# Orchid
# Training Guide:

**$ EFT Processing**
For Sage Intacct

*Work Smarter with Orchid*

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# Table of Contents

# EFT Processing Overview

EFT Processing simplifies financial transactions by automating payments and direct debit/receipt processes. It generates files in the specific format required by your bank to upload into your banking software for the following types of Sage Intacct transactions:

- Accounts Payable (AP): Facilitates payments to vendors and suppliers.
- Accounts Receivable (AR): Handles direct debit transactions from customers.
- Employee Expenses: Processes reimbursements efficiently.

To get started with EFT Processing, you need to:

1. Obtain the bank specifications for the transactions you process by EFT. Refer to **Gather Bank EFT File specifications**
2. Collect information from your Vendors, Customers and Employees. Refer to **Gather vendors, customers and employees bank details**
3. Install the EFT Processing custom components and enter Licence details in Sage Intacct. See details in **Install EFT Processing on the next page**
4. Configure EFT Processing in Sage Intacct. Details are available in **Setup EFT Processing on page 22**

Available features depend on your Licence code.

# Install EFT Processing

Orchid's EFT Processing is developed in the Sage Intacct environment and all data is stored in Sage Intacct.

All installation and configuration is done logged in Sage Intacct.

> **Note:**
> 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.

Getting Started



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.

> **Example:**
> See the community article on how to do it:
>
> https://community.intacct.com/community/articles/Support/8414/p

## User Permission

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

# INSTALL EFT PROCESSING APPLICATION

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

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 file 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 created by EFT Processing on page 12

## Installing an update

If you have previously installed the Orchid application and need to install the latest update, you generally only require to perform steps 1 and 2 (install the application in Platform Services) and step 5 (restart the Sage Intacct session).
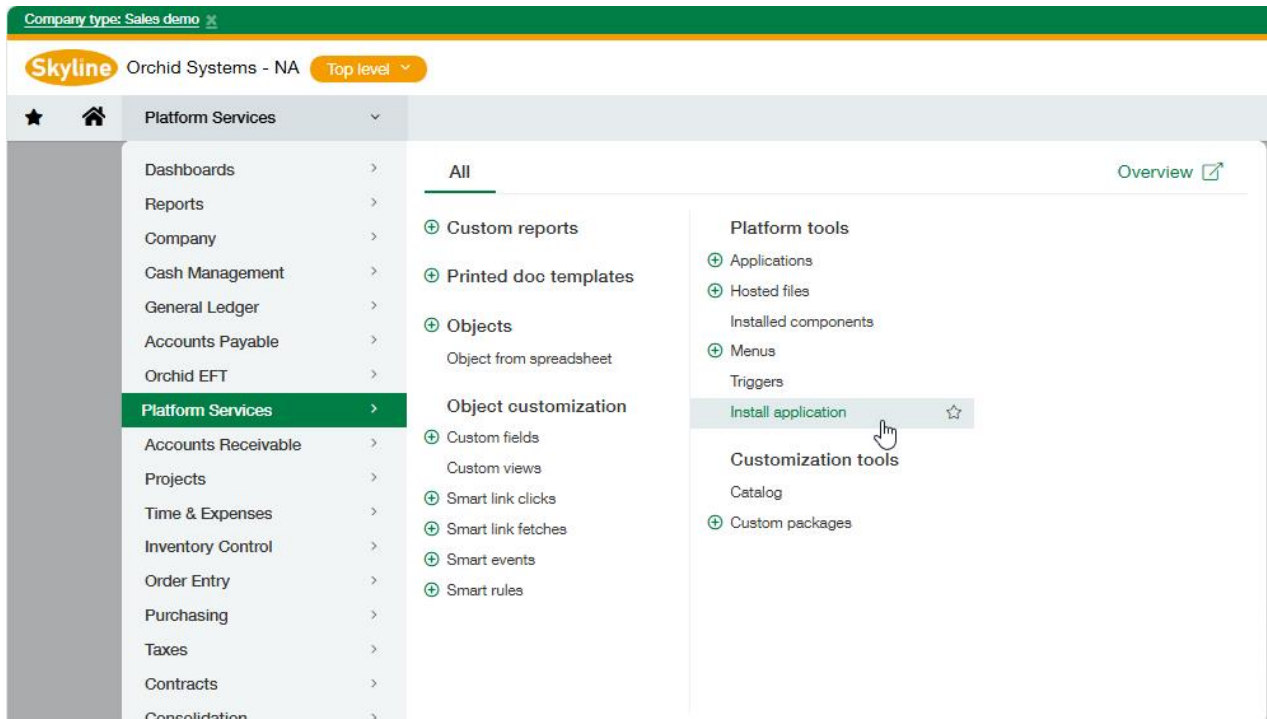
In some cases, you may need to reselect the EFT Roles and permissions.

## Steps to install

### Go to Platform Services > Install Application

Unzip the downloaded file and save the Orchid_EFT.xml application file to your desktop.

In Sage Intacct, go to Platform Services > Install Application >

> **Tip:** If you do not see Platform Services in the list of modules, ask the Sage Intacct Admistrator to Enable Platform Services in Company \ Admin \ Subscriptions

> **Note:** You must not use Platform Services > Custom packages to install the ORCHID_EFT.XML file. If you receive an Internal error received / Uncaught exception error, check that you are using Platform Services > Install Application.

## Install the application

- Select `Install from XML`
- Choose the Orchid_EFT.xml file saved on your desktop



- Click `Install`

- 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.

**Company information**

| General information | Security |
|---|---|

**Company information**

⌄ Web Services authorizations

| | Sender ID | Description | Status |
|---|---|---|---|
| 1 | ajax | ajax | Active |

## 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 page 13

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## 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 the 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 Licence 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 |
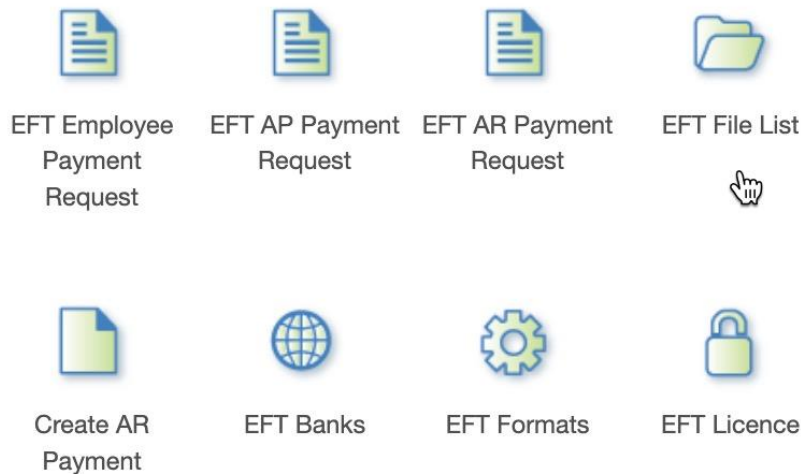
## Troubleshooting Installation

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 |

Restart the browser. In some cases, you may need to wait a little while for the new permissions to propagate.

Uncaught Error Exception when installing

Check that you are using Platform Services > Install Application. You must not use Platform Services > Custom packages to install the ORCHID_EFT.XML file.

# CUSTOM OBJECTS CREATED BY EFT PROCESSING

When you import the Orchid EFT XML customization package in a Sage Intacct company, 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:



## 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 | | |

# 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. "
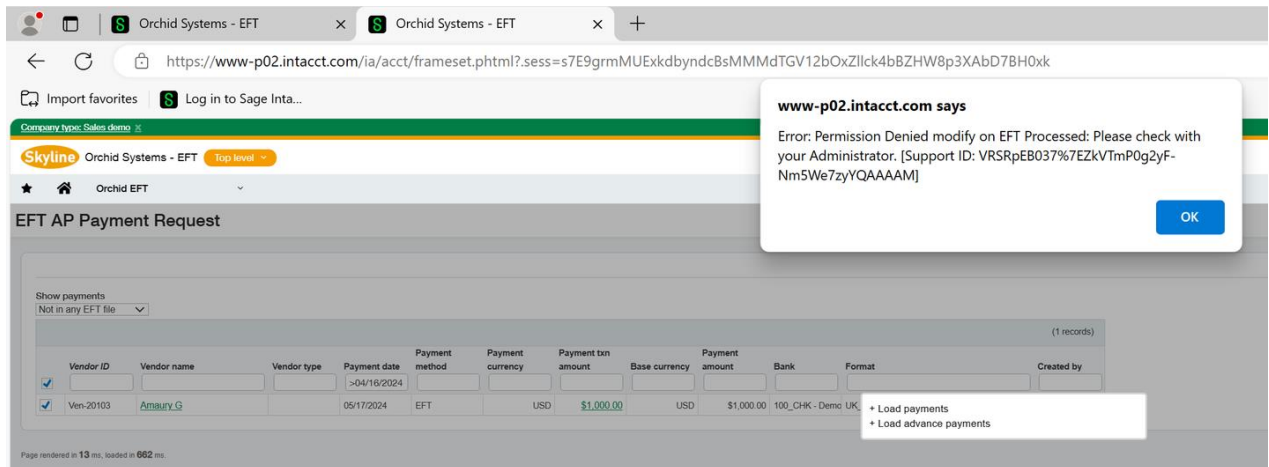
**Permissions for the EFT Blob entity**

- 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.
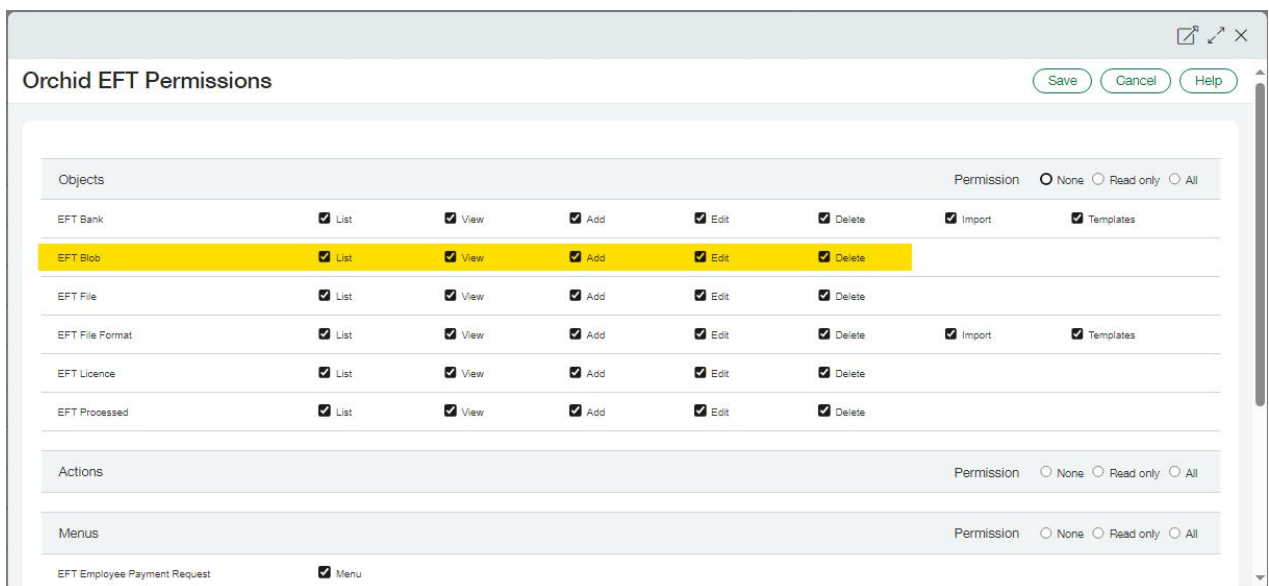


**Permissions for the EFT Bank entity**

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.
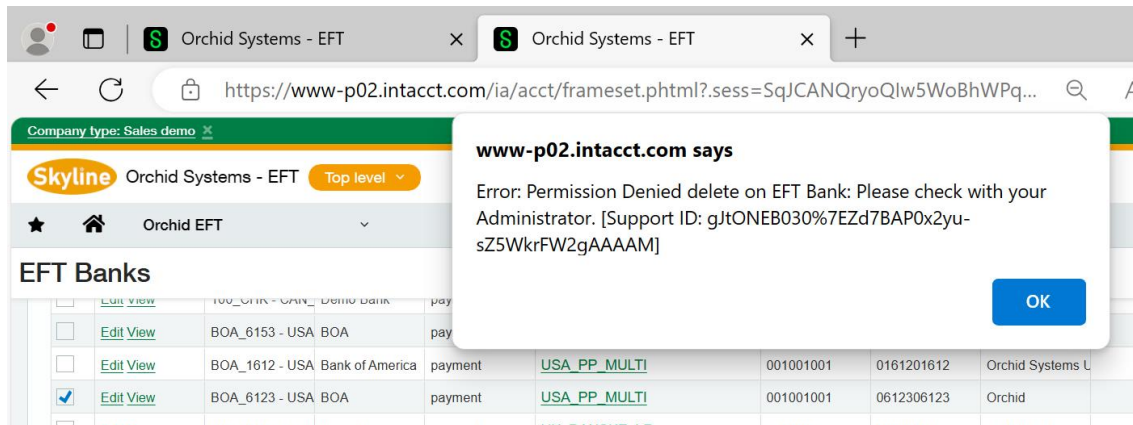
This applies even if the user doesn't generally update the EFT Bank details.

# EFT Licence

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

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 Licence, 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.
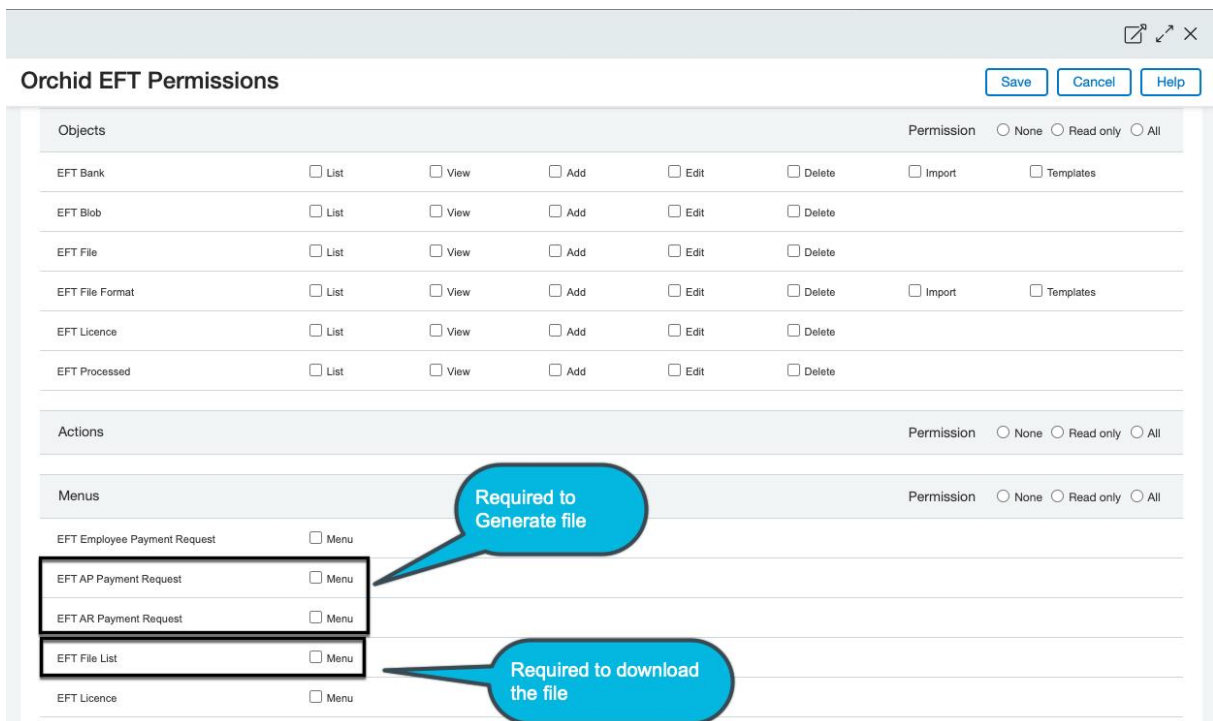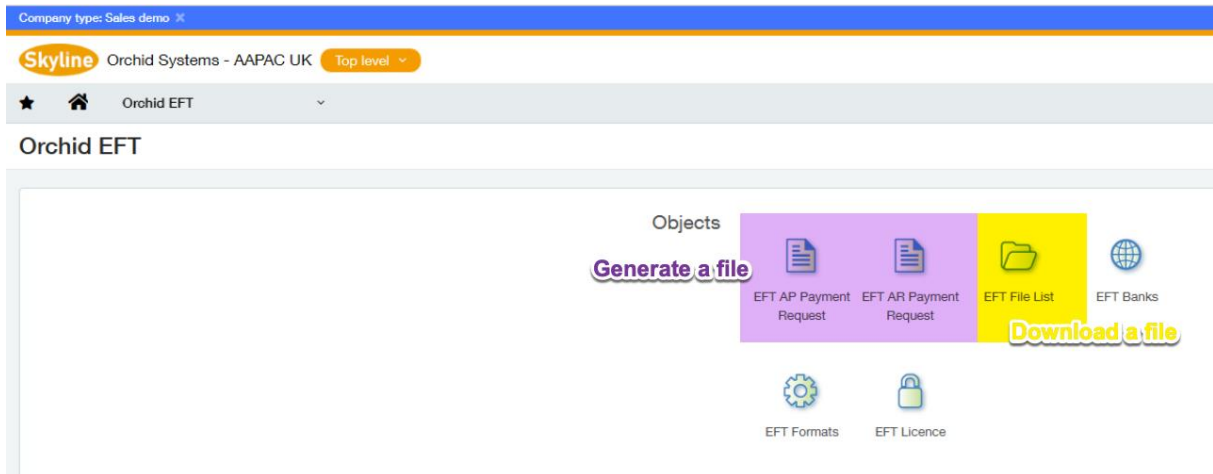
# EFT LICENCE

For details on how the Licence for EFT Processing works, refer to **Getting an EFT Licence on page 20.**

## 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.

> **Note:**
> When the annual subscription renewal is paid, a new activation code is generated and needs to be entered in the module License screen.



## Enter Activation Code

1. The screen displays the Sage Intacct company ID.
2. Enter the activation code provided by Orchid Systems.
3. The screen displays the subscription expiry date.
4. The screen displays the Features included in the subscription.

## 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.

## Installing an update

You can then import the package in Platform Services > Applications. See **Installing an update on page 7** for details.

## Release Notes

Refer to **EFT Processing Release Notes on page 115** for details of the new features and fixes in the updates.

If there are no updates, you will see the message "no updates".

> **Note:**
> The version number you view in platform services indicates the major release number which we use to track the features included in that release. The version number typically changes when new fields or custom objects are added to the program.
>
> In the EFT licence screen the product update number indicates the date of the product update and ties in with the release notes with the list of issues fixed as well as new features included in that product update.

## Checking the Company ID

When you purchase a subscription for EFT Processing, you need to send the Sage Intacct Company ID to Orchid so that we can generate the appropriate Licence code.

See details in **Information Required for a Licence**.

The Company ID matches the Sage Intacct Company ID on the Company>Setup > Configuration > Company > General Information
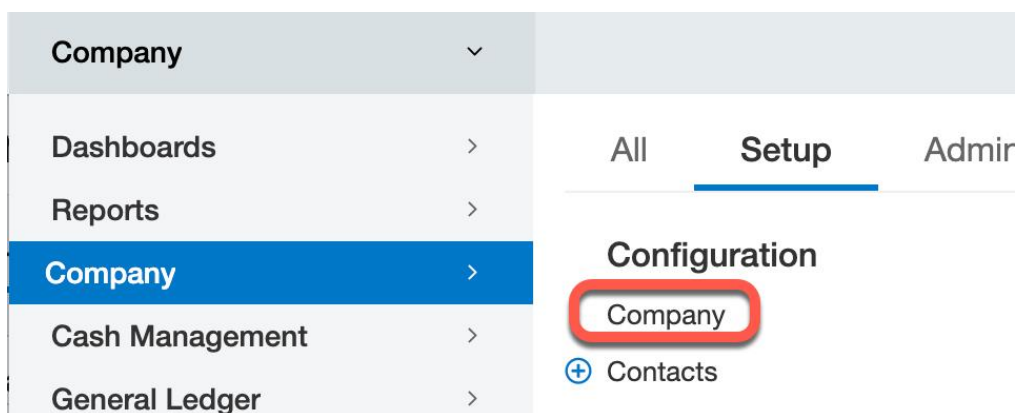
# GETTING AN EFT LICENCE

## Licence types

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

You can purchase separate subscriptions for EFT Processing for :

- AP Vendor Payments
- AR Customer Payments (Direct Debits)
- Employee Expenses payments

> **Note:**
> Available features depend on your Licence code.
>
> | | Module | Activation Code | Sage Intacct Company ID |
> |---|---|---|---|
> | 1 | EFT AP (Sage Intacct) | 2074-1____ . | Orchid ' |
> | 2 | EFT AR Customers (Sage Intacct) | | Orchid |
> | 3 | EFT Employee (Sage Intacct) | | Orchid |
> | 4 | EFT Core (Sage Intacct) | . . | Orchid . |

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

> **Note:** With active subscriptions for EFT Processing, you are entitled to a code for your implementation / sandbox instance. Send a screenshot of the Implementation Company ID to receive the IMP code.

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

Your Licence does not allow you to do this.
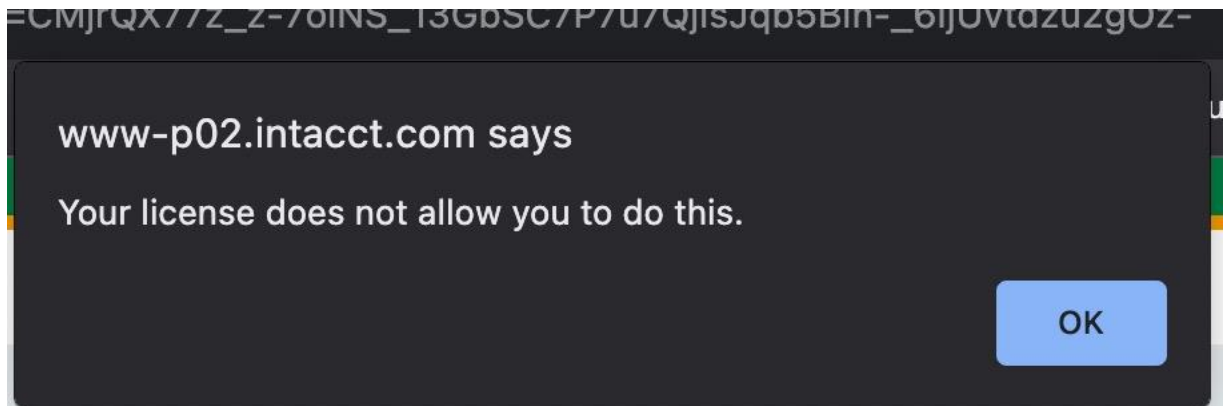


## Trial licence

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

Users can configure EFT File Formats, EFT Banks and EFT details for Vendors, Customers and Employees without a valid Licence code.

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

They get an expired Licence message as below.
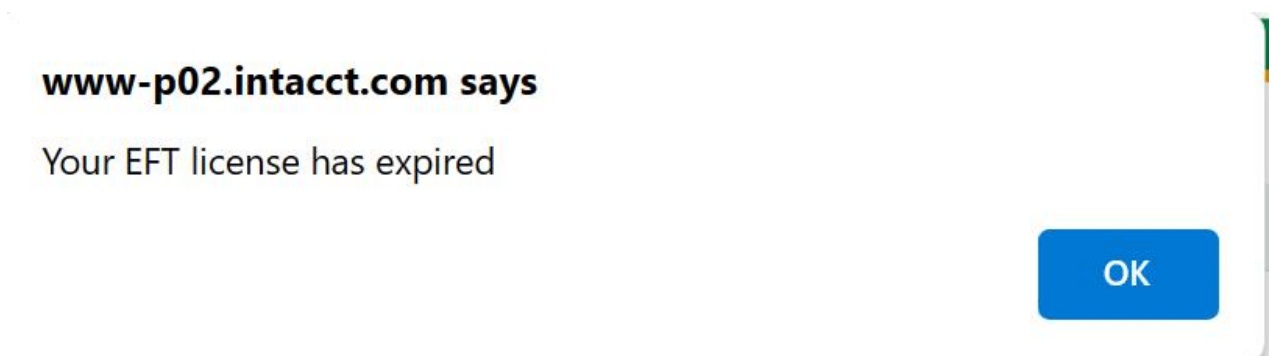
# Setup EFT Processing

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 Licence for Orchid EFT for AP.

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

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

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

Your Licence does not allow you to do this.
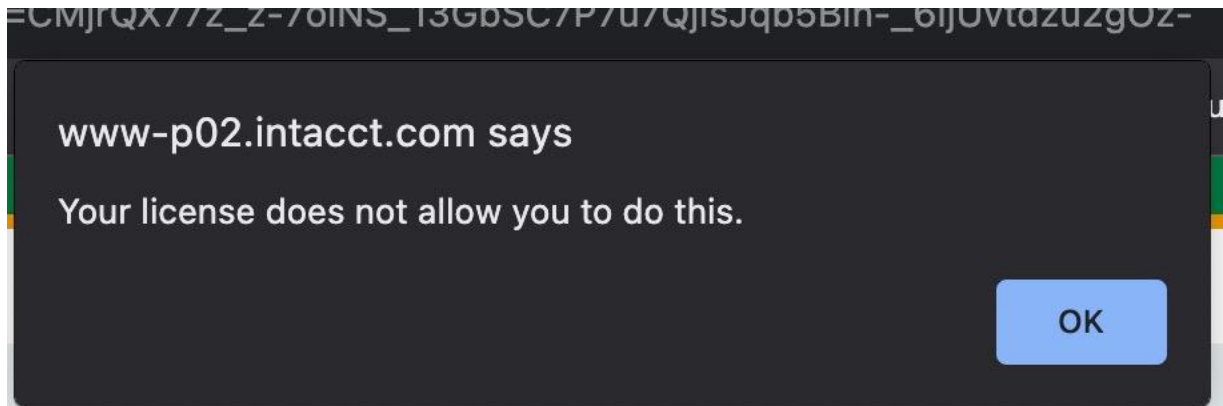
## EFT FORMATS

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

For technical details on EFT Formats in Sage Intacct, see EFT Formats Technical Info

> **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.

### 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)



> **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 26

# 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 next 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.

## More Information

Field Names in EFT File Formats below

Row Types

# 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) |
| **PPVOID** | Set to 1 to include void payments in Positive Pay files |
| | [Entry.Type] - returns "void" for void payment and blank for others |
| **VOIDDATE** | In most cases, the file format uses the |

original payment date as the Void
Date. Some format requires the
actual Void Date from the voided pay-
ment.

### 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.**
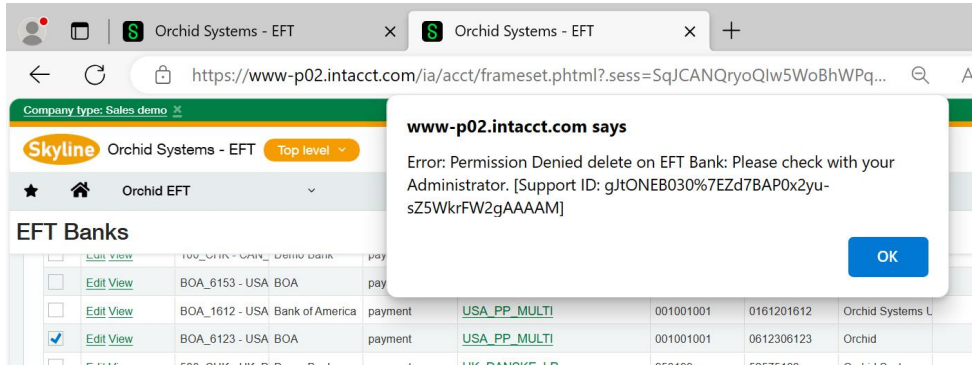
## Field Descriptions

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 23 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.<br><br>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:<br><br>• Use File Description (entered above)<br>• Payment Type: Use Vendor AP Reference (Orchid EFT AP Reference field on AP Vendor)<br><br>**Note:** For Employee , this option uses the Payment Reference on the Employee EFT tab.<br><br>• Receipt Type: Use Customer AR Reference (Orchid EFT AR Reference field on AR Customer)<br>• Use Cheque Number (from the posted payment)<br>• 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:<br><br>• Use File Description (entered above)<br>• Use Customer AR Reference (Orchid EFT AR Reference field on AR Customer)<br>• Use Invoice Number (Document Number from the first applied invoice) |
| File name | Enter File name for the file created by EFT Processing.<br><br>Can include:<br><br>Any valid file name character (A..Z, a..z, 0..9, _-\|[])<br><br>{dd} or {DD} day number, e.g. '02'<br><br>{mm} or {MM} month number, e.g. '02'<br><br>{yy} or {YYYY} two digit year, e.g. '22'<br><br>{yyyy} or {YYYY} four digit year, e.g. '2022'<br><br>{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.<br><br>`{s} 1 digit file sequence number`, e.g. 2<br><br>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)<br><br>Use {s} in the file name.<br><br>The value is incremented by 1 per bank per generated file (not per download).<br><br>**Example:** If you have 2 EFT records for the bank for different file types, the FSN is synchronized on both records for the bank.<br><br>If used, the bank expects the file sequence number to increase by one for each upload.<br><br>**Tip:**<br> If this is the first time you are uploading an EFT File for this bank - then set it to 1.<br><br>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.<br><br>The FSN field on the EFT Bank is next sequence number (the one that is going to be used for the next EFT Run).<br><br>The File Sequence Number is updated when you generate the EFT file.<br><br>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.<br><br>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:<br><br>**Warning!** Permission Denied delete on EFT Bank. Please check with your administrator.<br><br><br><br>**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

### When to use the Orchid EFT Tab

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.

> **Note:** To add or update details, ensure you select Edit Vendor.

If the Orchid EFT tab is not visible in EFT Vendor:

- Check your EFT Licence includes AP. See **Licence Required on page 38**
- Ensure the logged on user has at least Read access to the EFT Licence screen.

## Using Orchid EFT TAB

View additional tips in Tips to Configure EFT Vendor Details

### 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 page 42 for tips on importing EFT Vendors.

## 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

## Licence Required

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

## Reports to Export EFT details

In this topic, Orchid describes how to use a custom report to export the EFT Details and import csv files into another database.

This applies to EFT Vendors/Suppliers and EFT Customers.

There are two main options to import EFT details:

1. Use custom reports, described below.

> **Note:**
> The Custom Reports option has two main advantages:
> - All the EFT fields are included in the report (and therefore in the export), you don't need to add them one by one.
> - The report includes the EFT File format name, required to import. The custom view only includes the EFT File ID.

2. Create custom views in Accounts Payable > Vendors/Suppliers or in Accounts Receivable > Customers menu
    - Refer to Importing EFT Vendor details on page 42
    - Refer to Import EFT Customer details on page 46

### Key Steps to import the package

**Step 1:** Saved the attached file to the local folder and unzip the XML file.

File to download: [Custom Reports Package](#)

**Step 2:** Go to Customization Services (or Platform Services) > All > Customization tools > Custom packages

**Step 3:** Select Add / New package

**Step 4:** In the Customization package location, select Choose File, find the `Orchid EFT Fields Report Package.xml` XML file and select Import.

**Step 5:** The file appears in the Packages page.
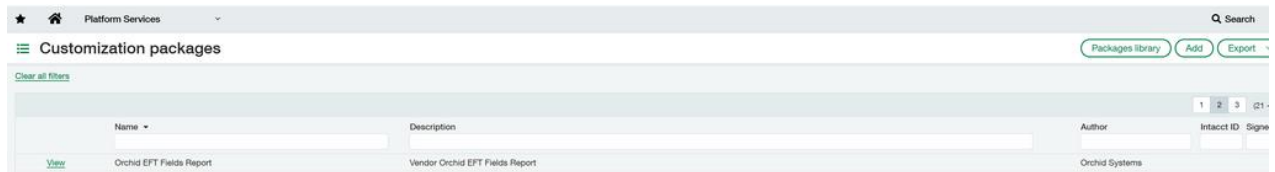


**Step 6:** The custom reports are now available in Platform Services > Custom Reports.
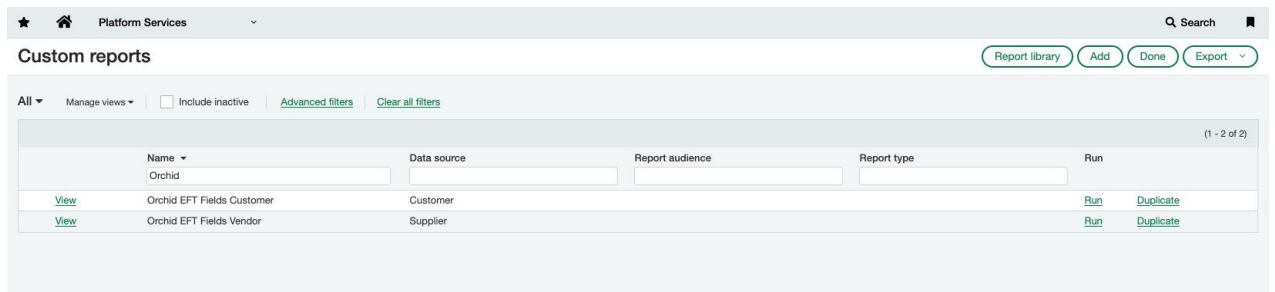


> **Note:** You can also access the `Orchid EFT Vendor report` in Accounts Payable > Custom Reports and the `Orchid EFT Customer report` in Accounts Receivable > Custom Reports.

## Using the custom reports - Vendor/Supplier example

> **Tip:**
> 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 7:** Run the report, select Export and choose CSV. This is the only file format to import into Sage Intacct.

> **Tip:** You can amend the report to add filters or prompt for parameters at runtime (e.g. by Vendor currency or Vendor type).
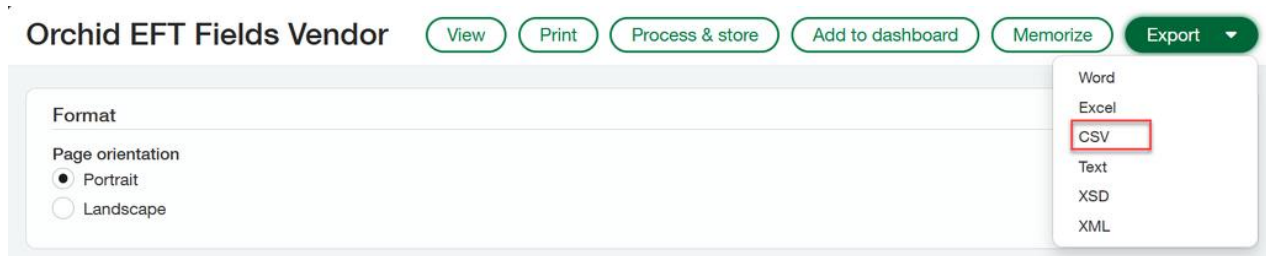
**Step 8:** Choose Download the file. The file is saved to the download folder.
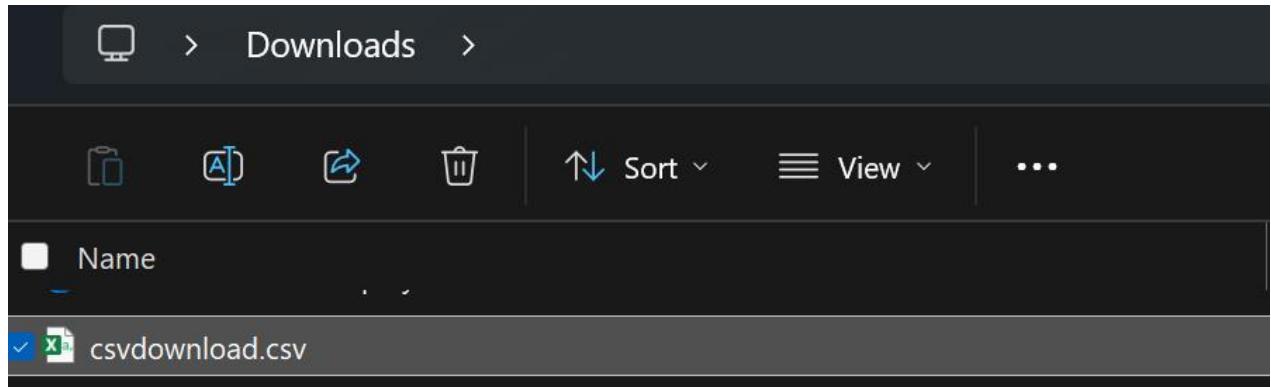


**Step 9:** Open the file and update accordingly.

When the file is updated, save the file as CSV type.

## Importing Details

**Step 10:** In Accounts Payable > Vendors, Click on Import button, Choose the File, select the import file and click on Import.
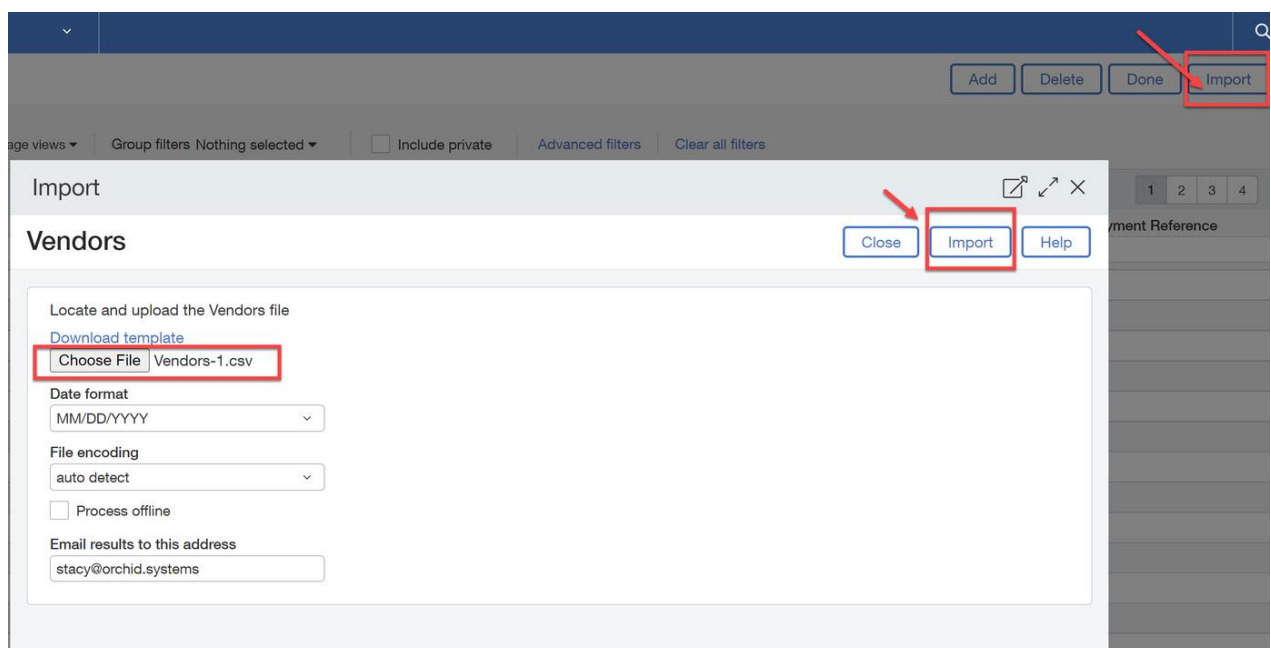
| Select | | | Vendor ID ▾ | Vendor Name | Account Number | Bank/Branch | Account Name | Payment Reference |
|---|---|---|---|---|---|---|---|---|
| ☐ | | | | ○ | | | | |
| ☐ | Edit | View | ■ 20082 | Orchid System | | | | |
| ☐ | Edit | View | ■ 20084 | Orchid Systems | | | | |
| ☐ | Edit | View | ■ 20085 | Officeworks | 02343542 | 341-021 | Officeworks | Orchid Office Supplies |
| ☐ | Edit | View | ■ 20086 | Optus | 015627 | 012-821 | Optus | Telecom |

**Step 11:** 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.

### Import

## Import Success Notification

Successfully imported 2 Vendors.

There were 2 updated records

## 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 on page 47

## Importing EFT Vendor details

There are two main options to import EFT Vendor details:

1. Create custom views in Accounts Payable > Vendors/Suppliers menu, described below
2. Use custom reports. Refer to Reports to Export EFT details on page 38

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.



## Tips and Troubleshooting

# CONFIGURE EFT CUSTOMER DETAILS

## When to use the Orchid EFT Tab

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:** To add or update details, ensure you select Edit Customer.

If the Orchid EFT tab is not visible in EFT Customer:

- Check your EFT Licence includes AR. See Configure EFT Customer Details above
- Ensure the logged on user has at least Read access to the EFT Licence screen.

## 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 on the next page for tips on importing EFT Customers.

## Licence Required

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

## Import EFT Customer details

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

Export Import works using standard Sage Intacct functionality.

### Key Steps

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 Customers > Manage views menu, create a new view and select the fields to be included in the view.

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

**Step 3:** Save the view as Orchid EFT Customer 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 t he screen and an email is sent to the nominated email address.

## 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 Processingadds 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 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.

If the Orchid EFT tab is not visible in EFT Employee:

- Check your EFT Licence includes EE. See Configure EFT Employee Details above
- Ensure the logged on user has at least Read access to the EFT Licence screen.
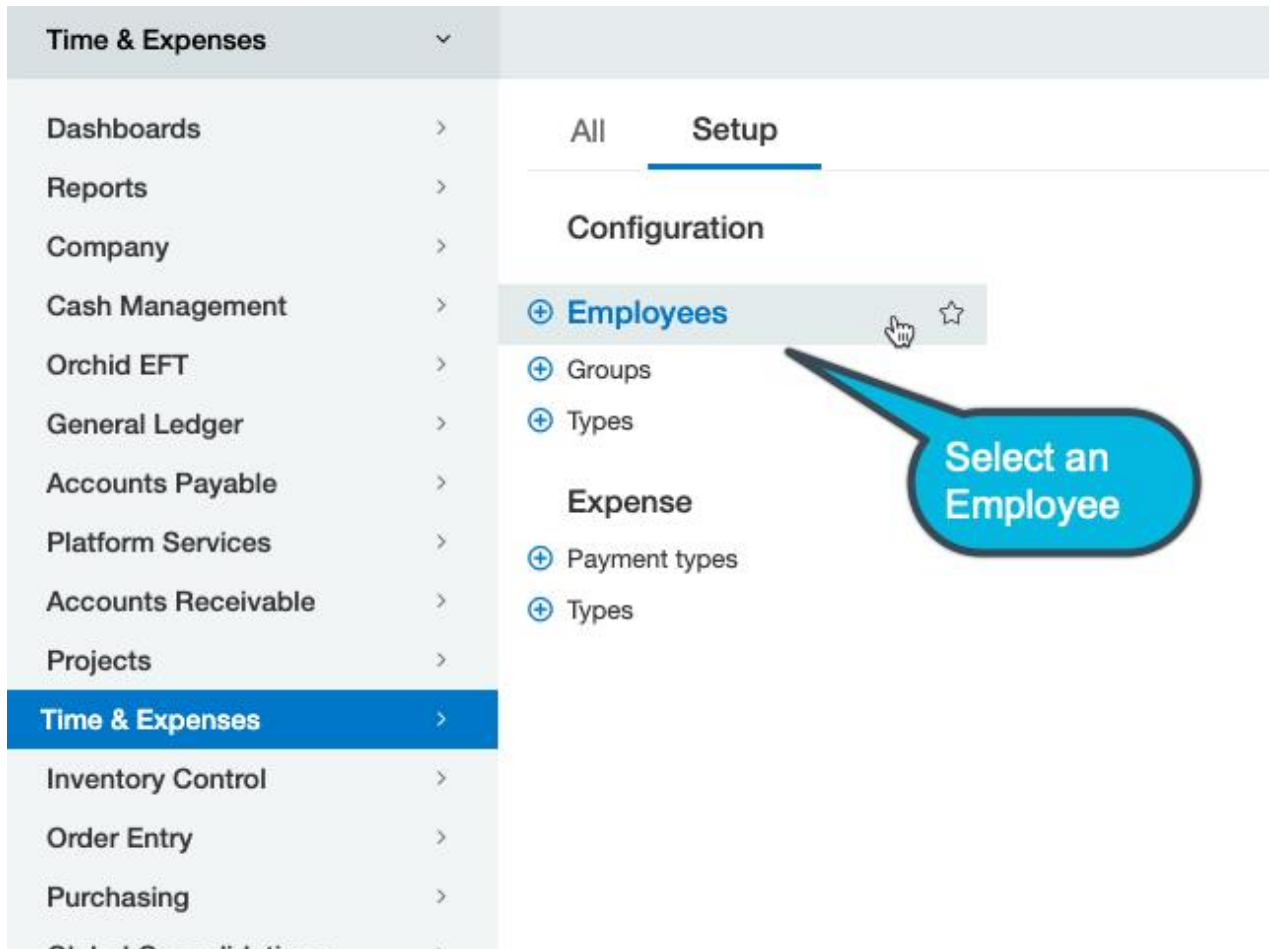
## Use Orchid EFT TAB

### 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.

## 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.

## Licence Required

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

# Using EFT: Overview and Tips

When you have configured EFT File formats, EFT Processing Banks, AP Vendors, AR Customers and / or Employees, you can select approved and completed payments to generate an EFT File.

Using EFT Processing with AP on page 75

Using EFT Processing with Employee Expenses on page 90

Using EFT Processing with AR on page 102

You can then download the EFT File to upload to the bank.

For more details, view the topics below:

## USING ORCHID EFT SCREENS TIPS

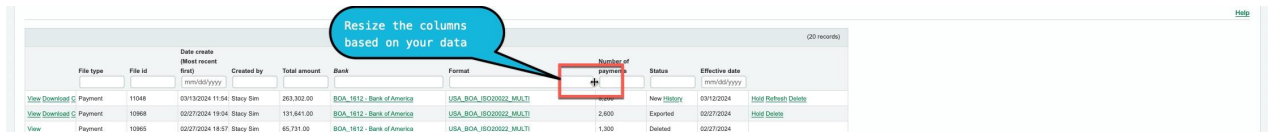This applies to the following Orchid EFT Processing screens to select records and to view EFT Files.

- EFT File List
- AP Payment Request
- AR Payment Request
- Employee Expense Payment Request
- Create AR Payment

### Resizing columns

You can resize column width to fit your data.

Move the cursor on the top line, between two column labels and drag to change the size.

> **Tip:** Column sizes are saved from a prior session in the browser.

## Sorting Records

You can sort most columns by the column heading, by clicking on the column heading.

When you hover over the heading in a list, the cursor changes to a pointing finger and you know you can sort. This is consistent with the standard Sage Intacct screens.

## Filtering Records

Active Filters

There are indications on the screens that filters are active.

- The Filter icon next to the column name is filled in. The icon is only an outline if there are no filters for the column.
- On the Advanced Filter icon, you can see the number of active filters

Clearing filters

- To clear a filter on one field only, select the icon next to the column name and choose Clear.
- To view all filters and clear them (or modify a few filters on one screen), use the Advanced Filters icon on the top right of the screen.

Default filters

- The screen filters to 1 month ago by default.
- Filters are saved from a prior session in the browser.

## Fields available to filter by:

- You can filter by any fields on the first row, by selecting from the list of values or using a filter string.
- You can filter by any fields on the screen using the filter icon next to the column or add filters using the Advanced Filter button on the top right of the screen.
- Vendor/Customer/Employee Types and Payment Created by are available to use as filters.

## When working at Entity Level in Sage Intacct

If working in Sage Intacct at the Entity Level, the **Payment Created by** only shows the user name for payments created by the logged on user. The payment is displayed in the list, but the **created by** field is blank.

If you have security rights at the top level, you can view and filter by the **Created By** name for all users.

**VIEW SCREENSHOT**
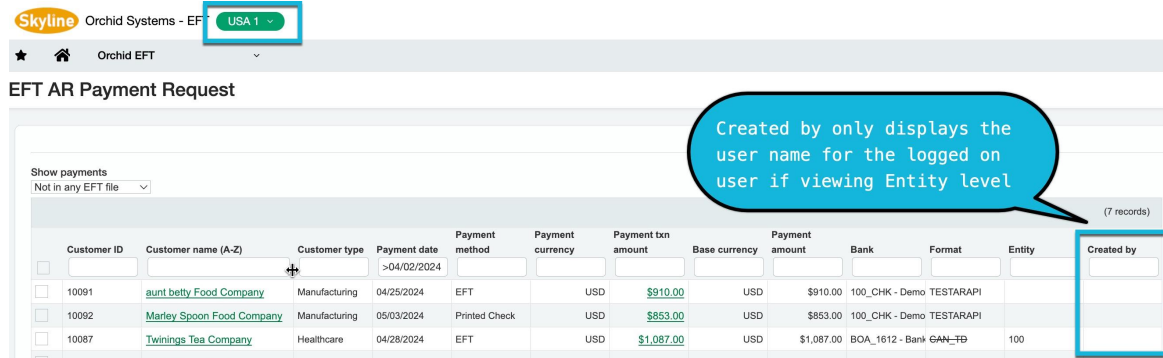


Refer to Filtering records in EFT Processing on the facing page

## Running Totals

This applies to AP Payment Request, AR Payment Request, Create AR Receipt and Employee Expenses payment request screens.

In the bottom right corner of the screen, you can view the number of records and the running total of the selected records to assist in validating the records selected against control total.



> **Tip:** If you can't see all the selected records, check the filters. If the column heading is in *italic*, it means there is an active filter.

## Tool Tips and Messages

- Setup screens have tool tips describing valid values, indicated by an icon next to the field name. Refer to EFT Tool Tips
- The EFT File list screen includes tool tips explaining what the various file statuses mean.
- When loading data, EFT Processing displays various messages to guide users, counting the number of records returned and the progress.
- When generating EFT Files, the key steps are displayed on the screen.
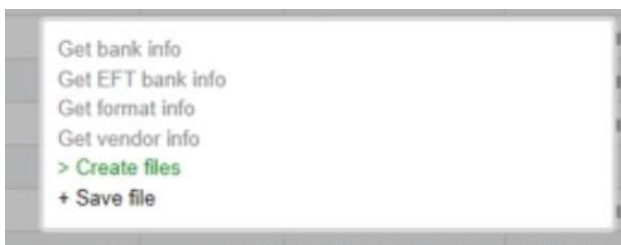
# FILTERING RECORDS IN EFT PROCESSING

On all screens, you can type a value in the fields and use the `Enter` key to filter by the default condition (e.g. `contains` for Text fields, `is After` for Date fields ).

Orchid EFT now supports Sage Intacct's advanced filtering as descxribed in this page.

You can also sort by all columns on the screens. See Sorting records in EFT Processing on page 62

For an overview and tips on using filters, refer to video



This applies to the following Orchid EFT Processing screens to select records and to view EFT Files.

- EFT File List
- AP Payment Request
- AR Payment Request
- Employee Expense Payment Request
- Create AR Payment

## Active filters

If you can't see all the records you expect to see on the screen, check if there are any active filters.

There are two indications on the screens that filters are active.

- The Filter icon next to the column name is filled in. The icon is only an outline if there are no filters for the column.
- On the Advanced Filter icon, you can see the number of active filters.

**Example:**

On the EFT File list, we have added a filter by Date Created and one by Status to show only New files, created since 1/12/2025.

# CLEARING FILTERS

## Clearing filters on one column

To clear a filter on one field only, select the icon next to the column name and choose Clear.
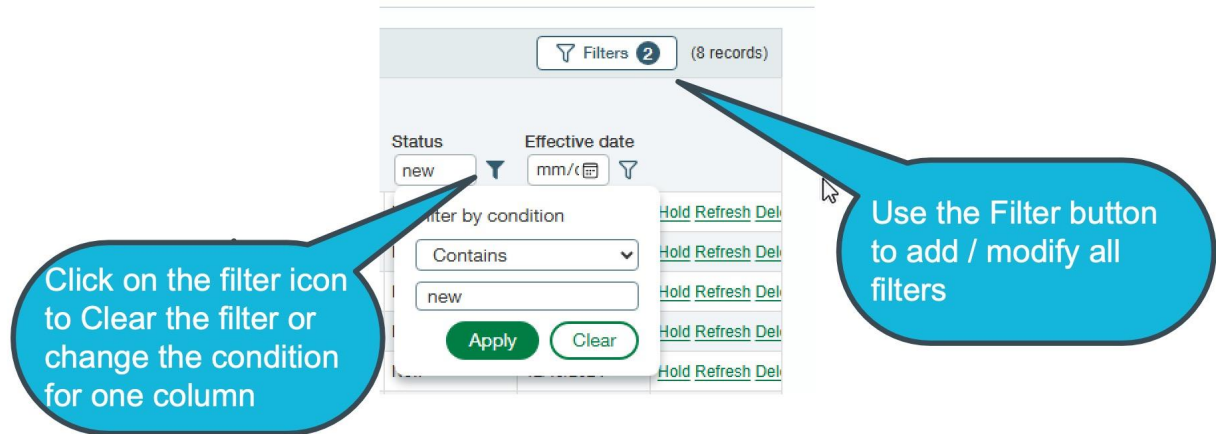


## Viewing / Clearing all filters

To view all filters and clear them (or modify a few filters on one screen), use the Filters icon on the top right of the screen.

- To remove all filters, use the `Clear` button and all records are displayed.
- To remove a filter, select the - button next to the filter you want to remove
- You can change the **Field**, **Operator** and **Value** of the filters.
- To add a new filter, use the + button
- Use `Apply` to save the filters.
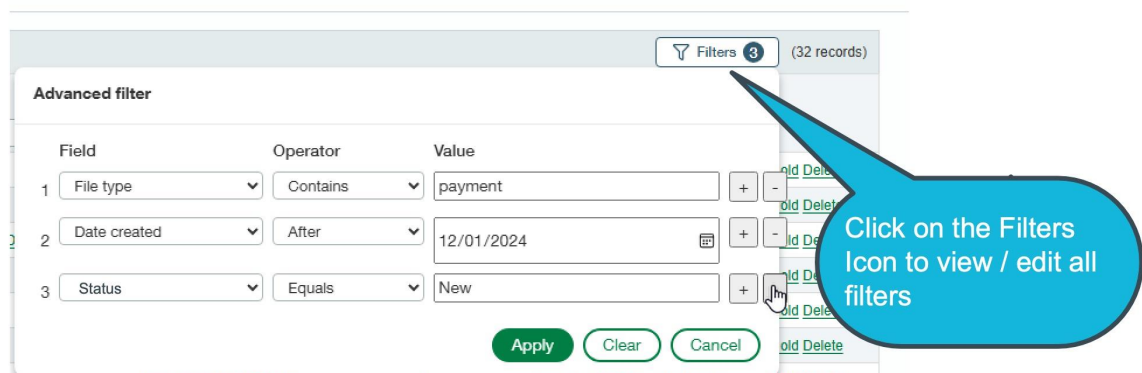
## Filtering Records - Examples

### Filtering based on the list of existing values

Choose the **Operator** `Is One Of` or `Is not one of`

When you go to the Value field, the list of existing values for the field is displayed.
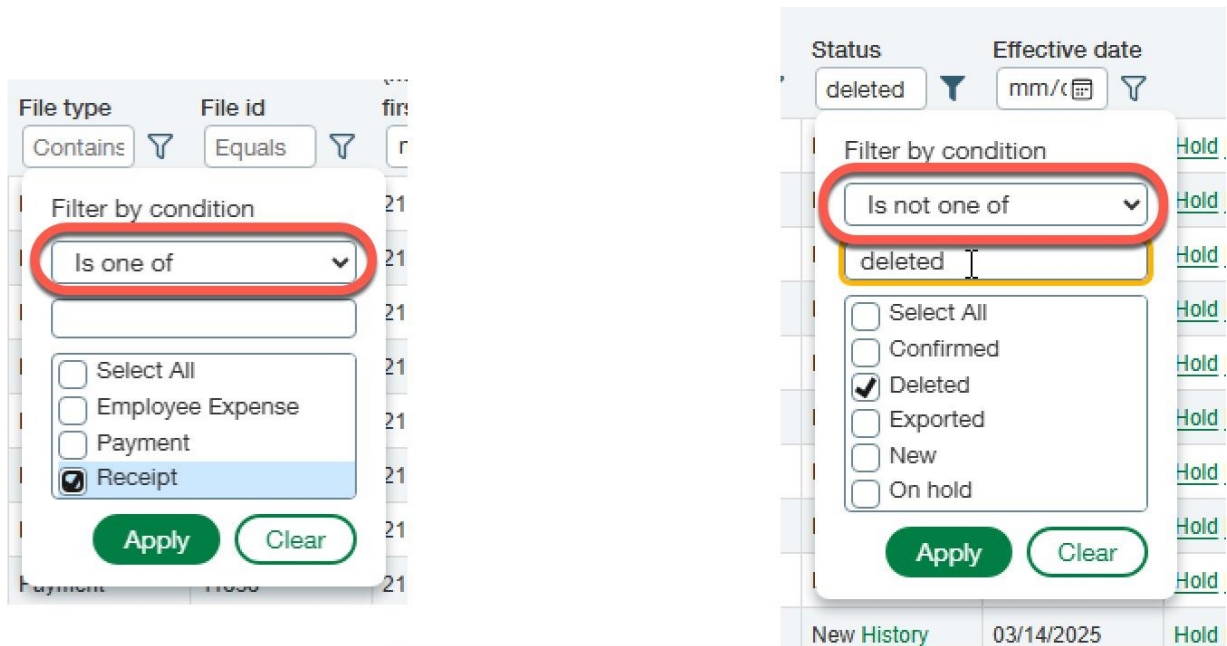


Select Is one of or Is not one of to see a list of values to select from

## Fields available to filter by:

- You can filter by any fields on the screen using the filter icon next to the column or add filters using the Advanced Filter button on the top right of the screen.
- Vendor/Customer/Employee Types and Payment Created by are available to use as filters.

## When working at Entity Level in Sage Intacct

If working in Sage Intacct at the Entity Level, the **Payment Created by** only shows the user name for payments created by the logged on user. The payment is displayed in the list, but the **created by** field is blank.

If you have security rights at the top level, you can view and filter by the **Created By** name for all users.

**VIEW SCREENSHOT**



## Filtering records - Examples

You can filter records using the Filter icons next to each column and the Advanced Filter icon.

See examples in

**Example:**

In the EFT File List, you can filter based on the Status field - Choose **Is one of** and select all options you want to view.

**Example:**

In the EFT Payment Request screen, to filter by Payment Method, you can type a value and Enter to filter by the default condition (`contains`).

For more advanced filters, click on the Finder icon next to the Payment method field.

To display all values, select **Filter by condition**: `Is one of` or `Is not one of` and you can select the values required, for example "Printed Checks"



You can filter by Vendor name using Contains, Is One of or Is Not One of

**Example:**

Filtering on the EFT AR Payment Request screen - Customer name example



**Example:**

Filtering on the EFT Employee Expenses Request screen - Payment method example



# SORTING RECORDS IN EFT PROCESSING

## Applies to

This applies to the following Orchid EFT Processing screens to select records and to view EFT Files.

- EFT File List
- AP Payment Request
- AR Payment Request
- Employee Expense Payment Request
- Create AR Payment

## Steps to sort records

Click on the column name to sort by that column.

You can sort most columns by the column heading, by clicking on the column heading.

When you hover over the heading in a list, the cursor changes to a pointing finger and you know you can sort. This is consistent with the standard Sage Intacct screens.

The heading now indicates the column is used to sort:

- column (0-9) if sorting a number ascending
- column (9-0) if sorting a number descending
- column (A-Z) if sorting a text column ascending
- column (Z-A) if sorting a text column ascending

**Examples:**

Sorting text
Ascending (A to Z)

Sorting Number
Ascending (0 to 9)

| Format (A-Z) | Total amount |
|---|---|
| Contains | (0-9) Equals |
| EUR_SEPA_CCTI | 206.02 |
| EUR_SEPA_CCTI | 206.02 |
| EUR_SEPA_CCTI | 206.02 |
| EUR_SEPA_CCTI | 206.02 |
| EUR_SEPA_DD | 11,003.11 |
| EUR_SEPA_DD | 12,957.96 |

See also: Filtering records in EFT Processing on page 55

# EFT FILE LIST

## When to use this screen?

Use this screen to view, download, confirm or reject EFT Files.

This applies to EFT Files for AP Payments, AR Payments and Employee Expenses Reimbursements (EE payments). Available features depend on your Licence code.

### Filtering records

You can filter by all fields at the top of the screen: Date Created, Created By, Total Amount, Bank, Format, Number of Payments, Status and Effective Date.

There are no default filters on the screen, but once you enter one, the screen remembers it for next time you go there.

### Using Effective Date

You can update the Effective Date of the transaction if your bank file format supports sending a file in advance.

In the format, the DetailAP date would be [EffectiveDate]

e.g. [EffectiveDate:DDMMYY] including the date formatting

```
HEADERAP="H[BankReference:%-10C]C460[BatchDate:DDMMYY][BankAccountName:%-15C][BankBSB:%-9C][Bank
DetailAP="D[DestAccountName:%-23C][EffectiveDate:DDMMYY][Reference:%-19C][DestBSB:%-9C][DestAcco
FooterAP="T[NumberOfEntries:%08D][TransactionTotalInCents:%014D][Blank:%-57C][CRLF]"
```

## How to create an EFT File

Refer to **EFT AP Payment Request on page 76** for details to select payments and generate the EFT Files (Steps 2 and 3 in the flow chart below).

Refer to **EFT AR Payment Request on page 103** for details to select AR Customer Payments and generate the EFT Files

Refer to **EFT Employee Payment Request on page 91** for details to select Employee Expense Reimbursements payments and generate the EFT Files

(Steps 2 and 3 in the flow chart below).

## EFT File Status description

EFT File Status

| | |
|---|---|
| **View** | View on the EFT File list allows you to see all the payment records included in the file.<br>*Always active*<br><br>You can use the action to check the details before uploading the file to the bank or to review completed files. |
| **Download** | Creates the EFT File as per the file format configured on the bank.<br><br>Depending on the browser configuration, downloads to the default download folder or prompt the user for a path to download.<br><br>*Only active if status is New, Exported or Confirmed.*<br><br> |
| **Confirm** | Updates file status to **confirmed** and marks all records as Confirmed.<br><br>This is generally used after the bank confirms the file has been processed successfully.<br><br>*Only active if status is Exported.* |

| | |
|---|---|
| **Hold** | Hold updates the EFT file status to **On-hold** on the EFT File list. |
| | For example if the file is rejected by the bank, you can set the file to on-hold, update the relevant details, refresh the file and download again. |
| | *Only available if the status is New or Exported.* |
| **Refresh** | If data has changed, creates a new EFT file with status NEW and updates existing EFT File status to **Replaced**. |
| | If data has not changed, displays a message. |
| |  |
| | To force a refresh, update at least one value, for example the Effective Date. |
| | *Only available if the status is On-Hold* |
| | **Note:** Use the `History` button Next to the New or Exported Status to view the previous files. |
| **Refresh after File Format changes** | If you change the underlying format in EFT Formats, (not the format code assigned to a vendor, but something in the format itself), you do not need to hold/refresh to update the file. |
| | Close the EFT File screen and reload it, or use F5 to refresh the screen. You can then download the file again. The new file will include the rules in the updated file format. |
| **Delete** | Updates the EFT File status to Deleted. |
| | AP Vendor Payments will go back to the EFT AP AP Vendor Payment Request screen |
| | *Only available if the status is New, Exported or On-Hold* |

## Filtering records - Examples

You can filter records using the Filter icons next to each column and the Advanced Filter icon.

See examples in Filtering records in EFT Processing on page 55

**Example:**

In the EFT File List, you can filter based on the Status field - Choose **Is one of** and select all options you want to view.



## Troubleshooting

Refer to Troubleshooting Create EFT File below

# TROUBLESHOOTING CREATE EFT FILE

Troubleshooting steps are similar when using EFT Processing with Accounts Payable and Accounts Receivable.

## File Rejected by the bank

The file can be rejected by the bank for several reasons. Generally, the bank provides details of the reasons, such as invalid payment date, file length, some fields don't follow the specifications.

Steps 7 , 8 and 9 in the flowchart below describe the process:

You need to go to EFT File List, select the file, choose `Hold` to indicate that the file is invalid.

You can then update the data as required and choose `Refresh` to create a replacement file. EFT changes the status of the original file to `Replaced` and you can download the New file.
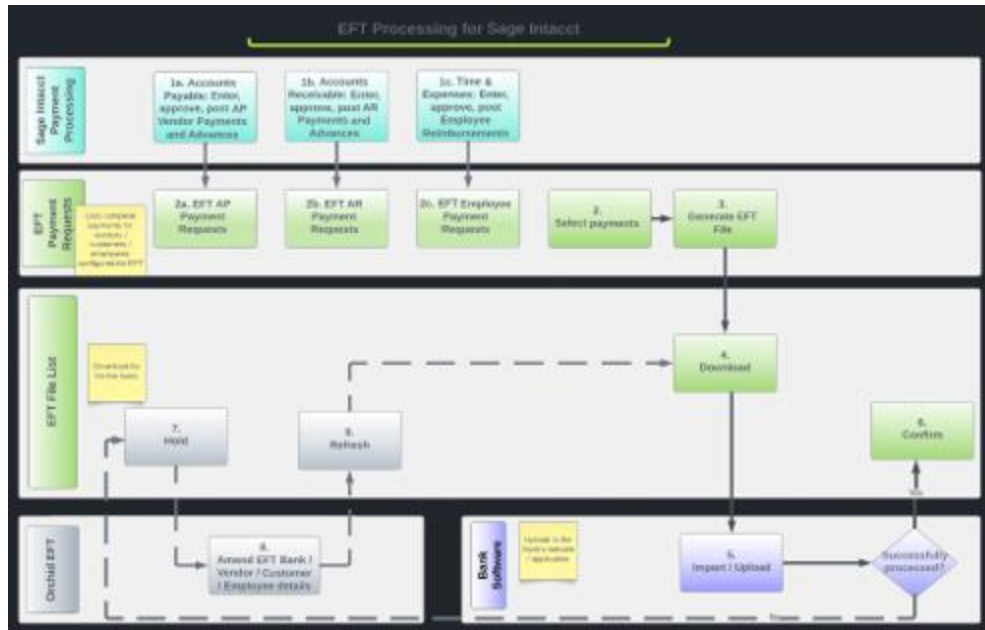


## Permission Error

Refer to Sage Intacct Security Roles required for different permission errors and the security required to fix the error.

When you click "`Download`" you may get the following error message:

Error: You do not have permission for API operation READ_BY_QUERY on objects of type company
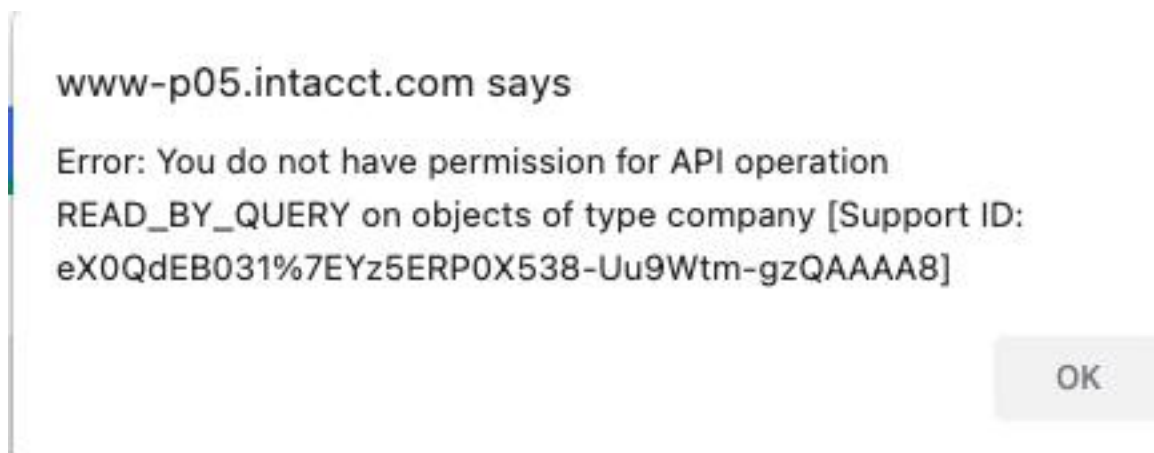


If the format file uses any Company fields (e.g. Company.Name, Company.Address1 etc), then you must Download the EFT File from the Top Level to have access to the Company object. Or the format file needs to be amended to put the Company fields on the appropriate entity object that you do have access to.

# SAVING EFT FILES TO CLOUD SERVICES

## Why use Cloud Services?

Cloud service platforms offer enhanced security and additional workflow features for efficient file management. By uploading EFT Files to a cloud service drive such as Box.com, OneDrive, Dropbox, Google Drive, etc., you can leverage these features.

When utilizing Orchid's EFT Processing for Sage Intacct to download EFT Files, they are typically saved in the designated download directory of your browser. This directory can either be the default one or a specific location that you have set up.

Depending on your browser, you have the option to configure multiple profiles, each associated with a distinct download directory. This flexibility allows you to:

- Have one profile to download files to the default "downloads" directory: Use this profile to download non-EFT File downloads, and;
- Create another profile that you use with Sage Intacct: Use this to download EFT Files to a specified directory. You can then configure this directory to be a cloud service managed directory.

## KEY STEPS

**Step 1:** Install the Cloud Service application on the workstation to map to the cloud service platform

**Step 2:** Install/configure the cloud service tool (e.g. Google Drive) on the appropriate workstation

**Step 3:** Configure the "downloads" directory for the required browser profile to be the EFT File Folder (e.g. using Microsoft Edge)

**Step 4:** Use the EFT Profile to log on to Sage Intacct

**Step 5:** When you download the EFT File using the EFT Profile, the file will automatically be saved on the cloud service drive.

**Step 6:** The Cloud service application will sync the file to the Cloud Service platform, using the Cloud Service platform security settings.

The video below demonstrates using EFT Processing with Cloud Services and the setup required.

# SAVING AN EFT FILE TO A SFTP SERVER

## Why use SFTP?

EFT Processing provides a solid process to automate the payment process. Using SFTP (Secure File Transfer Protocol) offers additional advantages when it comes to EFT (Electronic Funds Transfer) Processing. SFTP is a secure and encrypted protocol that ensures the confidentiality and integrity of data during file transfers.

Many Orchid Module users configure an SFTP Server to save the file before uploading it to the banking software. Some banks provide access to an SFTP server to upload the files. You can discuss this option with your bank.

## SFTP WITH EFT PROCESSING (SAGE INTACCT)

All processes in EFT Processing for Sage Intacct occur in the user's browser and browsers don't support SFTP. Orchid EFT doesn't do any processing on a server outside of the browser, so we cannot add any SFTP configuration in EFT itself.

If you want to save the file to an SFTP server, you can use a program to map a drive in Windows Explorer to your SFTP server. A similar method is available with Mac OS.

As the EFT File is downloaded based on the browser configuration, you can configure your browser to download to that mapped drive. This will save the file to the SFTP server.

It is advisable to setup different browser profiles, one to download to the SFTP Mapped drive, one for general downloads.

**Quick tip video demonstration is available:**



**Detailed Steps**

STEP 1 - MAP A DRIVE TO THE SFTP SITE

You need to install utilities to map a drive to the SFTP Site. There are various options depending on your operating system and your exact requirements. There are open-source programs as well as paid options.

STEP 2 : SET DOWNLOAD PATH IN BROWSER TO THE MAPPED DRIVE

You can configure the browser to "Prompt" to download or have an "EFT Profile" where you configure the download folder to be the SFTP Mapped drive (in our example E drive).

STEP 3: DOWNLOAD THE EFT FILE

In EFT Processing > EFT File List, select a file and choose Download.

If you set the location to the mapped drive, the file is saved in the folder automatically.

STEP 4 - CHECK THE FTP SITE

When testing, you can use Filezilla or other FTP software to check that the file is available on the FTP site.

# CREATING A PRENOTE FILE

Prenote (prenotification) is a process that creates a zero-dollar transaction/prenote transaction type file for the bank as a test that the vendor's and employee's EFT details are setup correctly. The prenote file

can be generated in one of two ways, depending on how you control the process:

- Control the process from the EFT Vendor(s) record - Method 1
- Control the process from the EFT Bank record - Method 2

Refer to video presentation on Orchid website.

https://www.orchid.systems/resources/video/spotlight-creating-prenote-files-sage-intacct-eft-processing



## WHEN TO SEND A PRENOTE FILE?

There are no exact rules for doing prenotes.

Since the prenote is a verification of banking details, most users would create a prenote file the first time you pay a vendor. If this is the only time you want to send a prenote file, we recommend Method 1 although you need to generate, delete & re-generate the EFT File for each new vendor.

Some users might want to generate a prenote file for each EFT File and then generate the file with the actual payment amount on a regular basis. If this is what you want to do, we recommend Method 2. With this method you only need to generate, download, hold, refresh after changing the EFT Bank Prenote flag to "N", and download the new EFT file.

Refer to Sage website:

https://www.sage.com/en-us/blog/glossary/what-is-a-prenote/

## EFT FILE FORMATS FOR PRENOTES

There are different EFT File Formats for the various banks with the same functionality described below. In the examples below, we will use

- NACHA
- NACHA_PRENOTE

If there is no prenote format for your specific bank - send us the specification for the PreNote file from the bank, and we can include the format for you.

## METHOD 1 - FROM THE EFT VENDOR RECORD

**Step 1:** Configure the appropriate bank in EFT Banks to be linked to NACHA and NACHA_PRENOTE. You will have two EFT Banks records for the appropriate bank account

**Step 2:** On the Orchid EFT Tab for the Vendor, select NACHA_PRENOTE as the EFT File Type and fill in the appropriate EFT Fields for the vendor (bank account number, bank branch number, account type)

**Step 3:** When you have a posted payment for this Vendor, Use EFT AP Payment Request to select the payment for the vendor and Generate an EFT File

**Step 4:** Use EFT File List to download the EFT File. This file will have zero for the payment amounts, and the account type will be set to prenote.

**Step 5:** Upload the EFT File to the bank, and when confirmed by the bank

- Delete the EFT File in EFT File List
- Amend the EFT Vendor details, change the NACHA_PRENOTE EFT File Type to NACHA

**Step 6:** Use EFT AP Payment Request to select the payment for the vendor and Generate EFT File, this time, the file created with NACHA file type will include the payment amount and transaction type.

## METHOD 2 - FROM THE EFT BANK RECORD

- Configure the appropriate bank in EFT Banks to be linked to NACHA You will have one record in EFT Banks for the appropriate bank account
- On the Orchid EFT Tab for the Vendor, select NACHA as the EFT File Type and fill in the appropriate EFT Fields for the vendor (bank account number, bank branch number, account type: cheque or savings)
- When you have a posted payment for this Vendor and want to create a PRENOTE file

  **Step 1:** On EFT Banks, set the Prenote indicator to "Y". Save the EFT Bank Record

**Step 2:** Use EFT AP Payment Request to select the payment for the vendor and Generate an EFT File. Include any other vendor payments for which you want to generate a prenote for

**Step 3:** Use EFT File List to download the EFT File. This file will have zero for the payment amounts, and the account type will be set to prenote.

**Step 4:** Upload the EFT File to the bank, and when confirmed by the bank

**Step 5:** Hold the EFT File in EFT File List

**Step 6:** On EFT Banks, set the Prenote indicator to "N". Save the EFT Bank Record

**Step 7:** Refresh the EFT File in EFT File List and download and upload to the bank. This file will include the payment amounts and the account type.

# Using EFT Processing with AP

## KEY STEPS

EFT Processing is integrated with Sage Intacct standard AP processing routines.

1. You create, approve and post AP Payments, as per the process and approval configured in your Sage Intacct implementation. You can also include posted AP Advances in an EFT File. You create, generate and post the AP Advances using standard Sage Intacct functionality.
2. In EFT Processing, use the EFT  AP Payment Requests screen to select AP Payments  and Advances to be included in an EFT File.
3. `Generate`  the file on the EFT  AP Payment Requests screen.
4. Use EFT File List to view the file and download it on your machine. You can filter by file type to select `Payment` only for AP Payments .
5. You can then import the file into the banking software / application.
6. When the bank confirms the upload is successful, confirm the file to finalize the Payment process.
7. If required, Hold the file if any transactions are rejected, update the data and refresh the file.
8. You can use the standard Sage Intacct process to email remittance advices if required.
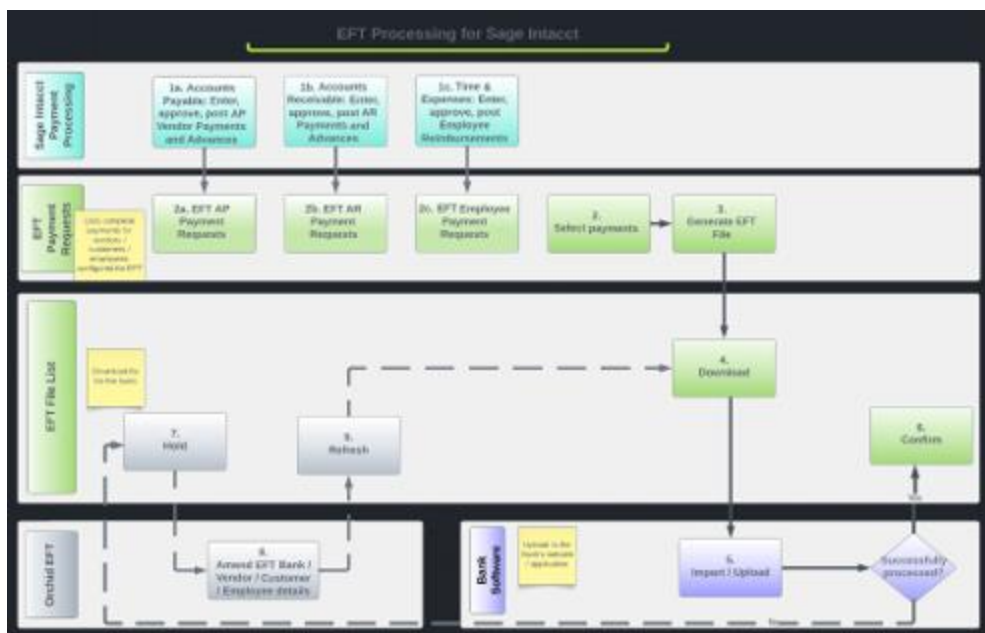


> **Note:**
> You can create EFT Files for any posted AP Payment (status = Complete), regardless of the payment method. For example, you can use a Check Payment method and create a Positive Pay EFT File for more secure check processing.
>
> Refer to Complete AP Payments using standard Sage Intacct processes on page 77

# EXCHANGE RATE CONSIDERATION

How to update the exchange rate when doing foreign currency payments?

Because the EFT Payments are created from Posted Payments, you need to :

- Post the payments, entering the exchange rate as agreed with the bank (for large payments) or at their best guess for the exchange rate
- When they are doing the bank rec, they would reconcile the amounts, writing off the differences to the exchange gain/loss accounts.

# MORE DETAILS

For more details, view the topics below:

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

# EFT AP PAYMENT REQUEST

The AP Payment Request screen includes AP Payments and Advances that have been entered, approved and completed through the standard Sage Intacct processes, for vendors where the EFT File Format is set on the Orchid EFT Tab. Payments made for Credit Card and Savings banks are excluded.

> **Note:**
> If payments do not appear on the AP Payment Request screen, check the following:
>
> - Is the AP Payment approved and completed in Sage Intacct?
> - Is the EFT File Format set on the Orchid EFT Tab for the Vendor?
> - Try changing the filters at the top of the screen or use the Clear Filter button

## How to Use the screen

You can use this screen to select payments to be included in an EFT File or to view the payments already included in a file.

### To create a new EFT File

Detailed steps are on this page.

By default, the screen shows completed posted payments for vendors configured for EFT that are `not in any EFT File`.

You select the payments you want to include in an EFT File.

You can then GENERATE the EFT file. Refer to Generate EFT files on page 80

## To view payments in a file

For details on using the screen to view Payments in a file, refer to View AP payments in EFT File on page 84.

## Step 1. Complete AP Payments using standard Sage Intacct processes

You need to create the AP Payments using the standard Sage Intacct processes. EFT Processing can include completed posted payments for any payment methods (Record Transfers, Checks/Cheques, cash and Advances).

## Using Record Transfer payment method

Record Transfer is commonly used when you want to generate EFT Files for the payments.

You can use other payment method for payments that don't require an EFT File and filter by payment method on the AP Payment request screen.

> **Note:** There is no feature to auto-number Record Transfers, so you need to copy the memo field and add digits to make the document number unique manually.

## Using Check payment method

If you are doing **Checks**, you need to print the checks for the payments to be posted. You can then include the payment in a positive pay EFT File as required by the bank.

## Using ACH/Bank File payment method

If you use **ACH** or **bank file**, Sage Intacct creates separate payment records. You need to create, download and confirm the EFT File with the Sage Intacct standard process as this is required to post the AP Payments.

> **Note:** Do not upload the standard file to the bank.

Posted payments are then available on the AP Payment Request screen to generate a new file using Orchid EFT Processing and the required format.

> **Tip:**
> Use ACH Payment method if the standard process EFT File format is not compatible with your bank's requirements, but you want to use some of the standard process's features to number payments:
>
> - Users are prompted for a "payment reference" which gets copied to "memo" on the payment when they select an invoice to be paid an
> - auto-numbering of the Doc No. on the payment.
>
> These fields can then be used in the bank reconciliation.

## Payment approval and processes

- If approval is enabled in your site, you need to approve the payments. Once approved, they are posted and available on the AP Payment Request screen.

- You can use Pay Now or Outbox depending on your process. Payments in the Sage Intacct Outbox are not included in the EFT AP Payment Request list. You need to pay the bill on the Outbox, approve and post the payment as per the standard process.

## Step 2. Add Records to Generate an EFT File

Select `not in any EFT File` to view payments available.

- Use the tick box next to Vendor ID to select/deselect all records.
- You can also select payments individually.

## Filtering records

You can filter records using the Filter icons next to each column and the Advanced Filter icon.

See examples in Filtering records in EFT Processing on page 55

> **Tips:**
> Active Filters
>
> There are indications on the screens that filters are active.
>
> - The Filter icon next to the column name is filled in. The icon is only an outline if there are no filters for the column.
> - On the Advanced Filter icon, you can see the number of active filters
>
> Clearing filters

> - To clear a filter on one field only, select the icon next to the column name and choose Clear.
> - To view all filters and clear them (or modify a few filters on one screen), use the Advanced Filters icon on the top right of the screen.
>
> Default filters
>
> - The screen filters to 1 month ago by default.
> - Filters are saved from a prior session in the browser.

## Noteworthy

> **Note:**
> In the bottom right corner of the screen, you can view the number of records and the running total of the selected records to assist in validating the records selected against control total.

> **Note:** If you can't find a payment you want to pay, check that the vendor is configured for EFT and that the payment is confirmed and posted.

> **Note:** If the `Format` is crossed out, it generally means that the bank is not configured for the selected format. Hover over the field for a description of the issue.

## Sorting Records

You can sort most columns by the column heading, by clicking on the column heading.

When you hover over the heading in a list, the cursor changes to a pointing finger and you know you can sort. This is consistent with the standard Sage Intacct screens.

## Drilldown to AP details

Drill down to view AP Vendor details by clicking on the **Vendor Name**.

Drill down to view the AP Payment Details by clicking on the **Payment Txn Amount** field.

## Next Steps - EFT File List

You can then view the files created in the EFT File List. Refer to EFT File List on the next page for details.

## Troubleshooting

EFT AP Payment Request Troubleshooting on page 84

## Step 3. Generate EFT files

Use the `Generate` button to create EFT Files for the selected payment records. EFT Processing creates one file per bank and per EFT File Format for the selected records.

> **Note:** If there are any validation errors, review the message, update the required data and try generating the file again.

> **Tip:** The screen displays "In Progress" messages to indicate that processing is yet to complete.

> **Tip:** EFT Processing displays a message with the number of files generated.



## Step 4. View Payments in a file

You can use this screen to view the payments already included in a file.

# EFT FILE LIST

## When to use this screen?

Use this screen to view, download, confirm or reject EFT Files.

This applies to EFT Files for AP Payments, AR Payments and Employee Expenses Reimbursements (EE payments). Available features depend on your Licence code.

### Filtering records

You can filter by all fields at the top of the screen: Date Created, Created By, Total Amount, Bank, Format, Number of Payments, Status and Effective Date.

There are no default filters on the screen, but once you enter one, the screen remembers it for next time you go there.

### Using Effective Date

You can update the Effective Date of the transaction if your bank file format supports sending a file in advance.

In the format, the DetailAP date would be [EffectiveDate]

e.g. [EffectiveDate:DDMMYY] including the date formatting

```
HEADERAP="H[BankReference:%-10C]C460[BatchDate:DDMMYY][BankAccountName:%-15C][BankBSB:%-9C][Bank
DetailAP="D[DestAccountName:%-23C][EffectiveDate:DDMMYY][Reference:%-19C][DestBSB:%-9C][DestAcco
FooterAP="T[NumberOfEntries:%08D][TransactionTotalInCents:%014D][Blank:%-57C][CRLF]"
```

## How to create an EFT File

Refer to **EFT AP Payment Request on page 76** for details to select payments and generate the EFT Files (Steps 2 and 3 in the flow chart below).

Refer to **EFT AR Payment Request on page 103** for details to select AR Customer Payments and generate the EFT Files

Refer to **EFT Employee Payment Request on page 91** for details to select Employee Expense Reimbursements payments and generate the EFT Files
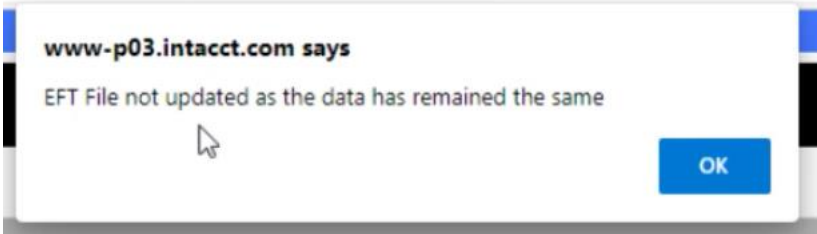
(Steps 2 and 3 in the flow chart below).



### EFT File Status description

EFT File Status

| | |
|---|---|
| **View** | View on the EFT File list allows you to see all the payment records included in the file.<br>*Always active* |

| | |
|---|---|
| | You can use the action to check the details before uploading the file to the bank or to review completed files. |
| `Download` | Creates the EFT File as per the file format configured on the bank.<br><br>Depending on the browser configuration, downloads to the default download folder or prompt the user for a path to download.<br><br>*Only active if status is New, Exported or Confirmed.*<br><br> |
| `Confirm` | Updates file status to **confirmed** and marks all records as Confirmed.<br><br>This is generally used after the bank confirms the file has been processed successfully.<br><br>*Only active if status is Exported.* |
| `Hold` | Hold updates the EFT file status to **On-hold** on the EFT File list.<br><br>For example if the file is rejected by the bank, you can set the file to on-hold, update the relevant details, refresh the file and download again.<br><br>*Only available if the status is New or Exported.* |
| `Refresh` | If data has changed, creates a new EFT file with status NEW and updates existing EFT File status to **Replaced**.<br><br>If data has not changed, displays a message.<br><br><br><br>To force a refresh, update at least one value, for example the Effective Date.<br><br>*Only available if the status is On-Hold*<br><br>**Note:** Use the `History` button Next to the New or Exported Status to view the previous files. |
| `Refresh after File Format changes` | If you change the underlying format in EFT Formats, (not the format code assigned to a vendor, but something in the format itself), you do not need to hold/refresh to update the file. |

| | |
|---|---|
| | Close the EFT File screen and reload it, or use F5 to refresh the screen. You can then download the file again. The new file will include the rules in the updated file format. |
| **Delete** | Updates the EFT File status to Deleted. AP Vendor Payments will go back to the EFT AP AP Vendor Payment Request screen *Only available if the status is New, Exported or On-Hold* |

## Filtering records - Examples

You can filter records using the Filter icons next to each column and the Advanced Filter icon.

See examples in Filtering records in EFT Processing on page 55

> **Example:**
> In the EFT File List, you can filter based on the Status field - Choose **Is one of** and select all options you want to view.

## Troubleshooting

Refer to Troubleshooting Create EFT File on page 67

# VIEW AP PAYMENTS IN EFT FILE

The `EFT AP Payment Request` screen includes AP Payments and Advances that have been entered, approved and completed through the standard Sage Intacct processes, for vendors where the File type is set on the Orchid EFT Tab.

You can use this screen to select payments to be included in an EFT File or to view the payments already included in a file.
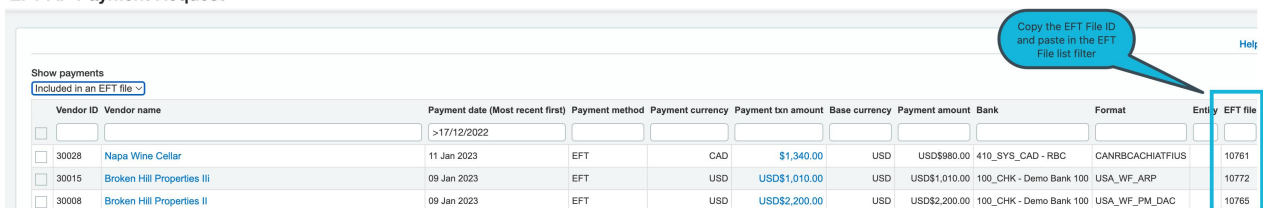
## View Payments included in an EFT File

Select `Included in an EFT File` in the **Show payments** field on the **EFT AP Payment Request** screen to view and search for payments included in an EFT File.

This shows the payment details, including the `File ID` where the payment is included.

To view file details, select the File Id and search for it in the EFT Files. Refer to EFT File List on page 80

- Drill on the vendor to open the AP Vendor screen
- Drill on the Payment Amount to view the Payment details
- Copy the EFT File ID and paste it in the EFT File list screen to view details of the EFT File

**EFT AP Payment Request**

| | Vendor ID | Vendor name | Payment date (Most recent first) | Payment method | Payment currency | Payment txn amount | Base currency | Payment amount | Bank | Format | Entity | EFT file |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | >17/12/2022 | | | | | | | | | |
| | 30028 | Napa Wine Cellar | 11 Jan 2023 | EFT | CAD | $1,340.00 | USD | USD$980.00 | 410_SYS_CAD - RBC | CANRBCACHIATFIUS | | 10761 |
| | 30015 | Broken Hill Properties Iii | 09 Jan 2023 | EFT | USD | USD$1,010.00 | USD | USD$1,010.00 | 100_CHK - Demo Bank 100 | USA_WF_ARP | | 10772 |
| | 30008 | Broken Hill Properties II | 09 Jan 2023 | EFT | USD | USD$2,200.00 | USD | USD$2,200.00 | 100_CHK - Demo Bank 100 | USA_WF_PM_DAC | | 10765 |

*Copy the EFT File ID and paste in the EFT File list filter*

> **Tip:**
> If you have already included a payment in an EFT File and have confirmed the file, you need to delete the file or reverse and reprocess the payment to include the payment again in another file.
>
> If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

# EFT AP PAYMENT REQUEST TROUBLESHOOTING

## Users can't see all payments in the AP Payment Request screen

If you are running the latest update, but can't see all the payments you expect, the most common reason is that the filter on the screen is hiding the payments you are looking for.

By default, the screen displays only payments due in the last month. To view older payments, change the filter.
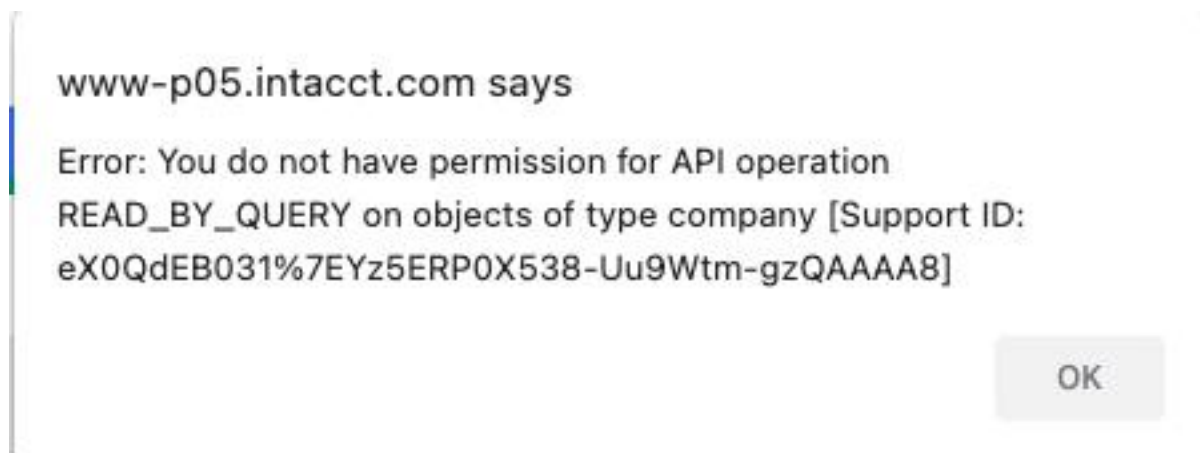
Filtering records in EFT Processing on page 55

> **Note:**
>
> If payments do not appear on the AP Payment Request screen, check the following:
>
> * Is the AP Payment approved and completed in Sage Intacct?
> * Is the EFT File Format set on the Orchid EFT Tab for the Vendor?
> * Try changing the filters at the top of the screen or use the Clear Filter button

## Permission Error

When you click "`Generate`" you may get the following error message:

> Error: You do not have permission for API operation READ_BY_QUERY on objects of type company



If the format file uses any Company fields (e.g. Company.Name, Company.Address1 etc), then you must Generate the EFT File from the Top Level to have access to the Company object. Or the format file needs to be amended to put the Company fields on the appropriate entity object that you do have access to.

### Add AP Advances at the top level

You need to grant the user GL Permissions – Drill down to all transaction from reports as shown below in order to view AP Advances at the Top level.

## Recreating a File

> **Tip:**
> If you have already included a payment in an EFT File and have confirmed the file, you need to delete the file or reverse and reprocess the payment to include the payment again in another file.
>
> If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

## Licence Requirement

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

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

Your Licence does not allow you to do this.
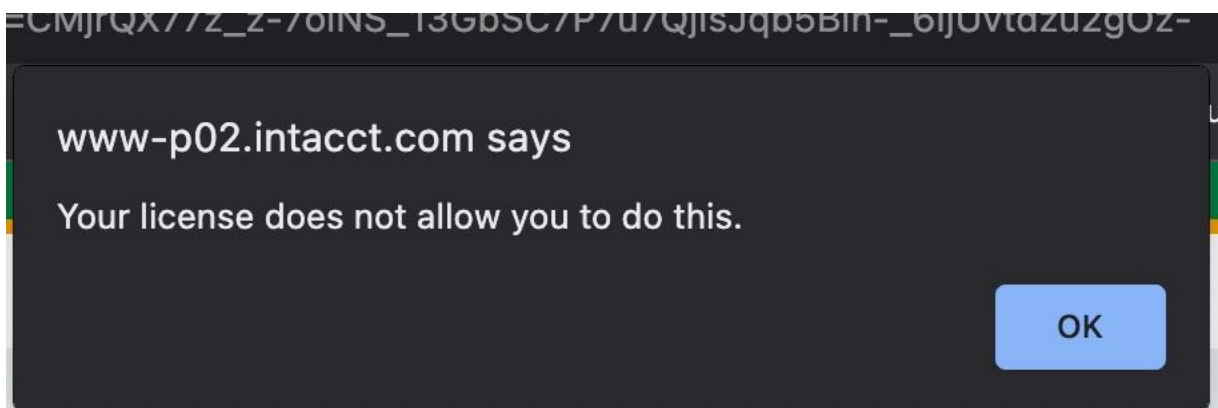


Refer to :

EFT AR Payment Request on page 103

View AP payments in EFT File on page 84

# CREATING POSITIVE PAY FILES

## WHEN TO SEND A POSITIVE PAY FILE?

Positive Pay is a process that you need to send an EFT File for the bank for the checks/cheques you have issued. Without the matching details between the physical check/cheque and the details loaded to the bank, the bank will not honour the check/cheque. The Positive Pay file can be generated from the Printed Check entries in the AP Posted Payments.

> **Note:** The positive pay file should be generated and uploaded to the bank prior to the checks/cheques being posted out.

Refer to video on the Orchid website:

https://www.orchid.systems/resources/video/spotlight-positive-pay-files-sage-intacct

or on Youtube



## EFT FILE FORMATS FOR POSITIVE PAY FILES

We have many positive pay formats, depending on the individual banks.

Contact Orchid if you need a positive pay format for your bank.

## PROCESSING POSITIVE PAY FILES

The setup and process is very similar for Positive Pay files and for standard EFT Files.

**Step 1:** Configure the appropriate bank in EFT Banks to be linked to the positive pay EFT File Format.

**Step 2:** On the Orchid EFT Tab for the Vendor, select the required Positive Pay format.

**Step 3:** Create, approve, print, and post the required Check payments.

**Step 4:** When you have a Printed Check payments in your AP Posted Payment list, Use EFT AP Payment Request to select the payments required and Generate an EFT File

**Step 5:** Use EFT File List to download the EFT File

**Step 6:** Upload the EFT File to the bank, and when confirmed by the bank, click Confirm on the EFT File List.

## Positive Pay and Voided cheques

EFT Processing for Sage Intacct supports Voided cheques in the Positive Pay EFT File Types if the bank supports void cheques in positive pay files.

### Prerequisites

- The EFT File Format needs to include a new indicator to enable voided payments in the EFT File ( PPVOID=Y).
- The vendor is configured for Positive Pay (the EFT File Format on the Orchid EFT Tab is a positive pay format that supports Void Payments).

### Including a Void Cheque in a Positive Pay File

There are three main scenarios when you void a payment for a vendor configured for Positive Pay with a format that supports void payments:

- If an AP Payment is voided and the original AP Payment has already been included in an EFT File in EFT Processing, the voided payment will be available for selection on the EFT AP Payment Requests Screen to be included in the next EFT File to be sent to the bank.
- If an AP Payment is voided before the original AP Payment has been included in an EFT File then neither the original AP Payment nor the voided AP Payment will be available for selection on the EFT AP Payment Requests screen.
- If an AP Payment needs to be voided but the original AP Payment was sent to the bank prior to EFT Processing being implemented, then
    - You need to select the original AP Payment on EFT AP Payment Requests (you will need to set your date filter back to include the AP Payment date) and generate an EFT File for the orignal payment. Download and Confirm this EFT File using the EFT File List. Don't send the file to the bank if you have already done so outside of EFT Processing.
    - Then void the AP Payment.
    - Now the voided AP Payment record will be available on EFT AP Payment Requests for selection and inclusion in the next EFT File to be sent to the bank.

# Using EFT Processing with Employee Expenses

EFT Processing is integrated with Sage Intacct standard Employee processing routines.

1. You create, approve and post Employee Payments, as per the process and approval configured in your Sage Intacct implementation. .
2. In EFT Processing, use the EFT Employee Payment Requests screen to select Employee Payments to be included in an EFT File.
3. `Generate` the file on the EFT Employee Payment Requests screen.
4. Use EFT File List to view the file and download it on your machine. You can filter by file type to select `Payment` only for Employee Payments .
5. You can then import the file into the banking software / application.
6. When the bank confirms the upload is successful, confirm the file to finalize the Payment process.
7. If required, Hold the file if any transactions are rejected, update the data and refresh the file.
8. You can use the standard Sage Intacct process to email remittance advices if required.
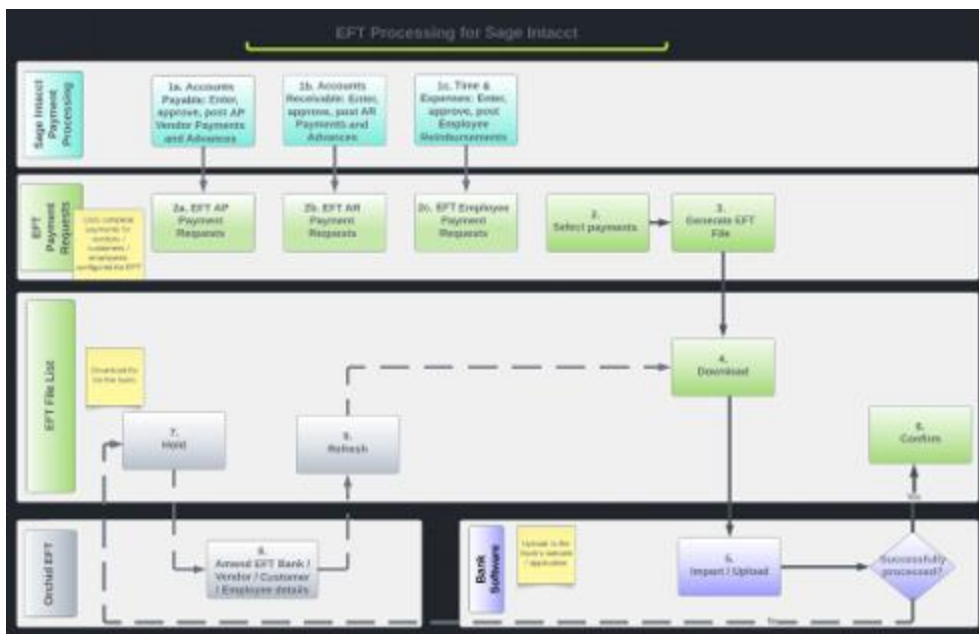


> **Note:** You can create EFT Files for any posted Employee Expenses Payment (status = Complete), regardless of the payment method. For example, you can use a Check Payment method and create a Positive Pay EFT File for more secure check processing.

For more details, view the topics below:

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

# EFT EMPLOYEE PAYMENT REQUEST

The screen includes Employee Expenses Reimbursement payments that have been entered, approved and completed through the standard Sage Intacct Time & Expenses processes, for employees where the File type is set on the Orchid EFT Tab.

> **Note:**
>
> If payments do not appear on the EE Payment Request screen, check the following:
>
> - Is the EE Payment approved and completed in Sage Intacct?
> - Is the EFT File Format set on the Orchid EFT Tab for the Employee?
> - Try changing the filters at the top of the screen or use the Clear Filter button

> **Note:** Employee Advances cannot be included in the Employee Payment Request as they are not available in the API.

## How to Use the screen

The Employee Payment Request screen includes Employee Expenses that have been entered, approved and completed through the standard Sage Intacct processes, for employees where the EFT File Format is set on the Orchid EFT Tab.

### To create a new EFT File

By default, the screen shows completed posted payments for employees configured for EFT that are `not in any EFT File`.

You can select the Employee Expense payments you want to include in an EFT File.

> **Tip:**
> In the bottom right corner of the screen, you can view the number of records and the running total of the selected records to assist in validating the records selected against control total.

You can then **GENERATE** the EFT file. Refer to **EFT Employee Payment Request above**

## To view Employee Expenses payments in a file

For details on using the screen to view Expense Reimbursement Payments in a file, refer to View Employee Expenses payments in EFT File on page 98.

## Step 1. Create Employee Expenses Payments

You need to create the Employee Expenses using the standard Sage Intacct processes. EFT Processing can include completed payments for any payment methods (Record Transfers, Checks/Cheques and Advances).

> **Example:** If you are doing Cheques, you need to print the checks for the payments to be posted. You can then include the payment in a positive pay EFT File as required by the bank.

> **Note:** If approval is enabled in your site, you need to approve the payments. Once approved, they are posted and available on the Employee Payment Request screen.

> **Note:** You can use Pay Now or Outbox depending on your process. Payments in the Sage Intacct Outbox are not included in the EFT Employee Payment Request list. You need to pay the bill on the Outbox, approve and post the payment as per the standard process.

## Step 2. Add Records to Generate an EFT File

Select `not in any EFT File` to view payments available.

Use the tick box next to Employee ID to select/deselect all records.

You can also select payments individually.

> **Note:** If the `Format` is crossed out, it generally means that the bank is not configured for the selected format. Hover over the field for a description of the issue.

## Filtering records - Examples

You can filter records using the Filter icons next to each column and the Advanced Filter icon.

See examples in Filtering records in EFT Processing on page 55

**Example:**

In the EFT Payment Request screen, to filter by Payment Method, you can type a value and Enter to filter by the default condition (`contains`).

For more advanced filters, click on the Finder icon next to the Payment method field.

To display all values, select **Filter by condition**: `Is one of` or `Is not one of` and you can select the values required, for example "Printed Checks"



You can filter by Vendor name using Contains, Is One of or Is Not One of

**Example:**

Filtering on the EFT Employee Expenses Request screen - Payment method example



## Sorting Records

You can sort most columns by the column heading, by clicking on the column heading.

When you hover over the heading in a list, the cursor changes to a pointing finger and you know you can sort. This is consistent with the standard Sage Intacct screens.

## Drilldown to Employee details

Drill down to view Employee details by clicking on the **Employee Name**.

Drill down to view the Expense Payment Details by clicking on the **Payment Txn Amount** field.

# Step 3. Generate EFT files

Use the `Generate` button to create EFT Files for the selected payment records. EFT Processing creates one file per bank and per EFT File Format for the selected records.

EFT Processing displays a message with the number of files generated.

> **Note:** If there are any validation errors, review the message, update the required data and try generating the file again.

**Troubleshooting**

EFT Employee Payment Request Troubleshooting on page 99

## Step 4. Next Steps - EFT File List

You can view the files created in the EFT File List.

Use the EFT File list to download the file and upload to the bank.

Refer to **EFT File List - Employee Expenses below** for details.

## Step 5. View Payments in a file

You can use this screen to view the Employee Expenses payments already included in a file.

View Employee Expenses payments in EFT File on page 98

# EFT FILE LIST - EMPLOYEE EXPENSES

## Overview

Use this screen to view, download, confirm or reject EFT Files.

This applies to EFT Files for AP Payments, AR Payments and Employee Expenses Reimbursements (EE payments). Available features depend on your Licence code.

You can filter by all fields at the top of the screen: Date Created, Created By, Total Amount, Bank, Format, Number of Payments, Status and Effective Date.

There are no default filters on the screen, but once you enter one, the screen remembers it for next time you go there.

> **Note:**
> You can update the Effective Date of the transaction if your bank file format supports sending a file in advance.

## How to create an EFT File

Refer to **EFT Employee Payment Request on page 91** for details to select Employee Expense Reimbursements payments and generate the EFT Files

EFT File Status

| | |
|---|---|
| **View** | View on the EFT File list allows you to see all the payment records included in the file.<br>*Always active*<br><br>You can use the action to check the details before uploading the file to the bank or to review completed files. |
| **Download** | Creates the EFT File as per the file format configured on the bank.<br><br>Depending on the browser configuration, downloads to the default download folder or prompt the user for a path to download.<br><br>*Only active if status is New, Exported or Confirmed.*<br><br> |
| **Confirm** | Updates file status to **confirmed** and marks all records as Confirmed.<br><br>This is generally used after the bank confirms the file has been processed successfully.<br><br>*Only active if status is Exported.* |
| **Hold** | Hold updates the EFT file status to **On-hold** on the EFT File list.<br><br>For example if the file is rejected by the bank, you can set the file to on-hold, |

| | |
|---|---|
| | update the relevant details, refresh the file and download again.<br>*Only available if the status is New or Exported.* |
| **Refresh** | If data has changed, creates a new EFT file with status NEW and updates existing EFT File status to **Replaced**.<br>If data has not changed, displays a message.<br><br>**www-p03.intacct.com says**<br>EFT File not updated as the data has remained the same<br>OK<br><br>To force a refresh, update at least one value, for example the Effective Date.<br>*Only available if the status is On-Hold*<br>**Note:** Use the `History` button Next to the New or Exported Status to view the previous files. |
| **Refresh after File Format changes** | If you change the underlying format in EFT Formats, (not the format code assigned to a vendor, but something in the format itself), you do not need to hold/refresh to update the file.<br>Close the EFT File screen and reload it, or use F5 to refresh the screen. You can then download the file again. The new file will include the rules in the updated file format. |
| **Delete** | Updates the EFT File status to Deleted.<br>AP Vendor Payments will go back to the EFT AP AP Vendor Payment Request screen<br>*Only available if the status is New, Exported or On-Hold* |

## Filtering records - Examples

You can filter records using the Filter icons next to each column and the Advanced Filter icon.

See examples in **Filtering records in EFT Processing on page 55**

**Example:**

In the EFT File List, you can filter based on the Status field - Choose **Is one of** and select all options you want to view.



## Troubleshooting

Refer to Troubleshooting Create EFT File on page 67

# VIEW EMPLOYEE EXPENSES PAYMENTS IN EFT FILE

The **EFT Employee Payment Request** screen includes Employee Expenses Payments that have been entered, approved and completed through the standard Sage Intacct processes, for employees where the File type is set on the Orchid EFT Tab.

You can use this screen to select payments to be included in an EFT File or to view the payments already included in a file.

## View Payments included in an EFT File

Select `Included in an EFT File` in the **Show payments** field on the **EFT Employee Payment Request** screen to view payments included in an EFT File.

- Drill on the employee to open the Employee screen
- Drill on the Payment Amount to view the Payment details
- Copy the EFT File ID and paste it in the EFT File list screen to view details of the EFT File

This shows the payment details, including the `File ID` where the payment is included.

To view file details, select the File Id and search for it in the EFT Files. Refer to **EFT File List on page 80**



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**Tip:**

If you have already included a payment in an EFT File and have confirmed the file, you need to delete the file or reverse and reprocess the payment to include the payment again in another file.

If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

---

## EFT EMPLOYEE PAYMENT REQUEST TROUBLESHOOTING

## Users cannot view all Employee Payments

If you are running the latest update, but can't see all the payments you expect to see, the most common reason is that the filter on the screen is hiding the payments you are looking for.

By default, the screen displays only payments due in the last month. To view older payments, change the filter.
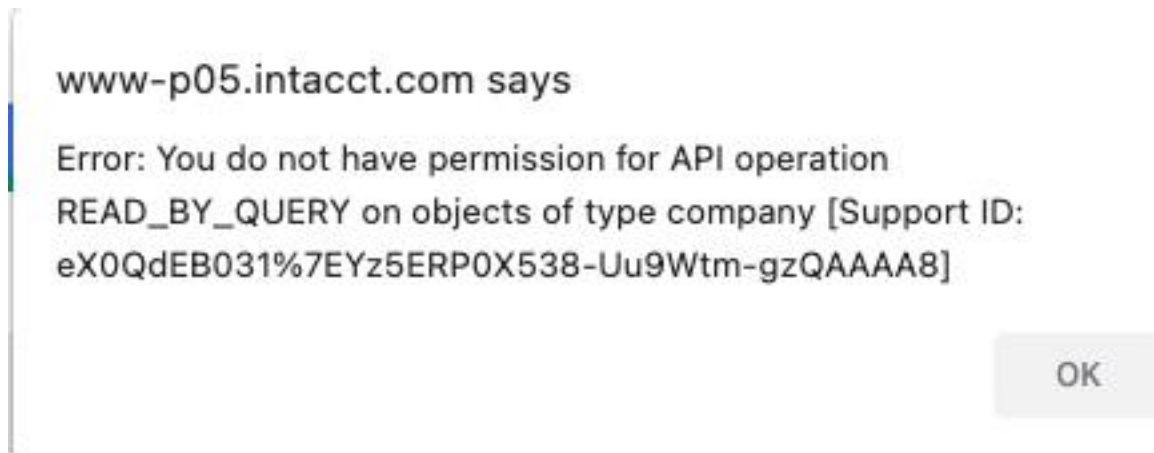
Filtering records in EFT Processing on page 55

> **Note:**
>
> If payments do not appear on the EE Payment Request screen, check the following:
>
> - Is the EE Payment approved and completed in Sage Intacct?
> - Is the EFT File Format set on the Orchid EFT Tab for the Employee?
> - Try changing the filters at the top of the screen or use the Clear Filter button

## Permission Error

When you click "`Generate`" you may get the following error message:

> Error: You do not have permission for API operation READ_BY_QUERY on objects of type company

www-p05.intacct.com says

Error: You do not have permission for API operation
READ_BY_QUERY on objects of type company [Support ID:
eX0QdEB031%7EYz5ERP0X538-Uu9Wtm-gzQAAAA8]

OK

If the format file uses any Company fields (e.g. Company.Name, Company.Address1 etc), then you must Generate the EFT File from the Top Level to have access to the Company object. Or the format file needs to be amended to put the Company fields on the appropriate entity object that you do have access to.

## Recreating a File

> **Tip:**
> If you have already included a payment in an EFT File and have confirmed the file, you need to delete the file or reverse and reprocess the payment to include the payment again in another file.
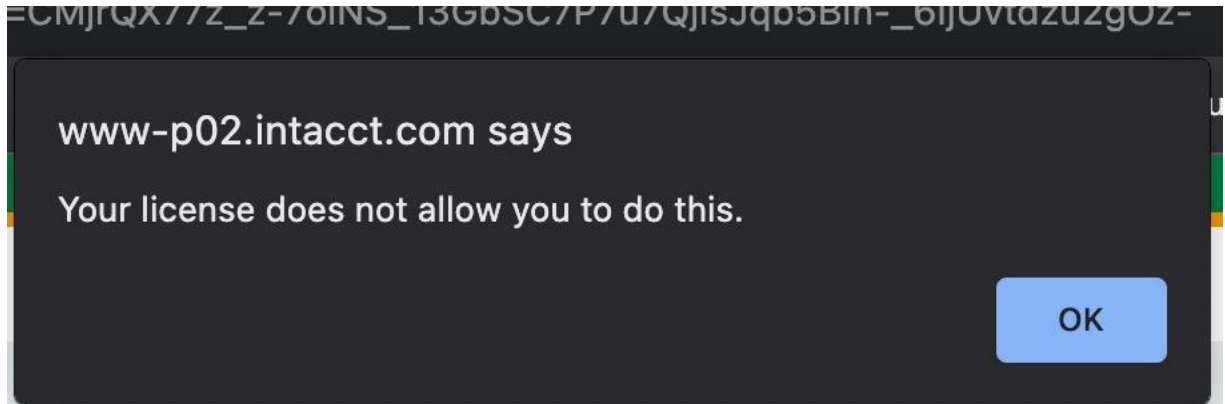>
> If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

## Licence REquirement

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

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

Your Licence does not allow you to do this.

Refer to :

EFT Employee Payment Request on page 91

View Employee Expenses payments in EFT File on page 98

# Using EFT Processing with AR

EFT Processing is integrated with Sage Intacct standard AR processing routines.

1. You create, approve and post AR Receipts, as per the process and approval configured in your Sage Intacct implementation. .
2. In EFT Processing, use the EFT  AR Payment Requests screen to select AR Payments to be included in an EFT File.
3. `Generate`  the file on the EFT  AR Payment Requests screen.
4. Use EFT File List to view the file and download it on your machine. You can filter by file type to select `Receipt` only for AR Payments .
5. You can then import the file into the banking software / application.
6. When the bank confirms the upload is successful, confirm the file to finalize the Receipt process.
7. If required, Hold the file if any transactions are rejected, update the data and refresh the file.
8. You can use the standard Sage Intacct process to email remittance advices if required.
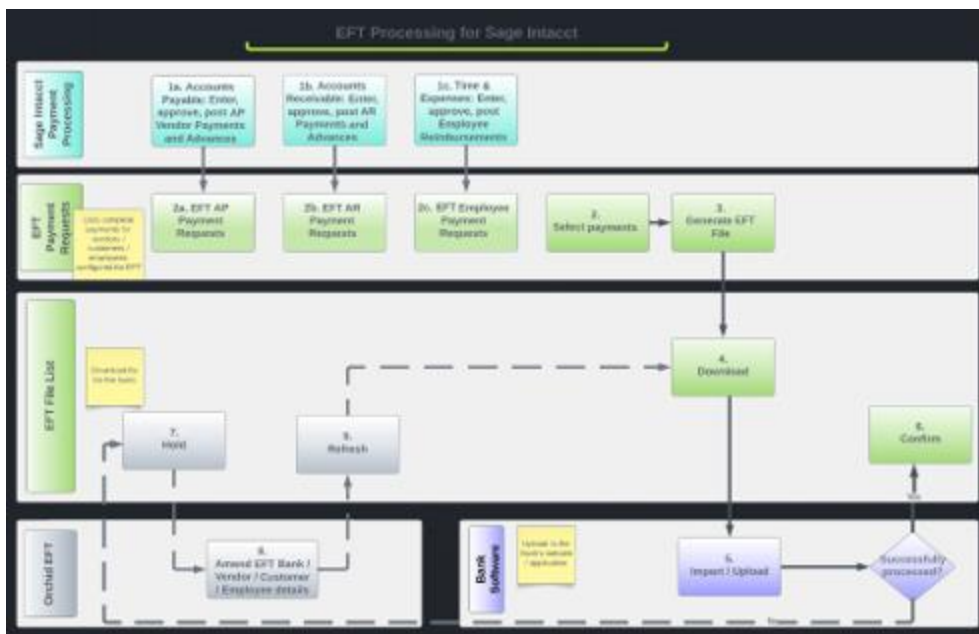


> **Note:** You can create EFT Files for any posted AR Payment (status = Complete), regardless of the payment method.

For more details, view the topics below:

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

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

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

# EFT AR PAYMENT REQUEST

## How to Use the screen

The AR Payment Request screen includes AR Payments that have been entered, approved and completed through the standard Sage Intacct processes, for customers where the EFT File Format is set on the Orchid EFT Tab.

If payments do not appear on the AR Payment Request screen, check the following:

- Is the AR Payment approved and completed in Sage Intacct?
- Is the EFT File Format set on the Orchid EFT Tab for the Customer?
- Try changing the filters at the top of the screen or use the Clear Filter button

### To create a new EFT File

By default, the screen shows Posted AR Payments for customers configured for EFT that are `not in any EFT File`.

Select the Posted AR Payments you want to include in an EFT File.

> **Tip:**
> In the bottom right corner of the screen, you can view the number of records and the running total of the selected records to assist in validating the records selected against control total.

You can then **GENERATE** the EFT file. Refer to **Generate EFT files on page 106**

## To view AR payments in a file

To view the Posted AR Payments already included in a file, refer to EFT AR Payment Request - View Payments in an EFT File on page 110

## Step 1. Add Records to Generate an EFT File

### Select Records

Select `not in any EFT File` to view Posted AR Payments available.

Use the tick box next to Customer ID to select/deselect all records.

You can also select Posted AR Payments individually.

> **Note:** If the `Format` is crossed out, it generally means that the bank is not configured for the selected format. Hover over the field for a description of the issue.

> **Note:** If you can't see completed Posted AR Payments, check that the Customer is configured on the Orchid EFT Tab.

### Filtering records - Examples

You can filter records using the Filter icons next to each column and the Advanced Filter icon.

See examples in Filtering records in EFT Processing on page 55

**Example:**

In the EFT Payment Request screen, to filter by Payment Method, you can type a value and Enter to filter by the default condition (`contains`).

For more advanced filters, click on the Finder icon next to the Payment method field.

To display all values, select **Filter by condition**: `Is one of` or `Is not one of` and you can select the values required, for example "Printed Checks"



You can filter by Vendor name using Contains, Is One of or Is Not One of

**Example:**

Filtering on the EFT AR Payment Request screen - Customer name example

## Sorting Records

You can sort most columns by the column heading, by clicking on the column heading.

When you hover over the heading in a list, the cursor changes to a pointing finger and you know you can sort. This is consistent with the standard Sage Intacct screens.

### Drilldown to AR details

Drill down to view AR Customer details by clicking on the **Customer Name**.

Drill down to view the AR Payment Details by clicking on the **Payment Txn Amount** field.

## Step 2. Generate EFT files

Use the `Generate` button to create EFT Files for the selected payment records. EFT Processing creates one file per bank and per EFT File Format for the selected records.

EFT Processing displays a message with the number of files generated.

**Note:** If there are any validation errors, review the message, update the required data and try generating the file again.

## Step 3. Next Steps - EFT File List

You can then view the files created in the EFT File List. Refer to EFT File List - AR Customer Payments below for details.

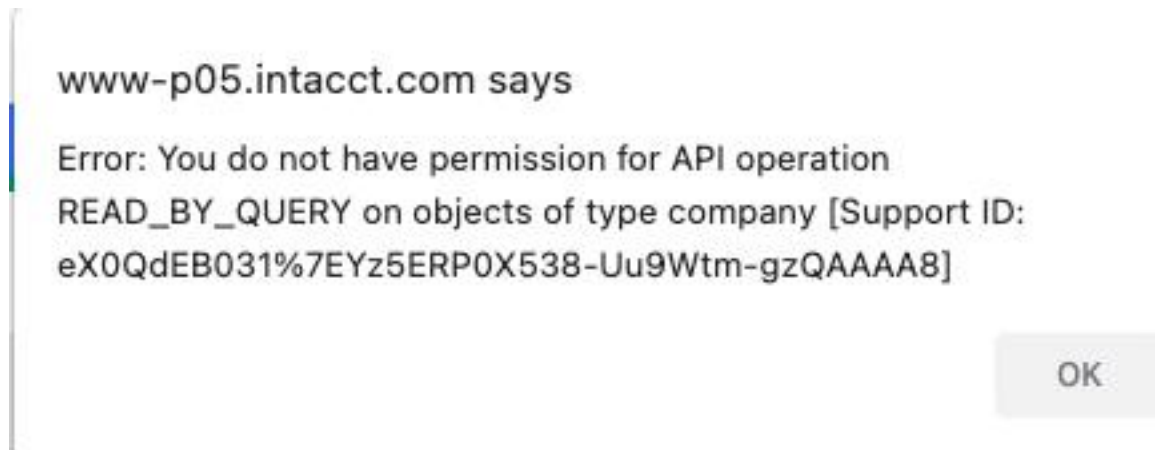## Step 4. View AR transactions in an EFT File

To view AR transactions included in a file, refer to EFT AR Payment Request - View Payments in an EFT File on page 110.

## Troubleshooting

### Permission Error

When you click "`Generate`" you may get the following error message:

Error: You do not have permission for API operation READ_BY_QUERY on objects of type company



If the format file uses any Company fields (e.g. Company.Name, Company.Address1 etc), then you must Generate the EFT File from the Top Level to have access to the Company object. Or the format file needs to be amended to put the Company fields on the appropriate entity object that you do have access to.

## EFT FILE LIST - AR CUSTOMER PAYMENTS

## Overview

Use this screen to view, download, confirm or reject EFT Files.

You can filter by all fields at the top of the screen: Date Created, Created By, Total Amount, Bank, Format, Number of Payments, Status and Effective Date.

There are no default filters on the screen, but once you enter one, the screen remembers it for next time you go there.
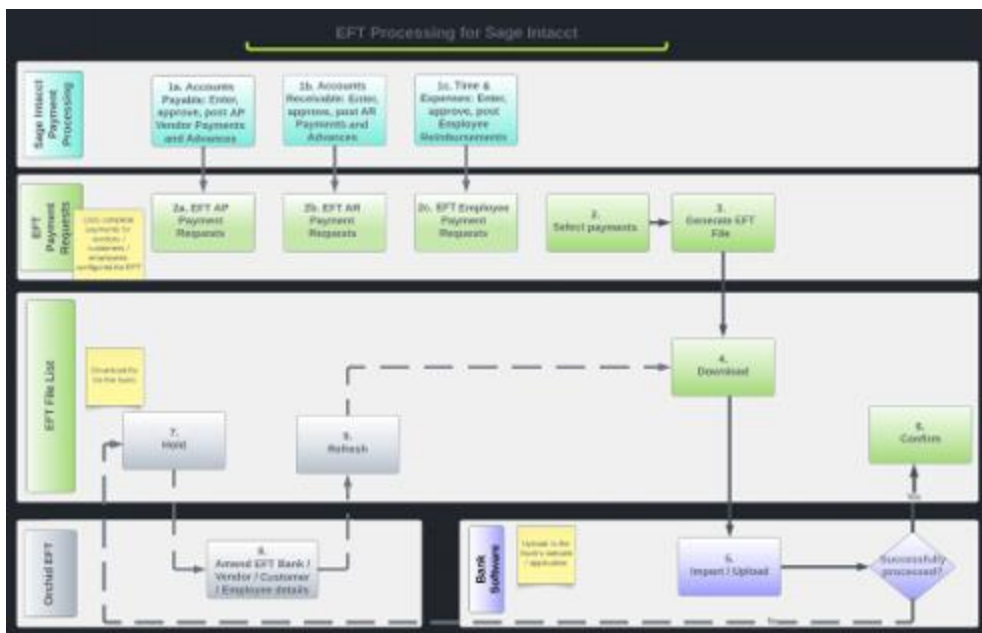
> **Note:**
> You can update the Effective Date of the transaction if your bank file format supports sending a file in advance.

## How to create an EFT File

Refer to **EFT AR Payment Request on page 103** for details to select AR Customer Payments and generate the EFT Files

(Steps 2 and 3 in the flow chart below).



EFT File Status

| | |
|---|---|
| **View** | View on the EFT File list allows you to see all the payment records included in the file.<br>*Always active*<br><br>You can use the action to check the details before uploading the file to the bank or to review completed files. |
| **Download** | Creates the EFT File as per the file format configured on the bank.<br><br>Depending on the browser configuration, downloads to the default download folder or prompt the user for a path to download.<br><br>*Only active if status is New, Exported or Confirmed.* |

| | |
|---|---|
| **Confirm** | Updates file status to **confirmed** and marks all records as Confirmed. This is generally used after the bank confirms the file has been processed successfully. *Only active if status is Exported.* |
| **Hold** | Hold updates the EFT file status to **On-hold** on the EFT File list. For example if the file is rejected by the bank, you can set the file to on-hold, update the relevant details, refresh the file and download again. *Only available if the status is New or Exported.* |
| **Refresh** | If data has changed, creates a new EFT file with status NEW and updates existing EFT File status to **Replaced**. If data has not changed, displays a message.  To force a refresh, update at least one value, for example the Effective Date. *Only available if the status is On-Hold* **Note:** Use the `History` button Next to the New or Exported Status to view the previous files. |
| **Refresh after File Format changes** | If you change the underlying format in EFT Formats, (not the format code assigned to a vendor, but something in the format itself), you do not need to hold/refresh to update the file. Close the EFT File screen and reload it, or use F5 to refresh the screen. You can then download the file again. The new file will include the rules in the updated file format. |
| **Delete** | Updates the EFT File status to Deleted. AR Customer Payments will go back to the EFT AR AR Customer Payment Request screen |

| *Only available if the status is New, Exported or On-Hold* |
| --- |

## Troubleshooting

Refer to Troubleshooting Create EFT File on page 67

# EFT AR PAYMENT REQUEST - VIEW PAYMENTS IN AN EFT FILE

The screen includes AR Posted Payments that have been entered, approved and completed through the standard Sage Intacct processes, for customers where the Orchid EFT Tab is configured.

To use the screen to add Posted Payments to an EFT File, refer to EFT AR Payment Request on page 103

## View Customer Payments included in an EFT File

Select `Included in an EFT File` in the **Show Payments** field on the **EFT AR Payment Request** screen to view customer payments included in an EFT File.

Change the date filter to match the payments you are looking for.

This shows the customer payment details, including the `EFT File` where the payment is included.

- Drill on the customer to open the AR Customer screen
- Drill on the Payment Amount to view the Payment details
- Copy the `EFT File` and paste it in the EFT File list screen to view details of the EFT File. Refer to EFT File List on page 80



| Tip: |
| --- |
| If you have already included a customer payment in an EFT File, and you have confirmed the file, you need to delete the file or reverse and reprocess the payment to include it in another file. |

# EFT AR PAYMENT REQUEST TROUBLESHOOTING

## Permission Error

When you click "**Generate**" you may get the following error message:

> Error: You do not have permission for API operation READ_BY_QUERY on objects of type company

www-p05.intacct.com says

Error: You do not have permission for API operation
READ_BY_QUERY on objects of type company [Support ID:
eX0QdEB031%7EYz5ERP0X538-Uu9Wtm-gzQAAAA8]

OK

If the format file uses any Company fields (e.g. Company.Name, Company.Address1 etc), then you must Generate the EFT File from the Top Level to have access to the Company object. Or the format file needs to be amended to put the Company fields on the appropriate entity object that you do have access to.

## Recreating a File

> **Tip:**
> If you have already included a payment in an EFT File and have confirmed the file, you need to delete the file or reverse and reprocess the payment to include the payment again in another file.
>
> If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

## Licence REquirement

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

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

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

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

Your Licence does not allow you to do this.



Refer to :

EFT AR Payment Request on page 103

View AP payments in EFT File on page 84

# CREATE AR PAYMENTS IN BULK

## When to use

Use this screen to create AR Payments for selected customers and invoices. This helps streamline the collection process, for example if using Direct Debits from the Customer's bank accounts.

- User can select outstanding AR Invoices by various criteria.
- EFT Processing creates AR Payments applied to the selected invoices.
- User can then include AR Payments in an EFT File.

## Top level and Entity transactions

In Sage Intacct, you can only create AR Payments at the same entity level as the related AR Invoice.

If selected as Top Level, invoices listed to be applied are those created at top level. Likewise if you select a specific entity , only invoices created at that entity level are listed.

EFT Processing creates the AR Payment at the selected level (and the same as the AR Invoice level).

## How to use?

The Create AR Payments screen displays all approved AR Invoices.

**Step 1:** Select the Payment Method, Bank and Receipt Date.

**Step 2:** Select the Invoices you want to receive. You can filter by all criteria at the top of the screen. See Filtering records in EFT Processing on page 55 for some examples.

> **Tip:**
> In the bottom right corner of the screen, you can view the number of records and the running total of the selected records to assist in validating the records selected against control total.

**Step 3:** For each invoice, the payment amount defaults to the Invoice amount. You can set the payment amount.

**Step 4:** If using a bank with a different currency as the AR Invoice, you need to enter the Translated to Base amount.

**Step 5:** The `Create AR Payments` process will create one AR Payment per invoice selected, using the Payment method, bank and Receipt date entered on the screen.

**Step 6:** You can then include the payments in an EFT File. View details in EFT AR Payment Request on page 103

The video below demonstrates the functionality:

## Create AR payment

<span>Create payments</span>

**Payment method**
Check

**Account**
100_CHK--Demo Bank

**Receipt date**
12/12/2023

| | Customer ID | Customer name | Invoice # | Description | Invoice date | Due date (Most recent first) | Transaction billed | Transaction total due | Transaction currency | Billed | Total due | Base curre |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | mm/dd/yyyy | mm/dd/yyyy | | | | | | |
| ☐ | 10061 | Avu | IN0537 | | 12/07/2023 | 01/06/2024 | $1,000.00 | $500.00 | AUD | $657.40 | $328.70 | USD |
| ☐ | 10094 | Aunt Betty Cater | IN0536 | | 11/29/2023 | 12/29/2023 | $1,094.10 | $900.00 | USD | $1,094.10 | $900.00 | USD |
| ☐ | 10093 | Maple Madness | IN0535 | | 11/27/2023 | 12/27/2023 | $1,093.93 | $893.93 | CAD | $802.73 | $655.97 | USD |
| ☐ | 10090 | Uncle Roger Foc | IN0528 | | 11/12/2023 | 12/12/2023 | $9,000.00 | $7,000.00 | USD | $9,000.00 | $7,000.00 | USD |
| ☐ | 10092 | Marley Spoon Fr | IN0534 | | 11/06/2023 | 12/06/2023 | $600.00 | $600.00 | USD | $600.00 | $600.00 | USD |
| ☐ | 10090 | Uncle Roger Foc | IN0530 | | 11/01/2023 | 12/01/2023 | $9,000.20 | $9,000.20 | USD | $9,000.20 | $9,000.20 | USD |
| ☐ | 10092 | Marley Spoon Fr | IN231201-10092 | | 12/01/2023 | 11/02/2023 | $1.00 | $1.00 | USD | $1.00 | $1.00 | USD |
| ☐ | 10092 | Marley Spoon Fr | IN231201-10092 | | 12/01/2023 | 11/02/2023 | $2.00 | $2.00 | USD | $2.00 | $2.00 | USD |
| ☐ | 10092 | Marley Spoon Fr | IN231201-10092 | | 12/01/2023 | 11/02/2023 | $3.00 | $3.00 | USD | $3.00 | $3.00 | USD |
| ☐ | 10092 | Marley Spoon Fr | IN231201-10092 | | 12/01/2023 | 11/02/2023 | $4.00 | $4.00 | USD | $4.00 | $4.00 | USD |
| ☐ | 10092 | Marley Spoon Fr | IN231201-10092 | | 12/01/2023 | 11/02/2023 | $5.00 | $5.00 | USD | $5.00 | $5.00 | USD |

# 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

## April 2025 (PU20250428)

- EFT Processing now includes the FSN on the EFT File List.
- EFT Processing now supports Voided Cheques in the Positive Pay file if the bank supports it. For details, see Positive Pay and Voided cheques on page 89
- New Custom Reports to export EFT Details. See Reports to Export EFT details on page 38

## April 2025 (PU20250410)

- Fixed issue with AP Payments and adjustments.

## April 2025 (PU20250401)

- Supports advanced filtering on AP/AR/Employee Expense payment request and Create AR Payment screens. Details available in Filtering records in EFT Processing on page 55
- All Bank, Vendor, Customer and Employee EFT details fields can now be validated. For details, see Validating bank details in EFT Processing.
- Bank name in EFT Vendor, EFT Customer and EFT Employee can now be renamed.

## October 2024 (PU20241008)

- Fixes issue when downloading an EFT File with a bank format using firstEntry. (Error message "firstEntry wasn't null" when downloading an EFT File)

## August 2024 (PU20240821)

- Fixes issue in Create AR Payment process where some invoices did not appear in the list
- EFT File list troubleshooting tool to run through the entries in an EFT file, and make sure they have the correct file id and status. After you select a file, hold the SHIFT key and click on View on a file.

## June 2024 (PU20240617)

- Security role updates: Refer to Configure Security on page 13
  - 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 on page 54

# March 2024 (PU20240320)

- Improved filtering in EFT Files and EFT Payment Request screens.
- Ability to resize columns on various screens. Refer to Using Orchid EFT Screens Tips on page 52
- 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 EFT 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 on page 90
- Ability to create AR Payments automatically for selected AR Invoices. See details in Create AR Payments in bulk on page 112
- 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 29.
- "In Progress" messages added to Generate EFT files on page 80 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 44

EFT AR Payment Request on page 103

## 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.

See EFT AP Payment Request on page 76

## October 2022 (PU20221001)

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

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