



White Paper

AP Vendor Payment

Eftsure inside D365 F&O

eftsure

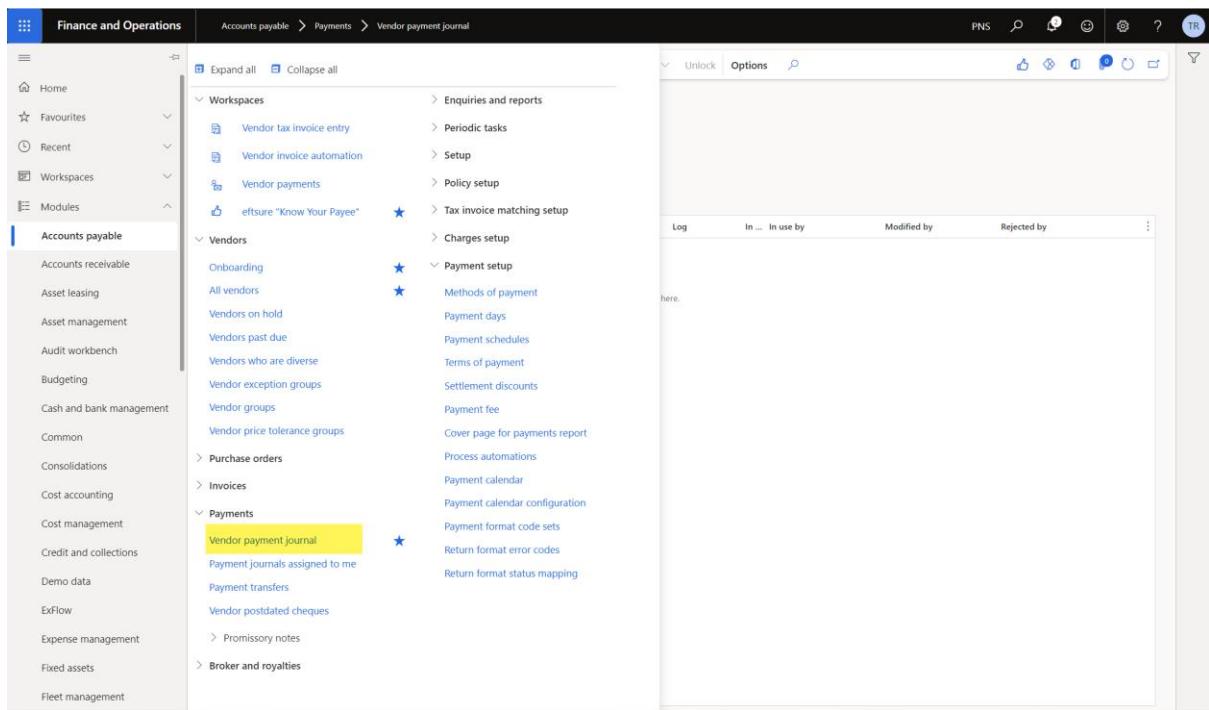
1. Introduction

This whitepaper will walk you through Vendor payment process from single invoice payment to payment proposal with additional check and validation to increase payment security as well as productivity provided by integrating eftsure into Dynamics 365 F&O.

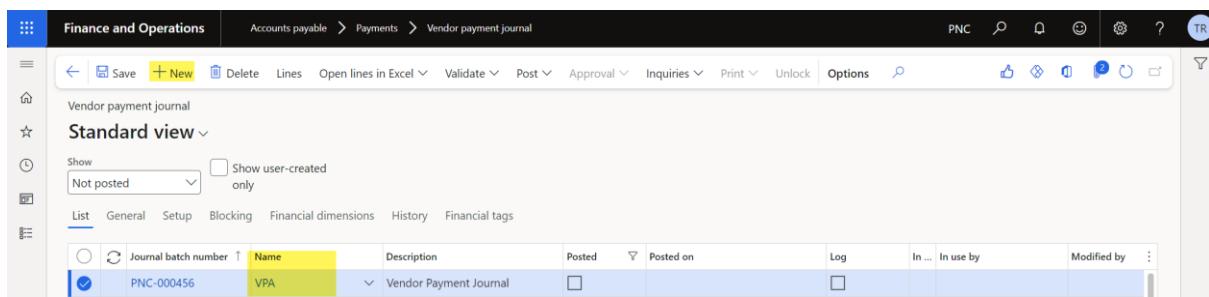
With this extra validation, eftsure will provide real time validation during your payment process, before generating your ABA file and before approving it in the bank portal. Our improved processes will provide full confidence against manual alterations and ensuring you pay the right payee and the right account.

2. Vendor payment journal

Go to **Accounts payable > Payments > Vendor payment journal**



Click New, select Journal Name type.



If user want to turn on ABN and GST validation for vendor payment, Journal name type will also need to be configured with eftsure **Parameter > Vendor groups > GST Validation**

Finance and Operations | eftsure "Know Your Payee"

Standard view ▾

Parameters for eftsure "Know Your Payee"

This section allows the configuration of specific options for each vendor group, in order to facilitate different behaviour, further automation, simpler onboarding processes...

Select the appropriate Vendor group on the left and configure its options below:

Company	Company name	Vendor gr...	Description
BRMF	Contoso Entertainment System	2FA	2FA
CNMF	Contoso Entertainment China	CRR	Customer refunds
DAT	dat	DEF	Default Vendors
DEMFI	Contoso Entertainment System	EMP	Employees
FRRT	Contoso Retail FR	EXC	Non eftsure vendors
FRSI	Contoso Consulting FR	INT	International Vendors
GBSI	Contoso Consulting GB	SER	Service Vendors

GST Validation

Vendor invoices: Yes

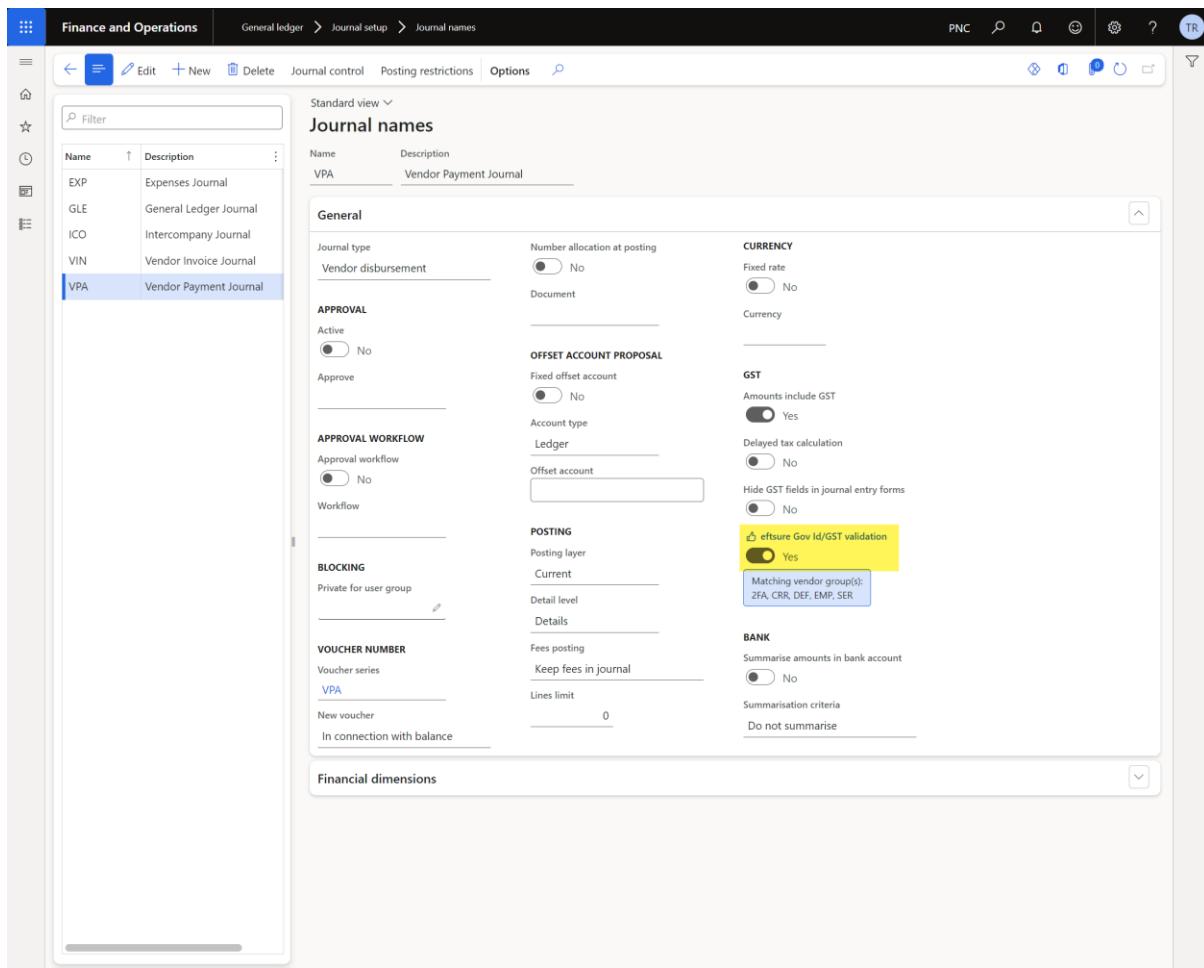
Ledger journals: Yes

Matching journal name(s): EXP, GLE, VIN, VPA

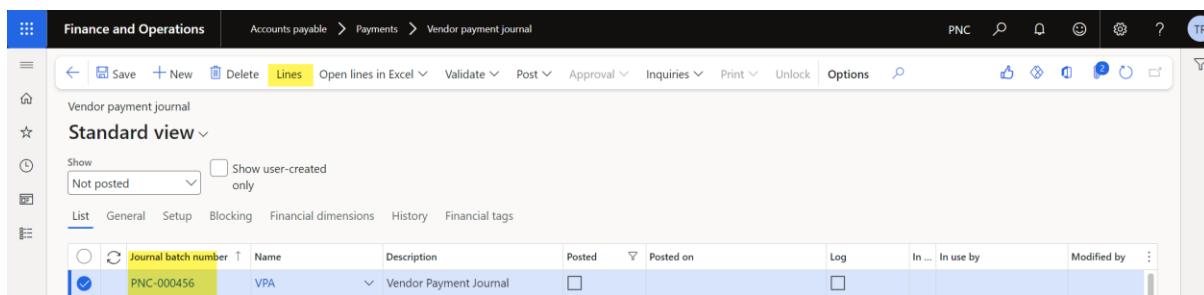
Vendor groups

- eftsure
- Entities
- Users
- Onboarding
- Payments
- Vendor groups**
- Vendor copy
- User interface
- Batches
- Logs
- Support
- International
- Logo finder
- Test scripts
- Data entities
- Cloud storage
- License
- Version
- ExFlow

As well as via **General Ledger > Journal setup > Journal names** or direct hyperlink from journal type.



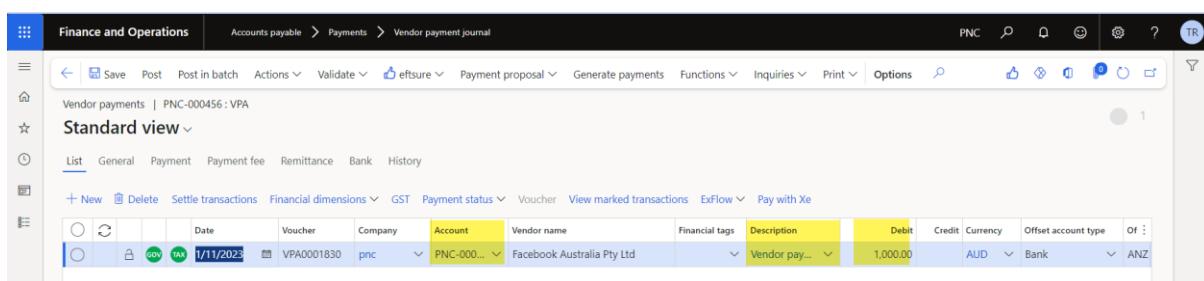
Select Lines or click on Journal batch number.



In the next section we will list out 3 standard payment method basing on business requirements.

Payment without invoice

Update Description and enter payment amount.



Click Validate

Below message will pop up.

Once validated, journal line is ready for next step **Generate payments**.

User can extract payment report for review or pre-approval.

If the payment is without invoice, user will only need to select Payment option.

?

Payments

Parameters

Payment
 Yes

Invoice
 No

Grouping by

Subtotal

VENDOR ACCOUNT

from to

BANK ACCOUNT

from to

COVER PAGE

Print cover page
 Yes

Destination

Change

OK

Cancel

Payment report can be reviewed and approved.

Payments

Your Company

Page 2 of 2
1/11/2023
11:23 AM

Journal number	Name	Description	Reported as ready by	Approved by	Rejected by	Posted	Posted on	Log
PNC-000456	VPA Name	Vendor Payment Journal				No		
<u>Group</u>	<u>Name</u>	<u>Subtotal</u>						
PNC-000301	Facebook Australia Pty Ltd							
Account number	Company accounts	Name	Due date/Payment date	Voucher	Tax Invoice	Method of payment	Currency	Amount in transaction currency
PNC-000301	pnc	Facebook Australia Pty Ltd	1/11/2023	VPA0001830		EFT	AUD	-1,000.00
Total								0.00
Grand total								0.00
								-1,000.00

Once all has been reviewed and approved, [Generate payment](#)

Payment via Settle transactions

The screenshot shows the 'Finance and Operations' ribbon with 'Accounts payable' selected. Below the ribbon, the breadcrumb navigation shows 'Vendor payments > Payments > Vendor payment journal'. The main area is titled 'Standard view' and shows a table with columns: 'Mark selected', 'Fully settle', 'Tax Invoice', 'Due date', 'Settlement discount date', 'Amount', 'Currency', 'Amount to settle', 'Amount to set...', and 'Cross rate'. A row in the table has the 'Mark' button highlighted with a yellow background and a checked checkbox.

Select correct invoice for payment and Mark selected button then click OK.

The screenshot shows the 'Settle transactions' screen for 'Facebook Australia Pty Ltd'. The table has a row selected, and the 'Mark' button in the first column is highlighted with a yellow background and a checked checkbox.

Vendor journal will be total for all invoices.

Once all validated and reviewed [Generate payments](#).

The screenshot shows the 'Vendor payment journal' screen. The table has a row selected, and the 'Mark' button in the first column is highlighted with a yellow background and a checked checkbox.

Print payment report with both Payment and Invoice option

Payments

?

Parameters

Payment Yes

Invoice Yes

Grouping by

Subtotal

VENDOR ACCOUNT

from to

BANK ACCOUNT

from to

COVER PAGE

Print cover page Yes

Destination

[Change](#)

OK **Cancel**

Payment with Payment proposal

This option is used to generate multiple payments for multiple vendors by selected criteria.

Finance and Operations

Accounts payable > Payments > Vendor payment journal

Save Post Post in batch Actions Validate eftsure Payment proposal Generate payment

Vendor payments | JB1001-975311 : VendPay

Create payment proposal

Edit invoices for selected payment

Standard view

User can generate payment by Due date or Amount limit.

User to review and select invoice which need to be settled.

Either Remove or Create payments.

More details can be viewed in below article.

<https://d365tracks.wordpress.com/2021/04/13/vendor-payment-automation-in-dynamics-365-fo/>

3. Generate payment

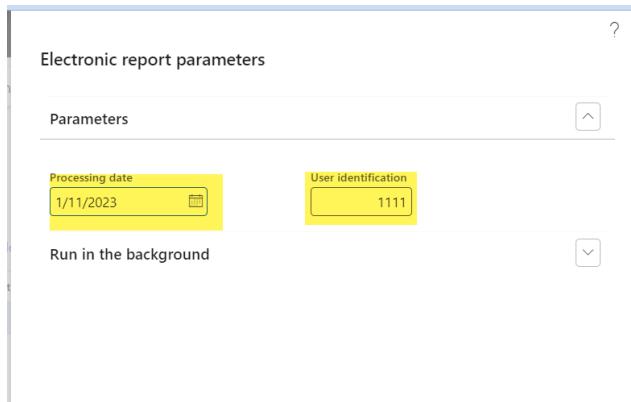
Generate payments once all steps are completed and bank account has been verified with icon.

In the Method of payment field, enter bank account or select a value accordingly.

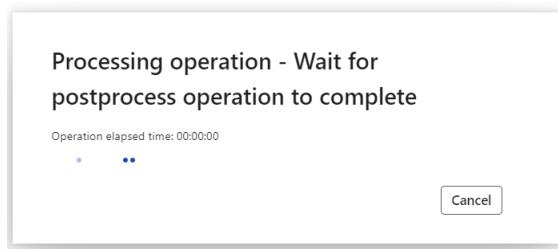
In the File name field, type a value. Suggest to use payment date or business naming convention.

In the Processing date field, enter a date.

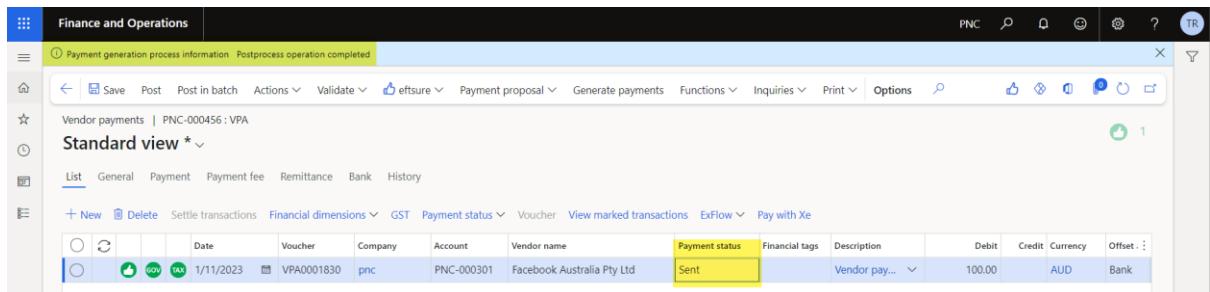
In the User identification field, enter a number.



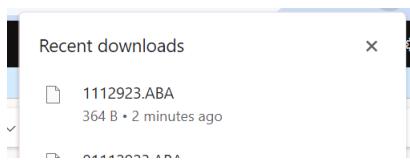
ABA file will be generated.



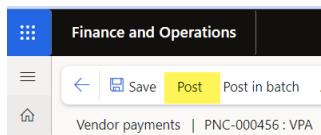
Once payment is generated, Payment status will be automatically changed from None to Sent.



Payment file will be generated.



Once AP clerk has uploaded payment file to bank portal with green light and no error. Payment journal will need to be posted in D365.



Processing operation - Validating and posting journal

Operation elapsed time: 00:00:00

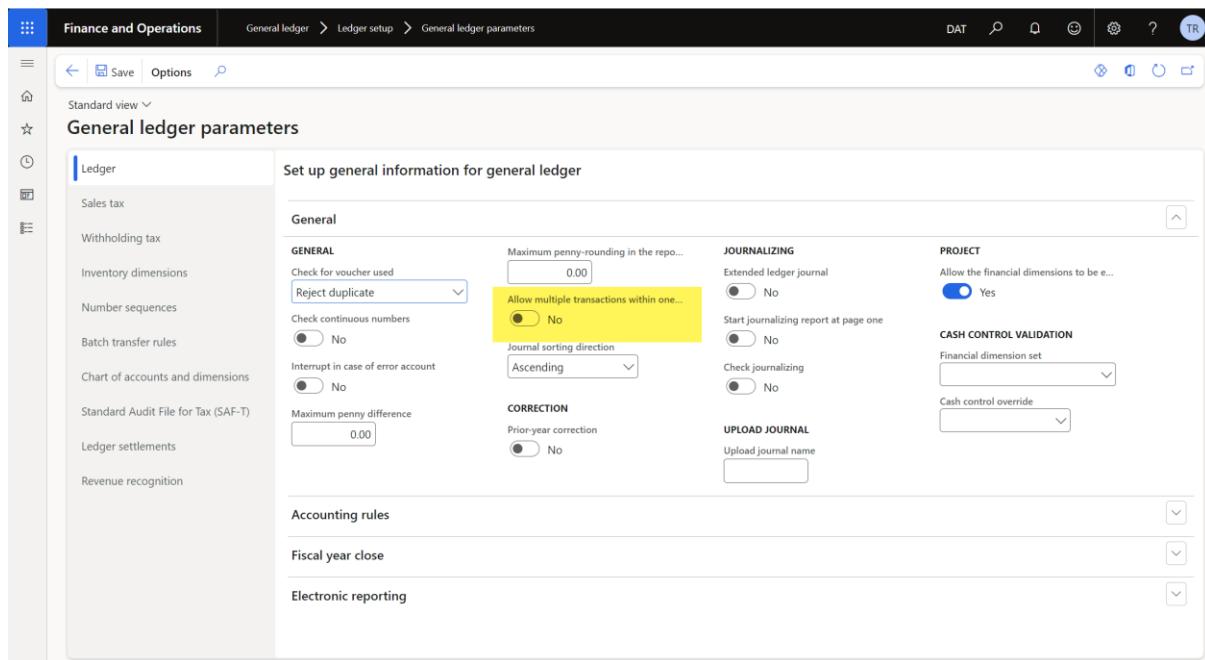
• •

Cancel

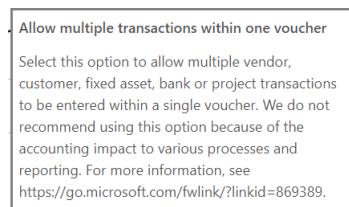
Appendix

General ledger parameter

We recommend to not have one voucher for multiple journal line so keep below option as off.



Below is also the note recommended by Microsoft, if user wish to have more detail.



Allow multiple transactions within one...

No

More information can be viewed in below link.

<https://learn.microsoft.com/en-us/dynamics365/finance/general-ledger/one-voucher>

Create Bank account

The screenshot shows the Dynamics 365 Finance and Operations interface. The left sidebar is titled 'Finance and Operations' and contains a 'Bank accounts' item highlighted with a yellow box. The main content area shows a navigation path: 'Cash and bank management > Bank accounts > Bank accounts'. Below this, there are sections for 'Workspaces' and 'Bank accounts'. The 'Bank accounts' section contains a 'Bank accounts' item, which is also highlighted with a yellow box. To the right, there is a 'Reconcile' section.

Complete required information.

The screenshot shows the 'New Record' screen for creating a bank account. The top navigation bar includes 'Save', 'New', 'Delete', 'Transactions', 'Balance', 'Balance control', 'Reconcile' (which is highlighted with a blue underline), 'Manage payments', 'Set up', 'Options', and a search icon. The left sidebar shows 'Reconcile' with sub-options: 'Account reconciliation', 'Reconciled transactions', and 'Unreconciled transactions'. The main area is titled 'Bank accounts | Standard view' and shows a 'New Record' section. The 'INTERNAL INFORMATION' section is highlighted with a yellow box and contains fields for 'Main account' (set to '110101'), 'Bank account' (set to 'EFT-TEST1'), 'BSB number' (set to '012-345'), and 'Bank account number' (set to '123456'). Other sections visible include 'General', 'Additional identification', 'Payment management', 'Reconciliation', 'Negotiable instrument', and 'Address'.

Method of payment

Set up payment method and link to specific payment bank account as well as activate eftsure verification according to business requirements.

Finance and Operations > Accounts payable > Payment setup > Methods of payment

Save + New Delete Payment specification Payment fee setup Remittance files for vendors File analyse Options

Standard view >

Methods of payment - vendors

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: <input type="text"/>	POSTING Account type: Bank Payment account: EFT-Test Bridging posting: <input checked="" type="radio"/> No Bridging account: <input type="text"/> Bank transaction type: <input type="text"/>	PROMISSORY NOTE Type of draft: No draft Charge bearer: <input type="text"/>	Local instrument Service level: <input type="text"/>
PAYMENT CODES Category purpose: <input type="text"/>	ELECTRONIC PAYMENT PROCESSING Direct debit: <input checked="" type="radio"/> No eftsure verification: <input checked="" type="radio"/> Yes		

File formats:
Payment control:
Payment attributes:

Note: Business can setup different Payment method using same payment accounts with and without eftsure verification setup which will be clarified in the next section Tips and tricks.

For any excluded vendor group, eftsure disabled method pf payment has to be used otherwise user won't be able to generate or post the payment since eftsure payment validation is not only by vendor bank account but also method of payment.

Payment with error

If some of payment lines with vendor's account have not been verified.

Below are some steps you can follow before generating payment. For more technical solutions, please refer to White paper **Cloud outage(s)** which can be found under Help section.

Verify bank account

User can select verification menu from eftsure menu within Vendor payment journal menu path.

Once verification process (please refer to eftsure inside D365 FO User guide) has been completed, user can refresh the line and continue with normal vendor payment process.

Self-certification

For more information on self-certify, please refer to User guide.

Standard view ▾

Self certification

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

Vendor account	Name	ABN	Method of payment	Group
PNC-000522	Coles Liquor	82 007 512 414	EFT	SER

Self-certify

Yes

Level 1 Level 2

TestGroup1

Select bank account(s) to self-certify

Self-certification requested by	Bank account	Name	Currency	⋮
<input checked="" type="checkbox"/> 	Default	Default from vendor registration	AUD	⋮

Once Vendor bank account is self-certified, re-validate. Payment line will be Green.

Finance and Operations

Operation completed

Vendor payments | PNC-000456 : VPA

Standard view * ▾

List General Payment Payment fee Remittance Bank History

+ New  Delete Settle transactions Financial dimensions ▾ GST Payment status ▾ Voucher View marked transactions ExFlow ▾ Pay with Xe

⋮	⋮	Date	Voucher	Company	Account	Vendor name	Payment status	Financial tags	Description	Debit	Credit	Currency	Offset	⋮
<input checked="" type="checkbox"/>	  	1/11/2023	VPA0001830	pnc	PNC-000301	Facebook Australia Pty Ltd	None		Vendor payment	100.00	AUD	Bank		⋮
<input type="checkbox"/>	  	1/11/2023	VPA0001832	pnc	PNC-000...	Coles Liquor	None		Vendor payment	10,000.00	AUD	Bank		⋮

Remove un-verified line(s)

Delete journal line with vendor's bank account not yet verified for future payment once it has been verified.

Change payment method

User can also change payment method for not yet verified line to proceed with vendor payment journal.

From eftsure verification Method of payment to a non eftsure verification.

Finance and Operations

Vendor payments | PNC-000456 : VPA

Standard view * ▾

List General Payment Payment fee Remittance Bank History

+ New  Delete Settle transactions Financial dimensions ▾ GST Payment status ▾ Voucher View marked transactions ExFlow ▾ Pay with Xe

⋮	⋮	Date	Voucher	Company	Account	Vendor name	Payment status	Method of payment	Financial tags	Description	Debit	⋮
<input checked="" type="checkbox"/>	  	1/11/2023	VPA0001830	pnc	PNC-000301	Facebook Australia Pty Ltd	None	EFT		Vendor payment	100.00	⋮
<input checked="" type="checkbox"/>	  	1/11/2023	VPA0001832	pnc	PNC-000522	Coles Liquor	None	EFT		Vendor payment	10,000.00	⋮
<input type="checkbox"/>	  	1/11/2023	VPA0001833	pnc	PNC-000...	Max	None	  		Disbursement	500.00	⋮

Method of payment

CASH	Cash
CHQ	Cheque
EFT	EFT
EFT_Net	EFT International
TEST	

As per this example, EFT has eftsure verification switched on.

Company	Company name	Method of payment	Description
GLRT	Contoso Retail	BPAY	
GLSI	Contoso Consulting	CASH	Cash
INMF	Contoso Entertainment System I	CHQ	Cheque
ITCO	Contoso Italy	EFT	EFT
JPMF	Contoso Entertainment Japan	EFT_Not	
MXMF	Contoso Entertainment System I	EFTInter	EFT International
MYMF	Contoso Entertainment System I	EFT-TEST	EFT-TEST

And EFT_Not does not have eftsure verification switched on.

Company	Company name	Method of payment	Description
GLRT	Contoso Retail	BPAY	
GLSI	Contoso Consulting	CASH	Cash
INMF	Contoso Entertainment System I	CHQ	Cheque
ITCO	Contoso Italy	EFT	EFT
JPMF	Contoso Entertainment Japan	EFT_Not	

Once Method of payment has been changed, Journal can be re-validated. Not yet verified icon will be replaced and line is ready for payment.

Line	Payable	Amount	Date
1	Contoso Consulting	1000.00	1/11/2023
2	Contoso Consulting	1000.00	1/11/2023
3	Contoso Consulting	1000.00	1/11/2023