-000381 (Facebook, Facebook, 923-200, 202020201, PNC), and V000092 (Facebook, US Bank1, 122105155, 9089012, PNS).

VMF export

It's recommended to use this function to review Vendor Master data before GoLive. This section will provide quality score for all vendor data.

Finance and Operations

eftsure "Know Your Payee"

Charts Dashboard Onboardings Verifications Vendors Registrations Admin Help Analytics

Services Health Logs Batches

Active batch jobs Logs 356

Batch job history Geofence log errors 1

Failed batch jobs 2494

Batches history Batches errors Supplier Sync Tools Rename Search VMF export

Latest Transactions

VMF 8 9 42 0

0 9 42 0

+ New

This section lists all VMF Exports with their quality score, and allows to further export VMF Files

Name	Legal entities	Lines	Tests passed	Errors	Warnings	Created date and time
VMF	PNC, PNT	149	84 %	82	167	9/3/2021 12:45:14 PM
VMF	PNC, DEMF, ITCO, JPMF, PNT, R...	424	84 %	270	463	3/31/2022 12:07:19 PM
VMF	PNC, DEMF, ITCO, JPMF, PNT, R...	480	84 %	319	514	4/21/2023 10:26:24 AM
VMF	PNC, DEMF, ITCO, JPMF, PNT, P...	485	84 %	325	521	4/26/2023 11:17:47 AM
VMF	PNC, DEMF, ITCO, JPMF, PDS, P...	632	89 %	456	261	6/6/2023 11:22:07 AM
VMF	PNS, DLMF, ITCO, JPMF, PDS, P...	662	89 %	488	267	7/21/2023 9:11:24 AM
VMF	PNS, DEMF, ITCO, JPMF, PDS, P...	662	89 %	488	267	7/21/2023 9:12:30 AM

Line Company Vendor account Bank account Errors Warnings

136 PNC PNC-000560 INVOLVE PSYCHOLOGY PTY LTD				
137 PNC PNC-000562 MINLYN			1	
138 PNC PNC 000564 VICKGOLD				
139 PNC PNC-000567 FIXSEREN			2	1
140 PNC PNC 000565 PinShoes				
141 PNC PNC 000568 GWG				
142 PNC PNC-000572 JAMES			2	

ABN is empty/BSB doesn't exist in bank groups

Email is empty/Phone is empty

Appendix

Refresh data entity

Workspace > Data management

Finance and Operations Data management

Standard view Options

Data management

Import / Export

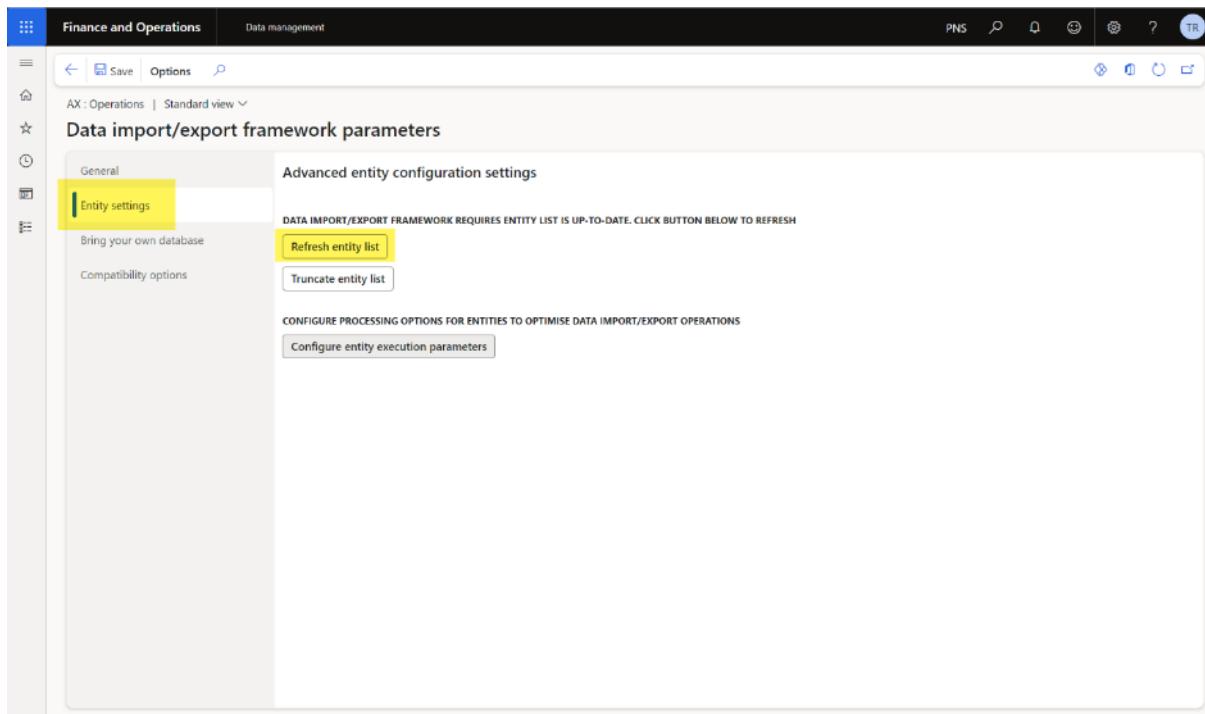
Import Export Templates Configure data source Configure entity export to database Data entities Framework parameters Set up roles for data projects Copy into legal entity Data task automation

Dual-write Job history cleanup

Data projects

All projects

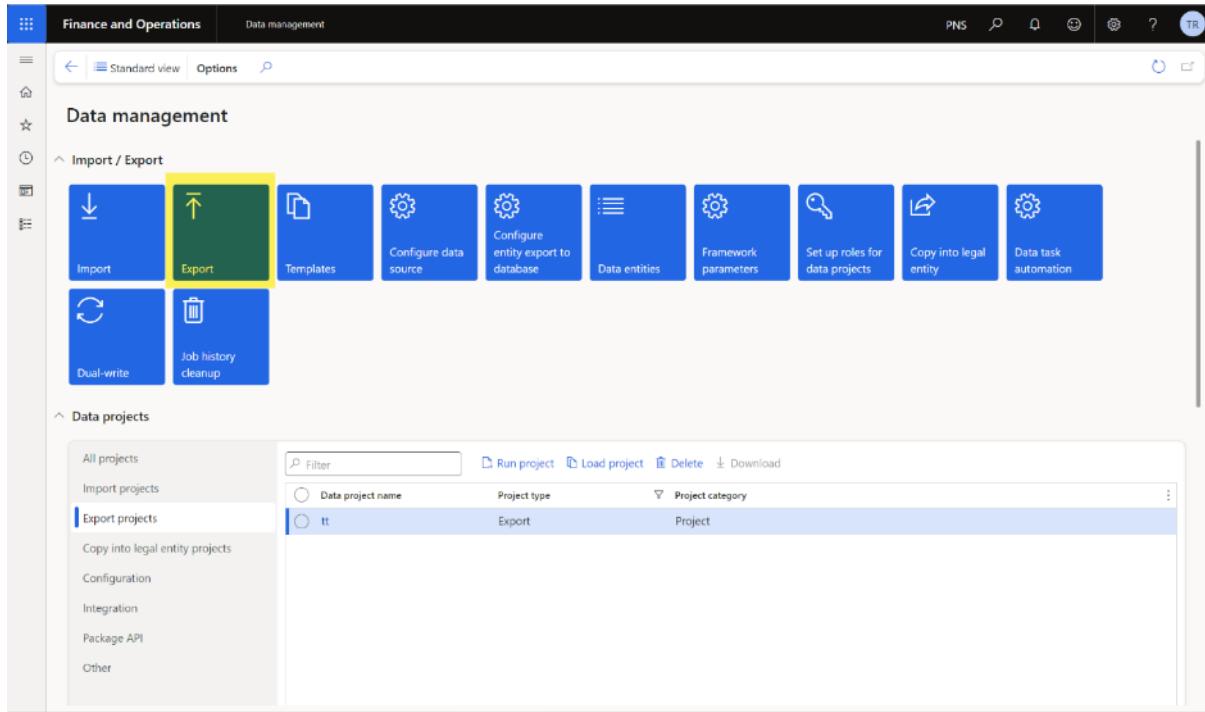
Data project name	Project type	Project category
tt	Export	Project
PNC Vendors PNC-001107	Copy into legal entity	Project
PNT Vendors PNT-00005	Copy into legal entity	Project
PNEW AUS ENTITY	Copy into legal entity	Project



<https://www.linkedin.com/pulse/how-refresh-data-entities-faster-d365fo-denis-trunin>

Extract data entities

Select Export and create new Export project



Select entity, format of export file.

Add entity

JOB DETAILS

Entity name: eftsure bank account informa...
Target data format: EXCEL
Use sample file: No
Skip staging: Yes
Default refresh type: Full push only
Select fields: All fields
Buttons: Add, Close

+ Add entity + Add multiple

Entity

Export entity.

Finance and Operations Data management

Export now Export in batch

Export | AX: Operations | Standard view

eftsure entities : eftsure entities

Export

Group name: eftsure entities	Description: eftsure entities	Data project operation type: Export	Project category: Project	Generate data package: No
Group ID: (94CP963B-53E-4598-A654-E9...)				

Selected entities

Entity	View map	Execution ...	Level in execut...	Sequence	Obsolete	Source data format	Skip staging	Disable	Application module
eftsure bank account information			1	1	1	EXCEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Custom field notes



Onboarding form summary submitted by vendor.

Overview

Onboarding: Accepted Verification: Not verified yet

Onboarding

Invited on 8/9/2023 using Testing form 1 form
Onboarded on 8/9/2023 from IP 220.240.156.184
Sent to: chemist@gmail.com +61487986783
Completed by Business Owner (CFO)

Bank

Type: (Australia) BSB Number
Account Name: Chemist
BSB: 012-345
Account: 7867134
Bank: Australia & New Zealand Banking Group Limited

ABN

CHEMIST PTY LTD : ABN 86 649 307 951
Active since 4/8/2021 - GST Registered since 4/8/2021
Type: Australian Private Company
Small business: Yes

Contact

Contact details: Physical address:
Email: chemist@gmail.com 32-34 Bath Street
Mobile: +61487986783 LARA 3212 VIC
Australia

*** B P A Ydetails**

P E S Paym Mode EFT

You can also view Details of all fields available in selected onboarding form by section.

This section will show all sections within onboarding form.

If there's a customer field, it will be shown withing Custom section(s).

CHEMIST PTY LTD

Sections Fields Advanced

Australian Business Registry
Company Representative Details
eftsure
Other
Payment
Physical Address
Trading Name
Verification Status
Custom section(s)
B P A Ydetails

For default onboarding field, there will be standard Field ID starts with alphabetic letter which links to existing D365 field.

For custom field, Field ID will be numeric and won't show in Vendor master form.

Note: for any Vendor master form modification, it has to be done via code.

Section	Name	Value	Expiration	Created date and time	Field ID
AustralianBusinessRegistry/Information	GSTRRegistrationDate	2021-04-08		8/9/2023 11:50:44 AM	J7
AustralianBusinessRegistry/Information	SmallBusiness	Small Business		8/9/2023 11:50:44 AM	J8
TradingNameInformation	CustomerAssignedEntityReference			8/9/2023 11:50:44 AM	J9
PhysicalAddress	PhysicalAddressLine1	32-34 Bath Street		8/9/2023 11:50:44 AM	J1
PhysicalAddress	PhysicalAddressLine2			8/9/2023 11:50:44 AM	J2
PhysicalAddress	City/Suburb	LARA		8/9/2023 11:50:44 AM	J3
PhysicalAddress	PostCode	3212		8/9/2023 11:50:44 AM	J4
PhysicalAddress	State	VIC		8/9/2023 11:50:44 AM	J5
PhysicalAddress	Country	Australia		8/9/2023 11:50:44 AM	J6
OtherInformation	LandlinePhoneNumber			8/9/2023 11:50:44 AM	J1
OtherInformation	FaxNumber			8/9/2023 11:50:44 AM	J2
OtherInformation	WebsiteAddress			8/9/2023 11:50:44 AM	J3
OtherInformation	MobilePhoneNumber	+61487906783		8/9/2023 11:50:44 AM	J4
OtherInformation	EmailAddress	chemist@gmail.com		8/9/2023 11:50:44 AM	J5
PaymentInformation	PaymentType	EFT		8/9/2023 11:50:44 AM	J1
PaymentInformation	CountryOfBank			8/9/2023 11:50:44 AM	J10
PaymentInformation	FICode	ANZ		8/9/2023 11:50:44 AM	J11
PaymentInformation	FinancialInstitutionName	Australia & New Zealand Bank...		8/9/2023 11:50:44 AM	J12
PaymentInformation	CountrySpecificAccountCodeType			8/9/2023 11:50:44 AM	J14
PaymentInformation	CountryOfBankISO			8/9/2023 11:50:44 AM	J15
PaymentInformation	BSB	012 345		8/9/2023 11:50:44 AM	J2
PaymentInformation	BankAccountNumber	7867134		8/9/2023 11:50:44 AM	J3
PaymentInformation	AccountName	Chemist		8/9/2023 11:50:44 AM	J4
PaymentInformation	SWIFTCode			8/9/2023 11:50:44 AM	J5
PaymentInformation	BankName	Australia & New Zealand Bank...		8/9/2023 11:50:44 AM	J6
PaymentInformation	CountrySpecificAccountCodeType	(Australia) BSB Number		8/9/2023 11:50:44 AM	J7
PaymentInformation	CountrySpecificAccountCode	012345		8/9/2023 11:50:44 AM	J8
PaymentInformation	Currency			8/9/2023 11:50:44 AM	J9
CompanyRepresentativeDetails	RepresentativeFirstName	Business		8/9/2023 11:50:44 AM	J1
CompanyRepresentativeDetails	RepresentativeLastName	Owner		8/9/2023 11:50:44 AM	J2
CompanyRepresentativeDetails	RepresentativePosition	CFO		8/9/2023 11:50:44 AM	J3
TradingNameInformation	MainTradingName	CHEMIST PTY LTD		8/9/2023 11:50:44 AM	J11
TradingNameInformation	OtherTradingNames			8/9/2023 11:50:44 AM	J2
EftsureInformation	OnboardingStatus	AwaitingVerification		8/9/2023 11:50:44 AM	J1
EftsureInformation	SupplierEmail	chemist@gmail.com		8/9/2023 11:50:44 AM	J2
EftsureInformation	InviteEmailResult			8/9/2023 11:50:44 AM	J3
EftsureInformation	InviteMobilePhone	+61487906783		8/9/2023 11:50:44 AM	J4
EftsureInformation	InviteMobilePhoneVerified	False		8/9/2023 11:50:44 AM	J5
EftsureInformation	DateProcessed			8/9/2023 11:50:44 AM	J6
VerificationStatus	Status	Not verified yet		8/9/2023 11:50:44 AM	J10
BPAYDetails	PESPayMode	EFT		8/9/2023 11:50:44 AM	7745B

[Summary](#) [Workflow](#) [Open](#) [Support](#) [Close](#)

Customise user role configuration

Customers can customize user roles based on the available privileges. In this section, we will guide you on how to customize the "Check a Payee" and "Include" features for eftsure users.

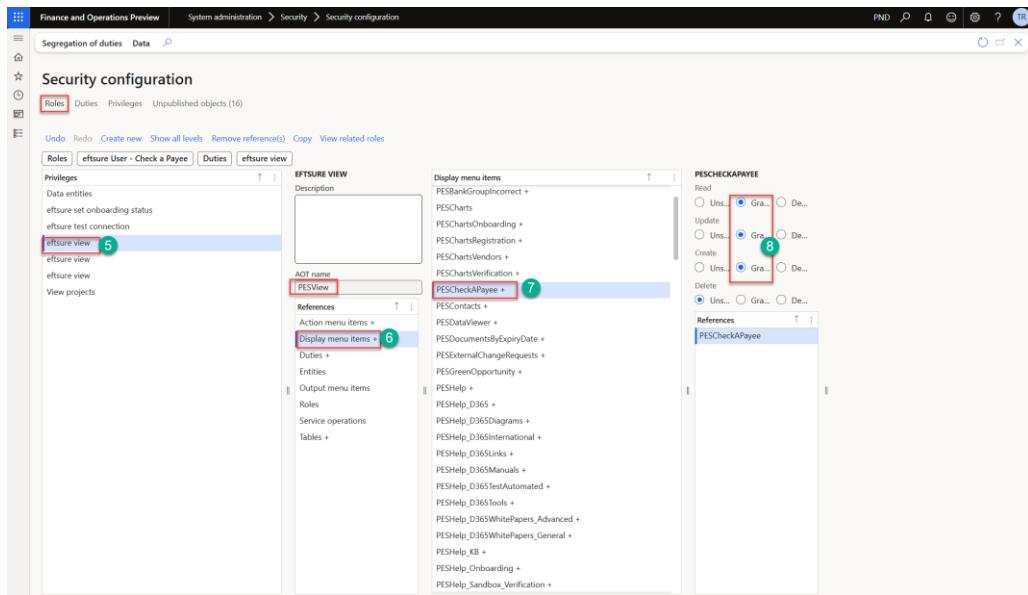
Note: this can only be done by D365 system administrator.

Enable vendor creation

By default, eftsure users may not have the option to create vendors. This section will enable the Vendor button for all eftsure users.

User role

System administration > Security > Security configuration



Privilege

Note: Only modify the privilege if you intend to apply the change to all roles with this privilege.

