

Orchid

Training Guide:



EFT Processing
For Sage Intacct

Work Smarter with Orchid

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EFT Processing Overview

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

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

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

Important! Available features depend on your license code.

You can then configure EFT Processing.

Refer to Release Notes for details: EFT Processing Release Notes on page 105

Configure EFT Processing

All configuration is done in Sage Intacct.

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

Detailed steps are described below:

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PRE-IMPLEMENTATION

Enable Platform Services

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

Refer to Sage Intacct documentation for details.

User Permission

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

INSTALL EFT PROCESSING CUSTOMIZATION PACKAGE

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

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

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

For details on the custom objects created, refer to Custom Objects created by EFT Processing on page 15

Installing an update

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

Steps to install

Upload the customization package

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

In Sage Intacct:

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

The following objects are created:

The screenshot shows the 'Platform Services > Applications > View' page. It displays the application definition for 'Orchid EFT' with buttons for 'Edit properties', 'Delete', 'Publish', and 'View data structure'. Below this, the 'Application properties' section is visible, showing the following details:

- Application name: Orchid EFT
- Application version: 4.8
- Deployed:
- Description: (empty)
- Selected objects: [EFT Bank](#), [EFT Blob](#), [EFT File](#), [EFT File Format](#), [EFT Licence](#), [EFT Processed](#)
- Standard objects: [Customer](#), [Vendor](#), [Employee](#)
- Selected menus: [EFT Employee Payment Request](#), [EFT AP Payment Request](#), [EFT AR Payment Request](#), [EFT File List](#), [Create AR Payment](#), [EFT Banks](#), [EFT Formats](#), [EFT Licence](#)

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

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Created at - Entity ID | <input type="checkbox"/> Created at - Entity name | <input type="checkbox"/> Account Name ▾ | <input type="checkbox"/> Account Number ▾ |
| <input type="checkbox"/> Bank Name ▾ | <input type="checkbox"/> BIC ▾ | <input type="checkbox"/> Bank/Branch ▾ | <input type="checkbox"/> Extra ▾ |
| <input type="checkbox"/> Extra 1 ▾ | <input type="checkbox"/> Extra 10 ▾ | <input type="checkbox"/> Extra 2 ▾ | <input type="checkbox"/> Extra 3 ▾ |
| <input type="checkbox"/> Extra 4 ▾ | <input type="checkbox"/> Extra 5 ▾ | <input type="checkbox"/> Extra 6 ▾ | <input type="checkbox"/> Extra 7 ▾ |
| <input type="checkbox"/> Extra 8 ▾ | <input type="checkbox"/> Extra 9 ▾ | <input type="checkbox"/> IBAN ▾ | <input type="checkbox"/> Payment Reference ▾ |
| <input type="checkbox"/> EFT File Format | <input type="checkbox"/> Record URL | | |

Create Web Services Sender ID

Create the "ajax" Web Services user

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

EFT Processing for Sage Intacct

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

The screenshot shows the 'Company information' page with the 'Security' tab selected. Under 'Web Services authorizations', a table lists the following data:

	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 16

Refresh / Close and re-open

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

You should now see an Orchid EFT Menu.

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

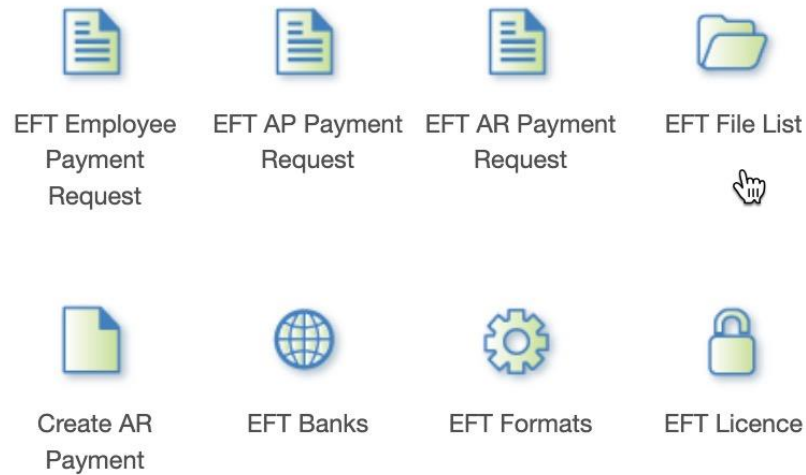
EFT Overview

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

Important! Available features depend on your license code.

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

Objects



Troubleshooting Installation

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

Issues

No buttons e.g. "Add" or "Delete"

No Menu

Solutions

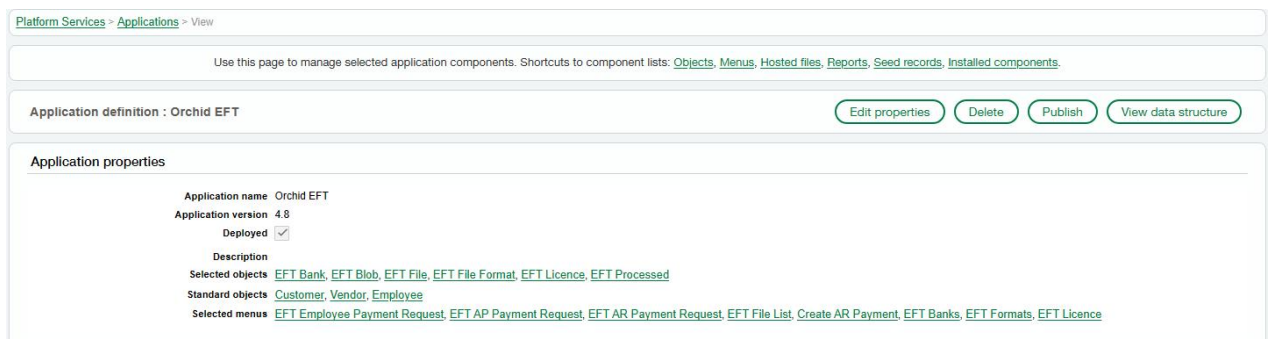
Check the ajax Web Services User has been created

Check Permissions

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 Processing for Sage Intacct

- 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

<input type="checkbox"/> Created at - Entity ID	<input type="checkbox"/> Created at - Entity name	<input type="checkbox"/> Account Name ▾	<input type="checkbox"/> Account Number ▾
<input type="checkbox"/> Bank Name ▾	<input type="checkbox"/> BIC ▾	<input type="checkbox"/> Bank/Branch ▾	<input type="checkbox"/> Extra ▾
<input type="checkbox"/> Extra 1 ▾	<input type="checkbox"/> Extra 10 ▾	<input type="checkbox"/> Extra 2 ▾	<input type="checkbox"/> Extra 3 ▾
<input type="checkbox"/> Extra 4 ▾	<input type="checkbox"/> Extra 5 ▾	<input type="checkbox"/> Extra 6 ▾	<input type="checkbox"/> Extra 7 ▾
<input type="checkbox"/> Extra 8 ▾	<input type="checkbox"/> Extra 9 ▾	<input type="checkbox"/> IBAN ▾	<input type="checkbox"/> Payment Reference ▾
<input type="checkbox"/> EFT File Format	<input type="checkbox"/> 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.

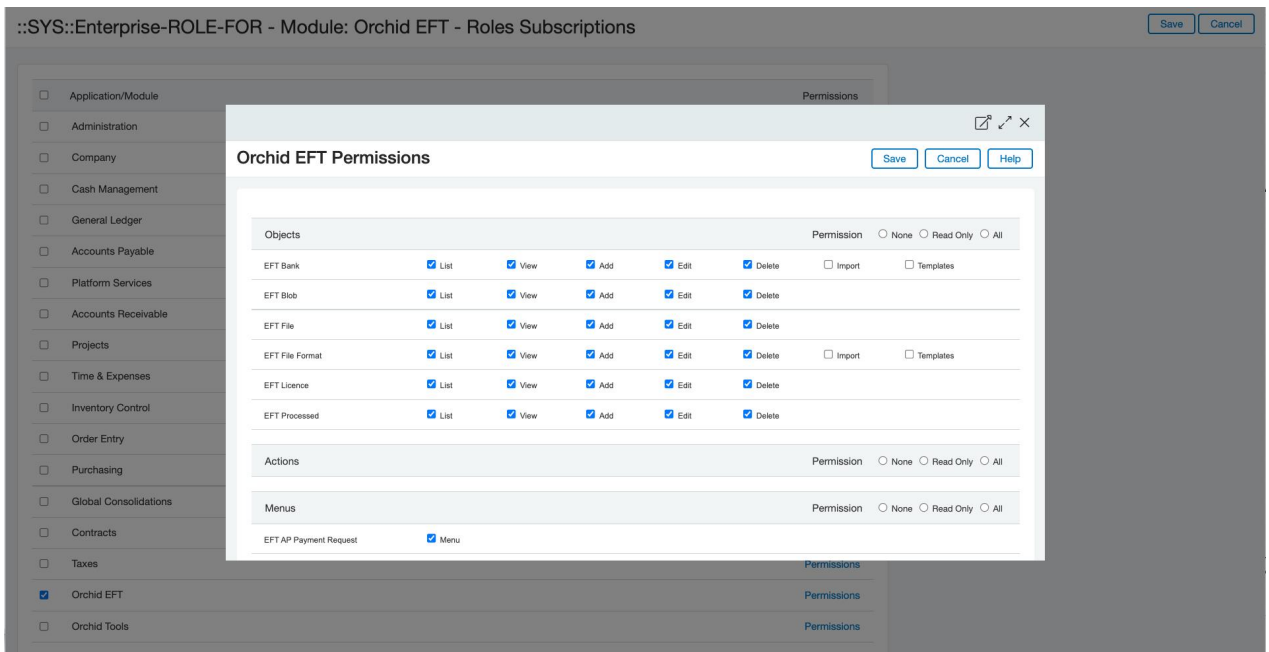
Notes:

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.

☰ User information

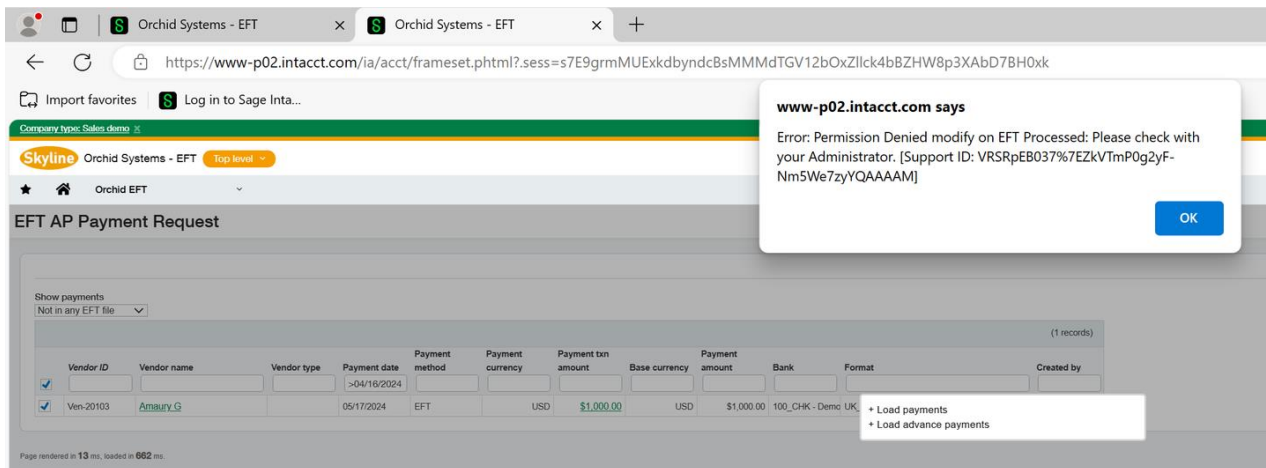
User information		Roles information	User entities	User departments	User territories
		Role name			
☰	1	Admin			+ 🗑️
☰	2	Accounting Manager			+ 🗑️
☰	3	::SYS::Enterprise-ROLE-FOR - Module: Orchid I			+ 🗑️
☰	4	Orchid EFT Role (ADMIN)			+ 🗑️
☰	5				+

Security roles tips and examples

Permissions for the EFT Processed entity

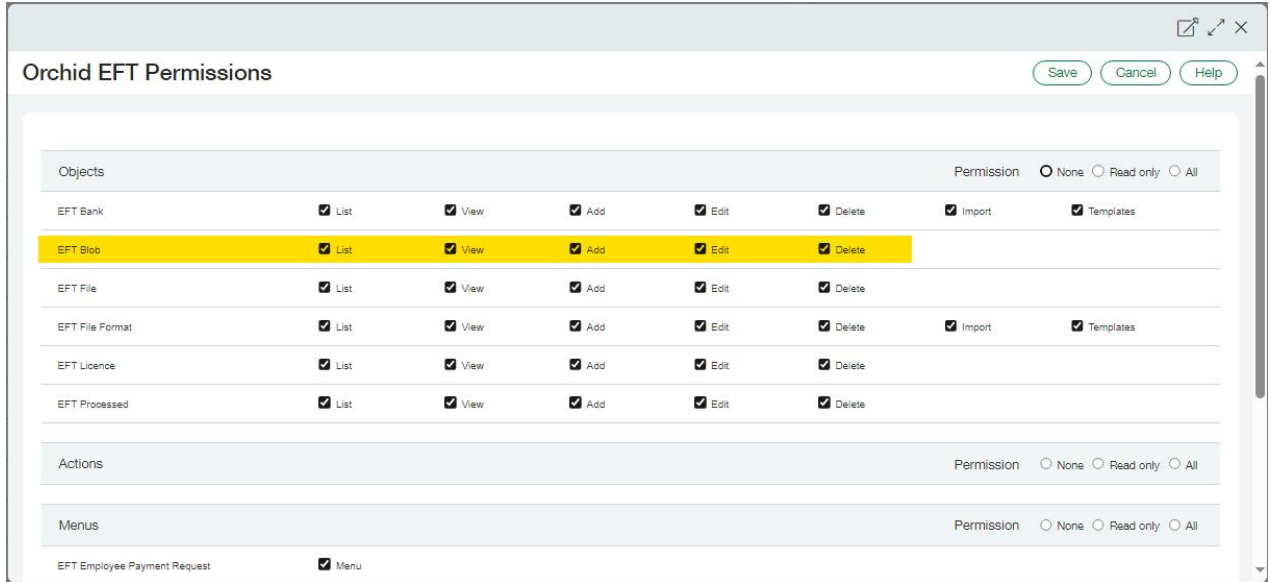
Users who generate EFT Files need Add and Edit Permissions to both EFT File (Add, Edit) and **EFT Processed** (Add, Edit).

Warning! If not, you may get the following error: "Permission Denied modify on EFT Processed. "



Permissions for the EFT Blob entity

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

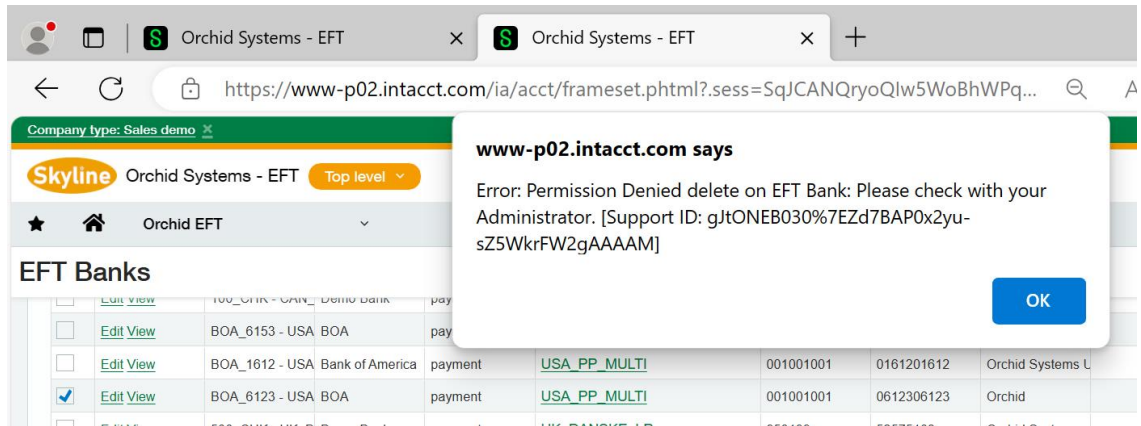


Permissions for the EFT Bank entity

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

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

Warning! Permission Denied delete on EFT Bank. Please check with your administrator.



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

EFT Licence

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

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

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

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

Refresh the browser

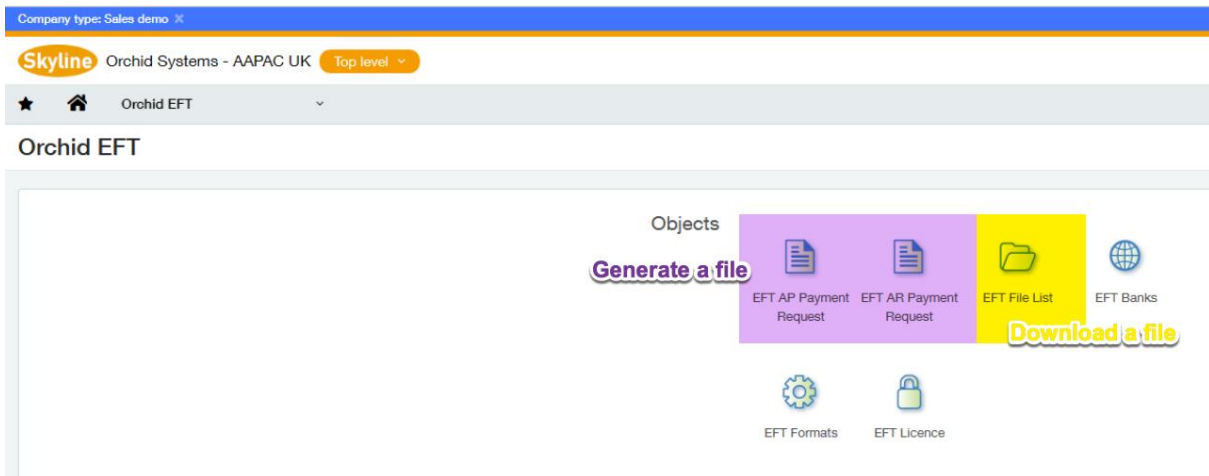
After installing and updating the security, close the browser and log back into Sage Intacct.

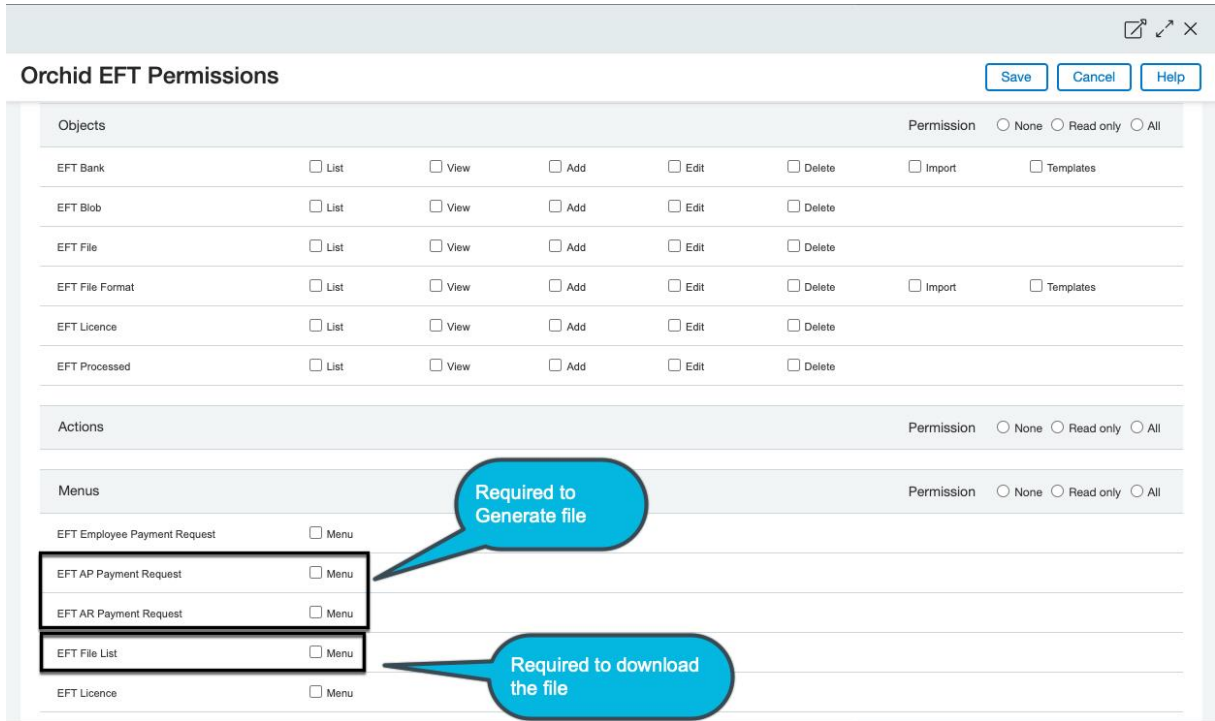
If you don't force the refresh, it can take a while for the Orchid menus to display.

Menu Security

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

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





EFT LICENCE

How to use the screen

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

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

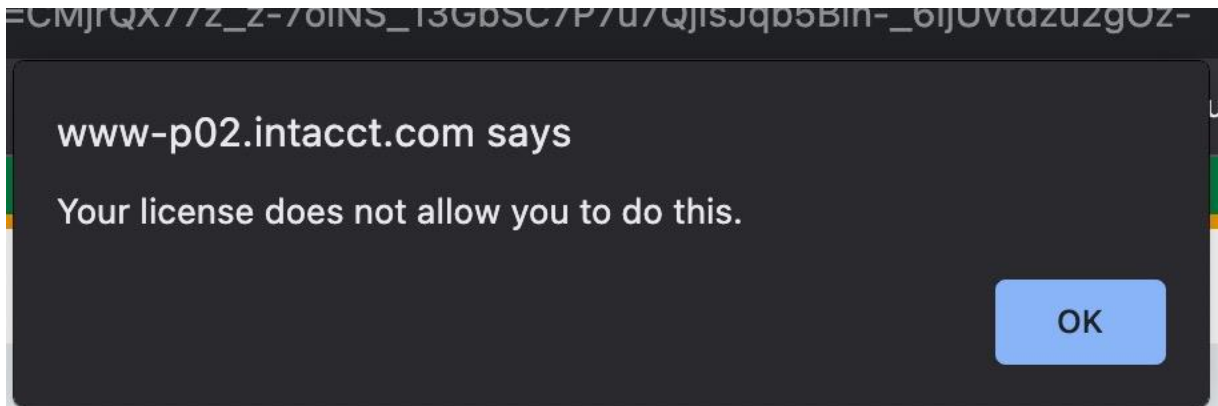
License types

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

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

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

Your license does not allow you to do this.



Trial licence

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

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

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

They get an expired license message as below.

www-p02.intacct.com says

Your EFT license has expired

OK

Enter Activation Code

The screen displays the Sage Intacct company ID.

Enter the activation code provided by Orchid Systems.

The screen displays the subscription expiry date.

Tip:

Contact your Sage partner to organize a trial code or purchase a subscription.

Finding the Company ID

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

The screenshot shows the Sage Intacct interface. On the left is a navigation menu with 'Company' highlighted. On the right, the 'Setup' tab is active, and 'Company' is highlighted under the 'Configuration' section. Below this, the 'Company information' page is shown with the 'General information' tab selected. The 'ID' field is highlighted with a red box, showing the value 'OrchidSyst'.

Company

Dashboards >

Reports >

Company >

Cash Management >

General Ledger >

All Setup Admin

Configuration

Company

+ Contacts

★ Home Company

Company information

General information Security Accounting Schedules

Company information

ID
OrchidSyst

Name
Orchid Syst

Use ISO country codes ?

Updates Available

There is no automatic update of the EFT Processing customizations.

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

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

You can then import the package in Customization Services/Platform Services > Applications. See Installing an update on page 12 for details.

Setup EFT Processing

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

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

For details, refer to the topics below:

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Configure EFT Customer Details	43
Configure EFT Employee Details	46
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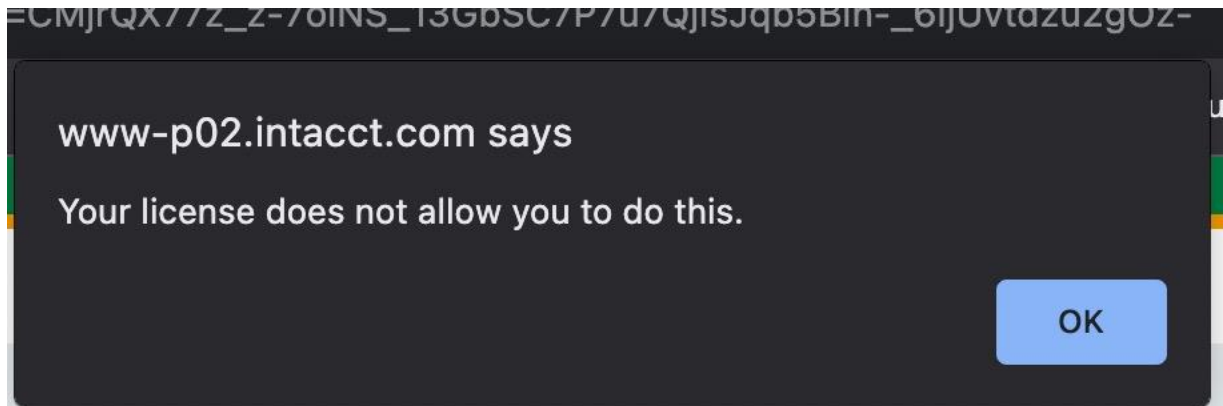
Requirement! To generate and download an EFT File for AP Vendor Payments, you need a license for Orchid EFT for AP.

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

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

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

Your license does not allow you to do this.



EFT FORMATS

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

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

Watch the Spotlight on EFT File Formats Training Video

How to use the Screen

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

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

Name: Enter the File Format name

Description: Enter the format description:

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

Example:

Name: Name between the square brackets in the file, and generally starts with the first 3 letters of the country.

Description: Value between the quotes in the Name - 2nd line of the file

File Format: Copy and Paste all content until the next format included in the text file (next set of square brackets)

EFT Format

The diagram illustrates the EFT Format structure with three callouts:

- 1. Name in square brackets in the text file:** Points to the `[CAN_CPA005]` line.
- 2. Description : Use what is entered in the Name in the 2nd line of the file:** Points to the `Name="Canada - CPA Standard 005/EFT1464"` line.
- 3. File Format: Copy and Paste all content until the next format included in the file:** Points to the entire block of file format parameters.

```

Name
CAN_CPA005

Description
Canada - CPA Standard 005/EFT1464

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

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 28

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.

FIELD NAMES IN EFT FILE FORMATS

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

SOURCE ACCOUNT INFORMATION (FROM EFT BANKS):

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

PAYMENT ENTRY:

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

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

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

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

APPLIED DOCUMENT INFORMATION:

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

FirstInvoiceNumber

The first applied document number

MISCELLANEOUS:

Today

The run date

TransactionTotalInCents

The total amount in cents (eg \$100.52 is 10052)

**TransactionTotal
NumberOfEntries**

The total amount (eg \$100.52 is 100.52)
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.

Skyline Orchid Systems - EFT Top level ▾

★ 🏠 Orchid EFT ▾

EFT Bank

Name 100_CHK - CAN_CIBC	Company name Copy from company
Bank 100_CHK <input type="button" value="Search..."/>	Address
Type Payment ▾	
File format CAN_CIBC <input type="button" value="Search..."/>	
Financial Institution ID/Transit Number 121010303	City
Account Number 442516879123	Zip
Account Name	State
Originator ID Number	Country
File Description	Phone
File Reference Use File Description ▾	Fax
File name	Contact
FSN 113	Branch
Payment Code	Tax number
Receipt Code	BRN
Reserved field for organisation ⓘ	

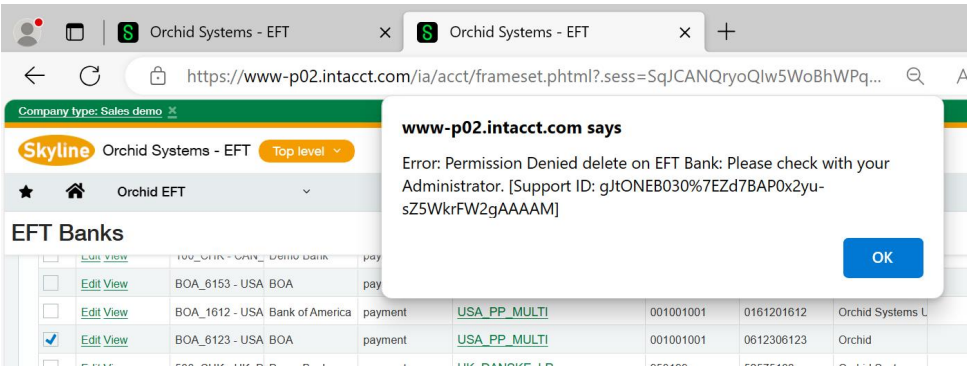
Privacy policy Copyright © 1999-2023 Sage Intacct, Inc.

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 25 to add new formats.

BSB	Bank Branch Number / Bank Routing Number
Account Number	Bank Account Number
Account Name	Bank Account Name
Reference	<p>Enter a fixed reference if required. - This field may be renamed in the file format definition.</p> <p>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.</p>
Description	Enter a fixed description if required.
File Reference (for Payment)	<p>Select one of the following options to include the appropriate value in the File Reference:</p> <ul style="list-style-type: none"> • Use File Description (entered above) • Payment Type: Use Vendor AP Reference (Orchid EFT AP Reference field on AP Vendor) <div style="border: 1px solid blue; padding: 5px; margin: 5px 0;"> <p>Note: For Employee , this option uses the Payment Reference on the Employee EFT tab.</p> </div> <ul style="list-style-type: none"> • Receipt Type: Use Customer AR Reference (Orchid EFT AR Reference field on AR Customer) • Use Cheque Number (from the posted payment) • Use Invoice Number (Document Number from the first applied invoice)
File Reference (for Receipt)	<p>Select one of the following options to include the appropriate value in the File Reference:</p> <ul style="list-style-type: none"> • Use File Description (entered above) • Use Customer AR Reference (Orchid EFT AR Reference field on AR Customer) • Use Invoice Number (Document Number from the first applied invoice)
File name	<p>Enter File name for the file created by EFT Processing.</p> <p>Can include:</p> <p>Any valid file name character (A..Z, a..z, 0..9, _- [])</p> <p>{dd} or {DD} day number, e.g. '02'</p> <p>{mm} or {MM} month number, e.g. '02'</p> <p>{yy} or {YYYY} two digit year, e.g. '22'</p> <p>{yyyy} or {YYYY} four digit year, e.g. '2022'</p> <p>{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.</p>

	<p>Run number is reset to 1 the next day.</p> <p>{s} 1 digit file sequence number, e.g. 2</p> <p>Adds one each time a file is generated for the bank. The FSN is displayed on the EFT Bank record. See below.</p>
<p>FSN</p>	<p>File Sequence Number (FSN)</p> <p>Use {s} in the file name.</p> <p>The value is incremented by 1 per bank per generated file (not per download).</p> <p>Example: If you have 2 EFT records for the bank for different file types, the FSN is synchronized on both records for the bank.</p> <p>If used, the bank expects the file sequence number to increase by one for each upload.</p> <p>Tip:</p> <p>If this is the first time you are uploading an EFT File for this bank - then set it to 1.</p> <p>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.</p> <p>The File Sequence Number is updated when you generate the EFT file.</p> <p>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.</p> <p>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:</p> <div data-bbox="427 1268 1468 1367" style="border: 1px solid black; padding: 5px;"> <p>Warning! Permission Denied delete on EFT Bank. Please check with your administrator.</p> </div>  <p>Tip: If you need to reexport a file, set the file sequence number back by 1 to generate the file with the same number.</p>
<p>Bank Extra 1 to 9</p>	<p>The rest of the EFT Bank fields (Bank Extra 1..9) are turned on and renamed</p>

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 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.

EFT Bank

Name	100_CHK - CAN_BLPP	Company name	Orchid Systems - EFT
Bank	100_CHK		
Type	Payment ▾		
File format	CAN_BLPP		--
Bank Transit Number ⓘ	121010303	City	San Jose
Account Number ⓘ	442516879123	For Positive Pay payments - leave Vendor Bank Transit No. blank	
Account Name	Acct Name	State	CA
Payment Reference	--	Country	United States

These 2 fields have a tool tip

CONFIGURE EFT VENDOR DETAILS

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

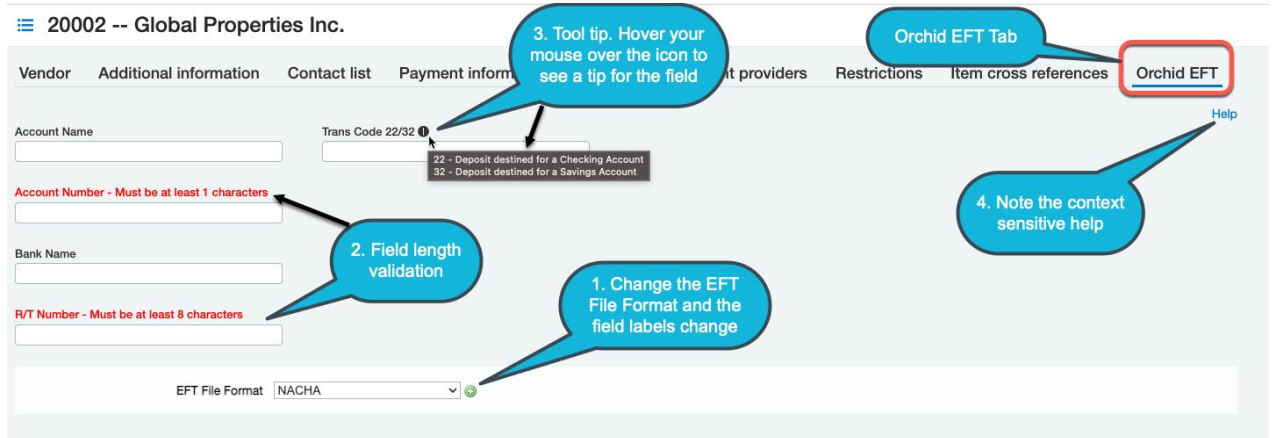
Enter EFT Details for vendors you want to pay with EFT.

Using Orchid EFT TAB

Select EFT File Format

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

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



Field Validation

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

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

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

Skyline Orchid Systems - Skyline Top level v Stacy Sim

Accounts Payable

20003 -- ADP Save Duplicate Print to... Cancel More a

Account Number - Must be at least 7 characters
123456

Bank Name
SCOTIA

Financial Institution ID/Transit Number - Must be at least 8 characters
7654321

Account Name
ADP

Country (USA/CAN)
usA

Transaction Code ⓘ
460

EFT File Format CAN_RBCACH_VT v

Tool tips

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

Note: Tool Tips are configured in the EFT Format.



Logging Changes

Standard Sage Intacct audit and approval features apply to changes to the Orchid EFT banking details. Orchid EFT Details fields are included in the Vendor Audit Trail.

Approving Changes

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

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

Note: Refer to Sage Intacct documentation for details.

Importing Vendor Details

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

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

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

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

Multiple bank accounts for a single vendor

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

Select	Supplier ID	Supplier name	City	State/Territory	Zip code/Postal code	Supplier Type ID	Total Due	Delete
<input type="checkbox"/>								
<input type="checkbox"/>	20100	Entity V100					View Due	<input type="checkbox"/>
<input type="checkbox"/>	20200	Entity V200					View Due	<input type="checkbox"/>
<input type="checkbox"/>	20300	Entity V300					View Due	<input type="checkbox"/>
<input type="checkbox"/>	20400	Entity V400					View Due	<input type="checkbox"/>
<input type="checkbox"/>	20500	Entity V500					View Due	<input type="checkbox"/>
<input type="checkbox"/>	20600	Entity V600					View Due	<input type="checkbox"/>
<input type="checkbox"/>	20700	Entity V700					View Due	<input type="checkbox"/>
<input type="checkbox"/>	30001	Accor Group				General Trade	View Due	<input type="checkbox"/>
<input type="checkbox"/>	30002	Sofitel LA				General Trade	View Due	<input type="checkbox"/>
<input type="checkbox"/>	30003	Sofitel New York				General Trade	View Due	<input type="checkbox"/>
<input type="checkbox"/>	30004	Novotel Miami				General Trade	View Due	<input type="checkbox"/>

30002 -- Sofitel LA

Supplier Additional information Contact list Payment information Bank file Payment providers Restrictions Item cross references Orchid EFT

Supplier details

Type ID: General Trade

Parent: 30001--Accor Group

GL group: [dropdown]

1099 name: [text box]

Form 1099: Form1099

Attachment: [text box]

Paying some vendors by EFT and some by Cheque/check

Suggested configuration:

EFT Processing for Sage Intacct

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

Viewing EFT Details

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

In Accounts Payable Vendors/Suppliers menu,

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

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

Vendor name	Total due	Vendor type ID	Account Name	Account Number	Bank Name	Bank/Branch	Extra 1	IBAN	Payment Reference	EFT FILE FORMAT	City	State or territory	ZIP or postal code
Vision Post	View Due	General Trade									Utrecht		4430
Quick Post	View Due	General Trade									Altwal North		1033
Officeworks Austin	View Due	General Trade	OfficeWorks Austin	567456712	Wells Fargo	12345678			22	10005	Austin	TX	77077
Officeworks Dallas	View Due	General Trade	OfficeWorks Dallas	112233445566	Wells Fargo	12345678			22	10005	Dallas	TX	77077
Officeworks Houston	View Due	General Trade	OfficeWorks Houston	123456123456	Wells Fargo	12345678			123456	10006	Houston	TX	77077
Consulting Consolidated	View Due	Subcontractors	Consulting Consolidated	123654123	RBC	13412351				10003	Rosemere	QC	J7A 1A4
Consulting Consolidated - Team A	View Due	Subcontractors	Consulting Consolidated	88778655	RBC	10293847				10003	Rosemere	QC	J7A 1A4
Consulting Consolidated - Team B	View Due	Subcontractors	Consulting Consolidated	88778655	RBC	10293847				10007	Quebec City	QC	J7A 1A4
Green Team Waste Management II	View Due	General Trade	Green Team Waste Management	12345654321	Wells Fargo	12345678			22	10005	San Diego	CA	92014
BHP - Broken Hill Pty Ltd account IV	View Due	General Trade	BHP Broken Hill IV	12345654321	Wells Fargo	12345678			22	10044	San Diego	CA	92014
Quail Consultants - UK	View Due	Subcontractors		12344444	Barclays	12344444		124487123987		10084	London	England	CT15
Quail Consultants - France	View Due	Subcontractors		123555555	Barclays	123555		125557123987		10084	Paris		CT15
Quail Consultants - Ireland	View Due	Subcontractors		123123666	Barclays	123666		123666123987		10084	Dublin		CT15
Quail Consultants - South Africa	View Due	Subcontractors		123123777	Barclays	123777		127777123987		10084	Johannesburg		CT15
Entity V100	View Due												

License Required

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

Importing EFT Vendor details

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

Export Import works using standard Sage Intacct functionality.

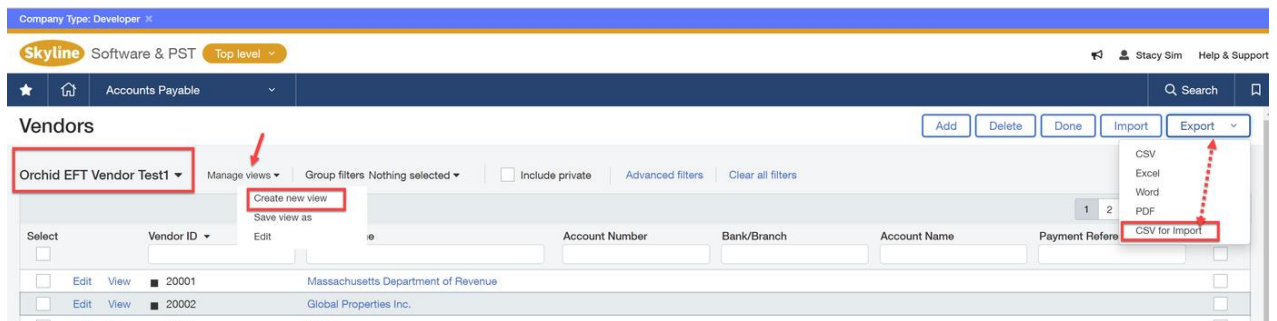
Key Steps

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

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

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

Step 3: Save the view as Orchid EFT Vendor Template.



Step 4: Click on Export and choose 'CSV for Import'. The export file will be saved in the download folders.

Step 5: Open the file and update accordingly.

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

Important!

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

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

The screenshot shows the 'Import Vendors' dialog box in Sage Intacct. The 'Choose File' button is highlighted with a red box, and the 'Import' button in the top right corner is also highlighted with a red box. Below the dialog is a table of vendor records.

Select	Vendor ID	Vendor Name	Account Number	Bank/Branch	Account Name	Payment Reference
<input type="checkbox"/>		o				
<input type="checkbox"/>	20082	Orchid System				
<input type="checkbox"/>	20084	Orchid Systems				
<input type="checkbox"/>	20085	Officeworks	02343542	341-021	Officeworks	Orchid Office Supplies
<input type="checkbox"/>	20086	Optus	015627	012-821	Optus	Telecom

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.

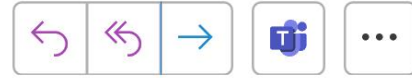
The screenshot shows the 'Import Success Notification' message. The message states: "Successfully imported 2 Vendors." and "There were 2 updated records".

Intacct Import Success Notification--OrchidSystemsMPP...



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 50

CONFIGURE EFT CUSTOMER DETAILS

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

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

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

Use Orchid EFT TAB

Select EFT File Format

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

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

Field Validation

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

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

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

The screenshot shows the Skyline Software interface for Accounts Receivable. The customer is identified as 10001 -- AB SQUARE. The 'Orchid EFT' tab is selected, showing the following details:

- Account Name: AB Square
- Trans Code 27/37/47: 27
- Account Number: 12345233
- Bank Name: Bank of America
- R/T Number: 87654321
- Refund Trans Code 22/32: 22
- EFT File Format: NACHA

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 below for tips on importing EFT Customers.

License Required

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

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.

The screenshot shows the Sage Intacct interface for the 'Customers' list. The 'Export' button in the top right corner is highlighted with a red box. Below the table, the 'EFT Details' view is selected.

Customer ID	Customer name	Customer type ID	Bank/Branch	Bank Name	Account Number	BIC	IBAN	EFT FILE FORMAT	Extra 1	Extra 2	Payment Reference	City	State or territory	ZIP or postal code	Delete
10001	AB SQUARE	Finance	87654321	Bank of America	12345233	Taylor Swift		10069	22		27	New York	NY	10006	<input type="checkbox"/>
10002	EZ Services	Finance	98900099	Bank Name	12332111			10057				Albany	NY	12230	<input type="checkbox"/>
10003	Uplift Services	Finance	98765432	Bank of America	123455			10036				Baytown	TX	77821	<input type="checkbox"/>
10004	Sagacent Finance	Finance	98765434	Helio Bank	9089999			10003				Philadelphia	PA	19123	<input type="checkbox"/>
10005	Nirvana	Finance										Columbus	OH	43215	<input type="checkbox"/>

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.

Import

Customers

Close Import Help

Upload your import file

Choose file Customers.csv

Date format
MM/DD/YYYY

File encoding
Auto-detect

Process offline

Email results to this address
support@orchid.systems

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

Refer to Tips when Importing EFT details on page 50

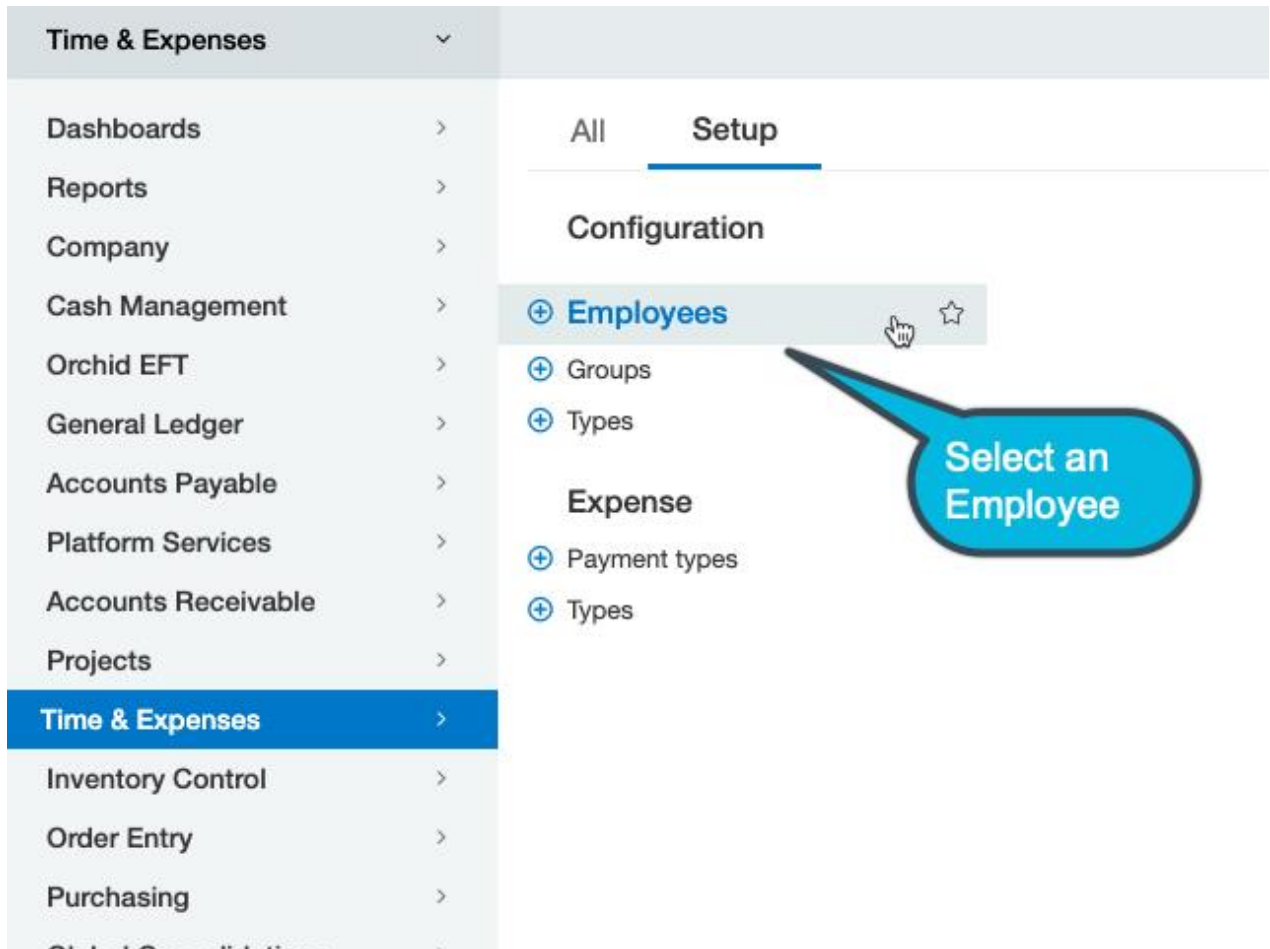
CONFIGURE EFT EMPLOYEE DETAILS

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

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

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

Note: EFT Details fields are included in the Employee Audit Trail.



Use Orchid EFT TAB

Select EFT File Format

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

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

Employee information

Employee information Contacts Cost rates Reimbursement information **Orchid EFT** Help

Account Name
Darwin Chuck

Account Number
123456

Bank Name
RBC

Financial Institution ID/Transit Number - Must be at least 8 characters
12345678

EFT File Format CAN_CPA005

Select EFT File Format to enter the required details

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.

Employee information

Employee information Contacts Cost rates Reimbursement information **Orchid EFT** Help

Account Name
Darwin Chuck

Account Number
123456

Bank Name
RBC

Financial Institution ID/Transit Number - Must be at least 8 characters
12345678

EFT File Format CAN_CPA005

Tool tips

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

Note: Tool Tips are configured in the EFT Format.



Importing Employee Details

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

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

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

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

Importing EFT Vendor details on page 40

Multiple bank accounts

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

License Required

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

TIPS WHEN IMPORTING EFT DETAILS

Overview

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

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

- EFT_ACCNAME, EFT_ACCNO, EFT_BANKNAME, EFT_BIC, EFT_BSBNO, REFT_FORMAT (you must import the EFT File Format Name) and EFT_IBAN.
- In addition to the fixed fields, there are 50 "Extra" fields which are turned on when you select an EFT File format. The first 10 fields are called EXTRA1, EXTRA2, EXTRA3, EXTRA4, EXTRA5, EXTRA6, EXTRA7, EXTRA8, EXTRA9 and EXTRA10.
- Extra11, Extra12.... Extra50 are contained in a single database field called EFT_EXTRA.

Key Steps

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

Importing EFT Vendor details on page 40

Import EFT Customer details on page 45

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
```

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 68

Using EFT Processing with Employee Expenses on page 83

Using EFT Processing with AR on page 93

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

For more details, view the topics below:

Using Orchid EFT Screens Tips	51
Filtering and Sorting records in EFT Processing	54
EFT File List	58
Troubleshooting Create EFT File	61
Saving EFT Files to Cloud Services	63
Saving an EFT File to a SFTP server	64
Creating a prenote file	65

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.

File type	File id	Date create (Most recent)	Created by	Total amount	Bank	Format	Number of payments	Status	Effective date
View Download	Payment	11048	03/13/2024 11:54 Stacy Sim	263,302.00	BQA_1812 - Bank of America	USA_BQA_ISO20022_MLST	1,300	New History	03/13/2024
View Download	Payment	10968	02/27/2024 19:04 Stacy Sim	131,641.00	BQA_1812 - Bank of America	USA_BQA_ISO20022_MLST	2,600	Expired	02/27/2024
View	Payment	10965	02/27/2024 18:57 Stacy Sim	65,731.00	BQA_1812 - Bank of America	USA_BQA_ISO20022_MLST	1,300	Deleted	02/27/2024

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

Tips when using filters:

- The screen filters to 1 month ago by default.
- Filters are saved from a prior session in the browser.
- If the column heading is in *italic*, it means there is an active filter. Check the filter if you can't find the records you are looking for.

Fields available to filter by:

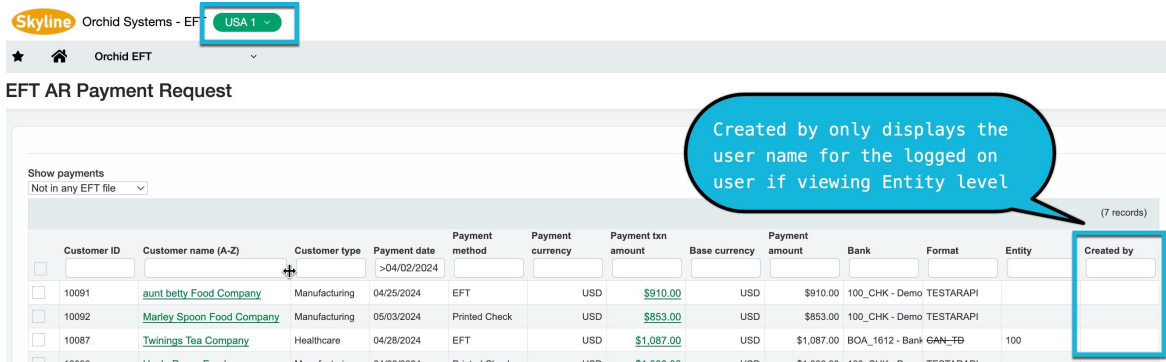
- You can filter by any fields on the first row, by selecting from the list of values or using a filter string.
- Vendor/Customer/Employee Types and Payment Created by are available to use as filters.

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

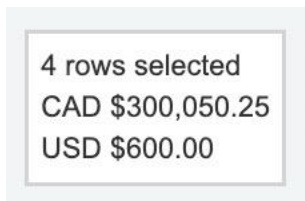


Refer to Filtering and Sorting records in EFT Processing on the next page

Running Totals

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

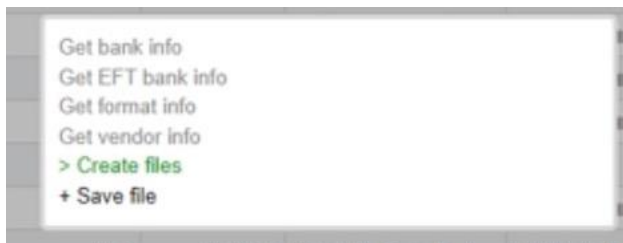
In the bottom right corner of the screen, you can view the number of records and the running total of the selected records to assist in validating the records selected against control total.



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 AND SORTING RECORDS IN EFT PROCESSING

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

Filtering Records

Tips when using filters:

- The screen filters to 1 month ago by default.
- Filters are saved from a prior session in the browser.
- If the column heading is in *italic*, it means there is an active filter. Check the filter if you can't find the records you are looking for.

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.
- 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

The screenshot shows the 'EFT AR Payment Request' screen in the Skyline application. The table displays payment records with columns for Customer ID, Customer name, Customer type, Payment date, Payment method, Payment currency, Payment txn amount, Base currency, Payment amount, Bank, Format, Entity, and Created by. The 'Created by' column is highlighted with a blue box, and a callout bubble explains that it only shows the user name for the logged-on user when viewing at the Entity level.

Customer ID	Customer name (A-Z)	Customer type	Payment date	Payment method	Payment currency	Payment txn amount	Base currency	Payment amount	Bank	Format	Entity	Created by
10091	aunt betty Food Company	Manufacturing	04/25/2024	EFT	USD	\$910.00	USD	\$910.00	100_CHK - Demo	TESTARAPI		
10092	Marley Spoon Food Company	Manufacturing	05/03/2024	Printed Check	USD	\$853.00	USD	\$853.00	100_CHK - Demo	TESTARAPI		
10087	Twinnings Tea Company	Healthcare	04/28/2024	EFT	USD	\$1,087.00	USD	\$1,087.00	BOA_1612 - Bank	GAN_TB	100	

Filtering records with a filter string

You can type a filter criteria, using =, >=, > or < for most fields.

Example: To filter by amount, enter >500 only, do not include the currency

Select Records from the list

Click in one of the fields in the first row to display a box with the values you can select.

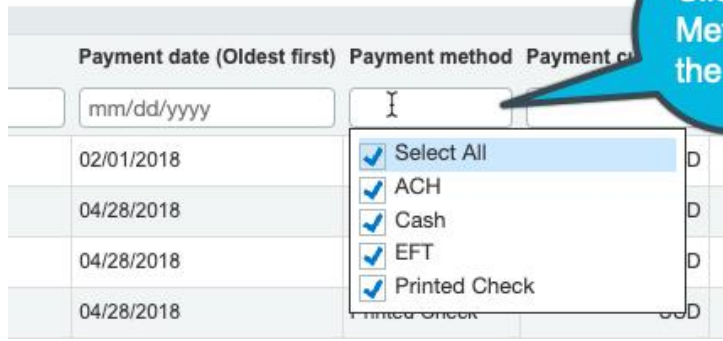
Example:

In the EFT File List, you can select on Status field - Select all options you want to view.

Number of payments	Status	Effective Date
		mm/dd/yyyy
		20
		2
		20
IC		2023
		2022
	2 On hold History	10/23/2022
		Refresh Delete
MENTS	1 Replaced	10/22/2022

Example:

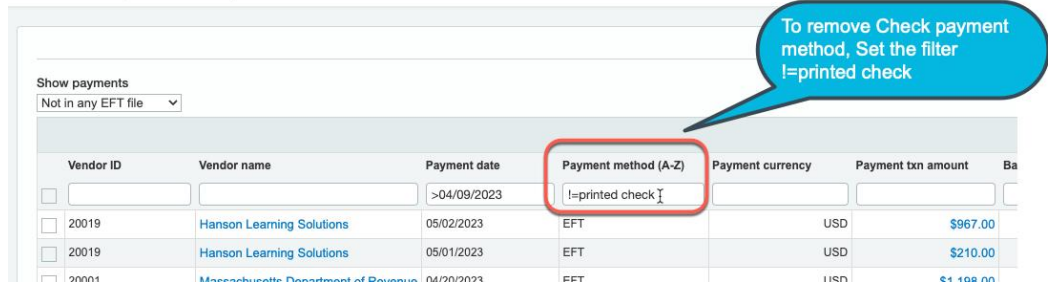
In the EFT Payment Request screen, to filter by Payment Method, click in the Payment method field. This displays all values and you can select the values required, for example "Printed Checks"



Example:

You can also filter by typing text in the box. If you don't want to view Printed Check, you can filter them out using !=Printed Check in the Payment Method

EFT AP Payment Request



Example:

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

Company type: Sales demo

Skyline Orchid Systems - EFT Top level

Orchid EFT

EFT AR Payment Request

Show payments
Not in any EFT file

(25 records)

Customer ID	<i>Customer name</i>	Payment date (Most recent first)	Payment method	Payment currency	Payment txn amount	Base currency	Payment amount	Bank	Format
10092	Select All	>02/17/2023	EFT	USD	\$3,300.00	USD	\$3,300.00	100_CHK - Demo	CAN_CPA005_RI
10093	AB SQUARE		Printed Check	CAD	\$100.00	USD	\$73.38	100_CHK - Demo	CAN_CPA005_RI
10091	AG Insurance		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	TESTARAPI
10089	Asahi Brewery		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10089	Aunt Betty Food Company		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10088	EZ Services		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10088	Maple Madness		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10001	Marley Spoon Food Company		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	UK_BARCLAYS
10089	Nirvana		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10089	RedFin Insurance		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10089	Sagacent Finance		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10088	The Maple Cookie Co.		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10087	Twinnings Tea Company		EFT	USD	\$210.00	USD	\$210.00	100_CHK - Demo	CAN_TD
10087	Uplift Services		Printed Check	GBP	£770.00	USD	\$770.00	100_CHK - Demo	CAN_TD
10087	Twinnings Tea Co	05/16/2023	EFT	GBP	£1,980.00	USD	\$1,980.00	100_CHK - Demo	CAN_TD

Select/deselect customers by name. Heading in italic when records are filtered

Example:

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

EFT Employee Payment Request

Show payments
Not in any EFT file

(26 records)

Employee ID	Employee name	Payment date (Most recent first)	Payment method	Payment amount	Base currency	Payment amount	Bank	Format
1002	Darwin, Chuck	08/28/2023	Select All		USD	\$1,242.00	100_CHK - Demo	NACHA
1004	Evans, Chelsea	08/28/2023	EFT		USD	\$1,040.00	100_CHK - Demo	NACHA
1004	Evans, Chelsea	11/28/2019	Printed Check	\$6,043.74	USD	\$6,043.74	100_CHK - Demo	NACHA
1004	Evans, Chelsea	09/28/2019	Printed Check	\$6,733.90	USD	\$6,733.90	100_CHK - Demo	NACHA
1002	Darwin, Chuck	08/28/2019	Printed Check	\$6,416.04	USD	\$6,416.04	100_CHK - Demo	NACHA
1016	Chang, Andrew	08/28/2019	Printed Check	\$6,281.00	USD	\$6,281.00	200_CHK - Demo	NACHA
1003	Tesla, Nikki	07/28/2019	Printed Check	\$6,129.44	USD	\$6,129.44	100_CHK - Demo	NACHA
1011	Singh, Sanjay	07/28/2019	Printed Check	\$6,486.46	USD	\$6,486.46	200_CHK - Demo	GAN_BOM89
1016	Chang, Andrew	07/28/2019	Printed Check	\$6,787.20	USD	\$6,787.20	200_CHK - Demo	NACHA
1002	Darwin, Chuck	06/28/2019	Printed Check	\$6,375.50	USD	\$6,375.50	100_CHK - Demo	NACHA
1003	Tesla, Nikki	05/28/2019	Printed Check	\$6,064.86	USD	\$6,064.86	100_CHK - Demo	NACHA
1002	Darwin, Chuck	03/28/2019	Printed Check	\$6,185.72	USD	\$6,185.72	100_CHK - Demo	NACHA

Select payment method

Indicates the bank 200_CHK is not configured for the NACHA format

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 license 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]"
```

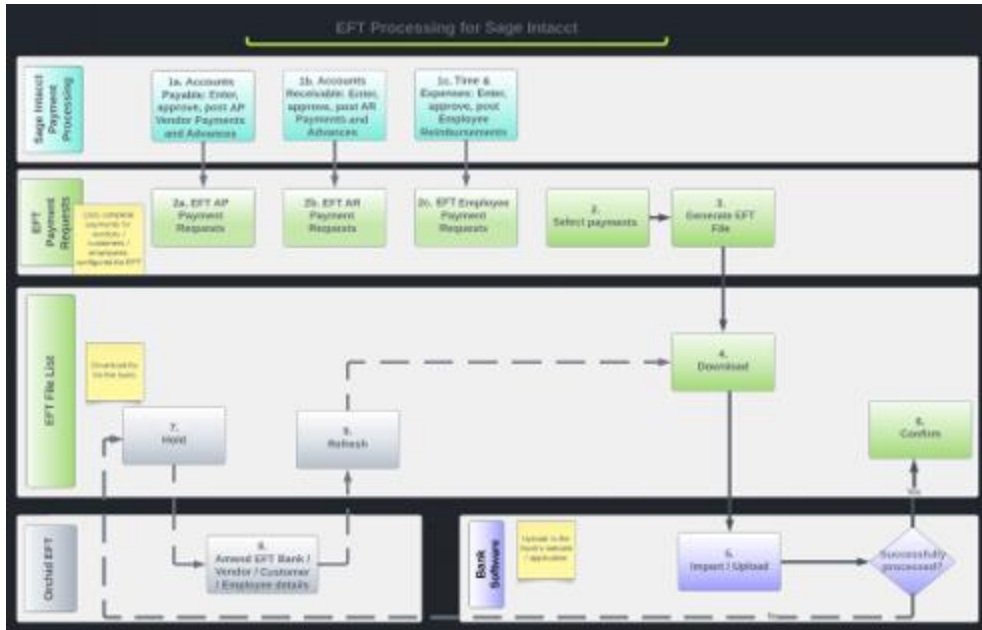
How to create an EFT File

Refer to EFT AP Payment Request on page 69 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 94 for details to select AR Customer Payments and generate the EFT Files

Refer to EFT Employee Payment Request on page 84 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

<p>View</p>	<p>View on the EFT File list allows you to see all the payment records included in the file. <i>Always active</i></p> <p>You can use the action to check the details before uploading the file to the bank or to review completed files.</p>																																																								
<p>Download</p>	<p>Creates the EFT File as per the file format configured on the bank. Depending on the browser configuration, downloads to the default download folder or prompt the user for a path to download. <i>Only active if status is New, Exported or Confirmed.</i></p> <div data-bbox="511 1470 1510 1690"> <p>EFT Files</p> <p>File exported [ABA]</p> <table border="1"> <thead> <tr> <th>Date created (Most recent first)</th> <th>Created by</th> <th>Total amount</th> <th>Bank</th> <th>Format</th> <th>Number of payments</th> <th>Status</th> <th>Effective Date</th> </tr> <tr> <th>dd/mm/yyyy</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>dd/mm/yyyy</th> </tr> </thead> <tbody> <tr> <td>View Download Confirm</td> <td>AnneF</td> <td>5,340.00</td> <td>NAB_AU - NAB</td> <td>ABA</td> <td>2</td> <td>Exported</td> <td>14 Nov 2022</td> </tr> <tr> <td>View Download</td> <td>AnneF</td> <td>1,000.00</td> <td>NAB_AU - NAB</td> <td>NZ_ANZDOM</td> <td>1</td> <td>New</td> <td>14 Nov 2022</td> </tr> <tr> <td>View Download Confirm</td> <td>AnneF</td> <td>3,000.00</td> <td>NAB_AU - NAB</td> <td>ABA</td> <td>1</td> <td>Exported</td> <td>14 Nov 2022</td> </tr> <tr> <td>View Download Confirm</td> <td>AnneF</td> <td>2,200.00</td> <td>NAB_AU - NAB</td> <td>NZ_ANZDOM</td> <td>1</td> <td>Exported</td> <td>14 Nov 2022</td> </tr> <tr> <td>View Download</td> <td>AnneF</td> <td>1,100.00</td> <td>NAB_AU - NAB</td> <td>ABA</td> <td>1</td> <td>Confirmed</td> <td>24 Aug 2022</td> </tr> </tbody> </table> </div>	Date created (Most recent first)	Created by	Total amount	Bank	Format	Number of payments	Status	Effective Date	dd/mm/yyyy							dd/mm/yyyy	View Download Confirm	AnneF	5,340.00	NAB_AU - NAB	ABA	2	Exported	14 Nov 2022	View Download	AnneF	1,000.00	NAB_AU - NAB	NZ_ANZDOM	1	New	14 Nov 2022	View Download Confirm	AnneF	3,000.00	NAB_AU - NAB	ABA	1	Exported	14 Nov 2022	View Download Confirm	AnneF	2,200.00	NAB_AU - NAB	NZ_ANZDOM	1	Exported	14 Nov 2022	View Download	AnneF	1,100.00	NAB_AU - NAB	ABA	1	Confirmed	24 Aug 2022
Date created (Most recent first)	Created by	Total amount	Bank	Format	Number of payments	Status	Effective Date																																																		
dd/mm/yyyy							dd/mm/yyyy																																																		
View Download Confirm	AnneF	5,340.00	NAB_AU - NAB	ABA	2	Exported	14 Nov 2022																																																		
View Download	AnneF	1,000.00	NAB_AU - NAB	NZ_ANZDOM	1	New	14 Nov 2022																																																		
View Download Confirm	AnneF	3,000.00	NAB_AU - NAB	ABA	1	Exported	14 Nov 2022																																																		
View Download Confirm	AnneF	2,200.00	NAB_AU - NAB	NZ_ANZDOM	1	Exported	14 Nov 2022																																																		
View Download	AnneF	1,100.00	NAB_AU - NAB	ABA	1	Confirmed	24 Aug 2022																																																		
<p>Confirm</p>	<p>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. <i>Only active if status is Exported.</i></p>																																																								

<p>Hold</p>	<p>Hold updates the EFT file status to On-hold on the EFT File list.</p> <p>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.</p> <p><i>Only available if the status is New or Exported.</i></p>
<p>Refresh</p>	<p>If data has changed, creates a new EFT file with status NEW and updates existing EFT File status to Replaced.</p> <p>If data has not changed, displays a message.</p>  <p>To force a refresh, update at least one value, for example the Effective Date.</p> <p><i>Only available if the status is On-Hold</i></p> <p>Note: Use the History button Next to the New or Exported Status to view the previous files.</p>
<p>Refresh after File Format changes</p>	<p>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.</p> <p>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.</p>
<p>Delete</p>	<p>Updates the EFT File status to Deleted.</p> <p>AP Vendor Payments will go back to the EFT AP AP Vendor Payment Request screen</p> <p><i>Only available if the status is New, Exported or On-Hold</i></p>

Filtering records with a filter string

You can type a filter criteria, using =, >=, > or < for most fields.

Select Records from the list

Click in one of the fields in the first row to display a box with the values you can select.

Example:

In the EFT File List, you can select on Status field - Select all options you want to view.

(55 records)

Number of payments	Status	Effective Date
	<input type="text" value="mm/dd/yyyy"/>	
	<input type="checkbox"/> Select All <input type="checkbox"/> Confirmed <input type="checkbox"/> Deleted <input type="checkbox"/> Exported <input type="checkbox"/> New <input type="checkbox"/> Not set <input checked="" type="checkbox"/> On hold <input checked="" type="checkbox"/> Replaced	
2	On hold History	10/23/2022 Refresh Delete
1	Replaced	10/23/2022

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.

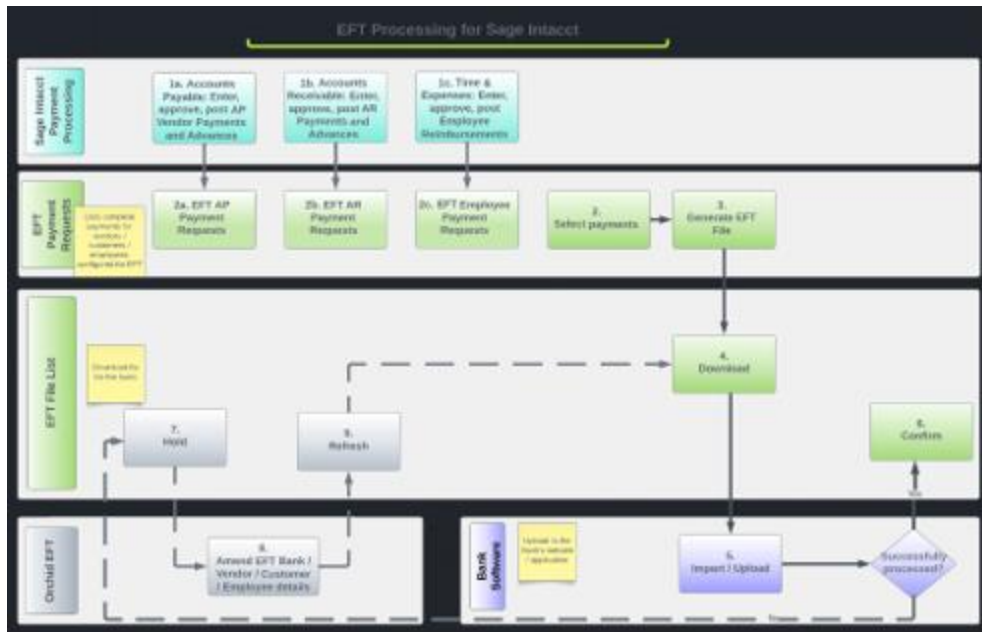
File Rejected by the bank

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.

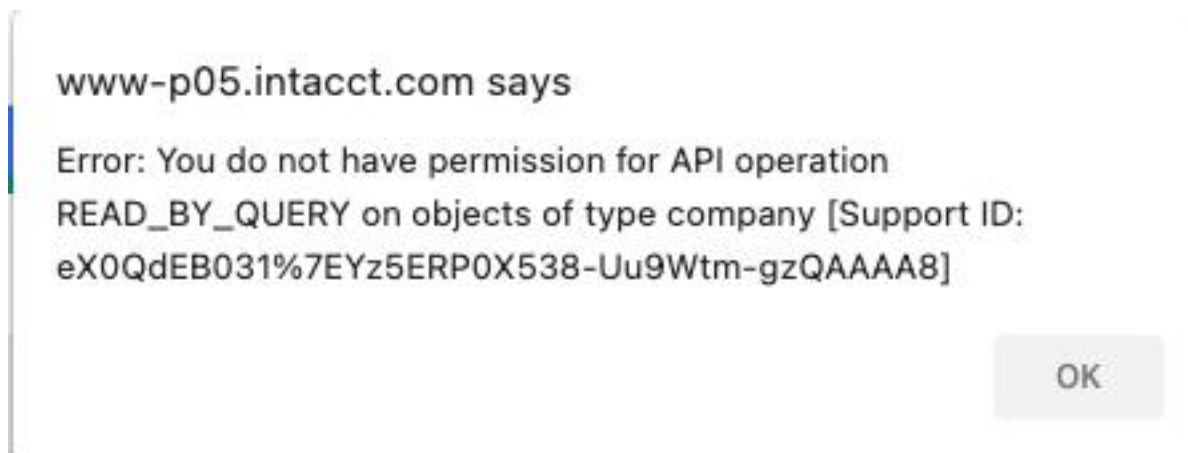


Permission Error

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?

Using SFTP (Secure File Transfer Protocol) offers several 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 EFT Processing 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.

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

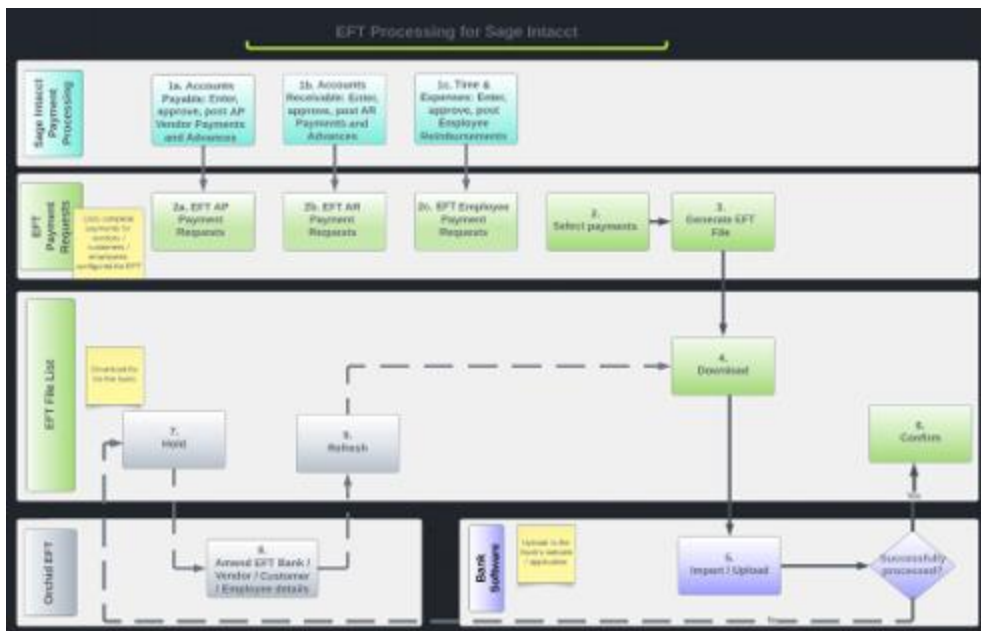
Step 6: On EFT Banks, set the Prenote indicator to "N". Save the EFT Bank Record

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

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 the next page

For more details, view the topics below:

EFT AP Payment Request	69
EFT File List	75
View AP payments in EFT File	78
EFT AP Payment Request Troubleshooting	79
Creating Positive Pay files	81

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

EFT AP PAYMENT REQUEST

The 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.

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

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

Select the 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 71

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 78.

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.

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.

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.



Filtering records

Tips when using filters:

- The screen filters to 1 month ago by default.
- Filters are saved from a prior session in the browser.
- If the column heading is in *italic*, it means there is an active filter. Check the filter if you can't find the records you are looking for.

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.
- 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

USA 1

Orchid EFT

EFT AR Payment Request

Show payments
Not in any EFT file

Customer ID	Customer name (A-Z)	Customer type	Payment date	Payment method	Payment currency	Payment txn amount	Base currency	Payment amount	Bank	Format	Entity	Created by
10091	aunt betty Food Company	Manufacturing	>04/02/2024	EFT	USD	\$910.00	USD	\$910.00	100_CHK - Demo	TESTARAPI		
10092	Marley Spoon Food Company	Manufacturing	05/03/2024	Printed Check	USD	\$853.00	USD	\$853.00	100_CHK - Demo	TESTARAPI		
10087	Twinnings Tea Company	Healthcare	04/28/2024	EFT	USD	\$1,087.00	USD	\$1,087.00	BOA_1612 - Bank	GAN_TB	100	

(7 records)

Filtering records with a filter string

You can type a filter criteria, using =, >=, > or < for most fields.

Example: To filter by amount, enter >500 only, do not include the currency

Select Records from the list

Click in one of the fields in the first row to display a box with the values you can select.

Example:

In the EFT Payment Request screen, to filter by Payment Method, click in the Payment method field. This displays all values and you can select the values required, for example "Printed Checks"

Payment date (Oldest first)	Payment method	Payment c
mm/dd/yyyy	I	
02/01/2018	<input checked="" type="checkbox"/> Select All	D
04/28/2018	<input checked="" type="checkbox"/> ACH	D
04/28/2018	<input checked="" type="checkbox"/> Cash	D
04/28/2018	<input checked="" type="checkbox"/> EFT	D
04/28/2018	<input checked="" type="checkbox"/> Printed Check	D

Example:

You can also filter by typing text in the box. If you don't want to view Printed Check, you can filter them out using !=Printed Check in the Payment Method

EFT AP Payment Request

Show payments
Not in any EFT file

Vendor ID	Vendor name	Payment date	Payment method (A-Z)	Payment currency	Payment txn amount	Ba
<input type="checkbox"/>		>04/09/2023	!=printed check			
<input type="checkbox"/> 20019	Hanson Learning Solutions	05/02/2023	EFT	USD	\$967.00	
<input type="checkbox"/> 20019	Hanson Learning Solutions	05/01/2023	EFT	USD	\$210.00	
<input type="checkbox"/> 20001	Massachusetts Department of Revenue	04/20/2023	EFT	USD	\$1,108.00	

Examples:

- To filter by amount, enter >500 only, do not include the currency
- If you don't want to see Printed Check in the Payment Request list, you can filter them out using !=Printed Check in the Payment Method

EFT AP Payment Request

The screenshot shows the 'EFT AP Payment Request' interface. At the top, there is a 'Show payments' dropdown menu set to 'Not in any EFT file'. Below this is a table with columns: Vendor ID, Vendor name, Payment date, Payment method (A-Z), Payment currency, Payment txn amount, and Balance. The 'Payment method (A-Z)' column has a filter box containing '!=printed check'. A blue callout bubble points to this filter box with the text: 'To remove Check payment method, Set the filter !=printed check'. The table lists three payments from 'Hanson Learning Solutions' and one from 'Massachusetts Department of Revenue'.

Vendor ID	Vendor name	Payment date	Payment method (A-Z)	Payment currency	Payment txn amount	Ba
<input type="checkbox"/>		>04/09/2023	!=printed check			
<input type="checkbox"/> 20019	Hanson Learning Solutions	05/02/2023	EFT	USD	\$967.00	
<input type="checkbox"/> 20019	Hanson Learning Solutions	05/01/2023	EFT	USD	\$210.00	
<input type="checkbox"/> 20004	Massachusetts Department of Revenue	04/20/2023	EFT	USD	\$1,108.00	

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 facing page for details.

Troubleshooting

EFT AP Payment Request Troubleshooting on page 79

Step 4. View Payments in a file

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

View AP payments in EFT File on page 78

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 license 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]"
```

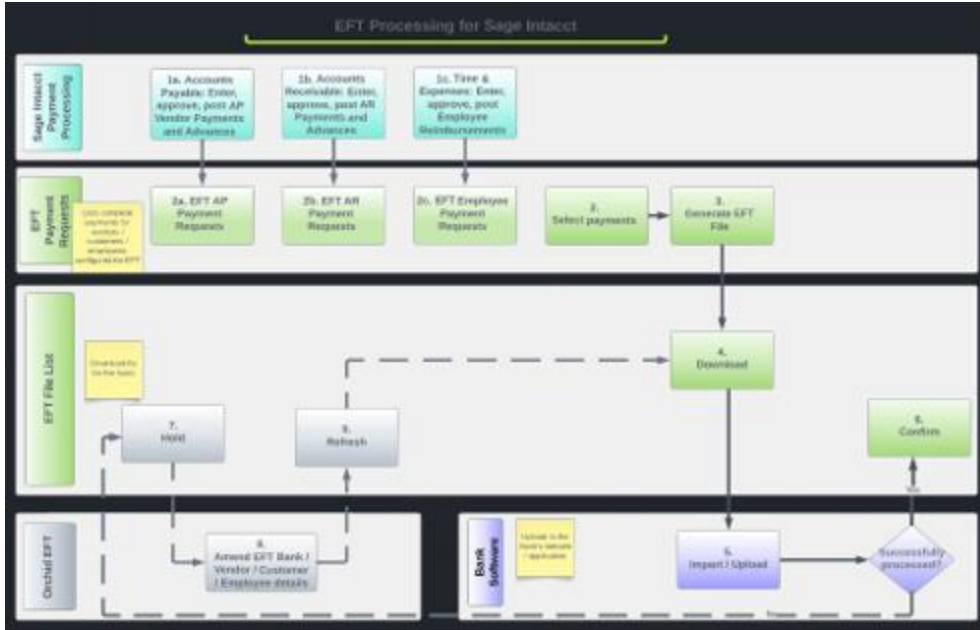
How to create an EFT File

Refer to EFT AP Payment Request on page 69 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 94 for details to select AR Customer Payments and generate the EFT Files

Refer to EFT Employee Payment Request on page 84 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

<p>View</p>	<p>View on the EFT File list allows you to see all the payment records included in the file.</p> <p><i>Always active</i></p> <p>You can use the action to check the details before uploading the file to the bank or to review completed files.</p>																																																								
<p>Download</p>	<p>Creates the EFT File as per the file format configured on the bank.</p> <p>Depending on the browser configuration, downloads to the default download folder or prompt the user for a path to download.</p> <p><i>Only active if status is New, Exported or Confirmed.</i></p> <div data-bbox="459 1465 1463 1696"> <p>EFT Files</p> <p>File exported [ABA]</p> <table border="1"> <thead> <tr> <th>Date created (Most recent first)</th> <th>Created by</th> <th>Total amount</th> <th>Bank</th> <th>Format</th> <th>Number of payments</th> <th>Status</th> <th>Effective Date</th> </tr> <tr> <th>dd/mm/yyyy</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>dd/mm/yyyy</th> </tr> </thead> <tbody> <tr> <td>View Download Confirm</td> <td>AnneF</td> <td>5,340.00</td> <td>NAB_AU - NAB</td> <td>ABA</td> <td>2</td> <td>Exported</td> <td>14 Nov 2022</td> </tr> <tr> <td>View Download</td> <td>AnneF</td> <td>3,000.00</td> <td>NAB_AU - NAB</td> <td>NZ_ANZDOM</td> <td>1</td> <td>New</td> <td>14 Nov 2022</td> </tr> <tr> <td>View Download Confirm</td> <td>AnneF</td> <td>3,000.00</td> <td>NAB_AU - NAB</td> <td>ABA</td> <td>1</td> <td>Exported</td> <td>14 Nov 2022</td> </tr> <tr> <td>View Download Confirm</td> <td>AnneF</td> <td>2,200.00</td> <td>NAB_AU - NAB</td> <td>NZ_ANZDOM</td> <td>1</td> <td>Exported</td> <td>14 Nov 2022</td> </tr> <tr> <td>View Download</td> <td>AnneF</td> <td>1,100.00</td> <td>NAB_AU - NAB</td> <td>ABA</td> <td>1</td> <td>Confirmed</td> <td>24 Aug 2022</td> </tr> </tbody> </table> </div>	Date created (Most recent first)	Created by	Total amount	Bank	Format	Number of payments	Status	Effective Date	dd/mm/yyyy							dd/mm/yyyy	View Download Confirm	AnneF	5,340.00	NAB_AU - NAB	ABA	2	Exported	14 Nov 2022	View Download	AnneF	3,000.00	NAB_AU - NAB	NZ_ANZDOM	1	New	14 Nov 2022	View Download Confirm	AnneF	3,000.00	NAB_AU - NAB	ABA	1	Exported	14 Nov 2022	View Download Confirm	AnneF	2,200.00	NAB_AU - NAB	NZ_ANZDOM	1	Exported	14 Nov 2022	View Download	AnneF	1,100.00	NAB_AU - NAB	ABA	1	Confirmed	24 Aug 2022
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View Download	AnneF	3,000.00	NAB_AU - NAB	NZ_ANZDOM	1	New	14 Nov 2022																																																		
View Download Confirm	AnneF	3,000.00	NAB_AU - NAB	ABA	1	Exported	14 Nov 2022																																																		
View Download Confirm	AnneF	2,200.00	NAB_AU - NAB	NZ_ANZDOM	1	Exported	14 Nov 2022																																																		
View Download	AnneF	1,100.00	NAB_AU - NAB	ABA	1	Confirmed	24 Aug 2022																																																		
<p>Confirm</p>	<p>Updates file status to confirmed and marks all records as Confirmed.</p> <p>This is generally used after the bank confirms the file has been processed successfully.</p> <p><i>Only active if status is Exported.</i></p>																																																								

<p>Hold</p>	<p>Hold updates the EFT file status to On-hold on the EFT File list.</p> <p>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.</p> <p><i>Only available if the status is New or Exported.</i></p>
<p>Refresh</p>	<p>If data has changed, creates a new EFT file with status NEW and updates existing EFT File status to Replaced.</p> <p>If data has not changed, displays a message.</p>  <p>To force a refresh, update at least one value, for example the Effective Date.</p> <p><i>Only available if the status is On-Hold</i></p> <p>Note: Use the History button Next to the New or Exported Status to view the previous files.</p>
<p>Refresh after File Format changes</p>	<p>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.</p> <p>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.</p>
<p>Delete</p>	<p>Updates the EFT File status to Deleted.</p> <p>AP Vendor Payments will go back to the EFT AP AP Vendor Payment Request screen</p> <p><i>Only available if the status is New, Exported or On-Hold</i></p>

Filtering records with a filter string

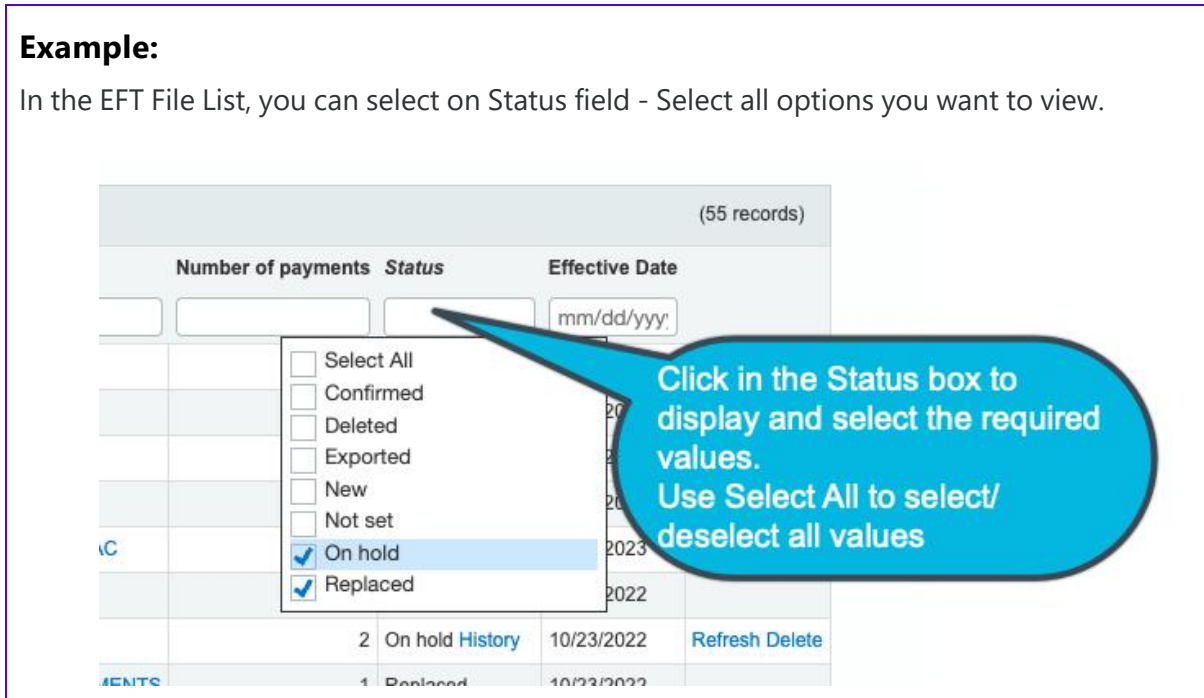
You can type a filter criteria, using =, >=, > or < for most fields.

Select Records from the list

Click in one of the fields in the first row to display a box with the values you can select.

Example:

In the EFT File List, you can select on Status field - Select all options you want to view.



Troubleshooting

Refer to Troubleshooting Create EFT File on page 61

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 75

- 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	CANRBCACHIAFIUS		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

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.

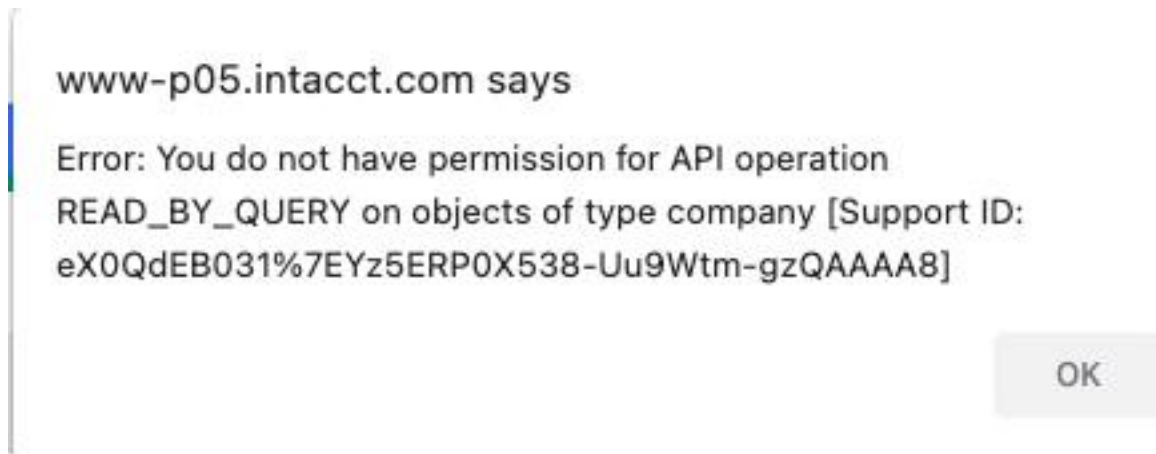
If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

EFT AP PAYMENT REQUEST TROUBLESHOOTING

Permission Error

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

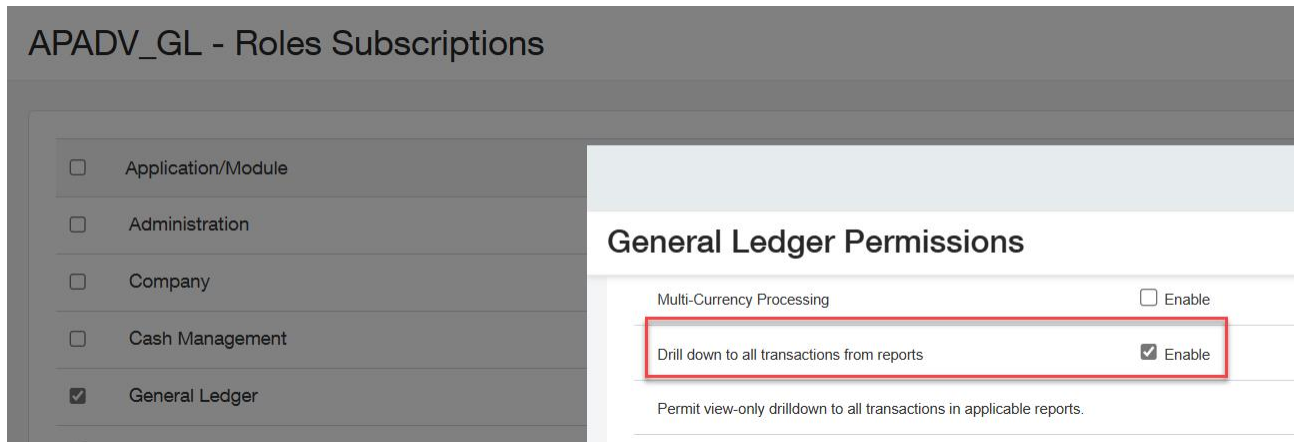
Error: You do not have permission for API operation READ_BY_QUERY on objects of type company



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.

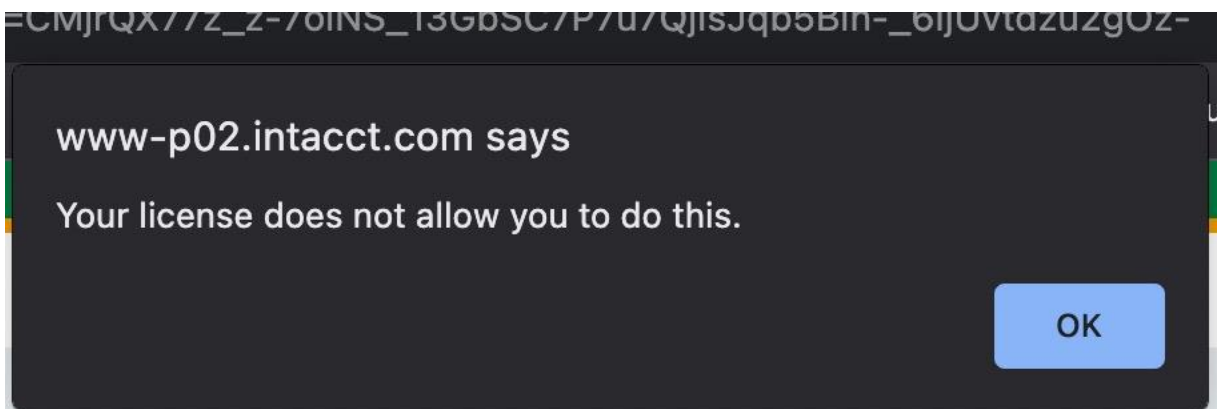
If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

License REquirement

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

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

Your license does not allow you to do this.



Refer to :

EFT AR Payment Request on page 94

View AP payments in EFT File on page 78

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.

Company type: Sales demo ✕

Skyline Orchid Systems - NA Top level ▾

★ 🏠 Orchid EFT ▾

EFT Format

Name
USA_BOAPPFARS

Description
USA - Bank of America Positive Pay & Fu

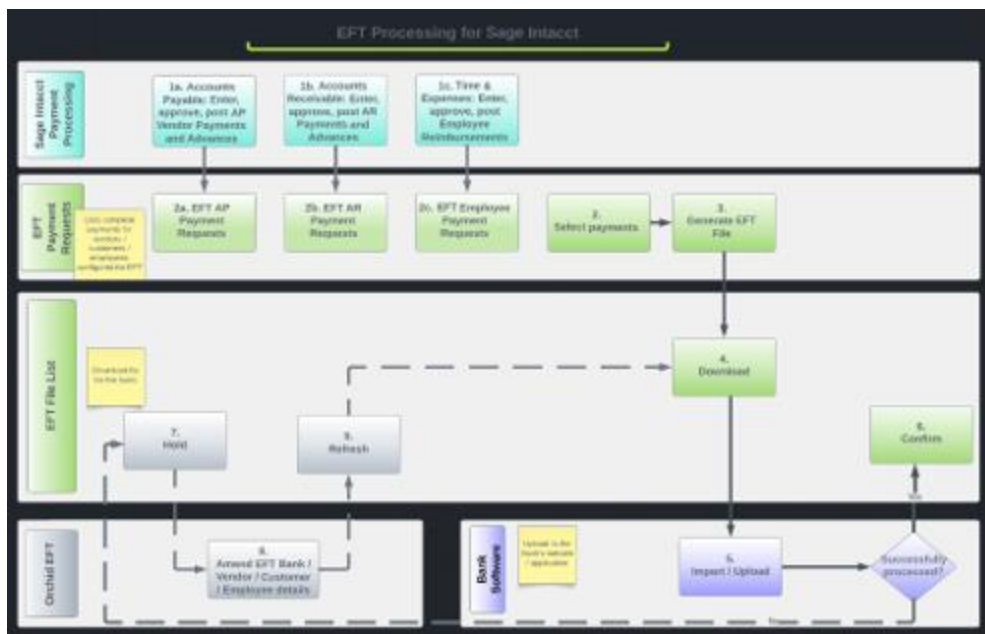
File format

```
[USA_BOAPPFARS]
;AP only
Name="USA - Bank of America Positive Pay & Full Acc Rec Svcs (110 chars)"
Render=API
filetypes="payment,refund,payroll"
AllowMiscellaneousPayments=1
AllowMiscellaneousRefunds=1
BSBSize=0:9
AccountSize=0:17
BSBNumber="R/T Number"
```

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:

EFT Employee Payment Request	84
EFT File List - Employee Expenses	87

View Employee Expenses payments in EFT File	90
EFT Employee Payment Request Troubleshooting	91

Requirement! To generate and download an EFT File for Employee Expense Payments, you need a license 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: Employee Advances cannot be included in the Employee Payment Request as they are not available in the API.

How to Use the screen

The 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 90.

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 with a filter string

You can type a filter criteria, using =, >=, > or < for most fields.

Example: To filter by amount, enter >500 only, do not include the currency

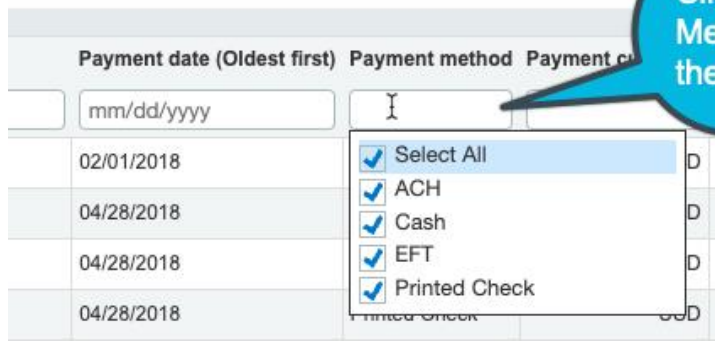
Select Records from the list

Click in one of the fields in the first row to display a box with the values you can select.

EFT Processing for Sage Intacct

Example:

In the EFT Payment Request screen, to filter by Payment Method, click in the Payment method field. This displays all values and you can select the values required, for example "Printed Checks"

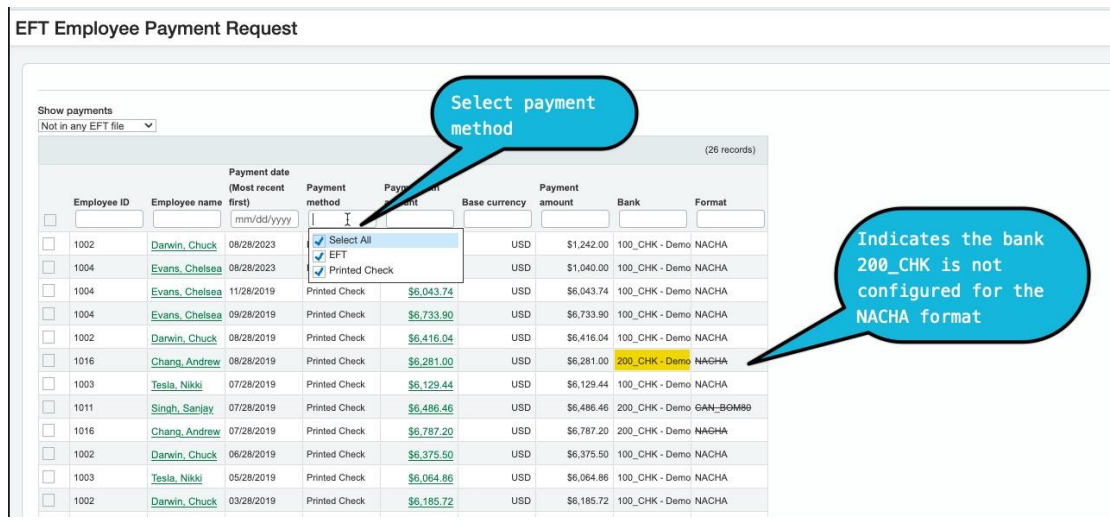


Example:

You can also filter by typing text in the box. If you don't want to view Printed Check, you can filter them out using !=Printed Check in the Payment Method

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 91

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 90

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 license code.

EFT Processing for Sage Intacct

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.

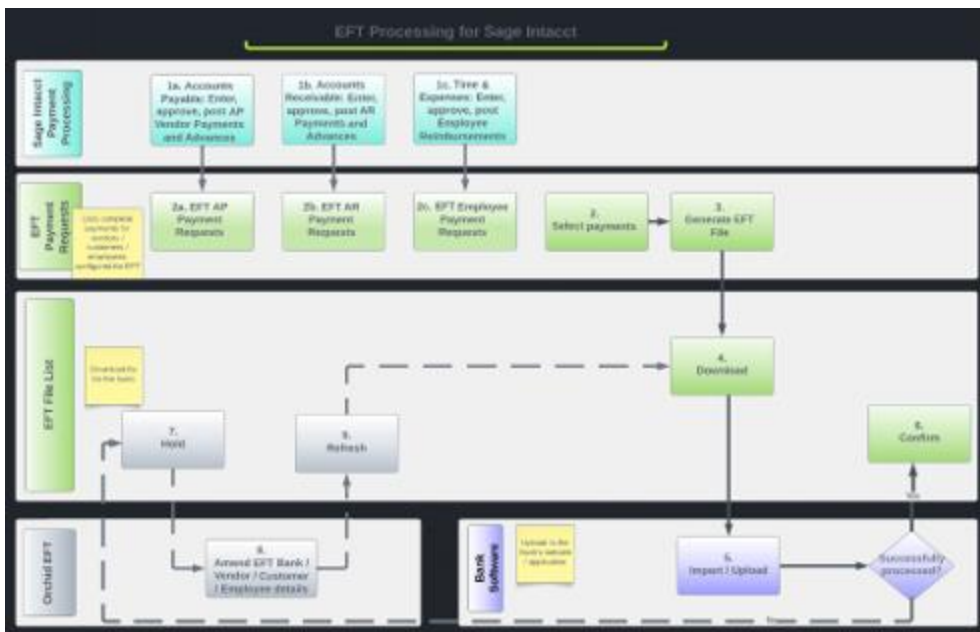
There are no default filters on the screen, but once you enter one, the screen remembers it for next time you go there.

Note:

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

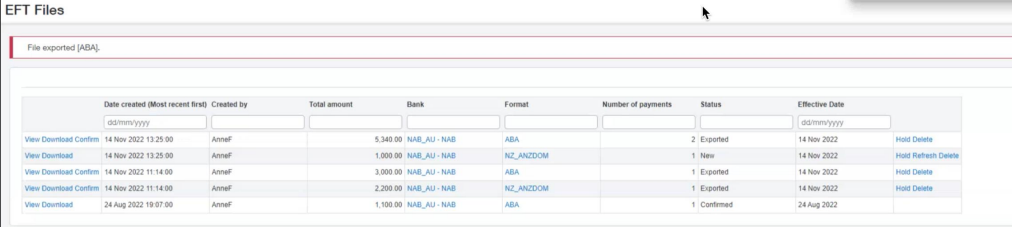
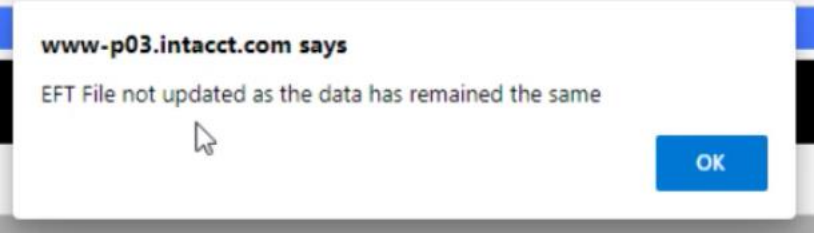
How to create an EFT File

Refer to EFT Employee Payment Request on page 84 for details to select Employee Expense Reimbursements payments and generate the EFT Files



EFT File Status

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

	
<p>Confirm</p>	<p>Updates file status to confirmed and marks all records as Confirmed.</p> <p>This is generally used after the bank confirms the file has been processed successfully.</p> <p><i>Only active if status is Exported.</i></p>
<p>Hold</p>	<p>Hold updates the EFT file status to On-hold on the EFT File list.</p> <p>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.</p> <p><i>Only available if the status is New or Exported.</i></p>
<p>Refresh</p>	<p>If data has changed, creates a new EFT file with status NEW and updates existing EFT File status to Replaced.</p> <p>If data has not changed, displays a message.</p>  <p>To force a refresh, update at least one value, for example the Effective Date.</p> <p><i>Only available if the status is On-Hold</i></p> <p>Note: Use the History button Next to the New or Exported Status to view the previous files.</p>
<p>Refresh after File Format changes</p>	<p>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.</p> <p>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.</p>
<p>Delete</p>	<p>Updates the EFT File status to Deleted.</p> <p>AP Vendor Payments will go back to the EFT AP AP Vendor Payment Request screen</p>

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

Filtering records with a filter string

You can type a filter criteria, using =, >=, > or < for most fields.

Select Records from the list

Click in one of the fields in the first row to display a box with the values you can select.

Example:

In the EFT File List, you can select on Status field - Select all options you want to view.

The screenshot shows a table with columns for 'Number of payments', 'Status', and 'Effective Date'. A dropdown menu is open for the 'Status' field, listing various status options. A blue callout bubble highlights the dropdown menu with the text: 'Click in the Status box to display and select the required values. Use Select All to select/deselect all values.'

Number of payments	Status	Effective Date
		mm/dd/yyyy
	<input type="checkbox"/> Select All <input type="checkbox"/> Confirmed <input type="checkbox"/> Deleted <input type="checkbox"/> Exported <input type="checkbox"/> New <input type="checkbox"/> Not set <input checked="" type="checkbox"/> On hold <input checked="" type="checkbox"/> Replaced	
2	On hold History	10/23/2022 Refresh Delete
1	Replaced	10/23/2022

Troubleshooting

Refer to Troubleshooting Create EFT File on page 61

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 75

★ 🏠 Orchid EFT

EFT Employee Payment Request

Show payments
Not in any EFT file

(5 records)

Employee ID	Employee name	Payment date (Most recent first)	Payment method	Payment txn amount	Base currency	Payment amount	Bank	Format	Entity
<input type="checkbox"/>		mm/dd/yyyy							
<input type="checkbox"/>	1019	Hicks, Linda	08/15/2023	EFT	USD\$91.00	USD	USD\$91.00	100_CHK - Demo Bank 100	ABA
<input type="checkbox"/>	1019	Hicks, Linda	10/28/2019	Printed Check	USD\$6,756.84	USD	USD\$6,756.84	200_CHK - Demo Bank 200	ABA 200
<input type="checkbox"/>	1019	Hicks, Linda	09/28/2019	Printed Check	USD\$6,758.88	USD	USD\$6,758.88	200_CHK - Demo Bank 200	ABA 200
<input type="checkbox"/>	1019	Hicks, Linda	08/28/2019	Printed Check	USD\$6,188.44	USD	USD\$6,188.44	200_CHK - Demo Bank 200	ABA 200
<input type="checkbox"/>	1019	Hicks, Linda	07/28/2019	Printed Check	USD\$6,800.26	USD	USD\$6,800.26	200_CHK - Demo Bank 200	ABA 200

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.

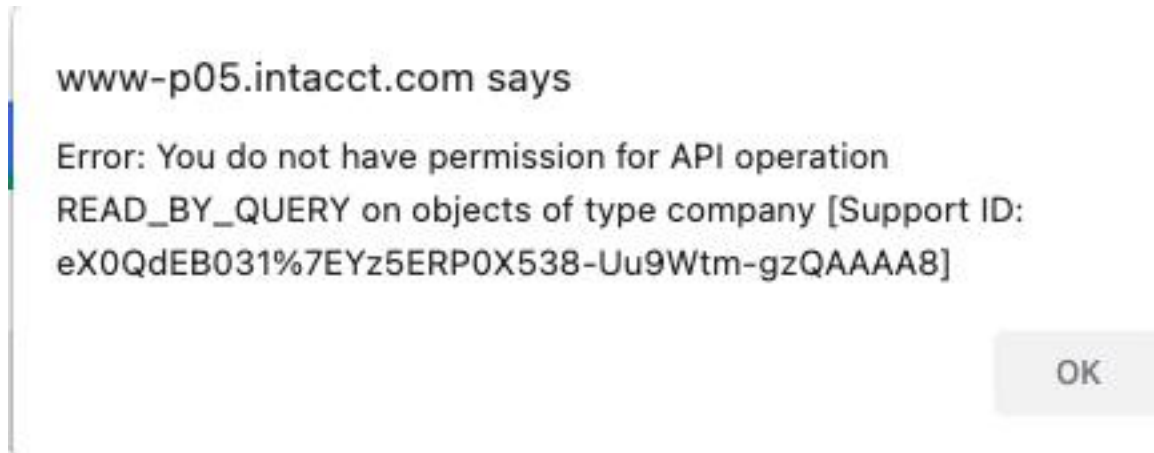
If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

EFT EMPLOYEE PAYMENT REQUEST TROUBLESHOOTING

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.

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.

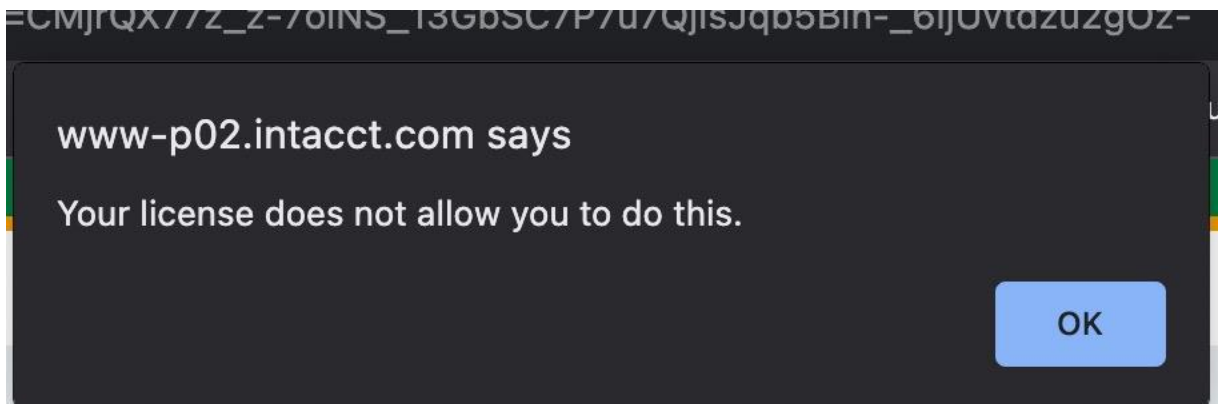
If the file is not confirmed, you can Hold the file, update the details and Refresh the file.

License Requirement

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

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

Your license does not allow you to do this.



Refer to :

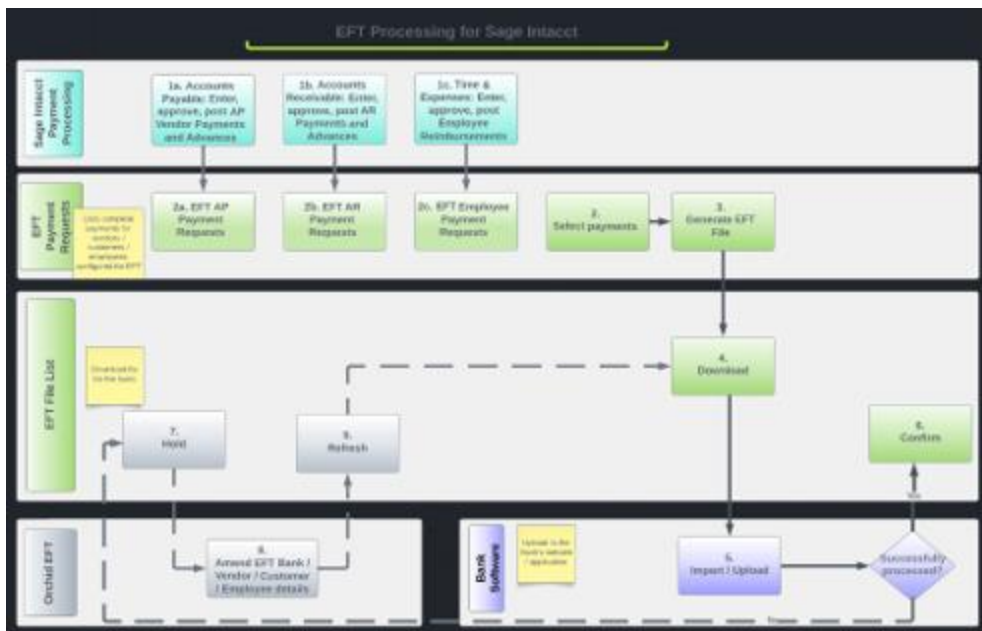
EFT Employee Payment Request on page 84

View Employee Expenses payments in EFT File on page 90

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:

EFT AR Payment Request

94

EFT File List - AR Customer Payments	98
EFT AR Payment Request - View Payments in an EFT File	100
EFT AR Payment Request Troubleshooting	101
Create AR Payments in bulk	102

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

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

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

EFT AR PAYMENT REQUEST

How to Use the screen

The 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.

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 96

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 100

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 with a filter string

You can type a filter criteria, using =, >=, > or < for most fields.

Example: To filter by amount, enter >500 only, do not include the currency

Select Records from the list

Click in one of the fields in the first row to display a box with the values you can select.

Example:

In the EFT Payment Request screen, to filter by Payment Method, click in the Payment method field. This displays all values and you can select the values required, for example "Printed Checks"

Payment date (Oldest first)	Payment method	Payment c
mm/dd/yyyy	I	
02/01/2018	<input checked="" type="checkbox"/> Select All	D
04/28/2018	<input checked="" type="checkbox"/> ACH	D
04/28/2018	<input checked="" type="checkbox"/> Cash	D
04/28/2018	<input checked="" type="checkbox"/> EFT	D
04/28/2018	<input checked="" type="checkbox"/> Printed Check	D

Example:

You can also filter by typing text in the box. If you don't want to view Printed Check, you can filter them out using !=Printed Check in the Payment Method

Example:

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

The screenshot shows the 'EFT AR Payment Request' screen. At the top, there's a navigation bar with 'Skyline Orchid Systems - EFT' and a 'Top level' button. Below that, the page title is 'EFT AR Payment Request'. A dropdown menu for 'Show payments' is set to 'Not in any EFT file'. The main area displays a table of 25 records. The 'Customer name' column is highlighted, and a dropdown menu is open, showing a list of customer names with checkboxes. A callout bubble points to this dropdown with the text: 'Select/deselect customers by name. Heading in italic when records are filtered'. The table columns include Customer ID, Customer name, Payment date, Payment method, Payment currency, Payment txn amount, Base currency, Payment amount, Bank, and Format.

Customer ID	<i>Customer name</i>	Payment date (Most recent first)	Payment method	Payment currency	Payment txn amount	Base currency	Payment amount	Bank	Format
10092	AB SQUARE	>02/17/2023	EFT	USD	\$3,300.00	USD	\$3,300.00	100_CHK - Demo	CAN_CPA005_RI
10093	AG Insurance		Printed Check	CAD	\$100.00	USD	\$73.38	100_CHK - Demo	GAN_CPA005FUH
10091	Asahi Brewery		EFT	USD			\$210.00	100_CHK - Demo	TESTARAPI
10089	Aunt Betty Food Company		EFT					100_CHK - Demo	CAN_TD
10088	EZ Services		EFT					100_CHK - Demo	CAN_TD
10088	Maple Madness		EFT					100_CHK - Demo	CAN_TD
10001	Marley Spoon Food Company		EFT					100_CHK - Demo	UK_BARCLAYS
10089	Nirvana		EFT					100_CHK - Demo	CAN_TD
10089	RedFin Insurance		EFT					100_CHK - Demo	CAN_TD
10089	Sagacent Finance		EFT					100_CHK - Demo	CAN_TD
10088	The Maple Cookie Co.		EFT					100_CHK - Demo	CAN_TD
10087	Twinnings Tea Company		EFT					100_CHK - Demo	CAN_TD
10087	Uplift Services		Printed Check	GBP	£770.00	USD	\$770.00	100_CHK - Demo	CAN_TD
10087	Twinnings Tea Co	05/16/2023	EFT	GBP	£1,980.00	USD	\$1,980.00	100_CHK - Demo	CAN_TD

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**.

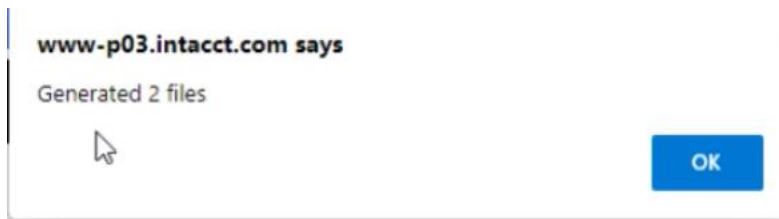
Drill down to view the AR Payment Details by clicking on the **Payment Txn Amount** field.

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 on the next page for details.

Step 4. View AR transactions in an EFT File

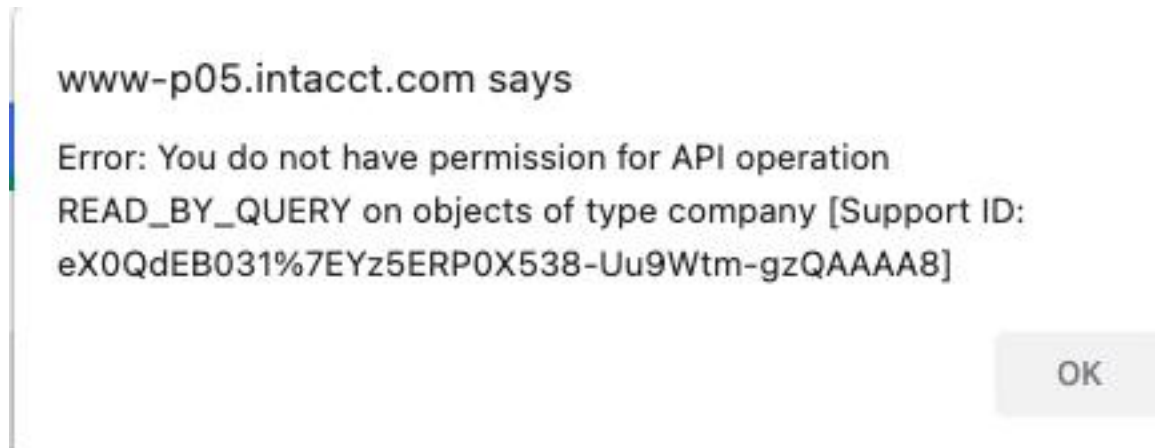
To view AR transactions included in a file, refer to EFT AR Payment Request - View Payments in an EFT File on page 100.

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.

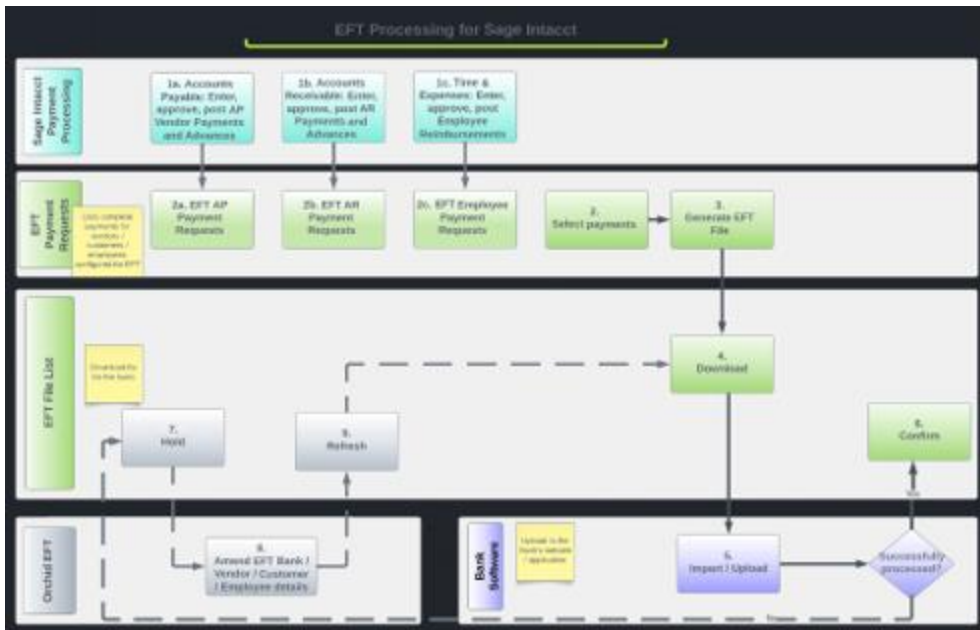
Note:

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

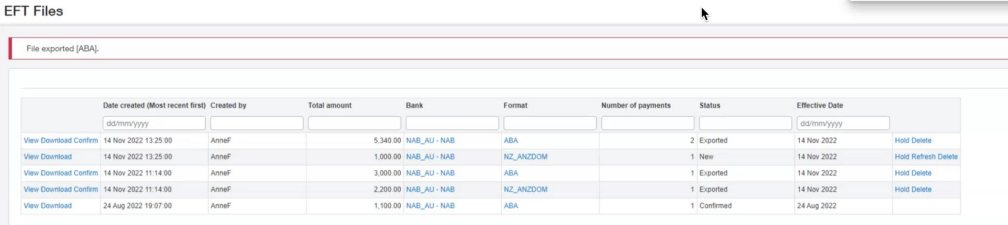
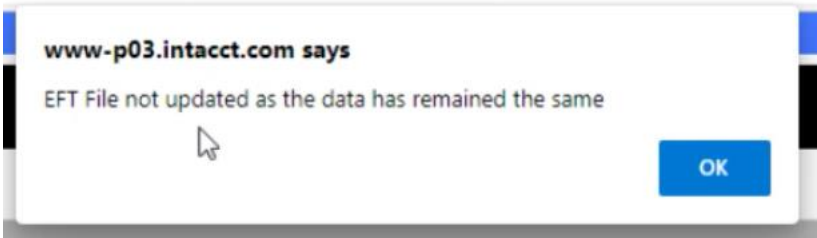
Refer to EFT AR Payment Request on page 94 for details to select AR Customer Payments and generate the EFT Files

(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. <i>Always active</i>
-------------	---

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

	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	<p>Updates the EFT File status to Deleted.</p> <p>AR Customer Payments will go back to the EFT AR AR Customer Payment Request screen</p> <p><i>Only available if the status is New, Exported or On-Hold</i></p>

Troubleshooting

Refer to Troubleshooting Create EFT File on page 61

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 94

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 75

The screenshot shows the 'EFT AR Payment Request' screen. At the top, there is a search bar and a 'Show payments' dropdown menu which is currently set to 'Included in an EFT file'. Below this is a table with the following columns: Customer ID, Customer name, Payment date (Most recent first), Payment method, Base currency, Payment tax amount, Base currency, Payment amount, Bank, Format, Entity, and EFT file. The table contains four records. A blue callout bubble points to the 'EFT file' column with the text 'Copy the EFT File to the EFT File list screen'.

Customer ID	Customer name	Payment date (Most recent first)	Payment method	Base currency	Payment tax amount	Base currency	Payment amount	Bank	Format	Entity	EFT file
10004	Sagacent Finance	05/04/2023	Printed Check	USD	\$32,000.00	USD	\$32,000.00	100_CHK - Demo Bank	CAN_TD		10111
10004	Sagacent Finance	05/01/2023	EFT	USD	\$907.00	USD	\$907.00	100_CHK - Demo Bank	CAN_TD		10109
10001	AB SQUARE	05/01/2023	EFT	USD	\$802.00	USD	\$802.00	100_CHK - Demo Bank	BOA_ISO20022_MULTI 10+		10098
10002	EZ Services	04/26/2023	Printed Check	USD	\$5,000.00	USD	\$5,000.00	100_CHK - Demo Bank	GAN_ATB		10073

Tip:

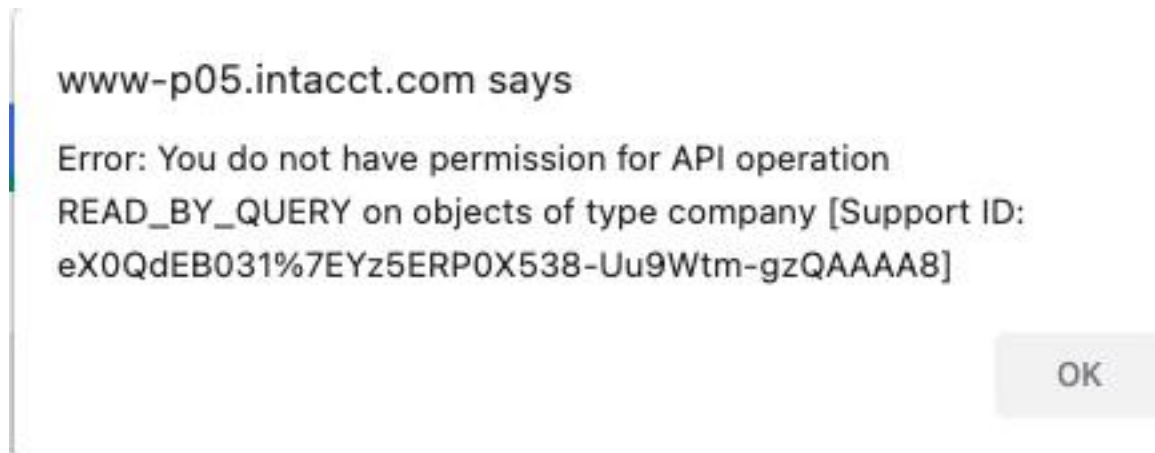
If you have already included a customer payment in an EFT File, and you have confirmed the file, you need to delete the file or reverse and reprocess the payment to include it in another file.

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



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.

License REquirement

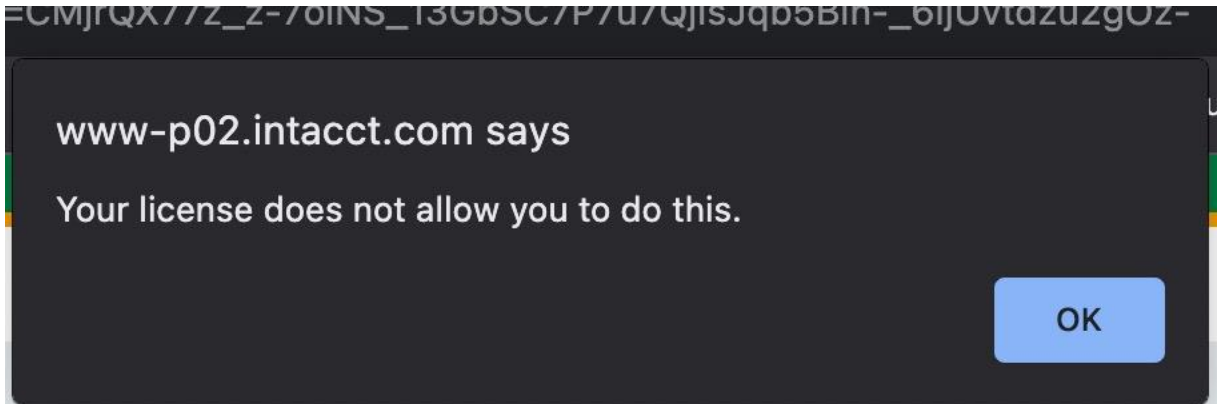
Requirement! To generate and download an EFT File for AR Customer Payments, you need a license for Orchid EFT for AR.

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

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

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

Your license does not allow you to do this.



Refer to :

EFT AR Payment Request on page 94

View AP payments in EFT File on page 78

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 and Sorting records in EFT Processing on page 54 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 94

The video below demonstrates the functionality:



EFT Processing for Sage Intacct

Create AR payment

Create payments

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 currency
					mm/dd/yyyy	mm/dd/yyyy						
<input type="checkbox"/>	10061	Avu	IN0537		12/07/2023	01/06/2024	\$1,000.00	\$500.00	AUD	\$657.40	\$328.70	USD
<input type="checkbox"/>	10094	Aunt Betty Cater	IN0536		11/29/2023	12/29/2023	\$1,094.10	\$900.00	USD	\$1,094.10	\$900.00	USD
<input type="checkbox"/>	10093	Maple Madness	IN0535		11/27/2023	12/27/2023	\$1,093.93	\$893.93	CAD	\$802.73	\$655.97	USD
<input type="checkbox"/>	10090	Uncle Roger Fox	IN0528		11/12/2023	12/12/2023	\$9,000.00	\$7,000.00	USD	\$9,000.00	\$7,000.00	USD
<input type="checkbox"/>	10092	Marley Spoon Fr	IN0534		11/06/2023	12/06/2023	\$600.00	\$600.00	USD	\$600.00	\$600.00	USD
<input type="checkbox"/>	10090	Uncle Roger Fox	IN0530		11/01/2023	12/01/2023	\$9,000.20	\$9,000.20	USD	\$9,000.20	\$9,000.20	USD
<input type="checkbox"/>	10092	Marley Spoon Fr	IN231201-10092		12/01/2023	11/02/2023	\$1.00	\$1.00	USD	\$1.00	\$1.00	USD
<input type="checkbox"/>	10092	Marley Spoon Fr	IN231201-10092		12/01/2023	11/02/2023	\$2.00	\$2.00	USD	\$2.00	\$2.00	USD
<input type="checkbox"/>	10092	Marley Spoon Fr	IN231201-10092		12/01/2023	11/02/2023	\$3.00	\$3.00	USD	\$3.00	\$3.00	USD
<input type="checkbox"/>	10092	Marley Spoon Fr	IN231201-10092		12/01/2023	11/02/2023	\$4.00	\$4.00	USD	\$4.00	\$4.00	USD
<input type="checkbox"/>	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>

JUNE 2024 (PU20240617)

- Security role updates: Refer to Configure Security on page 16
 - 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 on page 54
- 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 53

MARCH 2024 (PU20240320)

- Improved filtering in EFT Files and EFT Payment Request screens. Refer to Filtering and Sorting records in EFT Processing on page 54
- Ability to resize columns on various screens. Refer to Using Orchid EFT Screens Tips on page 51
- Users can configure EFT bank details for Vendors, Customers and Employees without an activation code. You can't generate an EFT File or download / hold / refresh / confirm a file without an

- activation code. Refer to Trial licence on page 22
- 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 83
- Ability to create AR Payments automatically for selected AR Invoices. See details in Create AR Payments in bulk on page 102
- Improved filtering in EFT Files and EFT Payment Request screens. Refer to Filtering and Sorting records in EFT Processing on page 54
- 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 31.
- "In Progress" messages added to Generate EFT files on page 71 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 43

EFT AR Payment Request on page 94

MARCH 2023 (PU20230303)

Sundry improvements and fixes

DECEMBER 2022 (PU20221220)

EFT Processing for Sage Intacct supports AP Advance Payments. They are included in the AP Payment Requests list and can be selected to include in an EFT File. EFT AP Payment Request on page 69

OCTOBER 2022 (PU20221001)

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

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

Phone: +612 9099 1077
Email: info@orchid.systems

www.orchid.systems

 Sage Tech Partner

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