



User Guide

International

Eftsure inside Microsoft Dynamics 365 for F&O

Change History

| Version | Date | Change Summary | Author |
|---------|------------|----------------------------------|--------|
| 1.0 | 10/03/2021 | Initial draft for beta version | Greg |
| 1.1 | 25/05/2021 | Updates for vendor collaboration | Greg |
| 1.2 | 21/08/2023 | Beta 2.0 | Trang |
| 1.3 | 24/05/2024 | Update 1260v | Trang |
| 1.4 | 19/08/2024 | Update 1294v | Trang |

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INTRODUCTION

This user guide will walk you through all the processes relevant for onboarding international suppliers and validating international payment journals.

Beside AU and NZ, eftsure also provide bank verification for below countries.

- Canada
- Ireland
- Philippines
- Singapore
- South Africa
- United Kingdom
- United States

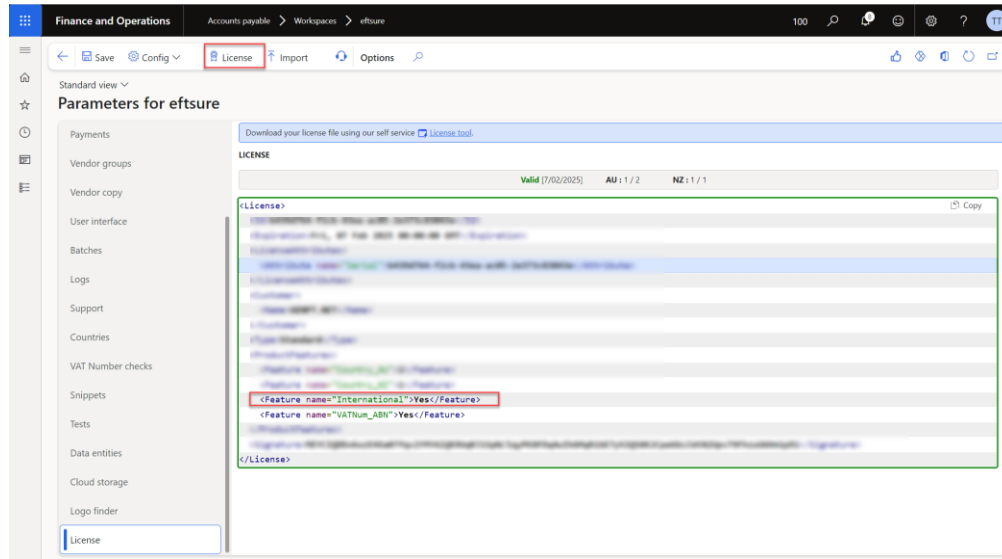
To enable international features, please contact your Customer Success Manager.

For any countries which is not in the above list, customer can still perform onboarding but eftsure will not verify.

CONFIGURATION

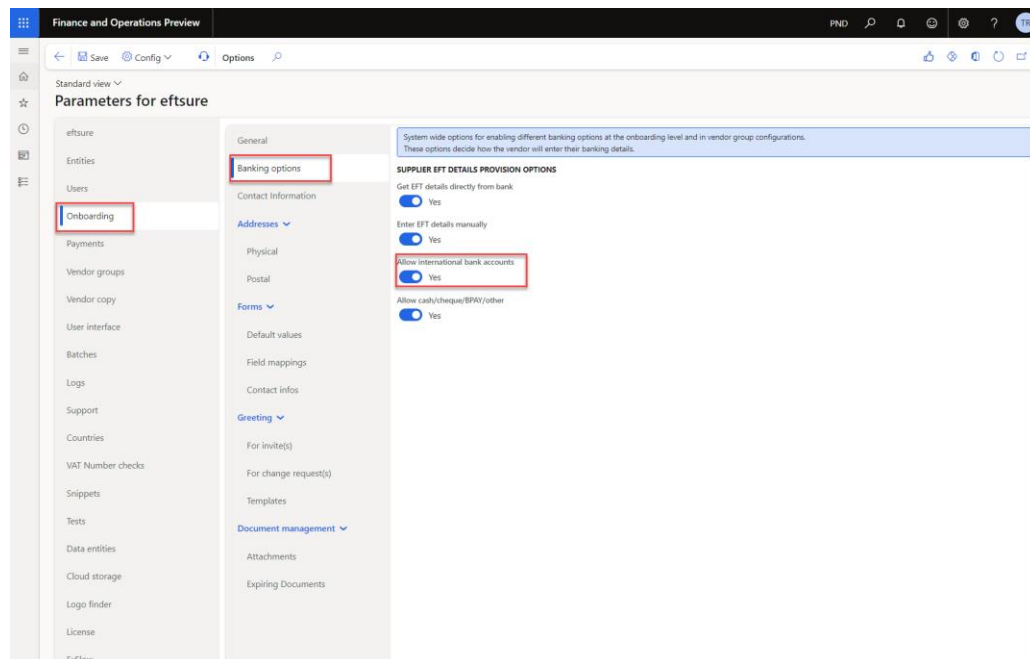
License

Customer will need international license before starting any tasks in D365. With our new methodology for managing licensing, customer can update licensing by using License button in Parameter.



Onboarding Banking option

Go to **eftsure "Know Your Payee" > Parameters > Onboarding > Banking options** and **Allow international bank accounts** in Supplier EFT details provision options.



Note: If this option is turned off, all other international options will be disabled / invisible in the other forms.

Onboarding forms

Go to the eftsure portal and create an international onboarding form:

Onboarding Form - International form (Published)

Country

Country: Australia

Company Registration

☐ I don't have an ABN / ACN

ABN / ACN:

Entity Name:

GST Information (only applicable to New Zealand suppliers)

GST Number:

Onboarding Form Details

Name: International form

☐ Is default

☐ Is verification process form

☐ Force two-factor authentication

☒ Is international payment

☐ Is restricted form

☐ Is New Supplier Only

☐ Is Change Request Only

☐ Is Auto Accept

☐ Please Review Without Verification

Either Sync onboarding forms manually or wait for the batch to complete. Once the new form is downloaded, go to eftsure **Parameters > Onboarding > Forms** and make sure the form is synchronized and configured accordingly using **Sync** button.

Parameters for eftsure

Onboarding

Forms

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 Q365 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 | | | | |

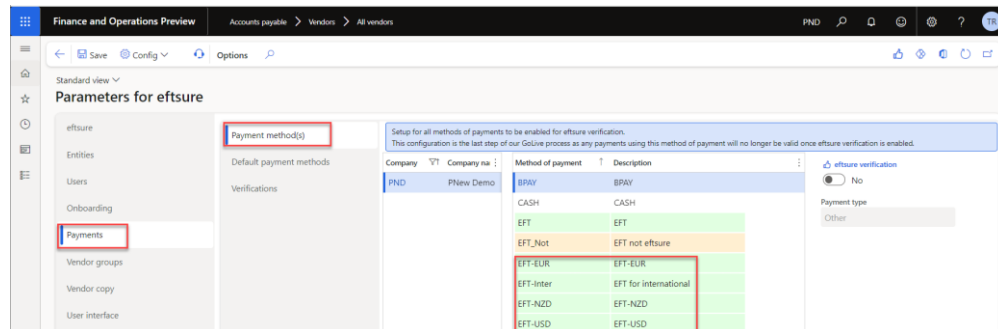
| Name | Type | Hidden |
|-----------------------------|--------|--------|
| Payment Information | Fixed | |
| Trading Name Information | Fixed | |
| ABR Information | Fixed | |
| Address Information | Fixed | |
| Other Company Information | Fixed | |
| ReferenceCompanyInformation | Custom | |

Payments

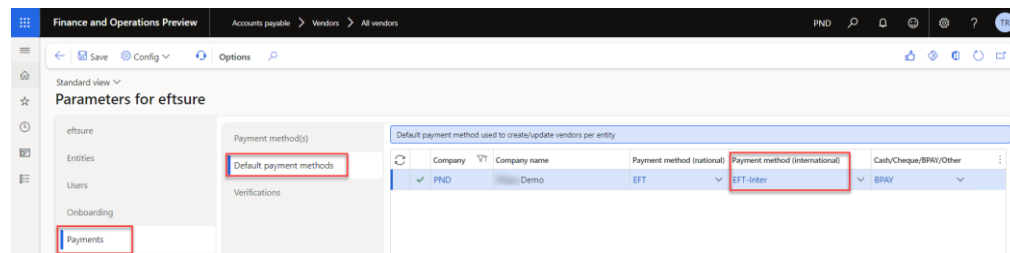
Payments for international suppliers are identical to payments for national suppliers, but require a different standard method of payment.

The validation and payment generation options include international supplier verifications in the same approach as national vendors.

It is recommended to use a different method of payment for national and international payments for each currency, in order to configure payment file(s) differently **eftsure parameters > Payments > Payment method(s)**, if any.

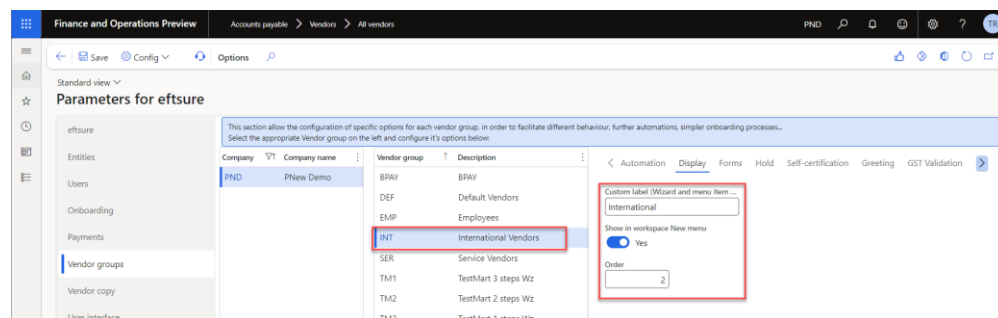


Set default method of payment for all international onboarding (optional). Vendor onboarding via eftsure will be created with default international method of payment setup in **Parameters > Payments > Default payment methods**.

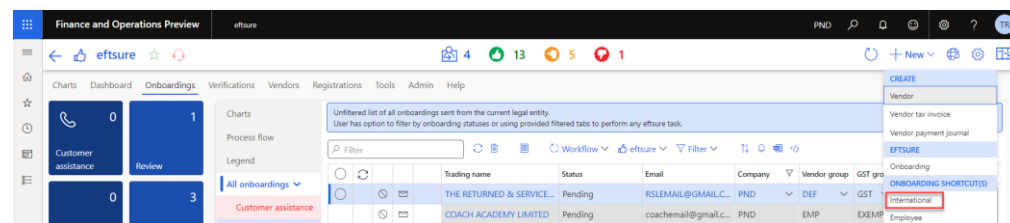


Vendor groups

Setting shortcut to international onboarding template.



As the result, user will be able to access from eftsure workspace.



To enable a specific **vendor group** for **international onboarding**, go to the vendor groups and select the matching **eftsure configuration** for this group:

Choose an **international onboarding form**,

Parameters for eftsure

This section allow the configuration of specific options for each vendor group, in order to facilitate different behaviour, further automations, simpler onboarding processes...
Select the appropriate Vendor group on the left and configure it's options below:

| Company | Company name | Vendor group | Description |
|---------|-----------------------|--------------|-----------------------|
| BRMF | Cortoso Entertainment | BPAY | BPAY |
| CNMF | Cortoso Entertainment | DEF | Default Vendors |
| DAT | dat | EMP | Employees |
| DEMF | Cortoso Entertainment | INT | International Vendors |
| FRRT | Cortoso Retail FR | SER | Service Vendors |
| FRSI | Cortoso Consulting I | TM1 | TestMart 3 steps Wz |
| GBSI | Cortoso Consulting I | TM2 | TestMart 2 steps Wz |
| GLCO | Cortoso Group | TM3 | TestMart 1 steps Wz |
| GLMF | Cortoso Entertainment | | |
| GLRT | Cortoso Retail | | |
| GLSI | Cortoso Consulting | | |
| INMF | Cortoso Entertainment | | |
| ITCO | Cortoso Italy | | |
| JPMF | Cortoso Entertainment | | |
| MXMF | Cortoso Entertainment | | |
| MYMF | Cortoso Entertainment | | |
| PDS | PNew Data Sharing A | | |
| PERO | PERO | | |
| PNC | Your Company | | |
| PND | Demo | | |
| PNN | NZ Software | | |

Forms

User can edit: ☒ Yes

Default onboarding form: Default change request form:

Default international onboarding form: Default international change request form:

DEFAULT VALUES

First name: Last name:

Allow **international bank accounts** in the bank provisioning details.

Parameters for eftsure

This section allow the configuration of specific options for each vendor group, in order to facilitate different behaviour, further automations, simpler onboarding processes...
Select the appropriate Vendor group on the left and configure it's options below:

| Company | Company name | Vendor group | Description |
|---------|-----------------------|--------------|-----------------------|
| BRMF | Cortoso Entertainment | BPAY | BPAY |
| CNMF | Cortoso Entertainment | DEF | Default Vendors |
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| GLMF | Cortoso Entertainment | | |
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| GLSI | Cortoso Consulting | | |
| INMF | Cortoso Entertainment | | |
| ITCO | Cortoso Italy | | |
| JPMF | Cortoso Entertainment | | |
| MXMF | Cortoso Entertainment | | |
| MYMF | Cortoso Entertainment | | |
| PDS | PNew Data Sharing A | | |
| PERO | PERO | | |
| PNC | Your Company | | |
| PND | Demo | | |
| PNN | NZ Software | | |

Bank Provisioning details

User can edit: ☐ No

SUPPLIER EFT DETAILS PROVISION OPTIONS

Get EFT details directly from bank: ☒ Yes

Enter EFT details manually: ☒ Yes

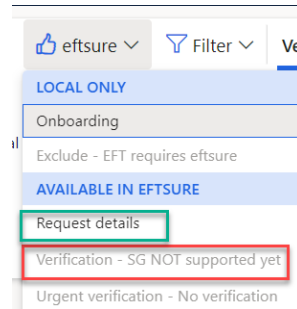
Allow international bank accounts: ☒ Yes

Allow cash/cheques/BPAY/other: ☐ No

Bank verification

Beside New Zealand, any countries outside Australia and in our scope, bank verification can only be done via Change request workflow. Verification option will be grey out and not in use.

Request details is the only workflow which can be used to get bank account details updates.

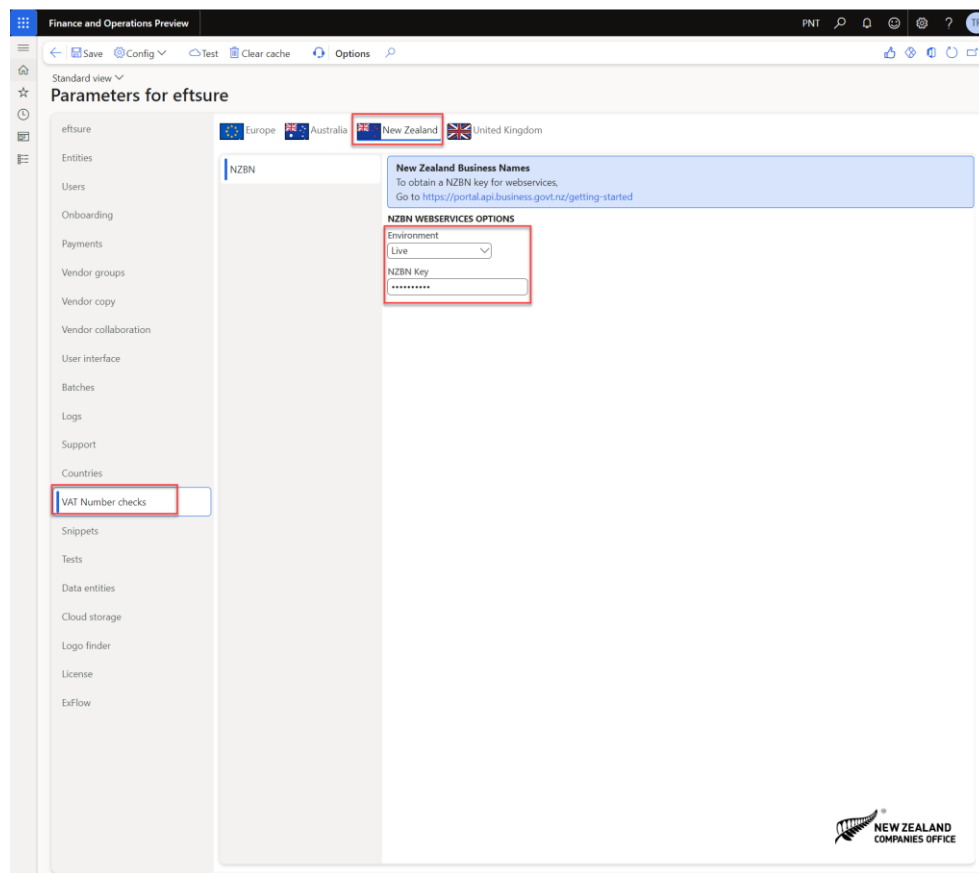


For more details on Change request process, please refer to standard user guide.

NZBN lookup

NZBN key need to be acquired to have NZBN lookup.

<https://portal.api.business.govt.nz/getting-started>



SUPPLIER ONBOARDING

New onboarding can be accessed via **Account payable > Vendors > Onboarding** as normal onboarding process.

Government code and Tax registration lookup for selected **Government Code Country** will be changed accordingly.

The screenshot shows the 'International supplier - New Zealand' onboarding form. The 'GENERAL' section has 'Vendor group' set to 'INT', 'Government Code Country' set to 'New Zealand', and 'International form' set to 'International form'. The 'COMPANY INFORMATION' section shows the 'NZBN' as '9429037984656' and the 'Company name' as 'FONTERRA (INTERNATIONAL) LIMITED'. Below this, the 'Last name' is 'Owner' and the 'Last updated' date is '1/09/2023'. A 'NEW ZEALAND COMPANIES OFFICE' logo is present. At the bottom, there are 'Back', 'Next', 'Cancel', and 'Support' buttons.

Since configuration has been done, International onboarding will be 1 step wizard.

Once an international supplier has completed onboarding, new onboarding fields/values are available in the same onboarding values form:

Fonterra (International) Limited

Overview
Onboarding: Accepted | Verification: Not verified yet

Onboarding
Invited on 20/12/2023 using International form
Onboarded on 20/12/2023 from IP 184.103.102.105
Sent to: fonterrae@gmail.com
Completed by: Business Owner (CFO)

Bank - (New Zealand) Bank and Branch Number
Account Name: Fonterra pty | Bank and Branch Number: 389-000 | Bank Account Number (incl. suffix): 668812315
Bank: Kiwi Bank | Currency: NZD

Government Code
Fonterra (International) Limited - Government id 9429037864656
Active since 22/10/1997 - GST Not Registered
Type: NZ Limited Company
Small business: No

Contact
Contact details: Email: fonterrae@gmail.com | Mobile: 1122331122
Physical address: 109 Fanshawe Street | Auckland Central 1010 | Auckland | New Zealand

Details | Workflow | Open | Support | Close

Government and Tax as well as banking details info will be available in onboarding fields.

Fonterra (International) Limited

Sections | Fields | Advanced

Company Representative Details
Entity Name: Fonterra (Internatic) | Entity Type: NZ Limited Company | GST Registration: Not Registered | GST Registration Date: | NZBN: 9429037864656 | NZBN Status: Active | NZBN Status Date: 1997-10-22
Small Business: Not Small Business

New Zealand Business Registry

Other

Payment

Physical Address

Reference Company

Trading Name

Verification Status

Fonterra (International) Limited

Sections | Fields | Advanced

Company Representative Details
Account Name: Fonterra pty | Bank Name: Kiwi Bank | Country of Bank: New Zealand | Country Specific Account Code Type: (New Zealand) Bank a... | Currency: NZD | Financial Institution Name: Kiwibank

Bank Account Number
Bank Account Number: 668812315 | BSB: 389-000 | Country of Bank ISO: NZL | Country Specific Account Code Type L: 1 | FI Code: Kiwibank | New Zealand Bankland Branch Number: 389000

Payment Type
Payment Type: International bank acc... | SWIFT Code:

All standard VMF info will be auto-populated as per normal onboarding process with new icon for international vendor.

Additional fields for Government Code Country similar to onboarding form will trigger Government Code (label).

Government Code label will change accordingly.

Eg: Australia – ABN

New Zealand – NZBN

Other countries – Government Code

Additional fields and new labels for international banking details will be populated as per onboarding.

Sample banking format with mandatory fields will be available for cross check.

VENDOR PAYMENT

Please follow same steps as per standard vendor payment.

For international payment, assuming each vendor will have different currency. All standard requirements have to be setup accordingly including exchange rate, reporting currency, offset account allow multiple currency, separate method of payment etc

Validation step will also need to be performed to get eftsure icons.

| | DEBIT | CREDIT | BALANCE |
|---------|----------|----------|---------|
| VOUCHER | 1,500.00 | 1,500.00 | 0.00 |
| JOURNAL | 2,237.40 | 2,237.40 | 0.00 |

| | DEBIT | CREDIT | BALANCE |
|---------|----------|----------|---------|
| VOUCHER | 1,500.00 | 1,500.00 | 0.00 |
| JOURNAL | 2,237.40 | 2,237.40 | 0.00 |

NEW BANK ACCOUNT

For international vendor, when manually create vendor in D365, user will need to perform extra steps to ensure bank account details is recorded correctly for synchronization with eftsure portal.

Standard bank account form for customer with International license will be as below with additional fields.

Vendor bank accounts

Bank account: Bank3 Name: Burberry UK Review status: Approved

General

IDENTIFICATION

Bank groups: [Dropdown]
 Vendor account: PNT-001175
 BSB number type: None
 DUNS: [Dropdown]

Bank account number: [Text]
 CIN: [Text]

SWIFT code: [Text]
 IBAN: [Text]
 QR-IBAN: [Text]
 Bank account type: Current account

STATUS

Active date: [Text]
 Expiration date: [Text]
 Status: Active

eftsure

Account Code Type: National
 Australia BSB Number: 11122233333333
 Bank/Post Branch Code: [Text]
 Account Number: [Text]

BANKING IDENTIFIER

SWIFT code: [Text]
 BSB: [Text]
 Bank Account Number: [Text]
 Currency: Bank [Dropdown]
 Show Banking Identifiers in General Tab: Yes

User will need to change Account Code Type, Currency and input correct information as per international banking format in General Tab as per recommendation.

ACCOUNT CODE TYPE

Since each country will have different banking format requirements, eftsure inside D365 will need to accommodate by adding additional field for eftsure portal synchronisation.

Below are the current valid and supported bank format.

The screenshot shows the 'Vendor bank accounts' form in Dynamics 365 Finance and Operations. The 'Account Code Type' dropdown is open, showing options like National, IBAN, Swift Code, Australia - BSB Number, Canada - Routing Number, China - CNAPS Code, Hong Kong - Clearing Code, India - IFSC Code, New Zealand - BSB Number, South Africa - Branch Code, and United States - ABA/Routing Number. The 'National' option is selected. The form also shows fields for Bank account, Name, Review status, and various bank identifiers like BSB Number and Bank Account Number.

1. National

Account Code Type - National will be default as per legal entity country. In the below example since PNT is Australian legal entity, default Account Code Type is Australia BSB Number.

The screenshot shows the 'Vendor bank accounts' form in Dynamics 365 Finance and Operations. The 'Account Code Type' dropdown is open, showing options like National, IBAN, Swift Code, Australia - BSB Number, Canada - Routing Number, China - CNAPS Code, Hong Kong - Clearing Code, India - IFSC Code, New Zealand - BSB Number, South Africa - Branch Code, and United States - ABA/Routing Number. The 'National' option is selected. The form also shows fields for Bank account, Name, Review status, and various bank identifiers like BSB Number and Bank Account Number.

2. NZ bank account

BSB has to be 6 digits, bank account number minimum 9 digits, maximum 10 digits which is a combination of 7 digits bank account number and 2-3 digits suffix.

Finance and Operations Accounts payable > Vendors > All vendors PND

Vendor bank accounts

Bank account: Bank1 Name: Daily Freight Review status: Approved

Account Code Type: New Zealand - BSB Number BSB Number: 112222333333444

BANKING IDENTIFIER

SWIFT code: KIWINZ22 Bank and Branch Number: 389000 Bank Account Number (incl. suffix): 889910215

Currency: NZD Bank: Kiwi bank Show Banking Identifiers in General Tab: Yes

3. IBAN International Bank Account Number

IBAN number is generally used by European countries. For more information, please refer to IBAN official website <https://www.iban.com/>.

Once Account Code Type is selected correctly, when valid IBAN number is input, Routing number and Bank Account Number will be auto populated.

Finance and Operations Accounts payable > Vendors > All vendors PNT

Vendor bank accounts

Bank account: Bank1 Name: EFTSURE Review status: Approved

Account Code Type: IBAN International Bank Account IBAN: FR1420041010050500013M026...

BANKING IDENTIFIER

IBAN Number: FR1420041010050500013M026... SWIFT Code: 2004101005 Bank Account Number: 0500013M026

Currency: NZD Bank: Kiwi bank Show Banking Identifiers in General Tab: Yes

4. SWIFT Code

If the country is not in the Account Code Type dropdown list, SWIFT Code is normally used.

The screenshot shows the 'Vendor bank accounts' form in the eftsure portal. The form is for a bank account named 'Bank1' with the name 'EFTSURE'. The 'Vendor account' is 'PNT-001259'. The 'Bank account number' is 'PNT-001259'. The 'Bank account type' is 'None'. The 'DUNS' is 'None'. The 'BANKING IDENTIFIER' section shows the 'SWIFT Code' as 'AAAABBC111'. The 'Bank Account Number' is 'PNT-001259'. The 'Branch Code' is 'PNT-001259'. The 'Banking Identifier' section is highlighted with a red box, showing the 'SWIFT Code' as 'AAAABBC111' and the 'Bank Account Number' as 'PNT-001259'.

Note: Beside SWIFT Code and Bank Account Number, Branch Code is also mandatory for eftsure portal validation.

In some instances, migrated data might miss branch code, if customer does not have information, first 3 digits from bank account number can be used to meet the requirements from eftsure portal validation.

5. Canada - Routing Number/United States - ABA/Routing Number

The screenshot shows the 'Vendor bank accounts' form in the eftsure portal. The form is for a bank account named 'Bank1' with the name 'EFTSURE'. The 'Vendor account' is 'PNT-001259'. The 'Bank account number' is 'PNT-001259'. The 'Bank account type' is 'None'. The 'DUNS' is 'None'. The 'BANKING IDENTIFIER' section shows the 'SWIFT Code' as '11111222'. The 'Bank Account Number' is 'PNT-001259'. The 'Branch Code' is 'PNT-001259'. The 'Banking Identifier' section is highlighted with a red box, showing the 'SWIFT Code' as '11111222' and the 'Bank Account Number' as 'PNT-001259'.

The screenshot displays the 'Vendor bank accounts' form in the eftsure system. The form is divided into several sections: 'General', 'STATUS', 'efsure', and 'BANKING IDENTIFIER'. The 'General' section contains fields for 'Bank account', 'Name', and 'Review status' (set to 'Approved'). Below this, the 'IDENTIFICATION' section includes 'Bank groups', 'Vendor account' (PNT-001259), 'BSB number type' (None), 'DUNS', 'BSB number', 'Bank account number', 'SWIFT code', 'IBAN', 'QR-IBAN', and 'Bank account type'. The 'STATUS' section includes 'Active date', 'Expiration date', and 'Status' (Active). The 'efsure' section shows 'Account Code Type' (United States - ABA/Routing ...), 'Routing Number', and 'Bank Code'. The 'BANKING IDENTIFIER' section includes 'SWIFT code', 'ABA/Routing Number', and 'Bank Account Number'. The 'Currency' and 'Bank' fields are also present at the bottom.

For Canada and US, Routing number (BSB field) is mandatory. To search for valid routing number, please refer to <https://www.routingnumber.com/>

Note: if you do not have routing number and only SWIFT and bank account number, please change Account Code Type to SWIFT Code and fill in branch code accordingly.

6. HK/China/India/South Africa

All 3 fields are mandatory for eftsure validation.