EFT Processing
For Sage Intacct

Orchid
Getting Started Guide:

Work Smarter with Orchid

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EFT Processing Overview

EFT Processing streamlines payment and direct debit /receipt processes for AP, AR and Employee Expenses payments. It transfers Sage Intacct AP payments, Employee Expenses reimbursements and AR Payments / Direct Debit through to the electronic funds transfer functionality of your banking software.

Orchid EFT Processing includes a number of system defined file formats for a variety of banks. Additional bank formats can be added in a user defined file.

To get started with EFT Processing, you need to install the custom components and enter license details.

> **Important!** Available features depend on your license code.

You can then configure EFT Processing.

Refer to Release Notes for details: EFT Processing Release Notes on page 45

Configure EFT Processing

All configuration is done in Sage Intacct.

Installation files are available to Sage registered partners on the Orchid Systems website. Log on to the website with the partner details and navigate to Product downloads page.

Detailed steps are described below:

PRE-IMPLEMENTATION

Enable Platform Services

To configure and use EFT Processing, you need to enable Platform Services and Web Services in Sage Intacct.

Refer to Sage Intacct documentation for details.

User Permission

You need Full Admin access to Sage Intacct, with user role permissions to perform the installation.

INSTALL EFT PROCESSING CUSTOMIZATION PACKAGE

To get started with EFT Processing, you need to install the EFT Processing XML package.

Installation files are available to Sage registered partners on the Orchid Systems website. Log on to the website with the partner details and navigate to Product downloads page.

The package includes custom fields and tables to store and display the information required to use EFT Processing.

For details on the custom objects created, refer to Custom-Objects-Details

Installing an update

When installing the package to update the Orchid module, you generally only require to perform step 1 (import the package) and step 4 (restart the Sage Intacct session).

Steps to install

Upload the customization package

Unzip the downloaded file and save the Orchid_EFT.xml Customization Package to your desktop. You only need this file for the initial install.

In Sage Intacct:

- Click Customization Services/Platform Services > Applications >
- Select Install from XML
- Select the saved file from your desktop
- Click Import
- The import creates custom tables, menu items, custom screens and adds user-defined fields to AP Vendor, AR Customer and Time and Expenses Employees.

    The following objects are created:
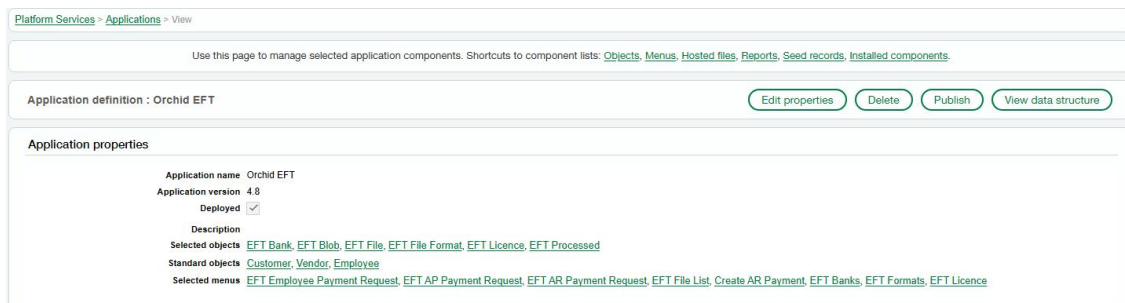
CLICK TO VIEW THE DETAILED LIST OF TABLES, MENU ITEMS AND USER-DEFINED FIELDS:

Tables

- EFT Bank
- EFT Blob
- EFT File
- EFT File Format
- EFT Licence
- EFT Processed

Menus Items and custom screens

- EFT Employee Payment Requests
- EFT AP Payment Requests
- EFT AR Payment Requests
- EFT File List
- Create AR Payment
- EFT Licence

User-Defined Fields (19 on each of AP Vendor, AR Customer and T&E Employee)

- **AP Vendor \ Orchid EFT Tab**: Account Name, Account Number, Bank Name, BIC, Bank/Branch, Extra, Extra 1, Extra 10, Extra 2, Extra 3, Extra 4, Extra 5, Extra 6, Extra , Extra 8, Extra 9, IBAN, Payment Reference, EFT File Format
- **AR Customer \ Orchid EFT Tab**: Account Name, Account Number, Bank Name, BIC, Bank/Branch, Extra, Extra 1, Extra 10, Extra 2, Extra 3, Extra 4, Extra 5, Extra 6, Extra , Extra 8, Extra 9, IBAN, Payment Reference, EFT File Format
- **T&E Employee \ Orchid EFT Tab**: Account Name, Account Number, Bank Name, BIC, Bank/Branch, Extra, Extra 1, Extra 10, Extra 2, Extra 3, Extra 4, Extra 5, Extra 6, Extra , Extra 8, Extra 9, IBAN, Payment Reference, EFT File Format

Created at - Entity ID	Created at - Entity name	Account Name ￮	Account Number ￮
Bank Name ￮	BIC ￮	Bank/Branch ￮	Extra ￮
Extra 1 ￮	Extra 10 ￮	Extra 2 ￮	Extra 3 ￮
Extra 4 ￮	Extra 5 ￮	Extra 6 ￮	Extra 7 ￮
Extra 8 ￮	Extra 9 ￮	IBAN ￮	Payment Reference ￮
EFT File Format	Record URL		

Create Web Services Sender ID

Create the "ajax" Web Services user

Select Company \ Setup \ Company from the Main Sage Intacct Menu

Select the Security Tab, scroll down to "Web Services authorizations" and insert the sender id "ajax" if you do not already have one.

Setup Role/User Permissions

Detailed steps depend on whether you are importing the module as an External or an Internal User

Refer to Configure Security on the facing page

Refresh / Close and re-open

Close and re-open the Sage Intacct session after the 3 steps above have been completed.

You should now see an Orchid EFT Menu.

You can drag this menu to your required position (for example,. below Accounts Payable)

EFT Overview

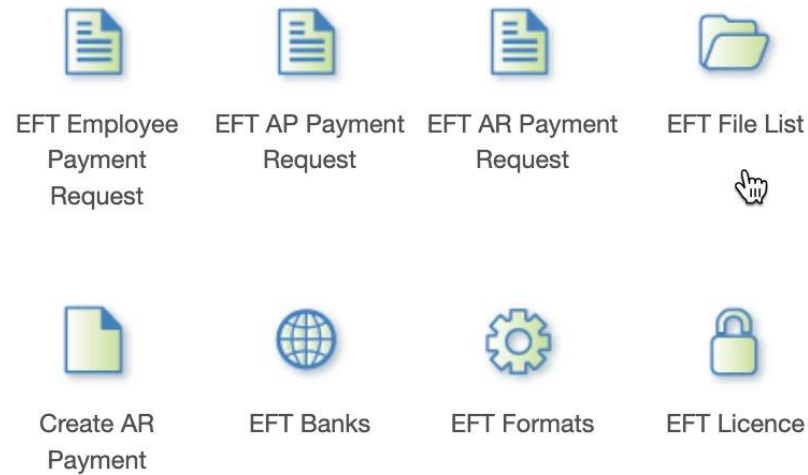You can see the Orchid EFT objects in the Overview. In addition, EFT Processing adds extra fields to the Accounts Payable > Vendors / Suppliers, to the Accounts Receivable Customers and the Employee screens.

> **Important!** Available features depend on your license code.

> **Tip:** You can move the Orchid EFT Menu and add some menu options to your Favorites Menu using standard Sage Intacct functionality.

Objects

EFT Employee Payment Request   EFT AP Payment Request   EFT AR Payment Request   EFT File List

Create AR Payment   EFT Banks   EFT Formats   EFT Licence

Troubleshooting Installation

You should be able to access all the options (e.g. EFT Banks)

Issues	Solutions
No buttons e.g. "Add" or "Delete"	Check the ajax Web Services User has been created
No Menu	Check Permissions

CONFIGURE SECURITY

In Sage Intacct, you need to create at least one User Role and add the role to the users who need access to EFT Processing.

Roles and Subscriptions

The default EFT Security role will be created and assigned to the Sage Intacct internal user who imported the Orchid_EFT.xml file.

After importing the module, you can check the security in Company > Admin > Roles ::SYS::Enterprise-ROLE-FOR-Module: Orchid EFT. Check Subscription > Permissions and Role Assignments > Permissions.

You need to assign this Security Role to all other users who need to access EFT processing.

> **Notes:**
>
> The default role created when you import the EFT Module as an internal user is SYS:Enterprise-ROLE FOR Module: Orchid EFT.
>
> You can also create new security roles for EFT.

Check / create security role

- Select "All" for Objects, Actions and Menus and Save
- Double check by re-opening the Role \ View Subscriptions \ Permissions and re-save if necessary
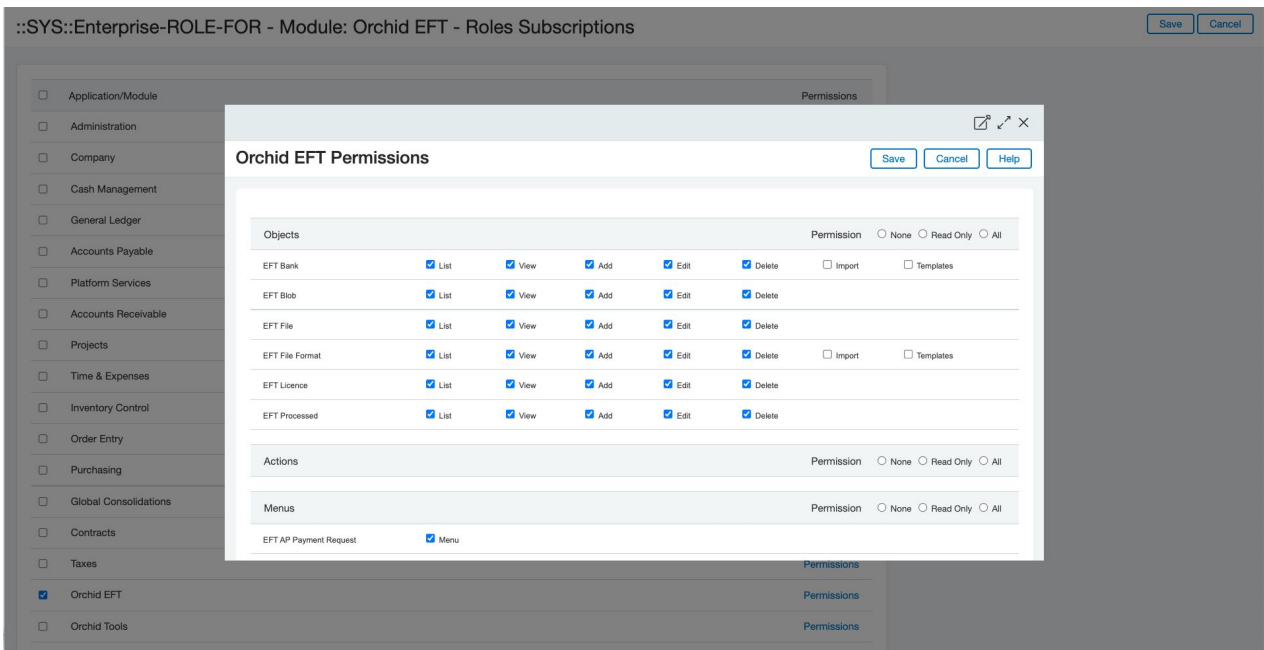
- You can choose Roles > Role Assignment to see which users are assigned to the EFT Role.

Assign Security Role to users

- Select Company \ Users from the Main Sage Intacct Menu
- Select the User \ Edit \ Roles Information and add the required role.

Security roles tips and examples

Permissions for the EFT Processed entity

Users who generate EFT Files need Add and Edit Permissions to both EFT File (Add, Edit) and **EFT Processed** (Add, Edit).

> **Warning!** If not, you may get the following error: "Permission Denied modify on EFT Processed. "
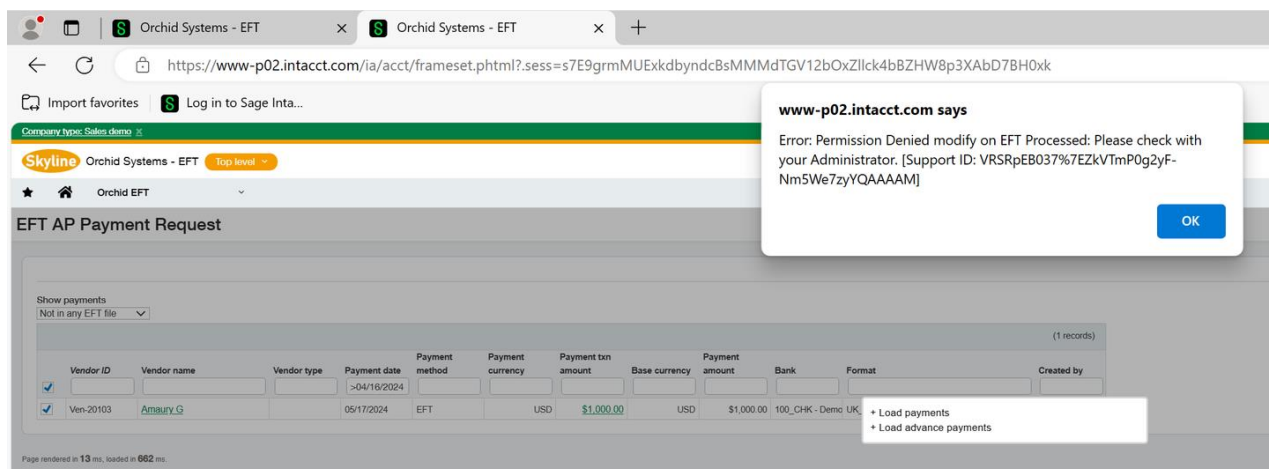
Permissions for the EFT Blob entity

- If a user needs to generate EFT Files, they need All permissions
- If they are only downloading the EFT File, they need List and View
- If a user needs to delete a file, they need Delete permissions on the EFT Blob object.
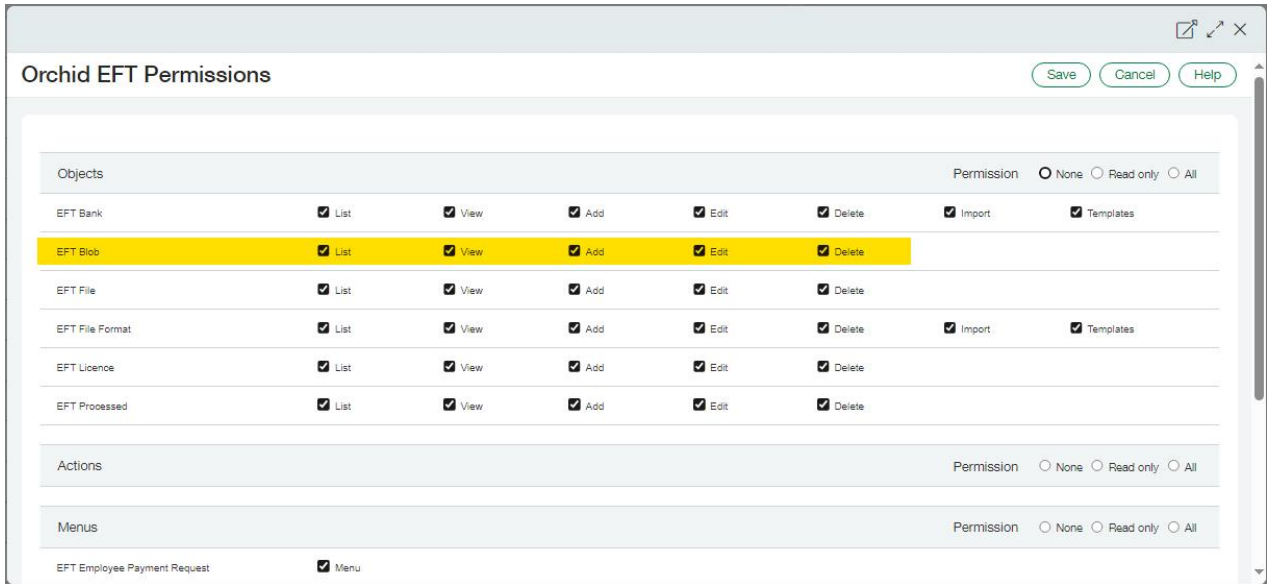
Permissions for the EFT Bank entity

Users who Generate the EFT File need to have security rights to update EFT Bank as the FSN is stored on the EFT Bank record.

If a user doesn't have rights to EFT Banks and uses a file format that requires FSN, they may get an error message like below:

> **Warning!** Permission Denied delete on EFT Bank. Please check with your administrator.
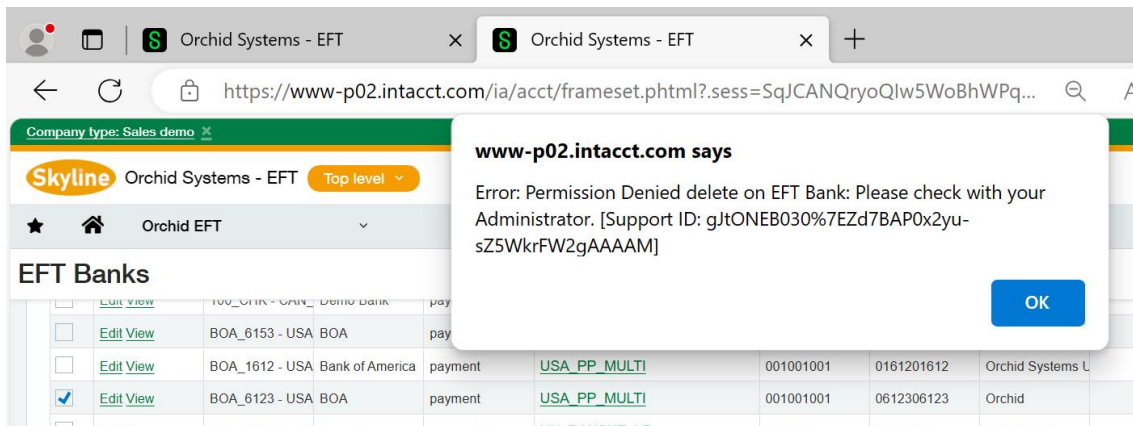
This applies even if the user doesn't generally update the EFT Bank details.

EFT Licence

All users who need to access EFT Processing need at least Read access to EFT License.

Orchid EFT Tab on AP Vendors , AR Customers and Employees are hidden if users do not have access to the EFT Licence.

Without Read access to EFT License, you get this error when opening the Payment Request screens:

> **Warning!** Error: Permission Denied read-only on EFT Licence: Please check with your Administrator.

Refresh the browser

After installing and updating the security, close the browser and log back into Sage Intacct.

If you don't force the refresh, it can take a while for the Orchid menus to display.

Menu Security

If you want some users to `Generate` the EFT File and others to `Download` them for transfer to the bank, you can use Menu security .

- Users who generate the file need access to the EFT AP Payment Request (or EFT AR Payment Request) Menu.
- Users who Download the file need access to the EFT File List menu.
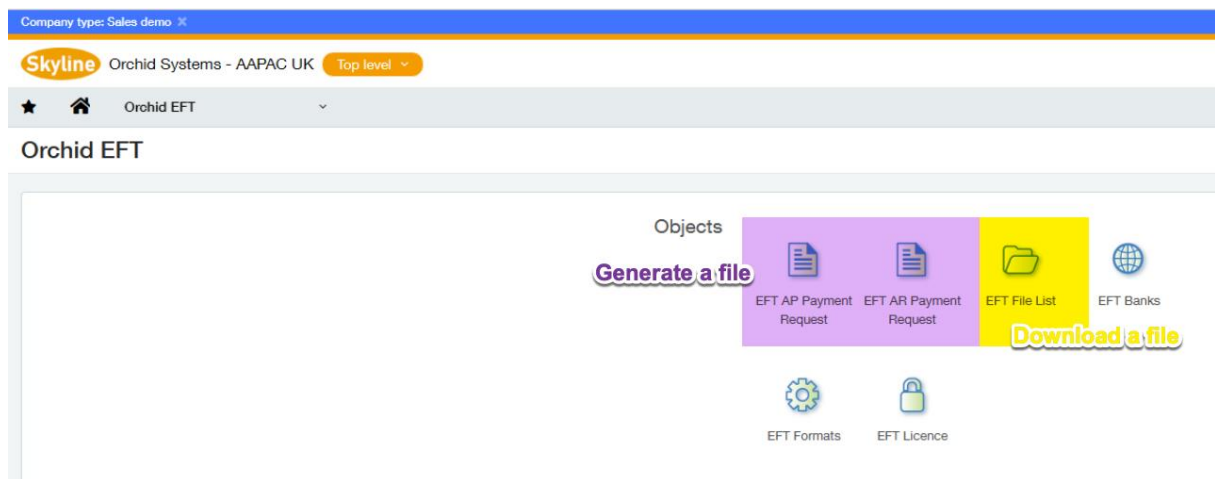
EFT LICENCE

How to use the screen

The EFT Licence screen is used to enter the activation code and to check if any software updates are available.

> **Requirement!** Depending on your license code, some of the functionality described in the help may not be available.

License types

A license code is required to use EFT Processing for Sage Intacct.

You can purchase a separate subscription for EFT Processing for AP Payments, AR Payments and Employee Expenses payments.

If you don't have the relevant activation code, you get an error message:

Your license does not allow you to do this.
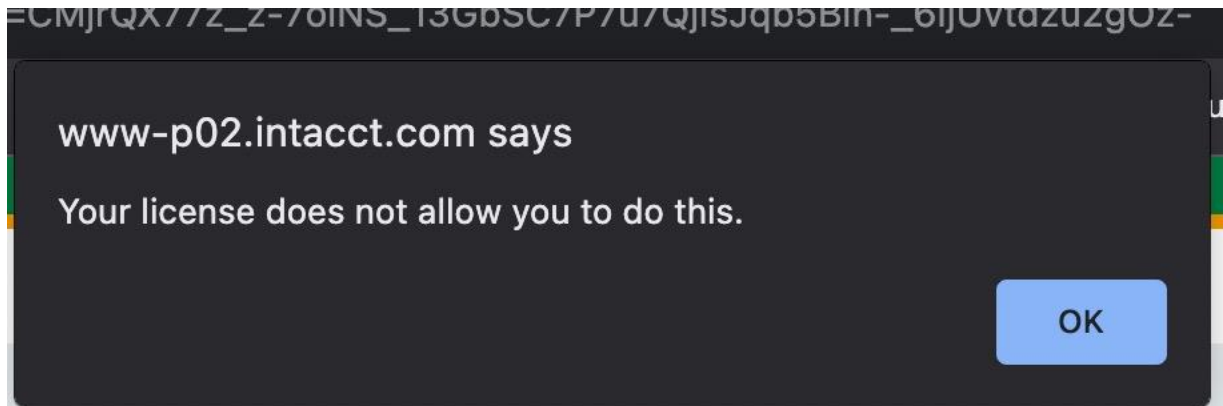
Trial licence

Users cannot auto-generate a trial license. However, they can start configuring EFT Processing without a valid code.

Without a valid license code, users can configure EFT File Formats, EFT Banks and EFT bank details for Vendors, Customers and Employees.

Users can't generate an EFT File or download / hold / refresh / confirm a file without a valid activation code.

They get an expired license message as below.
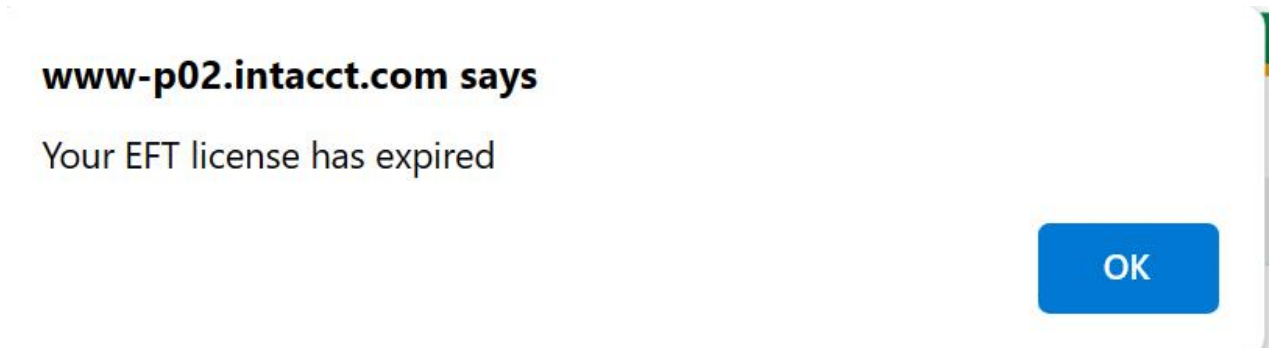
Enter Activation Code

The screen displays the Sage Intacct company ID.

Enter the activation code provided by Orchid Systems.

The screen displays the subscription expiry date.

> **Tip:**
> Contact your Sage partner to organize a trial code or purchase a subscription.

Finding the Company ID

The Company ID matches the Sage Intacct Company ID on the Company>Setup > Configuration > Company > General Information

Updates Available

There is no automatic update of the EFT Processing customizations.

If there are updates available for the Orchid EFT module, you will see the details and date of the updates on the EFT Licence screen.

Contact your Sage Intacct partner to get the update install files.

You can then import the package in Customization Services/Platform Services > Applications. See Installing an update on page 8 for details.

Setup EFT Processing

To start using EFT Processing, you need to import the EFT Formats applicable to your banks, configure the Bank records in Orchid EFT.

- To create EFT Files for AP Payments, you need to configure the Orchid EFT Tab for AP Vendors that you want to pay with EFT.
- To use Orchid EFT to process Employee Expense Reimbursement Payments, you need to configure the Orchid EFT Tab for Employees.
- To use Orchid EFT to process AR Receipts for Customer Direct Debits, you need to configure the Orchid EFT Tab for AR Customers and configure EFT banks for AR Receipts.

For details, refer to the topics below:

Requirement! To generate and download an EFT File for AP Vendor Payments, you need a license for Orchid EFT for AP.

Requirement! To generate and download an EFT File for AR Customer Payments, you need a license for Orchid EFT for AR.

Requirement! To generate and download an EFT File for Employee Expense Payments, you need a license for Orchid EFT for EE.

If you don't have the relevant activation code, you get an error message:

Your license does not allow you to do this.
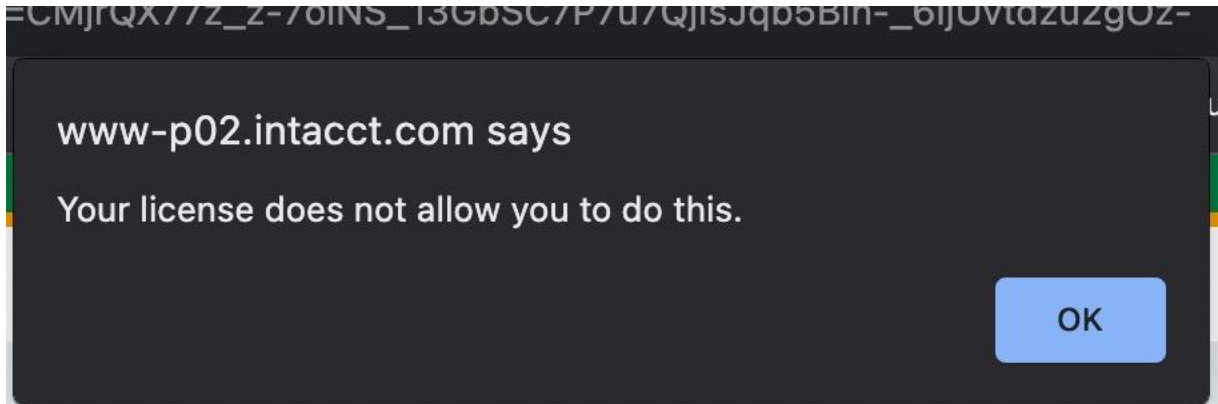
EFT FORMATS

Sage Intacct EFT Processing includes a number of system defined file formats. You need to import the formats suitable for your banking requirements.

> **Tip:** Send the bank specifications to your Sage partner who will liaise with Orchid Support to obtain the format file. Orchid Systems can created new formats if required.

Watch the Spotlight on EFT File Formats Training Video

How to use the Screen

To open the screen, choose Orchid EFT > EFT Formats.

Add a format by clicking the `Add` button on the screen.

`Name`: Enter the File Format name

`Description`: Enter the format description:

`File Format`: Copy and Paste the exact content from the formats.ini file that you are sent by your Sage partner.

> **Example:**
>
> `Name`: Name between the square brackets in the file, and generally starts with the first 3 letters of the country.
>
> `Description`: Value between the quotes in the Name - 2nd line of the file
>
> `File Format`: Copy and Paste all content until the next format included in the text file (next set of square brackets)

EFT Format

Name
CAN_CPA005

Description
Canada - CPA Standard 005/EFT1464

File format

```
[CAN_CPA005]
Name="Canada - CPA Standard 005/EFT1464"
Render=API
filetypes="payment,receipt,refund,payroll"
BSBSize=8:9
AccountSize=3:12
BSBNumber="Financial Institution ID/Transit Number"
```

1. Name in square brackets in the text file

2. Description : Use what is entered in the Name in the 2nd line of the file

3. File Format: Copy and Paste all content until the next format included in the file

> **Important!** Do not tamper with the File format content unless you have reviewed the bank specifications and understand the detailed file structure.

File Format Details

For detailed description of the File Formats, refer to EFT Formats Structure below

Fields that can be included in a file format: Field Names in EFT File Formats on page 23

EFT FORMATS STRUCTURE

EFT Processing formats include several sections:

[**Format**] - Unique ID of the File format in Square brackets

Name - description of the bank layout

> **Note:** Render=API - Do not change this line

File Format

File format includes several sections:

1. Extra field declaration, including validations, label and help tips

- BSB or sort code name - customised for the bank layout
- BSB or sort code size - customised for the bank layout
- Account name - customised for the bank layout
- Account size - customised for the bank layout
- Up to 10 extra fields on the Bank file
- Up to 50 extra fields on the Vendor file
- Up to 50 extra fields on the Customer file

2. Row Declaration

Each row type can have multiple lines with a number at the end to indicate the sequence. DetailAP1 and DetailAP2 .

- The definition of the header row(s) - general header for all transactions or an A/P specific header or an A/R specific header
- The definition of the detail row(s) - general detail for all transactions or an A/P specific detail or an A/R specific detail
- The definition of the footer row(s) - general footer for all transactions or an A/P specific detail or an A/R specific footer
- Rows can include fields from the Company, Bank, Vendor/Customer, Payment and Applied Invoices records. For details, refer to Field Names in EFT File Formats on the facing page

> **Example:**
>
> HeaderAP="A000000001[OriginatorIdNumber:%10C][FileCreationNumber:%04D].."
>
> DetailAP = "C[RecordCount:%09D][OriginatorIdNumber:%-10C]460.."
>
> FooterAP = "Z[RecordCount:%09D][[TransactionTotalInCents:%014D] .."

Validation examples:

BSBSize is the size of the BSB field. This can either be one number, which means the BSB is a fixed size, or two numbers in the format min:max.

AccountSize is the size of the Account Number field. This can either be one number, which means the Account Number is a fixed size, or two numbers in the format min:max.

> **Note:** The Size is used for data validation.

Making a field required

Use ! in front of a field name. EFT will check if the field has a value.

> **Example:** [!DestAccountNumber] means that the Vendor Bank Account field cannot be blank when creating the EFT File.

FIELD NAMES IN EFT FILE FORMATS

The list below is not exhaustive, but includes only the most commonly used fields.

SOURCE ACCOUNT INFORMATION (FROM EFT BANKS):

BankID	The Bank Code from the Bank Setup screen.
BankName	The Bank Name from the Bank Setup screen.
bsbno	The BSB number from the Bank Setup screen.
BankAccno	The Account Number from the Bank Setup screen.
BankAccname	The Account Name from the Bank Setup screen.
BankExtra1 to BankExtra10	An extra field which can be turned on for banks. Turn on by putting "BankExtra1=abc" in the formats.ini file
Description	File description
Reference	Reference option selected on EFT Bank

PAYMENT ENTRY:

Firstcheque	Payment cheque number
EntryDate	The entry date
Amount	The amount (eg $100.52 is 100.52)
AmountInCents	The amount in cents (eg $100.52 is 10052)

DESTINATION ACCOUNT INFORMATION (FROM EFT CUSTOMERS, EFT VENDORS OR EFT EMPLOYEES):

DestId	Vendor or Customer ID field from the EFT Customers or EFT Vendor screen
DestShortName	The A/P Vendor short name (APVEN.SHORTNAME) or A/R Customer short name (ARCUS.TEXTSNAM)
DestBankName	The bank name field from the EFT Customers or EFT Vendor screen

DestBSB	The BSB field from the EFT Customers or EFT Vendor screen
DestAccount	The account number field from the EFT Customers or EFT Vendor screen
DestAccountName	The account name field from the EFT Customers or EFT Vendor screen
DestReference	The reference field from the EFT Customers or EFT Vendor screen
DestExtra1..50	Extra field on EFT Customers or EFT Vendors Setup screen. Extra field can be turn on in formats.ini by putting : VendorExtra1="abc" or CustomerExtra1="abc". "abc" is the field name to be displayed in the EFT Customer or EFT Vendor setup screen. From version 56, it can be up to 50 customised extra fields.
DestName	The A/R Customer Name or A/P Vendor Name
DestAddress1..4	The A/R Customer Address lines 1 to 4 or A/P Vendor Address lines 1 to 4
DestCity	The A/R Customer City or A/P Vendor City
DestState	The A/R Customer State or A/P Vendor State
DestPostcode	The A/R Customer Postcode or A/P Vendor Postcode
DestCountry	The A/R Customer Country or A/P Vendor Country
DestPhone	The A/R Customer Phone or A/P Vendor Phone
DestFax	The A/R Customer Fax or A/P Vendor Fax
DestEmail	The A/R Customer E-mail or A/P Vendor E-mail
DestContact	The A/R Customer Contact Name or A/P Vendor Contact Name
DestContactPhone	The A/R Customer Contact Phone or A/P Vendor Contact Phone
DestContactFax	The A/R Customer Contact Fax or A/P Vendor Contact Fax
DestContactEmail	The A/R Customer E-Mail or A/P Vendor Contact E-mail

APPLIED DOCUMENT INFORMATION:

InvoiceDate	Applied Document Date
InvoiceNumber	Applied Document Number
InvoiceDescription	Applied Document Description
InvoiceGrossAmount	Applied Document Gross Amount (prior Discount)
InvoiceDiscountAmount	Applied Document Discount Amount
InvoiceNetAmount	Applied Document Net Amount (after discount / payable amount)

FirstInvoiceNumber	TThe first applied document number

MISCELLANEOUS:

Today	The run date
TransactionTotalInCents	The total amount in cents (eg $100.52 is 10052)
TransactionTotal	The total amount (eg $100.52 is 100.52)
NumberOfEntries	Number of detail lines so far. This is counted from 1.
RecordCount	Number of lines so far. This is counted from 1.
LF	A line feed character
CRLF	A carriage return / line feed
Blank	A blank field. Useful for when there are large runs of spaces or 0. Set the pad length field to the size of the run.
FieldIDModifier	Alphabet from A to Z. To indicate a particular batch has been run for Create EFT file process for the number of time. The first run will have 'A' as indicator, subsequent run 'B', 'C' and so on.
FILENAME	The actual generated EFT File name

CONFIGURE EFT BANKS

Use this screen to setup EFT details for the banks setup in Sage Intacct.

You can `view` and `edit` the EFT Banks already configured.

Choose **Add** to configure for EFT Processing a bank setup in Cash Management.

> **Note:** You can only add EFT Details for Checking Account Banks.

> **Note:** The field labels are renamed for different banks depending on the File format selected for the bank.

> **Tip:**
>
> Most EFT file formats can be used for AP Vendors/Suppliers, AR Customers and Employee payments, if you are using the same EFT File specifications from the bank.
>
> If using both AP and AR Payments for the same bank, you need to add two EFT bank records, one for Payment type and one for Receipt type. Both EFT Banks can use the same EFT File type.
>
> For Employee Expenses Payments, you use a bank of **type** `Payment`.

EFT Bank Company Details

Many file formats require some company address details.

When generating the file, EFT Processing uses the details on EFT Bank for the selected EFT File Format.

> **Note:** It is best practice to update the details for each bank.

To setup default values, you can copy the details from the Sage Intacct Company Information and amend them for the specific bak / format if required.

You need to have the required Sage Intacct security rights on the Company to read the address.

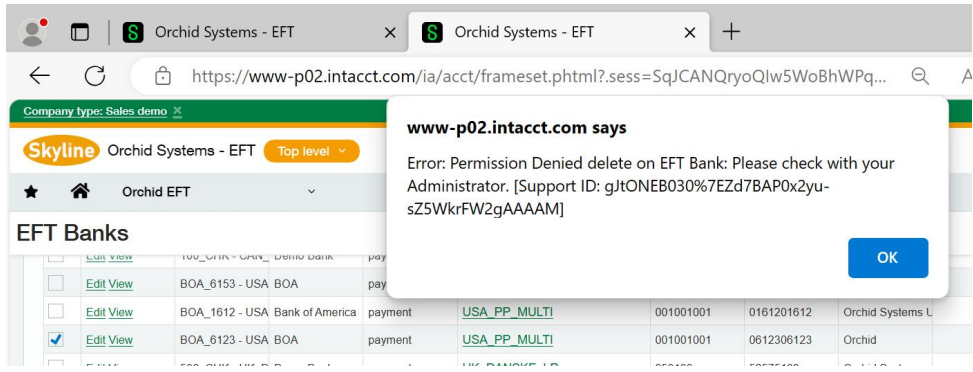**CLICK TO SEE SCREENSHOT BELOW.**

Field Descriptions

Some fields are fixed for all banks. The rest of the EFT Bank fields (Bank Extra 1..10) are turned on and renamed depending on the File format selected for this bank.

Type	Select `Payment` to pay Vendors/Suppliers and / or Employees.
	Select `Receipt` to process Direct Debit files for AR Customers' payments.
File format	Select the `File Format` corresponding to your bank specifications.
	Refer to EFT Formats on page 20 to add new formats.

BSB	Bank Branch Number / Bank Routing Number
Account Number	Bank Account Number
Account Name	Bank Account Name
Reference	Enter a fixed reference if required. - This field may be renamed in the file format definition. Reference is used in some file types. If the file type includes the [Reference] field, then it will use the option entered in EFT Banks.
Description	Enter a fixed description if required.
File Reference (for Payment)	Select one of the following options to include the appropriate value in the File Reference: • Use File Description (entered above) • Payment Type: Use Vendor AP Reference (Orchid EFT AP Reference field on AP Vendor) **Note:** For Employee , this option uses the Payment Reference on the Employee EFT tab. • Receipt Type: Use Customer AR Reference (Orchid EFT AR Reference field on AR Customer) • Use Cheque Number (from the posted payment) • Use Invoice Number (Document Number from the first applied invoice)
File Reference (for Receipt)	Select one of the following options to include the appropriate value in the File Reference: • Use File Description (entered above) • Use Customer AR Reference (Orchid EFT AR Reference field on AR Customer) • Use Invoice Number (Document Number from the first applied invoice)
File name	Enter File name for the file created by EFT Processing. Can include: Any valid file name character (A..Z, a..z, 0..9, _-|[]) `{dd} or {DD}` day number, e.g. '02' `{mm} or {MM}` month number, e.g. '02' `{yy} or {YYYY}` two digit year, e.g. '22' `{yyyy} or {YYYY}` four digit year, e.g. '2022' `{n} run number per day`, e.g. '2': {n} starts at 1 each day, and goes up by 1 for each file per bank and file type. Incremented by 1 for each **downloaded** file.

	Run number is reset to 1 the next day.
	`{s} 1 digit file sequence number`, e.g. 2
	Adds one each time a file is **generated** for the bank. The FSN is displayed on the EFT Bank record. See below.
FSN	File Sequence Number (FSN)
	Use {s} in the file name.
	The value is incremented by 1 per bank per generated file (not per download).
	Example: If you have 2 EFT records for the bank for different file types, the FSN is synchronized on both records for the bank.
	If used, the bank expects the file sequence number to increase by one for each upload.
	Tip:
	If this is the first time you are uploading an EFT File for this bank - then set it to 1.
	If you have already uploaded files, you should set the FSN (File Sequence Number) to the next sequence number based on the last file you uploaded for this bank.
	The File Sequence Number is updated when you generate the EFT file.
	Users who Generate the EFT File need to have security rights to update EFT Bank as the FSN is stored on the EFT Bank record.
	If a user doesn't have rights to EFT Banks and uses a file format that requires FSN, they may get an error message like below:
	Warning! Permission Denied delete on EFT Bank. Please check with your administrator.
	Tip: If you need to reexport a file, set the file sequence number back by 1 to generate the file with the same number.
Bank Extra 1 to 9	The rest of the EFT Bank fields (Bank Extra 1..9) are turned on and renamed

	depending on the File Type selected for this bank.

Making a file name unique

Many banks require the EFT file name to be unique.

Depending on how you often you process a file, you can use a combination of the date, the File Sequence Number and the daily run number to make the file unique,

To have a unique file number if you generate multiple files for the bank on a given day, you can use a hard coded text (e.g. myfile) and fields in curly brackets/braces in any order in your naming convention:

> **Example:**
>
> `myfile.{yyyy}{mm}{dd}-{s}-{n}.txt`
>
> If you generate a file on 2023/06/14, and the FSN for the bank is set to 5:
>
> - the first file downloaded on the day will be called myfile.20230614-5-1.txt,
>
> - the next file downloaded the same day will be called myfile.20230614-6-2.txt
>
> - The next day, the file will be called myfile.20230615-7-1.txt

Tool tips

Many file formats include tool tips to describe the valid values for some fields.

See EFT Tool Tips for details.

CONFIGURE EFT VENDOR DETAILS

Select a vendor and use the Orchid EFT Tab in the Accounts Payable > Vendors menu.

Enter EFT Details for vendors you want to pay with EFT.

Using Orchid EFT TAB

Select EFT File Format

Select the EFT File Format on the Orchid EFT Tab. The fields relevant to the format are displayed. Different fields are active depending on the EFT File format selected

1. The Vendor EFT Fields are labeled based on the EFT File Format selected.
2. Some formats include Field Length validation when entering the AP Vendor details.
3. Use the Tool tips for details on the expected content for the field. Hover your mouse over the icon to view the tips.

Field Validation

Some file formats validate fields like the account number. In such cases, the field labels are in Red and contain the valid rules.

This is only a warning message. Users can still save the records so that you can gather the correct details from the Vendor.

The field details are validated when you create the EFT File, and you can't create the EFT File if the account details don't meet the validation rules in the file format.

Tool tips

Hover your mouse over the icon to the right of the field label to view the details for the field. Tool tips explain what the valid options are for the field.

> **Note:** Tool Tips are configured in the EFT Format.

Logging Changes

Standard Sage Intacct audit and approval features apply to changes to the Orchid EFT banking details.

Orchid EFT Details fields are included in the Vendor Audit Trail.

Approving Changes

If Vendor Approval is enabled in your Sage Intacct database, changes to EFT vendor details can trigger the approval process.

If the user doesn't have approval right, and they click Edit on the record, they need to submit the Vendor changes for approval before payments can be processed.

> **Note:** Refer to Sage Intacct documentation for details.

Importing Vendor Details

You can import EFT Vendor details using standard Sage Intacct import routines.

It is best to enter one record manually for your bank's file type, export the records. You can then update the csv file and import back on Sage Intacct.

To import the EFT file format (**REFT_FORMAT**), you use the actual **EFT File Type name**, not the EFT File Format ID which is exported.

Refer to Importing EFT Vendor details on the facing page for tips on importing EFT Vendors.

Multiple bank accounts for a single vendor

If a vendor has multiple bank accounts, you need to have different vendor codes for the different vendor bank accounts as there is no way on the payment to indicate which bank details to use. You can group the vendors using the Parent feature on the AP Vendor --> Additional Information Tab

Paying some vendors by EFT and some by Cheque/check

Suggested configuration:

- Set the Vendor's preferred payment method to Record Transfer for vendors paid by EFT
- Set the Vendor's preferred payment method to Check for vendors paid by Check
- Do separate payment runs to select vendors by preferred payment method. You can use Advance Filters on the Pay Bills AP screen.
  - Print the checks for all Check vendors
  - Generate an EFT File for all EFT Vendors
- If a vendor is not configured for EFT (no EFT File Type on the AP Vendor > Orchid EFT Tab), the vendor will not show on the EFT Payment request.

Viewing EFT Details

You can create an EFT Details view to use when looking at vendors bank account details.

In Accounts Payable Vendors/Suppliers menu,

- Select Manage Views \ Create a new view
- Select the columns you want to include in the view, the sequence of the columns, any filters required, the sort order required
- Deploy to enable the view and Save the view as "EFT Details"

You can then select the new view when showing the AP Vendor Details

License Required

Requirement! You only see the Orchid EFT Tab for Vendor if you have a license for EFT Processing AP

IMPORTING EFT VENDOR DETAILS

Select a vendor and use the Orchid EFT Tab in the Accounts Payable > Vendors menu.

Export Import works using standard Sage Intacct functionality.

Key Steps

Because the fields depend on the EFT format you use, it is best to enter one record manually for your bank's file type, export the records. You can then update the csv file and import back on Sage Intacct.

Step 1: In the Vendors - From Manage views - create a new view and select the fields to be included in the view.

Step 2: Select the Vendor ID, name and the EFT main fields

Step 3: Save the view as Orchid EFT Vendor Template.
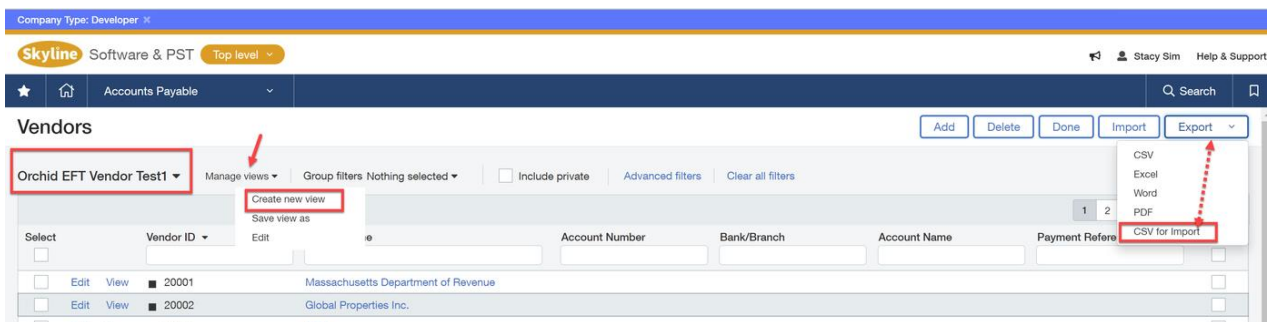
Step 4: Click on Export and choose 'CSV for Import'. The export file will be saved in the download folders.

Step 5: Open the file and update accordingly.

When the file is updated, save the file as CSV type. This is the only file format to import into Sage Intacct.

> **Important!**
>
> To import the EFT file format (**REFT_FORMAT**), you use the actual **EFT File Type name**, not the EFT File Format ID which is exported.

Step 6: Click on Import button, Choose File and select the import file and click on Import.

Step 7: As per Sage Intacct functionality, the status of the import is displayed on the screen and an email is sent to the nominated email address.

Intacct Import Success Notification--OrchidSystemsMPP...

IC   Intacct Customer Support <supp

To ✅ Stacy Sim   4:28 PM

Hello,

Your recent vendor import (on 2022-05-11 22:27:35 PDT -0800) from the file 'Vendors-1.csv' was successful. Below are the statistics. Please contact customer service if you have any questions regarding this import.

Statistics:

Number of entries imported successfully: 2
There were 2 updated records
Number of entries with import errors: 0

Sincere Regards,

-- The Intacct Team

Tips and Troubleshooting

Refer to Tips when Importing EFT details below

TIPS WHEN IMPORTING EFT DETAILS

Overview

Because the fields depend on the EFT format you use, it is best to enter one record manually for your bank's file type, export the records. You can then update the csv file and import back on Sage Intacct.

EFT Processing adds the following fixed fields to AP/AR and Employee records:

- EFT_ACCNAME, EFT_ACCNO, EFT_BANKNAME, EFT_BIC, EFT_BSBNO, REFT_FORMAT (you must import the EFT File Format Name) and EFT_IBAN.

- In addition to the fixed fields, there are 50 "Extra" fields which are turned on when you select an EFT File format. The first 10 fields are called EXTRA1, EXTRA2, EXTRA3, EXTRA4, EXTRA5, EXTRA6, EXTRA7, EXTRA8, EXTRA9 and EXTRA10.
- Extra11, Extra12.... Extra50 are contained in a single database field called EFT_EXTRA.

Key Steps

Detailed steps for AP Vendors/Suppliers and AR Customers are described in the links below:

Importing EFT Vendor details on page 35

Import EFT Customer details

Importing File format

To import the EFT file format (**REFT_FORMAT**), you use the actual **EFT File Type name**, not the EFT File Format ID which is exported.

File format with more than 10 fields

If your file format has more than 10 fields, there are additional steps.

You can import data directly into all the fixed fields and EFT_EXTRA1 to EFT_EXTRA10.

If you need data in Extra11 and up, you will need to "join" the data according to the rules below, and import all the fields into EFT_EXTRA.

Please contact Orchid support for details.

Excel tip

Excel automatically converts the numeric field as number and dropped '0' in front. We recommend to rename the file as .txt and open it manually in Excel and set the relevant columns as Text, for example with the various bank and account number fields that may start with a 0.

	A	B	C	D	E	F	G
1	VENDOR_ID	NAME	REFT_FORMAT	EFT_ACCNO	EFT_BSBNO	EFT_ACCNAME	EFT_PAYREF
2	20085	Officeworks	CAN_TD	02343542	341-021	Officeworks	Orchid Office Supplies
3	20086	Optus	CAN_TD	01562712	012-821	Optus	Telecom
4							

```
Vendors-1.csv
1    VENDOR_ID,NAME,REFT_FORMAT,EFT_ACCNO,EFT_BSBNO,EFT_ACCNAME,EFT_PAYREF
2    20085,Officeworks,CAN_TD,02343542,341-021,Officeworks,Orchid Office Supplies
3    20086,Optus,CAN_TD,01562712,012-821,Optus,Telecom
4
```

CONFIGURE EFT EMPLOYEE DETAILS

Select an Employee in the Time & Expenses > Setup > Configuration > Employees menu.

Choose Edit and use the Orchid EFT Tab in the Employee Information screen

Enter EFT Details for employees you want to reimburse with EFT.

> **Note:** EFT Details fields are included in the Employee Audit Trail.
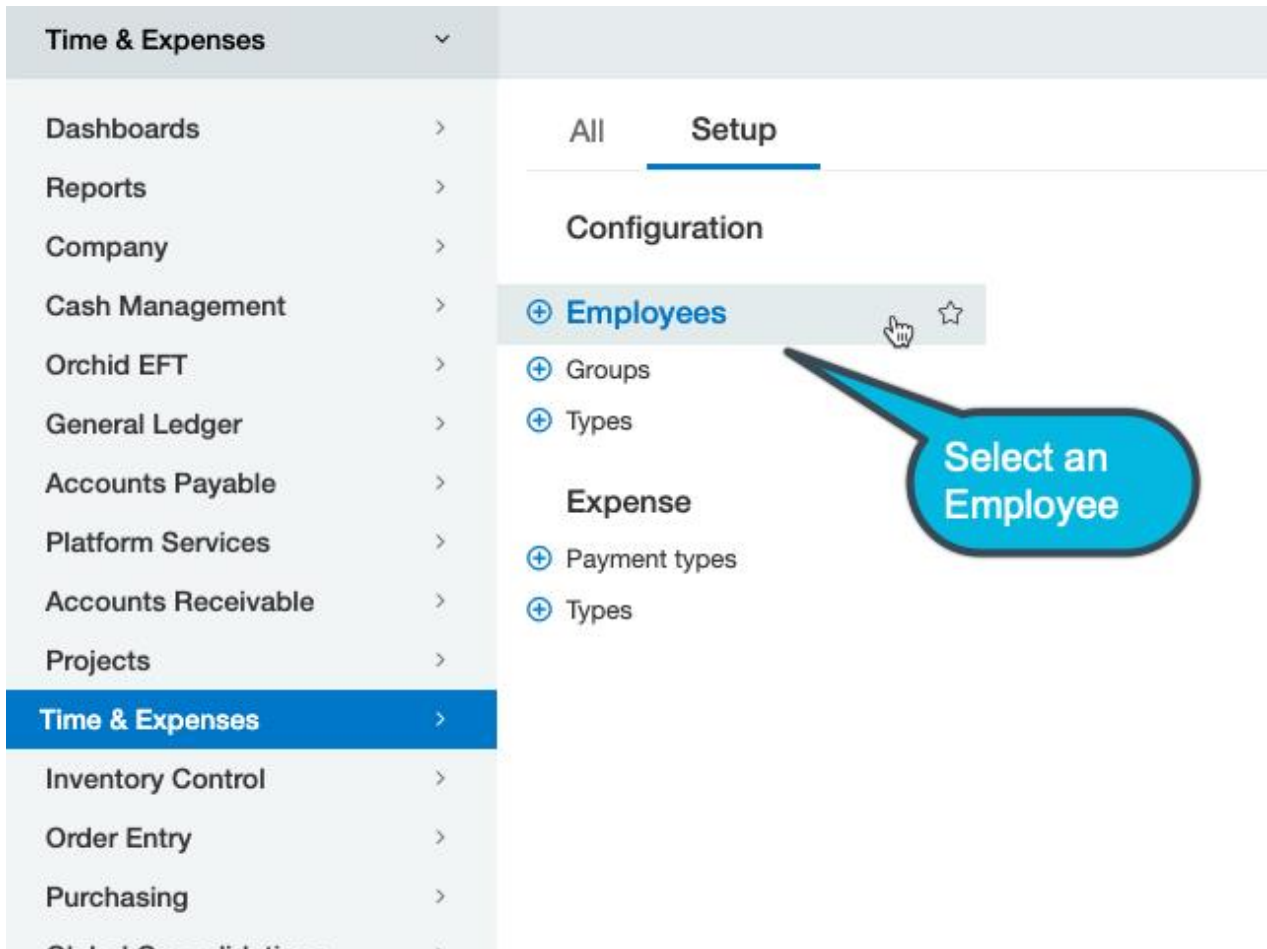
Use Orchid EFT TAB

Select EFT File Format

Select the EFT File Format on the Orchid EFT Tab. The fields relevant to the format are displayed. Different fields are active depending on the EFT File format selected

1. The Employees EFT Fields are labeled based on the EFT File Format selected.
2. Some formats include Field Length validation when entering the EFT details.
3. Use the Tool tips for details on the expected content for the field. Hover your mouse over the icon to view the tips.

Field Validation

Some file formats validate fields like the account number. In such cases, the field labels are in Red and contain the valid rules.

This is only a warning message. Users can still save the records so that you can gather the correct details from the Employee.

The field details are validated when you create the EFT File, and you can't create the EFT File if the account details don't meet the validation rules in the file format.

Tool tips

Hover your mouse over the icon to the right of the field label to view the details for the field. Tool tips explain what the valid options are for the field.

> **Note:** Tool Tips are configured in the EFT Format.

Importing Employee Details

You can import details for new employees and update employee details if the employee already exists in Sage Intacct.

To import the EFT file format (**REFT_FORMAT**), you use the actual **EFT File Type name**, not the EFT File Format ID which is exported.

It is best to enter one record manually for your bank's file type, export the records. You can then update the csv file and import back on Sage Intacct.

The detailed steps are similar to importing EFT Vendor details. Refer to examples relating to EFT Vendor details.

Importing EFT Vendor details on page 35

Multiple bank accounts

EFT Processing doesn't cater for multiple bank accounts to reimburse employee expenses. If you need to pay expenses to a different account, you need to update the employee EFT details before processing the file.

License Required

> **Requirement!** You only see the Orchid EFT Tab for Employee if you have a license for EFT Processing EE

CONFIGURE EFT CUSTOMER DETAILS

Select a customer and use the Orchid EFT Tab in the Accounts Receivable > Customers menu.

Enter EFT Details for customers you want to direct debit with EFT.

> **Note:** EFT Details fields are included in the Customer Audit Trail.

Use Orchid EFT TAB

Select EFT File Format

Select the EFT File Format on the Orchid EFT Tab. The fields relevant to the format are displayed.

- Different fields are active depending on the EFT File format selected.
- The Customer EFT Fields are labeled based on the EFT File Format selected.

Field Validation

Some file formats validate fields like the account number. In such cases, the field labels are in Red and contain the valid rules.

This is only a warning message. Users can still save the records so that you can gather the correct details from the Customer.

The field details are validated when you create the EFT File, and you can't create the EFT File if the account details don't meet the validation rules in the file format.

Tool Tips

Hover your mouse over the icon to the right of the field label to view the details for the field. Tool tips explain what the valid options are for the field.

> **Note:** Tool Tips are configured in the EFT Format.

Importing CUSTOMER Details

You can import EFT Customer details using standard Sage Intacct import routines.

It is best to enter one record manually for your bank's file type, export the records. You can then update the csv file and import back on Sage Intacct.

To import the EFT file format (**REFT_FORMAT**), you use the actual **EFT File Type name**, not the EFT File Format ID which is exported.

Refer to **Import EFT Customer details** for tips on importing EFT Customers.

License Required

> **Requirement!** You only see the Orchid EFT Tab for Customer if you have a license for EFT Processing AR

EFT Processing Release Notes

To use EFT Processing (Sage Intacct), refer to the online help:

https://help.orchid.systems/sageintacctaddons//Product-Home/Sage-Intacct-EFT-Processing.htm

JUNE 2024 (PU20240617)

- Security role updates: Refer to Configure Security on page 11
    - Users who generate EFT Files need both EFT File (Add, Edit) and EFT Processed (Add, Edit).
    - Orchid EFT Tab on AP Vendors is now hidden if users have access to Vendors and Purchasing Vendors, but do not have access to the EFT Licence.
    - Orchid EFT Tab on AR Customers is now hidden if users have access to Customers , but do not have access to the EFT Licence.
    - Orchid EFT Tab on Employees is now hidden if users have access to Employees, but do not have access to the EFT Licence.
- Sundry updates:
    - AP Payments was filtering out advanced payments too early.
    - Add Customer Type and Invoice Created By to Create AR Payment.
    - Dates were not filtering correctly.
    - Fixed a scrolling issue when editing.
    - Fix sort with null values.

MAY 2024 (PU20240422)

- Fixes issue on the AR Payment request screen due to Intacct having changed the STATE/STATUS of Completed payments from blank to "C".
- New fields (Vendor/Customer/Employee Type, Payment Created by) on the EFT Payment Request screens. Refer to Filtering and Sorting records in EFT Processing.
- Running total on the EFT Payment Request and Create AR Payment screens to assist in reconciling with control totals if required. Refer to Running Totals.

MARCH 2024 (PU20240320)

- Improved filtering in EFT Files and EFT Payment Request screens. Refer to Filtering and Sorting records in EFT Processing
- Ability to resize columns on various screens. Refer to Using Orchid EFT Screens Tips
- Users can configure EFT bank details for Vendors, Customers and Employees without an activation code. You can't generate an EFT File or download / hold / refresh / confirm a file without an

activation code. Refer to Trial licence on page 17

- Users don't need Limited Admin rights in Sage Intacct to access EFT Bank details and update FSN Number. For details, refer to Limited Admin rights
- Sundry fixes relating to generating large EFT Files.

DECEMBER 2023 (PU20231220)

- Support for Employee Expenses - See details in Using EFT Processing with Employee Expenses
- Ability to create AR Payments automatically for selected AR Invoices. See details in AR Create Payment
- Improved filtering in EFT Files and EFT Payment Request screens. Refer to Filtering and Sorting records in EFT Processing
- EFT Banks now include company address information. Some EFT file formats require the company address and needed to be created at an Entity level. Refer to EFT Bank Company Details on page 26.
- "In Progress" messages added to Generate EFT files to indicate that processing is yet to complete.

AUGUST 2023 (PU20230811)

- It corrects the security issues we had with the EFT Licence Screen and EFT Formats Screen and EFT Banks Screen when you were using the "Slide In" functionality of connecting to a customer's database either as the CPAUser or EXTUser.
- Added the EFT File Name to the message when downloading the file.
- EFT Bank: file name variables for {YYYY} {MM} {DD} case insensitive - so you can now use {YYYY} or {yyyy} etc.
- AP Payment memo field is now available for EFT files.
- Fixes an issue with lowercase vendor IDs.
- Fixes error message when company does not have multicurrency enabled.

MAY 2023 (PU20230514)

EFT Processing (Sage Intacct) now supports AR Receipts to create EFT Files for Customer Direct Debits.

Configure EFT Customer Details on page 42

EFT AR Payment Request

MARCH 2023 (PU20230303)

Sundry improvements and fixes

DECEMBER 2022 (PU20221220)

EFT Processing for Sage Intacct supports AP Advance Payments. They are included in the AP Payment Requests list and can be selected to include in an EFT File. **EFT AP Payment Request**

OCTOBER 2022 (PU20221001)

Initial Release: EFT Processing for Sage Intacct supports AP Payments.

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OrchidSystems
SYDNEY | AUSTRALIA

Office: 2/273 Alfred Street, North Sydney
New South Wales 2060 Australia

Phone: +61 2 9099 1077
Email: info@orchid.systems

www.**orchid**.systems

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