



White Paper

AP Vendor Payment

Eftsure inside D365 F&O

eftsure



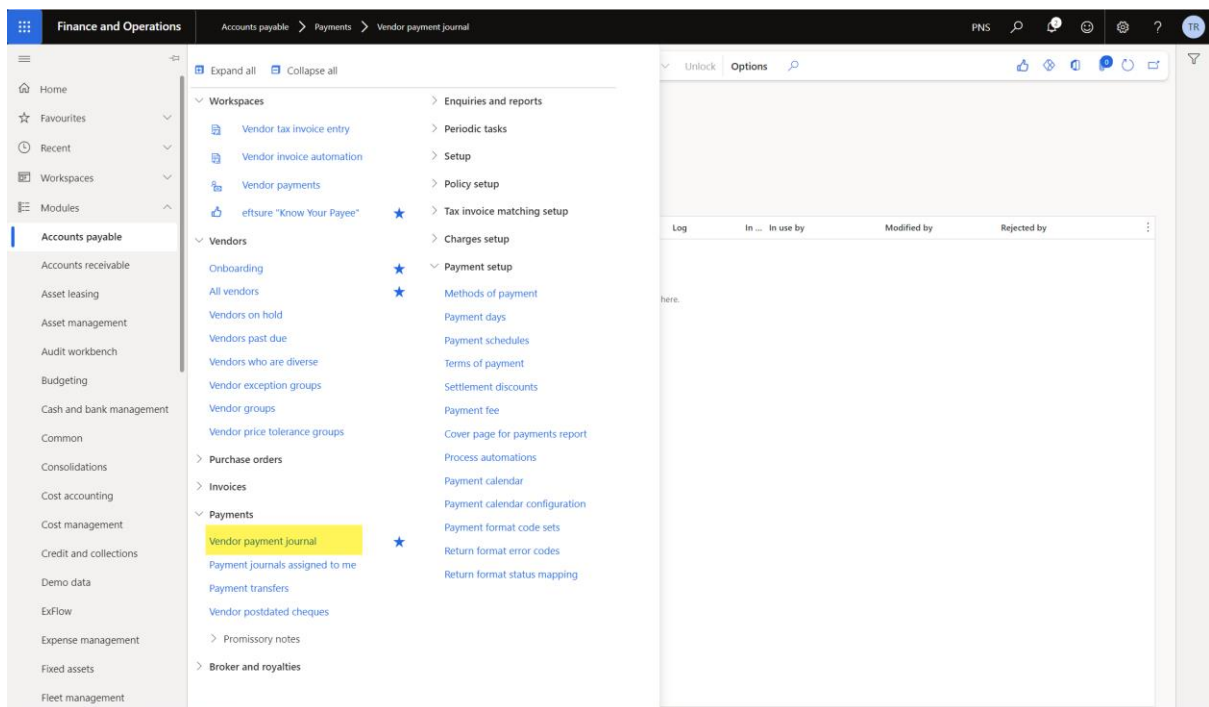
1. Introduction

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 eftsurre into Dynamics 365 F&O.

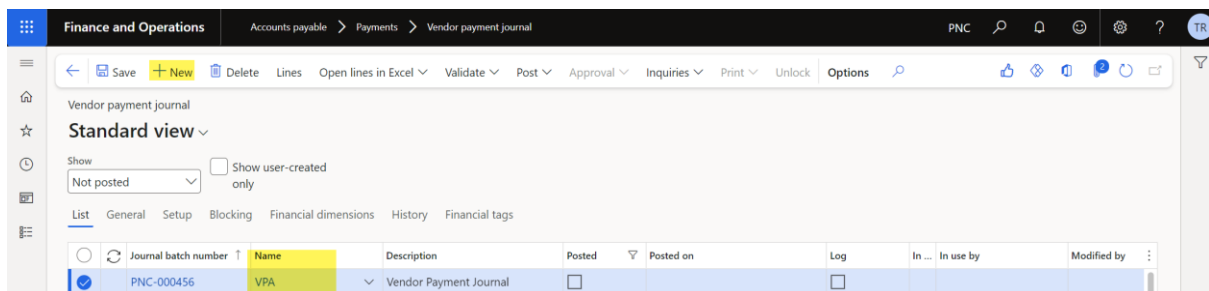
With this extra validation, eftsurre will provide real time validation during your payment process, before generating your ABA file and before approving it in the bank portal. Our improved processes will provide full confidence against manual alterations and ensuring you pay the right payee and the right 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 eftsurre **Parameter > Vendor groups > GST Validation**

Finance and Operations eftsure "Know Your Payee"

Save Config Options

Standard view

Parameters for eftsure "Know Your Payee"

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 gr...	Description
BRMF	Contoso Entertainment System	ZFA	ZFA
CNMF	Contoso Entertainment China	CRR	Customer refunds
DAT	dat	DEF	Default Vendors
DEMF	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
GLCO	Contoso Group		
GLMF	Contoso Entertainment System		
GLRT	Contoso Retail		
GLSI	Contoso Consulting		
INMF	Contoso Entertainment System		
ITCO	Contoso Italy		
JPMF	Contoso Entertainment Japan		
MXMF	Contoso Entertainment System		
MYMF	Contoso Entertainment System		
PHS	Phon Data Training H2C		
PHS	PHS		
PHS	Phon Company		
PHS	Phon H2 Software		
PHS	Phon Software		
PHS	Phon Training		
PHS	H2 H2C		
PHS	Contoso Entertainment System		
PHS	Contoso Retail H2C		

Navigation: < ms Hold Self-certification Greeting **GST Validation** Bank Provisionin: >

Vendor invoices: ☒ Yes

Ledger journals: ☒ Yes

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

Left sidebar menu: 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.

Finance and Operations | General ledger > Journal setup > Journal names

Standard view

Journal names

Name	Description
EXP	Expenses Journal
GLE	General Ledger Journal
ICO	Intercompany Journal
VIN	Vendor Invoice Journal
VPA	Vendor Payment Journal

General

Journal type: Vendor disbursement

Number allocation at posting: ☐ No ☐ Document

CURRENCY

Fixed rate: ☐ No ☐ Yes

Currency: _____

APPROVAL

Active: ☐ No ☐ Yes

Approve: _____

APPROVAL WORKFLOW

Approval workflow: ☐ No ☐ Yes

Workflow: _____

BLOCKING

Private for user group: _____

VOUCHER NUMBER

Voucher series: VPA

New voucher: In connection with balance

OFFSET ACCOUNT PROPOSAL

Fixed offset account: ☐ No ☐ Yes

Account type: Ledger

Offset account: _____

POSTING

Posting layer: Current

Detail level: Details

Fees posting: Keep fees in journal

Lines limit: 0

GST

Amounts include GST: ☐ Yes ☐ No

Delayed tax calculation: ☐ No ☐ Yes

Hide GST fields in journal entry forms: ☐ No ☐ Yes

BANK

Summarise amounts in bank account: ☐ No ☐ Yes

Summarisation criteria: Do not summarise

Financial dimensions

Select Lines or click on Journal batch number.

Finance and Operations | Accounts payable > Payments > Vendor payment journal

Standard view

Show: Not posted ☐ Show user-created only

List General Setup Blocking Financial dimensions History Financial tags

Journal batch number	Name	Description	Posted	Posted on	Log	In ...	In use by	Modified by
PNC-000456	VPA	Vendor Payment Journal	<input type="checkbox"/>		<input type="checkbox"/>			

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.

Finance and Operations | Accounts payable > Payments > Vendor payment journal

Standard view

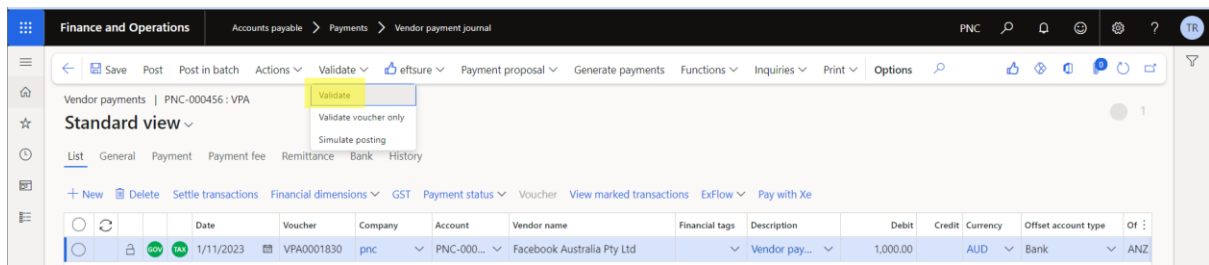
Vendor payments | PNC-000456: VPA

List General Payment Payment fee Remittance Bank History

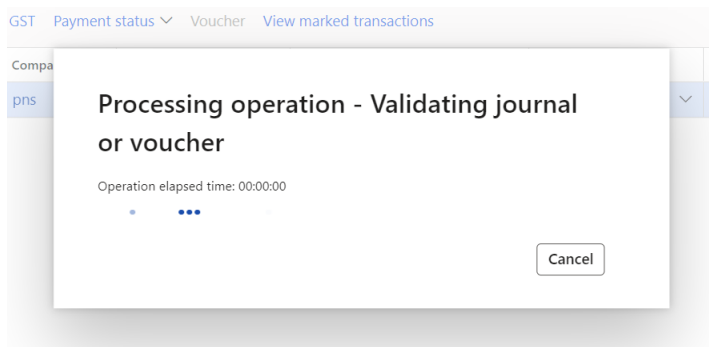
+ New Delete Settle transactions Financial dimensions GST Payment status Voucher View marked transactions ExFlow Pay with Xe

Date	Voucher	Company	Account	Vendor name	Financial tags	Description	Debit	Credit	Currency	Offset account type	Of
1/11/2023	VPA0001830	pnc	PNC-000...	Facebook Australia Pty Ltd		Vendor pay...	1,000.00		AUD	Bank	ANZ

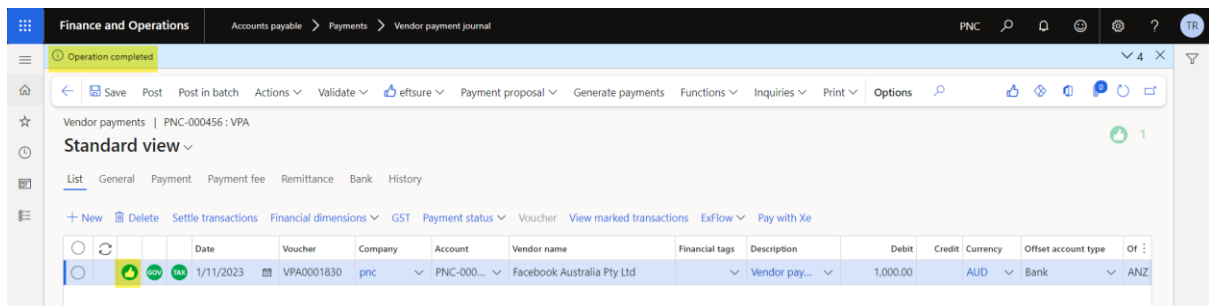
Click Validate



Below message will pop up.



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

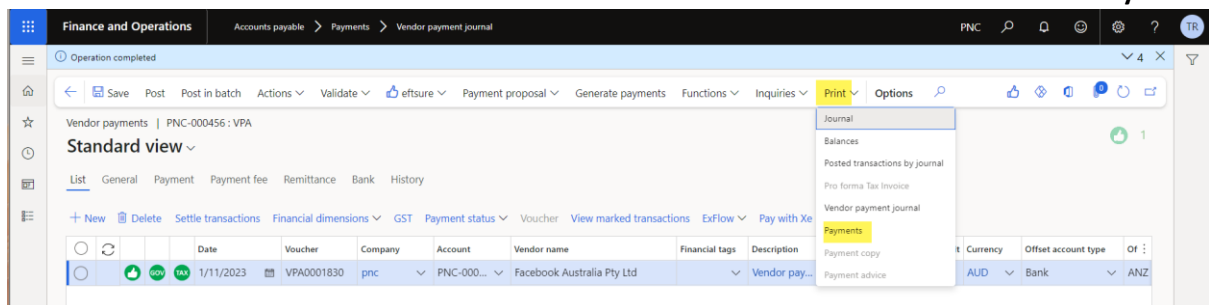


User can extract payment report for review or pre-approval.

Print

>

Payments



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

Payment via Settle transactions

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

Mark selected	Unmark all	Show marked	Apply payment schedule	Inquiry	ExFlow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tax Invoice	Due date	Settlement discount date	Amount	Currency	Amount to settle	Amount to set...	Cross rate
1234	30/10/2020		100.00	AUD	-100.00	-100.00	

Vendor journal will be total for all invoices.

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

Date	Voucher	Company	Account	Vendor name	Financial tags	Description	Debit	Credit	Currency	Offset account type	Of
1/11/2023	VPA0001830	pnc	PNC-000...	Facebook Australia Pty Ltd		Vendor pay...	100.00		AUD	Bank	ANZ

Print payment report with both Payment and Invoice option

Payments

Parameters

Payment ☒ Yes

Invoice ☒ Yes

Grouping by
Account

Subtotal
None

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

Standard view

Create payment proposal

Edit invoices for selected payment

User can generate payment by Due date or Amount limit.

Finance and Operations

Accounts payable > Payments > Vendor payment journal

Save

Post

Post in batch

Actions

Validate

eftsure

Payment proposal

Generate payments

Function

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

Export

Date	Voucher	Company	Account	Vendor name	Financial tags
1/11/2023	VPA0001830	pnc	PNC-000301	Facebook Australia Pty Ltd	

Vendor payment proposal

Parameters

TAX INVOICE SELECTION CRITERIA

Select invoices by

Due date

From date

To date

Minimum payment date

1/11/2023

Amount limit

0.00

Create payments without tax invoice p...

No

Records to include

VENDORS

Vendor account

OPEN VENDOR TRANSACTIONS

Reference

VENDOR TRANSACTIONS

Method of payment

CURRENCY

LOCATIONS

Location ID

Advanced parameters

PAYMENT DEFAULTS

Payment currency

Payment weekday

Offset account type

Offset account

Summarised payment date

Check vendor balance

Delete negative payments

Print report only

CENTRALISED PAYMENTS

Include vendor invoices from other te...

Propose separate vendor payment per...

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

Either Remove or Create payments.

Finance and Operations

Accounts payable > Payments > Vendor payment journal

Save

Post

Post in batch

Actions

Validate

eftsure

Payment proposal

Generate payments

Function

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

Export

Date	Voucher	Company	Account	Vendor name	Financial tags
1/11/2023	VPA0001830	pnc	PNC-000301	Facebook Australia Pty Ltd	

Vendor payment proposal

Invoices

Cash discount

Remove

Multiple change

Payment distribution

Balance control

Show payment overview

	Vendor name	Invoice	Company accounts	Date to pay	Due date	Cash discount date	Cash discount ...	Amount to pay...
<input checked="" type="checkbox"/>	Vendor 1		1001	7/28/2023	7/24/2023		0.00	100.00
<input checked="" type="checkbox"/>	Vendor 2		1001	7/28/2023	7/25/2023		0.00	300.00
<input checked="" type="checkbox"/>	Vendor 3		1001	7/28/2023	7/24/2023		0.00	500.00
<input checked="" type="checkbox"/>	Vendor 4	317782	1001	7/28/2023	6/14/2023		0.00	-7,451.14
<input checked="" type="checkbox"/>	Vendor 5	FBT JUNE 23	1001	7/28/2023	7/1/2023		0.00	-1,325.00
<input checked="" type="checkbox"/>	Vendor 6	FBT JUNE 23	1001	7/28/2023	7/1/2023		0.00	-1,325.00
<input checked="" type="checkbox"/>	Vendor 7	FBT JUNE 23	1001	7/28/2023	7/1/2023		0.00	-1,325.00
<input checked="" type="checkbox"/>	Vendor 8	FBT JUNE 23	1001	7/28/2023	7/1/2023		0.00	-1,325.00
<input checked="" type="checkbox"/>	Vendor 9	FBT JUNE 23	1001	7/28/2023	7/1/2023		0.00	-1,325.00
<input checked="" type="checkbox"/>	Vendor 10	FBT JUNE 23	1001	7/28/2023	7/1/2023		0.00	-1,325.00
<input checked="" type="checkbox"/>	Vendor 11	FBT JUNE 23	1001	7/28/2023	7/1/2023		0.00	-1,325.00
<input checked="" type="checkbox"/>	Vendor 12	FBT JUNE 23	1001	7/28/2023	7/1/2023		0.00	-1,325.00

Voucher

EXREG1001-0921163

Date

5/17/2023

Invoice remainder

7,451.14

Cash discount amount

0.00

Remittance location

Main

Payment specification

Payment ID

Create payments

Cancel

Standard view

Vendor payment proposal

Invoices Cash discount

Remove Multiple change Payment distribution Balance control Show payment overview

	Vendor name	Invoice	Company accounts	Date to pay	Due date	Cash discount date	Cash discount ...	Amount to pay...
	Amalgamated Distribution & Taxi...	317782	1001	7/28/2023	6/14/2023		0.00	-7,451.14

Voucher: EXREG1001-0921163 Date: 5/17/2023 Invoice remainder: 7,451.14 Cash discount amount: 0.00 Remittance location: Main


Payment specification:
 Payment ID:

Create payments Cancel

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.

Finance and Operations Accounts payable > Payments > Vendor payment journal

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

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

Generate payments

Parameters

☒ PAYMENT METHOD ☐ EXPORT FORMAT

Method of payment: EFT Export format:

File name: 01112923

SELECTION Bank account: ANZ OPER

Records to include

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.

Electronic report parameters

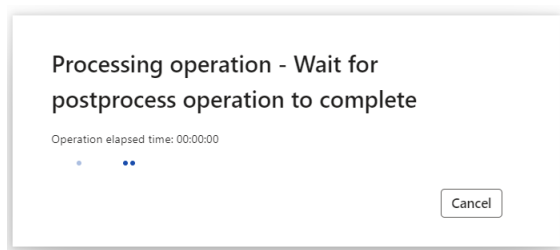
Parameters

Processing date: 1/11/2023

User identification: 1111

Run in the background: ☐

ABA file will be generated.



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

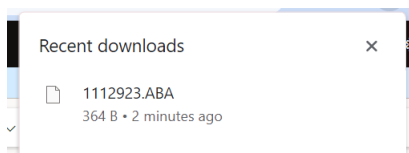
Finance and Operations

Vendor payments | PNC-000456 : VPA

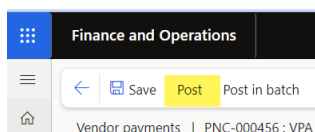
Standard view

	Date	Voucher	Company	Account	Vendor name	Payment status	Financial tags	Description	Debit	Credit	Currency	Offset
	1/11/2023	VPA0001830	pnc	PNC-000301	Facebook Australia Pty Ltd	Sent		Vendor pay...	100.00		AUD	Bank

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.

The screenshot shows the 'General ledger parameters' configuration page. The 'Allow multiple transactions within one...' option under the 'GENERAL' section is highlighted in yellow and is currently set to 'No'. Other visible options include 'Check for voucher used' (set to 'Reject duplicate'), 'Check continuous numbers' (set to 'No'), 'Journal sorting direction' (set to 'Ascending'), 'Maximum penny difference' (set to '0.00'), 'Prior-year correction' (set to 'No'), 'Extended ledger journal' (set to 'No'), 'Start journalizing report at page one' (set to 'No'), 'Check journalizing' (set to 'No'), 'Allow the financial dimensions to be e...' (set to 'Yes'), 'Financial dimension set' (set to 'CASH CONTROL VALIDATION'), and 'Cash control override' (set to 'CASH CONTROL VALIDATION').

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

Allow multiple transactions within one voucher

Select this option to allow multiple vendor, customer, fixed asset, bank or project transactions to be entered within a single voucher. We do not recommend using this option because of the accounting impact to various processes and reporting. For more information, see <https://go.microsoft.com/fwlink/?linkid=869389>.

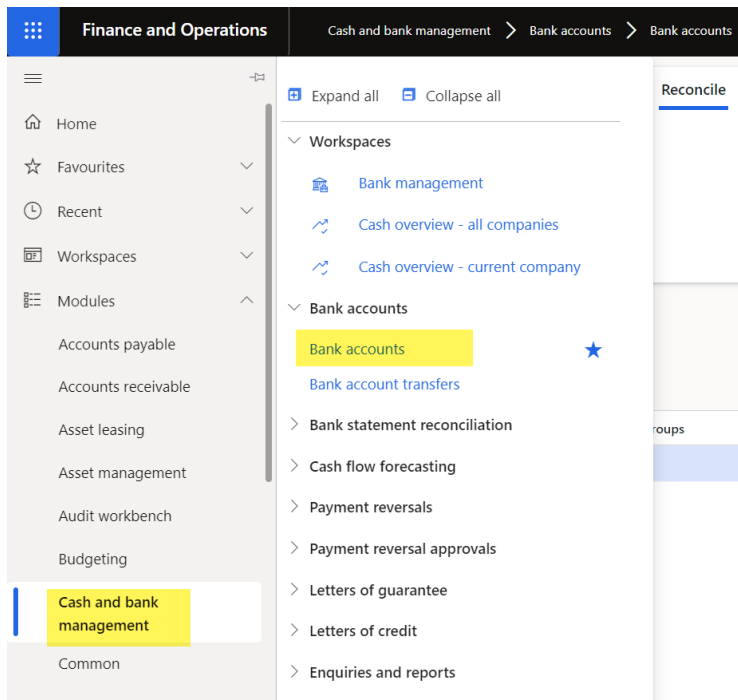
Allow multiple transactions within one...

☒ No

More information can be viewed in below link.

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

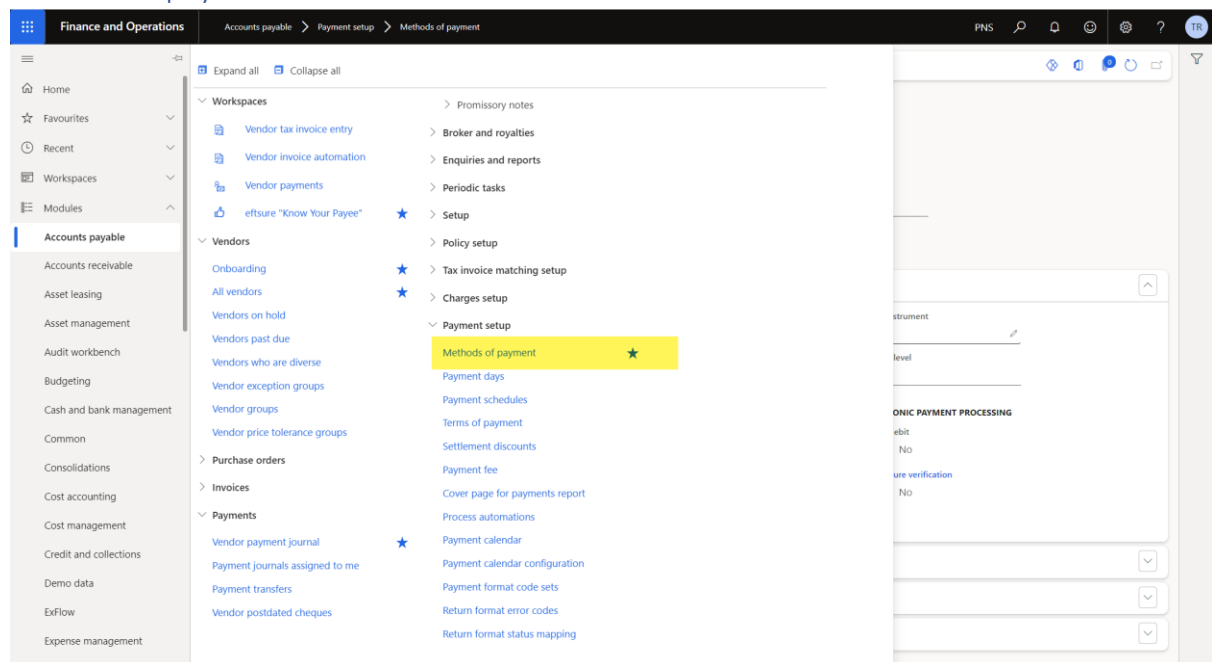
Create Bank account



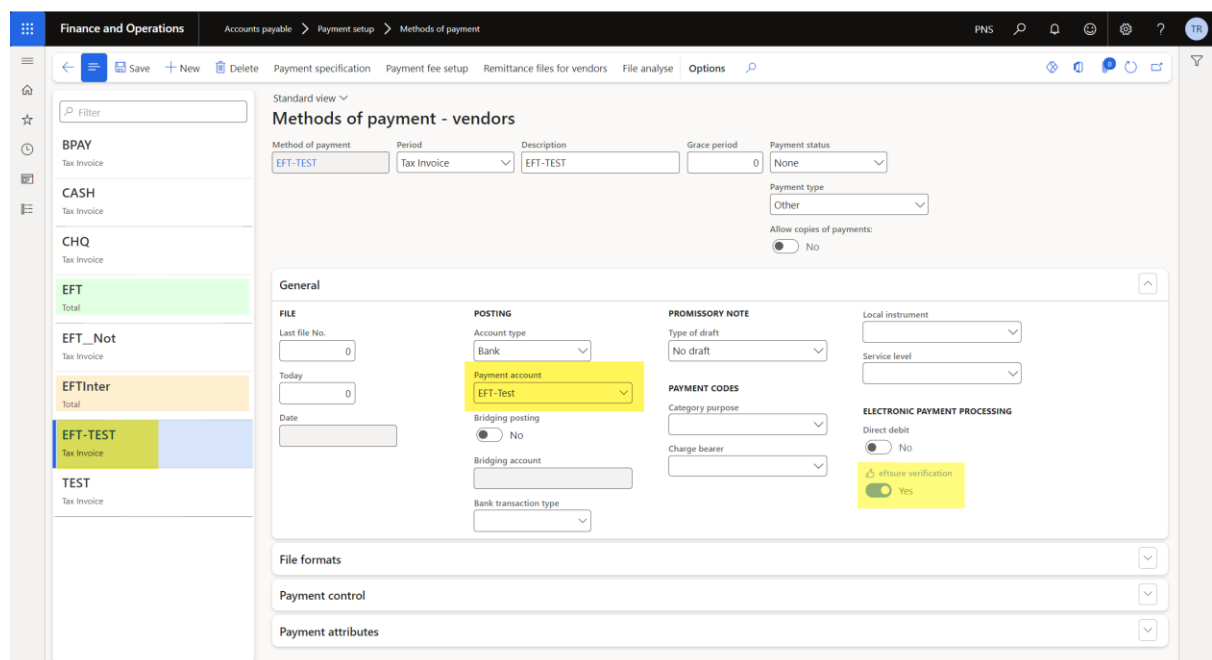
Complete required information.

The screenshot shows the 'New Record' form for creating a bank account. The form is divided into several sections: General, INTERNAL INFORMATION, ACCOUNT ACTIVE STATUS, CURRENCY, and POSITIVE PAY FORMAT. The 'General' section includes fields for Bank account type, Bank account, BSB number, and Bank account number. The 'INTERNAL INFORMATION' section includes fields for Main account, Company statement name, Destination name, and Name. The 'ACCOUNT ACTIVE STATUS' section includes fields for Active from, Active to, Bank account status, and Active for all transactions. The 'CURRENCY' section includes fields for Currency and Allow transactions in additional currency. The 'POSITIVE PAY FORMAT' section includes fields for Credit limit, Format, and Positive pay start date. The form is currently in the 'New Record' state, and the 'Reconcile' tab is selected on the right-hand side of the main content area.

Method of payment



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

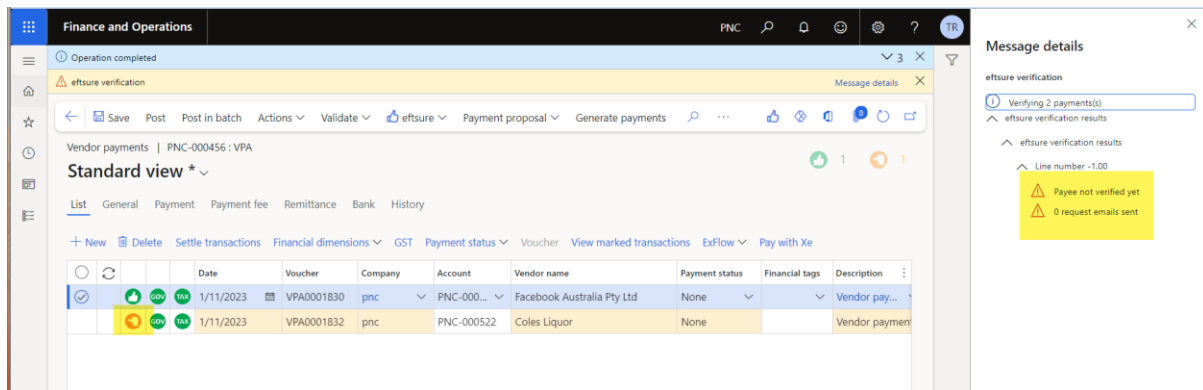


Note: Business can setup different Payment method using same payment accounts with and without eftsure verification setup which will be clarified in the next section Tips and tricks.

For any excluded vendor group, eftsure disabled method of 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

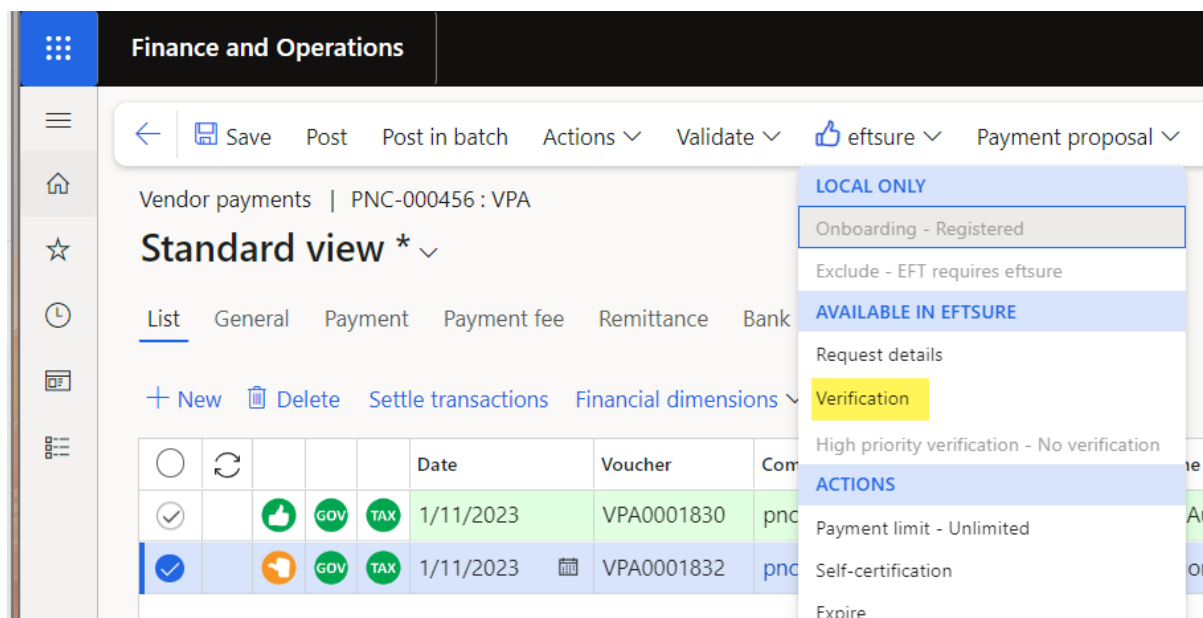
If some of payment lines with vendor's account have not been verified.



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.

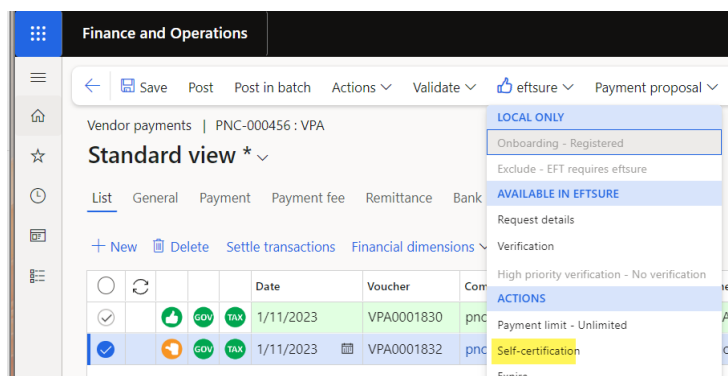
Verify bank account

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

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 checked="" type="checkbox"/>		1/11/2023	VPA0001832	pnc	PNC-000...	Coles Liquor	None		Vendor pay...	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

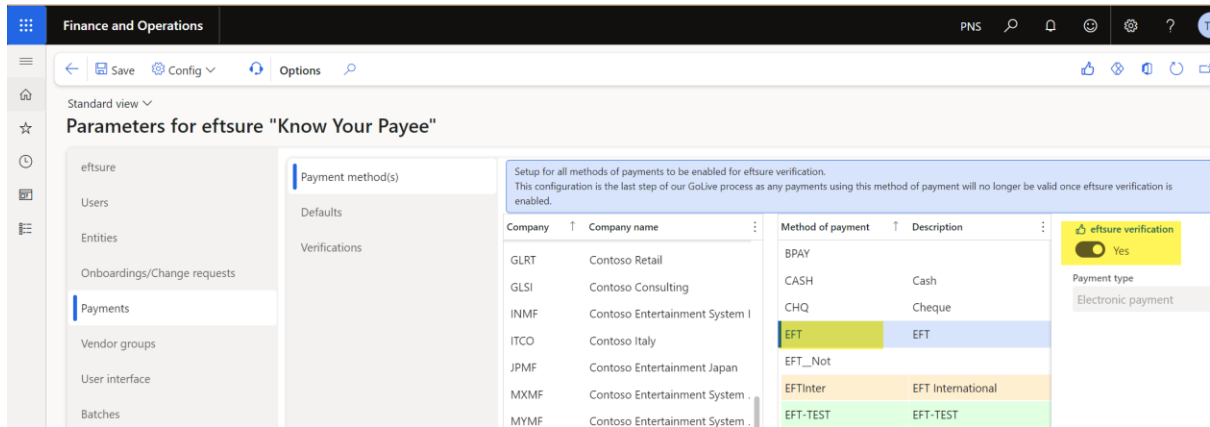
+ New Delete Settle transactions Financial dimensions ▾ GST Payment status ▾ Voucher View marked transactions ExFlow ▾ Pay with Xe

		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	EFT		Disbursement	500.00

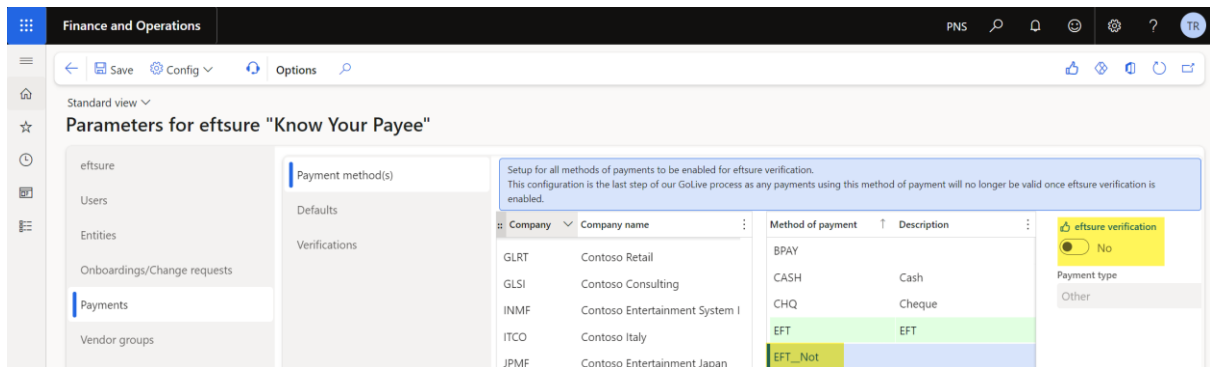
Method of payment | Description

- CASH | Cash
- CHQ | Cheque
- EFT | EFT
- EFT_Not |
- EFTInter | EFT International
- TEST |

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.

