White Paper

AP Vendor Payment

Eftsure inside D365 F&O

eftsure

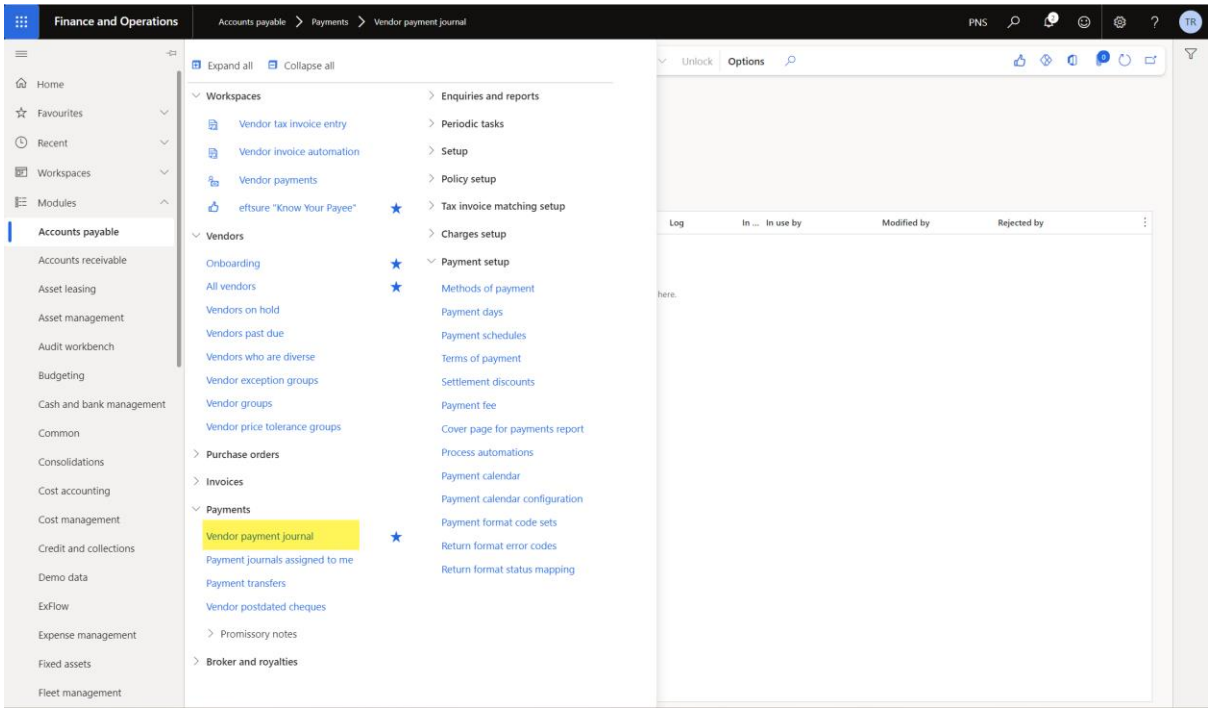
1. Introduction

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.

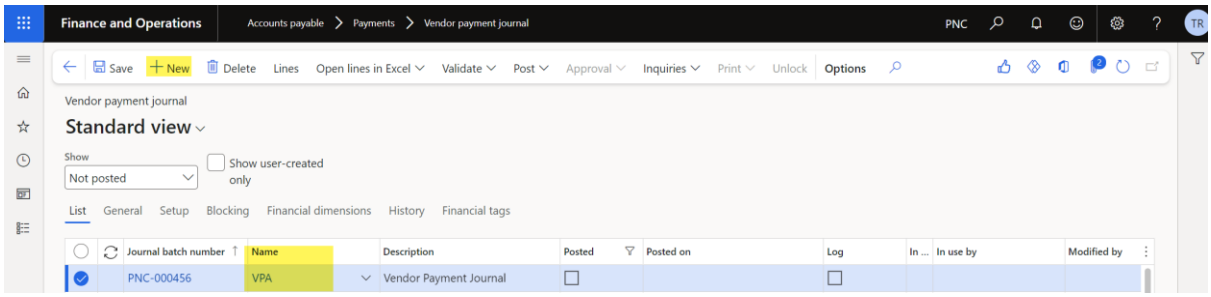
With this extra validation, eftsure will provide real time validation during your payment process, before generating your ABA file and before approving it in the bank portal. Our improved processes will provide full confidence against manual alterations and ensuring you pay the right payee and the right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

2. Vendor payment journal

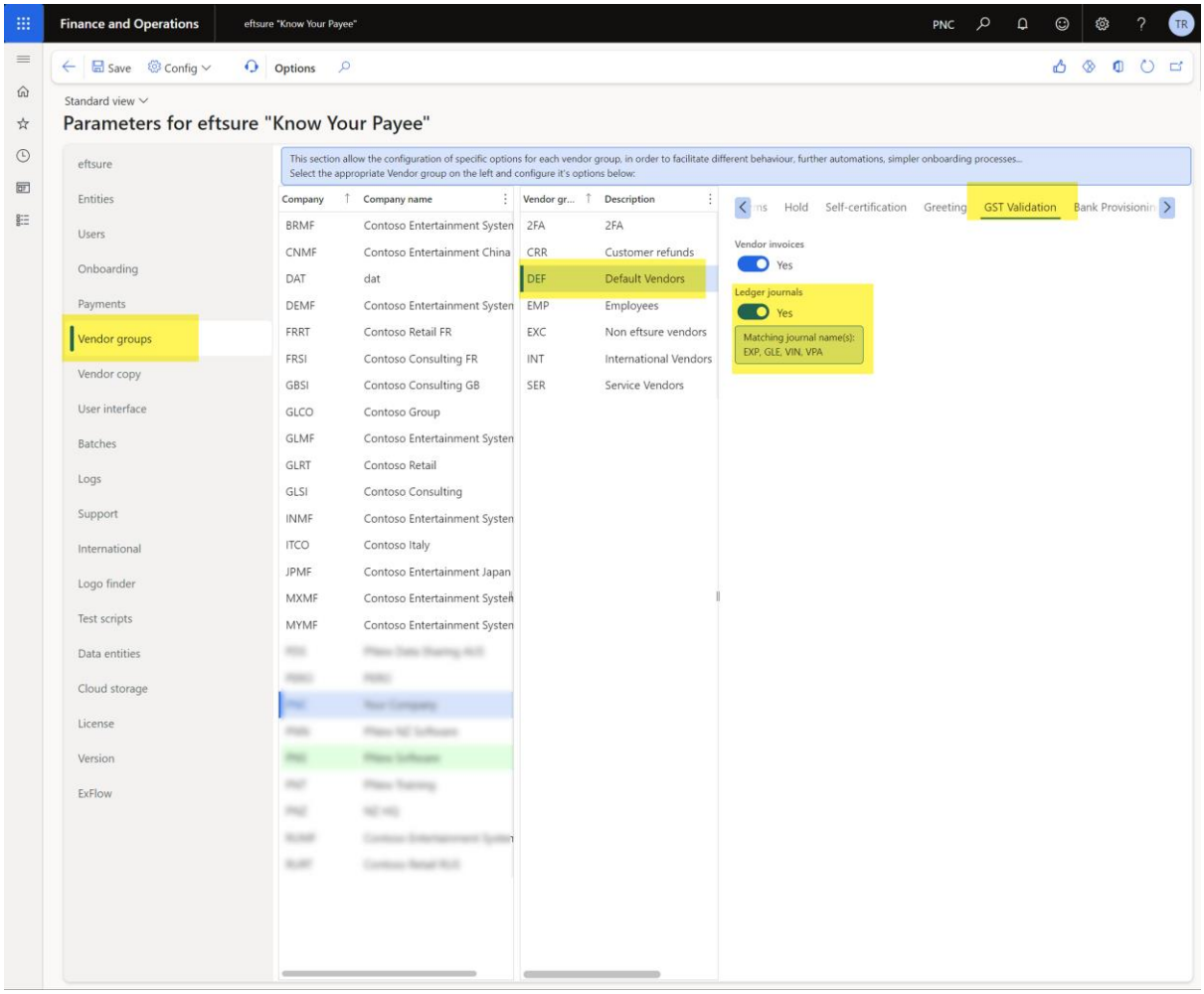
Go to **Accounts payable > Payments > Vendor payment journal**



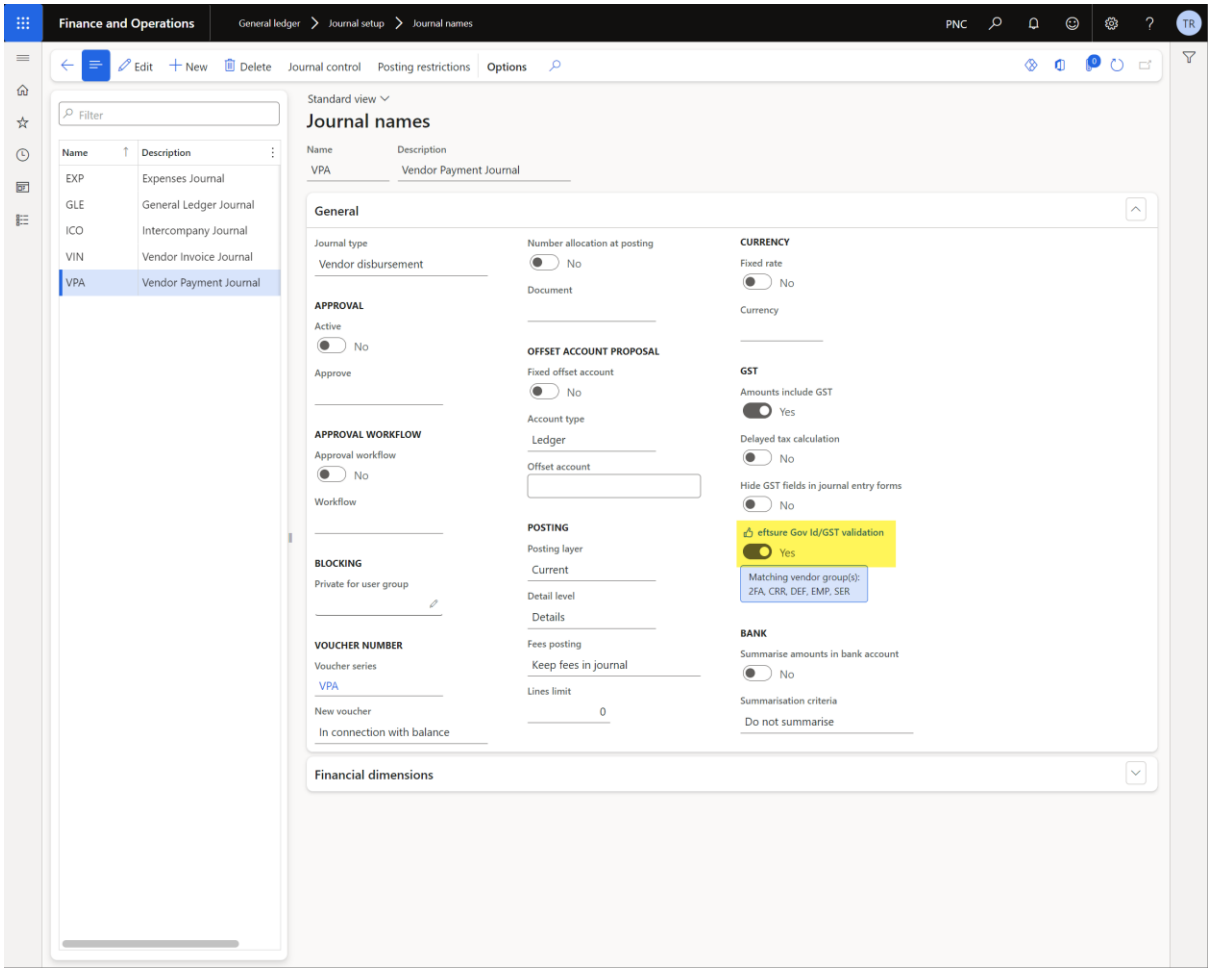
Click New, select Journal Name type.



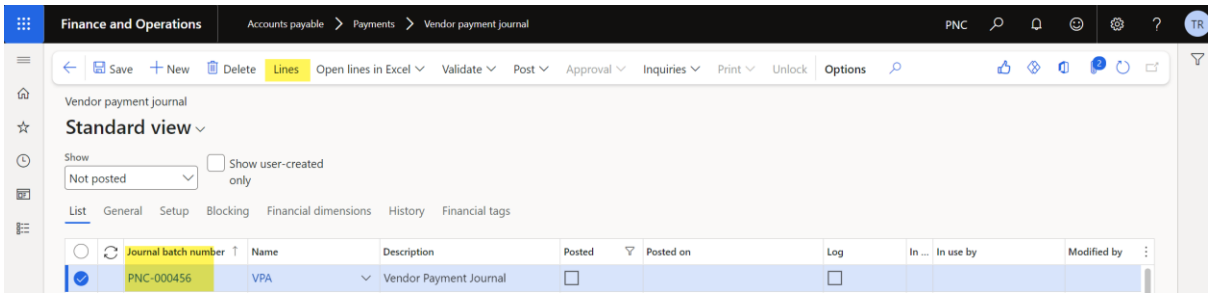
If user want to turn on ABN and GST validation for vendor payment, Journal name type will also need to be configured with eftsure **Parameter > Vendor groups > GST Validation**



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



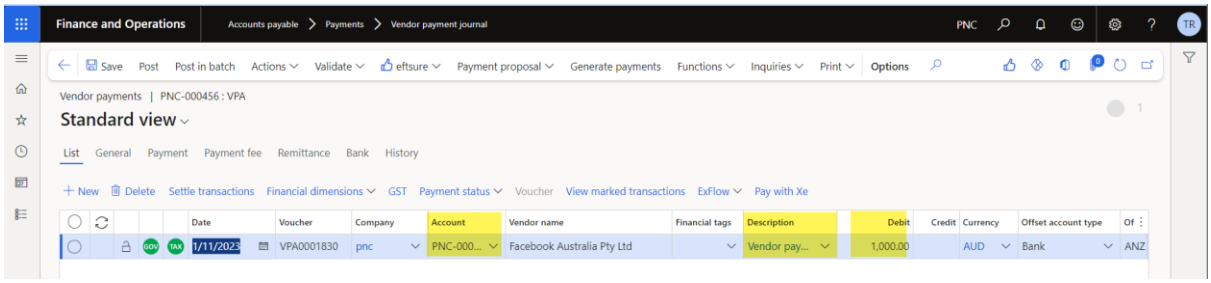
Select Lines or click on Journal batch number.



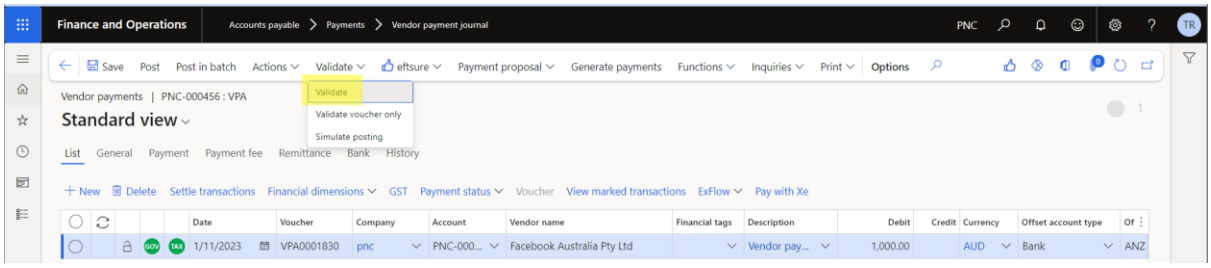
In the next section we will list out 3 standard payment method basing on business requirements.

Payment without invoice

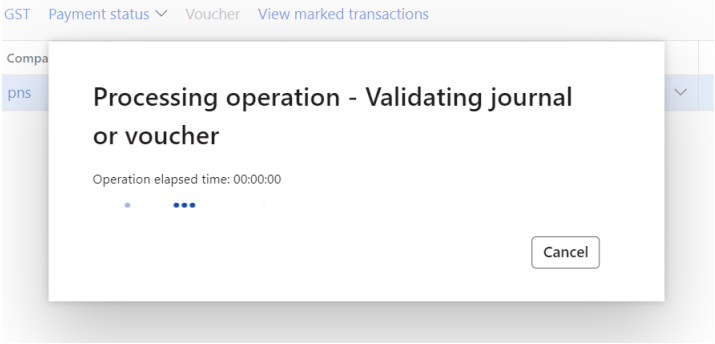
Update Description and enter payment amount.



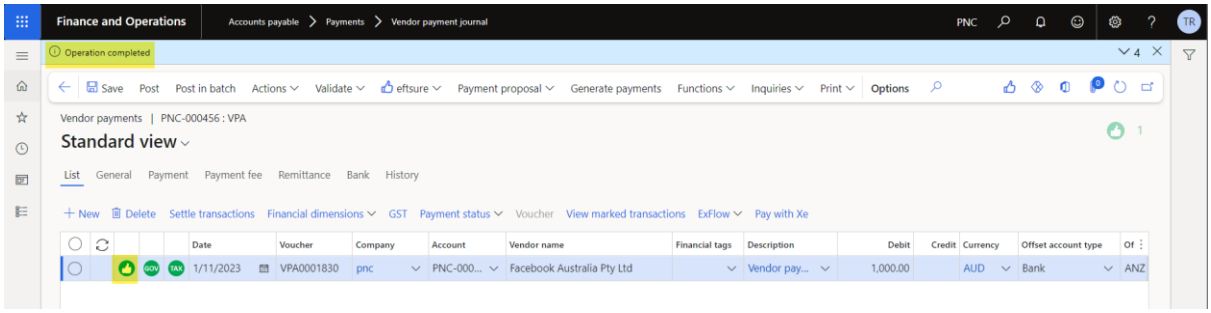
Click Validate



Below message will pop up.

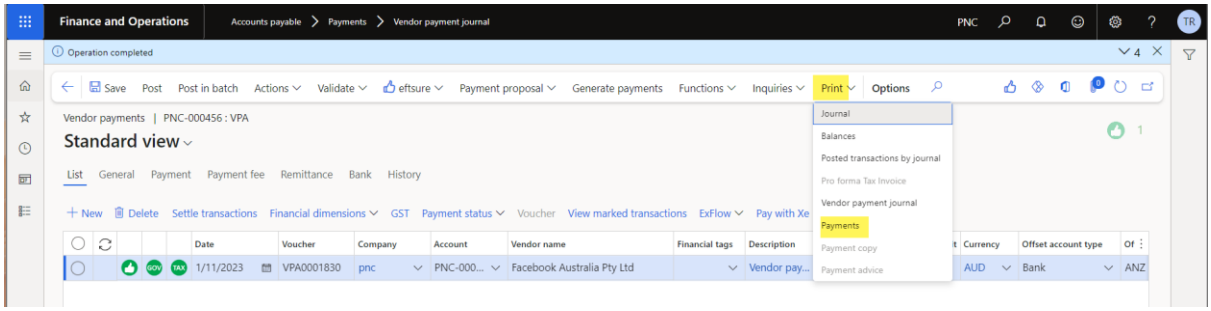


Once validated, journal line is ready for next step **Generate payments.**

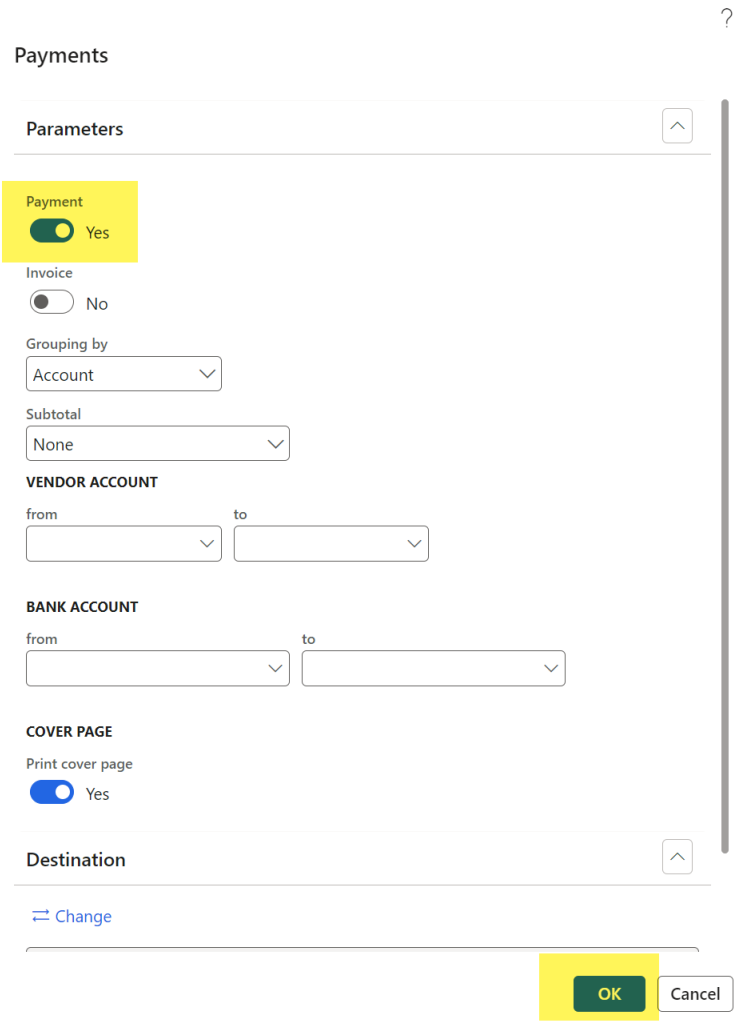


User can extract payment report for review or pre-approval.

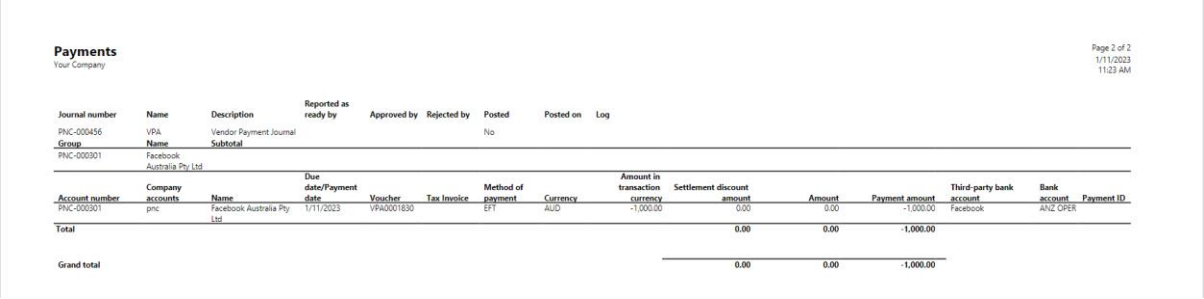
Print > Payments



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



Payment report can be reviewed and approved.



Payments
Your Company

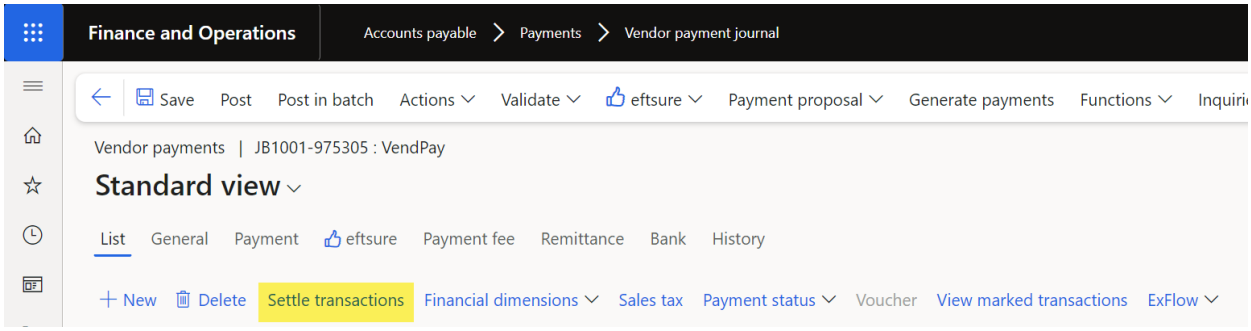
Page 2 of 2
1/11/2023
11:23 AM

Journal number	Name	Description	Reported as ready by	Approved by	Rejected by	Posted	Posted on	Log
PNC-000456	VPA	Vendor Payment Journal				No		
Group	**Name**	**Subtotal**						
PNC-000301	Facebook Australia Pty Ltd							

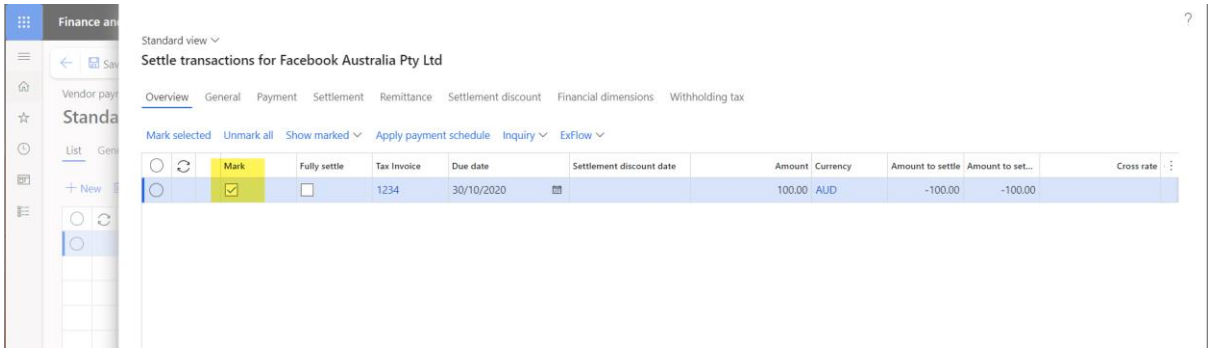
Account number	Company accounts	Name	Due date/Payment date	Voucher	Tax Invoice	Method of payment	Currency	Amount in transaction currency	Settlement discount amount	Amount	Payment amount	Third-party bank account	Bank account	Payment ID
PNC-000301	pnc	Facebook Australia Pty Ltd	1/11/2023	VPA0001830		EFT	AUD	-1,000.00	0.00	0.00	-1,000.00	Facebook	ANZ OPER	
Total									**0.00**	**0.00**	**-1,000.00**			
Grand total									**0.00**	**0.00**	**-1,000.00**			

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

Payment via Settle transactions

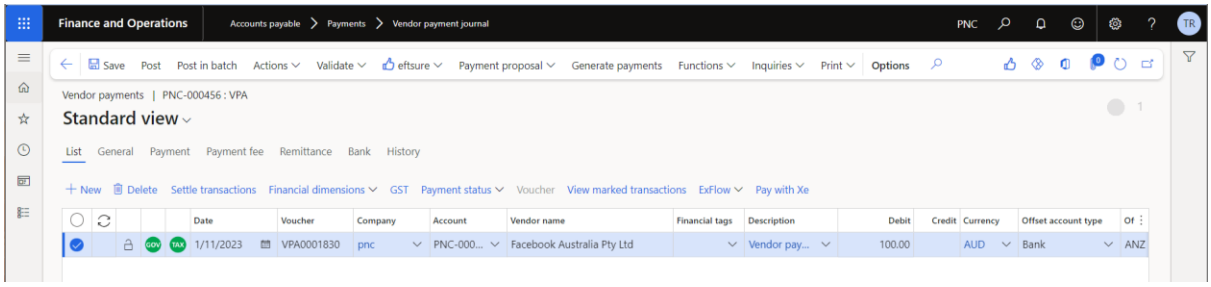


Select correct invoice for payment and Mark selected button then click OK.

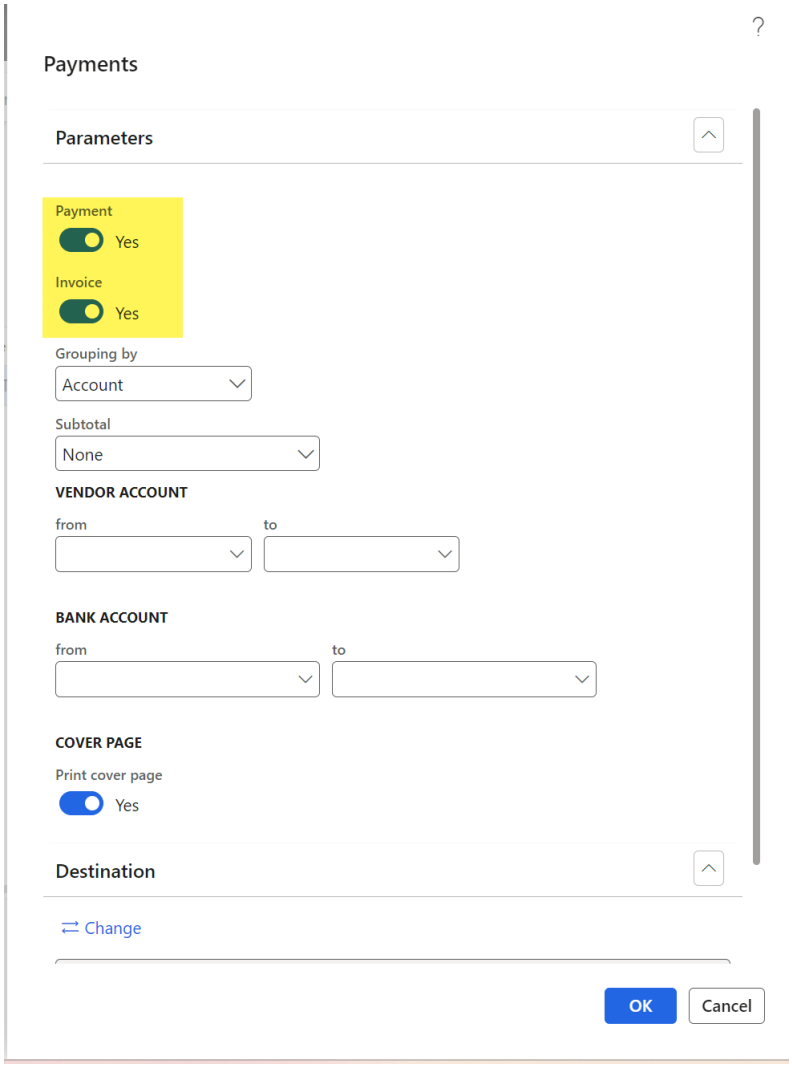


Vendor journal will be total for all invoices.

Once all validated and reviewed Generate payments.

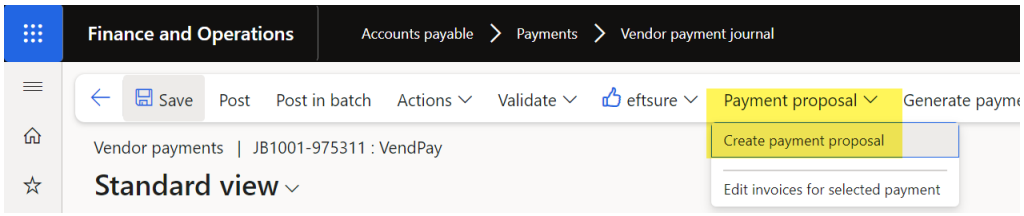


Print payment report with both Payment and Invoice option

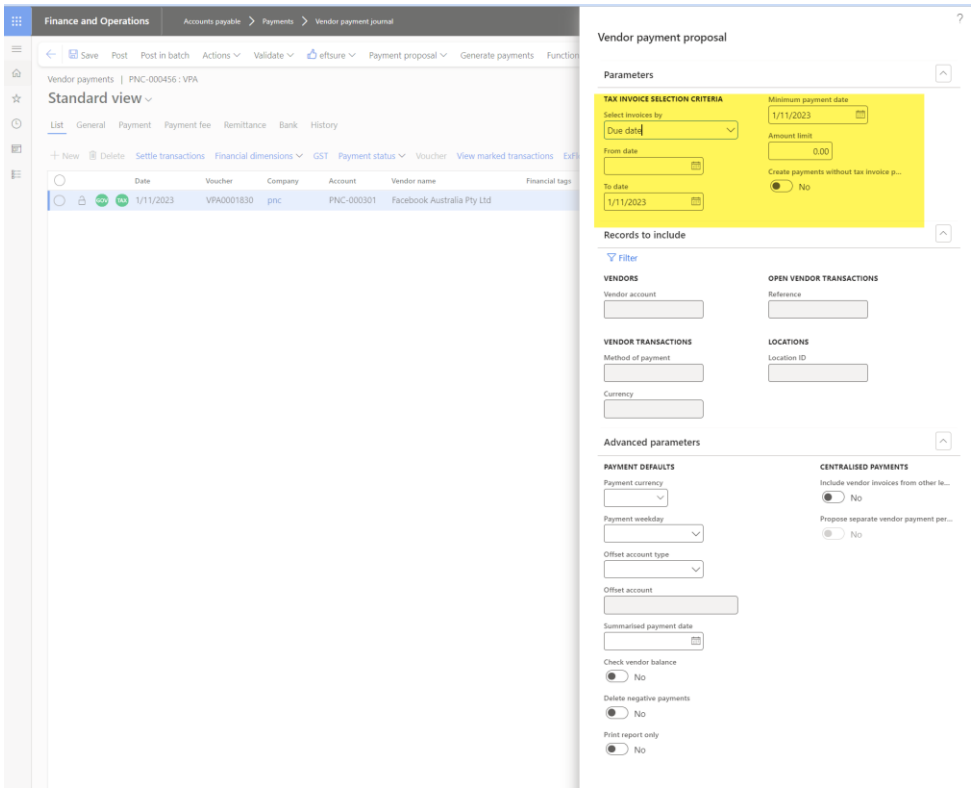


Payment with Payment proposal

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

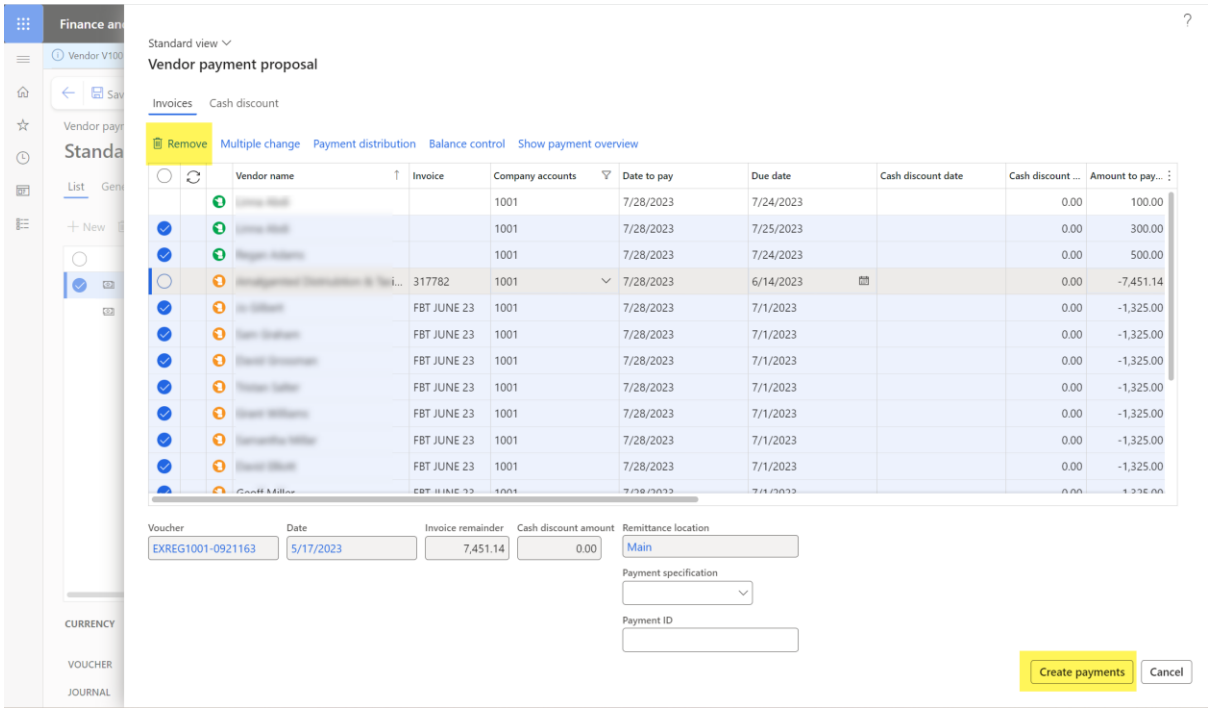


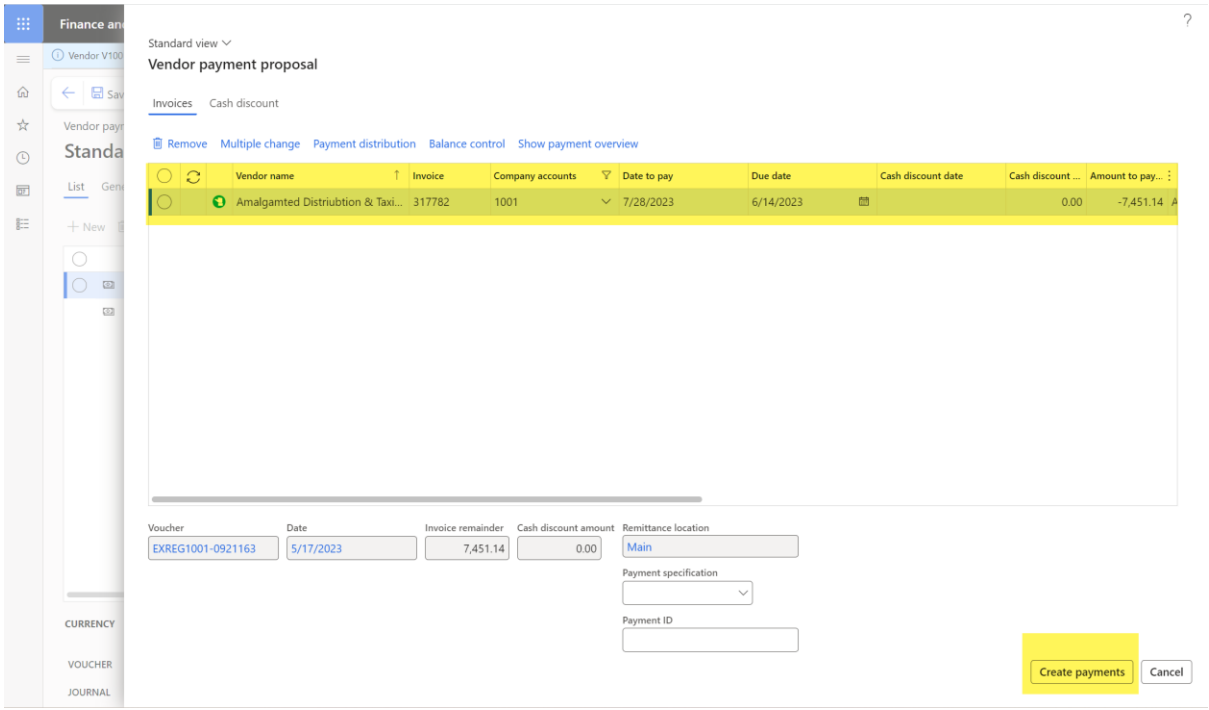
User can generate payment by Due date or Amount limit.



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

Either Remove or Create payments.



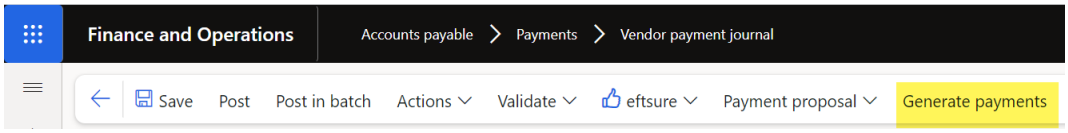


More details can be viewed in below article.

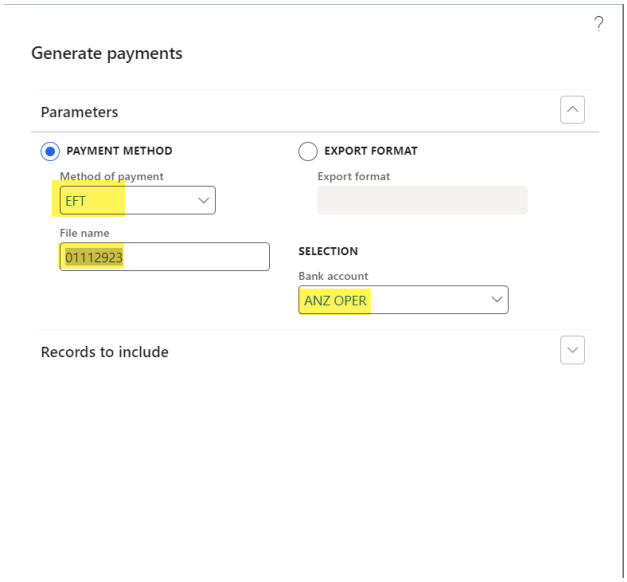
https://d365tracks.wordpress.com/2021/04/13/vendor-payment-automation-in-dynamics-365-fo/

3. Generate payment

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



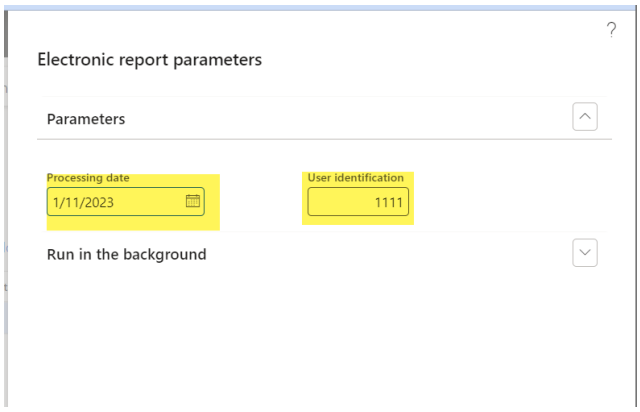
In the Method of payment field, enter bank account or select a value accordingly.



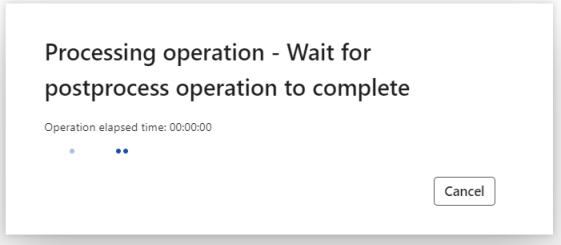
In the File name field, type a value. Suggest to use payment date or business naming convention.

In the Processing date field, enter a date.

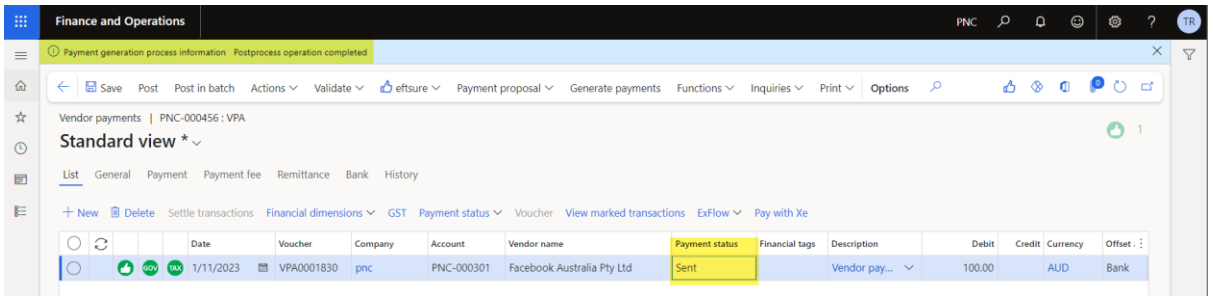
In the User identification field, enter a number.



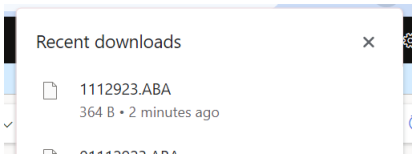
ABA file will be generated.



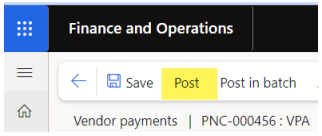
Once payment is generated, Payment status will be automatically changed from None to Sent.



Payment file will be generated.



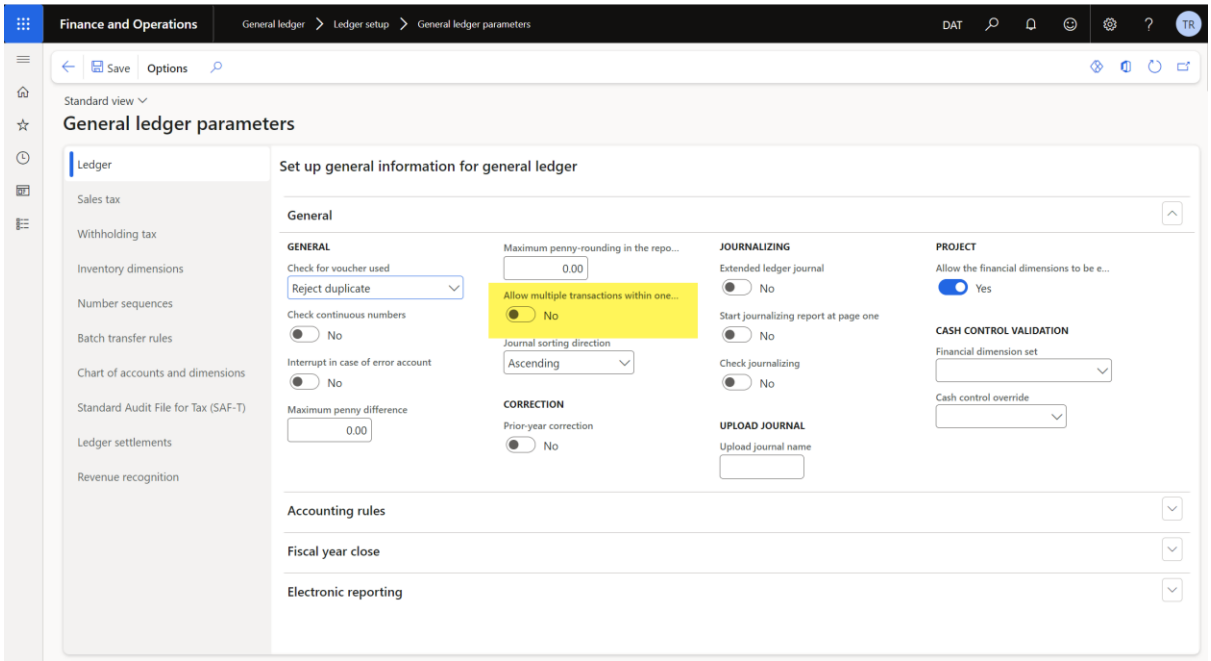
Once AP clerk has uploaded payment file to bank portal with green light and no error. Payment journal will need to be posted in D365.



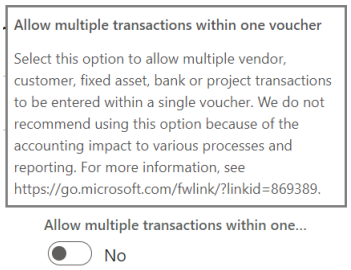
Appendix

General ledger parameter

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



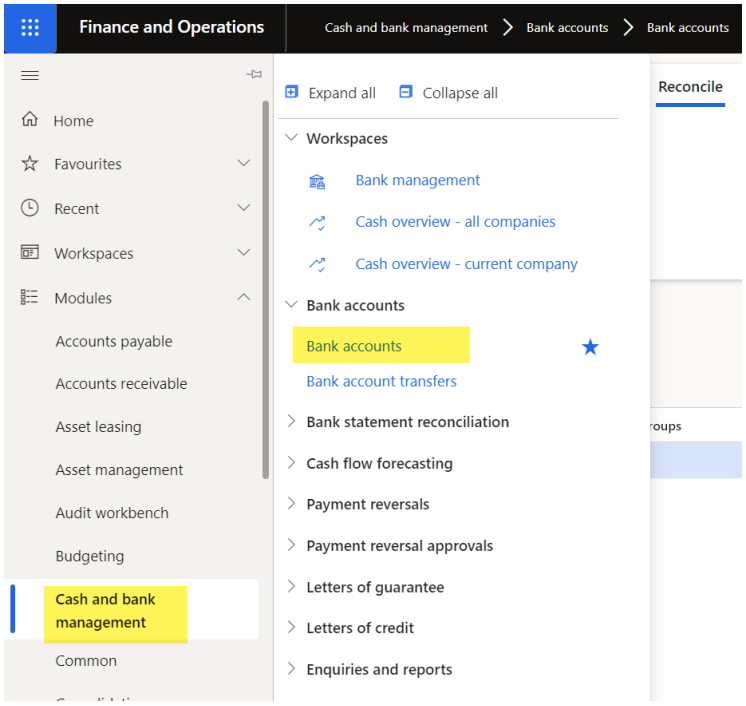
Below is also the note recommended by Microsoft, if user wish to have more detail.



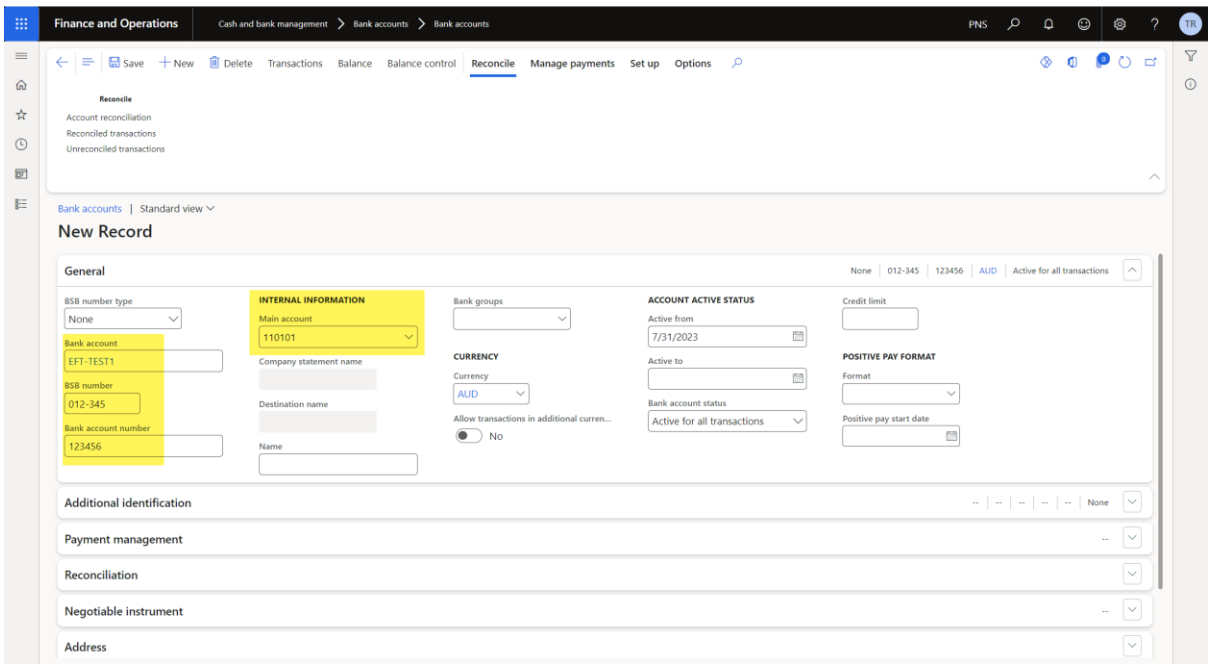
More information can be viewed in below link.

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

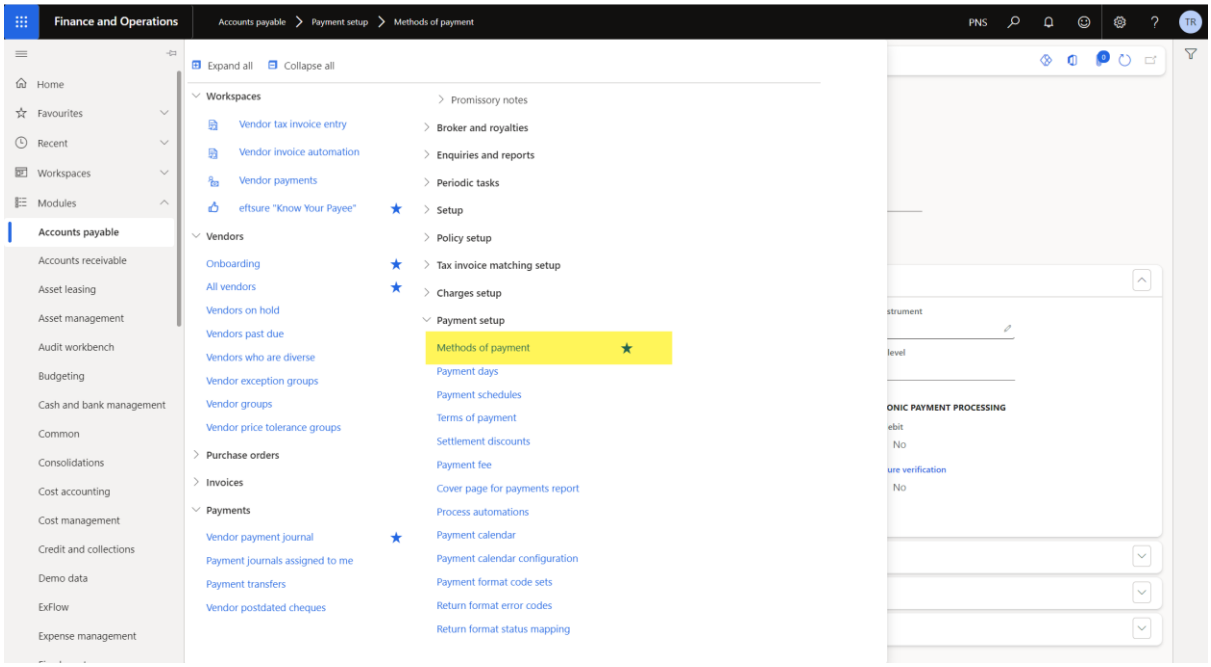
Create Bank account



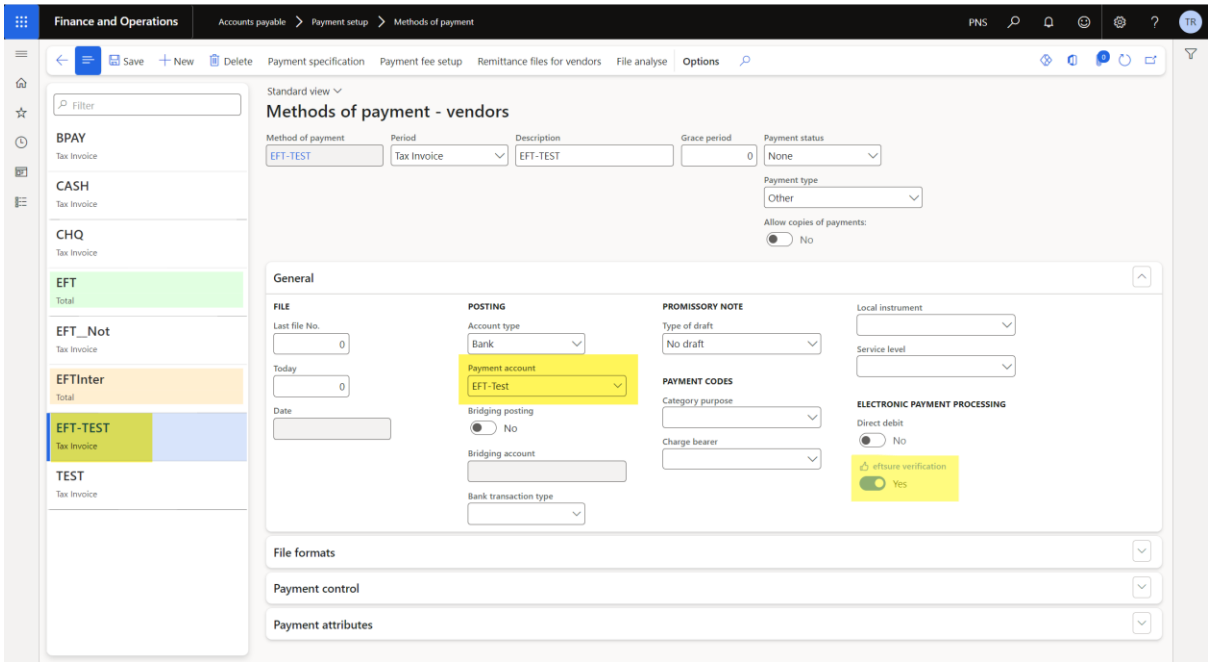
Complete required information.



Method of payment



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

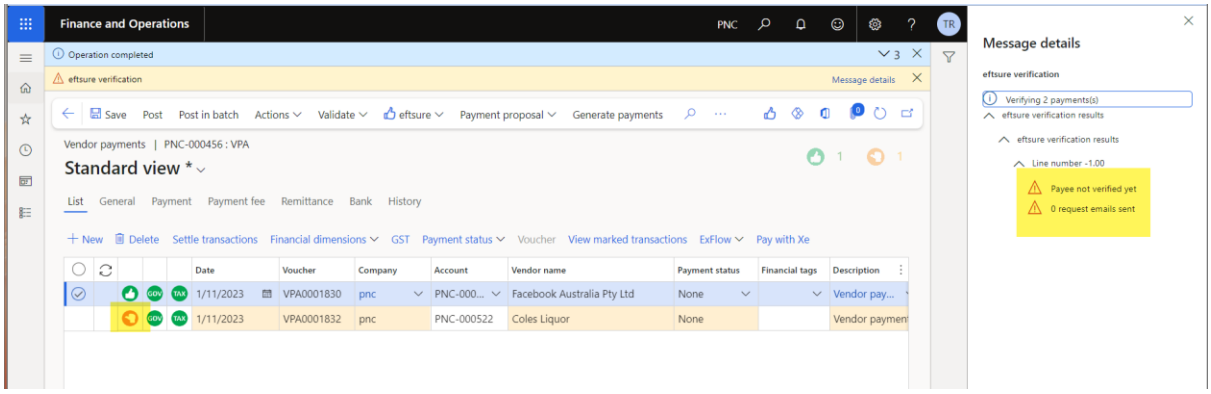


Note: Business can setup different Payment method using same payment accounts with and without eftsure verification setup which will be clarified in the next section Tips and tricks.

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

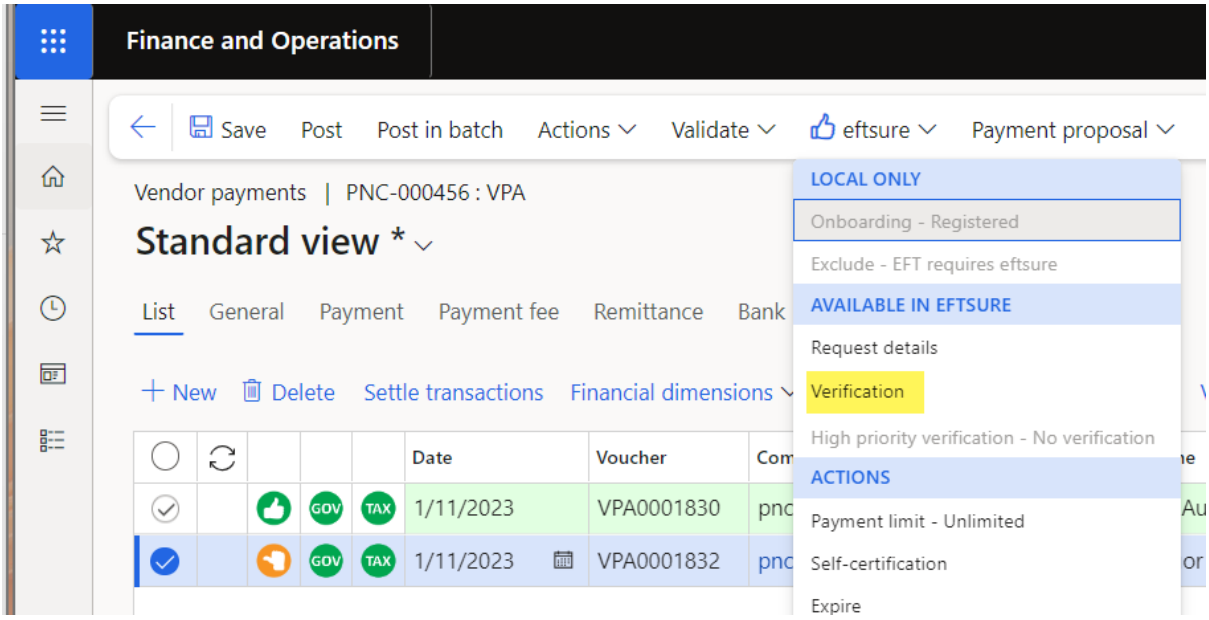
If some of payment lines with vendor's account have not been verified.



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.

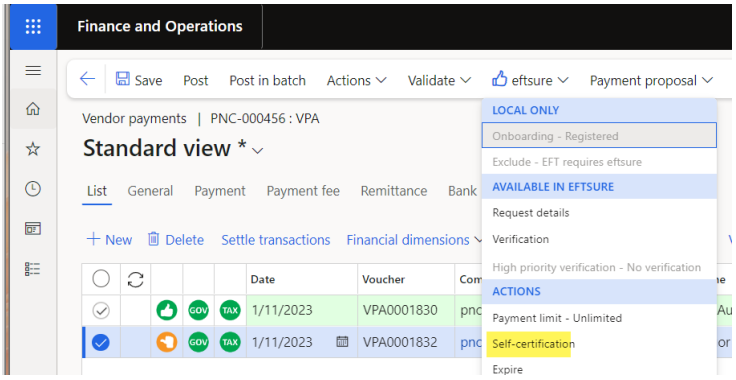
Verify bank account

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

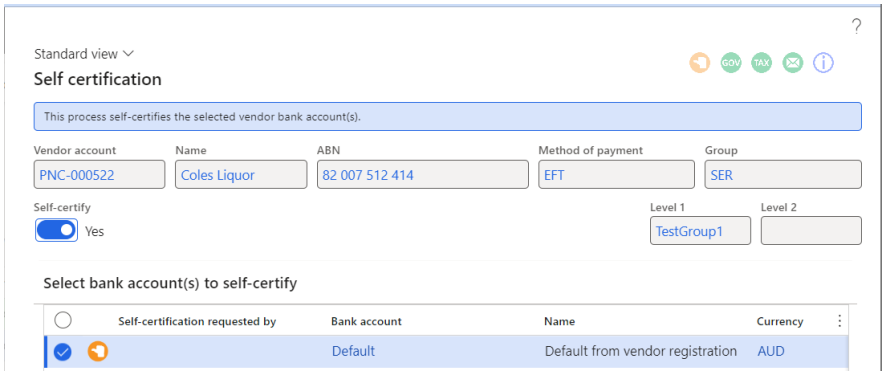


Once verification process (please refer to eftsure inside D365 FO User guide) has been completed, user can refresh the line and continue with normal vendor payment process.

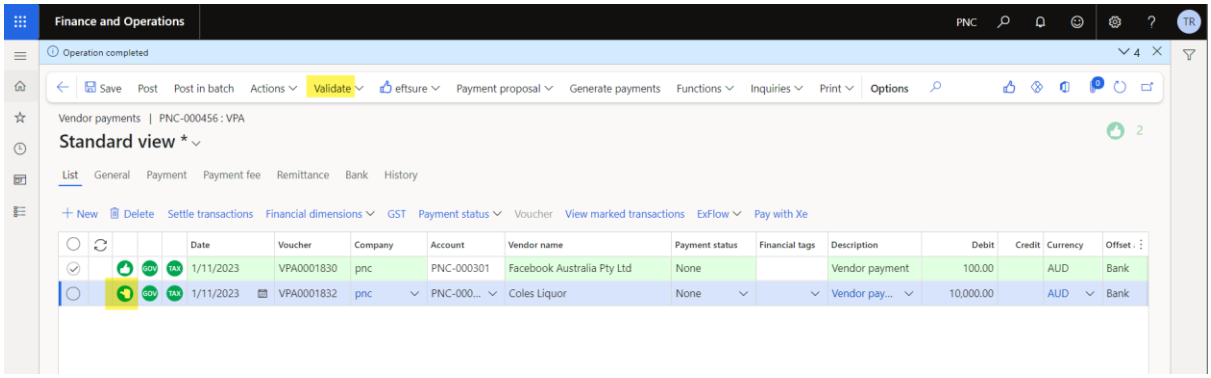
Self-certification



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



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



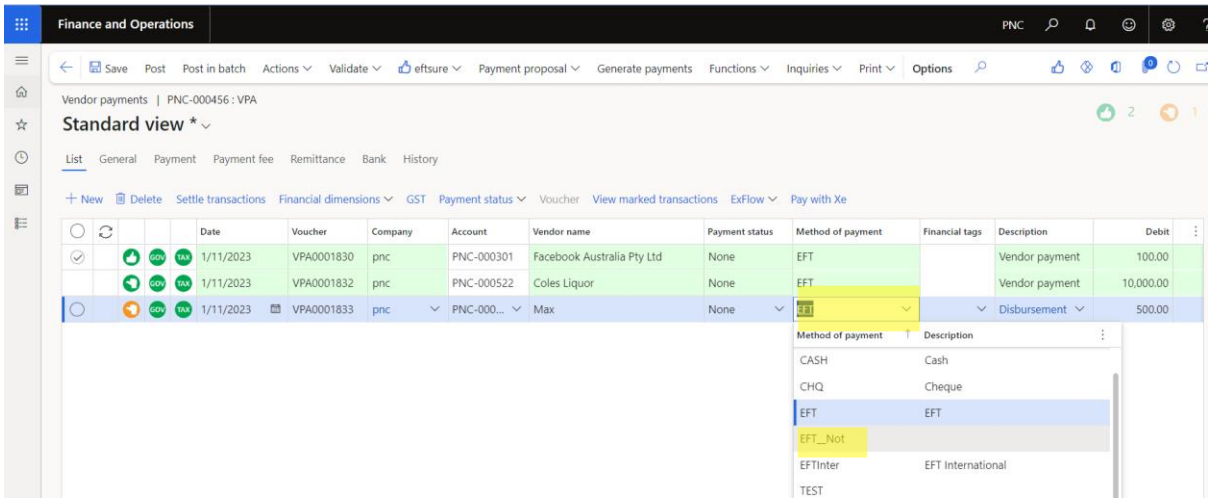
Remove un-verified line(s)

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

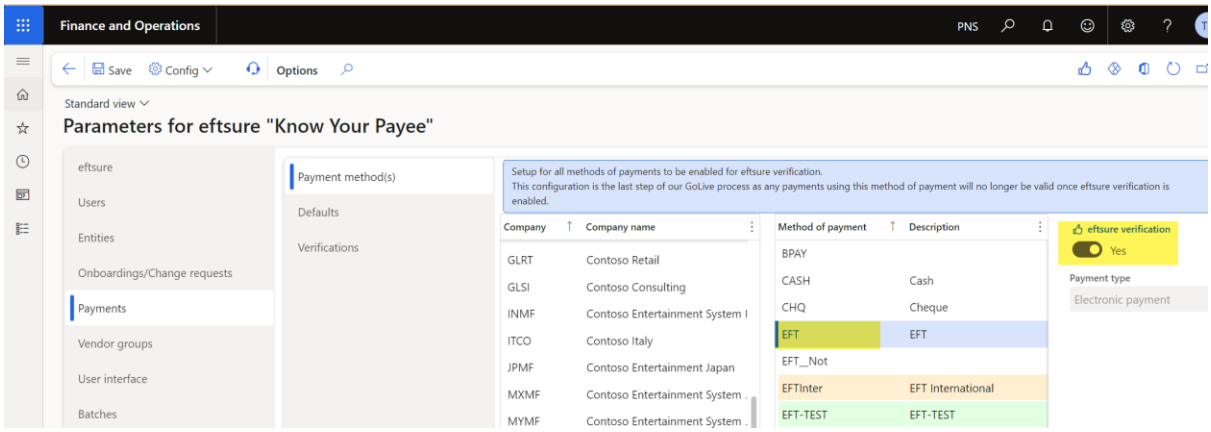
Change payment method

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

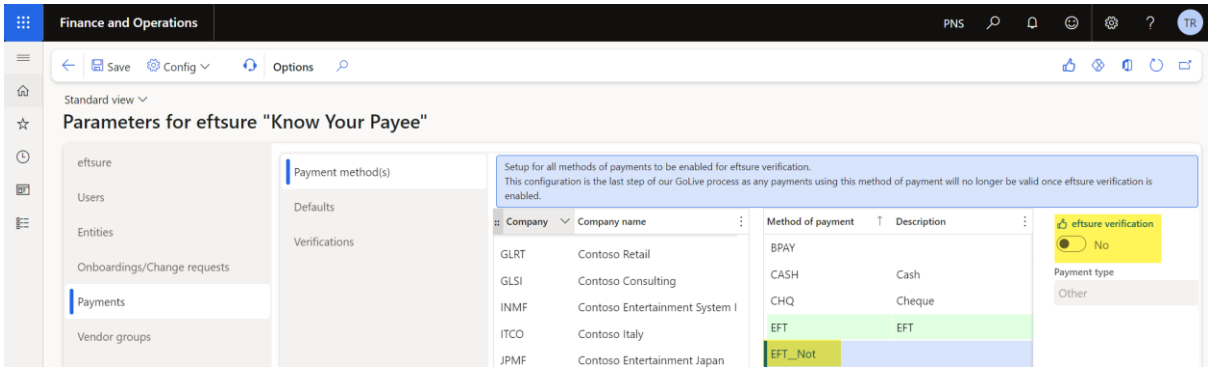
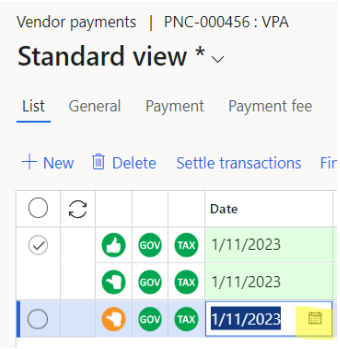
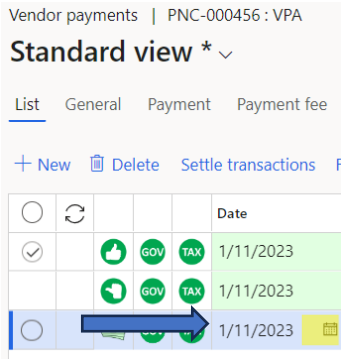
From eftsure verification Method of payment to a non eftsure verification.



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



And EFT_Not does not have eftsure verification switched on.



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.