

Orchid

Training Guide:



EFT Processing
For Sage 300

Work Smarter with Orchid

Getting Started

EFT Processing streamlines payment and collection processes. It transfers Sage 300 receipts and payments through to the electronic funds transfer functionality of your banking software and lets you print and/or email remittance advices to A/P Vendors and A/R Customers.

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, activate and enter license details.

You can then configure EFT Processing.

Note: EFT Processing includes a French translation if the Sage 300 user is set to French language.

Refer to EFT Help for more details and training guide: <https://help.orchid.systems/sage300addons/Content/Product-Home/EFT-Processing.htm>

Review details below:



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Installing EFT Processing

INSTALLATION STEPS

EFT Processing is installed by executing the EXE program downloaded for installation. InstallShield will execute and guide you through the installation steps, including whether to install documentation.

Before you Start

- Download the program installer for the version of Sage 300 you are running (only available in the Partner area of the Orchid website).
- Before installing EFT Processing, ensure that all users have logged out of Sage 300.

Installing the files

- Log on to the server where Sage 300 is installed as a user with full administrator rights.
- Run the previously downloaded InstallShield for the module.
- If prompted to re-boot, then do so.

Tip:

Programs are installed in the Sage 300 program folder, in the ELXXA subfolder, where EL is the 2-letter code for the Orchid module and XX depends on the Sage 300 version you are running:

Example: EL68A for EFT Processing version 2021, EL69A for Version 2022, EL71A for Version 2024.

Note: REGACC is run automatically as part of the installation process. If some files are locked during the installation, the re-boot is required to unlock all files and complete the installation.

Important! If you install Sage 300 on each workstation, as well as the server, then you must do the same with EFT Processing. In this case, repeat the above steps for each workstation.

Installing Web Screens

You do not need to select an option to install the web screens for EFT Processing.

For details, refer to [Installing EFT Web Screens](#).

Requirement! Web Screens for EFT Processing are only available if you have a subscription license for EFT Processing and are running Sage 300 version 2021 and above.

ACTIVATE EFT PROCESSING

Activate EFT Processing in Sage 300 Administrative Services > Data Activation.

For information on activating modules, refer to the Sage 300 System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

LICENSE DETAILS

To start using EFT Processing, you need a valid serial number and license file.

If you don't have a valid license for EFT Processing, you only see the License screen.

Refer to EFT Processing License Screen on the facing page for details.

Enter License Details

The installation doesn't require a serial number anymore. You enter the serial number and activation code in the License screen.

Note: This applies to Sage 300 versions 2019 and above. You need a serial number to install an older version.

After you install the software, you need to activate EFT Processing in one company using Sage 300 Administrative Services > Data Activation.

There are two options to enter the license details:

USE A 30 DAY TRIAL LICENSE FILE

To generate a 30-day trial license file, enter the serial number provided for your module and Save the details.

AFTER PURCHASING A SUBSCRIPTION OR A PERPETUAL LICENSE

If you have purchased the module, enter the serial number and activation code provided by your Sage 300 business partner.

Note: The license applies to all the Sage 300 databases for the same installation. You only need to enter the license details in one company.

Tip: If installing with a 30 day grace period, additional re-installations will not extend the grace period.

UPGRADING FROM A PRIOR VERSION.

1. Download the new version install program from the Orchid website (Business Partner access only)
2. Obtain the serial number and activation code for the new version
3. Backup your existing database and programs as per Sage Upgrade guidelines
4. Execute the EXE program downloaded (as above for a new install).

5. In Sage 300 / Administrative Services / Data Activation, Activate EFT Processing
6. Enter serial number and activation code in the EFT Processing License screen. (as above)

MINIMUM REQUIREMENTS

You need to use the same version for the core Sage 300 modules and EFT Processing. For example, EFT Processing version 2024 requires Sage 300 System Manager version 2024.

Additional specific Sage 300 modules may be required to enable all functionality. Refer to Orchid Systems's website for details (<https://www.orchid.systems>).

EFT Processing License Screen

To start using EFT Processing, you need a valid serial number and license file.

If you don't have a valid license for EFT Processing, you only see the License screen.

Requirement! Web Screens for EFT Processing are only available if you have a subscription license for EFT Processing.

LICENSE SCREEN

You use the EFT Processing license screen to enter serial number and activation code.

When to use:

- After a new installation or an upgrade to a newer version of Sage 300.
- After a subscription renewal, enter the activation code with the new expiry date.
- View the components of the Orchid module you are licensed for.

How to use:

- Enter the license details, click the **Add** button to create the license file.
- Restart the Sage desktop to enable the new license.

30-day Trial Licence

If you don't have an activation code for Orchid Module, you can create a 30-day trial license.

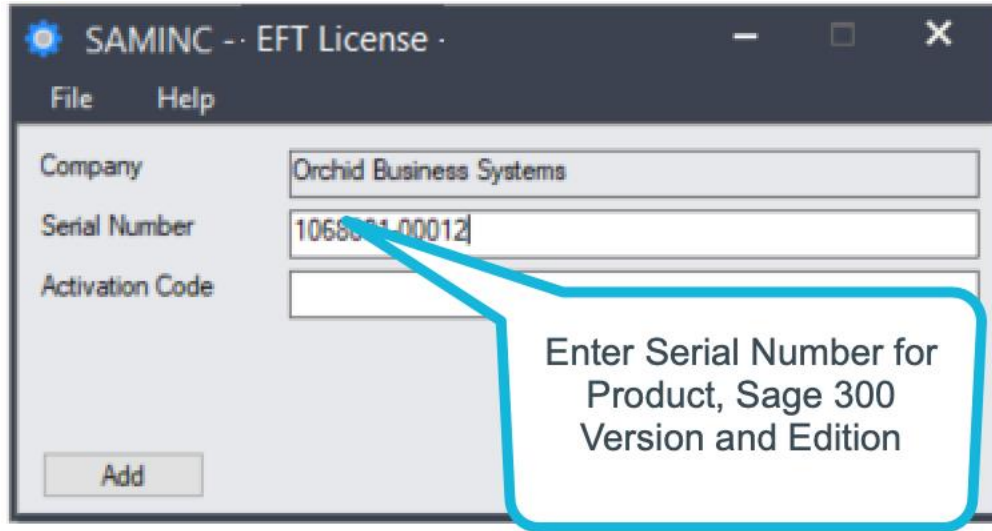
In the License screen, enter a serial number for the module, Sage 300 version and edition you are running.

Click the Add button. This create a 30-day trial license.

VIEW EXAMPLE SCREENSHOTS

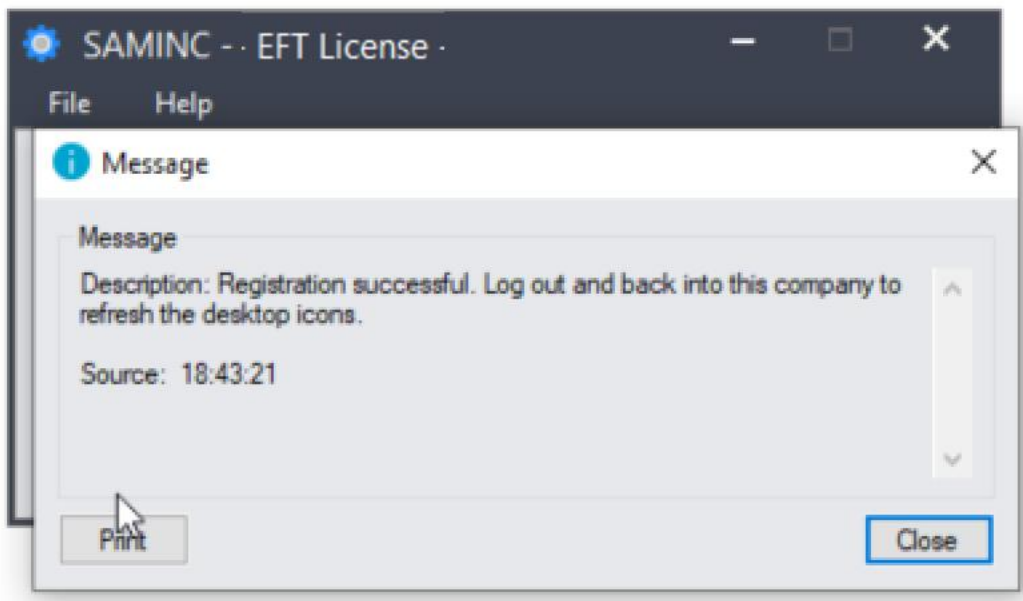
Orchid EFT Processing

Enter a valid serial number - Serial Number depends on Module, Sage 300 Version and Edition.



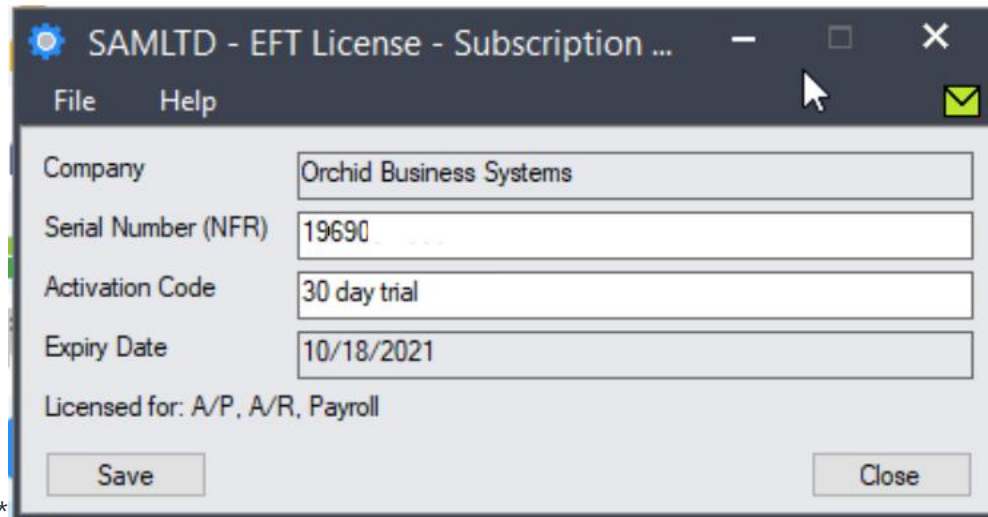
The screenshot shows the 'SAMINC - EFT License' window. It has a menu bar with 'File' and 'Help'. Below the menu bar, there are three input fields: 'Company' (containing 'Orchid Business Systems'), 'Serial Number' (containing '1068001-00012'), and 'Activation Code' (empty). An 'Add' button is at the bottom left. A blue callout box points to the 'Serial Number' field with the text: 'Enter Serial Number for Product, Sage 300 Version and Edition'.

Registration successful message



The screenshot shows the 'SAMINC - EFT License' window with a 'Message' dialog box open. The dialog box has a title bar with an information icon and 'Message'. The message text reads: 'Description: Registration successful. Log out and back into this company to refresh the desktop icons.' Below this, it says 'Source: 18:43:21'. At the bottom of the dialog box, there are 'Print' and 'Close' buttons. The 'Close' button is highlighted with a blue border.

License screen with 30-day trial



Tip: If you install a 30-day trial, enter a valid activation code before the trial expiry date to continue using the application.

Subscription Licenses Expiry Date

You can check the subscription expiry date and enter a new activation code after a subscription renewal is processed.

Subscription licenses have an expiry date. To continue using EFT Processing, you will need to renew the subscription and enter a new Activation code in the module License screen before the expiry date.

Contact your Sage 300 Business Partner for details.

Note: In the four weeks before the expiry date, users receive a warning message when logging into Sage 300 (weekly for the first three weeks and daily in the last week). If you don't renew before the expiry date, the software will become read-only.

TROUBLESHOOTING ACTIVATION CODE

When saving the license information, the following problems may be encountered:

Activation code Invalid – verify the registered company name (displayed during installation) and serial number entered match the details supplied to Orchid Systems when an activation code was requested.

Invalid serial number – the entered serial number is not valid for this product, Sage 300 version and edition.

Important! If the Sage 300 Version or Edition change, a new Serial Number and activation code must be requested from Orchid Systems.

If the company name registered with Sage changes, a new Activation Code must be requested from Orchid Systems.

Refer to detailed troubleshooting tips in Troubleshooting Activation Code,

ACTIVATION CODE AND AVAILABLE FUNCTIONALITY

Depending on the components you are licensed to use, some features described here may not be available for you to use. Some functionality of EFT Processing is only active if you have purchased the required module component.

The license screen displays what components of the EFT Processing module are included in the activation code.

Steps for Setting Up EFT Payroll

This topic lists the steps for setting up a new EFT Processing system for EFT Payroll.

Note: If you are already using EFT Processing for A/P and/or A/R, some steps may have been completed previously.

Step 1: Adding Security below.

Step 2: Configure EFT Options: EFT Options on page 17

Step 3: Configure Bank/banks where the EFT payments will be generated from: EFT Banks Form - Overview on page 20

Step 4: Configure Employee Bank details: EFT Employees on page 22

Step 5: Optionally, configure Email Messages to send advices to employees: Email Messages Setup on page 24

Step 6: Optionally, update the EFT Payroll Advice form. Designing EFT Processing Forms on page 26

Tip: If upgrading from prior version, check the user formats and custom forms, Upgrading EFT Processing Key Steps on page 27

Note:

EFT Payroll does not support CP/UP "Selection List" employee level security. Create EFT File, Print EFT Remittance Advice and the EFT Payroll Log show all employees net pay details.

ADDING SECURITY

If your Sage 300 system requires user passwords and security profiles, you need to assign user security to EFT Processing forms.

Assigning EFT Processing security

Using the Security Groups form in the Administrative Services folder, you can assign the following security tasks to EFT Processing. You can then assign Sage 300 users to the appropriate Security Groups. Details below apply to EFT Processing (A/P and A/R) and EFT Processing (Payroll).

Bank EFT Setup – add/modify/delete EFT Bank details

View Vendor EFT Details Setup – only view the EFT Vendor's setup

View Customer EFT Details Setup – only view the EFT Customer's details

EFT A/P transactions – create EFT Files for AP Payment batches

Orchid EFT Processing

EFT A/R transactions – create EFT Files for AR Receipt batches

Transaction & Setup Reports – can run EFT Transaction and Setup Reports

EFT E-Mail Message Setup – can maintain EFT Email Message Templates

Approve/View Unencrypted Vendor Bank Details - set a Vendor's Bank details to Active/Inactive and view unencrypted Vendors bank account details. Can only update the Active field, cannot update other Vendor bank details.

Approve Customer/View Unencrypted Bank Details - set a Customer's Bank details to Active/Inactive and view unencrypted Customers bank account details. Can only update the Active field, cannot update other Customer bank details.

Options – add/modify EFT Options

View Audit Log – can view the audit log of changes to EFT Vendors & Customers details

Clear Audit Log – can view and clear the audit log of changes to EFT Vendors & Customers details

View EFT Log – can view the audit log of EFT Files created

Clear EFT Log – can view and clear the audit log of EFT Files created

Create Receipt Batch – can run EFT Create Receipt/Refund Batch

Select Remittance Advice Layout – can choose a different EFT Remittance advice at the time of running

Edit Vendor EFT Details Setup – add/modify/delete EFT Vendor setup details.

Edit Customer EFT Details Setup – Add/modify/view EFT Customer setup details.

Receipt Selection Code Setup – can create and amend Receipt/Refund Selection Codes

Amend Receipt Exclusions – can amend Create Receipt Batch Customer/Document exclusion list

Update Invoice Due Dates – can update Invoice Due Dates

Delete Inactive Records – can run Period End Processing – purge inactive EFT Vendor and EFT Customer records

View Unencrypted Bank Account Details – view EFT Banks unencrypted bank account details

Edit Vendor Remittance Password - can view& edit unencrypted vendor remittance password

Edit Customer Remittance Password – can view& edit unencrypted customer remittance password

EFT Payroll Security Groups

If you have a licence for EFT Processing (Payroll), you can also select:

View Employee EFT Details Setup - only view the EFT Employees's setup

Approve/View Unencrypted Employee Bank Account Details - set Employee's Bank details to Active/Inactive and view unencrypted Employees bank account details. Can only update the Active field, cannot update other Employee details.

Edit Employee EFT Details Setup - add/modify/delete EFT Employee setup details.

EFT Payroll Transactions - Create EFT Files for Payroll entries.

View Payroll EFT Log – can view the audit log of Payroll EFT Files created

Clear Payroll EFT Log – can view and clear the audit log of Payroll EFT Files created

Payroll Transaction & Setup Reports - can run Payroll reports

Edit Employee Remittance Password - can view& edit unencrypted employee remittance password

Print/Email Payroll Stubs/slips - Security group required to be able to Print/Email paystubs/payslips in EFT Payroll.

Tip: If you want a user to View unencrypted details and be able to Edit details, you need to select both "Approve/View Unencrypted Vendor Bank Details" and "Edit Vendor EFT details Setup". Same with Customer and Employee Bank Details.

Note:

EFT Payroll does not support CP/UP "Selection List" employee level security. Create EFT File, Print EFT Remittance Advice and the EFT Payroll Log show all employees net pay details.

Recreate EFT Files

Select this option for users who can recreate an EFT File for a batch that has already been exported.

Tip: Only add a few users to a security group that can recreate files.

ORCLTD - Security Groups

File Help

Application: EFT Processing 6.7A

Group ID: [Navigation buttons]

Group Description: [Text field]

Select to grant security access

- ☐ View Customer EFT Details Setup
- ☐ EFT A/P Transactions
- ☐ EFT A/R Transactions
- ☐ AP/AR Transaction & Setup Reports
- ☐ EFT Email Message Setup
- ☐ Approve/View Unencrypted Vendor Bank Account Details
- ☐ Approve/View Unencrypted Customer Bank Account Details
- ☐ Options Setup
- ☐ View Audit Log
- ☐ Clear Audit Log
- ☐ View EFT Log
- ☐ Clear EFT Log
- ☐ Create Receipt Batch
- ☐ Select Remittance Advice Layout
- ☐ Edit Vendor EFT Details Setup
- ☐ Edit Customer EFT Details Setup
- ☐ Receipt Selection Code Setup
- ☐ Amend Receipt Exclusions
- ☐ Update Invoice Due Dates
- ☐ Delete Inactive Records
- ☐ View Unencrypted Bank Account Details
- ☐ View Employee EFT Details Setup
- ☐ Approve/View Unencrypted Employee Bank Account Details
- ☐ Edit Employee EFT Details Setup
- ☐ EFT Payroll Transactions
- ☐ View Payroll EFT Log
- ☐ Clear Payroll EFT Log
- ☐ Payroll Transaction & Setup Reports
- ☐ Edit Vendor Remittance Password
- ☐ Edit Customer Remittance Password
- ☐ Edit Employee Remittance Password
- ☐ Print Payroll Stubs/Slips
- ☒ Re-Create EFT File

Tips:

For information on activating security and setting up security groups, refer to the [System Manager online Help](#) (choose the Help menu on the Sage 300 desktop)

If you want users to be able to change the print destination, permission to Change Print Destination must be assigned from the Administrative Services permissions list in the Security Groups form.

EFT OPTIONS

BEFORE YOU START

Before setting up EFT Processing (A/P and A/R), gather vendors and customers bank details and email addresses to send advices.

Before setting up EFT Processing (Payroll), gather employee bank details and email addresses to send advices.

Overview

On the EFT Processing Options screen, you can select options that specify how EFT files are generated and how documents are emailed.

For details on each Tab, EFT Options

A/P Tab

For details, A/P Tab Fields and Controls on page 47

- Select whether an EFT file can be created for a range of AP Payment batches..
- Allow unposted AP Payment batches to be selected.
- Select whether or not payments for Vendors not defined in EFT Processing are skipped without generating an error.
- Make selective payments from an AP Payment batch.
- Select whether a File Sequence Number or Batch Number is used when creating the output file
- Select default EFT Vendor status
- Select whether to encrypt Bank details.
- Select whether and how to password protect remittance advices.

A/P Email Tab

For details, A/P Email Tab on page 50

Define the name of a SMTP server and associated e-mail user, password etc to send Remittance advices using SMTP.

If details are left blank, EFT Processing will use Microsoft Outlook client or SMTP e-mail depending on how Sage 300 System Manager is configured.

Refer to Email Tab for details on the fields and examples of SMTP configuration.

A/R Tab

For details, A/R Tab Fields and controls on page 52

- Select whether an EFT file can be created for a range of AR Receipt batches..
- Allow unposted AR Receipt batches to be selected.
- Select whether or not receipts for Customers not defined in EFT Processing are skipped without generating an error.
- Make selective receipts from an AR Receipt batch.
- Select whether a File Sequence Number or Batch Number is used when creating the output file
- Select whether to encrypt Bank details.
- Select whether and how to password protect remittance advices.

A/R Email Tab

For details, EFT Options Screen Guide on page 47

Define the name of a SMTP server and associated e-mail user, password etc to send direct debit advices, refund advices using SMTP.

If details are left blank and the SMTP Details are filled in EFT Options > A/P Email, EFT Processing will use the EFT A/P Email details.

If both A/P Email and A/R Email details are blank, EFT Processing will use the Sage 300 System Manager configuration.

Refer to Email Tab for details on the fields and examples of SMTP configuration.

Primary File Type

For details, Primary File Type Tab Fields and Controls on page 55

Select the primary bank file type for this company. It is used to display fields on the EFT Vendor and Customer screens.

Using a primary bank, field names can be tailored to the bank and optional extra fields can be enabled for Vendors, Customers and Employees.

Default Advice Tab

For details, Default Advice Fields and Controls on page 57

This tab lets you define default Crystal reports for advices and reports generated in EFT Processing, including AP Remittance advice, AR Direct Debit advice, AR Refund Remittance Advice, Payroll Remittance advice, Payroll Payslip/Paystub report, Payroll Releve 1 and T 4 reports.

If you define default reports on this tab, then when printing remittance advices, the forms will default to those setup on this tab. If a user does not have the security to "Select Remittance Advice Layout", then they will not be able to override this default.

To set one of the defaults, click the browse button and browse the network to find the appropriate Crystal form.

Use this tab to select the Print Directory where Payslips / Paystubs are stored if required.

Forms can be selected from the standard Crystal report forms included in EFT Processing. If required, you can also design your own form as per standard Sage 300 functionality.

Payroll Tab

For details, Payroll Tab Fields and Controls on page 60

- Select whether an EFT file can be created for a single Payroll Pay period or from a range of payroll Pay periods.
- Select whether or not payments for Employees not defined in EFT Payroll are skipped without generating an error.
- Make selective payments from a Payroll Pay Period.
- Select the default employee record status for new records.
- Select the default primary bank for EFT Payroll files. If blank on the Employee setup, then the EFT file type defined in EFT Options will be used in formatting the EFT Employee screen.
- Select whether to encrypt Bank details.
- Select whether and how to password protect remittance advices.

Payroll Email Tab

For details, Payroll Email Tab field and controls on page 62

- Define the name of a SMTP server and associated e-mail user, password etc to send payroll advices using SMTP.

If details are left blank and the SMTP Details are filled in EFT Options > A/P Email, EFT Processing will use the EFT A/P Email details.

If both A/P Email and Payroll Email details are blank, EFT Processing will use the Sage 300 System Manager configuration.

Refer to Email Tab for details on the fields and examples of SMTP configuration.

Global FSN Tab

For details, Global FSN Fields and Controls on page 59

This tab allows you to assign a Global File Sequence Number (FSN) across all EFT banks.

The Global FSN setup is used if you want to issue a single File System Number across multiple banks. You have 10 Global File System Numbers that you can allocate to multiple banks on the EFT Banks screen as shown below. Allocating the same Global File System Number to 3 banks (for example), will result in AP Payment Batches or AR Receipt batches from all 3 banks being allocated a sequential number from the same source number.

Updates Tab

NOTIFY ME WHEN THERE ARE NEW UPDATES IN EFT PROCESSING

Users can now "subscribe" to notifications of updates.

By Default, this option is not selected for end-user serial numbers

The check is stored in the registry and it applies to this Windows user on this computer.

If selected, when starting Sage it will check if there are product updates available for EFT Processing

If there is a new update, and the user hasn't previously been notified of it, then the Options screen will open automatically on the Updates tab and display details of the new updates.

Tip: The "administrator" or "super user" or "owner" of Sage 300 should have this option turned on. All other users should have it turned off.

CHECK FOR UPDATES AND SUPPORT REQUESTS

You can use "**Check for updates**" button to view the list of new features and fixes.

To facilitate support, please include the Version and Product Updates you are running when reporting any issues.

Updates are available to be downloaded from the partner area of the [Orchid website Product downloads](#).

Note:

If you cannot view the Tab you require, check your activation code and which components of the module have been purchased.

Depending on the components you are licensed to use, some features described here may not be available for you to use. Some functionality of EFT Processing is only active if you have purchased the required module component.

The license screen displays what components of the EFT Processing module are included in the activation code.

EFT BANKS FORM - OVERVIEW

Use this form to setup EFT details for the banks setup in Sage 300 Bank Services.

Note: The field labels are renamed for different banks depending on the bank formats setup in Format-s.ini, when the file type is selected on the Payments and Refunds Tab, Receipts Tab or the Payroll Tab

- Choose the Bank (using the Finder or the Arrows)
- Enter the Bank Details -
 - Bank/Branch Code, this should be the BIC/Swift bank code, usually 8 to 11 characters.
 - Account Number and Account Name
 - IBAN Code, this is the International Banking Account Number – up to 34 characters. (typically required for payments to Europe)
 - Additional / configurable fields for the bank: e.g. in Canada: Destination Data Centre and Short Name.

See Also

If using a clearing bank to facilitate bank reconciliation, refer to [Setting up and Using EFT Clearing Bank](#).

If you upload the file to a FTP Site (yours or one provided by the bank), [Setup SFTP Output Destination](#).

For details on how to use each field, view [EFT Banks Setup Screen](#) on page 71

Payments and Refunds Tab

Use this Tab to configure how EFT Processing creates files for Payments and Refunds, including the output destination, the file type, how to name the file

File Sequence Number: the file will be called the File Sequence number on the bank, and after using the file sequence number, EFT Processing will increase the file sequence number by 1.

Note: If the EFT File format includes the File Sequence Number, you generally select the "File Sequence Number" option to name the file. If you select Batch Numbering to name the file, EFT Processing uses the batch number as the [FSN] value.

Batch Number : the file will be called APbbbb.{ext} or ARbbbb.{ext} where bbbb is the batch number being exported.

Pay Period End Date YYYYMMDD: for EFT Payroll files

Fixed File Name : User defined file name using any characters plus the following variables in the file name :

- {yyyy} for the year, {mm} for the Month, {dd} for the Day
- {bbbb} up to 4 numbers for the batch number
- {N} gives you a running number starting from 0 each day. This is often used in conjunction with batch number to keep track of the number of exports in a calendar day.
- {S} gives you a running sequence number for the selected bank- You can use up to 4 numbers for the file sequence number. You typically use this option instead of batch number for a unique number per file.
- {entry} for the entry number, this works with option that each entry to be generated in a single file.

Example: You can use up to 4 digits for {B}, {S} and {N}

Example for Batch Number 2

{b} for 1 digit, e.g. 2

{bb} for 2 digits, e.g. 02

{bbb} for 3 digits, e.g. 002

{bbbb} for 4 digits, e.g. 0002

Global Sequence 1..10. You are able to share a Global File Sequence number between multiple banks if required. EFT Processing will increase the global file sequence number used by one after creating the file.

Note: If the EFT File format includes the Global File Sequence Number, you need to select the "Global File Sequence Number" option to name the file.

Example: Global File Sequence Example on page 67

Receipts Tab

Use this Tab to configure how EFT Processing creates files for Direct Debit Transactions

Payroll Tab

Use this Tab to configure how EFT Processing creates files for payroll payments.

Important! Before changing any of the settings or other information in the EFT Banks form, make sure you understand the impact the options have on processing with your Bank.

EFT EMPLOYEES

Use this form to add EFT details for Employees defined in Sage 300 Payroll (US or Canada).

Main Fields

For detailed field description, see EFT Employees- Setup Screen on page 78

- File Type is Optional . If you leave this field blank, then EFT will use the file type that has been assigned in EFT Options > Payroll Tab > Primary Bank.
- Status : select one of Entered, Active or Inactive. You can only include "Active" Employees when you create EFT File

- You can control who is allowed to make Employees "active" and "inactive" using the Approve /View Employee Bank Account Details security group. See Step 2, Adding Security on page 13

Tip:

You can import new EFT Employees from the File > Import Menu. You cannot update details of existing EFT employees through import.

When importing EFT Banks, EFT Vendors, EFT Customers and EFT Employees, you should not import the Encrypted Bank Branch and Account number and Credit Card Number fields (fields containing an "X"). These fields should only be set using the associated views, and set to the calculated encrypted value. EFT Import functionality prevents such fields to be imported. Fields starting with X (binary XBSBNO and XACCNO) shouldn't be in the import file.

Calculation Type and Percent/Amount

The rules are applied in the order they are entered on the screen.

The rule is applied to the remainder amount after the prior rules have been applied.

Tip: In most cases, the last rule should be set to Calculation Type "% Net Pay " and Percent = 100.

This means that any amount remaining after the previous rules have been applied will be transferred to the account set in that line. If the pay is to be paid to a single account, you only need to enter one line with "% Net Pay" as the Calculation Type and set the Percent to 100

Example:

In the screenshot below, EFT Payroll will create a line in the file for \$300 to CIBC and the remainder of the pay will be transferred to RBC.

If the pay is \$250 for the week, only one line will be created. If the pay for the period is \$400, it will create 2 lines, one for \$300 and one for \$100.

The screenshot shows the 'ORCLTD - EFT Employees' window. The Employee ID is 100050. The File Type is empty. The Status is 'Active'. The Delivery Method is 'EFT E-mail'. The E-mail To is 'jo-orchid.systems.modules@gmail.com'. Below these fields is a table with 8 columns: Lin..., Calculation Type, Percent/Amount, End Date, Bank Name, Financial Institutio..., Account Number, and Account Name. The table contains two rows: Row 1 is 'Fixed Amount' for 300.000000 to CIBC (Account 9348). Row 2 is '% Net Pay' for 100.000000 to RBC (Account 5612). At the bottom are buttons for Save, Delete, Detail..., and Close.

Lin...	Calculation Type	Percent/Amount	End Date	Bank Name	Financial Institutio...	Account Number	Account Name
1	Fixed Amount	300.000000		CIBC	****3645	*****9348	Employee 10050 Account
2	% Net Pay	100.000000		RBC	****845	*****5612	Employee 10050 Account

Note: (*) Field names might be different depending on the Default Bank File Type set up in EFT Options > Payroll Tab for EFT Processing (Payroll) or File Type entered on the EFT Employee screen.

EMAIL MESSAGES SETUP

The E-mail Messages form lets you create Email message templates to be sent with e-mailed remittance advices, refund advices, direct debit advices and payroll remittance advices when using EFT Payroll.

To create an e-mail message that you can use with remittance advices:

- Choose E-mail Messages from the EFT Setup folder.
- Complete the fields on the form.
- Click Add or Save when you are satisfied with your message.



Email Message variables and sample templates

You can enter variables (field names) from your company database, including vendor, customer, employee and details of the EFT Transaction.

Use field names, surrounded by {FIELDNAME} or preceded by a dollar sign, to identify variable information that you want to include with the message.

Refer to Email Messages - Variables to include on page 81 for details relating to EFT AP/AR and EFT Payroll.

Note:

Email subject can also include variables

For example, Payment from {COMPANY_NAME} will replace {COMPANY_NAME} with the Sage 300 company name defined in Company Profile.

Example:

You can use the following sample e-mail messages for the different types of advices in EFT Processing. Copy and paste into the Email Message screen.

Refer to Sample EFT Email Messages on page 86

Using Email Messages

When you select Email or Contact's Email as the Delivery Method in the EFT Print advice screen, you can select the Message ID for the message you want to send with the vendor, customer or employee's advice.

Refer to EFT Print Advices for details on sending email messages in EFT Processing.

EFT Payroll Print Remittances Advices on page 35

DESIGNING EFT PROCESSING FORMS

You can print and reprint remittance advices for the individual customers, employees and vendors based on a range selection.

Orchid EFT Module comes with sample remittance advices for Payroll, Accounts Receivable and Accounts Payable. You can use the sample form or change it to suit your company's requirements, as described in the appendix on customizing forms in the System Manager User Guide.

EFT Processing installs with the following A/P remittance advice formats, with different payment formulas:

- ELPAY01 – payment date is based on the date when the EFT file was created/generated.
- ELPAY02 – payment date is based on the the Batch Date.
- ELPAY03 – payment date is based on the Batch Entry Date.
- ELPAY05 – payment date is based on the effective date selected when the EFT file was created/generated. This only applies if the EFT format you use supports effective date.

EFT Processing installs with the following A/R remittance formats:

For A/R Receipts

- ELREC01 – payment date is based on the date when the EFT File was created/generated.
- ELREC02 - payment date is based on the receipt entry date.

For A/R Refunds

- ELREF01 – payment date is based on the date when the EFT File was created/generated.
- ELREF02 - payment date is based on the refund entry date.

For Payroll remittance advices

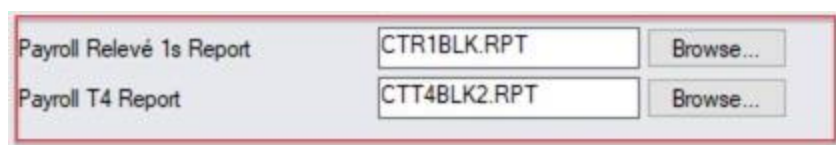
- ELPRL01: Payment date is based on the payroll Period End date.

For Payroll payslips/paystubs and T4 and Relevé 1 forms

- Crystal Forms are included in the Sage 300 Payroll module and not in EFT Processing.

Relevé 1s, T4s and T4As reports only apply to Canadian Payroll.

The reports are located in the **CT73K\ENG** folder (not CP73AA\ENG)



The screenshot shows a file selection dialog box with two rows. The first row is labeled 'Payroll Relevé 1s Report' and has a text box containing 'CTR1BLK.RPT' and a 'Browse...' button. The second row is labeled 'Payroll T4 Report' and has a text box containing 'CTT4BLK2.RPT' and a 'Browse...' button. The entire dialog box is enclosed in a red rectangular border.

If you modify the default Sage report, make sure it is tested thoroughly. Refer to testing tips in the Payroll upgrade tips on the next page

UPGRADING EFT PROCESSING KEY STEPS

Install and Activate

After installing the new version of Sage 300 System Manager and relevant modules (for the version you are upgrading to):

Step 1: Run the EFT Processing installation program for the same version as the System Manager version.

Step 2: Refer to Installing EFT Processing on page 7

Example: If you upgrade from Sage 300 version 2023 to version 2024, you need to install EFT Processing version 2024. This will create EL71A folder in your Sage program directory.

Step 3: Follow the prompts to confirm the file location of the Sage 300 programs and shared data directory (these should be defaulted from the earlier Sage 300 System Manager installation).

Step 4: Activate the new version in Sage 300 Administrative Services.

Step 5: Enter the Serial Number and Activation Code in the EFT Processing License Screen.

User formats

Step 1: Transfer the custom format to the new version (or new server):

Locate the userformats.ini file in the Sage 300 programs directory, or customization directory, in the previous version or old server;

Copy it over to the EL69A directory in the programs directory (or customization directory if you are using customization directories).

Example: If you are upgrading from version 2021 to version 2022, you need to copy the files from EL68A to the EL69A folder.

Step 2: Generate a test EFT File and compare the output to a file generated with a previous version. Investigate discrepancies.

Tip:

If there is no userformats.ini file, then the customization must have been done in the formats.ini file. In prior versions, it was possible although not recommended as changes can be overwritten when installing a product update.

In the latest product updates, the formats.ini file includes a hash calculation to ensure the file is not tampered with. If the file is amended in anyway, it cannot be used in Create EFT File and you will receive an error message.

In this case:

- Open up the old formats.ini file
- Locate the file format used by your client (e.g. CAN_RBCACH)
- Copy the format section into a new text file called userformats.ini
- Save this file into the EL71A program (or customization) directory as required

Custom Forms

If you use Custom Forms for remittance advices, copy them to the new ELxxA>ENG folder or the customization directory.

Test the custom layout.

Tip: Test sending emails. If the upgrade is done on a new server, you may need to adjust the details used to send emails.

Payroll upgrade tips

In addition to the steps above, we recommend you test the emailing payslip process based on the latest C/P or U/P report.

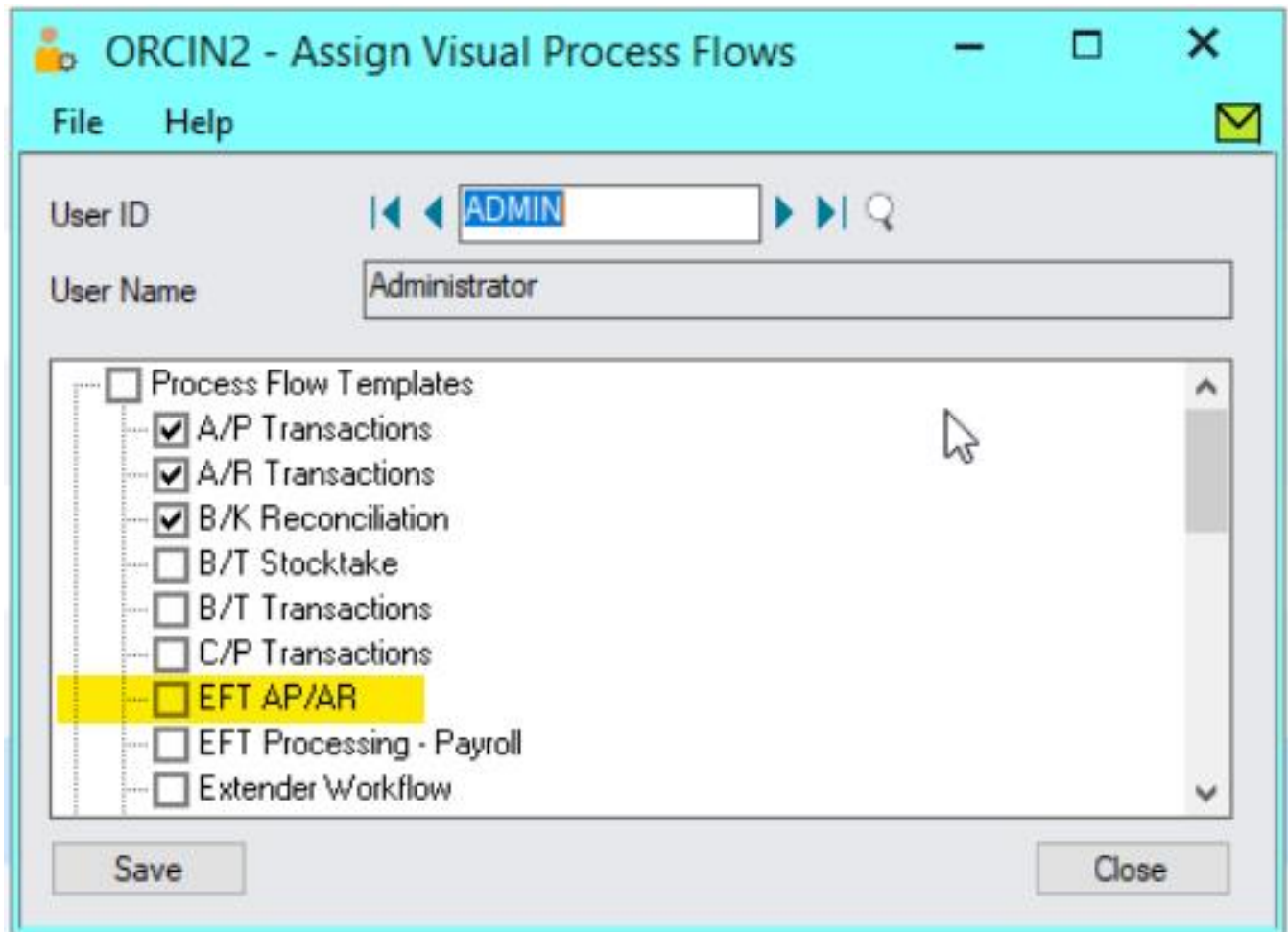
In the test database:

- Copy the previous payslip report to the new version's directory (or redo changes based on the new default Sage 300 report).
- Export a range of EFT Employee email address
- Import a tester's email address
- Run the Print Payroll Payslip process.
- Check the email subject and body , the attached PDF Content.
- Confirm that the PDF password matches the formula/employee password
- Re-import the EFT Employee email address

ASSIGNING VISUAL PROCESS FLOWS

Overview

Use the Assign Visual Process Flows screen in the Administrative Services folder to assign process flows to users.



Tip: You need to do this in all companies and for all users who need access to the Process Flows, including ADMIN.

Note: Only the ADMIN user and users who have the required security authorization can assign process flows. For more information about security authorization, see "Administrative Services Security" in the System Manager help.

Using EFT Processing - Payroll

Use EFT Processing > Transactions Icon to Create EFT Payroll File.

Use EFT Processing > Transaction Reports to Print Payroll Advices, Print Paystubs/payslips, Print T4s and Releve1.

Refer to Visual Process Flow for key steps of using EFT processing - Payroll. Assigning Visual Process Flows on page 88

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Create EFT Payroll File - Example processes	31

CREATE PAYROLL EFT FILE - OVERVIEW

Before you create the file, make sure that

- Your logon profile to the network gives you access rights to the directory where the files have to be created (as set in EFT Banks setup).

Use the buttons on the form to:

- Select a Pay Period End Date to be exported.
- Select an EFT File Type to be created.
- Type a description and reference. The lodgment reference defaults to the description, but can be changed. It appears on the Employee bank statement if a variable reference is included in the bank's file.
- Select whether you want the file export to continue without errors and skip the transaction or generate an error and abort the export if the Employee is not defined in EFT processing.

Select the From and To Check/Cheque number:

- **From Check/Cheque Number:** defaults to 0
- **To Check/Cheque Number:** defaults to 999999999

Note: Typically, if you only run Generate Payroll once for a Payroll End Date, then these two fields can be left with the default values. Alternatively, if you run Generate Payroll more than once for a Payroll End Date, then you should use the From/To Check/Cheque Number fields to separate the transactions required for each file.

For examples of steps to create EFT Payroll files depending on how you process the payroll, see Create EFT Payroll File - Example processes on the facing page

Choose Create to create the file.

You can then submit the file via your desktop banking software.

Recreating a file

If the file has already been exported, you are prompted to re-create the file.

For details, refer to Recreating an EFT file.

Important!

If you have already created a file for the Bank/Pay Period End Date, you will receive a warning to confirm that you really want to re-create the file. If the files include the same employees, the remittance advice will include details from both files. It is suggested to send the remittance advices from the "View/Clear Payroll log" in EFT Periodic Processing and select an individual EFT file creation number.

See details in View/Clear Completed EFT Payroll Logs on the next page.

Note: The screen displays the EFT file path from the EFT banks setup for the bank associated with the batch. If you don't have access to the file (drive not mapped on a server, user security does not have rights to the directory), EFT processing cannot create the file.

CREATE EFT PAYROLL FILE - EXAMPLE PROCESSES

Typically, if you only run Generate Payroll once for a Payroll End Date, then the two fields From and To Check/Cheque Number can be left with the default values.

Multiple payroll for the same payroll period end date

If you run Generate Payroll more than once for a Payroll End Date, then you should use the From/To Check/Cheque Number fields to separate the transactions required for each file.

Example:

If you run Weekly pays with a Payroll Period End Date of 31st March, you may:

- Run your weekly pays
- Print the cheques
- Email the Payslips
- Post the cheques
- Create the EFT File – here you can leave the default From/To Cheque Numbers as 0/9999999, since you want to include all the cheques
- Email the Employee's remittance advice

If you then prepare the Fortnightly pays with a Payroll Period End Date of 31st March, you may

- Run your fortnightly pays
- Print the cheques
- Email the Payslips
- Post the cheques
- Create the EFT File – here you would want to exclude the Weekly pays from the EFT File, so you would select From XX (where XX is the first Cheque Number of your Fortnightly pays), and To 999999
- Email the Employee's remittance advice

And when preparing the Monthly pays with a Payroll Period End Date of 31st March, you may

- Run your monthly pays
- Print the cheques
- Email the Payslips
- Post the cheques
- Create the EFT File - here you would want to exclude the Weekly and Fortnightly pays from the EFT File, so you would select From XX (where XX is the first Cheque Number of your Monthly pays), and To 999999
- Email the Employee's remittance advice

Alternatively, if you want one single EFT file for the Payroll Period End date, then you would do the above steps "Run your pays" to "Post the cheques" for each individual pay run.

You would then create a single EFT Payroll File, leaving the defaults for the From and To Cheque numbers.

EFT Periodic Processing

EFT Periodic Processing is used to view and clear audit logs.

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VIEW/CLEAR COMPLETED EFT PAYROLL LOGS

To Clear EFT Payroll Completed Logs

1. Ensure that your security profile allows you to do so.
2. Enter the Creation Number you want to clear up to.
3. Select Clear to clear the records or Close if you don't want to clear.

4. Select "Reprint" to print/email remittance advices for a single EFT File creation. This is useful when you have re-created a file multiple times after updating employee bank details, but only send one of the files to the bank.

If you have already created a file for the Bank/Pay Period End Date, you will receive a warning to confirm that you really want to re-create the file. If the files include the same employees, the remittance advice will include details from both files. It is suggested to send the remittance advices from the "View/Clear Payroll log" in EFT Periodic Processing and select an individual EFT file creation number.

Tip: To see details of what was exported double click on a row

EFT Setup reports

Use the icons in the Forms folder to print setup details:

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EFT Employee Report - Features	33

EFT BANK SETUP REPORT - FEATURES

The EFT Bank Setup report lists the EFT processing details setup for each bank.

Information printed on the report

The report lists:

- Detail information including Bank, Bank Name, BSB Number, Account number, Account name, Payment reference
- Accounts Payable details including payment reference, file path, file extension, EFT File type
- Accounts Receivable details including payment reference, file path, file extension, EFT File type
- Payroll details, including payment reference, file path, file extension and EFT File type.

EFT EMPLOYEE REPORT - FEATURES

This report lists the Bank details of employee setup in EFT Processing (Payroll).

Information printed on the report

- Employee number, Employee name, Bank Name, BSB Number, Account Number, Account name, Payment Reference

EFT Processing reports

Use the icons in the Forms folder to print EFT Processing transfer, Audit logs, Remittance advice , Direct Debit and Refund advice.

EFT Payroll Transfers Created Report - Features	34
EFT Payroll Transfer Details Report - Features	34
EFT Payroll Print Remittances Advices	35
Using password to protect Payroll Advices and other Payroll PDF for Employees	37
EFT Print Payroll Stubs/Slips	38
EFT Print Relevé 1s	42
EFT Print T4s	42
EFT Print T4As	43
EFT Audit Log Report - Features	44

EFT PAYROLL TRANSFERS CREATED REPORT - FEATURES

This report lists the files that have been created with the bank details, the date and time run, the type of file and the payroll number used and the file path and name.

Information printed on the report

The report lists:

- Date the EFT File was created
- Time the EFT File was created
- The Pay Period End Date the EFT File created
- The Entry Number of the EFT File created - if selected entries were exported. This field will be blank if the entire batch was exported
- The Bank Code of the EFT File created
- The Bank Name of the EFT File created
- The path and file name of the EFT File created
- The user id who created the EFT File

EFT PAYROLL TRANSFER DETAILS REPORT - FEATURES

This report lists the files that have been created with the bank details, the date and time run, the type of file and the Payroll Run number used and the file path and name, the associated employee id, name,

bank account details and amount.

Information printed on the report

The report lists:

- Date the EFT File was created
- Time the EFT File was created
- The Pay Period End Date of the file created
- The Entry Number of the EFT File created - if selected entries were exported. This field will be blank if the entire batch was exported
- The Bank Code of the EFT File created
- The Bank Name of the EFT File created
- The path and file name of the EFT File created
- The user id who created the EFT File

FOR US AND CANADA PAYROLL FILES

- Employee ID
- Employee name
- Employee Account Name
- Employee Bank Name
- Payment Amount

EFT PAYROLL PRINT REMITTANCES ADVICES

Warning! All remittance advices can only be sent (emailed, printed or previewed) if the EFT Payroll file has been created first.

This report is used to create Payroll Advices (for EFT Files created from Payroll run). It includes details of the payment bank accounts, amount and date, but no details about the payroll.

The advices can be printed (if you select Delivery method = Print destination) or emailed (if you select delivery method Employee).

You can print and reprint Payroll Advices for the individual employee based on a Pay Period End Date range selection.

Orchid EFT Processing comes with two sample remittance advices for Payroll:

- ELPR01.rpt: The report shows the check date. The report uses a SQL Command.
- ELPR02.rpt: This report uses the Payroll period end date (new in July 2023 for versions 2021 and above).

You can use one of the default reports or change it to suit your company's requirements, as described in the appendix on customizing forms in the System Manager User Guide.

Tip: To email a payslip/paystub with pay details from Sage 300 payroll, refer to EFT Print Payroll Stubs/Slips on page 38

Before Printing Payroll Advices

- Update account information by entering, importing, and posting batches.
- Submit the batch via EFT using the EFT Transactions > Create EFT Payroll File option

To print Payroll Advices

1. Choose the Print Payroll Advices icon from the EFT Reports folder.
2. Select the following options:

Delivery Method - Select how you want to send the Advices to employees, as follows:

- Print Destination — to send the Advices to the default print destination you selected on the company desktop.
- Employees— to send the Advices via the method specified in the EFT Employee records.

Tips: For details on the Sample Remittance Advice included in EFT Processing, see Default Advice Tab in EFT Options Screen Guide on page 47

Tips: For more information, see the appendix on customizing forms in the System Manager User Guide.

Use Report. Select the name of the statement form to use. Choose Browse (click the Browse button or press the Alt and B keys together) if you are not sure of the name of the form, then select the form from the list that appears.

Message ID. This field appears when you select Employee for the Delivery Method. Select the code for the e-mail message you want to send with these statements.

To set up messages for Payroll advice, refer to [EFT Setup - Messages](#).

From Pay Period End Date ... to Pay Period End Date. Select the pay range you wish to print/deliver. If you select more than one pay period, you cannot select an individual employee, all entries will be printed/delivered.

From Employee... to Employee. If you select only one batch, you can select an employee range within the batch. Only the selected entries will be printed/delivered

3. Click Print.

If you need additional copies of Advices, or earlier processing was halted, simply repeat the process.

Note: After printing/emailing EFT Payroll advices, a list of which advices were NOT sent/printed and the reason why is displayed.

Tip: When printing Advices with number of advices greater than the limit, EFT will send the selected number, then pause if "per minute" is selected or Disconnect and start a new session if using "Per session" is selected.

Tip:

The EFT Option "Use Remittance Advice Password" on the Payroll Tab comes into effect when emailing Employee advices and related documents.

For details, see Using password to protect Payroll Advices and other Payroll PDF for Employees below

USING PASSWORD TO PROTECT PAYROLL ADVICES AND OTHER PAYROLL PDF FOR EMPLOYEES

The EFT Option "Use Remittance Advice Password" on the Payroll tab comes into effect when emailing advices to EFT Employees. The option also applies to PDF emailed using Print T4, Print T4As and Relevé 1s when using Canadian Payroll.

When this option is selected, Remittance Advice, payslips/paystubs and other payroll related PDF documents are encrypted before being emailed, with either one or two passwords: Master and/or User.

Encryption of Payroll Payslips/stubs, Relevé 1s, and T4 documents is performed using the Master Password and/or User Passwords entered into the EFT Options \ Payroll Tab and the individual Employee records. The same password precedence rules as outlined below for EFT Payroll Advices apply to these documents.

Use of the User Password in the EFT Employee record:

- If a password has been entered in the EFT Employee's Remittance Password field, then this password will be applied to the remittance PDF document.

- If a password has not been entered in the EFT Employee's Remittance Password field, then the EFT Options \ Payroll Password Formula will be used to generate a Employee-specific password to be applied to the remittance PDF document.
- If no password formula exists for either of those fields, then the PDF document will not be encrypted.

Use of the Master Password in EFT Options \ Payroll Tab:

The Master Password is an optional password that can be applied during the encryption of a remittance PDF document, in addition to the User Password (generated as per the rules described above). It not necessary for the encryption of a PDF document. The rules are:

- If a User Password and Master Password both exist, then encryption of the PDF document will take place using both passwords.
- If a User Password exists, but no Master Password exists, then encryption of the PDF document will still take place, using the User Password only.
- If no User Password exists, then no encryption of the PDF document will take place, whether or not a Master Password exists.

Important!

If you want to use the ability to password protect the PDF attached to emails in EFT Processing, you need to use EFT's SMTP options.

Similarly, if you want to save a copy of the Payslip/paystub in the directory configured on the EFT Setup> Options > Default Advice Tab, you need to fill in the A/P Email or the Payroll Email SMTP details. If emails are sent using default Sage's configuration through Outlook, a copy of the file will not be saved.

Refer to:

Password Example

Password Formulas on page 63

EFT PRINT PAYROLL STUBS/SLIPS

This option allows you to email Employees Payroll Stubs/Slips.

The EFT Print Payslips is an email with the Sage 300 Payslip/Paystub attached - with details on the breakdown of the pay, deductions, YTD totals etc. It can be sent after the Generate Payroll and Print Cheques has been run - but before the Print Cheques have been finalised.

The process must be run at the time you would typically print the payslips.

Note:

User needs to be in a EFT Security group that has rights to "Print/Email Payroll Stubs/slips".

User needs to be the same user who is running the Payroll Print Checks function. This means a user can only Print/Email payslips for employees that they have access to in Canadian/US Payroll.

Print Paystubs/Payslips - Overview

Prior to using this option, you must run the following in the Canadian or US Payroll

1. Calculate Payroll
2. Run Payroll Checks/Cheques process.
3. Most users choose to Print the checks for Payroll to assign a Cheque Number.
4. Do not answer the question "were all cheques printed successfully?" and leave the Payroll Print Checks screen open
5. Run EFT Print Payroll Stubs/Slips with the Print Checks /Cheques screen still open, before posting the cheques.

Note: This is required as Create Payroll EFT File requires content from the payroll temporary tables.

Improvement in Sage 300 versions 2020 and above

Tip:

The pay stubs are grouped by Delivery Method and then processed per employee.

- EFT first processes all employees configured with Mail delivery method option - if you set the print destination to Printer, then EFT will print all pay stubs in one go.
- EFT then processes all employees with Email option. While the emailing is in process, the user can open any other Sage 300 screen and continue working.

EFT print/email screen can be left open in the background. The screen might flicker when it sends an email, but it no longer acts as the main focus.

IF YOU DON'T NEED TO INCLUDE THE CHEQUE NUMBER ON THE FORM, YOU CAN USE THIS METHOD

After using Print Checks/Cheques, and assigning Cheque Numbers you answer "No" to "*Check-s/Cheques printed successfully*".

In this case, the cheque numbers are not assigned and the payslip form must be amended as per below.

The report must be amended to allow Bank Register entries with a "Printed" status (9). To do this, in the default Pay Slip Crystal Report, in the Record Selection formula you must remove the line :

{BKREG.STATUS} = -1.00 or {BKREG.STATUS} = -2.00) and'

This line only allows records with status = -1 (Advice Not Printed) and -2 (Not Printed).

Important! You can only Print/Email Payroll Stubs/Slips if you leave the Print Cheques screen open or answer "No" to the "Were all checks printed successfully?".
Once you answer YES, the cheques/checks are posted and are not available to be reprinted/emailed.

Print Paystubs/Payslips - Key Steps

To email Employee's Payroll Stubs/Slips:

- Delivery Method: Select Employee to email payslips where the employee's Delivery method is set to EFT Email or Payroll email. It will print payslips if the Employee's delivery method is set to Mail.
- Select Print destination to print/print preview all payslips regardless of the delivery method.
- Use Report: Select the required C/P or U/P sample Payroll Stub.
- Message ID: Select the email Message ID for the template subject and body of the email to be sent to the Employee
- Select the required range for Payroll Period End Date
- Select the required range for Employees
- Select *"Check this box if you want to send an email even if an email has already been sent for this entry"* to resend all Payroll Stubs in the selection criteria.
- Click "Print" to send the emails.

Note:

If the Payslip/Paystub Print Directory from EFT Options \ Default Advices tab is filled in, EFT Processing will:

- Create a sub-directory under the nominated directory, one per Employee ID if required
- Save a copy of the password protected Payslip/Stub in the nominated directory.

Print Paystubs/Payslips - Password

All employees in the range selected will be emailed their Pay Stub/Slip. If you have enabled the PDF password for EFT Remittance Advices on EFT Options \ Payroll Tab, then employees will need the password to open the payslip/-paystubs.

- If a Remittance Advice Password formula was entered on the EFT Employee, then this password will be applied to the generated PDF, the PDF will be attached to the email, the body and subject of the email will be based on the required "Message ID"
- If an Employee Master Password was defined on the EFT Options \ Payroll Tab, then the Employee Master Password will also be applied to the generated PDF.
- The email address defined on the EFT Employee will be used

The screenshot shows a software window titled "ORCLTD - EFT Print Payroll Stubs/Slips". It has a menu bar with "File" and "Help". The main area contains several input fields and buttons:

- Delivery Method:** A dropdown menu with "Employee" selected.
- Use Report:** A text input field followed by a "Browse..." button.
- Message ID:** A text input field followed by a magnifying glass icon and an "Open" button.
- From Pay Period End Date:** A date input field showing " / / " with a calendar icon.
- To Pay Period End Date:** A date input field showing "31/12/2099" with a calendar icon.
- From Employee:** A text input field followed by a magnifying glass icon.
- To Employee:** A text input field showing "ZZZZZZZZ" followed by a magnifying glass icon.
- Check this box if you want to send an email even if an email has already been sent for this entry:** An unchecked checkbox.
- Buttons:** "Print" and "Close" buttons at the bottom.

Configuration references

EFT Options -

Select Report filename - Payroll Payslip/stub report on page 57

Password protect - Use Remittance Advice Password? on page 61

Email Configuration - Payroll Email Tab field and controls on page 62

EFT Employees -

Configure email addresses - Refer to Delivery Method on page 78

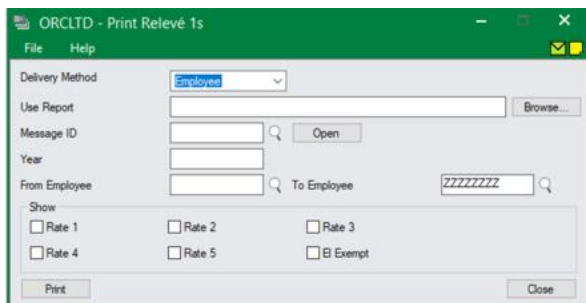
EFT PRINT RELEVÉ 1S

To email Employee's Payroll Relevé 1s

- The Use Report will default to the email Message ID on EFT Options \ Remittance Advice tab, or the user's Preferences if used previously
- Select the email Message ID for the template subject and body of the email to be sent to the Employee
- Select the required Year
- Select the required range for Employees
- Click "Print".

All employees in the range selected will be emailed their Relevé 1s. The email address from the EFT Employee will be used. If you have enabled the PDF password for EFT Remittance Advices on EFT Options \ Payroll Tab, then

- If a Remittance Advice Password formula was entered on the EFT Employee, then this password will be applied to the generated PDF, the PDF will be attached to the email, the body and subject of the email will be based on the required "Message ID"
- If an Employee Master Password was defined on EFT Options \ Payroll Tab, then the Employee Master Password will also be applied to the generated PDF.
- The email address defined on the EFT Employee will be used



EFT PRINT T4S

To email Employee's Payroll T4s

- Use Report defaults to the report selected on EFT Options > Default Advice tab
- Select the email Message ID for the template subject and body of the email to be sent to the Employee

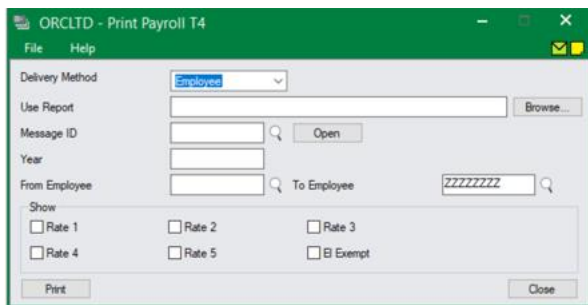
- Select the required Year. If no year is entered, the screen displays an error message and no processing takes place.
- Select the required range for Employees
- Click "Print".

All employees in the range selected will be emailed the T4s report if there has been activity in the selected year.

- The email address is the email address from the EFT Employee.
- The PDF will be attached to the email, the body and subject of the email will be based on the required "Message ID"
- If you have enabled the PDF password for EFT Remittance Advices on EFT Options \ Payroll Tab, then the PDF has a password.

Note: For details on using Password to encrypt PDF, refer to Using password to protect Payroll Advices and other Payroll PDF for Employees on page 37

Watch video presentation [Email Payroll T4 and Releve 1](#)



Troubleshooting and validation

If you have configured the EFT Employee's Delivery Method to "EFT Email" and you do not have an email address entered on the EFT Employee's record, you will now receive an error message :

"Employee abc does not have an EFT email address. No email will be sent."

If you have configured EFT Employee's Delivery Method to "EFT Email" or "Payroll Email", but there are no earnings details for the entered pay year, you will now receive a warning message:

"employee abc does not have activity for current year.."

EFT PRINT T4AS

The EFT Print T4As screen lets you email T4As to employees configured in EFT Processing. The form uses the same report as when printing from the Canadian Payroll > Payroll Government Report Screen.

This functionality assume you are running the latest C/P Payroll product update from Sage.

To email Employee's Payroll T4As

- Use Report defaults to the report selected on EFT Options > Default Advice tab
- Select the email Message ID for the template subject and body of the email
- Select the required Year.
- Select the required range for Employees
- Click "Print".

All employees in the range selected will be emailed the T4s report if there has been activity in the selected year.

- The email address used is determined by the EFT Employee Delivery method and email address.
- The PDF will be attached to the email, the body and subject of the email is based on the required "Message ID"
- If you have enabled the PDF password for EFT Remittance Advices on EFT Options \ Payroll Tab, then the PDF has a password.

Note: For details on using Password to encrypt PDF, refer to Using password to protect Payroll Advices and other Payroll PDF for Employees on page 37

Troubleshooting and validation

If you have configured the EFT Employee's Delivery Method to "EFT Email" and you do not have an email address entered on the EFT Employee's record, you will now receive an error message :

"Employee abc does not have an EFT email address. No email will be sent."

If you have configured EFT Employee's Delivery Method to "EFT Email" or "Payroll Email", but there are no earnings details for the entered pay year, you will now receive a warning message:

"employee abc does not have activity for current year.."

EFT AUDIT LOG REPORT - FEATURES

This report lists the fields that have been changed on the Customer and Vendor bank details, the date and time the amendments happened and the user id of the user who did the change.

Information printed on the report

The report lists:

- Date the amendment was done
- Time the amendment was done

- User id of the logged on user who did the amendment
- ELCUST if the amendment was done to a customer record, ELVEND if the amendment was done to a vendor record, ELEMP if the amendment was done on an Employee record.
- The field name which was changed
- The old value (the value of the field prior to the amendment)
- The new value (the value of the field after the amendment)

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EFT Reference Material

This includes detailed description of fields and controls on EFT processing screens.

Important! Some fields and screens may be displayed only if you have an activation code that includes both EFT Processing (A/P and A/R) and EFT Processing (Payroll).

EFT Options Setup

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EFT OPTIONS SETUP

EFT Options Screen Guide

On the EFT Processing Options screen, you can select options that specify how EFT files are generated and how documents are emailed.

This includes the option to encrypt bank details displayed in EFT Processing and to password protect remittance advices.

TO OPEN THIS SCREEN

Open EFT > EFT Setup > Options

A/P Tab

Use the A/P Tab to configure EFT Options to create Payment Files

A/P TAB FIELDS AND CONTROLS

Allow EFT file creation from a batch range?:

Select this option, to allow or disallow the selection of a range of AP Payment batches from the EFT Create File form.

- If set to "No", you may only select a single AP Payment batch for file creation.
- If set to "Yes", you may select a range of AP Payment batches using the finders. One EFT file will be created for the range of batches selected and the bank will default to the bank code of the first batch in the range.

Allow unposted batches to be selected?

Select this option if you wish both posted and unposted AP Payment batches to be displayed by the Finder on the EFT Create File form.

- If you select "Yes" both posted and unposted AP Payment batches will be displayed via the Finder.
- If you select "No", only posted AP Payment batches will be displayed via the Finder.

If a vendor is not defined in EFT Vendors

Select this option to control what happens when a vendor is not defined in EFT Vendors.

- **Skip the vendor and continue the export** - selecting this option enables a tick box on the EFT Create File screen which will allow you to determine whether an error is generated for each run. EFT Create File will ignore all transactions for AP Vendors which have not been defined in EFT Vendors and produce a file for those AP Vendors which have been defined in EFT Vendors.
- **Display an error and abort the export** - selecting this option will generate an error message for each AP Vendor which is not defined in EFT Vendor and abort the export. The EFT Vendor can then be added and the file export resumed.

Allow Selective payments from an A/P Batch

Select this option to allow selective records from an A/P Payment batch to be transmitted via EFT.

Allow Multiple Vendor bank account details, one per EFT File Type

Select this option to allow multiple vendor bank account details, per EFT file type.

Tip: If you only make EFT transactions from one bank account and only have one EFT File Type in use, do not select this option and use the default EFT File Type. This simplifies the data entry and reduces the risks of duplicate account details.

Default Vendor Status

Select "Entered" to enable 2-step approvals of EFT Vendor details.

Only users with Security rights to Approve/View Unencrypted Vendor Bank Details can set the status to "Active".

Status needs to be Active to create an EFT File.

Tip: Refer to: Approving changes of EFT Vendor/Customer/Employee details for details on how to use this option.

Duplicate Branch / Accounts

Select the appropriate action for duplicate Branch/Account numbers for EFT Vendors:

- Ignore: no validation
- Warning: you can enter duplicate details, but users receive a warning message.
- Error: you cannot enter duplicate details.

Encrypt Bank details

Select this option to encrypt bank details on the Sage 300 screens. When the Encryption option is selected:

- Users with "View only" security rights will only see the last 4 digits of the Vendor Bank & Account details.
- Any pre-existing records in EFT Vendor will be encrypted.
- When generating an EFT File to upload to the bank, the unencrypted values will automatically be inserted into the file.

Note: When you first select the "Encrypt" option, all existing bank details are encrypted.

Tip: When using the option to Encrypt details, use Sage 300 Security Groups for EFT and include a limited number of users in a group with rights to "Approve/View Unencrypted Vendor Bank Account Details".

Use Remittance Advice Password?

Select this option if you wish to password-protect a Remittance Advice when emailing it to the Vendor.

Important! The option to add a password to the PDF is only available if sending emails through EFT SMTP. So you need to configure the A/P Email server details.

Password Formula

Enter the formula for the password the Vendor will use to open their Remittance Advice PDF. (See Password Formulas on page 63 for more details.)

Tip: You can view the auto-generated password for each Vendor in EFT Vendors.

Vendor PDF Master Password

Enter the master password for all Vendors' Remittance Advices, if required. If used, any encrypted PDF can be opened using either the Vendor's password or the Master password.

A/P Email Tab

The Email tab lets you define your email server. When you fill in the email option on the EFT Processing Options, it will email directly to your email server using the selected service. Since October 2022, in the latest product updates for Sage 300 versions 2020 and above, you can email documents using 2 methods, SMTP or Microsoft Graph.

Email Service

SMTP (Simple Mail Transfer Protocol). You can use your own SMTP server, or an SMTP service.

Example: SMTP Email Examples

Microsoft Graph. This service sends email via Microsoft Office 365. It is generally used when SMTP Basic authentication is not enabled in Office 365.

Refer to Office 365 and Microsoft Graph

SMTP FIELD DETAILS:

Email Server : `smtp.domain.com:587` Enter the details of the SMTP Server you want to email from. The default port is generally port 587 with TLS.

Tip: You can specify a port number after filling in the email server details. After the email server name, enter " :xx" i.e. colon xx where xx is the port number required. Example: `smtp.domain.com:587`

Email User and Email Password: Enter a correct combination of Email user and password

Note: If using multi-factor authentication and App password, enter the App password you create in the Email Password field. Refer to Using Orchid Modules with Office365 and Multi-Factor Authentication

Email Comes From: Enter the email address to be used when sending email.

Note: Depending on the SMTP server you use, this address may need to match the one you enter in the Username field, or may not work unless you set up an email alias. Consult your SMTP server documentation for details about sending email.

MICROSOFT GRAPH

Microsoft Graph:

This service sends email via Microsoft Office 365 where basic authentication is not enabled to use SMTP.

Refer to Office 365 and Microsoft Graph

Tenant ID. Enter the tenant ID (alternatively called the directory ID) from your Microsoft 365 account.

Client ID. Enter the client ID (alternatively called the application ID) from your Microsoft 365 account.

Client Secret. Enter the client secret from your Microsoft 365 account.

Tip: This is actually the secret **value**, not the one called Secret ID. It is the one that you only see once when you first create the client secret.

From Email Address. Enter the email address to be used when sending email.

Limit Sending of Emails and Email Limit per Minute/Session

Configure limits when sending emails: (None / Per Minute / Per Session)

If you are getting errors relating to "exceeding limits" when sending email remittance advice, you can configure the options to Number of emails per minutes or Number of emails per session to match the requirements of your email server.

- Defaults to "None".
- Choose Per Minute if your email server has a limit per minute when sending SMTP emails (e.g. Office 365).
- Choose Per Session if your email server has a limit per session.
- Enter the number of emails to send per minute or per session.

How does it work?

When printing Advices and if the number of advices is greater than the limit, EFT will send the number entered in the limit, then pause if "per minute" is selected or Disconnect and start a new session if using "Per session" is selected.

Example: Limit per minute: If you set the limit to 30 per minute and you email 50 remittance advices, EFT Processing will send the first 30, pause for a minute, send the next 20, and will then display the result.

Example: Limit per session: If you set the limit per session to 10 and you select to Print/E-mail a batch of 50 remittance advices, EFT Processing will make a connection to the SMTP Server, send 10 emails (1 to 10), disconnect, then reconnect, send the next 10 emails (11 to 20), disconnect, connect again, send the next 10 emails (21 to 30), disconnect, etc. When all emails are sent, it will display the delivery results.

Note: If you set the number of emails to 0 (per minute or per session), the emails will be sent with no limits (the same way as with the "None" option)

-A/R Tab

Use the A/R Tab to specify options to use when creating A/R Files to process Direct debit and AR Refunds files.

A/R TAB FIELDS AND CONTROLS

Allow EFT file creation from a batch range?

Select this option, to allow or disallow the selection of a range of AR Receipt batches from the EFT Create File form.

- If set to "No", you may only select a single batch for file creation.
- If set to "Yes", you may select a range of AR Receipt batches using the finders. One EFT file will be created for the range of batches selected and the bank will default to the bank code of the first batch in the range.

Allow unposted batches to be selected?

Select this option if you wish both posted and unposted AR Receipt batches to be displayed by the Finder on the EFT Create File form.

- If you select "Yes" both posted and unposted AR Receipt batches will be displayed via the Finder.
- If you select "No", only posted AR Receipt batches will be displayed via the Finder.

If a customer is not defined in EFT Customers

Select this option to control what happens when a customer is not defined in EFT Customers.

- **Skip the customer and continue the export** - selecting this option enables a tick box on the EFT Create File screen which will allow you to determine whether an error is generated for each run. EFT Create File will ignore all transactions for AR Customers which have not been defined in EFT Customers and produce a file for those AR Customers which have been defined in EFT Customers.
- **Display an error and abort the export** - selecting this option will generate an error message for each AR Customer which is not defined in EFT customers and abort the export. The EFT Customer can then be added and the file export resumed.

Allow Selective receipts from an A/R Batch

Select this option to allow selective records from an A/R Receipt or Refund batch to be transmitted via EFT.

Allow Multiple Customer bank account details, one per EFT File Type

Select this option to allow multiple Customer bank account details, per EFT file type.

When creating the EFT File, EFT will use the bank account details for the specified EFT File Type if it exists. If there is no entry for the Customer and EFT File Type combination, then it will use the default bank account details for the Customer (ie where the EFT File Type is blank).

Tip: If you only make EFT transactions from one bank account and only have one EFT File Type in use, do not select this option and use the default EFT File Type. This simplifies the data entry and reduces the risks of duplicate account details.

Default Customer Status

Select "Entered" to enable 2-step approvals of EFT Customer details. Refer to Approving changes of EFT Vendor/Customer/Employee details for details.

Only users with Security rights to Approve/View Unencrypted Customer Bank Details can set the status to "Active".

Status needs to be Active to use the record (EFT Vendor, Customer or Employee) in the Create EFT File process.

Duplicate Branch / Accounts

Select the appropriate action for duplicate Branch/Account numbers for EFT Customers:

- Ignore: no validation
- Warning: you can enter duplicate details, but users receive a warning message.
- Error: you cannot enter duplicate details.

Encrypt Bank details

Select this option to encrypt A/R Customers bank details.

Only the last 4 digits are displayed on the screen if your security profile does not include: Approve/View Unencrypted Customer Bank Account Details

Note: When you first select the "Encrypt" option, all existing Customers' bank details are encrypted.

Tip: When using the option to Encrypt details, make sure that you use Sage 300 Security Groups for EFT so that only a limited number of Admin users can change the EFT Options. Refer to Adding Security on page 13.

Use Remittance Advice Password?

Select this option if you wish to password-protect a Remittance Advice when emailing it to the Customer.

Important! The option to add a password to the PDF is only available if sending emails through EFT SMTP. So you need to configure the A/P Email or A/R Email server details in EFT Options.

Password Formula

Enter the formula for the password the Customer will use to open their Remittance Advice PDF. (See Password Formulas on page 63 for more details.)

Tip: You can view the auto-generated password for each Customer in EFT Customers.

Customer PDF Master Password

Enter the master password for all Customer Remittance Advices, if required. If used, any encrypted PDF can be opened using either the Customer's password or the Master password.

A/R Email Tab

The Email tab lets you define your email server. When you fill in the email option on the EFT Processing Options, it will email directly to your email server using the selected service. Since October 2022, in the latest product updates for Sage 300 versions 2020 and above, you can email documents using 2 methods, SMTP or Microsoft Graph.

Email Service

SMTP (Simple Mail Transfer Protocol). You can use your own SMTP server, or an SMTP service.

Example: SMTP Email Examples

Microsoft Graph. This service sends email via Microsoft Office 365. It is generally used when SMTP Basic authentication is not enabled in Office 365.

Refer to Office 365 and Microsoft Graph

Refer to EFT Processing Email Tab for details to configure the fields.

Tips:

If left blank, EFT Processing will use the SMTP Details on the A/P Email Tab.

If A/P Email tab SMTP details are also blank, Sage 300's configuration to send emails will be used.

Primary File Type Tab

Select the primary File Type for this company. It is used to display fields on the EFT Vendor and Customer screens. Vendor and Customer fields can be re-labeled and extra fields enabled as defined in the file format (in the formats.ini or the userformats.ini).

PRIMARY FILE TYPE TAB FIELDS AND CONTROLS

How does the File type work

Fields which can be re-labeled and validated on EFT Banks:

- BSBNumber
- AccountNumber
- AccountName
- APPaymentReference
- ARPaymentReference

Fields which can optionally be turned on for EFT Banks:

- 10 fields are available for banks: BankExtra1 to BankExtra10

Fields which can be re-labeled and validated on EFT Vendors/Customers:

- BSBNumber
- AccountNumber
- AccountName
- PaymentReference

Fields which can optionally be turned on for EFT Vendors/Customers:

- 50 extra fields are available: DestExtra1 to DestExtra50

Encrypt Bank BSB/Acct.No

The following applies to the Encryption option on EFT Options A/R, A/P and Primary Bank.

- When the "Encryption" option is ticked, users with "View only" security rights will only view the last 4 digits of the bank details. The audit log for EFT files generated when Encryption is ticked will also show only the last 4 digits of the bank details.
- You can setup Users in a security group that includes the right to view "Unencrypted Details" (There are separate groups to View Unencrypted Vendor Bank Details, View Unencrypted Customer Bank Details and View Unencrypted Bank Account Details). Refer to **Adding Security** on page 13
- When the EFT File is generated, the unencrypted values will automatically be inserted in the file.
- If the Encryption option is selected after you have entered some EFT Customers or Vendors Bank Details, the existing records in EFT Vendors and EFT Customers setup will be encrypted. However, the audit log for files generated before Encryption was selected will not be encrypted. You will need to purge the audit log files if you want to remove all unencrypted data.

Tip: When importing EFT Vendors, EFT Customers and EFT Banks, you should not import the Encrypted Bank Branch and Account number and Credit Card Number fields (fields containing an "X"). These fields should only be set using the associated views, and set to the calculated encrypted value. - EFT Import functionality prevents such fields to be imported.

Default Advice Tab

This tab lets you define default Crystal reports for advices and reports generated in EFT Processing, including AP Remittance advice, AR Direct Debit advice, AR Refund Remittance Advice, Payroll Remittance advice, Payroll Payslip/Paystub report, Payroll Releve 1 and T 4 reports.

DEFAULT ADVICE FIELDS AND CONTROLS

If you define default reports on this tab, then when printing remittance advices, the forms will default to the Crystal report form setup on this tab.

Important! If a user does not have the security to "Select Remittance Advice Layout", then they will not be able to override this default.

Default A/P Remittance Advice

To set one of the defaults, click the browse button and browse the network to find the appropriate Crystal form.

Default A/R Direct Debit Advice

To set one of the defaults, click the browse button and browse the network to find the appropriate Crystal form.

Default A/R Refund Advice

To set one of the defaults, click the browse button and browse the network to find the appropriate Crystal form.

Default Payroll Remittance Advice

This form is used when sending Payroll Remittance Advices. To set one of the defaults, click the browse button and browse the network to find the appropriate Crystal form.

Refer to EFT Payroll Print Remittances Advices on page 35

Payroll Payslip/stub report

Enter or browse to find the relevant Sage 300 CP or UP Payslip/stub report from the relevant CPxxA or UPxxA directory (e.g. CPCHK4A.RPT in the CP68A folder if you run version 2021).

Payslip / Paystub Print Directory

Enter the UNC path for the parent directory where the Payslip/stub PDF files are to be saved. EFT Processing will automatically create a subfolder for each Sage 300 Company and a sub-folder for each Employee ID.

Note:

If you select "Use Remittance Advice Password" option on the Payroll Tab, the password is used to save a copy of the PDF payslips.

However, the pdf attached to payroll emails (both payslips and remittance advice) only has a password if you send emails through EFT SMTP and you have configured A/P Email Server or Payroll Email server details in EFT Options. Attached PDF files don't have a password when using Sage SMTP Server or Outlook.

Payroll Relevé 1s report

Enter or browse to find the CTR1BLK.RPT Sage 300 Payroll Relevé 1 report from the relevant CTxxA directory (e.g. CT73A\ENG\CTR1BLK.RPT). This applies only to Canadian Payroll.

Payroll T4s report

Enter or browse to find the CTT4BLK2..RPT Sage 300 Payroll T4 report from the relevant CTxxA directory (e.g. CT73A\ENG\CTT4BLK2.RPT). This applies only to Canadian Payroll .

Payroll T4As report

Enter or browse to find the CTT4A..RPT Sage 300 Payroll T4As report from the relevant CTxxK directory (e.g. CT73K\ENG\CTT4A.RPT). This applies only to Canadian Payroll .

EFT Processing Advice Formats

EFT Processing includes remittance advice Crystal Reports in the ELxxA>ENG folder. You can also use Sage 300 Customization Directories.

DETAILS OF EFT PROCESSING ADVICE FORMATS:

EFT Processing installs with the following A/P remittance advice formats, with different payment formulas:

- ELPAY01 – payment date is based on the date when the EFT file was created/generated.
- ELPAY02 – payment date is based on the the Batch Date.
- ELPAY03 – payment date is based on the Batch Entry Date.

- ELPAY05 – payment date is based on the effective date selected when the EFT file was created/generated. This only applies if the EFT format you use supports effective date.

EFT Processing installs with the following A/R remittance formats:

For A/R Receipts

- ELREC01 – payment date is based on the date when the EFT File was created/generated.
- ELREC02 - payment date is based on the receipt entry date.

For A/R Refunds

- ELREF01 – payment date is based on the date when the EFT File was created/generated.
- ELREF02 - payment date is based on the refund entry date.

For Payroll remittance advices

- ELPRL01: Payment date is based on the payroll Period End date.

For Payroll payslips/paystubs and T4 and Relevé 1 forms

- Crystal Forms are included in the Sage 300 Payroll module and not in EFT Processing.

Relevé 1s, T4s and T4As reports only apply to Canadian Payroll.

The reports are located in the **CT73K\ENG** folder (not CP73AA\ENG)

Payroll Relevé 1s Report	<input type="text" value="CTR1BLK.RPT"/>	<input data-bbox="950 1291 1063 1323" type="button" value="Browse..."/>
Payroll T4 Report	<input type="text" value="CTT4BLK2.RPT"/>	<input data-bbox="950 1344 1063 1375" type="button" value="Browse..."/>

If you modify the default Sage report, make sure it is tested thoroughly. Refer to testing tips in the Payroll upgrade tips on page 28

Global FSN

This tab allows you to assign a Global File Sequence Number (FSN) across all EFT banks.

GLOBAL FSN FIELDS AND CONTROLS

The Global FSN setup is used if you want to issue a single File Sequence Number across multiple banks. You have 10 Global File System Numbers that you can allocate to multiple banks on the EFT Banks screen. Allocating the same Global File System Number to 3 banks (for example), will result in

AP Payment Batches or AR Receipt batches from all 3 banks being allocated a sequential number from the same source number.

Note: If the EFT File format includes the Global File Sequence Number, you need to select the "Global File Sequence Number" option to name the file.

Global FSN 1 .. 10

Enter a unique FSN.(File Sequence Number) Up to 10 Global FSN can be used.

Refer to Global File Sequence Example on page 67

Payroll Tab

Use the Payroll Tab to configure EFT Options to create Payroll Files

PAYROLL TAB FIELDS AND CONTROLS

Allow EFT file creation from a payroll pay period end range?

Select this option, to allow or disallow the selection of a range of Payroll pay periods from the EFT Create Payroll File form.

- If set to "No", you may only select a single Payroll pay period for file creation.
- If set to "Yes", you may select a range of Payroll pay periods using the finders. One EFT file will be created for the range of Payroll pay periods selected and the bank will default to the bank code of the first pay period selected.

If an employee is not defined in EFT Employees

Select this option to control what happens when an employee is not defined in EFT Employees.

- **Skip the employee and continue the export** - selecting this option enables a tick box on the EFT Create Payroll File screen which will allow you to determine whether an error is generated for each run. EFT Create Payroll File will ignore all transactions for Employees which have not been defined in EFT Employees and produce a file for Employees which have been defined in EFT Employees.
- **Display an error and abort the export** - selecting this option will generate an error message for each Payroll Employee which is not defined in EFT Employees and abort the export. The EFT Employee can then be added and the file export resumed.

Allow Selective payments from a Payroll pay period

Select this option to allow selective records from a payroll pay period to be transmitted via EFT.

Default Employee Status

Select Entered, Active or Inactive as the default employee status. Use security to control who can make employees active in Payroll.

Encrypt Bank details

Select this option to encrypt Employee's bank details on the Sage 300 screens. When the Encryption option is selected:

- Users with "View only" security rights will only see the last 4 digits of the Employee Bank & Account details.
- Any pre-existing records in EFT Employee will be encrypted.
- When generating an EFT File to upload to the bank, the unencrypted values will automatically be inserted into the file.

Note: When you first select the "Encrypt" option, all existing bank details are encrypted.

Tip: When using the option to Encrypt details, make sure that you use Sage 300 Security Groups for EFT so that only a limited number of Admin users can change the EFT Options.

Primary Bank

The Primary bank is used as the default file type on the Employee Setup Screens for field labels.

You can add up to 50 extra fields for Employee.

Use Remittance Advice Password?

Select this option if you wish to password-protect PDF Files attachments (Remittance Advice and payslip/stub) when emailing PDF to the Employee.

This option is also used to password protect the Payslip/stub file saved if you configure a Print folder in the EFT Options > Default Advice Tab.

Important! The option to add a password to the PDF attached to emails is only available if sending emails through EFT SMTP. So you need to configure the Payroll Email server or the A/P Email server details.

Password Formula

Enter the formula for the password the Employee will use to open their Remittance Advice PDF. (See Password Formulas on the facing page for more details.)

Employee PDF Master Password

Enter the master password for all Employees' Remittance Advices, if required. If used, any encrypted PDF can be opened using either the Employee's password or the Master password.

Payroll Email Tab

Use the Payroll Email Tab to define the service used to email and the related details.

PAYROLL EMAIL TAB FIELD AND CONTROLS

The Email tab lets you define your email server. When you fill in the email option on the EFT Processing Options, it will email directly to your email server using the selected service. Since October 2022, in the latest product updates for Sage 300 versions 2020 and above, you can email documents using 2 methods, SMTP or Microsoft Graph.

Email Service

SMTP (Simple Mail Transfer Protocol). You can use your own SMTP server, or an SMTP service.

Example: SMTP Email Examples

Microsoft Graph. This service sends email via Microsoft Office 365. It is generally used when SMTP Basic authentication is not enabled in Office 365.

Refer to Office 365 and Microsoft Graph

Refer to EFT Processing Email Tab for details to configure the fields.

Tips:

If details are left blank, EFT Processing will use the SMTP Details on the A/P Email Tab.

If they are both blank, EFT Processing uses the default Sage 300 method of sending e-mail via Microsoft Outlook client or SMTP Details on Sage 300 Advanced ERP Company Profile.

Password Formulas

- Formulae are constructed in segments.
- Segments are separated by the plus (+) symbol.
- Segments comprise of functions that can be applied to Sage 300 view fields as follows:

{fieldname}
RIGHT() function
LEFT() function
YYYY() or YY() year function
MMM() or MM() month function
DD() day function

Example:

The following example sets the password to the Customer number, followed by the last 3 characters of the customer name and the first 5 characters of the customer's postcode.

{IDCUST}+RIGHT({NAMECUST},3)+LEFT({CODEPSTL},5)

Customer: ORC001

Customer Name: Orchid Systems

Zipcode: NSW2060

The resulting password would be ORC001emsNSW20

There are three segments to this formula:

1. {IDCUST} - ORC001 - the customer number
2. RIGHT({NAMECUST},3) - ems - the last 3 characters of the customer name
3. LEFT({CODEPSTL},5) - NSW20 - the first 5 characters of the postcode

Password Segments

Segment 1:

{IDCUST} - refers to the IDCUST field in AR0024 – AR Customers

- fields are enclosed in curly braces {}
- field names must be written in UPPERCASE.

Tip: See below for Sage 300 Views and Fields that can be included in the password formulae.

Segment 2:

RIGHT({NAMECUST},3)

Right 3 characters of the {NAMECUST} field.

RIGHT() is the function.

Note: the function can be written as: RIGHT, Right, or right.

Segment 3:

LEFT({CODEPSTL},5)

Left 5 characters of the postcode field in ARCUS.

Note: the function can be written as: LEFT, Left, or left.

Sage 300 Views that can be included in the PDF formulas

Customer's remittance advice	AR0024 – AR Customers
Vendor's remittance advice	AP0015 – AP Vendors
Employee's remittance advice, Pay Stub/Slip, T4 and Relevé 1s	CP0014 – CP Employees UP0014 – UP Employees

Tip: You can find the field names to use for each view in the Sage 300 Object Model.

Sage security groups and passwords

In the latest Sage 300 product updates, there is a new security group for Tax Number (in AP) and SIN Number maintenance (CT7.3M and UT7.3N for Canadian Payroll and US Payroll).

Users who don't have Sage 300 security clearance to view the Tax Number or SIN Number will not see the full number. If you use the number to password protect the PDF, the password will not be what you expect based on the formula. Therefore we suggest that users who generate the PDF have security rights in Sage 300 to view the fields included in the password formula.

Example:

AP Remittance Advice and Tax Number field

If you use {TAXNBR} in the password for AP Advices, the user emailing the remittance advices needs to be in a Sage 300 Security Profile where the Tax Number Maintenance security group is selected.

Example:

Payslip and SIN Number

You can use {SSN} in the password for payslips (in EFT Options > Payroll Tab).

For example RIGHT({SSN},4) to get the last 4 digits of the SIN Number.

☒ Use Remittance Advice Password? Only applies to PDF attached to emails when using A/P Email SMTP Server or Payroll Email SMTP Server

Password Formula: RIGHT({SSN},4)

Employee PDF Master Password: orchid

The user running the payroll and generating the PDF needs to be in a Sage 300 Security Profile where the SIN Number Maintenance security group is selected. If they don't have rights to view the field, the password will not be what is expected.

Formulae and date fields.

Example: Password formula using date fields

**RIGHT({LASTNAME},2)+LEFT({EMPLOYEE},3)+LEFT({FIRSTNAME},4)+YYYY
({BIRTHDATE})+mmm({BIRTHDATE})+DD({BIRTHDATE})**

Employee code: 23456754

Employee Name: Sean Smith

Date of Birth: 1/12/1970

The above formula would result in the following password applied to the PDF:

th234Sean1970DEC01

th: the last 2 characters of the last name

234: the first 3 characters of the employee code

Sean: the first 4 characters of the first name

1970: the year of the DOB

DEC: the month of DB

01: day of birth.

Date fields can be specified as follows:

1. {BIRTHDATE} - returns the date in YYYYMMDD format.
2. Year only:
 1. YYYY({datefield}) - returns the year in YYYY format. Can be written as YYYY or yyyy
 2. YY({datefield}) - returns the year in YY format. Can be written as YY or yy.
3. Month only:
 1. MMM({datefield}) - returns the month in abbreviated format: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. Month is returned in UPPERCASE. Can be written as MMM or mmm
 2. MM({datefield}) - returns the month in numeric format with padded left: 01,02,03,...,12. Can be written as MM or mm
4. Day only:

1. DD({datefield}) - returns the day portion of the date: 01,02,03,...,31. Can be written as DD or dd

Integers and Booleans in Formulae.

Integer and boolean type fields can be included in a formula.

BCD Numbers in Formulae.

BCD numbers are presently not supported.

Global File Sequence Example

The File Sequence will be shared between whichever module/bank codes that use the same Sequence number.

Refer to Global FSN Fields and Controls on page 59 and EFT Banks Form - Overview on page 20

Case scenario :

You have 2 accounts with RBC, one account (RBC01 bank code) is for trade operational payable/receivable and the other one (RBC bank code) is for administrative expense.

You apply for single Originator ID/ User ID to upload Debit/Credit Transaction files to RBC Portal.

RBC required that each file submitted to the portal has running sequence number.

In EFT Bank Setup for these 2 bank codes, set to use Global Sequence Number.

ORCLTD - EFT Banks

File Help

Bank Code: RBC01 Bank Name: RBC Operating

Bank Type: Regular For Bank: RBC

Financial Institution ID/Transit: 001600120

Account Number: 665489751 Account Name: Orchid Limited

AP Client ID (6-4): 987654321 AR Client ID (6-4): 987654321

Payments and Refunds Receipts

Output Destination: File

File Naming: Global Sequence 1

EFT File Path: C:\ACCPAC\EFT\ Browse...

EFT File Extension: ACH The file will be called: whatever you enter in the EFT File Path

EFT File Type: CAN_RBC Royal Bank of Canada (STD152) Debit/Credit File

Transaction Code: PPD

File Sequence Number: 0 Note: If you need to reexport a file, set this back by 1.

ORCLTD - EFT Banks

File Help

Bank Code: RBC01 Bank Name: RBC Operating

Bank Type: Regular For Bank: RBC

Financial Institution ID/Transit: 001600120

Account Number: 665489751 Account Name: Orchid Limited

AP Client ID (6-4): 987654321 AR Client ID (6-4): 987654321

Payments and Refunds **Receipts**

Output Destination: File

File Naming: Global Sequence 1

EFT File Path: C:\ACCPAC\EFT\ Browse...

EFT File Extension: ACH The file will be called: whatever you enter in the EFT File Path

EFT File Type: CAN_RBC Royal Bank of Canada (STD152) Debit/Credit File

Transaction Code:

File Sequence Number: 0 Note: If you need to reexport a file, set this back by 1.

The numbering will be then based on Global FSN in the EFT Option.

As below it is stating that the next running number is 9.

When Create EFT file is run for payment batch, it will get the next sequence number as the file name.

The screenshot shows the 'ORCLTD - EFT Create File' dialog box. It has a menu bar with 'File', 'Settings', and 'Help'. The main area contains several fields and options: 'Batch Type' is a dropdown menu set to 'A/P Payment Batch'; 'From Batch' and 'To' are text boxes both containing '95', with magnifying glass icons; 'File Type' is a text box containing 'CAN_RBC' with a magnifying glass icon; 'Description' is an empty text box; 'Reference Field' is a dropdown menu set to 'Use description'; a section titled 'If a vendor is not defined in EFT Vendors, do you want to:' has two radio buttons, with 'Skip the vendor and continue the export' selected; 'Include in EFT File' is a dropdown menu set to 'All entries in the batch' next to a 'Select Entries' button; 'EFT File Path' is a text box containing 'C:\ACCPAC\EFT\'; 'EFT File Name' is a text box containing '9.ACH', which is highlighted in yellow; and at the bottom are three buttons: 'Create', 'Print...', and 'Close'.

Batch Type	A/P Payment Batch		
From Batch	95	To	95
File Type	CAN_RBC		
Description			
Reference Field	Use description		
If a vendor is not defined in EFT Vendors, do you want to:			
<input checked="" type="radio"/> Skip the vendor and continue the export			
<input type="radio"/> Display an error and abort the export			
Include in EFT File	All entries in the batch	Select Entries	
EFT File Path	C:\ACCPAC\EFT\		
EFT File Name	9.ACH		
Create Print... Close			

The subsequent file run either from AR Receipt Batch for the same bank code or RBC bank code, it will share the same Sequence Numbering.

ORCLTD - EFT Create File

File Settings Help

Batch Type: A/R Receipt Batch

From Batch: 90 To: 90

File Type: CAN_RBC

Description:

Reference Field: Use description

If a customer is not defined in EFT Customers, do you want to:

☒ Skip the customer and continue the export

☐ Display an error and abort the export

Include in EFT File: All entries in the batch Select Entries

EFT File Path: C:\ACCPAC\EFT\

EFT File Name: 10.ACH

Create Print... Close

EFT Banks Setup Screen

Tip: These field names might be different depending on the Default Bank File Type set up in EFT Setup > Options > Primary File Type Tab or File Type entered on the EFT Vendor or Customer screen.

Use this screen to setup EFT bank details for banks setup in Sage 300 Bank Services and configure how to generate EFT files for Payments/Refunds, Receipts and Payroll files.

Tip: Use the Finder to select a bank already configured in EFT Banks, use the Zoom button to select a bank from Bank Services.

FIELDS AND CONTROLS

BANK CODE

Enter a Bank Code as defined in Bank Services.

BANK NAME

The name of the bank account, up to 60 characters.

BANK TYPE

Select "Regular" for EFT to process the transaction

Select "Clearing Bank" If you want the AP Payment batch to post to Bank Services in total, as a single entry per EFT Payment.

See Setting up and Using EFT Clearing Bank for details on how to process your payments using a clearing bank.

FOR BANK

This field is enabled if the "Clearing Bank" bank type has been selected. By clicking on the search button, select which bank code is applicable.

CLEARING TRANSFER NUMBER

Select Use Next Bank Transfer Number to let Bank Services generate the transfer number

Select Use AP Batch Number to use the AP Batch Number as the Transfer Number . Use this option to facilitate bank reconciliation, for example when using OFX import.

This field is enabled if the "Clearing Bank" bank type has been selected.

BSB NUMBER

Type the banking industry code that identifies this bank.

If EFT Processing Options / Primary Bank / Encrypt Bank BSB/Acct. No. is selected, you will only see the last 4 digits of the details entered.

ACCOUNT NUMBER

Type the number of the bank account (assigned to the account by your bank). The number can be up to 22 characters.

ACCOUNT NAME

Type the name of the bank account .

EXTRA FIELDS

Depending on the File Type selected below and the formats.ini file, up to 10 additional fields can be configured.

Example: in Canada: Destination Data Centre and Short Name.

TYPE TAG

This applies to ISO20022 file types only, depending on the bank specifications.

if there is an originator ID, update this field with 'Othr'.

If there isn't an Originator ID, update this field with 'BIC' or 'BEI' and set the OrgID field with the BIC code.

PAYMENTS AND REFUNDS TAB

Output Destination:

Select where you want to save the file :

File : You need to enter the EFT File path where the file will be saved.

Download: Choose this option to download the file to your local machine before uploading to the bank.

Tip: This is particularly relevant when using EFT web screens as the user may not have access to the server.

SFTP: You need to fill in the FTP Host Name and credentials to connect to the FTP site.

When using SFTP, you can select to enter user name and password or SFTP with Key file or both.,

Select SFTP -2FA if your bank uses 2 factor authentication and requires both a username and password and a key file.

Refer to Bank SFTP Setup for details on setting up SFTP to send EFT files.

Tip: Use the **Test SFTP File Upload** button to test before uploading a file.

Key File:

If you select Key File then you enter the key file filename and (optionally) a password for the file. The key file should be either on a local drive (eg c:) and will need to be copied to each computer running the Create EFT function, or on a network share.

The key file can have a password too if required by the bank.

File Naming:

File Sequence Number: the file will be called the File Sequence number on the bank, and after using the file sequence number, EFT Processing will increase the file sequence number by 1.

Note: If the EFT File format includes the File Sequence Number, you generally select the "File Sequence Number" option to name the file. If you select Batch Numbering to name the file, EFT Processing uses the batch number as the [FSN] value.

Batch Number : the file will be called APbbbb.{ext} or ARbbbb.{ext} where bbbb is the batch number being exported.

Pay Period End Date YYYYMMDD: for EFT Payroll files

Fixed File Name : User defined file name using any characters plus the following variables in the file name :

- {yyyy} for the year, {mm} for the Month, {dd} for the Day
- {bbbb} up to 4 numbers for the batch number
- {N} gives you a running number starting from 0 each day. This is often used in conjunction with batch number to keep track of the number of exports in a calendar day.
- {S} gives you a running sequence number for the selected bank- You can use up to 4 numbers for the file sequence number. You typically use this option instead of batch number for a unique number per file.
- {entry} for the entry number, this works with option that each entry to be generated in a single file.

Example: You can use up to 4 digits for {B}, {S} and {N}

Example for Batch Number 2

{b} for 1 digit, e.g. 2

{bb} for 2 digits, e.g. 02

{bbb} for 3 digits, e.g. 002

{bbbb} for 4 digits, e.g. 0002

Global Sequence 1..10. You are able to share a Global File Sequence number between multiple banks if required. EFT Processing will increase the global file sequence number used by one after creating the file.

Note: If the EFT File format includes the Global File Sequence Number, you need to select the "Global File Sequence Number" option to name the file.

Example: Global File Sequence Example on page 67

EFT FILE PATH

Click the Browse button to select the path the files will be exported to. Ensure that you have sufficient rights to access the folder.

Tip: Use UNC Path so that all users and workstations can access the folder. If using mapped drive, there is a risk that some users have a different drive mapping.

EFT FILE EXTENSION

Enter the required file extension.

EFT FILE TYPE

Select the required file type by using the Finder.

See [System Formats](#) and [User Formats](#)

A/P PAYMENT REFERENCE

Enter a payment reference code.

Note: The field name may be re-labelled based on the EFT format for the selected file type.

FILE SEQUENCE NO

If the file name is set to "File Sequence Number", this number is updated when you create the EFT file.

Important! 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).

Tip: If you need to reexport a file, set the file sequence number back by 1 to generate the file with the same number.

RECEIPTS TAB

Use the Receipts Tab to configure EFT Files generated for A/R Receipt Batches.

Output Destination:

- **SFTP:** You need to fill in the FTP Host Name and credentials you want to use. Refer to **Output Destination:** on page 73
- **File :** No additional parameters needed. Enter the File path and extension below.

File Naming:

Choose Same as Payments to use the settings on the Payments and Refunds Tab
or You can select the file name from the following

- **File Sequence Number:** this uses the File Sequence Number on the EFT Banks Payments & Refunds tab or Receipts Tab, and adds 1 to it.
- **Batch Number:** from the Batch number entered

- **Fixed Name:** you can type in the file name at the end of the EFT File Path, and can include the variables highlighted on the right hand side of the screen. Variables include the current date and time, the batch number, the file sequence number and fixed text.
- **Global Sequence 1..10:** this gives you 10 File Sequence Numbers that can be used across multiple banks.

EFT FILE PATH

Click the Browse button to select the path the files will be exported to. (Ensure that you have sufficient rights to access the folder.

Tip: Use UNC Path so that all users and workstations can access the folder. If using mapped drive, there is a risk that some users have a different drive mapping.

EFT FILE EXTENSION

Enter the required file extension.

EFT FILE TYPE

Select the required file type by using the Finder. The available file types is derived from all the file types in the **formats.ini** file and the **userformats.ini** file.

See [System Formats](#) and [User Formats](#) for additional details.

A/R RECEIPT REFERENCE

Enter a receipt reference code.

FILE SEQUENCE NO

If the file name is set to "File Sequence Number", this number is updated when you create the EFT file.

If the file name includes {s}, this number is updated when you generate the EFT file.

Important! 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).

Tip: If you need to reexport a file, set the file sequence number back by 1 to generate the file with the same number.

PAYROLL TAB

Output Destination:

SFTP: You need to fill in the FTP Host Name and credentials you want to use. Refer to Output Destination: on page 73

File : Enter the file path below.

File Naming:

You can select the file name from the following:

- **File Sequence Number:** this uses the File Sequence Number on the EFT Banks Payroll Tab, and adds 1 to it.
- **Pay Period End Date** YYYYMMDD
- **Fixed Name:** you can type in the file name at the end of the EFT File Path, and can include the variables highlighted on the right hand side of the screen. Variables include the current date and time, the batch number, the file sequence number and fixed text.
- **Global Sequence 1..10:** this gives you 10 File Sequence Numbers that can be used across multiple banks. Global File Sequence Example on page 67

EFT FILE PATH

Click the Browse button to select the path the files will be exported to. Ensure that you have sufficient rights to access the folder.

Tip: Use UNC Path so that all users and workstations can access the folder. If using mapped drive, there is a risk that some users have a different drive mapping.

EFT FILE EXTENSION

Enter the required file extension.

EFT FILE TYPE

Select the required file type by using the Finder.

See [System Formats](#) and [User Formats](#)

REFERENCE

Enter a payment reference code.

Note: The field name may be re-labelled based on the EFT format for the selected file type.

FILE SEQUENCE NUMBER

If the file name is set to "File Sequence Number", this number is updated when you create the EFT file.

If the file name includes {s}, this number is updated when you generate the EFT file.

Important! 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).

Tip: If you need to reexport a file, set the file sequence number back by 1 to generate the file with the same number.

EFT Employees- Setup Screen

Use this screen to enter the EFT Details for Employees setup in Sage 300 US and Canada Payroll. Details include bank details as well as advice delivery method. You can choose to encrypt the bank details on the screen in EFT Options.

Tip:

Field names might be different depending on the Primary Bank set up in EFT Options.

Use the **Payroll Tab** for EFT Processing (Payroll) or File Type entered on the EFT Employee screen.

Tip: use F9 / Detail to see the additional fields for employees and enter the financial institutions that the pay is paid into.

Fields and Controls

EMPLOYEE ID

Identifies the Employee in Canada / US Payroll .

Select an existing employee record that has been configured in , type its number or choose it from the Finder

FILE TYPE

This field is optional. If you leave this field blank, then EFT will use the file type that has been assigned in EFT Options > Payroll Tab > Primary Bank.

Select a different file type if the employee's bank requires different details than the Payroll Primary Bank.

If you leave this field blank, then EFT will use the file type that has been assigned in EFT Options > Payroll Tab > Primary Bank.

Example: If some employees are paid with in International bank transfer format, you only need to enter the IAT file type for such employees. You can leave the file type blank for all other employees paid the default file format.

DELIVERY METHOD

Select Payroll Email Delivery Method if you want to use the Payroll Employee Setup

Select EFT Email and Populate the Email To field if you want separate email details for Payroll and EFT documents.

Select Mail if you don't want to email.

EMAIL TO

This field is optional.

If using "EFT Email Delivery Method, Enter the Email value you want to use.

If you leave this field blank, then EFT will use the Payroll Email based on the Payroll setup.

REMITTANCE PASSWORD

If you select to password protect PDF remittance advice in EFT Options Screen Guide on page 47 >Payroll Tab , optionally enter the Employee-specific password the Employee will use to open their Remittance Advice PDF. If no password is entered, then the Auto-generated Remittance Password described below will be used.

AUTOGEN REMITTANCE PASSWORD

The auto-generated password, based on the Password Formula on EFT Options \Payroll Tab, will be displayed. (This is for visual verification only and is only available if you have security rights to edit Employee remittance advices.)

STATUS

Select the Status to be

- Entered
- Active
- Inactive

Note: Status must be Active before you can perform EFT Transactions

Note: You can setup security to control who can approve EFT Employees

CALCULATION TYPE AND PERCENT/AMOUNT

The pay component and Percent or Amount that is paid to each financial institution.

Percent / Amount: Enter the percentage of pay or a fixed amount to be paid to this institution

The rules are applied in the order they are entered on the screen.

The rule is applied to the remainder amount after the prior rules have been applied.

Tip: In most cases, the last rule should be set to Calculation Type "% Net Pay " and Percent = 100. This means that any amount remaining after the previous rules have been applied will be transferred to the account set in that line. If the pay is to be paid to a single account, you only need to enter one line with "% Net Pay" as the Calculation Type and set the Percent to 100

Example:

In the screenshot below, EFT Payroll will create a line in the file for \$300 to CIBC and the remainder of the pay will be transferred to RBC.

If the pay is \$250 for the week, only one line will be created. If the pay for the period is \$400, it will create 2 lines, one for \$300 and one for \$100.

The screenshot shows the 'ORCLTD - EFT Employees' window. It has a menu bar with 'File' and 'Help'. Below the menu bar are several input fields: 'Employee ID' (100050), 'File Type' (empty), 'Status' (Active), 'Delivery Method' (EFT E-mail), and 'E-mail To' (jo-orchid.systems.modules@gmail.com). Below these fields is a table with 8 columns: 'Lin...', 'Calculation Type', 'Percent/Amount', 'End Date', 'Bank Name', 'Financial Institutio...', 'Account Number', and 'Account Name'. The table contains two rows: Row 1: '1', 'Fixed Amount', '300.000000', (empty), 'CIBC', '****3645', '*****9348', 'Employee 10050 Account'. Row 2: '2', '% Net Pay', '100.000000', (empty), 'RBC', '****845', '*****5612', 'Employee 10050 Account'. At the bottom of the window are buttons for 'Save', 'Delete', 'Detail...', and 'Close'.

Lin...	Calculation Type	Percent/Amount	End Date	Bank Name	Financial Institutio...	Account Number	Account Name
1	Fixed Amount	300.000000		CIBC	****3645	*****9348	Employee 10050 Account
2	% Net Pay	100.000000		RBC	****845	*****5612	Employee 10050 Account

END DATE

Enter the end date if this pay components is only to be paid until the end date.

BANK NAME

The name of the Employee's bank name, up to 60 characters.

FINANCIAL INSTITUTION NUMBER

Type the banking industry code that identifies this Employee's bank.

If EFT Processing Options / Payroll / Encrypt Bank BSB/Acct. No. is ticked, you will only see the last 4 digits of the details entered.

ACCOUNT NUMBER

Type the number of the bank account (assigned to the Vendor's account by their bank). The number can be up to 22 characters.

If EFT Processing Options / A/P / Encrypt Bank BSB/Acct. No. is ticked, you will only see the last 4 digits of the details entered.

ACCOUNT NAME

Type the name of the Employee's bank account. Defaults to the Employee's name.

PAYMENT REFERENCE

Enter the bank's payment reference number.

DETAIL...

Click on the Detail. button to view additional fields that can optionally be configured for different bank file types.

Email Messages - Variables to include

The E-mail Messages form lets you create email templates to send with e-mailed remittance advices, direct debit and refund advices.

Tip: When you use {field} or \$field , EFT will replace the code by the value of the field when sending the email. When using HTML Emails, use {field} as it knows where the field ends and is more reliable. \$field is available for backward compatibility purposes.

Tip: Email templates are sent as HTML if they contain "<html>" and "</html>" Tags. Only available in the latest product updates of Sage 300 version 2016 and above.

Tip: To add a line in HTML templates, you must use
 or include <p>my text </p> around each line.

Tip: If copying your existing text email templates and converting them to HTML template, make sure you add
 wherever a new line is required.

Refer to Sample EFT Email Messages on page 86 that you can copy and paste in the EFT Email Messages screen.

EXAMPLE VARIABLES FOR E-MAILED REMITTANCE ADVICES:**EFT Vendor Variables:**

{VENDOR_ID}

{VENDOR_NAME}

{VENDOR_CONTACT}

{VENDOR_REMITCONTACT}

AP Payment Variables:

{DOCLIST} - Prints a list of AP Invoices that were paid.

{DOCAMTLIST} - Prints a list of A/P documents applied to the payment. Includes Document Number, Date and Amount.

When you use HTML templates, the list is displayed in a table and alignment is controlled better.

{PAYMENT_DATE_YYYY} - four digit year of the A/P Payment (eg 2020)

{PAYMENT_DATE_YY} - two digit year of the A/P Payment (eg 20)

{PAYMENT_DATE_M} - single digit month of the A/P Payment (eg 4)

{PAYMENT_DATE_MM} - two digit month of the A/P Payment (eg 04)

{PAYMENT_DATE_MMM} - short month name of the A/P Payment (eg Apr)

{PAYMENT_DATE_MONTH} - month name of the A/P Payment (eg April)

{PAYMENT_DATE_D} - single digit day of the A/P Payment (eg 5)

{PAYMENT_DATE_DD} - two digit day of the A/P Payment (eg 19)

Default formatting for a date field is YYYYMMDD.

If you need to format the date, use {PAYMENT_DATE_MM}-{PAYMENT_DATE_DD}- {PAYMENT_DATE_YYYY}

Example:

If the transaction date is 10th October 2019, {PAYMENT_DATE} will display as 20191031 in the email.

{PAYMENT_DATE_MM}-{PAYMENT_DATE_DD}- {PAYMENT_DATE_YYYY} will show as 10-31-2019

{PAYMENT_DATE_DD}-{PAYMENT_DATE_MM}- {PAYMENT_DATE_YYYY} will show as 31-10-2019

{PAYMENT_AMTRMIT} - Total AP Payment Amount

{PAYMENT_FIELDNAME} is any field from the APTCR table.

FOR E-MAILED REFUND ADVICES AND E-MAILED DIRECT DEBIT ADVICES

EFT Customer Variables:

{CUSTOMER_ID}

{CUSTOMER_NAME}

{CUSTOMER_CONTACT}

AR Receipt and AR Refund Variables:

{DOCLIST} - Prints a list of AR Invoices that were paid.

{PAYMENT_DATE_YYYY} - four digit year of the A/R Payment (eg 2020)

{PAYMENT_DATE_YY} - two digit year of the A/R Payment (eg 20)

{PAYMENT_DATE_M} - single digit month of the A/R Payment (eg 4)

{PAYMENT_DATE_MM} - two digit month of the A/R Payment (eg 04)

{PAYMENT_DATE MMM} - short month name of the A/R Payment (eg Apr)

{PAYMENT_DATE_MONTH} - month name of the A/R Payment (eg April)

{PAYMENT_DATE_D} - single digit day of the A/R Payment (eg 5)

{PAYMENT_DATE_DD} - two digit day of the A/R Payment (eg 19)

Default formatting for a date field is YYYYMMDD.

If you need to format the date, use {PAYMENT_DATE_MM}-{PAYMENT_DATE_DD}- {PAYMENT_DATE_YYYY}

Example:

If the transaction date is 10th October 2019, {PAYMENT_DATE} will display as 20191031 in the email.

{PAYMENT_DATE_MM}-{PAYMENT_DATE_DD}- {PAYMENT_DATE_YYYY} will show as 10-31-2019

{PAYMENT_DATE_DD}-{PAYMENT_DATE_MM}- {PAYMENT_DATE_YYYY} will show as 31-10-2019

FOR E-MAILED PAYROLL ADVICES**EFT Employees Variables:**

You can include fields from the Canadian Employee (CPEMPL) or US Employee (UPEMPL) table by using {EMPLOYEE_FIELDNAME} e.g.

{EMPLOYEE_EMPLOYEE} - Employee ID

{EMPLOYEE_FIRSTNAME}

{EMPLOYEE_LASTNAME}

{EMPLOYEE_COUNTRY}

Payroll Variables:

Any field from the EFT Payroll Audit log (ELPLOGD), surrounded by {fieldname} or with \$ in front

{CREATENO} - Creation Number

{LINE}- Line Number

{DATERUN} - Date Run (e.g. 20180103)

{IDEMP} - Employee

{PEREND} - Pay Period End Date (e.g. 20190130)

{EAMOUNT} - Amount -

{BANK} - Bank Code

{FILETYPE} - File Type

{BANKNAME} - Bank

{BSBNO} - Branch Number

{ACCNO} - Account Number 123456789

{ACCNAME} - Account Name 100050acc

{PAYREF} - Payment Reference

{NAME} - Payee Name

{TEXTSTRE1} - Address 1

{TEXTSTRE2} - Address 2

{TEXTSTRE3} - Address 3

{TEXTSTRE4} - Address 4

{NAMECITY} - City

{CODESTTE}- State/Prov. BC

{CODEPSTL}- Zip/Postal Code

{CODECTRY} - Country

{NAMECTAC} - Contact

{PHONE} - Telephone

{FAX} - Fax

{EMAIL} - E-mail

{WEBSITE} - Web Site

{EXTRA1} to {EXTRA50}

FOR E-MAILED PAYSLIPS/PAYSTUBS

EFT Employees Variables:

You can include fields from the Canadian Employee (CPEMPL) or US Employee (UPEMPL) table by using {EMPLOYEE_fieldname} , e.g.

{EMPLOYEE_EMPLOYEE} - Employee ID

{EMPLOYEE_FIRSTNAME}

{EMPLOYEE_LASTNAME}

{EMPLOYEE_COUNTRY}

Payroll Cheque/check History Summary Table (CPCHKS or UPCHKS) Variables:

You can include fields from the Payroll Cheque/Check History Summary table (CPCHKS or UPCHKS) as follows:

{PAYCHECK_fieldname}

- For example: {PAYCHECK_EMPLOYEE} for the Pay check/cheque name
- {PAYCHECK_PERSTART} - Period Start Date
- {PAYCHECK_PEREND} - Period End Date
- {PAYCHECK_TRANSDATE}.- Transaction Date

Default formatting for a date field is YYYYMMDD.

If you need to format the date, use {PAYCHECK_TRANSDATE_MM}-{PAYCHECK_TRANSDATE_DD}- {PAYCHECK_TRANSDATE_YYYY}

Example:

If the transaction date is 10th October 2019, {PAYCHECK_TRANSDATE} will display as 20191031 in the email.

{PAYCHECK_TRANSDATE_MM}-{PAYCHECK_TRANSDATE_DD}- {PAYCHECK_TRANSDATE_YYYY} will show as 10-31-2019

{PAYCHECK_TRANSDATE_DD}-{PAYCHECK_TRANSDATE_MM}- {PAYCHECK_TRANSDATE_YYYY} will show as 31-10-2019

FOR E-MAILED T4 AND RELEVÉ

EFT Employees Variables:

You can include fields from the Canadian Employee (CPEMPL) or US Employee (UPEMPL) table by adding \$EMPLOYEE_ before the field name, e.g.

{EMPLOYEE_EMPLOYEE} - Employee ID

{EMPLOYEE_FIRSTNAME}
{EMPLOYEE_LASTNAME}
{EMPLOYEE_COUNTRY}

VARIABLES AVAILABLE FOR ALL ADVICES

Company Variables:

{COMPANY_PHONE}
{COMPANY_FAX}
{COMPANY_CONTACT}
{COMPANY_NAME}

System Date Variables:

{DATE_YYYY} - four digit year of today (eg 2020)
{DATE_YY} - two digit year of today (eg 20)
{DATE_M} - single digit month of today (eg 4)
{DATE_MM} - two digit month of today (eg 04)
{DATE_MMM} - short month name of today (eg Apr)
{DATE_MONTH} - month name of today (eg April)
{DATE_D} - single digit day of today (eg 5)
{DATE_DD} - two digit day of today (eg 19)

Sample EFT Email Messages

You can copy the sample below and paste into EFT Email Messages Screen.

EFT Payments Text email

EFT Payments (AP) Text email

Hi {VENDOR_CONTACT}

Please be advised that a payment has been made to your nominated bank account on
{PAYMENT_DATE_YYYY}/{PAYMENT_DATE_MM}/{PAYMENT_DATE_DD}

The applied documents are as follows :

```
{DOCLIST}  
  
Regards  
  
{COMPANY_NAME}
```

EFT Payments HTML email

EFT Payments (AP) HTML Email

```
<html>  
<p>Hi {VENDOR_CONTACT}</p>  
<p>Please be advised that a payment has been made to your nominated bank account on  
{PAYMENT_DATE_YYYY}-{PAYMENT_DATE_MM}-{PAYMENT_DATE_DD}</p>  
<p>The applied documents are as follows :</p>  
<p>{DOCLIST}</p>  
<p>&nbsp;</p>  
<p>Regards</p>  
<div><strong>{COMPANY_NAME}</strong></div>  
<p>&nbsp;</p>  
</html>
```

EFT Direct Debit Text

EFT AR Direct Debit - Text example

```
Hi {CUSTOMER_NAME}  
  
Please be advised, according to our agreement, we have direct debited your nominated  
bank account on {PAYMENT_DATE_YYYY}/{PAYMENT_DATE_MM}/{PAYMENT_DATE_DD}  
The applied documents are as follows :  
{DOCLIST}  
  
Regards  
{COMPANY_NAME}
```

EFT Direct Debit HTML

EFT Direct Debit - AR - HTML Example

```
<html>  
<p>Hi {CUSTOMER_NAME}</p>  
<p>Please be advised, according to our agreement, we have direct debited your nominated  
bank account on {PAYMENT_DATE_YYYY}-{PAYMENT_DATE_MM}-{PAYMENT_DATE_DD}</p>  
<p>The applied documents are as follows :</p>  
<p>{DOCLIST}</p>  
<p>&nbsp;</p>  
<p>Regards</p>
```

```
<div><strong>{COMPANY_NAME}</strong></div>
<p>&nbsp;</p>
</html>
```

EFT Payroll Advice Text

EFT Payroll - Text message

```
{EMPLOYEE_EMPLOYEE}
{EMPLOYEE_FULLNAME}

Hi {EMPLOYEE_FIRSTNAME}
Please find attached the remittance advice for your pay for Pay Period End {PEREND_
YYYY}/{PEREND_MM}/{PEREND_DD}

Bank: {BANK} {BANKNAME}
Amount: {EAMOUNT}
```

EFT Payroll Advice HTML

EFT Payroll advice - HTML Example

```
<html>
<div>
<p>{EMPLOYEE_EMPLOYEE}</p>
<p>{EMPLOYEE_FULLNAME}</p>
</div>
<div>
<p>&nbsp;</p>
<p>Hi {EMPLOYEE_FIRSTNAME}</p>
</div>
<p>Please find attached the remittance advice for your pay for Pay Period End {PEREND_
MM}-{PEREND_DD}- {PEREND_YYYY}</p>
<p>{BANK}</p>
<p>{BANKNAME}</p>
<p>{EAMOUNT}</p>
<p>&nbsp;</p>
<p>Regards</p>
<div><strong>{COMPANY_NAME}</strong></div>
<p>&nbsp;</p>
</html>
```

Assigning Visual Process Flows

Orchid EFT Processing include Visual Process Flows to guide through the setup and some key transaction processes.

Tip: Use the Assign Visual Process Flows screen in the Administrative Services folder to assign process flows to users (including the ADMIN user).

Only the ADMIN user and users who have the required security authorization can assign process flows.

Tip: For more information about security authorization, see [Administrative Services Security](#) in the Sage 300 System Manager help.

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Sage Tech Partner

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