



Technical Guide

Eftsure Parameter Setting

Eftsure inside Microsoft Dynamics 365 F&O

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Change History

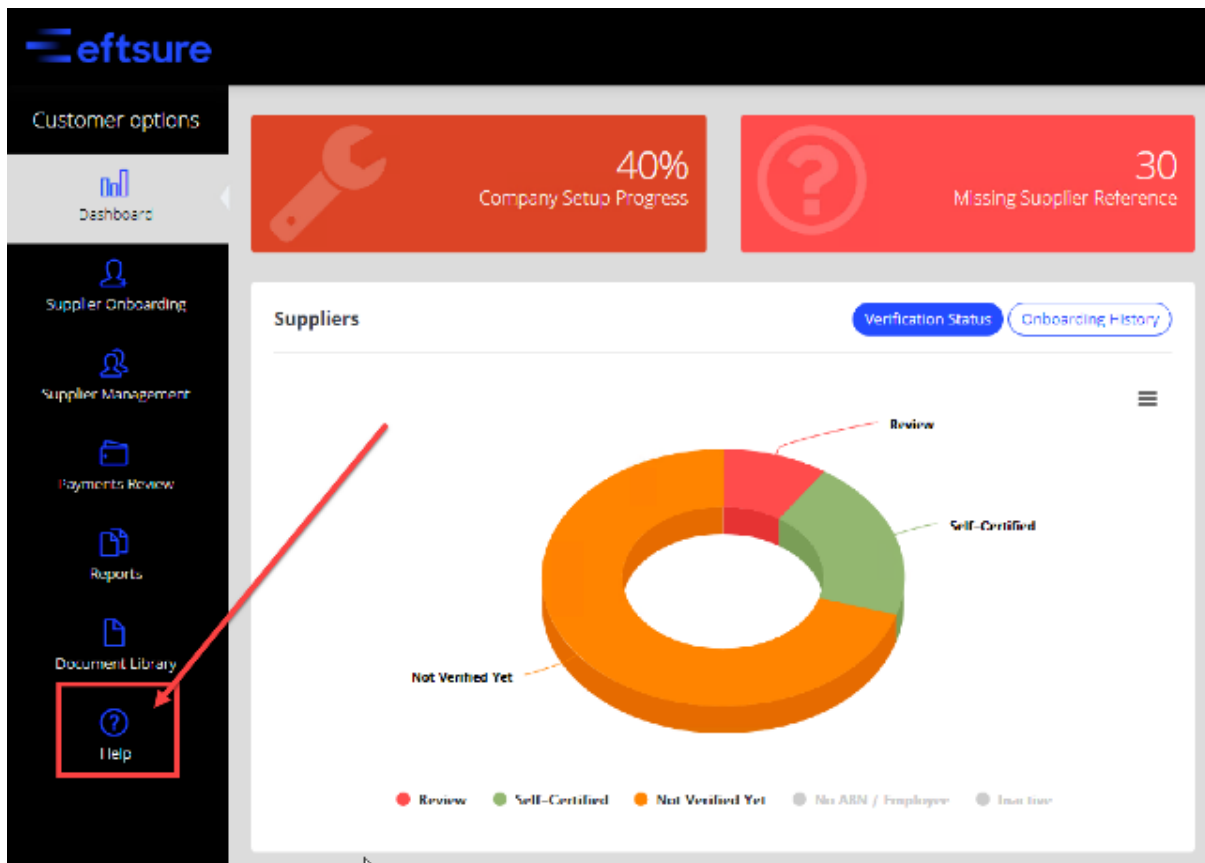
Version	Date	Change Summary	Author
1.0	24/10/2023	Updated version 1049	Trang
1.1	27/11/2023	Additional functions for v1129	Trang
1.2	20/02/2024	Additional features v1164	Trang
1.3	06/11/2024	Pre-approval onboarding v1369	Trang

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**:

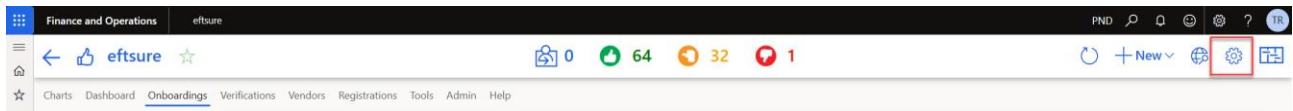
- Onboarding invitations,
- Supplier management (Updates, Email, Payment limit)

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

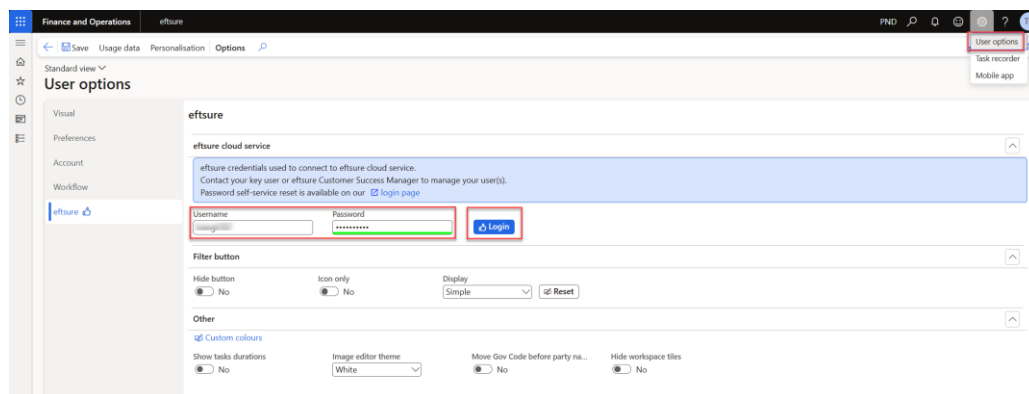
eftsure user

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.

Finance and Operations Accounts payable > Workspaces > eftsure

Standard view

Parameters for eftsure

Parameters for establishing secure connection to eftsure.

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

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:

OPTIONS

Payments Scan Only: ☒

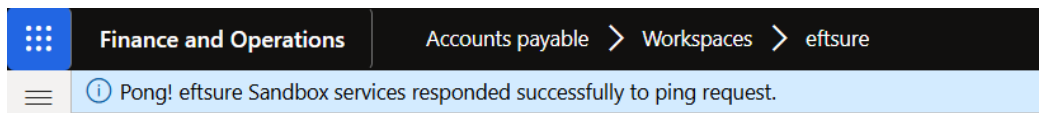
ADVANCED

Transport Level Security protocol: Webservices user agent: Webservices timeout (seconds): Paging size per webservice call:

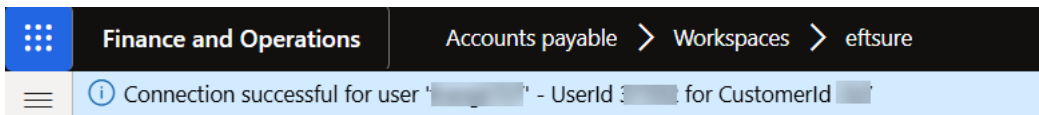
Once password and username are entered, user can use below buttons to test **eftsure** connection and validate the credential.

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.



Request API Role / PartnerId

Sends an email to eftsure support into order to enable API Access for the selected user(s)

Subject
Sandbox - Request API Role for Customer Id 707 - [redacted]

Comments

Dear [eftsure](#) support,

Please enable Customer API role and set [partner_id](#) for the following user(s):

[redacted]

Regards,

[redacted]

From [redacted]
To [redacted]
Subject: Sandbox - Request API Role for Customer Id [redacted]

Dear eftsure support,

Please enable Customer API role and set partner_id for the following user(s):

[redacted]

Regards,

[redacted]

[Cancel](#) [Send](#)

2. Entities

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

Parameters for eftsure

This section allows the independent configuration and GoLive for legal entities. Exclude, Init, Sync can all occur in preparation of GoLive. Enable is GoLive.

Disable Marks the legal entity as disabled
Exclude Excludes vendors in bulk (if necessary)
Init Calculates all supplier codes on bank accounts
From eftsure Get latest verified information from eftsure onto Dynamics vendors
To eftsure Send all included vendors and bank accounts to eftsure (can also occur after Enable)
Enable Marks the legal entity as enabled (and runs Init, just in case)
Reset Removes all eftsure cloud based information in order to reactivate the company later (suppliercodes, onboardings, verifications, Business Registration, eftsure info). Use with caution

☒ Disable ☒ Exclude ☒ Init ☒ From eftsure ☒ To eftsure ☒ Enable ☒ Reset

Company	Company name	Vendors	Vendor groups	Vendor group(s) configurat...	Methods of payment - vend...	Vendor bank accounts	ABN table
<input checked="" type="checkbox"/>	PNC Your Company						
<input checked="" type="checkbox"/>	PND Demo AU						
<input checked="" type="checkbox"/>	PNN Demo NZ						
<input checked="" type="checkbox"/>	PNS Demo						
<input checked="" type="checkbox"/>	PNT Demo Training						
<input checked="" type="checkbox"/>	PNZ NZ HQ						
<input checked="" type="checkbox"/>	PTT ptt						
<input checked="" type="checkbox"/>	RUMF Contoso Entertainment Sp...						
<input checked="" type="checkbox"/>	RURT Contoso Retail RUS						
<input checked="" type="checkbox"/>	SAMF Contoso Entertainment Sp...						
<input checked="" type="checkbox"/>	THMF Contoso Entertainment Sp...						
<input checked="" type="checkbox"/>	USDI usdi						
<input checked="" type="checkbox"/>	USMF Contoso US Manufacturing						
<input checked="" type="checkbox"/>	USPZ Contoso Orange Juice						
<input checked="" type="checkbox"/>	USPI Contoso Process Industry						
<input checked="" type="checkbox"/>	USRT Contoso Retail USA						
<input checked="" type="checkbox"/>	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](#).

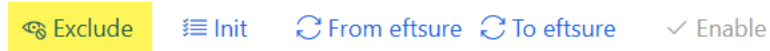
Process to be followed from left to right.

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

Batch group

Private
☒ No

Critical Job
☒ No

Monitoring category

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

Finance and
Vendor to verify via eftsure

Select query
Query used Modify...

Range Sorting Joins

+ Add Remove

Table	Derived table	Field	Criteria
Vendors	Vendors	Vendor account	
Vendors	Vendors	Group	EMP SER
Vendors	Vendors	Excluded from eft...	

☐ Replace the criteria value on lookup

OK Reset Cancel SQL

Finance and
Vendor to verify via eftsure

Select query
Query used Modify...

Range Sorting Joins

+ Add Remove

Table	Derived table	Field	Criteria
<input checked="" type="checkbox"/> Vendors	Vendors	Vendor account	

Vendor account	Name	Search name	Phone	City
PDS-000041	DATA ORACLE PTY LTD	DATA ORACLE PTY LTD	(03) 8616 3000	MELBOURNE

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




Batch group

Private
☐ No

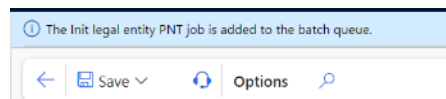
Critical Job
☐ No

Monitoring category

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

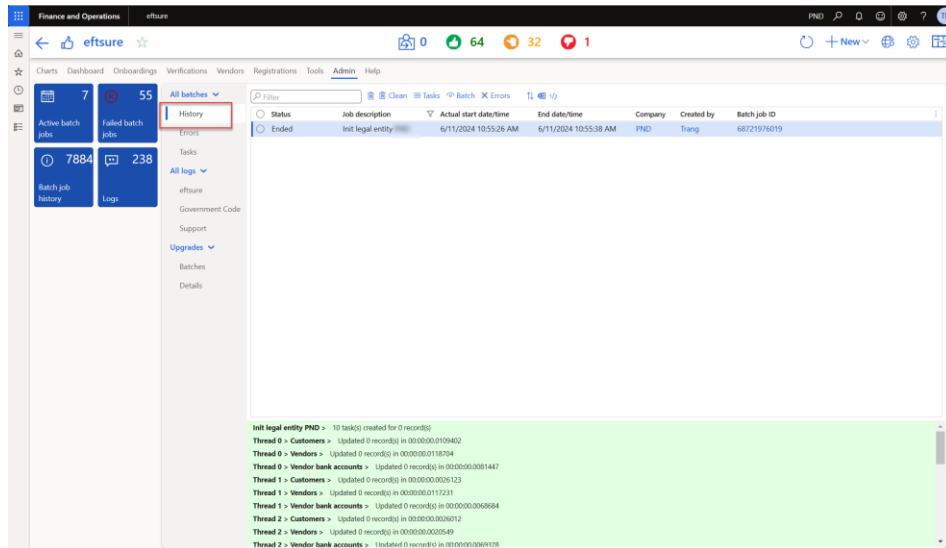
  

Batch job has been added to batch queue which can be checked in Admin section in eftsure workspace.



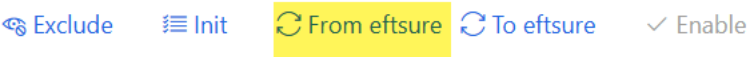
Batches tab will show in progress batches.

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



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
▼

Private
☒ No

Critical Job
☒ No

Monitoring category
eftsure

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

👍

✓ OK × Cancel

Sync batch job has been added to batch queue

Status	Job description	Actual start date/time	End date/time	Company	Created by	Batch job ID
Ended	Sync from eftsure	16/11/2024 10:58:02 PM	16/11/2024 10:58:12 PM	PND	Admin	68721851519

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.

Exclude Init From eftsure **To eftsure** Enable

Sync vendor(s) to eftsure

This process sends an update of the selected vendors to eftsure in order to keep both systems in sync.

Parameters

Export all eftsure enabled legal entities



Yes

Records to include

Filter

VENDORS

Vendor account

Group

Exclude from eftsure

Run in the background

Recurrence Alerts

Batch processing



Yes

Task description

Batch group

Private

☐

No

Critical Job

☐

No

Monitoring category

Start date: 7/6/2023 (05:31:12 pm) (GMT+10:00) Canberra, Melbourne, Sydney



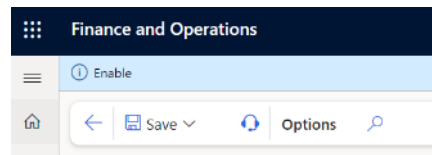
OK

Cancel

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.

✗ Disable	⚙ Exclude	≡ Init	↻ Sync	✓ Enable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>				
Company	↑	Company name		
PNN		PNew NZ Software		
✓ PNS		PNew Software		
✓ 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 **password**s are of course not exposed in any of the data entities, private or public.

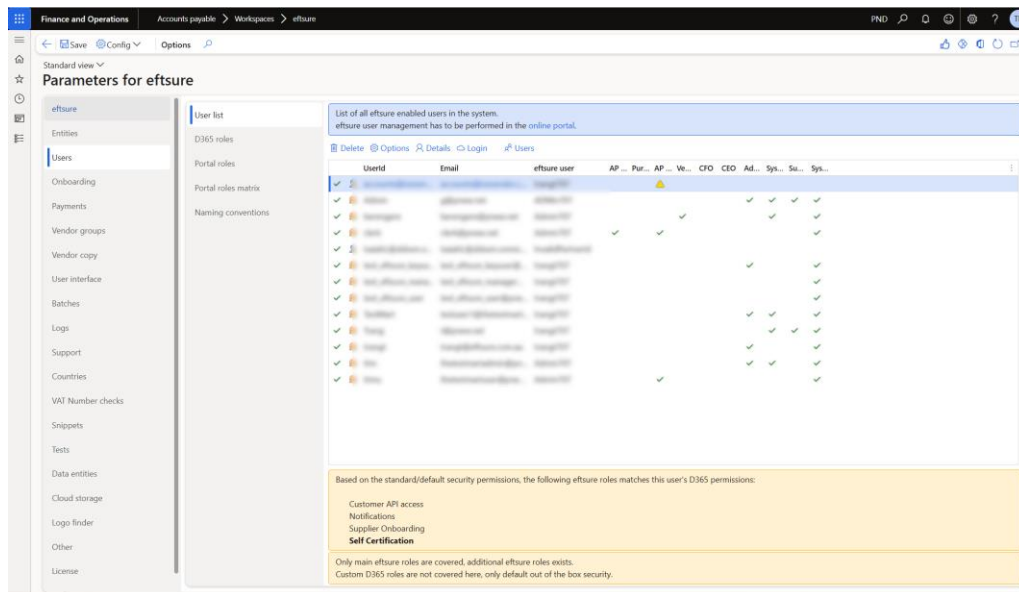
Passwords are encrypted inside the AX database to prevent anyone including administrators to spy on deciphered values. Any changes to the passwords are automatically logged into the **SysEncryptionLog** table, as per standard.

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.



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...	Su...	Sy...
n		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	eftsure configure	Gives permission to the user to configure this module, mass updates
PESSelfCertify	eftsure self-certify	Allows the user to bypass eftsure verification and self-certify the vendor in order to allow payments regardless of vendor status
PESPaymentLimit	eftsure 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 eftsure 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	Eftsure User	PESView	eftsure user role can perform the most basic eftsure actions including viewing vendor status, send onboardings, change request verification etc
PESManager	Eftsure Manager	PESViewManager PESView	eftsure user role can perform the eftsure management actions including payment limit , viewing

		PESPaymentLimit	vendor status, sending onboardings, 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, onboardings, 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:

Finance and Operations

Accounts payable > Workspaces > eftsure

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

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

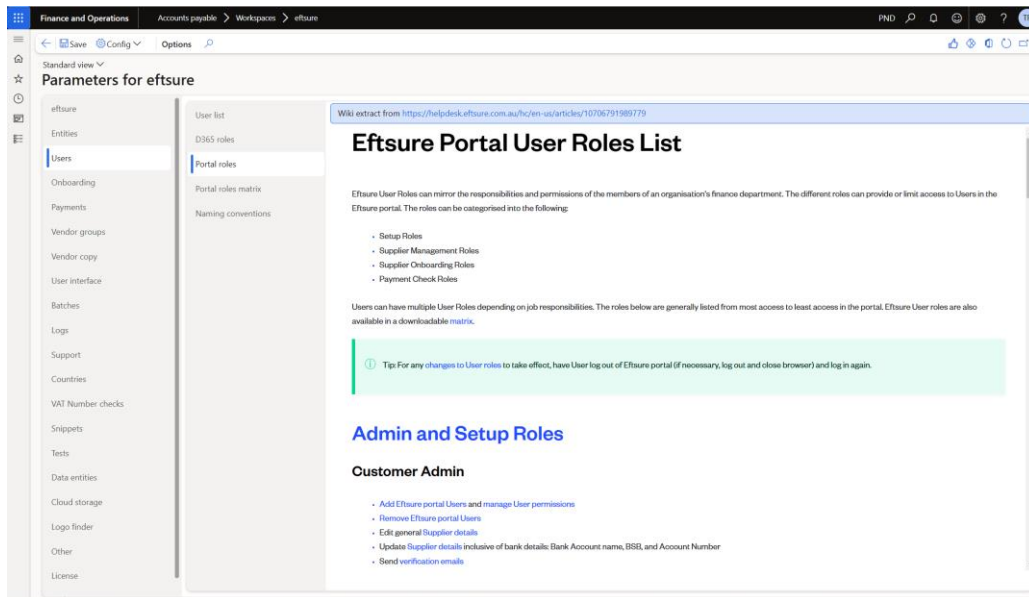
For more information regarding security, please see our [Admin manual](#).

		eftsure roles					
		Customer API access	Notifications	Supplier onboarding	Self-certification	Company setup	Customer Admin
D365 roles	eftsure User						
	eftsure Manager						
	eftsure SelfCertifier						
	eftsure Key User						
	eftsure Support						
	Accounts Payable clerk						
	Purchasing agent						
	Accounts Payable Manager						
	Vendor account manager						
	Chief financial officer						
Chief executive officer							
System administrator							
System user							
VC External Admin							
VC External User							

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



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

The screenshot shows the 'Parameters for eftsure' interface with the 'Portal roles matrix' selected. The matrix is a large table with columns for various roles and rows for different system components. Green cells indicate that a specific role has access to a particular component. The matrix is titled 'Wiki extract from https://helpdesk.eftsure.com.au/hc/en-us/articles/360060732813'.

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

Parameters for eftsure

General

Banking options

Contact information

Addresses

Physical

Postal

Forms

Default values

Field mappings

Contact info

Greeting

For invite(s)

For change request(s)

Templates

Document management

Attachments

Expiring Documents

DEFAULT VALUES

First name: Business

Last name: Owner

NAMING CONVENTIONS

Organisation name source: Entity name

YourAccountNum rule: Legal entity code

Bank account id prefix: YourAccountNum - FND

ONBOARDINGS

The verification team doesn't verify onboardings that have been accepted by the customer. So if a customer accepts an onboarding/change request before eftsure verifies the vendor, the team does not action these onboardings.

Accept onboardings in the 'Awaiting verifications' status

☒ Yes

WORKFLOW

Create email template

Invite method: Save as draft

Approval(s): TestGroup1

Notification email template

The following placeholders are available for invite notification:

%PortalURL%, %DeepLinkViewDraft%, %TradingName%, %DataArea%, %OnboardingStatus%, %VendAccount%, %VendGroupd%, %EntityId%, %OnboardingForm%, %CompanyName%, %FirstName%, %LastName%, %Email%, %VendorCollaboration%, %Mobile%, %Landline%, %WATNum%, %GovCodeCountryISOCode%, %PhoneNumberSource%, %PhoneNumberAuthorisation%.

Follow our [Pre-approval onboarding White Paper](#) for more details

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.

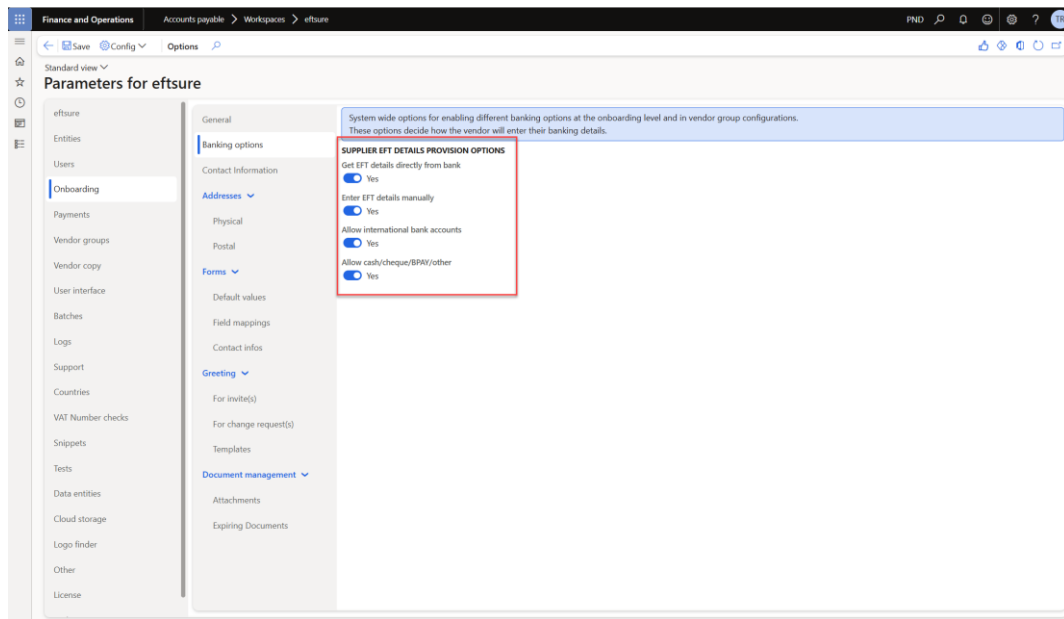
Note: none of the information has been verified by eftsure at this stage.

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.

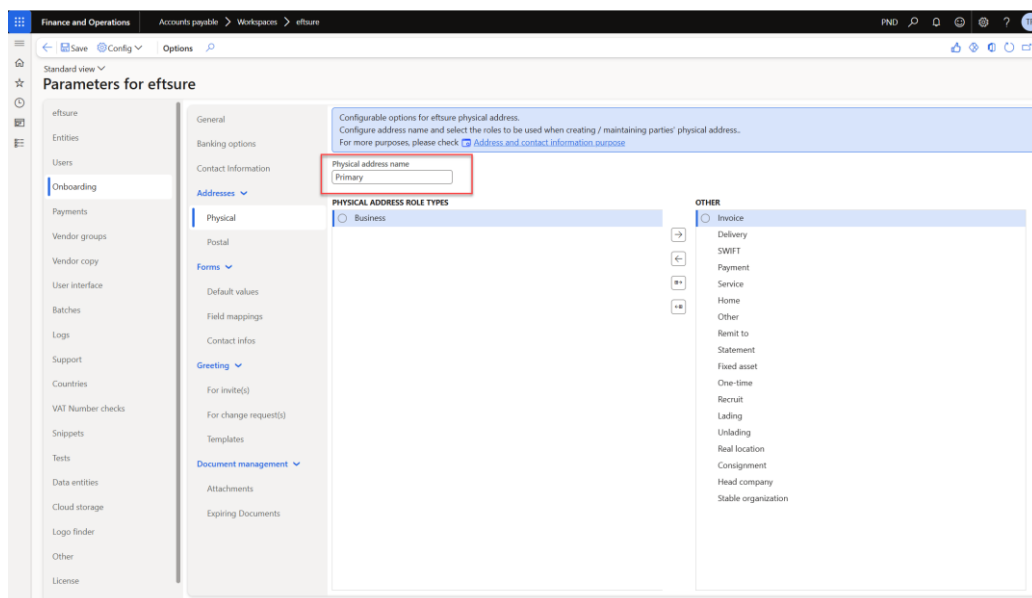


Note: eftsure will NOT verify any other method of payment beside EFT where there is no BSB and Bank account. User can choose to onboarding new vendor with BPAY but no bank account will be created.

4.3. Addresses

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

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



Vendors | Standard view

PNT-000278 : MISS ROSE

Addresses

...

Name or description	Address	Purpose	Primary	
Primary	44 Flinders Street YULEBA QLD 4427 AUS	Business	Yes	

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

eftsure

Customer options

Dashboard

Supplier Onboarding

Onboarding Form - Default Form

Postal Address

Same As Physical Address

☒

These will reflect in Vendor master form

Finance and Operations | Accounts payable > Vendors > All vendors

Vendor | Procurement | Invoice | General | Options

Maintain | Copy | Set up

On hold | Add vendor to another legal entity | Contacts | Certifications | Product filters | Transac

Bank accounts | Purchase orders with retention | Vendors advanced notes setup | Global tra

Summary update

All vendors | Standard view

PNC-001222 : MICROSOFT AUSTRALIA

Addresses

+ Add | Edit | Map | More options

Name or description	Address	Purpose	Primary	
Physical address	123A-123B Station Street CARLTON VIC 3053 AUS	Business	Yes	
Postal address	PO Box 4233 CAIRNS QLD 4870 AUS	Business/Delivery;SWIFT	No	

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

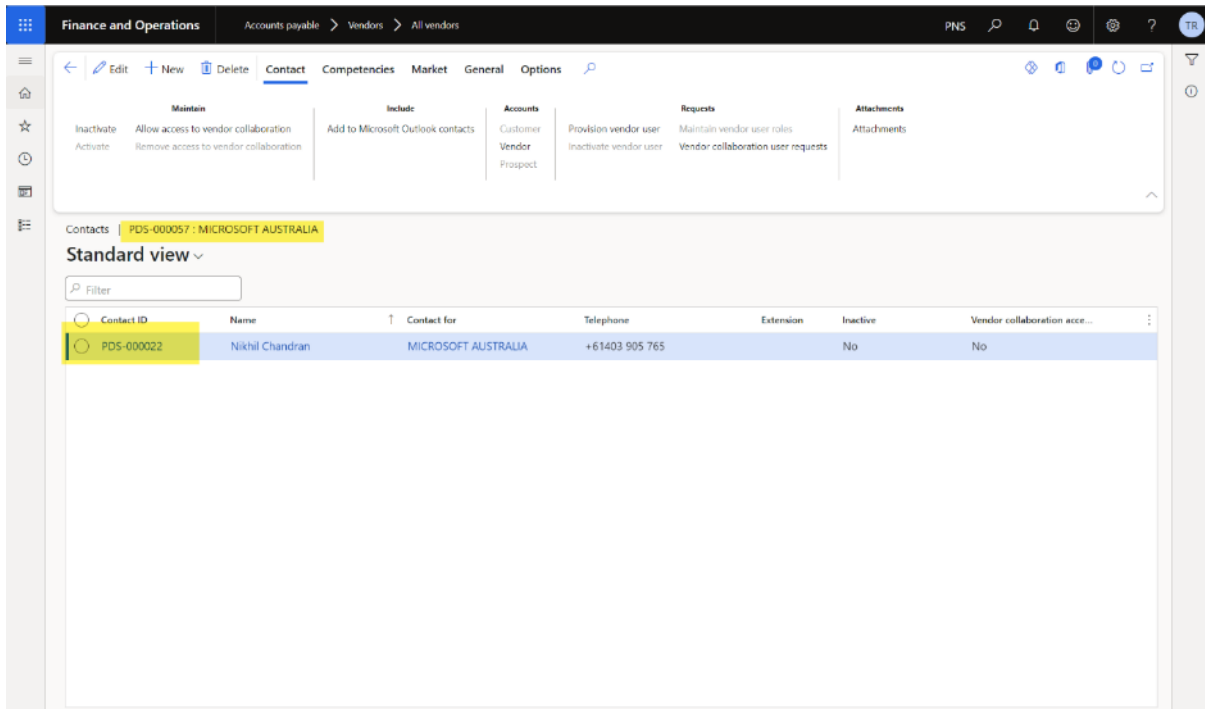
International: mobile number with country code +61 412345678

Purpose for vendor contact info.

Description	Type	Contact number/address	Extension	Primary
Onboarding Email	eftsure email	nik@microsoft.com.au		✓
Onboarding Landline	eftsure landline phone	0303030303		✓
Onboarding Mobile phone	eftsure mobile phone	+61403 905 765		✓
Onboarding URL	URL	www.microsoft.com		✓

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.



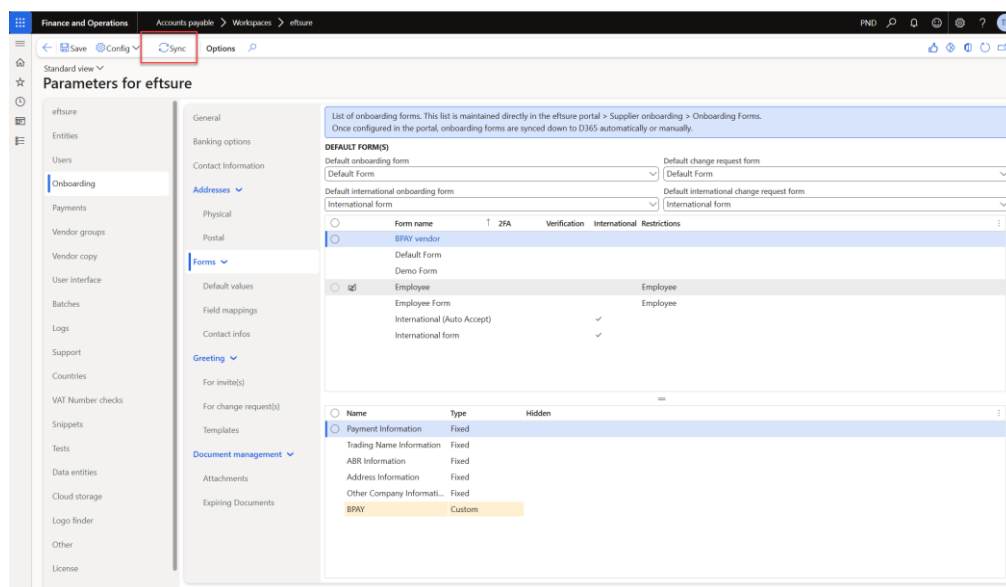
4.5. Forms

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 **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.

+ New Delete

	Onboarding Field	Reference table name	Reference field name
<input checked="" type="checkbox"/>	PESPaymMode	VendTable	PaymMode

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.

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 template 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.

Parameters for efsure

General

Banking options

Contact Information

Addresses

Physical

Postal

Forms

Default values

Field mappings

Contact info

Greeting

For invite(s)

For change request(s)

Templates

Document management

Attachments

Expiring Documents

Dear ##FirstName## ##LastName## at ##Company Name## (##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@company.com or

Phone ##OurPhone##

Regards,

Company Name (##OurVATNum##)

##OurAddress##

Dear Business Owner at InvitedCompany Name [XX.XXX.XXX.XXX]

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@company.com or

Phone 0403000000

Regards,

Company Name [35 669 911 719]

12 test road

NSW 2217

AUS

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##

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.

Parameters for efsure

General

Banking options

Contact Information

Addresses

Physical

Postal

Forms

Default values

Field mappings

Contact info

Greeting

For invite(s)

For change request(s)

Templates

Document management

Attachments

Expiring Documents

Dear ##FirstName## ##LastName## at ##Company Name## (##VATNum##)

You have been invited by "Company Name" to update your details.

Please go through the change request process linked below to update your supplier information into our systems.

If you have any questions, please contact us by:

Email: account@company.com or

Phone ##OurPhone##

Regards,

Company Name

OurAddress

Dear Business Owner at InvitedCompany Name [XX.XXX.XXX.XXX]

You have been invited by "Company Name" to update your details.

Please go through the change request process linked below to update your supplier information into our systems.

If you have any questions, please contact us by:

Email: account@company.com or

Phone 0403000000

Regards,

Company Name

OurAddress

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##

Template

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

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

Dear ##FirstName## ##LastName## at ##CompanyName## (##VATNum##).

You have been invited by (CompanyName) 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.

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##

HTML code is not allowed in the greeting text.

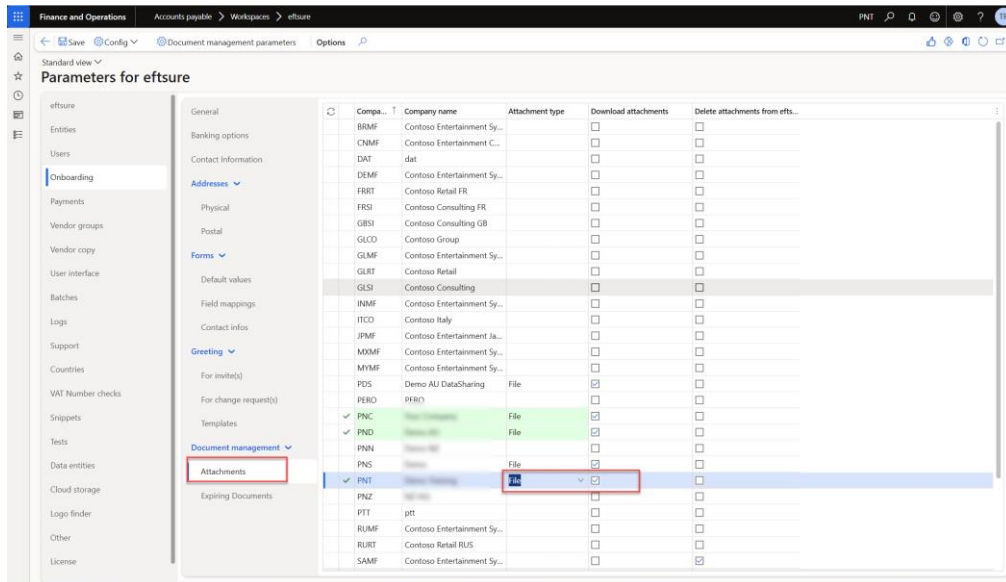
The following placeholders are available for greeting text: ##CompanyName##, ##VATNum##, ##FirstName##, ##LastName##, ##OurCompanyName##, ##OurVATNum##, ##OurEmail##, ##OurPhone##, ##OurWebsite##, ##OurAddress##

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

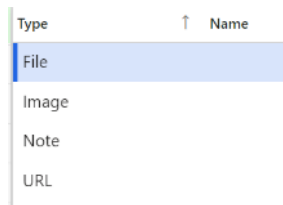
4.7. Document management

Attachments

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



Attachment type options

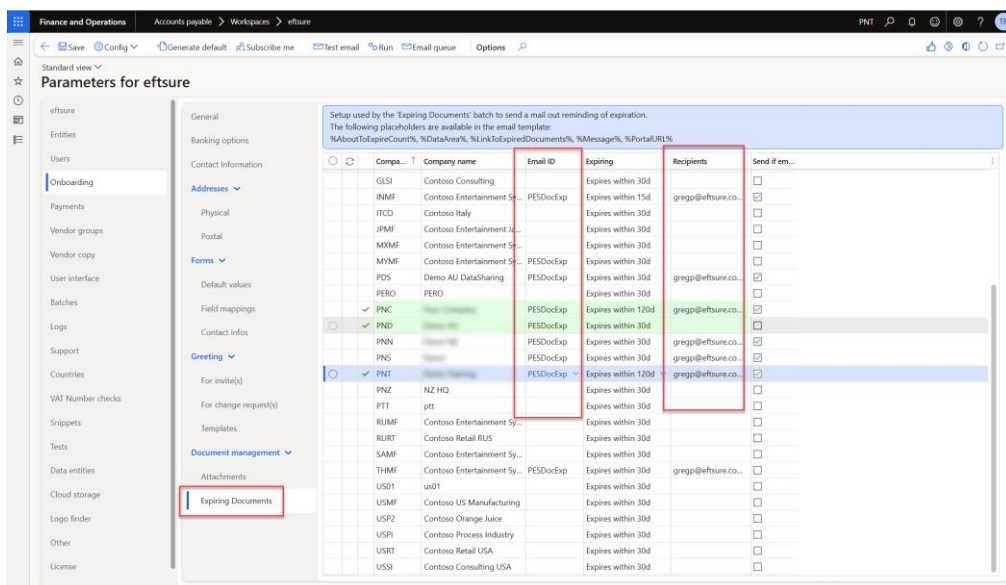


Download all documents uploaded by the vendor during onboarding.

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.



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.

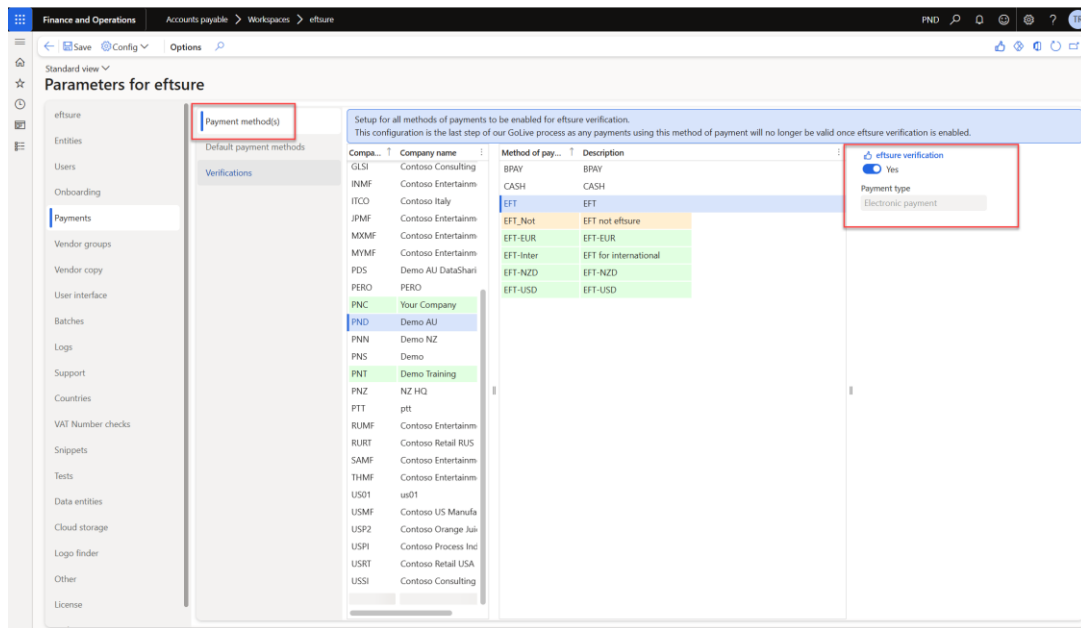
Eftsure verification is switched on for all EFT related method of payment. This feature can be turned on when new Method of payment is created.

Accounts payable > Payment setup > Methods of payment

The screenshot displays the 'Methods of payment - vendors' configuration page. The left sidebar shows a list of payment methods, with 'EFT-TEST' selected. The main content area is divided into several sections:

- Method of payment:** EFT-TEST
- Period:** Tax Invoice
- Description:** EFT-TEST
- Grace period:** 0
- Payment status:** None
- Payment type:** Other
- Allow copies of payments:** No
- General:**
 - FILE:** Last file No. 0, Today 0, Date (empty)
 - POSTING:** Account type Bank, Payment account EFT-Test, Bridging posting No, Bridging account (empty), Bank transaction type (empty)
 - PROMISSORY NOTE:** Type of draft No draft
 - PAYMENT CODES:** Category purpose (empty), Charge bearer (empty)
 - ELECTRONIC PAYMENT PROCESSING:** Direct debit No, eftsure verification Yes
- File formats:** (empty)
- Payment control:** (empty)
- Payment attributes:** (empty)

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



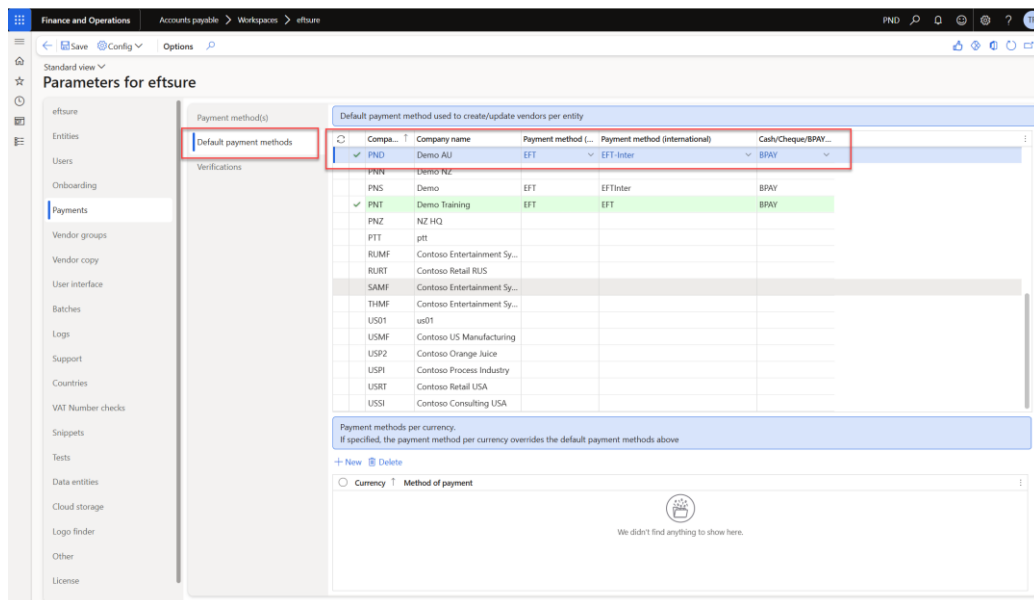
Standard D365 functions to be used to create Payment account and associate new Method of payment via below menu.

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.



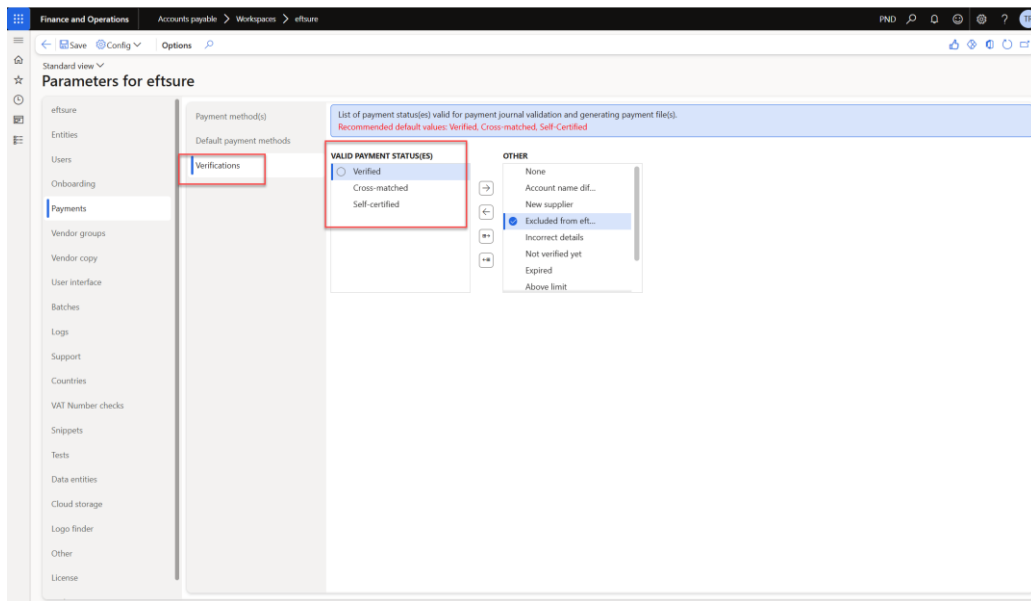
5.3. Verifications

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

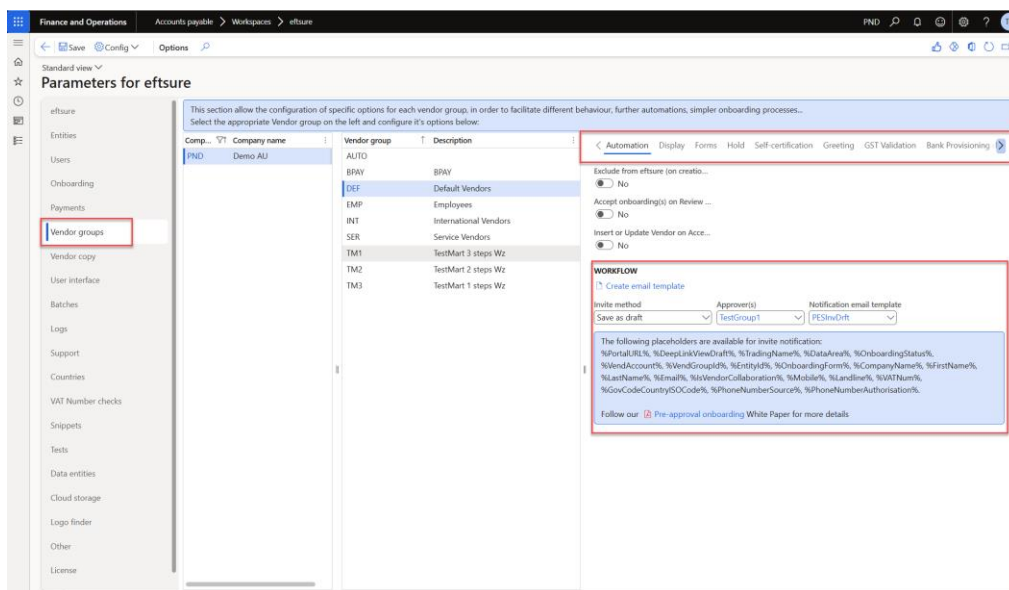
payments highlighting in your bank portal by the eftsure extension. Please use this feature with caution as it helps bypass the very reasons why your organization chose eftsure for vendor payments protection.



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

Accept onboarding(s) on Review status
☐ No

Insert or Update Vendor on Accept on...
☒ Yes

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.

Finance and Operations									
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"									
Charts	Dashboard	Onboardings	Verifications	Vendors	Registrations	Admin	Help	Analytics	
Onboarding	Review	0	Charts	Process flow	Legend	List of all onboardings, regardless of their statuses			
32	0		All onboardings			Filter			
						Trading name	Status	Email	Company
						Terry Tai	Accepted	terry@gmail.com	PNS
									Vendor accou...
									Bank accou...
									Vendor g...

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

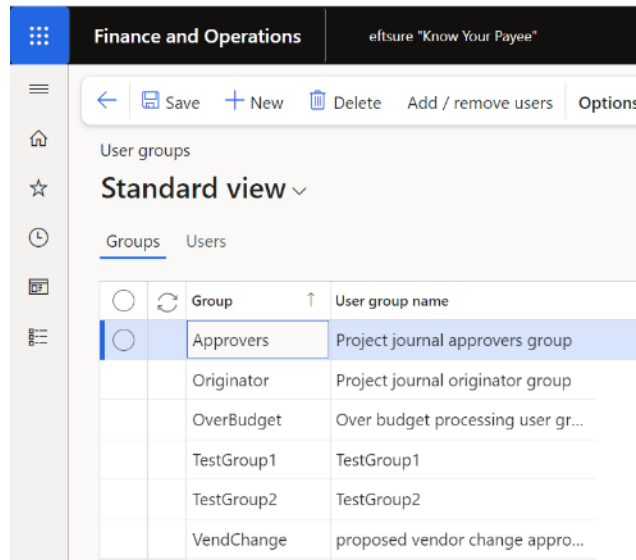
User has option to select user group authorised to self-certify vendors (Level 1 & 2 if applicable).

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.

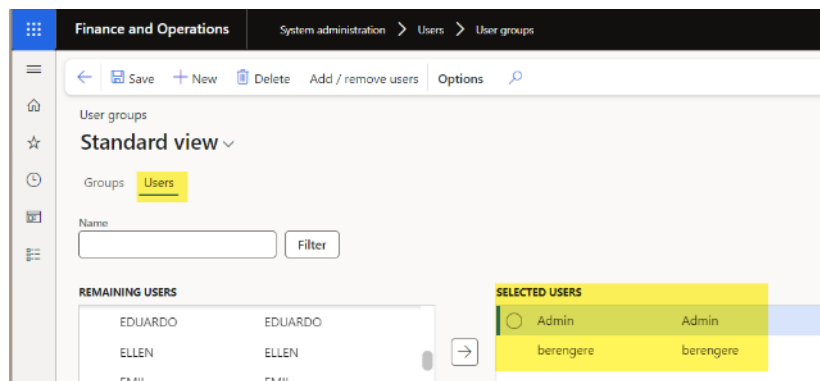
User group can be added or modified using same function available within D365.

Right click Level 1 field name, select View details

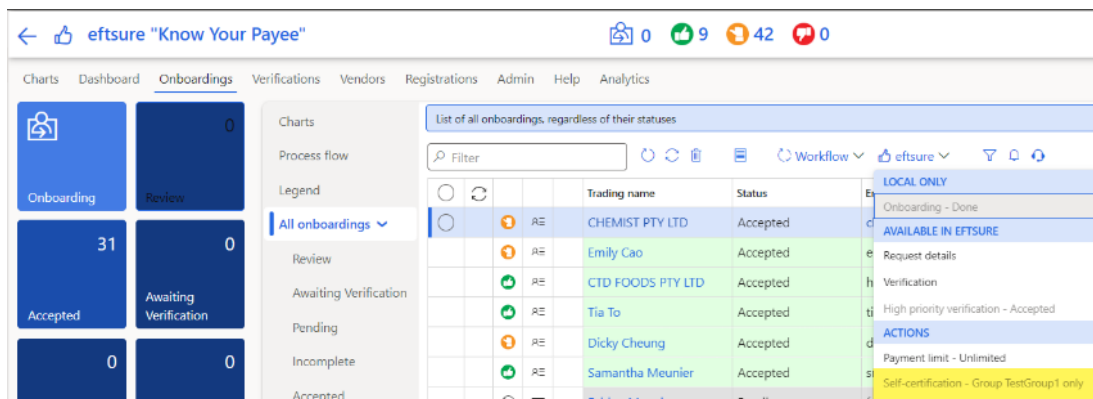
Or via menu path **System administration > Users > User groups**



Adding or remove user from user group.



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



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.

↑ Description

2FA

Customer refunds

Default Vendors

Employees

Non eftsure vendors

International Vendors

Service Vendors

< Automation Display Forms Hold Self-certification

Level 1

Level 2

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

Onboardings Verifications Vendors Registrations Admin Help Analytics

Review

Awaiting Verification

0

Charts

Process flow

Legend

All onboardings

Review

Awaiting Verification

Pending

Incomplete

List of all onboardings, regardless of their statuses

Filter

Workflow

eftsure

LOCAL ONLY

Onboarding - Done

AVAILABLE IN EFTSURE

Request details

Verification

High priority verification - Accepted

ACTIONS

Payment limit - Unlimited

Self-certification

Trading name	Status	For account...	Bank account...	Vendor g...
Emily Cao	Accepted	0062	ANZ1	EMP

Standard view

Self certification

This process self-certifies the selected vendor bank account(s).

Vendor account

Name

ABN

Method of payment

Group

Self-certify

Yes

Select bank account(s) to self-certify

Bank account	Name	BSB number	Bank account number
ANZ1	Australia & New Zealand Bankin...	012-345	789090

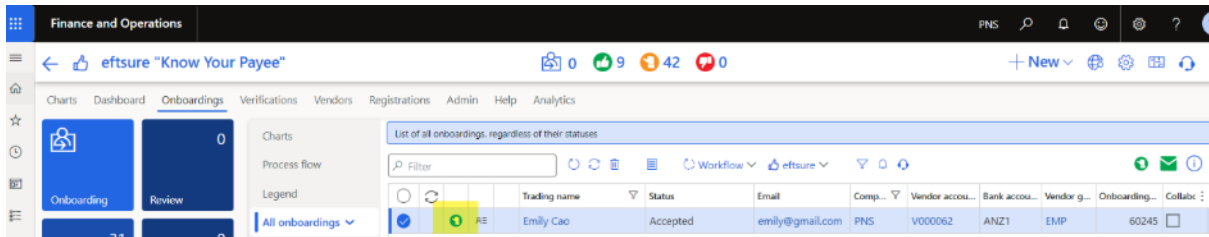
Comments

Self certification by 'wang' [and]

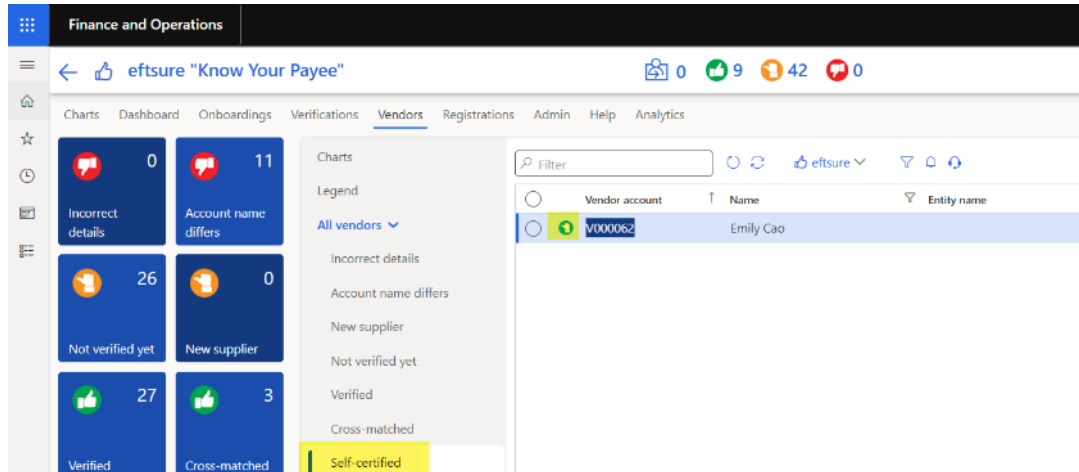
Self-certify

OK

Employee will be certified and ready for payment.



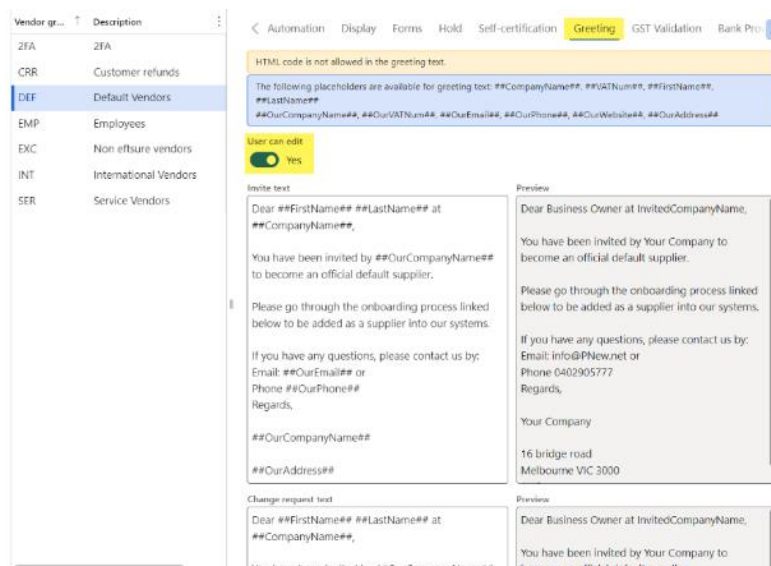
Certified employee will be shown in eftsure workspace Self-certified tab.



6.5. Greeting

Invite text to be changed to Onboarding text (consistence 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.



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

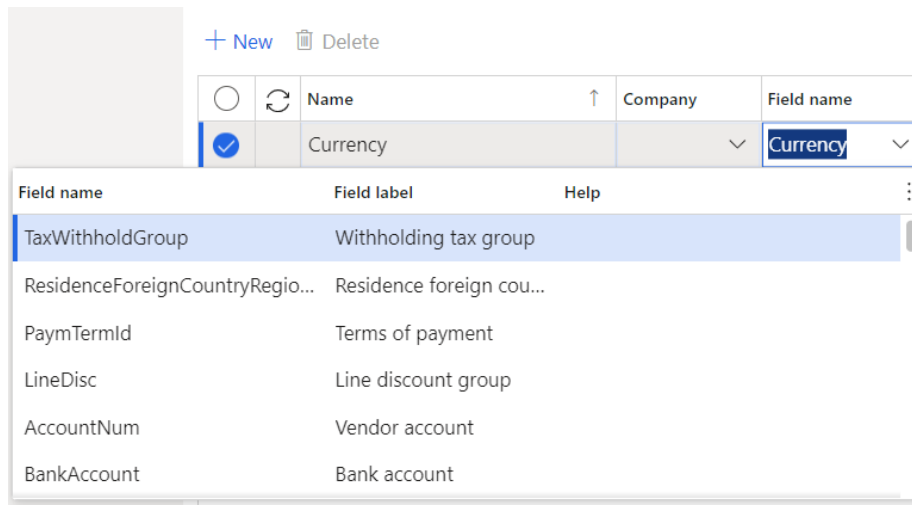
This function allow user to copy Vendor details to another legal entity. It also allows to set default values globally or per legal entity.

Name	Company	Field name	Value	Type	Length
Currency		Currency	AUD	void	

Preview VendTable.Currency = "AUD"
Valid values: Up to 3 chars

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

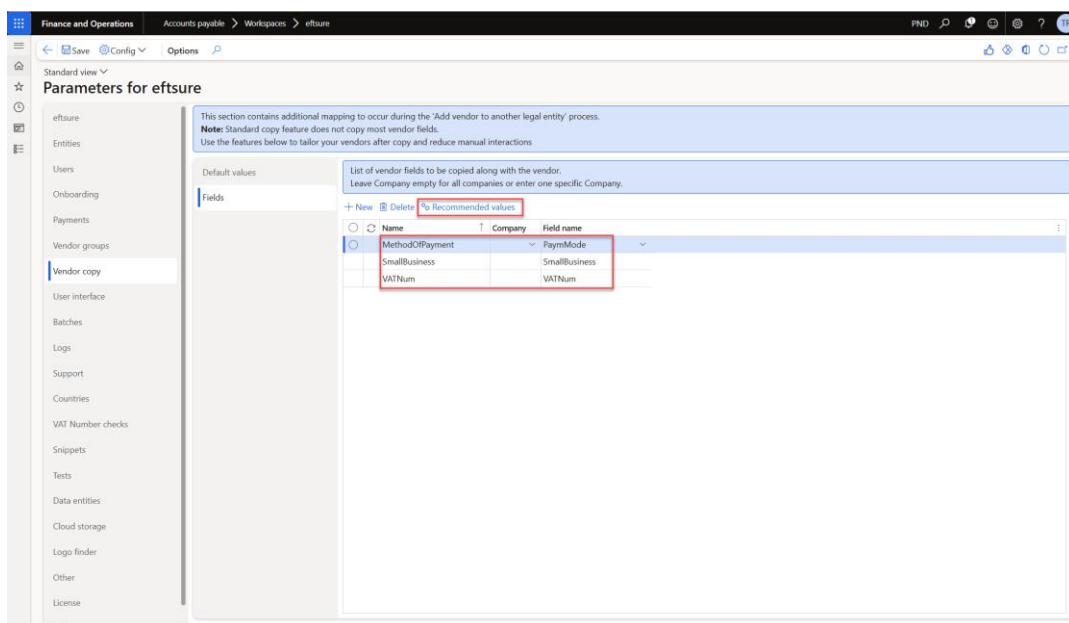
User can also search for valid field name as well as field label (appear in designed forms) to ensure correct field is selected.



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)



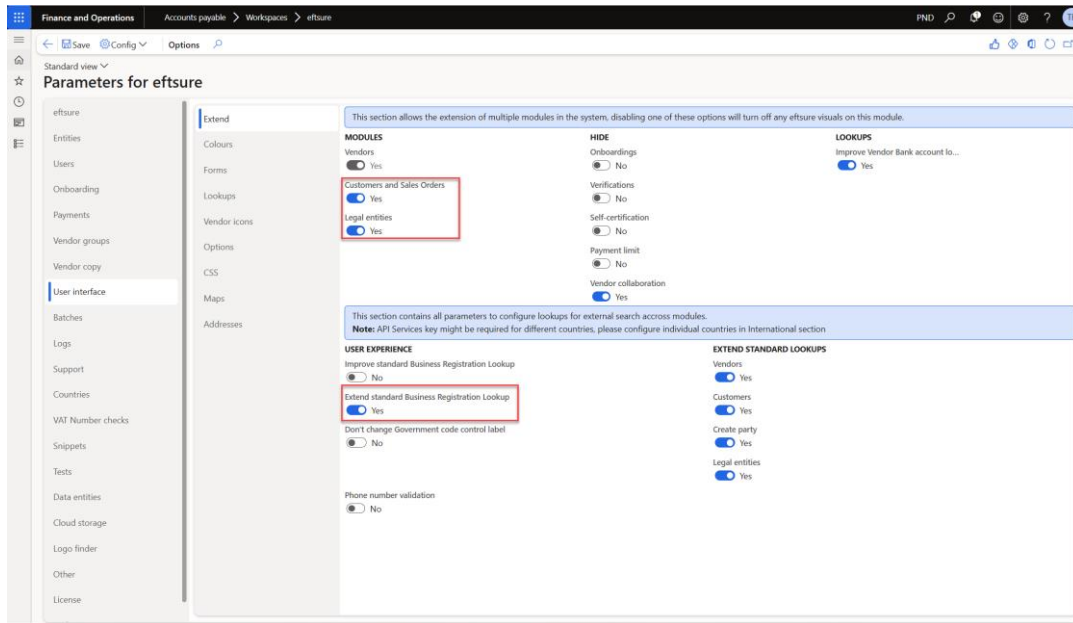
8. User interface

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

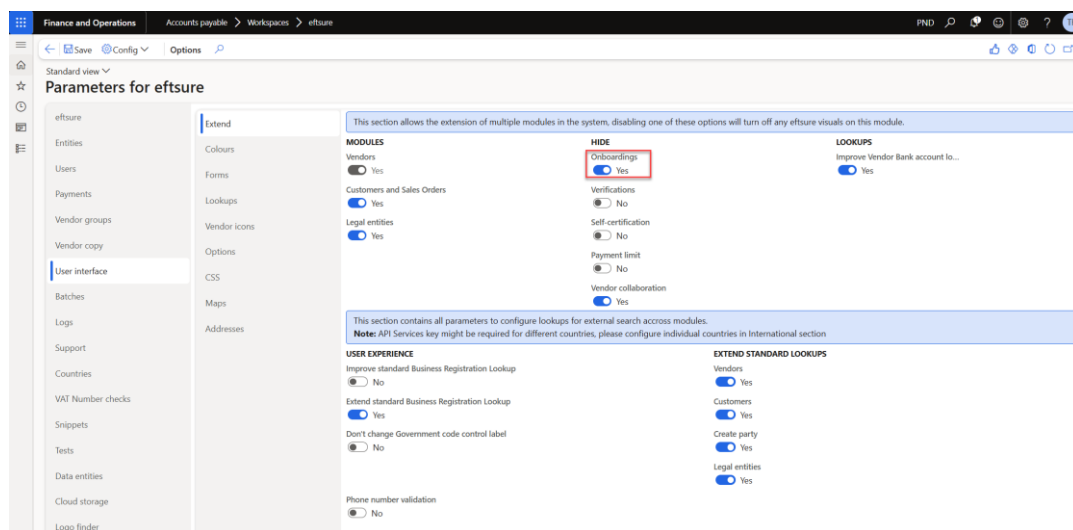
With eftsure enabled, Vendors module is default as Yes. User has option to enable eftsure in customer, sales orders and legal entities modules.



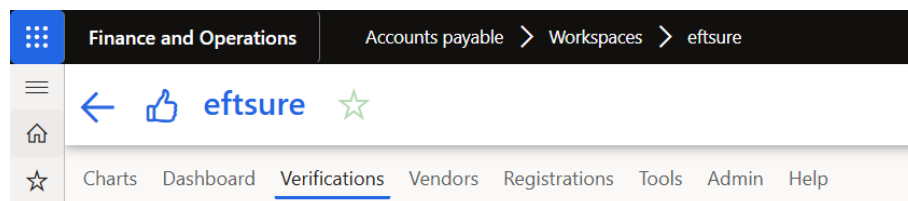
User has option to turn on Lookups for ABN & GST in different forms.

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.



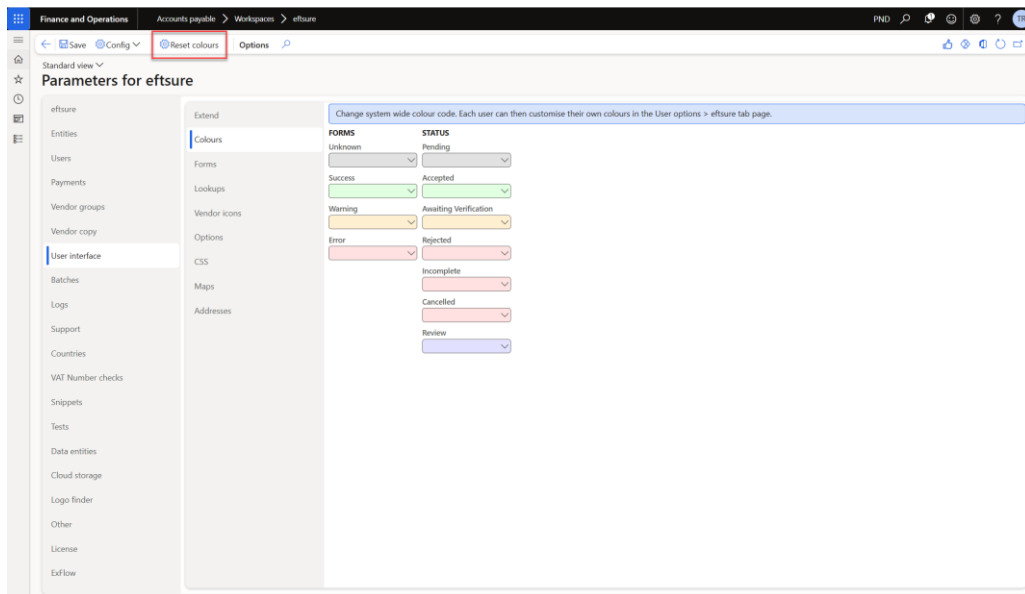
Onboarding tab will be hidden from eftsure workspace as well as eftsure menu.



8.2. Colours

User can personalise colour for form and status.

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

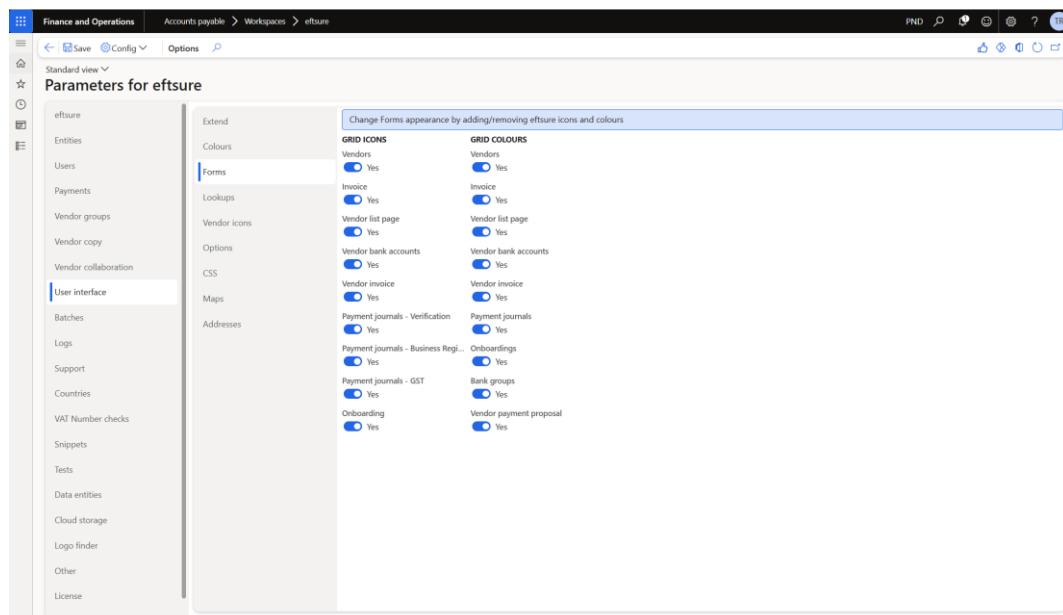


The **Forms** group allows to configure the success/error colours used in the Vendor, Vendor Bank accounts and Payment journal lines forms, if activated.

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.

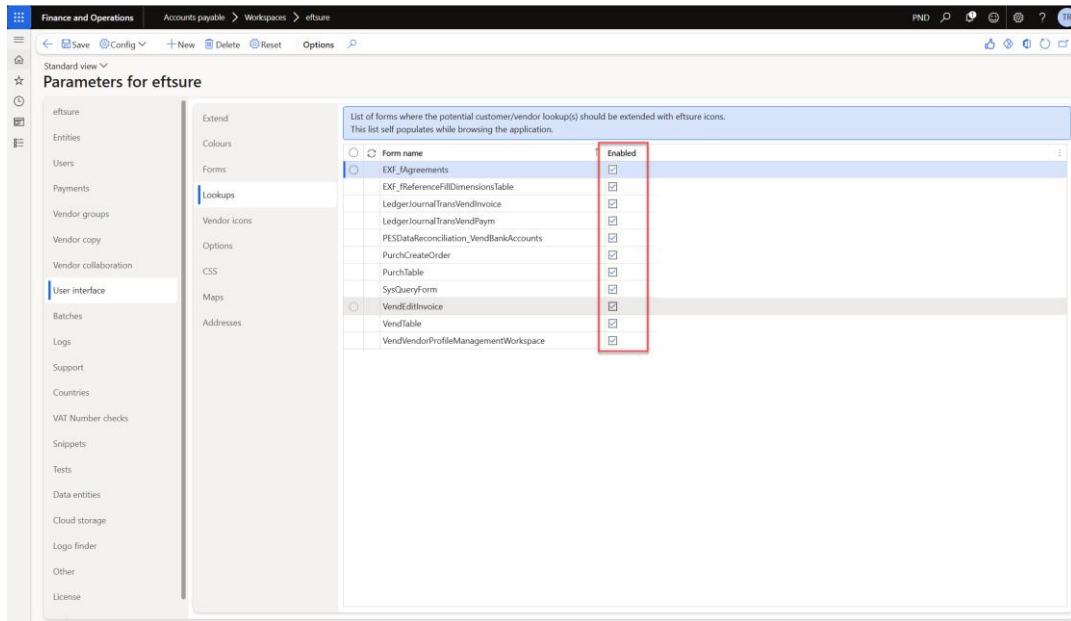


The **Grid Icons** group allows to configure whether the eftsure icon set are displayed as the first columns of the main grid in the Vendor, Vendor Bank accounts and Payment journal lines forms.

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.

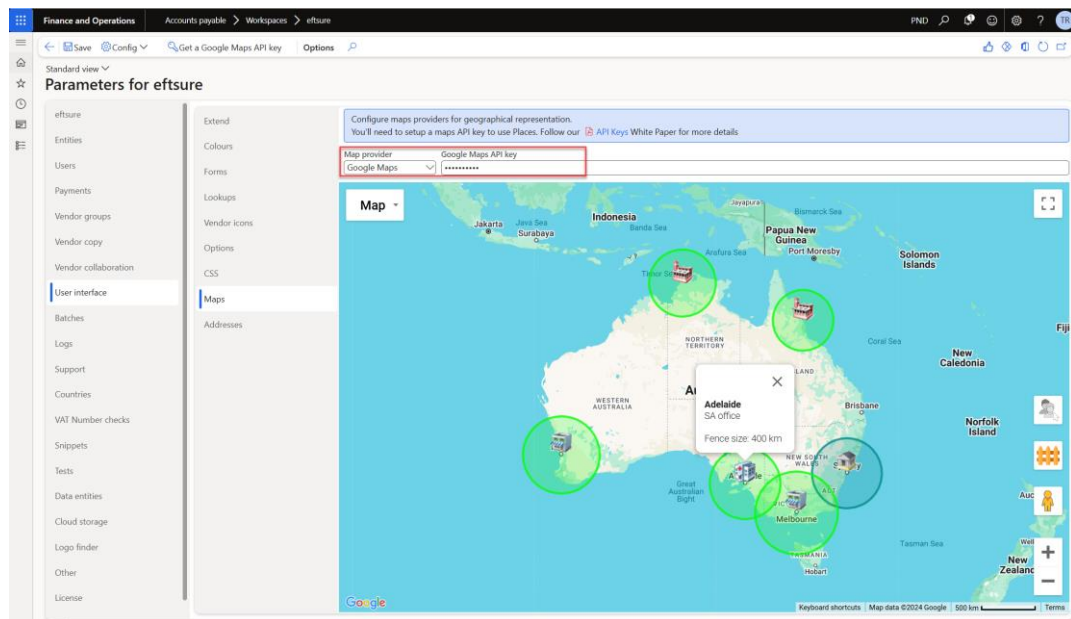
8.4. Lookups

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



8.5. Maps & Addresses

Select preferred Google or Bing maps.



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.

Status	Job description	Run by	Scheduled start date/time	Active period	Recurrence...	Errors	Save job to history
Waiting	Sync from eftsure	Admin	2/08/2024 2:43:00 PM	Business	3	0	Always
Waiting	AusPayNet check	Admin	2/08/2024 8:00:00 PM		0	0	Always
Waiting	Expiring Documents	Admin	5/08/2024 7:00:00 AM		0	0	Always
Waiting	Sync form(s)	Admin	3/08/2024 5:58:00 AM		1	0	Always
Waiting	Sync expiring bank account(s)	Admin	2/08/2024 8:58:00 PM		0	0	Always
Waiting	Clean Webservices log(s)	Admin	3/08/2024 1:00:00 AM		1	0	Always
Waiting	Sync onboarding(s)	Admin	2/08/2024 2:58:00 PM	Business	1	0	Always
Withhold	Clean Vendor history log(s)	Admin	2/08/2024 1:00:00 AM		0	0	Always
Withhold	Clean batch(es)	Admin	2/08/2024 1:00:00 AM		0	0	Always
Waiting	Check license	Admin	2/09/2024 2:58:00 AM		1	0	Always

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**”.

The screenshot shows the 'Parameters for eftsure' configuration page. The 'Batches' tab is selected in the left sidebar. The 'Options' section is active, showing various settings. The 'User ID' dropdown menu is highlighted with a red box and set to 'Admin'. Other settings include 'Batch group', 'Active period', 'eftsure delay', and 'Alerts when'.

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

The screenshot shows the 'Parameters for eftsure' configuration page, specifically the 'INCREMENTAL BATCHES' section. A red box highlights the 'Last sync from eftsure', 'Last sync onboarding(s)', and 'Last expire bank account(s)' fields. The dates shown are 19/11/2024 01:58:09 PM, 19/11/2024 01:58:07 PM, and 18/11/2024 08:58:06 PM respectively.

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:

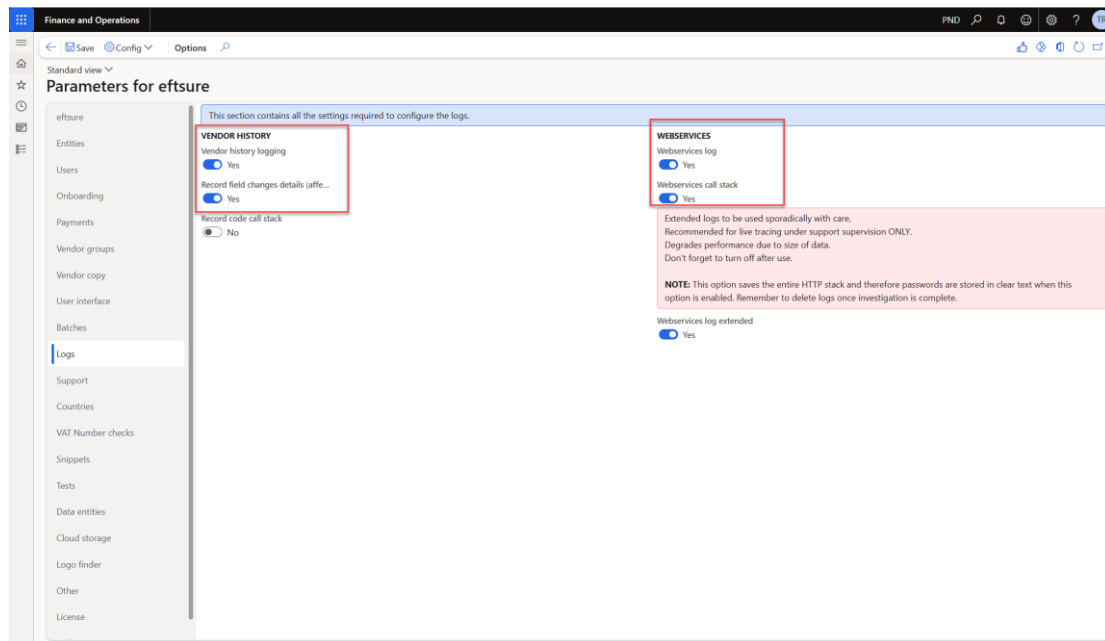
Name	Recurrence recommendation	Description	Scope
Sync form(s)	Either manually after changes or daily, weekly, outside business hours for peace of mind	Sync updated onboarding/change request form from eftsure portal	Global
Sync vendor(s) from eftsure	Every 60 minute during business hours	Update vendor 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.

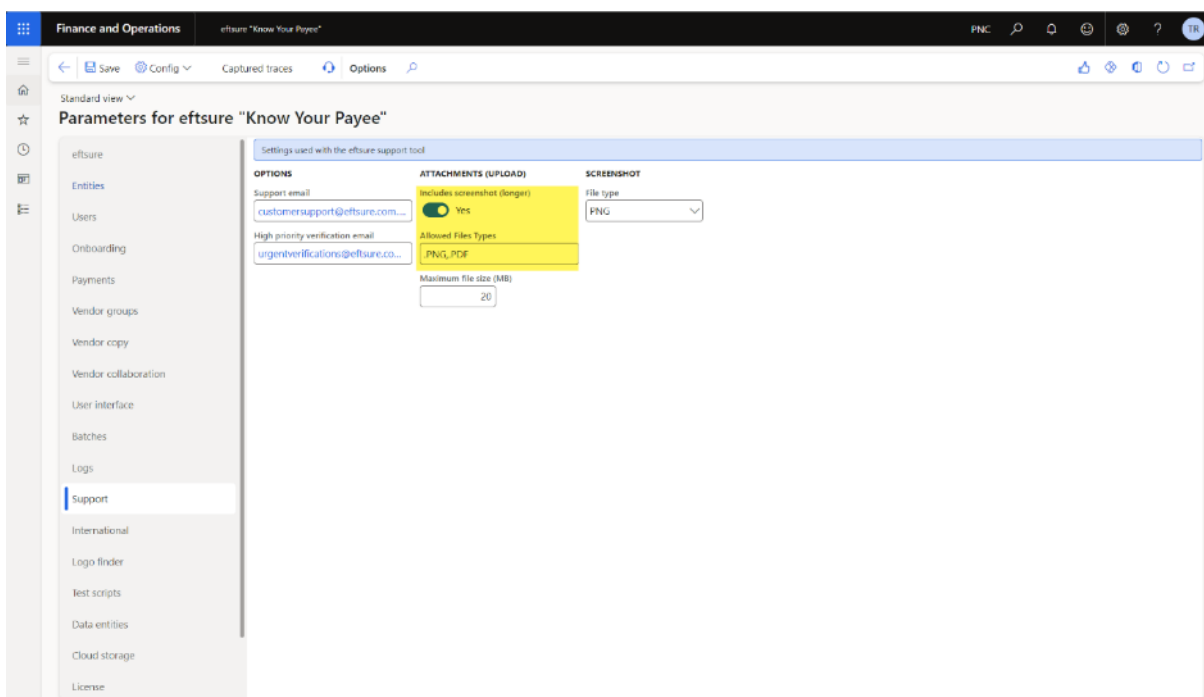


Section	Field name	Description
VENDOR HISTORY	Vendor history logging	Record of changes for all vendors
	Record field changes details (affects performance)	Field changes related to all vendors. Will have impact on performance
	Record code call stack	
WEBSERVICES	Webservice log	Log with details for trouble 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.

The screenshot shows the 'Parameters for eftsure' interface with the 'ABR' tab selected. The 'ABR' tab is highlighted in the left sidebar. The main content area displays the 'Australian Business Register' section, which includes a link to the ABR Web Services Agreement and a table for 'ABR WEBSERVICES OPTIONS'.

ABR WEBSERVICES OPTIONS	DISPLAY
Registration Guid	ABN Formatting
*****	With spaces - XX XXX XXX XXX
	With spaces - XX XXX XXX XXX
	No spaces - XXXXXXXXXXXX
	No formatting

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>

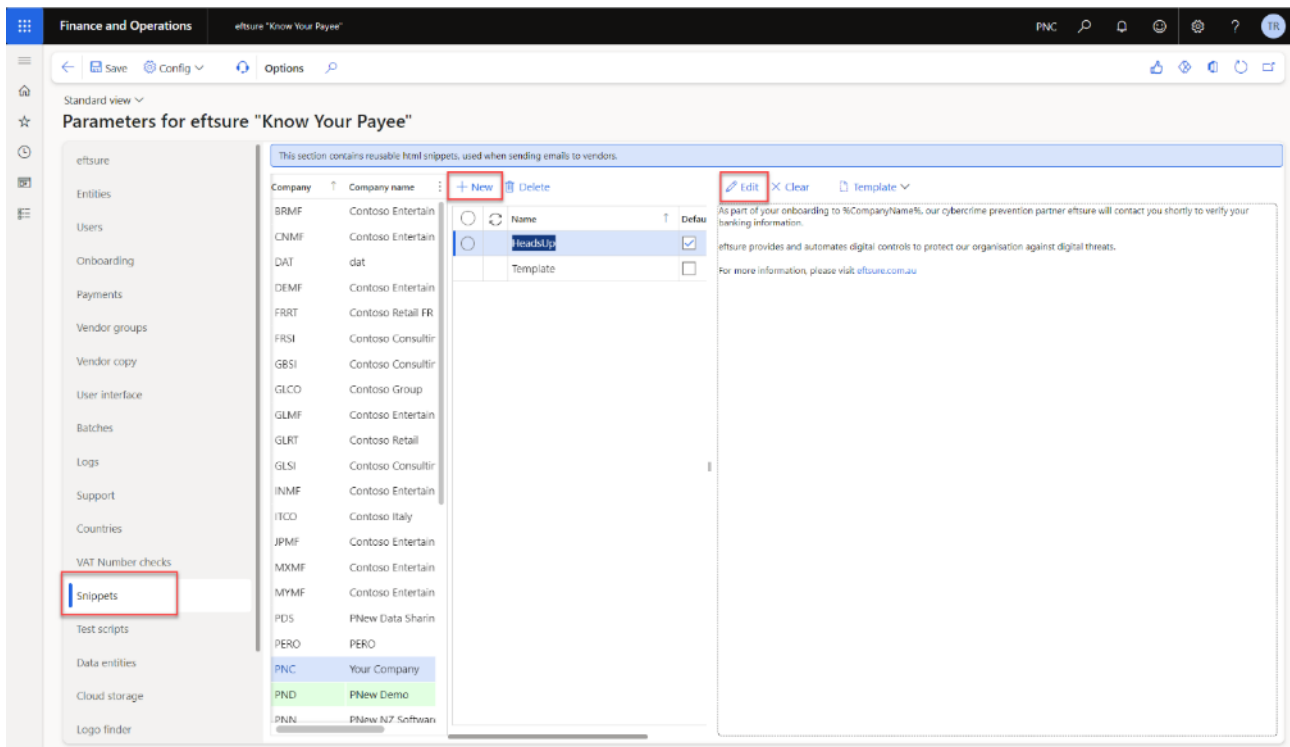
Note: this feature can only be used if customer has signed up for international module and NZBN lookup license.

The screenshot shows the 'Parameters for eftsure' interface with the 'NZBN' tab selected. The 'NZBN' tab is highlighted in the left sidebar. The main content area displays the 'New Zealand Business Names' section, which includes a link to the NZBN key for webservices and a table for 'NZBN WEBSERVICES OPTIONS'.

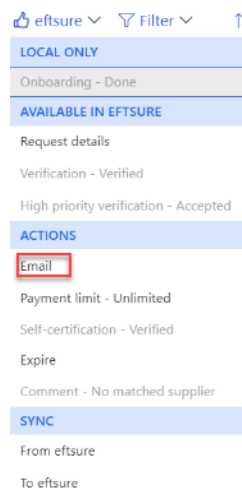
NZBN WEBSERVICES OPTIONS
Environment
Live
NZBN Key

13. Snippets

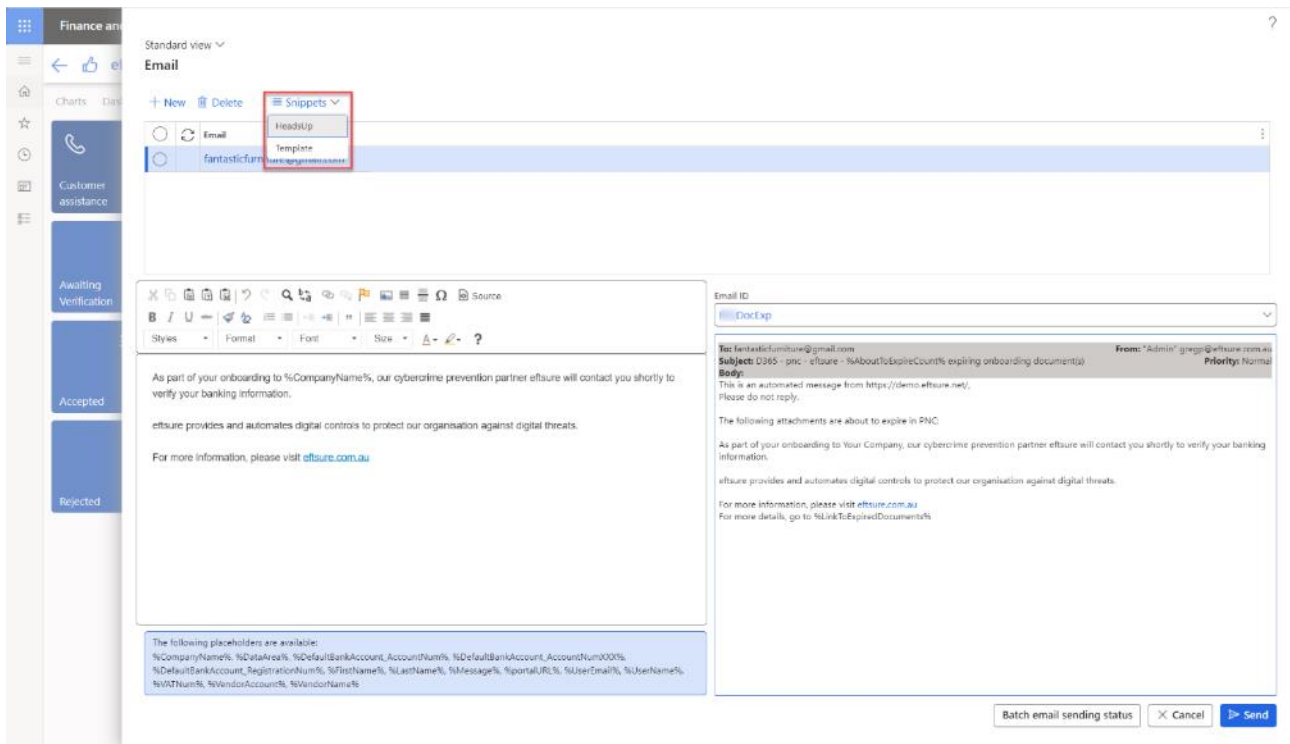
This section contains html template which can be used when sending reminder emails to vendors.



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

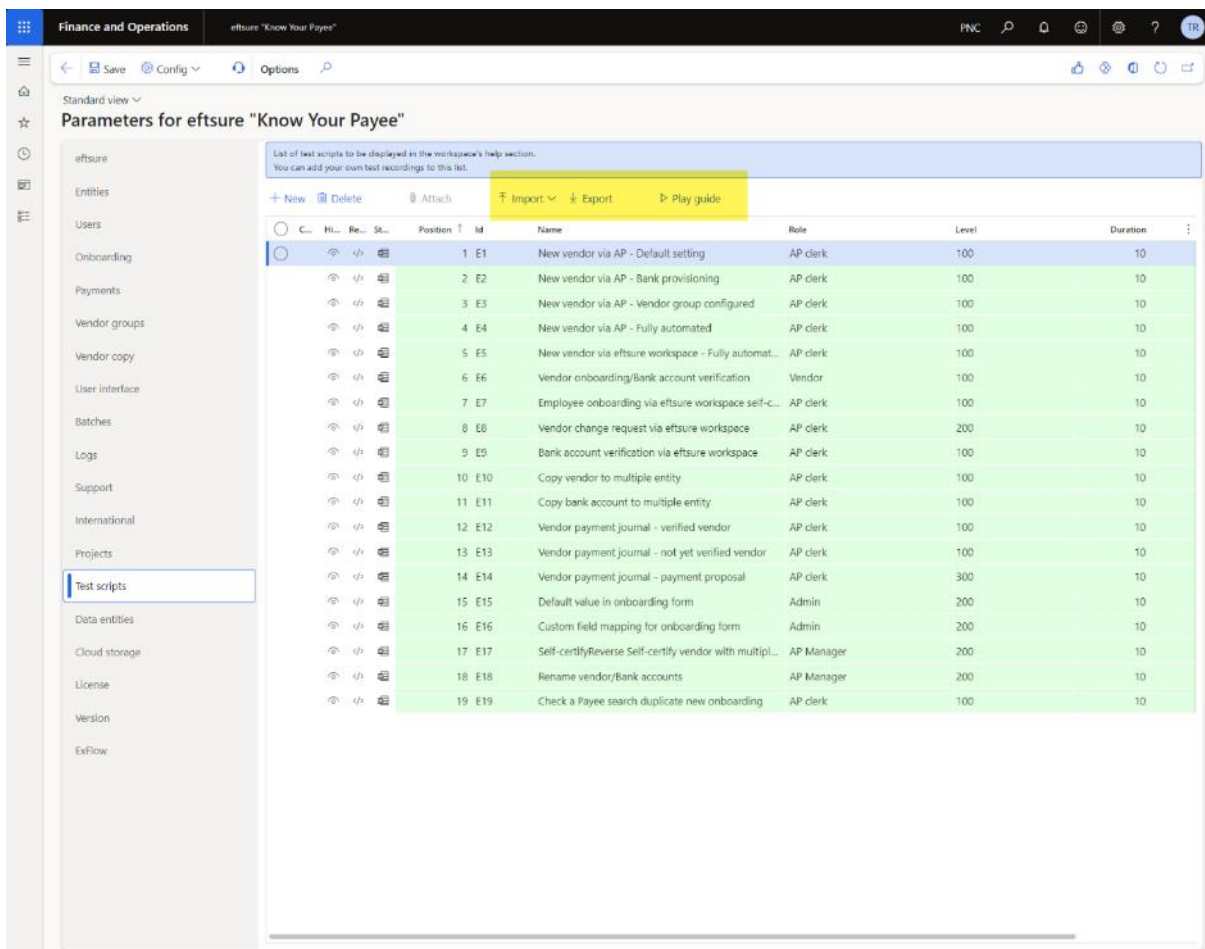


Additional email can be added in reminder email window.



14. Test scripts

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



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.

The screenshot shows the 'Parameters for eftsware "Know Your Payee"' screen. It features a table of test scripts with the following data:

Position	Id	Name	Role
1	E1	New vendor via AP - Default setting	AP clerk
2	E2	New vendor via AP - Bank provisioning	AP clerk
3	E3	New vendor via AP - Vendor group configured	AP clerk
4	E4	New vendor via AP - Fully automated	AP clerk
5	E5	New vendor via eftsware workspace - Fully automat...	AP clerk
6	E6	Vendor onboarding/Bank account verification	Vendor
7	E7	Employee onboarding via eftsware workspace self-c...	AP clerk

A sidebar on the right titled 'E1-New vendor via AP - Default setting' shows a list of steps (1-7) for the task recorder.

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

The screenshot shows the 'Export to DMF Zip file' dialog box. It contains a message: 'Exports data to DMF Zip file. Use to export configuration to another environment'. Below the message is a progress bar labeled 'Exporting Tests to DMF Zip file'.

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

+ New Delete Attach Import Export Play guide									
	C...	HL...	Re...	St...	Position	Id	Name	Role	Duration
0						E0	New testing		0
1						E1	New vendor via AP - Default setting	AP clerk	10

15. Data entities

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

Standard view

Parameters for eftsure "Know Your Payee"

This section list all data entities associated with this module.
For more information, please check our [White Paper on Data entities](#)

[Delete](#)
[Mapping](#)
[Refresh entity list](#)
[Data import/export framework parameters](#)
[Empty all staging tables](#)

Entity category	Entity	Staging table	Target entity	Entity type	Change tra
Parameters	eftsure company specific param...	PESParametersStaging	PESParametersEntity	Entity	None
Parameters	eftsure default values to copy to...	PESDefaultValuesCopyToAnother...	PESDefaultValuesCopyToAnother...	Entity	None
Parameters	eftsure fields to copy to another...	PESFieldsCopyToAnotherEntitySt...	PESFieldsCopyToAnotherEntityE...	Entity	None
Parameters	eftsure onboarding field custom...	PESOnboardingFormFieldMappi...	PESOnboardingFormFieldMappi...	Entity	None
Parameters	eftsure onboarding field default ...	PESOnboardingFormDefaultValu...	PESOnboardingFormDefaultValu...	Entity	None
Parameters	eftsure onboarding text	PESOnboardingTextStaging	PESOnboardingTextEntity	Entity	None
Parameters	eftsure parameters	PESParametersStaging	PESParametersEntity	Entity	None
Parameters	eftsure payment methods per c...	PESPaymentMethodPerCurrency...	PESPaymentMethodPerCurrency...	Entity	None
Parameters	eftsure test scripts	PESTestScriptsStaging	PESTestScriptsEntity	Entity	None
Parameters	eftsure UI icon rows	PESExtendIconFlowOnFormStagi...	PESExtendIconFlowOnFormEntity...	Entity	None
Parameters	eftsure UI Lookup extensions	PESExtendLookupOnFormStaging	PESExtendLookupOnFormEntity	Entity	None
Parameters	eftsure user information	PESUserInfoStaging	PESUserInfoEntity	Entity	None
Parameters	eftsure vendor group configurat...	PESVendorGroupConfigurationS...	PESVendorGroupConfigurationE...	Entity	None
Document	eftsure test scripts attachments	PESTestScriptsAttachmentsEnli...	PESTestScriptsAttachmentsEnli...	Entity	None
Master	eftsure vendor bank accounts in...	PESVendBankAccountStaging	PESVendBankAccountEntity	Entity	None
Master	eftsure vendor history	PESVendorHistoryLogStaging	PESVendorHistoryLogEntity	Entity	None

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.

Standard view

Parameters for eftsure

Download your license file using our self service [License tool](#)

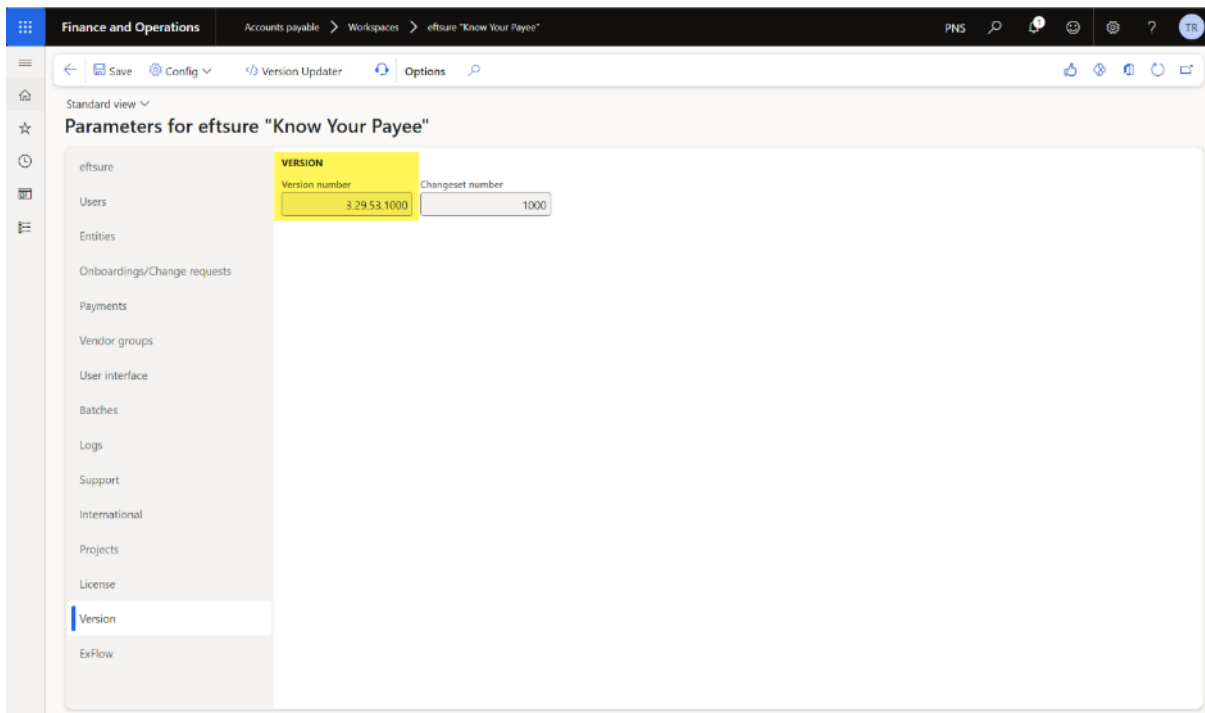
LICENSE

Valid [9/8/2025] AU: 1 / 6

```
<License>
  <I>
    <E>
      <L>
        </L>
      </E>
    </I>
  </License>
```


17. Version

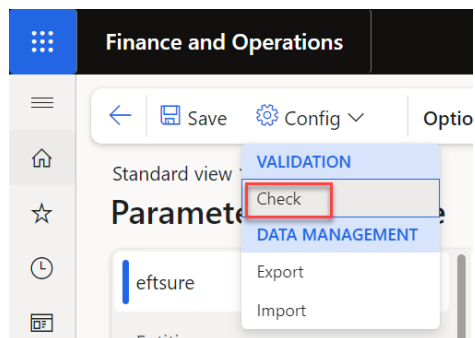
This tab shows current Version of eftsure in D365 F&O



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.

The screenshot displays the 'Parameters for eftsure' configuration interface. The main panel contains fields for 'Environment' (set to Sandbox), 'Originalid', and 'Customerid'. Below these are 'Username' and 'Password' fields with a 'Login' button. An 'OPTIONS' section includes a 'Payments Scan Only' toggle. An 'ADVANCED' section at the bottom allows configuration for 'Transport Level Security protocol' (set to TLS 1.2), 'Webservices user agent', 'Webservices timeout (seconds)' (set to 60), and 'Paging size per webservice call' (set to 100). On the right, a 'Message details' panel shows a list of validation messages, with the last message, 'Configuration not perfect', highlighted by a red box.

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

This screenshot shows the 'Config' dropdown menu in the 'Parameters for eftsure' configuration page. The menu is open, displaying three options: 'Check', 'Export', and 'Import'. The 'Export' option is highlighted with a red box, indicating the action to be taken.

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.

Export to DMF Zip file

Exports data to DMF Zip file.
Use to export configuration to another environment

DATA TO EXPORT

Parameters

Test scripts

Projects

Yes

No

No

Exporting **Parameters** to DMF Zip file

Exporting DMF Project **PESDMF_Export_Config**

Succeeded

 - eftsure parameters1 record(s)

Succeeded

 - eftsure company specific parameters35 record(s)

Succeeded

 - eftsure user information13 record(s)

Succeeded

 - eftsure vendor group configuration33 record(s)

Succeeded

 - eftsure onboarding text7 record(s)

Succeeded

 - Custom mappings2 record(s)

Succeeded

 - eftsure onboarding contact infos1 record(s)

Succeeded

 - eftsure onboarding field default values2 record(s)

Succeeded

 - eftsure copy to another entity - default values0 record(s)

Succeeded

 - eftsure copy to another entity - fields3 record(s)

Succeeded

 - eftsure payment methods per currencies5 record(s)

Succeeded

 - eftsure verified payment methods21 record(s)

Succeeded

 - eftsure snippets4 record(s)

Succeeded

 - eftsure UI Lookup extensions10 record(s)

Succeeded

 - eftsure UI Icon rows126 record(s)

DMF project **PESDMF_Export_Config** processed successfully
Duration 00:00:34.9882833

File is ready! **PESDMF_Parameters_demo.eftsure.net_20240703_014518_v1276.zip**

Save

Execution details

Close

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

Finance and Operations

View execution logDownload packageBatch jobStandard viewOptions

PersonalisePersonalise this pageSecurity diagnosticsRecord infoGo to vCreate a custom alertManage my alertsPower AutomateSee your flowsCreate a flow

Execution summary | ExportPackage-3/07/2024 11:45:22 am : Package export: 0 | Standard view

LinesHeader

Execution summary :: Export

Data project name

Job ID

Execution status

Refresh

Start time

End time

With errors

Entity processing status

View staging dataDownload fileFilter

Entity	Status	Job details	Exported
eftsure parameters	Succeeded		1
eftsure company specific parameters	Succeeded		35
eftsure user information	Succeeded		13
eftsure vendor group configuration	Succeeded		33

Child entities

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

Finance and Operations

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

Parameters for establishing secure connection to eftsure.

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

Orgid 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:

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:

OPTIONS

Payments Scan Only

☐ Yes

ADVANCED

Transport Level Security protocol: Webservices user agent: Webservices timeout (seconds): Paging size per webservice call:

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

Finance and Operations

Standard view

User options

Visual

Preferences

Account

Workflow

eftsure

eftsure cloud service

eftsure credentials used to connect to eftsure cloud service. Contact your key user or eftsure Customer Success Manager to manage your user(s). Password self-service reset is available on our [login page](#)

Username: Password:

- Remove any custom field mapping

Finance and Operations

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

General

Banking options

Contact information

Addresses

Physical

Postal

Forms

Default values

Field mappings

Contact info

Greeting

For invite(s)

For change request(s)

Templates

Document management

Configurable field mappings for onboarding forms. Field mappings runs immediately after default values. See the 'Export Header Name Override' value in eftsure portal for each field in your form design. It is recommended to process a full onboarding before configuration, in order to have all values populate in their lookups. For more information, see our White Paper on [Field extensions](#).

Company	Form name	Onboarding Field	Reference table name	Reference field name
GLSI	BPAY vendor			
INMF	Default Form			
ITCO	Employee	PaymTermid	VendTable	PaymTermid
JPMF	International Auto Accept			
MXMF	International form			
MYMF				
PDS				
PERO				

Test value:

Valid values: Up to 100 chars

Note

- Sync onboarding form

Finance and Operations

Standard view

Parameters for eftsure

eftsure

Entities

Users

Onboarding

Payments

Vendor groups

Vendor copy

User interface

Batches

Loas

General

Banking options

Contact Information

Addresses

Physical

Postal

Forms

Default values

Field mappings

List of onboarding forms. This list is maintained directly in the eftsure portal > Supplier onboarding > Onboarding Forms. Once configured in the portal, onboarding forms are synced down to D365 automatically or manually.

DEFAULT FORMS

Default onboarding form: Default Form

Default change request form: Default Form

Default international onboarding form: International form

Default international change request form: International form

Form name	2FA	Verification	International	Restrictions
BPAY vendor				
Default Form				
Employee				Employee
International Auto Accept				
International form				

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

Finance and Operations

Standard view

Parameters for eftsure

eftsure

Entities

Config

Check

DATA MANAGEMENT

Export

Import

Select exported package location.

Import from DMF Zip file

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

SOURCE

Upload

Cloud

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



Execution details

Close

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

Duration 00:00:03

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
NZBN Search Test	NZBN	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	
NZBN Search Test	NZBN	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	
NZBN Search Test	NZBN	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	PNC	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	Expiring Documents	Admin	4/12/2023 7:00:00 AM		20
Waiting	Sync form(s)	Admin	28/11/2023 5:58:00 AM		106
Waiting	Sync expiring bank account(s)	Admin	28/11/2023 8:58:00 PM		120
Waiting	Clean Webservices log(s)	Admin	28/11/2023 1:00:00 AM		106
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.

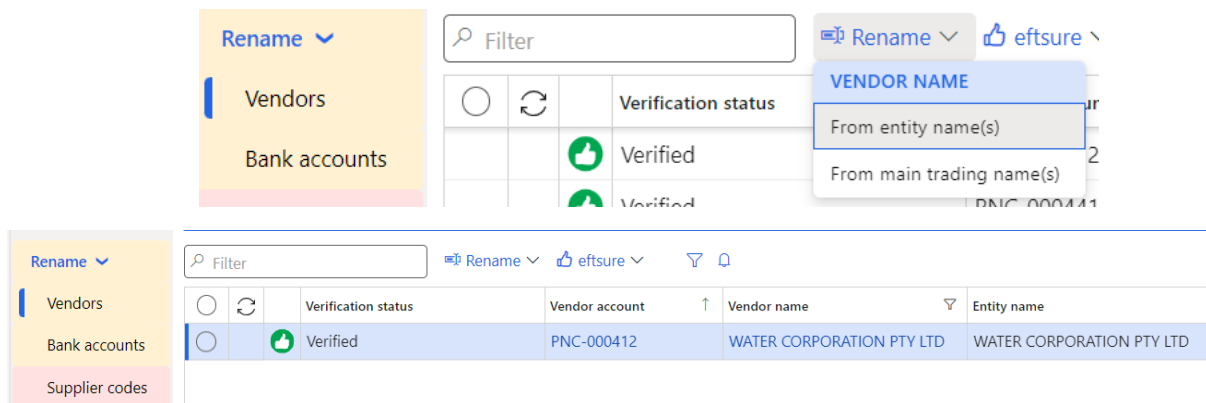
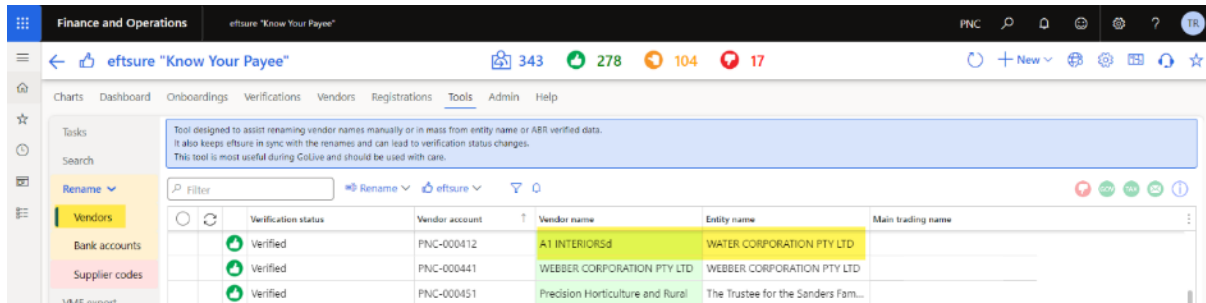
When available, the bottom part of the screen will display the current recurrence rule for the selected item.

Rename

Vendors

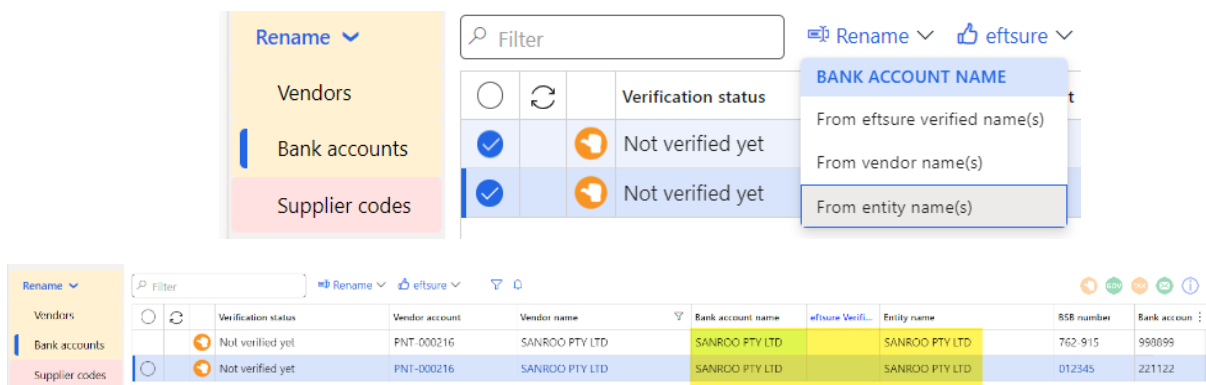
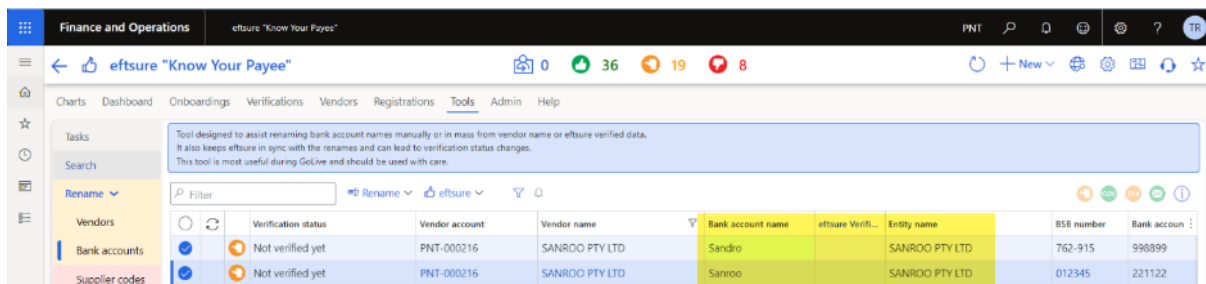
This function enables system admin to rename bank account name by single or in mass by selecting from vendor's onboarding or eftsure verified data.

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.

Use this tool to align supplier codes in D365 with eftsure portal. This tool is mainly a Go Live tool for existing customers whose existing SupplierCode rule is different from the VendorAccount\VendorBankAccountId format. To reverse the change, load the same file with inverted columns. To assist you in this task, you can export the **unfiltered** vendor list from eftsure portal. **Important:** Do not create duplicates, use only when advised by your deployment team.

Result	Default bank account verification	Company	From	To	Error
			*	*	

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

Use this tool to align supplier codes in D365 with eftsure portal. This tool is mainly a Go Live tool for existing customers whose existing SupplierCode rule is different from the VendorAccount\VendorBankAccountId format. To reverse the change, load the same file with inverted columns. To assist you in this task, you can export the **unfiltered** vendor list from eftsure portal. **Important:** Do not create duplicates, use only when advised by your deployment team.

Result	Company	From	To	Error
✓	PNC	PNC-000572 JAMES	PNC-000572 BANK1	

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

Are you sure you want to perform supplier code rename?

Yes No

Vendor reference will be changed accordingly.

Finance and Operations Accounts payable > Vendors > All vendors

Filter

JAMES

JAMES EVELYN PTY LTD

PNC-000572 : JAMES EVELYN PTY LTD | Standard view

Vendor bank accounts

Bank account	Name	Review status
JAMES	JAMES EVELYN PTY LTD	Approved

Setup

PAYMENT

Text code

Message to bank

Exchange reference

Cross rate

Prenotes

Address

Contact information

Change log

Changes to 'JAMES'

- Modified on '2023-11-27 23:04:42' by 'trang' - Change supplier codes
SupplierCode: PNC-000572|JAMES -> PNC-000572|BANK1
- Modified on '2023-09-28 17:43:49' by 'trang' - eftsure update on account change
- Modified on '2023-07-05 09:19:43' by 'Admin' - SupplierCode
- Created on '2019-11-11 10:26:11' by 'Admin'

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

sandbox.eftsure.com.au/customer/supplier-management

eftsure

Customer options

Dashboard

Supplier Onboarding

Suppliers - All Suppliers -- All entities --

Manage suppliers on this page, create new suppliers and verify bank details. [Learn more](#)

	Verification	Bank account name	Supplier info	Entity
<input type="checkbox"/>		JAMES EVELYN PTY LTD	JAMES EVELYN PTY LTD ABN: 95060892084 ✓ Ref: PNC-000572 BANK1	PNC (PNC)

Search

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

Finance and Operations eftsure "Know Your Payee"

343 278 104 17

Charts Dashboard Onboardings Verifications Vendors Registrations Tools Admin Help

Tasks

Search

facebook

Vendor account Bank account name Bank account BSB number Bank account number Company

<input type="radio"/>	PNC-000301	Facebook	Facebook	923-200	423330099	PNC
<input type="radio"/>	PNC-000322	Facebook	Facebook	923-100	0954567222	PNC
<input type="radio"/>	PNC-000381	Facebook	Facebook	923-200	202020201	PNC
<input type="radio"/>	V000092	Facebook	US Bank1	122105155	9089012	PNS

Rename Vendors Bank accounts Supplier codes VMF export Latest Transactions

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

Active batch jobs: 8

Logs: 356

Batch job history: 2787

Geofence log errors: 1

Failed batch jobs: 2494

Services Health

Logs

Batches

Batches history

Batches errors

Supplier Sync

Tools

Rename

Search

VMF export

Latest Transactions

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

Filter

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	VICGOLD		
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

Import projects

Export projects

Copy into legal entity projects

Configuration

Integration

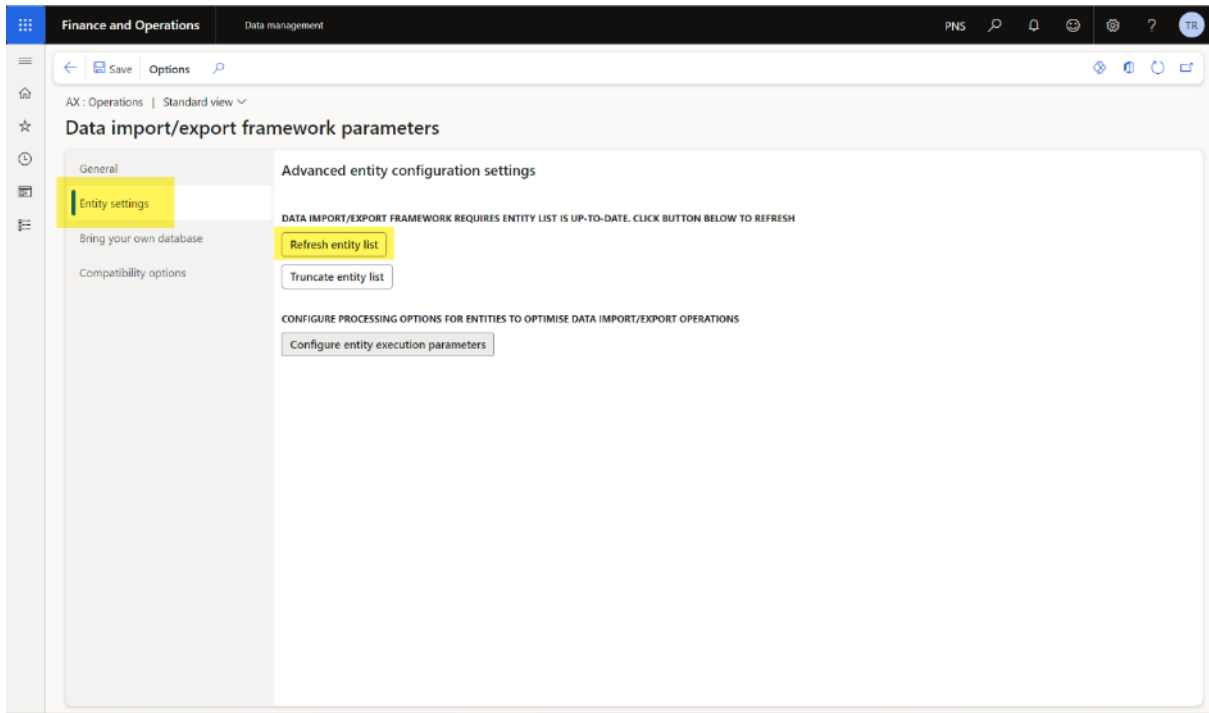
Package API

Other

Filter

Run project Load project Delete Download

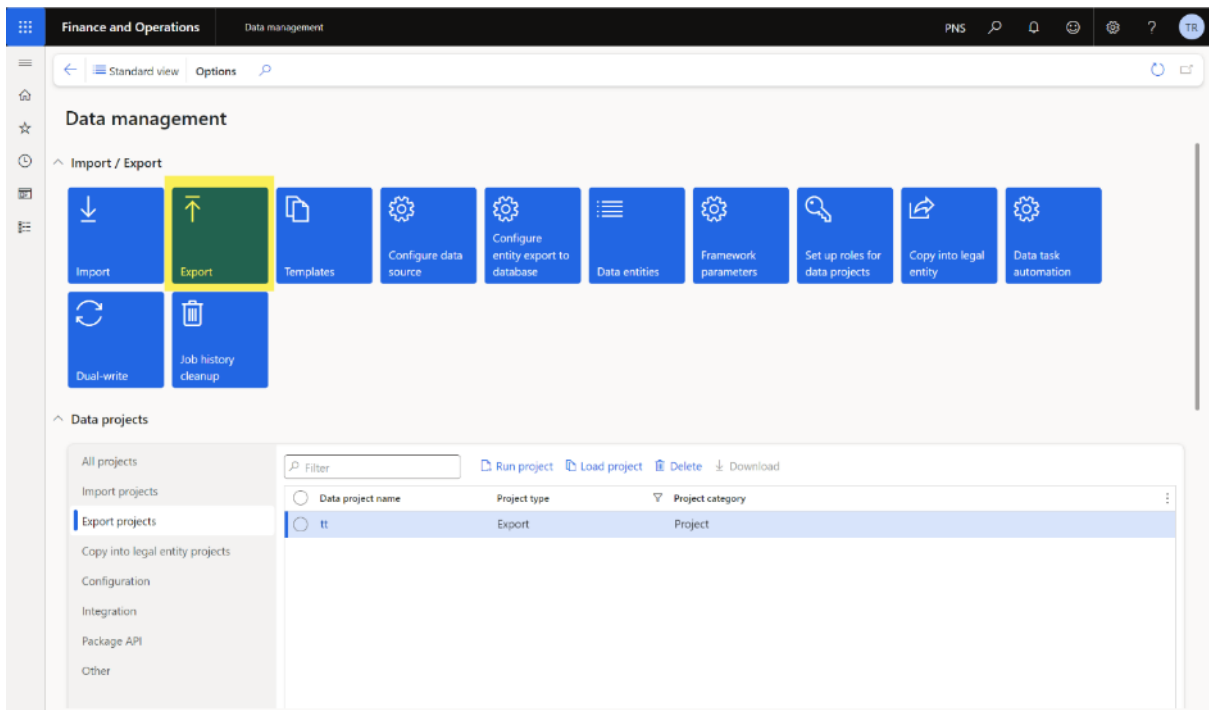
Data project name	Project type	Project category
ft	Export	Project
PNC Vendors PNC-001107	Copy into legal entity	Project
PNT Vendors PNT-00005	Copy into legal entity	Project
PNEW AUS ENTITY	Copy into legal entity	Project



<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 ▾

+ Add entity ▾ + Add multiple ▾

☐ Entity

Export entity.

Finance and Operations | Data management | PNS | ?

Save + New Delete Export Create recurring data job Apply Template Job history Download Entity sequence ...

Export now
Export in batch

Export | AX : Operations | Standard view ▾

eftsure entities : eftsure entities

Export

Group name Description Data project operation type Project category Generate data package

eftsure entities eftsure entities Export Project No

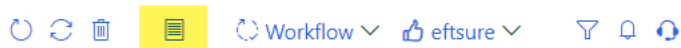
Group ID
[94CF963B-533E-4598-A654-E9...]

Selected entities

+ Add entity ▾ + Add multiple ▾ + Add file ▾ + Add template ▾ Remove entity Open in Excel Resequence ▾ Sort by ▾ Disable ▾ Entity attribute

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

Custom field notes



Onboarding form summary submitted by vendor.

CHEMIST PTY LTD

ABN GST ? 1

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: Email: chemist@gmail.com Mobile: +61487986783	Physical address: 32-34 Bath Street 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.

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

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

ABN GST ? 1

Sections Fields Advanced

Sections	Fields	Advanced
Australian Business Registry	P E S Paym Mode	
Company Representative Details	EFT	
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.

CHEMIST PTY LTD

ABN GBT ?

Sections Fields Advanced

Section	Name	Value	Expiration	Created date and time	Field ID
AustralianBusinessRegistryInfor...	GSTRegistrationDate	2021-04-08		8/9/2023 11:50:44 AM	_A7
AustralianBusinessRegistryInfor...	SmallBusiness	Small Business		8/9/2023 11:50:44 AM	_A8
TradingNameInformation	CustomerAssignedEntityReferen...			8/9/2023 11:50:44 AM	_A9
PhysicalAddress	PhysicalAddressLine1	32-34 Bath Street		8/9/2023 11:50:44 AM	_B1
PhysicalAddress	PhysicalAddressLine2			8/9/2023 11:50:44 AM	_B2
PhysicalAddress	CitySuburb	LARA		8/9/2023 11:50:44 AM	_B3
PhysicalAddress	PostCode	3212		8/9/2023 11:50:44 AM	_B4
PhysicalAddress	State	VIC		8/9/2023 11:50:44 AM	_B5
PhysicalAddress	Country	Australia		8/9/2023 11:50:44 AM	_B6
OtherInformation	LandlinePhoneNumber			8/9/2023 11:50:44 AM	_D1
OtherInformation	FaxNumber			8/9/2023 11:50:44 AM	_D2
OtherInformation	WebsiteAddress			8/9/2023 11:50:44 AM	_D3
OtherInformation	MobilePhoneNumber	+61487966783		8/9/2023 11:50:44 AM	_D4
OtherInformation	EmailAddress	chemist@gmail.com		8/9/2023 11:50:44 AM	_D5
PaymentInformation	PaymentType	EFT		8/9/2023 11:50:44 AM	_E1
PaymentInformation	CountryofBank			8/9/2023 11:50:44 AM	_E10
PaymentInformation	FIcode	ANZ		8/9/2023 11:50:44 AM	_E11
PaymentInformation	FinancialInstitutionName	Australia & New Zealand Banki...		8/9/2023 11:50:44 AM	_E12
PaymentInformation	CountrySpecificAccountCodeTy...			8/9/2023 11:50:44 AM	_E14
PaymentInformation	CountryofBankISO			8/9/2023 11:50:44 AM	_E15
PaymentInformation	BSB	012-345		8/9/2023 11:50:44 AM	_E2
PaymentInformation	BankAccountNumber	7867134		8/9/2023 11:50:44 AM	_E3
PaymentInformation	AccountName	Chemist		8/9/2023 11:50:44 AM	_E4
PaymentInformation	SWIFTCode			8/9/2023 11:50:44 AM	_E5
PaymentInformation	BankName	Australia & New Zealand Banki...		8/9/2023 11:50:44 AM	_E6
PaymentInformation	CountrySpecificAccountCodeType	(Australia) BSB Number		8/9/2023 11:50:44 AM	_E7
PaymentInformation	CountrySpecificAccountCode	012345		8/9/2023 11:50:44 AM	_E8
PaymentInformation	Currency			8/9/2023 11:50:44 AM	_E9
CompanyRepresentativeDetails	RepresentativeFirstName	Business		8/9/2023 11:50:44 AM	_F1
CompanyRepresentativeDetails	RepresentativeLastName	Owner		8/9/2023 11:50:44 AM	_F2
CompanyRepresentativeDetails	RepresentativePosition	CFO		8/9/2023 11:50:44 AM	_F3
TradingNameInformation	MainTradingName	CHEMIST PTY LTD		8/9/2023 11:50:44 AM	_N1
TradingNameInformation	OtherTradingNames			8/9/2023 11:50:44 AM	_N2
EftsureInformation	OnboardingStatus	AwaitingVerification		8/9/2023 11:50:44 AM	_O1
EftsureInformation	SupplierEmail	chemist@gmail.com		8/9/2023 11:50:44 AM	_O2
EftsureInformation	InviteEmailResult			8/9/2023 11:50:44 AM	_O3
EftsureInformation	InviteMobilePhone	+61487966783		8/9/2023 11:50:44 AM	_O4
EftsureInformation	InviteMobilePhoneVerified	False		8/9/2023 11:50:44 AM	_O5
EftsureInformation	DateProcessed			8/9/2023 11:50:44 AM	_O6
VerificationStatus	Status	Not verified yet		8/9/2023 11:50:44 AM	_V10
BPAYDetails	PESPaymentMode	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.

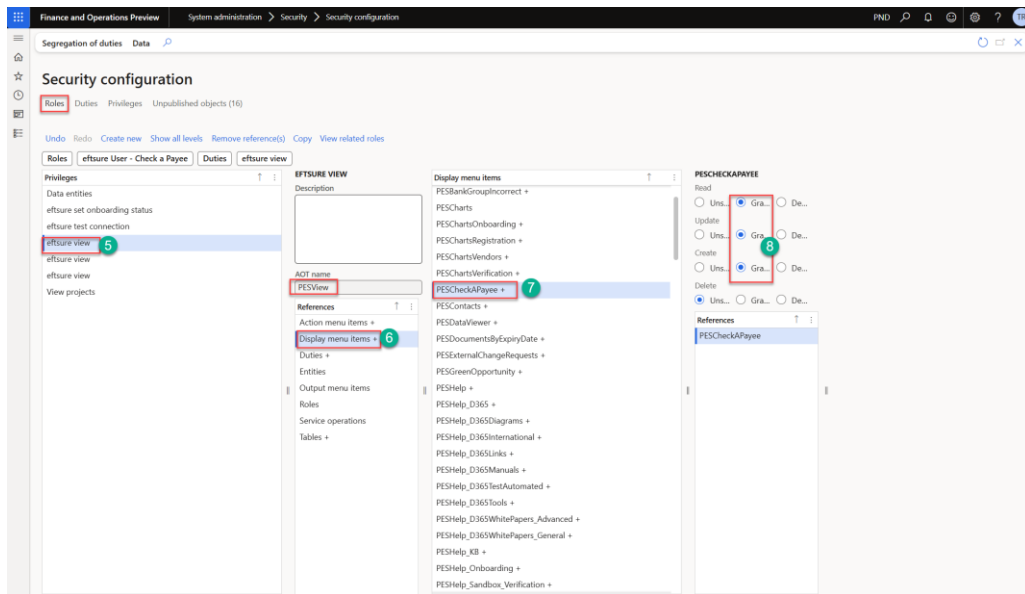
Note: this can only be done by D365 system administrator.

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.

