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. You don't need any other configuration in Orchid EFT Processing.
>
> Traitement TEF (Transferts Electroniques de Fonds)

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

Review details below:

Table of Contents

This page intentionally left blank.

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, EL72A for Version 2025.

> **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 **Install EFT Web Screens on page 59**

Web Screens for EFT Processing are only available if you are running Sage 300 version 2024 and above.

ACTIVATE EFT PROCESSING

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

For details 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 2025 requires Sage 300 System Manager version 2025.

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.

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.

> **Note:** If you have multiple Sage 300 databases, you only need to enter the activation code details in one company. When the licence details are entered on the first company, EFT Processing creates the EL69A.lic file, which can then be read by all other companies configured on the same server.
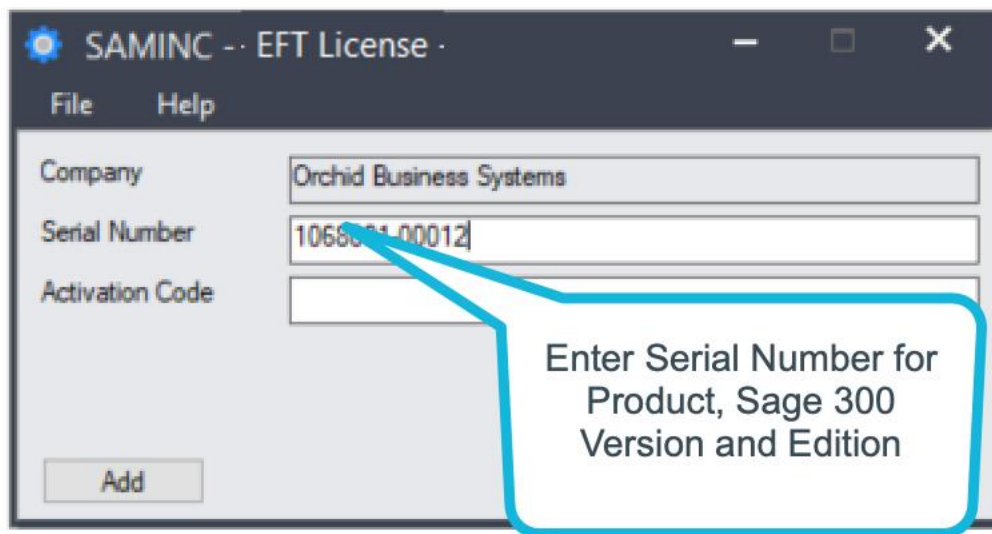
30-day Trial Licence

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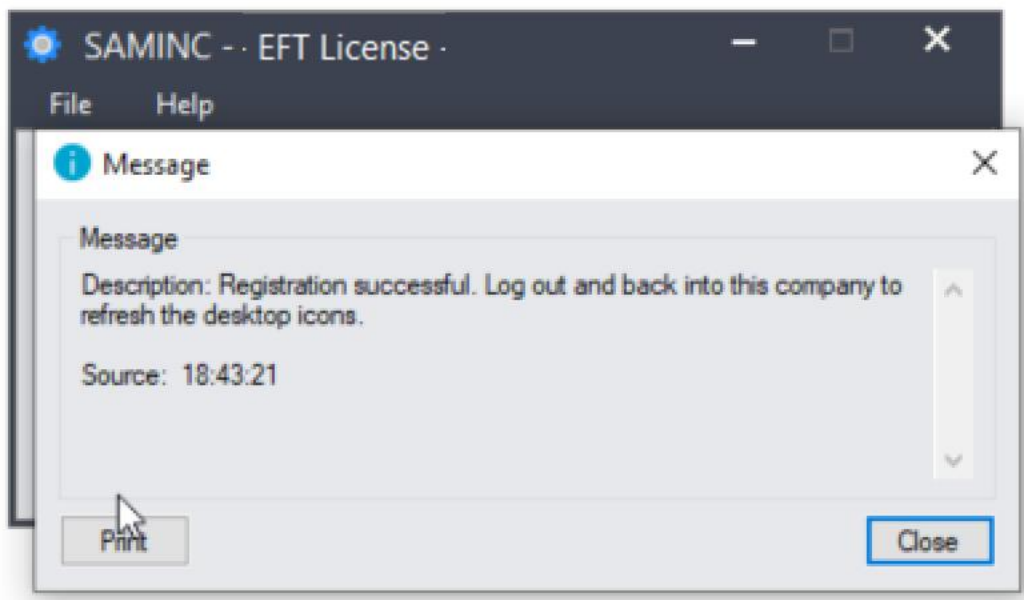
Click the Add button. This create a 30-day trial license.
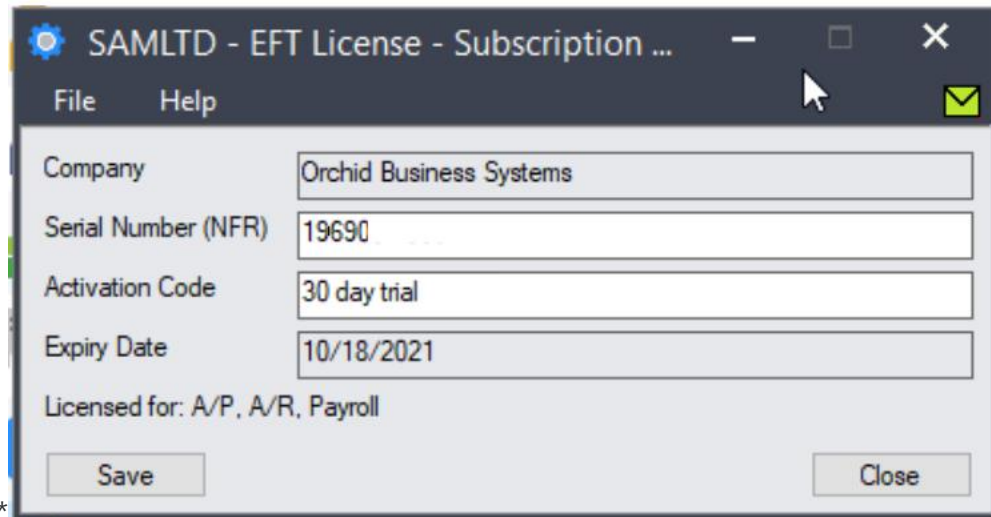
VIEW EXAMPLE SCREENSHOTS

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

Registration successful message

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 on page 168

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.

Tutorials

In addition to getting started steps for EFT AP/AR and EFT Payroll, you can review the EFT Processing tutorials below to enhance the security of your implementation.

APPROVING CHANGES OF EFT VENDOR/CUSTOMER/EMPLOYEE DETAILS

You can implement separation of duties when adding and updating EFT details using Sage 300 security groups and EFT Options. Changes to Vendor, Customer or Employee bank account details must be validated by a different staff member before they take effect.

We demonstrate two options to implement 2-step approval in EFT Processing in the video below:

https://www.orchid.systems/resources/video/spotlight-approving-changes-eft-bank-account-details

To implement 2-step approval:

Step 1: Set the default Status to "`Entered`" in EFT Options.

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

A/P TAB

A/R TAB

Step 2: Create EFT Security Groups in Sage 300 Administrative Services

Create a Security Group ENTER in Sage 300 Administrative Services, for users who can only add/edit bank account details

Create a separate Security Group APPROVE for users who can approve bank account details.

Step 3: Assign users to the security groups,

Example: e.g. SUSAN in the `ENTER` group and NATHALIE in the `APPROVE` group

How to use

When a user (e.g. SUSAN) in the ENTER group creates a new EFT Record or updates details on the EFT Record, the status is set to `Entered`. The user can't change the status.

Only users in the APPROVE group (e.g. NATHALIE) can set the record to "Active".

> **Note:** Approvers can use the EFT Audit Logs (Inquiries and Reports) to see what needs approving.

SETUP SFTP OUTPUT DESTINATION

Why use SFTP?

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

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

Overview Video

The overview video below demonstrates using SFTP destination with Orchid EFT Processing for Sage 300.

How does it work?

With EFT Processing for Sage 300, you can automate the SFTP Transfer of the file by configuring the connection details in EFT Bank. The other steps to configure and use EFT Processing are the same for all output destinations.

When you create an EFT File, the file is automatically uploaded to the FTP Site.

EFT Processing supports SFTP with Key file and SFTP with Username and password. You can use both if your bank's FTP uses 2 factor authentication.

> **Tip:**
>
> When using an internal FTP, many companies enforce separation of duties to further enhance security. A common scenario can be as follows:
>
> - User 1 creates the EFT File. User 1 does not have access to the SFTP Site
>
> - User 2 does not have access to create the EFT File, but does have access to the SFTP Site to upload the file to the Bank
> - User 3 has to approve the file in the Banking Software. User 3 does not have access to create the EFT File or to the SFTP Site.

To setup SFTP as an output destination:

Go to EFT Setup > Banks

Set the **Output Destination** and enter the required details as described below:

SFTP with Password: on the facing page

SFTP with Key File: on the facing page

SFTP 2FA with Key File and User Name / Password: on page 19 if your bank uses 2 factor authentication and requires both a username and password and a key file.

> **Note:** This applies to the Payments and Refunds, Receipts and Payroll options. Refer to Output Destination: on page 131 in the EFT Bank setup topic.

SFTP with Password:

Output Destination: "`SFTP With Password`"

Host Name: `IP Address or name of the FTP Server`

> **Tip:** If you are not using the default SFTP Port 22, you can add the port at the end of the hostname, separated by : (semi-colon), for example 123.123.70.70**:2222**

User: `User Name`

Password: `Password`

> **Tip:** To upload through EFT, do not use characters such as: ? = * in the password.

Upload To Folder: "/" if you are uploading to the root directory, or "`/xxx`" if uploading to a folder on the FTP server.

> **Example:** enter "`/EFTFiles`" to upload to the folder EFTFiles on the FTP server

SFTP with Key File:

Output Destination: `SFTP With Key File`

Host Name: `IP Address or name of the FTP Server`

User: User Name

Key File: Full path and name of the key file

Password: Enter the Password applied to the key file. This is recommended to protect the file, but is optional.

> **Important!** You need to use the private key

> **Note:**
>
> This file needs to be in a shared directory on the server that all EFT Users who use Create EFT File must have access to. Restrict access to users who don't create EFT Files.
>
> If the key file is on a network share, use UNC in the file path.

> **Tip:**
>
> When using the EFT Processing web screens, the user configured in IIS to run the web screens needs to have access to the key file. You can copy the key file in the Sage 300 Shared Data folder, as access to the SharedData folder is required for the web screens to work.
>
> Copy the full file path from File Explorer to the Key File field as there is no Browse files button on the web screens.

Upload To Folder: "/" if you are uploading to the root directory, or "/xxx" if uploading to a folder on the FTP server.

> **Example:** enter "/EFTFiles" to upload to the folder EFTFiles on the FTP server

SFTP 2FA with Key File and User Name / Password:

Output Destination: "`SFTP 2FA`"

Host Name: `IP Address or name of the FTP Server`

User: `User Name`

User Password: `Enter the user Password`

> **Tip:** To upload through EFT, do not use characters such as: ? = * in the password.

Key File: `Full path and name of the key file`

> **Important!** You need to use the private key

> **Note:** This file needs to be in a shared directory on the server that all EFT Users who use Create EFT File must have access to. If it's on a network share, use UNC in the file path.

Key File Password: `Enter the Password applied to the key file`. This is recommended to protect the file, but is optional.

Upload To Folder: "/" if you are uploading to the root directory, or "`/xxx`" if uploading to a folder on the FTP server.

> **Example:** enter "`/EFTFiles`" to upload to the folder EFTFiles on the FTP server

Key file setup Tips

> **Note:** This applies to both `SFTP with Key File` and `SFTP 2FA`

SSH keys are made up of two keys - a public key and a private key.

The file name for the public key is *.pub. You upload the public key to the FTP server (e.g. the bank's FTP site or your FTP Site).

You upload the private key to the FTP client (e.g. the Sage 300 Server)

You need to use an OpenSSH key using the RSA format.

The Header & Footer row should look like this:

```
-----BEGIN RSA PRIVATE KEY-----
MIIEoQIBAAKCAQEAo962U1qVeERjyfoMIwam3h+17Ei9Ddetm8UysRNOHv3ZI3YF
....
AUx+RYObNhAZ7z54RqyOMO+YXIRob0b7JXv/XpusA+BBA1eE/w==
-----END RSA PRIVATE KEY-----
```

Tip:

Using PuTTY Key Generator to generate the private key
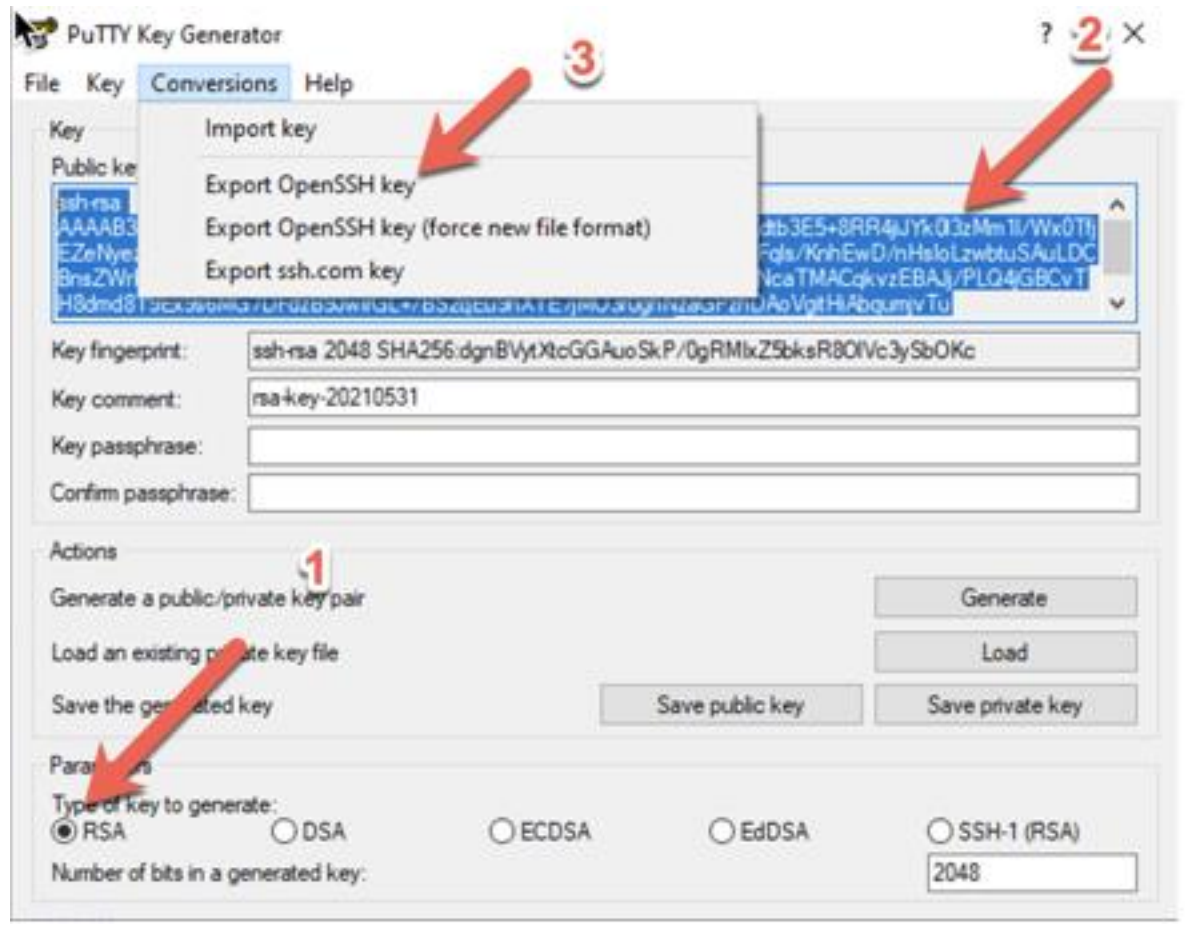
Testing the FTP Configuration

You can use the `Test SFTP File Upload` button to test the EFT Bank configuration without having to create an EFT File.

- If successful, EFT Processing displays a `File uploaded` message.
- If unsuccessful, EFT Processing displays an error message and creates a log file in the user's temporary folder. The default path for the test file cannot be changed.

Review the log file and check the details you have entered.

Tip: One of the most common error when using SFTP with key file is to use the wrong key file or a key file in the wrong format. See Key file setup Tips on the previous page
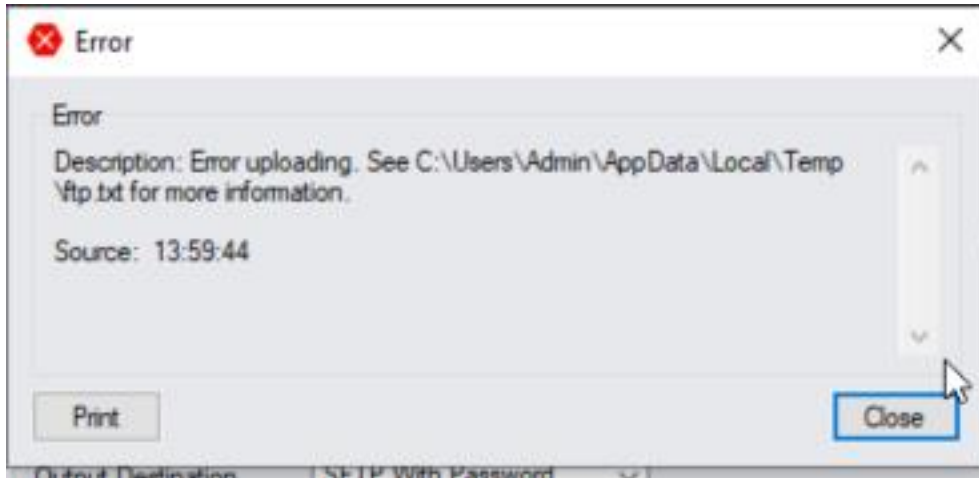
> **Tip:** If unsuccessful, we recommend you install an FTP client, for example Filezilla, on the workstation where you will be running "Create EFT File". You can then use the FTP client to test the credentials you are using, and upload a test file to the required folder. If it works with an FTP client, but not with EFT Processing, contact your Sage 300 partner for support.

SETUP AND USE EFT CLEARING BANK

When to use a Clearing Bank in EFT Processing A/P

When posting a batch of payments in AP, the individual payments go onto the Bank Reconciliation in Bank Services. Many banks show EFT Payments in total on the bank statement. While all the payments can be reconciled in "one hit" using the payment reference number, it is often easier to reconcile if the total of the payment batch is reflected on the Bank Services statement.

How does it work?

If you would like the AP Payment batch to post to Bank Services "in total", you can set up your EFT Bank as a "Clearing" bank type, and link it to the actual bank account, as shown below.

When you post your AP Payment batch against a Common Services Bank which has been configured in EFT Banks as a "Clearing" bank type (EFTCLEAR in the screen shot below), EFT Processing will auto-matically create a bank transfer between the EFT Clearing bank (EFTCLEAR) and the actual bank account (CCB in the screen shot below) and post the bank transfer.

Other scenarios to use clearing banks

While clearing bank is primarily used to post to Bank Services in Total, it can also be used to enable different bank settings (such as folder, file name and EFT File type) for the same bank.

> **Examples:**
>
> The client is using Orchid EFT Processing to generate the EFT Direct payment file and Positive Payment file.
>
> This configuration can be used to set up a bank for EFT and one for BPAY to set up processing for BPAY in Australia.
>
> Similar configuration can be used if you process domestic and international payments from the same bank.

Setup

Key steps are presented in the video below (minute 37:56)

If you choose "Clearing Bank" for the EFT Bank Type– you have to select the Bank for which this clearing account is for on the EFT Banks setup screen. (Refer to For Bank on page 130 in the EFT Bank Setup Screen).

The Clearing Bank and the regular bank are both created in Bank Services.

> **Note:**
>
> If your company uses Multi-currency, In Bank Services, Banks Options > Processing, check that the Transfer Adjustment G/L Account is configured correctly.
>
> If it is blank, you will receive an error message when creating an EFT file for the clearing bank and the transfer will not be created:
>
> ***Transfer Adjustment GL Acct cannot be blank***.

Processing A/P Payments:

1. When the user creates an AP Payment batch, they select the EFT Clearing Bank as the bank for the batch.

2. When the payment batch is posted, EFT Processing automatically creates a bank transfer, making a drawing in the actual bank account and a deposit to the EFT Clearing Bank.

3. Bank reconciliations are performed as usual using the regular Bank in Bank Services - the EFT clearing bank account will be used for reversals or single line reconciliations only.

> **Note:**
>
> EFT clearing account balance should always be 0.00.
>
> Payments in the EFT clearing will always be available to be reversed as that account will never be reconciled and posted.

> **Note:**
>
> Clearing bank is only available with EFT AP Payments. It is not available with AR Receipts or Payroll transactions.
>
> In Accounts Receivable, you can choose whether or not Deposits are posted to the bank as one entry or individual entries. The "clearing bank" feature is not relevant for AR Receipts. You must post AR Receipt batches to the regular bank account, and set up the EFT File Type on the regular bank account in EFT Banks.

STEPS FOR SETTING UP BPAY (FOR USE IN AUSTRALIA)

> **Note:** When processing the AP payments you will need to have to SEPARATE batches for EFT payments and BPAY payments.

Your payments would most probably be a combination of EFT and BPAY payments so you will need the following setup:

In EFT Setup > Options > AP Tab > Check the box that says "Allow multiple banks for vendors"

Save the changes
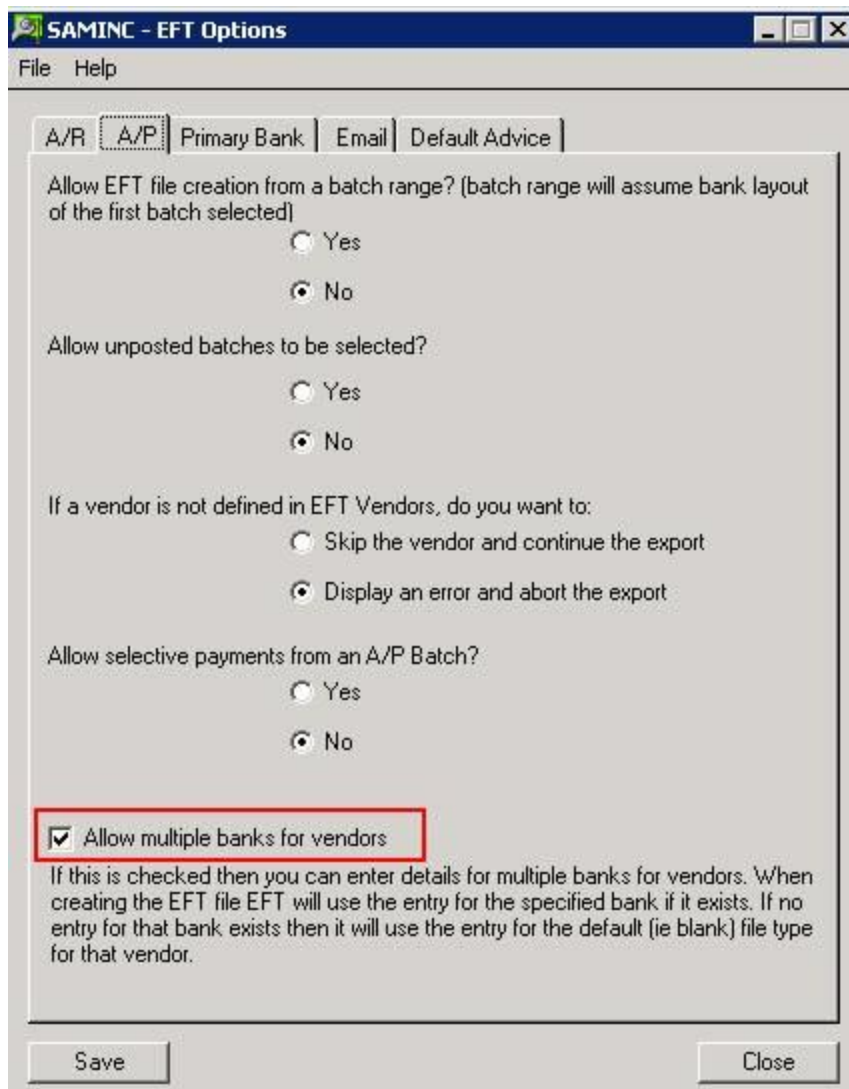
In EFT Vendors > select the Vendor number

Select the File Type to be the BPAY format

Enter the relevant details and save / add your changes

EFT Getting Started

To get started with EFT Processing, follow the steps below

STEPS FOR SETTING UP EFT PROCESSING

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

Step 1: Gather your existing EFT Processing data.

Step 2: Add security information.

Step 3: Assigning Visual Process Flows

Step 4: Specify Options

Step 5: Add Bank setup records.

To process A/P Payments to Vendors

Step 1: Add Vendor setup records.

If using EFT Processing with A/R Customers

Required only to process A/R Direct debit or refunds to customers with EFT Processing.

Step 1: Add Customer setup records.

Step 2: Configure EFT Receipt Selection codes.

Configure Emails and forms

This is required to print and email Remittance Advices to Vendors and Customers.

Step 1: Add Messages Records.

Step 2: Design EFT Processing forms.

Upgrade Steps

If upgrading from prior version, check the user formats and custom forms, Upgrading EFT Processing Key Steps on page 36

Optional, If using Sage 300 Web Screens

This can be done for a new or existing implementation.

Step 1: Install EFT Web Screens. Refer to Install EFT Web Screens on page 59.

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 on the facing page.

Step 2: Configure EFT Options: EFT Options on page 39

Step 3: Configure Bank/banks where the EFT payments will be generated from: EFT Banks Form - Overview on page 46

Step 4: Configure Employee Bank details: EFT Employees on page 51

Step 5: Optionally, configure Email Messages to send advices to employees: Email Messages Setup on page 54

Step 6: Optionally, update the EFT Payroll Advice form. Designing EFT Processing Forms on page 57

> **Tip:** If upgrading from prior version, check the user formats and custom forms, Upgrading EFT Processing Key Steps on page 36

> **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.

GATHERING EFT PROCESSING DATA

After you activate your EFT Processing data, you must add the data from your company's present EFT processing.

- Lists of the Bank codes and other information you will use to set up the bank in EFT processing.
- Determine where to save the EFT Files and how to upload. This can be on a network folder (you will need a secure File path and naming convention), or a SFTP site (your own or provided by the bank)
- Bank detailed specifications help select the correct bank format and upload details.
- Customer EFT details
- Vendor EFT details
- You may be able to import EFT Processing Setup data. Refer to Sage 300 documentation for general steps to import in Sage 300.
  See Importing EFT Details on page 55

Review the security features options you want to implement in EFT Processing. EFT Security Features on page 33

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

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

`Transaction & Setup Reports` – can run EFT Transaction and Setup Reports. We don't have different security groups for each report group.

> **Tip:**
>
> If you want to prevent certain users from running some reports, they can create a UI Profile and apply it to the user.
>
> E.g. Create a UI Profile and hide the Print Button or any other look-up field that they don't want the user to see and apply it to the user.
>
> User still sees the icon, but they can't run the report.

`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 an activation code 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.

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 SECURITY FEATURES

In addition to Sage 300 security settings, EFT Processing includes numerous features that strengthen your payment processes.

Sage Security Considerations

- Limit access to information in Sage 300 by creating Security Groups with User Authorizations.
- Consider using Sage UI Profile Maintenance to customize what is visible on the Sage 300 screens.
- There is also standard Sage 300 security on EFT records to prevent some users from updating bank details. Refer to Adding Security on page 29.

Audit logging

Audit logging is enabled in EFT Processing out of the box.

Details of any changes to Vendor/Customer/Employee records are recorded in an audit log, including the Sage 300 user who did the change. There is also a detailed audit log of EFT Files created, including the account details in the file and if records were skipped.

Audit log inquiries and audit log reports should be reviewed periodically.

Approving changes of EFT Vendor/Customer/Employee details:

You can implement separation of duties when adding and updating EFT details using Sage 300 security groups and EFT Options. Changes to Vendor, Customer or Employee bank account details must be validated by a different staff member before they take effect.

To implement 2-step approval, refer to Approving changes of EFT Vendor/Customer/Employee details on page 11

EFT Options

Some EFT Options relating to EFT Vendors, Customers and Employees enhance the security of the payment processes:

Bank account number encryption:

Account numbers are stored in encrypted form, and masked when displayed. By default, users only see the last 4 characters of the account number. This applies to Sage 300 data entry screens and reports.

Only users who are in the `Approve/View Unencrypted Vendor Bank Details` can see the account numbers in full, unencrypted. Same applies to Customers and Employees.

> **Note:** The Sage 300 ADMIN user can view unencrypted values.

Refer to EFT Options Screen Guide on page 95 and Adding Security on page 29 for details.

Password protect emailed Remittance Advices

EFT Processing includes the option to password the PDF with remittance details attached to emails.

Refer to the following topics for additional details:

Using password to protect Remittance Advices for Vendors on page 75

Using password to protect Remittance Advices for Customers on page 76

Using password to protect Payroll Advices and other Payroll PDF for Employees on page 87

File security

File output destination

You need to use Network security to protect the file that is created. In many cases, the user who has rights to create the EFT File in EFT Processing doesn't have access to upload and approve the file in the banking software.

Using SFTP

Many people create an FTP site - where the person creating EFT files has no access. Only the users who upload the file to the banking software have access to the FTP Site.

You can configure the EFT Banks to send the EFT files using SFTP, with a password or a key file.

Refer to **Setup SFTP Output Destination on page 15** and the EFT Banks screen guide for details.

> **Note:** Some banks provide access to their SFTP site, and EFT Processing can upload to the
>
> SFTP site, without users having to upload the file manually.

File format

EFT Processing supports encryption using the MD5 algorithm as well as the SHA-256 algorithm

> **Note:** Support for SHA-256 algorithm is only available in the latest product updates of EFT Processing v2016 and above.

Many bank files contains control totals pertaining to the number of rows, total value of debits, total value of credits so it is also hard (but not impossible) to change the file without the file becoming invalid. Other banks actually contain a hash total on the amounts – which is very hard to manually change without the file becoming invalid. If you were to edit the file manually, unless you knew the formula, the file would be rejected by the bank.

More recently, some EFT file formats also include 'security question & answer' fields that require encryption at the time of file creation. They are also supported in EFT Processing.

This is something that should be discussed with your particular bank.

> **Note:** Bear in mind that the banking software which imports these files usually has levels of security and authority levels which can be defined. Typically the cheque signatories would be given the "approval" level. So instead of reviewing the source documentation and signing cheques, as they would have done in the past, they would review the source documentation and approve the EFT transfer. This ensures that only approved payments are made and that the banking system reflects what went through Sage 300 (Accpac).

Positive Pay:

EFT Processing supports Positive Pay files. Transitioning from paper cheques to secure electronic payments removes the opportunity for cheque fraud. Where payment by paper cheque is still required, EFT Processing can still help reduce the risk of cheque fraud by generating 'Positive Pay' files for participating banks. (The bank won't honour presented cheques unless they match details on these files.)

A Positive Pay Format is a file format for check payments where the bank requires a file that contains the check number, check date, amount, and vendor name. EFT Processing supports a number of Positive Pay file formats for various banks.

Advanced options

You can also consider using Extender for more advanced encryption and approval options.

Refer to **EFT & Other Orchid Modules**

ASSIGNING VISUAL PROCESS FLOWS

Overview

Use the Assign Visual Process Flows screen in the Administrative Services folder to assign process flows to users.
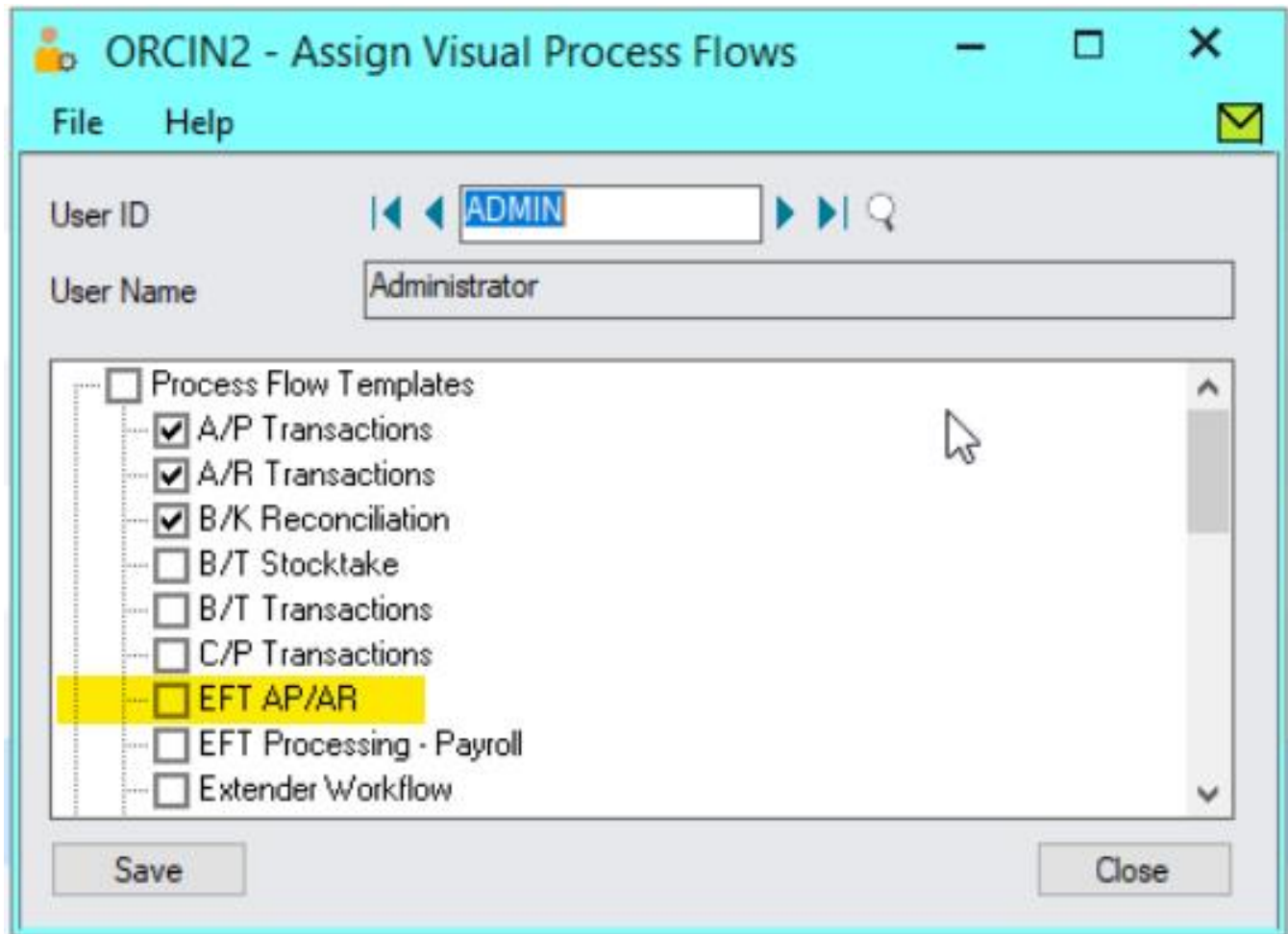
Tip: You need to do this in all companies and for all users who need access to the Process Flows, including ADMIN.

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.

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 5

> **Example:** If you upgrade from Sage 300 version 2024 to version 2025, you need to install EFT Processing version 2025. This will create EL72A 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 ELXXA directory in the programs directory (or customization directory if you are using customization directories).

> **Example:** If you are upgrading from version 2024 to version 2025, you need to copy the files from EL71A to the EL72A 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 EL72A 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.

> **Note:** It is often a good idea to redo customisations to the Crystal Report forms (such as adding your company logo) based on the latest version of the sample remittance advice reports as new versions and product updates often include updates to the Crystal Reports. Some updated Reports include new parameters that need to be included in your custom reports.

Emailing

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

It is recommended to send a test email in EFT Options and test the emailing process.

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

Setup EFT

EFT processing requires to setup Bank details, EFT Vendor details to process A/P Payments, EFT Customer details to process A/R Receipt / Direct debits and A/R Refunds, and Message templates to email remittance advices.

Warning!

After the initial setup, you can change any of the selections and information you entered in

the Options form.

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 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 96

- 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 98

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 EFT Processing Email Tab on page 43 for details on the fields and examples of SMTP configuration.

A/R Tab

For details, A/R Tab Fields and controls on page 101

- 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 95

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 **EFT Processing Email Tab on page 43** for details on the fields and examples of SMTP configuration.

Primary File Type

For details, **Primary File Type Tab Fields and Controls on page 104**

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 105**

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 108**

- 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

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

For details, Payroll Email Tab field and controls on page 110

> **Note:**
>
> 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 EFT Processing Email Tab on the facing page for details on the fields and examples of SMTP configuration.

Global FSN Tab

For details, Global FSN Fields and Controls on page 108

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 report-ing any issues.

Updates are available to be downloaded from the partner area of the Orchid website Product down-loads.

> **Note:**
>
> If you cannot view the Tab you require, check your activation code and which components of the mod-ule have been purchased.
>
> Depending on the components you are licensed to use, some features described here may not be avail-able 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 activ-ation code.

EFT PROCESSING 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. You can email documents using 2 methods, SMTP with basic authentication or App password or Microsoft Graph (when using Microsoft Office 365 and SMTP basic authentication is not enabled).

Email Service

`SMTP (Simple Mail Transfer Protocol).` You can use your own SMTP server, or an SMTP ser-vice.

> **Example:** SMTP Email Examples on page 111

`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**

> **Note:** Microsoft Graph is available in the latest product updates for Sage 300 versions 2020 and above, since October 2022.

If you leave the SMTP details blank in EFT Processing> Options Tab, the Sage 300 default way of sending emails will be used. Refer to **Using Sage Company Profile Settings on page 45**. However, the program cannot verify that the email has been sent and cannot report the number of emails sent. If you want to use the ability to password protect the PDF attached to emails in EFT Processing, you need to configure SMTP details in EFT Options.

Email Field details

Select the Service you want to use to email:

Basic Authentication SMTP:

Email Server : `smtp.domain.com:587` Enter the details of the SMTP Server you want to email from.

Port: There is no specific field for the Port in Orchid modules. 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.

> **Tip:** The default port is generally port 587 with TLS.

> **Example:** `smtp.office365.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 he Email Password field. Refer to **Using Orchid Modules with Office365 App Passwords on page 114**

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

> **Example:** Orchid.Systems.Modules@gmail.com . You can also enter it in the format {name} <{address}> e.g. Orchid Systems <Orchid.Systems.Modules@gmail.com>

> **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:

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.

> **Tip:** The client secret is valid for 2 years maximum. You may need to create a new client secret if emailing with MS Graph suddenly stops working.

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

Send Email copy

In EFT Processing, if you are using the SMTP Email option, you can use the cc or bcc option on the EFT Options > AP and AR email tab if you want a copy of the emailed remittance advice in Outlook.

Examples

Refer to the examples below for detailed settings with commonly used mail providers, such as Office 365 and Gmail.

> **Example:**

Using Sage Company Profile Settings

Using Sage Company Profile details

If you leave the SMTP details blank in EFT Processing> Options Tab, the Sage 300 default way of sending emails will be used. However, the program cannot verify that the email has been sent and cannot report the number of emails sent.

- It will use SMTP or Microsoft Graph depending on the option selected on the Company Profile,
- If the details are not filled in, it will use Microsoft Outlook if installed on the client machine.

For more details, refer to Emailing from Sage 300 in Sage 300 documentation.

> **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.

Limit per Session/Minute

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/Email 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)

Troubleshooting Sending emails

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 Formats.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 **Setup and Use EFT Clearing Bank on page 21**.

If you upload the file to a FTP Site (yours or one provided by the bank), **Setup SFTP Output Destination on page 15**.

For details on how to use each field, view **EFT Banks Setup Screen on page 129**

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 125

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 VENDORS OVERVIEW

How to use the screen

Use this form to add EFT details for Vendors defined in Sage 300 A/P.

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

> Use the **Primary File Type** Tab for EFT Processing (A/P and A/R)
>
> Field names also depend on the File Type entered on the EFT Vendor and EFT Customer screens, if using the multiple account details, one per EFT file type option.

For detailed field description, see EFT Vendors - Setup Screen on page 136

- Choose Vendor number from the Finder or type the Vendor code
- Remit To (Optional) : Use this when you have A/P Vendors with different bank account details for different transactions. When creating the A/P Payment, you can select the appropriate Remit-to code (and therefore the correct bank details. This applies to the Vendor's bank account details.
- File Type (Optional): The "`file type`" on the EFT Vendor allows you to specify different bank account details for your EFT vendors/EFT customers depending on the bank or file type you are using to make EFT Payments.

> **Note:** This field is only available if the "Allow multiple Vendor bank account Details, one per EFT File type" is ticked in EFT Setup > Options> A/P Tab.

> **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.

- **Delivery Method** and **Email To**: Configure how to send remittance advice. Refer to Setup EFT Vendors to email remittance advices for details.

- Enter the Vendor's bank details.

- **Status** : select one of Entered, Active or Inactive.

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

> **Example:**
>
> You can control who is allowed to make vendors "active" and "inactive" using the `Approve/View Unencrypted Vendor Bank Details` security group.
>
> Refer to tutorial on Approving changes of EFT Vendor/Customer/Employee details on page 11

Importing EFT Vendors

You can import EFT Vendors. For details refer to Importing EFT Details on page 55

> **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. Fields starting with X (binary XBSBNO and XACCNO) shouldn't be in the import file.

EFT CUSTOMERS FORM

Use this form to add EFT details for customers you want to use Direct Debit with:

For details on each field, refer to EFT Customers - Setup Screen on page 141

- Choose Customer number from the Finder or type the Customer code
- File Type (Optional)

> **Note:** This field is only available if the "Allow multiple Customer bank account Details, one per EFT File type" is ticked in EFT Setup > Options> A/R Tab

  - The "file type" on the EFT Customer allows you to specify different bank account details for your EFT vendors/EFT customers depending on the file type (or Bank File Type) from which you are depositing for EFT Direct Debits.
  - For your EFT Direct Debits, if you

    a) Only make EFT Direct Debits to one bank account OR
    b) Only make EFT Direct Debits from one EFT customer's bank account
    Then you do not need a file in the File Type on the EFT Customer

- Enter the Bank Name
- Enter the BSB number
- Enter the Account number
- Enter the Account name (Defaults to the A/R Account name)
- Enter a default Payment Reference.
- Status : select one of Entered, Active or Inactive.
  You can control who is allowed to make customers "active" and "inactive" using the Approve Customer Bank Details security group.

`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.

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

See Step : Adding Security on page 29

> **Note:** You can use the Credit Card Tab to use Credit card details to generate the Direct Debit file. The fields are encrypted in the database, but please note that EFT Processing module is not PCI compliant and that Orchid takes no responsibility for the use of associated fields and functionality.

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 145

- 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 29

> **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 trans-
>
> ferred 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 cre-ate 2 lines, one for $300 and one for $100.

> **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.

EFT SETUP - RECEIPT/REFUND SELECTION CODES

Receipt/Refund selection codes define the criteria for selecting documents, and the parameters to generate A/R batches automatically. You must create at least one receipt selection code if you want EFT to generate A/R receipt and refund batches automatically.

EFT Processing can create A/R Receipt batches, A/R zero value receipt batches to apply documents and A/R Refund Batches.

How does it work?

Receipt Selection Codes save the configuration default values that EFT Processing uses when you use the "Create Receipt/Refund Batch" function. Refer to **Create Receipt/Refund Batch on page 67**

> **Tip:** You can import Receipt Selection Codes.

For more detailed field and controls description, **EFT Setup- Receipt/Refund Selection Codes - Field List on page 162**

Select Tab

Use this tab to specify details about the receipt batches to be created:

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of
- account sets, terms code, billing cycle, interest profile, payment code and customer price list

Criteria Tab

Use this tab to:

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of account sets, terms code, billing cycle, interest profile, payment code and customer price list, etc.

Document Tab

Use this tab to configure the document types to include in the calculation of the receipt amount, and applied to the receipt created (AR Credit Notes, Prepayments, Unapplied Cash / Receipts, Debit Notes)

Receipt Selection Code: Exclusions Tab

Use this tab to list the customer(s) which are to be excluded from the Receipt selection process and/or the Customer(s) and Document(s) combinations to be excluded from the Receipt selection process. Columns to be completed (if required)

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 154** 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 160

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 Print Advices on page 71

IMPORTING EFT DETAILS

Use the Import and Export commands on the File menu in the EFT Setup form to import and export EFT Banks, Customers , Vendors and Employees.

This feature is available for exporting and importing data to and from non-Sage 300 systems.

For details on importing and exporting Sage 300 details, see the chapter on importing and exporting data in the *System Manager User Guide*.

The video below includes tips for importing Vendor, Customer and Employee bank details into EFT Processing.

Exporting EFT data

Use this command to transfer (export) data from EFT Processing to non-Sage 300 programs.

To export data, follow these general steps

- Open the appropriate EFT Setup form for the type of data you want to export.

> **Example:** To export EFT Vendors, open the EFT Vendors Setup form.

- Choose the Export command from the File menu.
- In the form that appears, select the range of records you want to export, and the type of information.
- Specify the file name and file type for the exported records.

Importing EFT Documents

Use this command to import EFT documents from an external system into EFT Processing.

Create the file you want to import.

- Choose the Import command from the File menu.
- Specify the file name and file type in the form that appears next.
- If you previously created a template for importing, choose the Load Template button.
- Choose the fields that you are importing.

> **Tip:** You can save your choices as a template for the next time you import records.

Minimum Import Field Requirements

It is not essential to import data into all the fields in the EFT record.

> **Tip:** For information on the file formats and file layouts that Sage 300 accepts, you can create an import file template by exporting a few records of the type you want to import.

> **Note:**
>
> When importing EFT Vendors, EFT Customers, EFT Employees 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. Fields starting with X (binary XBSBNO and XACCNO) shouldn't be in the import file.
>
> It is recommended to remove credit card details fields when importing bank accounts: , these fields must be removed from the import file 'CCNUMBER', 'CCECP', 'CCNAME' and 'XCCNUMBER'.
>
> When importing EFT Employees, you can only insert new records. You cannot update existing employees as the records include header and details information.

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 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.

EFT Web Screens

Web Screens for EFT Processing are only available if you are running Sage 300 version 2022 and above.

Watch video EFT Web Screens launch

AVAILABLE SCREENS

With the July 2023 release, the following screens are available in the web screens:

EFT Setup

- Options
- Banks
- Customers
- Vendors
- E-mail Messages

EFT Transactions

- Create EFT File

EFT Transaction Reports

- Transfer Details
- Transfer Created
- Print Advices
- Audit Log
- Receipt Batch Audit Report
- Update Invoice Due Date Audit Report

EFT Periodic Processing:

- Delete inactive records
- Receipt Batch Audit Log (July 2023)

EFT Setup Reports

- Banks
- Customers
- Vendors

INSTALL EFT WEB SCREENS

Licensing

EFT Processing Subscription License

Check your existing codes on the EFT License screen. If you have a subscription code, you can view the expiry date. EFT Processing License Screen on page 7

> **Tip:** Contact your Sage 300 business partner if you have a perpetual licence and want to run the web screens. They can organise a switch to a subscription licence.

Prerequisites

Install Latest PU for Sage 300 System Manager

> **Note:** EFT Processing web screens rely on the Sage 300 web screens being installed and configured.

The web screens require the latest Sage 300 System Manager updates, as they include changes to the web SDK required for EFT Processing web screens.

Sage 300 Version

Web Screens for EFT Processing are only available if you are running Sage 300 version 2022 and above.

Web Screens Installation

Web screens for Orchid modules rely on Extender for ease of deployment and maintenance. To run the EFT Processing web screens, you need to install and activate Extender, even if you don't have a license for Extender.

Key Steps to install

- Install Latest EFT Processing update
- Install Extender latest product update (PU9.00 and above)
- Activate Extender in all companies where you want to use the web screens
- Restart IIS

> **Note:**
>
> No serial number / license required if the customer has not purchased Extender. ADMIN only has access to the Extender Options and License screens.
>
> If the customer has a license for Extender (Configurator, Developer or Runtime, Perpetual or Subscription), web screens are enabled.

USING EFT WEB SCREENS

Web screens for EFT Processing support the same features as the Sage 300 core modules. Refer to Sage 300 documentation for using the web screens.

Setup Tips

EFT Options : Default Advice finders - You can use the finder to select the AP Remittance Advice.

For the AR Remittance Advices finders, please type the Advice name or use the classic desktop screens to use the Finder.

Refer to EFT Options Default Advice Fields and Controls on page 105

EFT Banks - Tips for Web Screens

Refer to EFT Banks Form - Overview on page 46 for details on setup.

Output destination

On the web screens, there is no finder to select a file path. If you choose `File` as the Output Destination, you need to copy and paste the file path. The file path needs to be a folder that the network user has access to.

When using the web screens, the network user is not the user logged in the machine. It is the user configured in IIS Authentication for the Sage 300 site. It can be the default IUSR account, or a configured network user. It can also be configured on the Application Pool Identity.

> **Note:** To use `File` in EFT Banks, check the user configured in IIS and ensure it has rights to the folder used in EFT Banks. Use UNC Path and IP Address to ensure that the folder name exists for the network user configured in IIS.

> **Example:** If you use c:\Temp, is it looking for the C drive of the App server (which users won't have rights to).

If you want to save the EFT File to a local file, choose "Download" and EFT will use the browser's download settings to save the file locally.

Depending on your browser settings, the file will be saved in your default Download folder or the browser will prompt you to select a location.

> **Tip:** Use SFTP if you don't want to download the file to a local machine or to the server. EFT Processing will upload the file directly to the configured SFTP Site. When using SFTP with Key file, copy the key file in the Sage 300 Shared Data folder to ensure the network User configured as the IIS website or Application pool Identity has access to it.

EFT Vendors - Tips for Web Screens

Create a new EFT Vendor record

To add a new Vendor to EFT, use the Create New button and use the Vendor Finder or enter the Vendor Number. Enter the required details. Save.

Select an existing EFT Vendor record

Use the All EFT Vendor Records icon ☰ to select a record configured in EFT Processing.

Refer to **EFT Vendors Overview on page 48** for more details on EFT Vendor setup.

EFT Customers Tips for Web Screens

Create a new EFT Customer record

To add a new Customer to EFT, use the Create New button and use the Customer Finder or enter the Customer Number. Enter the required details. Save.

Select an existing EFT Customer record

Use the All EFT Customer Records icon ☰ to select a record configured in EFT Processing.

Refer to **EFT Customers Form on page 50** for more details.

See Also: **Install EFT Web Screens on page 59**

Using EFT Processing - AP/AR

Use EFT Processing Transactions to Create EFT File (A/P Payments, A/R Receipts and A/R Refunds).

If using EFT Processing with A/R Customers, you can also Create Receipt Batch and Update Invoice Due Date.

Refer to Visual Process Flow for key steps of using EFT Processing. **Assigning Visual Process Flows**

CREATE EFT FILE

You need to create a batch in A/P or A/R before you can create the EFT File.

 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).
- Confirm which Payment , Receipt or Refund batch number you want to use.

Enter Details

Batch Type: Select whether you want to process a Payment , Refund or a Receipt batch.

From Batch: & **To** Select a batch number or range of batch numbers to be exported (using the Finder).

> **Tip:** Use the drill down icon to open the batch screen and check it if required.

File Type: defaults to the file type of the bank entered in the Payment/Refund/Receipt batch selected.

> **Note:** You can only select a range if "**Allow EFT File creation from a batch range**" is set to Yes on the EFT Options > A/P Tab. If using a range, the file type will be the bank layout of the first batch selected.

Description: Type a lodgement reference.

> **Note:** Description is saved in the EFT Processing audit logs in the latest product updates for Sage 300 versions 2021 and above.

Reference: Choose one of the option:

`Use description`, `Use reference from vendor master record`, `Use Cheque number` or `Use invoice number`.

> **Note:** Description and Reference appear on the vendor bank statement if a variable reference is included in the bank's file.

> **Note:** Reference is saved in the EFT Processing audit logs.

If a vendor is not defined: Select `Skip the vendor...` if you want the file export to continue without errors and skip the transaction or
`Display an error and abort` to generate an error and abort the export if the vendor/customer is not defined in EFT processing.

> **Note:** You can only select "Skip the vendor and continue the export" if the option is selected on the EFT Options > A/P Tab.

Include in EFT File: If using Selective payments to select or remove a payment from a posted batch:

Select `All entries in the batch` to include all entries in the selected batches, or

`Entries that I select` to include only selected entries.

If selected entries is chosen, click the Selected Entries button and ensure you select (x) all the entries you wish to include in the EFT file. Only those marked entries (x in the Include in EFT File) column will be transmitted to the bank.

> **Tip:** You can use the Select All and Deselect All buttons to assist in transaction selection.

> **Tip:** When using the web screens, you can use the Space bar or Double Click to toggle the selected / deselected entries.

> **Note:**
>
> You can only select entries for A/P Batches if "Allow Selective Payments from an A/P Batch ?" is set to Yes on the EFT Options > A/P Tab.
>
> You can only select entries for A/R Batches if "Allow Selective Payments from an A/R Batch ?" is set to Yes on the EFT Options > A/R Tab.

Effective Date: This field is only available in certain user file formats.

> **Note:** It is usually used in userformats.ini when they want to control when the payment date should be. In the latest product updates for Sage 300 versions 2021 and above (since October 2023), the effective date is stored in the EFT audit logs.

Create the file

Choose `Create` to create the file

- You can then submit the file via your desktop banking software.
- If your bank supports SFTP, EFT Processing can upload the file directly using the bank's SFTP details configured in EFT Banks Setup Screen on page 129

> **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.

Save settings in Create EFT File

To save the settings used regularly, use the standard Sage 300 functionality in the Settings Menu > Save Settings As Default.

Save Settings saves the following fields: Description, Reference and Skip/Display error for each batch type.

> **Example:**
>
> In the ACH file format, the Company Entry Description is based on Description field in Create EFT File screen. If it is the same for all files, you can enter the description in Create EFT File the first time you use it. Click on Settings – Save Settings as Defaults. The screen will default to the same description next time you create an EFT File.

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 on the next page

CREATE EFT FILE FOR AR REFUND BATCH

On an AR Refund, you are able to create multiple bank entries, against multiple banks for different amounts as shown below.

EFT Processing :

- makes a single entry in the EFT File for each AR Refund Entry regardless of the number of banks entered on the AR refund entry.
- assumes all the entries in the batch / file are for the same bank which is derived from the first AR Refund entry

Because EFT Processing creates only one entry in the EFT File for AR Refunds, the selection of the amount and the bank to use is based on the following logic :

- Use the check amount bank if the check amount is not zero, otherwise
- Use the cash amount bank if the cash amount is not zero, otherwise
- Use the first c.c. bank if there are cc entries

> **Tip:** It is recommended for processing EFT payments for AR Refunds that you
>
> - Create the refund based on one amount only per entry (either Check, Credit Card or Cash)
> - Use the same bank for all AR Refunds in the same Refund Batch.
> - If you need to refund some amounts from the Cheque Payment and another amount to the CC Bank, you will need to create a separate AR refund entry in a **new** batch.

RECREATING AN EFT FILE

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

The user needs have the "Recreate EFT File" security group selected in Administrative Services.

> **Note:** This is a new security option in the latest EFT product updates for Sage 300 versions 2019 and above (October 2021).
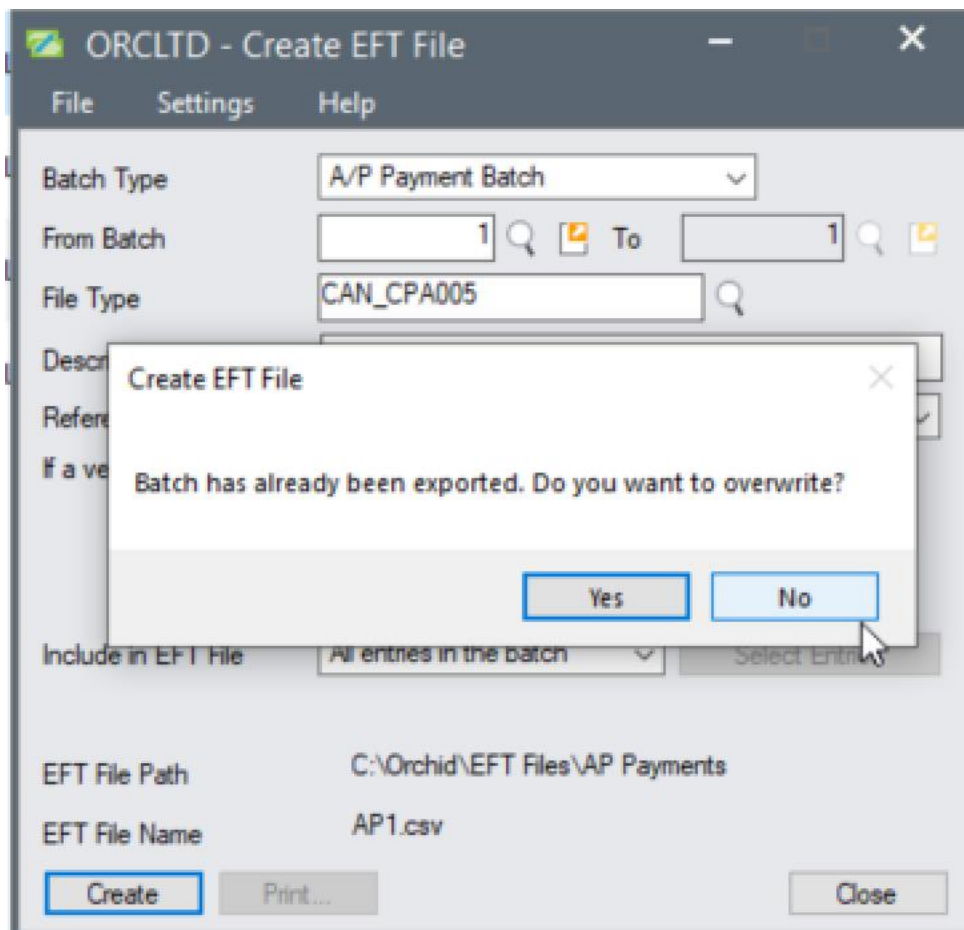
Depending on the file naming in EFT Bank configuration, recreating the file will overwrite the file or create a new file.

> **Tips:**
>
> If using File Sequence Number, you can reset the number in EFT Banks to reuse a sequence.
>
> If using Global Sequence Number, you can reset the number in EFT Options.

> **Note:**
>
> If you get an error "`This EFT File has already been created`", the user doesn't have rights to "recreate EFT File".
>
>

Related tasks

CREATE RECEIPT/REFUND BATCH

This form lets you create A/R Receipt or Refund batches from A/R invoices and other documents according to the configuration in the EFT Processing Receipt Selection Code setup.

Create Receipt batch can create three types of batches:

A/R Receipt batches, Zero value A/R Receipt batches to apply documents and A/R Refund batches.

When creating A/R Refund batches, the process only includes Credit Notes and Unapplied Cash and Prepayments, in line with how Refund batches work in Sage 300.

> **Note:** You must create at least one receipt selection code in EFT Processing Setup before you can use this form to create a batch.

> **Tip:** You can update the invoice Due Date if required to ensure the invoice can be selected in the "Create Receipt Batch" run. Refer to Update Invoice Due Date on page 70

Watch video presentation on EFT Create A/R Receipt/Refund Batch

How to use

The default values are determined by the Receipt/Refund Selection Code. You can amend the values for the specific receipt batch you need to create.

See **EFT Setup - Receipt/Refund Selection Codes on page 53**

Step 1: Enter a Receipt/Refund Batch Date .

Step 2: Update the default batch and entry descriptions if required.

Step 3: Select "Create" to generate the batch.

The process displays a message with the batch number created and the number of entries.

If the process is unable to find documents within the selection criteria, it returns a message "Nothing to receipt".

Step 4: If the created batch is not auto-posted, you can edit the batches in A/R Transactions. When the batch is posted, you can use it in Create EFT File as if you had manually created the A/R Receipt or A/R Refund batch.

Note:

You can create a single receipt per invoice, or group all outstanding invoices in a single receipt per customer:

Select `Yes` if you want separate receipts per outstanding invoice,

Select `No` to include all invoices in a single receipt per customer.

A/R Receipt batches

When creating A/R Receipt batches, EFT Processing creates a new receipt and applies all the documents that meet the criteria selected. Invoices and the documents selected on the "Documents" tab are included.

A/R Receipt Batches - Zero value

This is used to match documents (invoices and Credit notes) to a receipt.

> **Note:** If the customer's net balance is in credit, you can then use "Create A/R Refund batch" to create a refund applied to the pending credit transactions.

> **Tips:**
>
> You need to select at least one of Credit Notes, Prepayments or Unapplied Cash on the Documents Tab.
>
> When creating Zero value A/R Receipt batches, EFT Processing evaluates the credit balance based on the selection parameters. Invoice and other debit balances are applied to the credit balance until the balance is zero.
>
> If the credit balance is greater than the Debit balance, the most recent credit transaction will end up with a pending balance. If the debit balance is greater than the credit balance, the most recent debit transaction will end up with a pending balance.

A/R Refund batches

When creating A/R Refund batches, EFT Processing includes Credit Notes, Prepayments and Unapplied Cash as selected on the "Documents" Tab. You need to select at least one of Credit Notes, Prepayments or Unapplied Cash on the Documents Tab.

As per Sage's rules with A/R Refund, Invoices and Debit Notes cannot be selected.

> **Tips:**
>
> - When creating A/R Refund batches, ensure A/R Receipt batches are posted before running the function.
>
> - When creating A/R Refund, if you only want to refund customers with a net credit balance, set the From Customer Balance to the lowest negative number you want to select. Set the To Customer Balance to 0.

Payment Type:

- The payment type "CASH or CHECK" configured on the Payment Code in A/R Setup is used to determine the A/R Refund payment type.
- All details in the refund use the same payment type.
- If no payment code is selected, the Refund payment type is set to "Cash".
- You can amend the payment types before posting the A/R Refund batch if you don't auto-post the batch.

UPDATE INVOICE DUE DATE

This form allows you to amend the Due Date for posted A/R invoices.

When to use

You can use the "Update Invoice Due Date" feature if the due date needs to be amended for selection in the Create Receipt Batch run.

It is also useful if you need to correct the Due Date on an invoice for your AR Aged Trial Balance because the original document was posted with the incorrect Due Date.

When any document's Due Date is amended, the date, time, user, original due date and amended due date are logged in the Updated Invoice Due Date Audit log.

> **Note:** You are only able to use this screen if the security group "Update Invoice Due Date" has been assigned to your Sage 300 Security profile.

Key Steps

Step 1: You can either amend a single customer/document due date on the screen

Single Document Tab

Use this tab to:

• Select single documents for a specific customer.

• Change the due date of an AR invoice or an OE Invoice and associated AR Invoice.

Multiple Documents Tab

Use this tab to change the due date of multiple documents for the same customer

• Select/enter the required customer code : click the ">>" (Go) button to view all documents

• Amend the document due dates as required

Click Process to save the changes, close to abandon the changes and close the screen.

Step 2: View Audit log

> You can navigate to EFT Processing > EFT Periodic Processing > Update Invoice Due Date Audit to view all the changes per customer and document.
>
> Refer to details : Update Invoice Due Date Audit

EFT PRINT ADVICES

To open this screen, choose the Print Remittance Advices icon from the EFT Reports folder.

This screen is used to print and email Remittance Advices (for AP payment batches) , direct debit advice (for AR receipt batches) or Remittance Advices for customer refunds (for AR refund batches).

> **Important!** All remittance advices can only be sent (emailed, printed or previewed) if the EFT file has been created first, as details come from the EFT Audit Logs.

BEFORE PRINTING REMITTANCE ADVICES

- Check the Delivery method and email address used in EFT Vendor setup (EFT Customer for AR Advices). Refer to **EFT Vendors - Setup Screen on page 136** for details.
- Check Email Message templates. Refer to **Email Messages Setup on page 54**
- Update account information by entering, importing, and posting batches.
- Submit the batch via EFT using the EFT Transactions > Create File option

Select details To print and Email Remittance Advices

Delivery method: Select how you want to send the Remittance Advices to your customers and/or vendors, as follows:

• `Print Destination` — to send the Remittance Advices to the default print destination you selected on the company desktop.

• `Customer/Vendor`— to send the Remittance Advices via the method specified in your EFT Customer records or EFT Vendor records.

Refer to EFT Vendor Setup > **Delivery Method on page 138** and EFT Customer Setup > **Delivery Method on page 143** for details.

Print: Select which type of batch you want to send Remittance Advices for as follows:

• `A/P Payment batch` — to send the Remittance Advices based on a range of A/P Payment batches.

• `A/R Receipt batch` — to send the Remittance Advices based on a range of A/R Receipt batches.

• `A/R Refund batch` — to send the Remittance Advices based on a range of A/R Refund batches.

Use Report: Select the name of the statement form to use.

> **Note:** This option is only available if the Sage 300 Security Group includes the `Select Remittance Advice Layout`.

> **Tip:** 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.

TO REVIEW DETAILS ON THE SAMPLE REMITTANCE ADVICE REPORTS INCLUDED IN EFT PROCESSING, EXPAND

In the latest product updates, for all reports, the EFT Vendor and Customer bank account details are taken from the EFT Log Audit table (i.e. the bank account details from the EFT Vendor and Customer details at the time the EFT file was created).

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 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.

> **Tips:** To set Default Advice Form, use Default Advice Tab in EFT Options Screen
>
> Guide on page 95

Message ID: This field appears when you select `Customer/Vendor` for the Delivery Method.

Select the code for the e-mail message you want to send with these statements.

> **Note:** To set up messages for AP remittance advice, AR Direct Debit Advice or AR Refund Advice, refer to EFT Setup - Messages.

Additional options

Remit-To Address/Details. This field appears when you select Customer/Vendor for the Delivery Method and you have selected A/P Payment batch from the Print option.

> **Tip:**
>
> Select this option if you want to use the Remittance address / e-mail addresses on the remittance advice.
>
> If Delivery Method in A/P Vendors is set to Email (contact), EFT will use the email address in the Remit-to contact Tab.
>
> If Delivery Method in A/P Vendors is set to Email (Vendor), EFT will use the email address in the Remit-to Address Tab.
>
> If there is no remittance code on an individual payment, the vendor address / e-mail details will be used as per the A/P Vendor delivery method.

From Batch . to Batch. Select the batch range you wish to print/email.

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

> **Tip:** If you select more than one batch, you cannot select an individual entry within the batches, all entries will be printed/delivered.

Check this box if you want to send an email...: Use this to resend an email, for example if you have updated an email address after sending the first email.

> **Tip:** This option is only enabled if you configure Email details in EFT Options > AP Email. If you are using Sage Company Profile or Outlook, EFT can't check if the email has already been sent.

Click Print

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

After printing/emailing EFT Remittance/Direct Deposit advices, a list of which remittance advices which were **not** sent/printed is displayed.

FOR MORE DETAILS ON REASONS:

- it is excluded from the selected entries
- A/P Payment is reversed
- they've already been emailed.
- vendor xxx does not exist in A/P.
- it hasn't been included by any Create EFT File run.
- customer xxx does not exist in A/R.

Note: 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. This is configured in EFT Options. Limit Sending of Emails and Email Limit per Minute/Session on page 100

Using Remittance Advice Password

When using EFT Options Email settings, you can configure a password for the PDF file that is attached to the email.

The EFT Option "`Use Remittance Advice Password`" on the AP tab comes into effect when emailing Vendor remittance advices. For details, see Using password to protect Remittance Advices for Vendors below

The EFT Option "`Use Remittance Advice Password`" on the AR tab comes into effect when emailing Customer remittance advices. For details, see Using password to protect Remittance Advices for Customers on the next page.

Emailing advices for Miscellaneous receipts

You can use EFT Processing to email advices for AR Miscellaneous Receipts as well as AR Receipts. This means you don't need one process in AR to email customers a remittance advice for Miscellaneous Receipts, and a second process in EFT to email customers remittance advices for Direct Debits.

1. Use an EFT File format for Miscellaneous Receipts configured to work without having to enter EFT details for the AR Customer.
2. Enter and post the AR Receipt Batch
3. Create the EFT File (but you don't upload the AR Receipts EFT File to the bank)
4. Email the Customer a Remittance Advice using the Print Advices screen.

USING PASSWORD TO PROTECT REMITTANCE ADVICES FOR VENDORS

The EFT Option "Use Remittance Advice Password" on the AP tab comes into effect when emailing Vendor's remittance advices.

Use of this option will allow for Remittance Advice PDFs to be encrypted before being emailed, with either one or two passwords: Master and/or User.

Use of the User Password in the EFT Vendor record:

- If a password has been entered in the EFT Vendor'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 Vendor's Remittance Password field, then the EFT Options \ AP Password Formula will be used to generate a Vendor-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 \ AP 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.

Refer to:

Password Examples on page 152

Password Formulas on page 148

USING PASSWORD TO PROTECT REMITTANCE ADVICES FOR CUSTOMERS

The EFT Option "Use Remittance Advice Password" on the AR tab comes into effect when emailing Customer remittance advices.

Use of this option will allow for Remittance Advice PDFs to be encrypted before being emailed, with either one or two passwords: Master and/or User.

Use of the User Password in the EFT Customer record:

- If a password has been entered in the EFT Customer'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 Customer's Remittance Password field, then the EFT Options \ AR Password Formula will be used to generate a Customer-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 \ AR 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.

Refer to:

Password Examples on page 152

Password Formulas on page 148

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

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 on page 66

> **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 page 166.

> **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 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 82**

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 95**

> **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 ses-
>
> sion 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 on page 87

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.

Refer to the video below:

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.

> **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.

To email Employee's Payroll Stubs/Slips:

Step 1: Select **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.

Step 2: Select other options:

Use Report: Select the required C/P or U/P Payroll Stub.

Message ID: Select the email Message ID for the template subject and body of the email to be sent to the Employee

Payroll Period End Date: Select the required range

Employees: Select the required range

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.

Step 3: Click "`Print`" to send the emails.

- The email address defined on the EFT Employee will be used.

- If the Payslip/Paystub Print Directory from EFT Options \ Default Advices tab is filled in, EFT Processing will save a copy of the password protected Payslip/Stub in the nominated directory (EFT will create a sub-directory one per Employee ID if required).

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.

WHAT PASSWORD IS USED?

- 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.

Configuration references

EFT Options -

Select Report filename - Payroll Payslip/stub report on page 106

Password protect - Use Remittance Advice Password? on page 109

Email Configuration - Payroll Email Tab field and controls on page 110

EFT Employees -

Configure email addresses - Refer to Delivery Method on page 145

Security group considerations

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.

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.
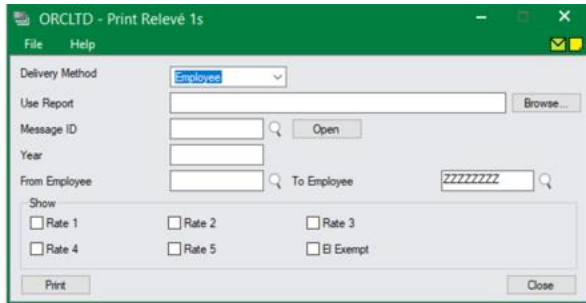
EFT PRINT RELEVÉ 1S

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

Overview of the process to to email Employee's Payroll T4s and T4As are demonstrated in the video below:

For more details, Watch video presentation Email Payroll T4 and Releve 1

- **Use Report** defaults to the Crystal 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 below
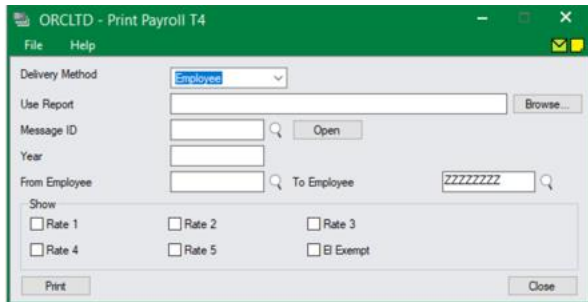
Troubleshooting and validation

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."

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 Examples on page 152

Password Formulas on page 148

EFT Setup reports

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

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 VENDOR REPORT - FEATURES

This report lists the Bank details of vendors setup in EFT Processing.

Information printed on the report

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

EFT VENDOR REPORT PRINTING

Print the EFT Vendor Setup report to list the vendor details entered in your EFT Processing system.

When to print

Print the report when you change vendor EFT/ bank details.

How to print

1. Choose EFT Vendor in the EFT Setup Reports folder, or choose File, Print from the Ship-Via Codes form
2. Click Print

CUSTOMER REPORT

This report lists the Bank details of customers setup in EFT Processing.

For instructions on printing the report, see EFT Customer Setup Report — printing.

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 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 payment / receipt batch 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 Batch type (AP or AR) of the EFT File created
- The Batch Number of 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 TRANSFER DETAILS REPORT - FEATURES

The EFT Transfer Details report lists the files that have been created with the bank details, the date and time run, the type of file and the payment / receipt batch number used and the file path and name, the associated customer/vendor 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 Batch type (AP or AR) of the EFT File created
- The Batch Number of 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

FOR A/P PAYMENT FILES

- Vendor ID
- Vendor name

- Vendor Account Name
- Vendor Bank Name

- Payment Amount

FOR A/R RECEIPT FILES

- For A/R Receipt files
- Customer ID

- Customer name
- Customer Account Name

- Customer Bank Name
- Receipt Amount

FOR A/R REFUND FILES

- Customer ID
- Customer Name

- Customer Account Name
- Customer Bank Name

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)

RECEIPT BATCH AUDIT REPORT - FEATURES

This report lists the selection criteria and customer/document exclusions that were set at time of running the Create Receipt Batch process in EFT Processing.

Information printed on the report

The Report lists:

- Date
- Time

- User
- Customer Name and Number
- Document Number

UPDATE INVOICE DUE DATE REPORT - FEATURES

This report lists the invoice due dates that have been updated in EFT Processing

Information printed on the report

The Report lists:

- - Date
- - Time
- - User
- - Customer Name and Number
- - Original Document Date
- - Amended Document Date
- - Original Discount Date
- - Amended Document Date

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 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 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.

Tip: Different fields and functionality can be available on the EFT Setup and EFT Transactions screens depending on the selected options.

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 on page 11 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 send-
>
> ing 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 148 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. You can email documents using 2 methods, SMTP with basic authentication or App password or Microsoft Graph (when using Microsoft Office 365 and SMTP basic authentication is not enabled).

Email Service

`SMTP (Simple Mail Transfer Protocol).` You can use your own SMTP server, or an SMTP ser-vice.

> **Example:** SMTP Email Examples on page 111

`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

> **Note:** Microsoft Graph is available in the latest product updates for Sage 300 versions 2020 and above, since October 2022.

SMTP FIELD DETAILS:

Email Server : `smtp.domain.com:587` Enter the details of the SMTP Server you want to email from.

Port: There is no specific field for the Port in Orchid modules. 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.

> **Tip:** The default port is generally port 587 with TLS.

> **Example:** `smtp.office365.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 he Email Password field. Refer to Using Orchid Modules with Office365 App Passwords on page 114

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

> **Example:** Orchid.Systems.Modules@gmail.com . You can also enter it in the format {name} <{address}> e.g. Orchid Systems <Orchid.Systems.Modules@gmail.com>

> **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 doc-
>
> umentation 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.

> **Tip:** The client secret is valid for 2 years maximum. You may need to create a new client secret if emailing with MS Graph suddenly stops working.

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 on page 11** 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 29.

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 148 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. You can email documents using 2 methods, SMTP with basic authentication or App password or Microsoft Graph (when using Microsoft Office 365 and SMTP basic authentication is not enabled).

Email Service

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

> **Example:** SMTP Email Examples on page 111

`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

> **Note:** Microsoft Graph is available in the latest product updates for Sage 300 versions 2020 and above, since October 2022.

Refer to EFT Processing Email Tab on page 43 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

Primary File Type Tab Fields and Controls

Select the Primary Bank 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).

> **Note:** If you can't see certain field labels in EFT Vendors or EFT Customers, it is often because the EFT Primary Bank field is blank on the Primary File Type

FIELDS WHICH CAN BE RE-LABELED AND VALIDATED ON EFT VENDORS/CUSTOMERS":

- BSBNumber
- AccountNumber
- AccountName
- PaymentReference
- You can also turn on 50 extra fields (DestExtra1 to DestExtra50), based on the bank's requirements.

> **Note:** You can also relabel, validate and add Extra fields to EFT Bank by selecting the bank's file type in EFT Banks. Refer to details in EFT Banks Setup Screen on page 129

The Primary File Type Tab is also used to enable the Encryption of Bank Details.

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 29
- 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.

You can also use this Tab to configure a folder to save the payslips/stubs PDF.

How to use:

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 ADVICE FIELDS AND CONTROLS

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.

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).

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 .

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.

EFT Processing Remittance Advice Report Formats

EFT Processing includes default remittance advice Crystal Reports in the ELxxA>ENG folder.

> **Note:** If you need to amend the reports, you can 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 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.

Global FSN

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 Sequence Number across multiple banks.

GLOBAL FSN FIELDS AND CONTROLS

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 125

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 auto-matically 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 page 148 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 and related details used to email payroll advices.

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. You can email documents using 2 methods, SMTP with basic authentication or App password or Microsoft Graph (when using Microsoft Office 365 and SMTP basic authentication is not enabled).

Email Service

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

> **Example:** SMTP Email Examples on the facing page

`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

> **Note:** Microsoft Graph is available in the latest product updates for Sage 300 versions 2020 and above, since October 2022.

Refer to **EFT Processing Email Tab on page 43** 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.

SMTP EMAIL EXAMPLES

Email with Office 365

You can email from Orchid modules using Office 365. The exact steps depend on your Office 365 configuration. You can choose SMTP with basic authentication, use MFA and App Password, or use Microsoft Graph.

Using Office 365 and MFA

Although Orchid modules don't support 2-step authentication directly, you don't need to turn off MFA to use email using SMTP or DML with SharePoint integration. If you enable MFA, you can use it for all applications that support it.

To use Office 365 to email from Orchid modules and to use Document Management Link and SharePoint integration, users need to create an APP password for use in the Orchid module, as supported by Microsoft.

For details, refer to **Using Orchid Modules with Office365 App Passwords on page 114**

Configure Email when using Office 365

When using Office 365 to email, basic SMTP authentication is disabled by default and you need to use Microsoft Graph as the email service.

Refer to **Office 365 and Microsoft Graph**

> **Note:**
>
> The details below are left in the documentation if your Office 365 setup supports basic SMTP Authentication and App Passwords.
>
> **Email Server** -> `smtp.office365.com:587`
>
> **Email User** -> `username@samplecompany.com`
>
> **Email Password** -> `Enter Password`
>
> > If using Multi-factor Authentication and App Password, enter the App passwordl.
> >
> > For details, see Using Orchid Modules with Office365 App Passwords on page 114
>
> **Encryption**: TLS
>
> ## TLS Version
>
> You don't select a specific TLS version. Orchid uses the .Net SmtpClient class to send emails. The SMTP Client uses the protocol configured on the operating system, based on the .NET version installed.
>
> The email function supports Ssl3, Tls1.0, Tls1.1, Tls1.2 and Tls1.3.
>
> Microsoft has recently stopped support for TLS1.0 and TLS1.1. Support for TLS 1.2 was added to Orchid modules in April 2020 and applies to Sage 300 versions 2018 and above.
>
> > **Important!** If you have any issues emailing, please ensure you download and install the latest product update for your Sage 300 version.

Useful Links

Here is a link to Microsoft documentation on how to allow applications to send email via Office365. http://technet.microsoft.com/en-us/library/dn554323.aspx

Using Gmail

You can configure Orchid modules to email using Gmail.

Since May 2022, you cannot disable 2-step authentication in the Gmail settings and you need to use App Password.

Email Server: `smtp.gmail.com:587`

Email User: `username@gmail.com`

Email Password: `App password` you create for the user emailing.

> **Tip:** If there are spaces in the App password, remove the spaces before saving. Include only the characters.

Encryption: TLS

> **Note:** In some older versions of Orchid modules, for Google mail to be setup in
>
> Outlook/other email application/device (as recipient in CC/BCC), the Google email setting
>
> has to have the option of enable POP/IMAP ticked.
>
> When using any other email that has Transport Layer Security (TLS) encryption along with SMTP, you can prefix the email server field with "TLS:".
>
> For e.g.. TLS:securemail.server.net

Using SendGrid

IF USING SENDGRID

Orchid module Email configuration using SendGrid:

Email Server -> smtp:sendgrid.net:587

Email User -> apikey

Email Password -> Enter Password

Encryption: TLS

E-Email Comes From -> the email address associated with the Sendgrid account

Here is a link to SendGrid documentation on integrating with the SMTP API

Sendgrid: integrating-with-the-smtp-api

Here is a link on How to send email using the SMTP Relay

SendGrid smtp guide

Using Hotmail

CONFIGURE EMAIL WHEN USING HOTMAIL OR MICROSOFT OUTLOOK.COM

Email Server -> smtp.live.com:587

Email User -> username@hotmail.com

Email Password -> Enter Password

Encryption: TLS

USING ORCHID MODULES WITH OFFICE365 APP PASSWORDS

> **Note:** This applies to Emailing from Orchid modules and to the SharePoint integration in Document Management Link for users where Multi-Factor Authentication (MFA) is enabled.

Using App Passwords

App passwords provide a way for applications to authenticate in Microsoft 365 when MFA policies are enforced. It is Microsoft's approach to allow non-interactive login with a user name and complex password. Within the Microsoft 365 environment, the user creates an app password for the particular instance when a non-interactive login is required. This password is not the user's regular password, randomly generated and 16 characters long to make it relatively secure.

Refer to the Microsoft website for details on using app passwords: https://support.microsoft.com/en-us/account-billing/using-app-passwords-with-apps-that-don-t-support-two-step-verification-5896ed9b-4263-e681-128a-a6f2979a7944

Key Steps

Generate an App Password in Office 365.

Refer to the Microsoft Help for details. The exact steps depend on your Office 365 subscription type. Below is a relevant example:

https://docs.microsoft.com/en-us/azure/active-directory/user-help/multi-factor-authentication-end-user-app-passwords

- Login to your Microsoft Account as the user you want to use
- Choose View Account (in the top right of the screen)
- Go to Security Info
- Select Add a Method or Create and manage app passwords
- Select create
- Give the password a name e.g. Sage . This is for reference only. You do not use the name in the Orchid module configuration.
- Select next
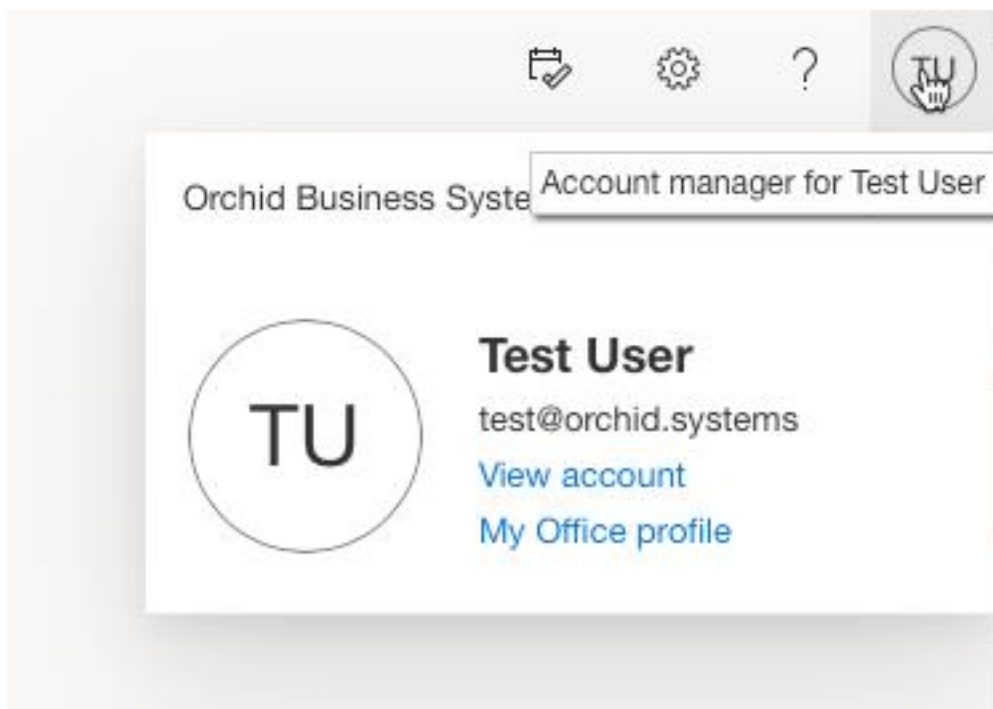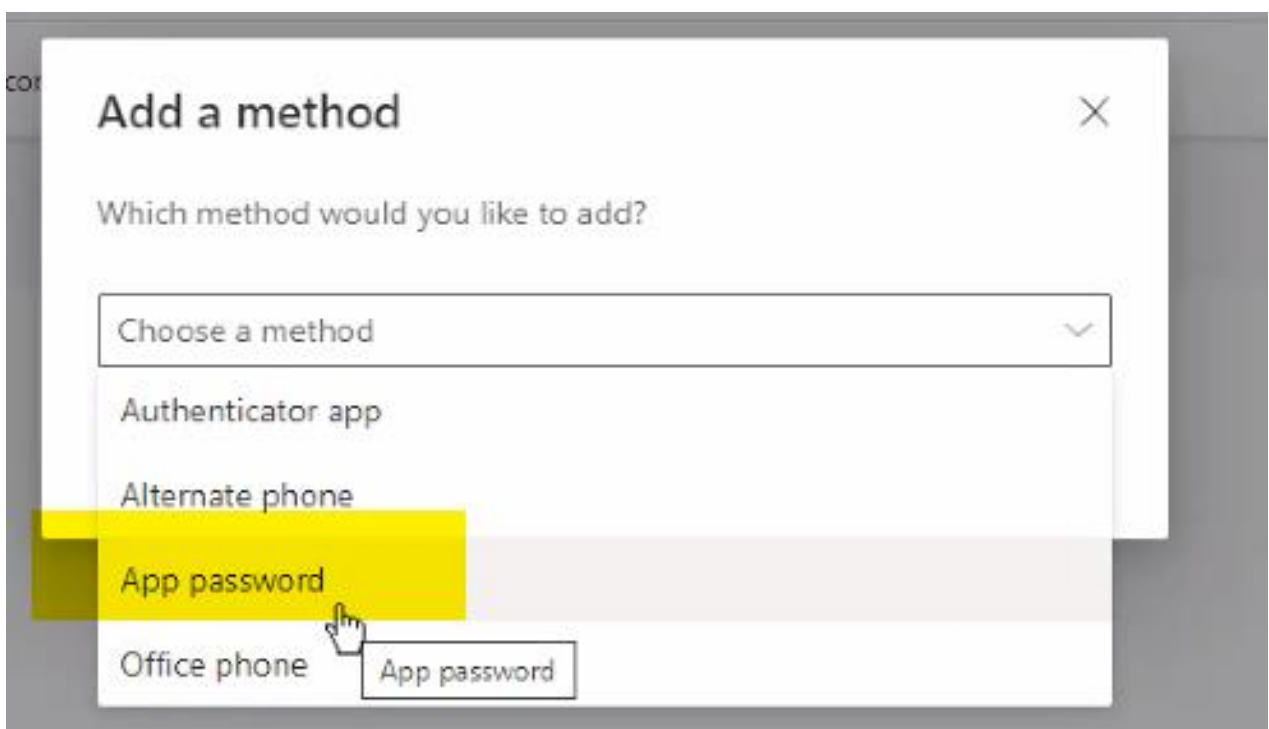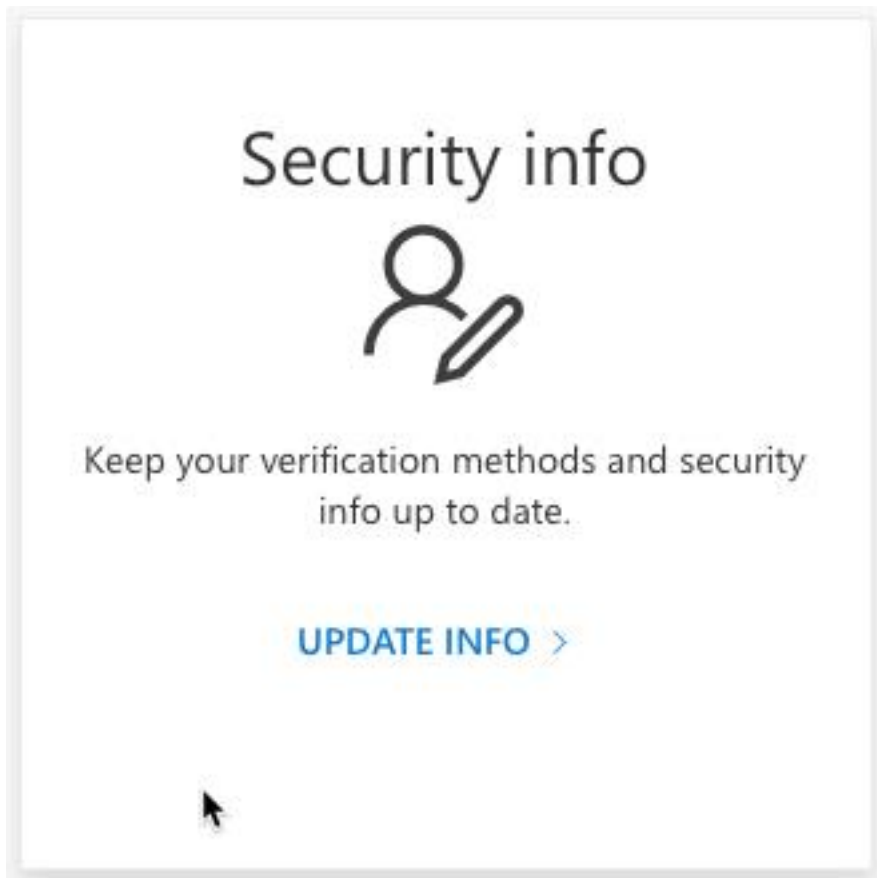
Copy the password to the clipboard

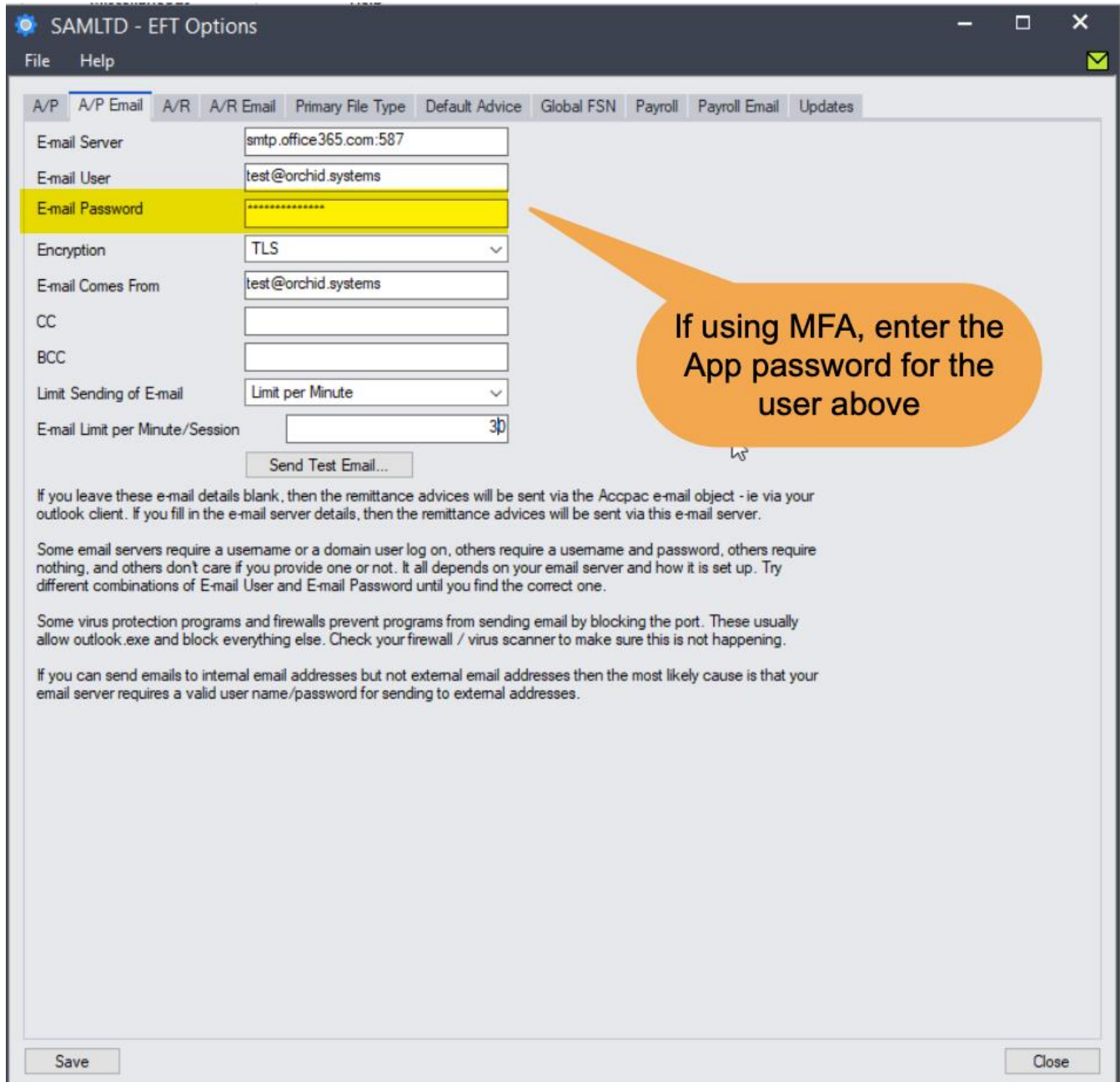You might have to do that manually using CTRL-C

You can't view the password again, if you forget it, you need to create a new one in Step 1.

Enter the password in the module Options > Email screen

The user name is the email address used in Step 1.

You only use the App password in the password field.

Save and test

Legacy Authentication

If you are getting an error such as "The sign-in name or password does not match one in the Microsoft account system", and you have checked the basic account details, your site in Office 365 may be blocking Legacy authentication.

Refer to **Office365 and Legacy Authentication on the facing page** for detailed steps.

OFFICE365 AND LEGACY AUTHENTICATION

If you are getting an error such as "The sign-in name or password does not match one in the Microsoft account system", and you have checked the basic account details, your site in Office 365 may be blocking Legacy authentication.

Refer to Microsoft's documentation on conditional policies.

https://docs.microsoft.com/en-au/azure/active-directory/conditional-access/howto-conditional-access-policy-block-legacy

https://docs.microsoft.com/en-au/azure/active-directory/conditional-access/troubleshoot-conditional-access-what-if

To change the settings:

1. Log on to the Office 365 account as a user with Admin Rights
2. In the Admin Settings, navigate to Azure Active Directory > Security
3. View Conditional Access
4. If you have any policy relating to "legacy authentication", exclude the users and groups that need to use the SharePoint integration.
5. Refresh the tray after updating the policy.
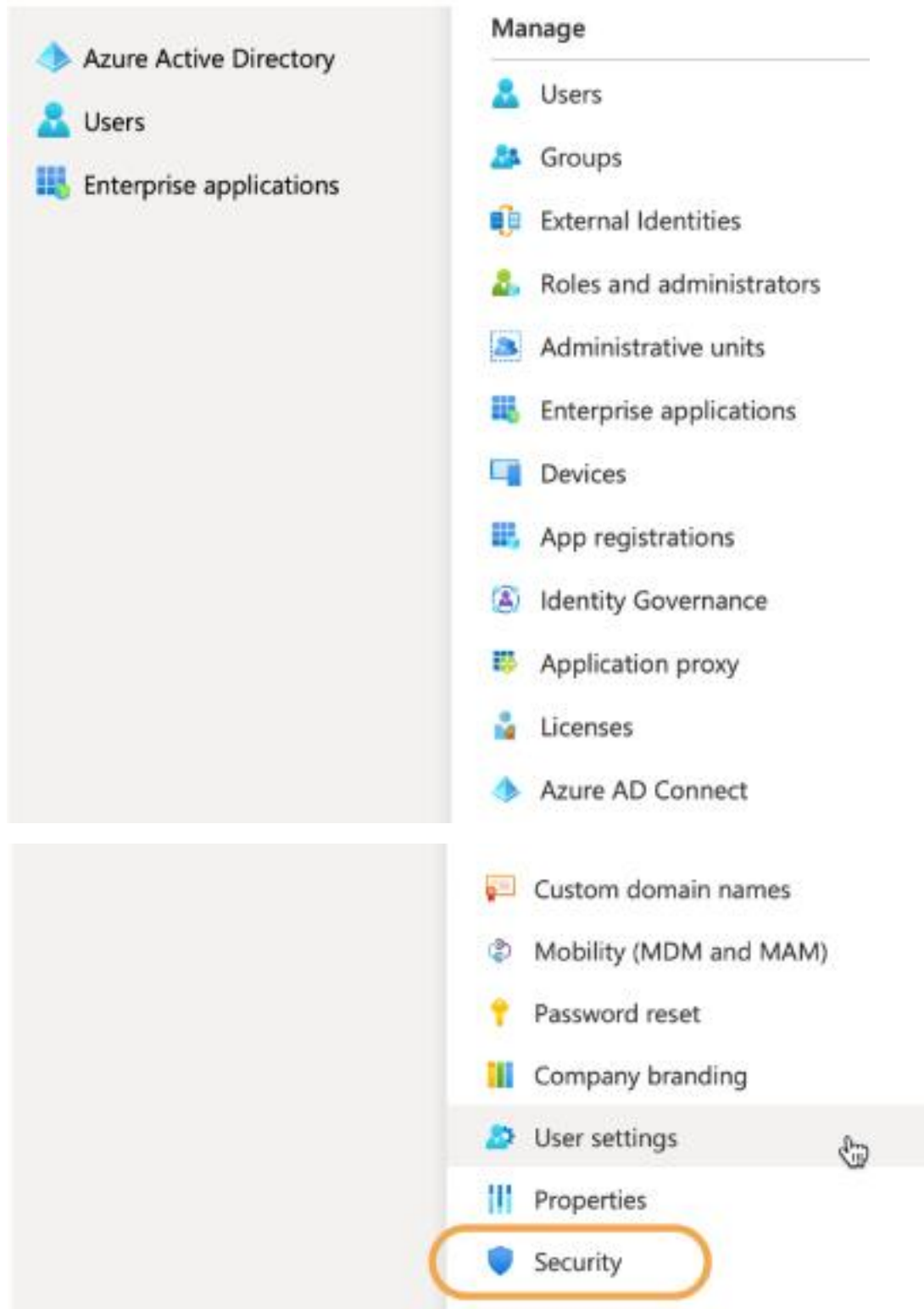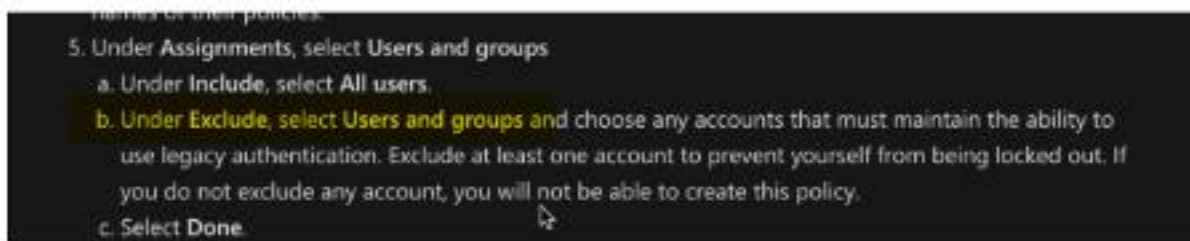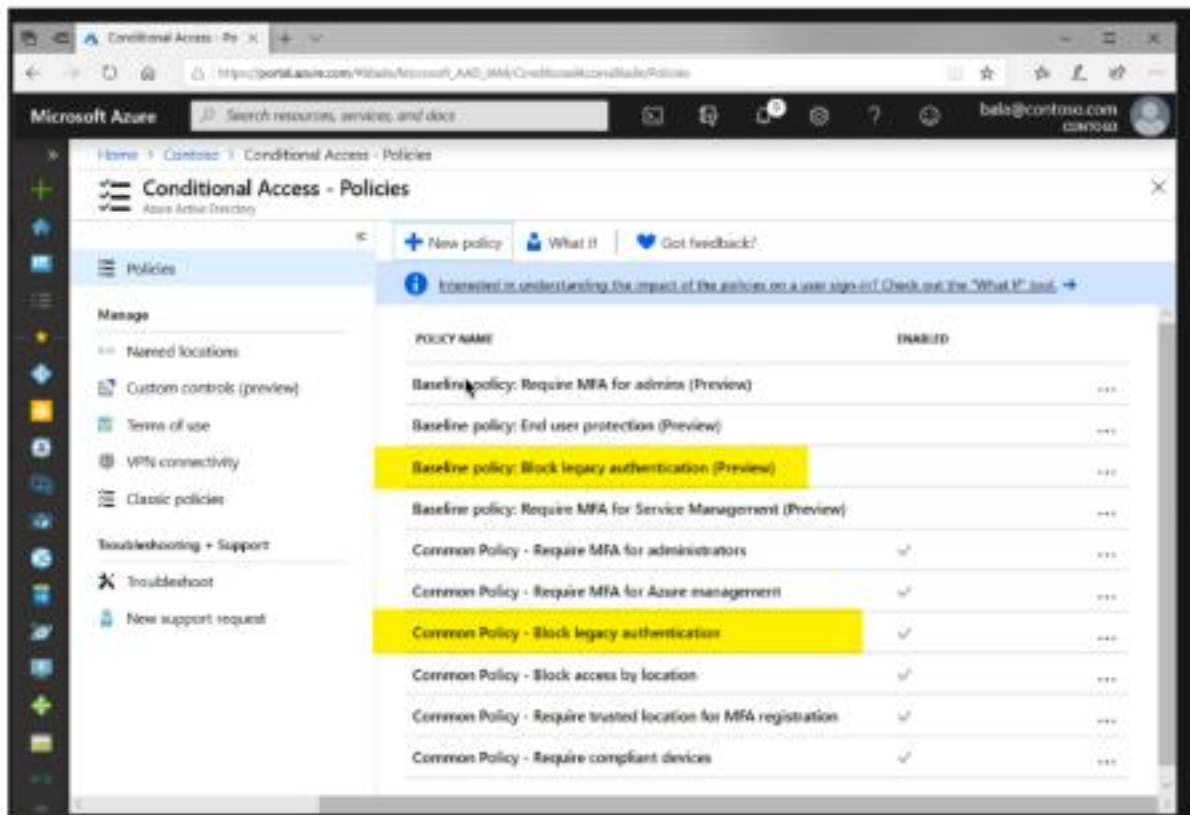
EMAIL TROUBLESHOOTING

Failure sending mail

If you get the error message "Failure sending mail" – check that you have entered the correct details in

- The E-mail server field
- The correct combination of email user/password/comes from fields. The combination and number of these fields that are required depends on the configuration of the email server
- The correct encryption method is selected

Port

- If the default port for email (25) is not in use, ensure the port is included in the Email server field separated by a semi-colon (:). For example smtp.office365.com:587 if port "587" is being used for e-mail.

Legacy Authentication

If you are using MFA and App password in Office 365, but are still receiving errors when testing the SMTP email, ensure that Legacy Authentication is not blocked. Refer to **Office365 and Legacy Authentication on page 119**.

TLS Version

You don't select a specific TLS version. Orchid uses the .Net SmtpClient class to send emails. The SMTP Client uses the protocol configured on the operating system, based on the .NET version installed.

The email function supports Ssl3, Tls1.0, Tls1.1, Tls1.2 and Tls1.3.

Microsoft has recently stopped support for TLS1.0 and TLS1.1. Support for TLS 1.2 was added to Orchid modules in April 2020 and applies to Sage 300 versions 2018 and above.

> **Important!** If you have any issues emailing, please ensure you download and install the latest product update for your Sage 300 version.

You get the message "E-mail sent", but no email is received,

In many cases, there is almost no delay the "E-mail sent" message being displayed on the screen after clicking "Send Test E-mail"

- Ensure the virus checker and firewall on all machines where e-mails are to be sent from. They must be set to exclude "..\EL6xA\sendmail.exe"
- If you get a File missing error, check that the anti-virus is not deeming the sendmail.exe a virus threat.
- SMTP Server may include configuration to expect a valid client certificate from the server-/workstations where Sage is installed. Once the certificate is installed on the client, emails can be sent.

You are able to send emails to internal email accounts, but not to external email accounts, the most likely cause is that your email server requires a valid username /password for sending to external addresses and the details entered are not correct.
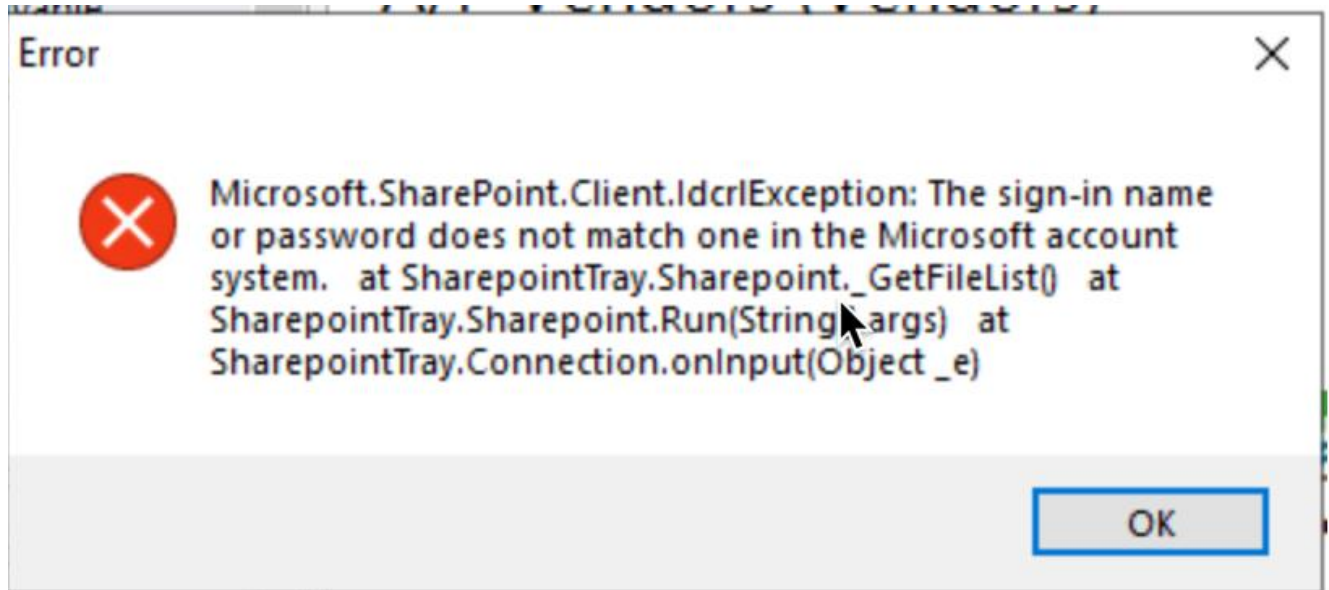
> **Note:** Check your email server to see if it requires a username/password. Some require it to be blank, for some it does not matter.

> **Note:** Some email servers will allow you to log on as a certain user and send email as anyone, others will only allow you to send email as the logged on user. So if you log on as "Joe", but try to send as admin@testdomain, some email servers won't allow it.

Exceeding email limit error -

This applies to EFT Processing only.

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.

EFT Options Screen Guide on page 95

Process Scheduler emailing tips

When using Process Scheduler with Extender or Report Runner, the Process Scheduler email settings are only used if the Schedule is configured to send emails on success or failure.

The Run Information Manager Step uses the SMTP Email configured in Information Manager a> Report Runner and the Run Extender Script action uses the SMTP email configured in Extender.

When using Process Scheduler to email Reports configured in Report Runner, check the email configuration in Information Manager, not just Process Scheduler.

When using Process Scheduler to run Extender scripts that send emails, check the email configuration in Extender Options, not just Process Scheduler.

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 108 and EFT Banks Form - Overview on page 46

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.

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

EFT BANKS SETUP SCREEN

> **Tip:** The 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 Cus-
>
> tomer 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 Setup and Use EFT Clearing Bank on page 21 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 wan t 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 Setup SFTP Output Destination on page 15 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 125

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.

> **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 131
- `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.

The File Sequence Number is updated when you generate the EFT file.

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

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

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

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

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 131

`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 125

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.

The File Sequence Number is updated when you generate the EFT file.

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

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

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

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

EFT VENDORS - SETUP SCREEN

Use this screen to enter the EFT Details for Vendors setup in Sage 300 Accounts Payable. Details include bank details as well as advice delivery method. You can choose to encrypt the bank details on the screen

in EFT Options.

Fields and Controls

Vendor Number
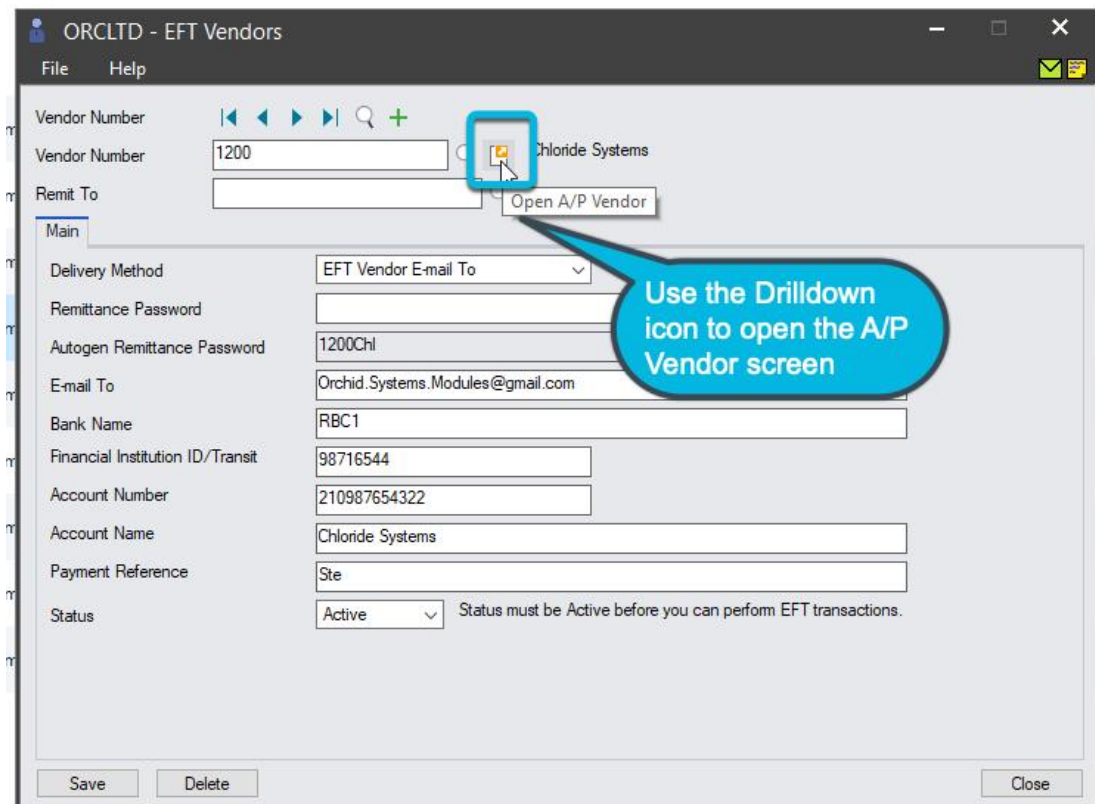
Identifies the vendor in Accounts Payable.

Select an existing vendor record that has been configured in , type its number or choose it from the Finder in the Vendor Number field.

> **Tip:**
>
> You can use the Drill-down Icon to open the related A/P Vendor screen. This is useful to check the Vendor's delivery method for example.
>
>

Remit To

The **Remit-to** field is optional. If a vendor only has one bank account, you should leave the Vendor Remit-to code blank in EFT Vendors.

The Remit To gives you the option to record different vendor bank details for each Remit To location that has been setup in A/P Remit-To Location.

If you have multiple bank account details for the same vendor, then you can set up one EFT Vendor record per Vendor/Remit-to code combination in addition to the EFT Vendor record with the blank Remit-to code.

> **Example:**
>
> Detailed example is available: Setup EFT Vendor with multiple bank accounts

> **Note:**
>
> With this setup for your EFT Vendors, if you create an AP Payment entry to a specific Vendor/Remit-to code combination, EFT Processing will apply the following rules to work out which EFT Vendor record (and therefore bank details) to use when creating the EFT File:
>
> - Search for an EFT Vendor record with the same AP Vendor code and AP Remit-to code - use this record as a first choice
> - Search for an EFT Vendor record with the same AP Vendor code and a blank Remit-to code - use this record as a second choic
> - Report an error that there is no EFT Vendor record for the AP Payment entry

File Type

The File Type field is optional. If this option is enabled, you have a Finder to select the EFT Vendor, and another to select the EFT File Type. You can then select a file type to record different bank account details for the Vendor according to the file type.

If you leave this field blank, then EFT will use the file type that has been assigned in EFT Options > Primary Bank Setup to label the fields and enable EFT Vendor extra fields.

> **Note:** The File Type field is only available if you select "Allow multiple Vendor bank account details one per EFT file type in EFT Setup > Options > AP Tab. Change the option and restart the screen if you don't see the field.

> **Example:**
>
> Detailed example of setting up EFT Vendor is available: Setup EFT Vendor with multiple file types

Delivery Method

`AP Vendor Delivery Method`: EFT will use the setup in Accounts Payable when emailing remittance advices.

`EFT Vendor E-mail To`: Enter the email address to use below in the `Email To` Field.

When sending remittance advices, if `EFT Vendor Email To` is selected and the Email To field is populated, the remittance will be emailed to the E-Mail address entered in EFT. If no email address is entered, users will receive an error message when printing remittance advices.

> **Tip:**
>
> If you use the AP Vendor Delivery Method, select Email (vendor) or Email (contact) delivery method in A/P Vendor.
>
> Currently, EFT Processing doesn't support Sage 300 Multiple Contacts. If the AP Vendor's delivery method is set to "Multiple Contacts", it is recommended to set the EFT Vendor's delivery method to EFT Vendor Email To and enter the email address in the EFT Vendors screen.

Remittance Password

If you select to password protect PDF remittance advice in **EFT Options Screen Guide on page 95** >AP Tab , optionally enter the Vendor-specific password the Vendor 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 \AP Tab, will be displayed. (This is for visual verification only and is only available if you have security rights to edit Vendor remittance advices.)

Email To

Enter the email address to use if the Delivery Method is set to `EFT Vendor E-mail To`.

The Email To field gives you the option to record a different Email address that has been setup in A/P Vendor's Email / Contact's email. If left blank, EFT Processing uses the A/P Vendor email address.

The Email-To field is 250 character long.

> **Tip:** To send to multiple addresses, use a semi-colon (;) to separate the email addresses. For example `ronald@samplecompany.com; ronald.black@samplecompany.com;`

Bank Name

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

BSB Number

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

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 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 Vendor's bank account. Defaults to the Vendor's name.

Payment Reference

Enter the bank's payment reference number.

If you choose `Use reference from vendor master record` as the payment reference when you create an EFT File, the reference is saved in the PAYREF field in the EFT Log. Refer to **Reference: Choose one of the option: on page 63**

If configured in the file format, the reference is included in the EFT file.

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 Vendors - Refer to **Approving changes of EFT Vendor/Customer/Employee details: on page 33**

> **Tip:**
>
> Field names might be different depending on the Primary Bank set up in EFT Options.
>
> Use the **Primary File Type** Tab for EFT Processing (A/P and A/R)
>
> Field names also depend on the File Type entered on the EFT Vendor and EFT Customer screens, if using the multiple account details, one per EFT file type option.

EFT CUSTOMERS - SETUP SCREEN

Use this screen to enter and update Customer's Bank details to process direct debit and/or Customer Refunds through EFT processing.

Main Tab

Customer Number

Identifies the customer in Accounts Receivable.

To open an existing customer record, type its number or choose it from the Finder in the Customer Number field.

> **Tip:**
>
> You can use the Drill-down Icon ![icon] to open the related A/R Customer screen. This is useful to check the Customer's delivery method for example.
>
>

File Type

The File Type field is optional. If this option is enabled, you have a Finder to select the EFT Customer, and another to select the EFT File Type. You can then select a file type to record different bank account details for the Customer according to the file type.

If you leave this field blank, then EFT will use the file type that has been assigned in EFT Options > Primary Bank Setup to label the fields and enable EFT Customer extra fields.

> **Note:** The File Type field is only available if you select "Allow multiple Customer bank account details one per EFT file type in EFT Setup > Options > AR Tab. Change the option and restart the screen if you don't see the field.

> **Example:**
>
> Detailed example of setting up EFT Vendor is available: Setup EFT Vendor with multiple file types

Delivery Method

If you select `AR Customer Delivery Method`, EFT will use the setup in Accounts Receivable when emailing advices.

If you select `EFT Customer E-mail To`, you can enter the email address to use below in the Email To Field.

When sending remittance advices, if EFT Customer Email To is selected and the Email To field is populated, the advice will be emailed to the E-Mail address entered in EFT. If no email address is entered, users will receive an error message when printing remittance advices.

Remittance Password

If you select to password protect PDF remittance advice in EFT Options Screen Guide on page 95 >AR Tab , optionally enter the Customer-specific password the Customer 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 \AR Tab, will be displayed. (This is for visual verification only and is only available if you have security rights to edit Customer remittance advices.)

Email To

If this field is populated with an email address, it will be used if you choose delivery method as "Vendor/Customer" in EFT Reports > Print Advices.

The Email-To field is 250 character long.

Bank Name

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

BSB Number

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

If EFT Processing Options /A/R / 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 Customer's account by their bank). The number can be up to 22 characters.

If EFT Processing Options /A/R / 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 Customer's bank account.

Payment Reference : Enter the bank's payment reference number.

Status

Select the status as:

- Entered - where the details of the customer have been entered
- Active - where the details of the customer are approved
- Inactive - if you do not want to create EFT files for this customer. You can make the customer active again at any time

> **Tip:**
>
> The status needs to be active if to create EFT files.
>
> Refer to tutorial for details on using this feature: Approving changes of EFT Vendor/Customer/Employee details on page 11

Process Single receipt per National Account

Defaults to No. Set to Yes if you want EFT to consolidate receipts by National Account.

Credit Card Tab

> **Note:** You can use the Credit Card Tab to use Credit card details to generate the Direct Debit file. The fields are encrypted in the database, but please note that EFT Processing module is not PCI compliant and that Orchid takes no responsibility for the use of associated fields and functionality.

> **Tip:**
>
> Field names might be different depending on the Primary Bank set up in EFT Options.
>
> Use the **Primary File Type** Tab for EFT Processing (A/P and A/R)
>
> Field names also depend on the File Type entered on the EFT Vendor and EFT Customer screens, if using the multiple account details, one per EFT file type option.

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.

> **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 95 >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.
>
> | ORCLTD - EFT Employees | | | | | | | |
> |---|---|---|---|---|---|---|---|
> | **Employee ID** | 100050 | | | | | | |
> | **File Type** | | | | | | | |
> | **Status** | Active | | | | | | |
> | **Delivery Method** | EFT E-mail | | | | | | |
> | **E-mail To** | io-orchid.systems.modules@gmail.com | | | | | | |
>
> | 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 |
>
> Save   Delete   Detail...   Close

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.

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.
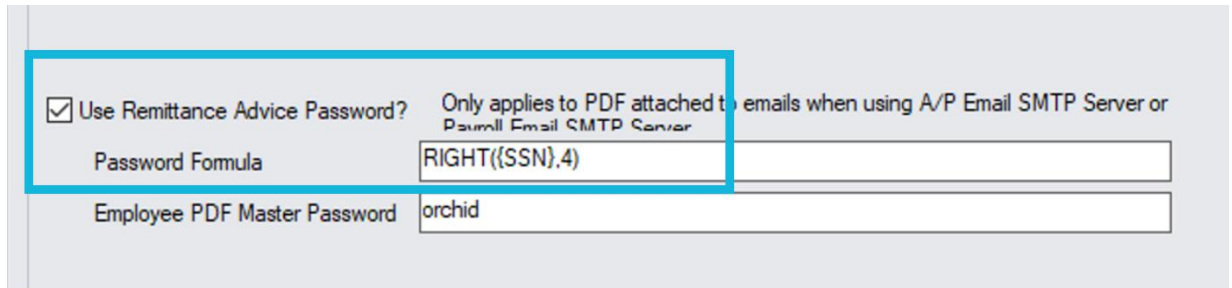
Example:

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.

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

Emplyee 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.

PASSWORD EXAMPLES

Which remittance advice password will work if you have more than one?

In EFT Processing, you have the option to password-protect PDF sent with Remittance Advices when emailing to a Vendor, Customer, or Employee. You can use a password formula, a password entered per record and a master password. This topic describes the order of precedence of each method.

Details specific to the process for each type are available below:

Scenario 1

If you have a password formula for AP, AR & Payroll remittances in EFT Options

And in EFT Vendors, Customer or Employee, you have manually entered a password for "Remittance Password" the "Remittance Password" will over-ride the "Autogen Remittance Password"

Scenario 2

In EFT Options, if you have a PDF Master Password for AP, AR & Payroll remittances And an Autogen Remittance Password, both passwords will work Both passwords will work

Scenario 3

If you have a PDF Master Password in EFT Options for AP, AR & Payroll remittances And no Password Formula/Autogen Remittance Password, And a Remittance Password in EFT Vendors, Customers, Employees Both passwords will work

Scenario 4

If you have a PDF Master Password in EFT Options for AP, AR & Payroll remittances, but no other passwords (no formula, no manually entered passwords), the remittance advice will not be encrypted.

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 <BR> 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 <BR> wherever a new line is required.

Refer to Sample EFT Email Messages on page 160 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 RELEVE1

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
<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> </p>
<p>Regards</p>
<div><strong>{COMPANY_NAME}</strong></div>
<p> </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
<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> </p>
<p>Regards</p>
<div><strong>{COMPANY_NAME}</strong></div>
<p> </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> </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> </p>
<p>Regards</p>
<div><strong>{COMPANY_NAME}</strong></div>
<p> </p>
</html>
```

EFT SETUP- RECEIPT/REFUND SELECTION CODES - FIELD LIST

Use this screen to configure Receipt Selection Codes to create A/R Receipt or Refund batches based on the criteria configured for each Receipt Selection code.

The values entered in the EFT Setup > Receipt Selection Codes are used as Default Values when using the Create Receipt Batch function.

See Also Create Receipt/Refund Batch on page 67 for details on how to use.

Select tab

If you are using EFT Processing to process A/R Receipt or Refund Batches, use this tab to specify details about the receipt batches to be created by EFT Processing.

FIELDS AND CONTROLS

Document Type: Select the type of batches you want to create: A/R Receipt, A/R Zero value receipt to apply documents or A/R Refund.

Batch Description: Description of the batch

Entry Description: Entry description on the generated entries

Bank ID: This field will populate the Bank code on the generated batch. This is the bank where the funds are deposited into.

Payment Code: Specify a payment code to identify the type of payment

---

Tip:

- The payment type "CASH or CHECK" configured on the Payment Code in A/R Setup is used to determine the A/R Refund payment type.
- All details in the refund use the same payment type.
- If no payment code is selected, the Refund payment type is set to "Cash".
- You can amend the payment types before posting the A/R Refund batch if you don't auto-post the batch.

IF A CUSTOMER IS NOT DEFINED IN EFT CUSTOMER DO YOU WANT TO :

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 ignore all transactions for A/R Customers which have not been defined in EFT Customers and produce a file for A/R Customers which have been defined in EFT Customers.

Display Error and Abort

Display an error and abort the export - when you select this option, EFT generates an error message for each A/R Customer which is not defined in EFT customers and abort the export. The EFT Customer can then be added and the file export resumed.

Include the Customer anyway

If you select this option, EFT Processing creates the EFT File including the A/R customer details, where the EFT customer details are blank.

PROCESS SINGLE RECEIPT PER NATIONAL ACCOUNT

Select "**No**" if you require one receipt per AR Customer

Select "**Yes**" if you want to create one receipt per National Account for those AR Customers assigned to an AR National Account

Select **"Use EFT Customer Setting"** if you want to control the number of receipts created for an AR National Account on a EFT Customer by EFT Customer basis. Depending on the selection "Process single receipt per National Account" on the EFT Customer, Create Receipt Batch will either create one receipt per AR Customer or one receipt per AR National Account (to which the AR Customers have been assigned).

> **Note:** This option does not apply when creating A/R Refund in line with Sage's rules for A/R Refund.

POST RECEIPT BATCH

Post Receipt Batch will Create the Receipt Batch AND Post the receipt batch after it has been created.

ONE RECEIPT PER INVOICE

Select `Yes` if you want separate receipts per outstanding invoice,

Select `No` to include all invoices in a single receipt per customer.

You can set the default value in the Receipt Select Codes Setup screen and change it at runtime when you use the "Create Receipt/Refund" process.

Criteria tab

Use this Tab to select the Documents to include in the Receipt Batches.

The values setup on the specified receipt selection code appear as the default in the Create Receipt Batch form, but you can change the values before creating the batch.

You can:

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of account sets, terms code, billing cycle, interest profile, payment code and customer price list, etc.

FIELDS AND CONTROLS

Customer: Select the customer range

Batch: Select the batch range

Invoice Date: Enter the Invoice date range

Due From: Enter the Due From date range

Customer Balance: Enter a range for the Customer's Balance (this is the total amount outstanding)

> **Tip:** When creating A/R Refund, if you only want to refund customers with a net credit balance, set the From Customer Balance to the lowest negative number you want to select. Set the To Customer Balance to 0.

Invoice Balance: Enter a range for the Invoice Balance (optional)

Account Set: Specify the range of account sets that you want included in the A/R Receipt/Refund Batch, or leave the To field blank and specify ZZZZZZ in the To field to select from customers with any account sets.

Customer Terms Code : Specify the range of Customer terms code that you want included in the A/R Receipt/Refund Batch.

Invoice Terms Code: Specify the range of Invoice terms code that you want included in the A/R Receipt Batch. This doesn't apply to A/R Refund batches

Billing Cycle: Specify the Customer billing cycle range that you want included in the A/R Receipt/Refund Batch.

Interest Profile: Specify the Customer interest profile range that you want included in the A/R Receipt/Refund Batch.

Payment Code: Specify the range of payment codes that you want included in the A/R Receipt/Refund Batch.

Customer Price List: Specify the customer price list range that you want included in the A/R Receipt/Refund Batch.

Group Code: Specify the Customer Group Code range that you want included in the A/R Receipt/Refund Batch.

CUSTOMER OPTIONAL FIELDS

This field appears if you use Sage 300 Optional Fields

You can use the Customer Optional Fields box to specify a customer optional field as a criteria for selecting customers for a receipt batch. If you specify an optional field, you can then select which optional field values to include in the Receipt batch.

> **Tip:** Select All to select All optional field values and Double click on the Yes field in
>
> the Selected column to remove the values to exclude from the batch.

INVOICE HEADER OPTIONAL FIELDS

This field appears if you use Sage 300 Optional Fields.

You can use the A/R Invoice Header Optional Fields box to specify an invoice optional field as a criteria for selecting documents for a receipt batch. If you specify an optional field, use the Information icon to select which Optional field values to include.

> **Tip:** When creating A/R Refund, this criteria doesn't apply.

Documents Tab

Use this tab to configure the document types to include in the calculation of the receipt amount, and applied to the receipt created (AR Credit Notes, Prepayments, Unapplied Cash / Receipts, Debit Notes)

FIELDS AND CONTROLS

Include Credit Notes

Select "Yes" if you want to include any open Credit Notes in the calculation of the document value.

Include Prepayments

Select "Yes" if you want to include any open Prepayments in the calculation of the document value.

Include Unapplied Cash / Receipts

Select "Yes" if you want to include any open Unapplied Cash or Receipt Transactions in the calculation of the document value.

Include Debit Notes

Select "Yes" if you want to include any open Debit Notes in the calculation of the document value.

Include Interest Invoices

Select "Yes" if you want to include any open Interest Invoices in the calculation of the document value.

Exclusions Tab

Use this tab to list the customer(s) which are to be excluded from the document selection process and/or the Customer(s) and Document(s) combinations to be excluded from the document selection process.

> **Note:** If you enter a National Account Customer Number, then all child accounts are also excluded.

> **Note:** When you create the AR Batch, excluded customers and documents are included in the Receipt Batch Audit Log. Refer to EFT Receipt Batch Audit Log

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

ORCHID MODULE LICENSE SCREEN

To start using Orchid Module, you need a valid serial number and license file.

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

License screen

You use the Orchid Module 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.

> **Note:** If you have multiple Sage 300 databases, you only need to enter the activation code details in one company. When the licence details are entered on the first company, Orchid Module creates the OR69A.lic file, which can then be read by all other companies configured on the same server.

30-day Trial License

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.

> **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 Orchid Module, 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.

Serial Number and Sage 300 Version and Edition

The serial number must match the Sage 300 version and edition.
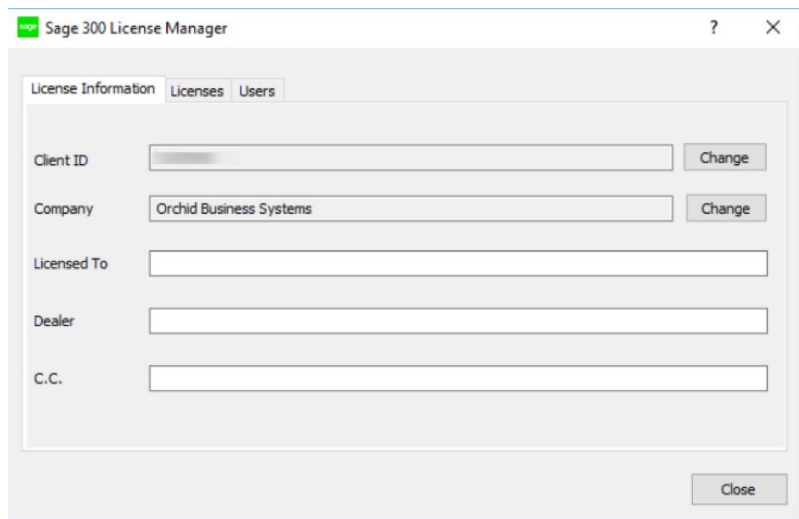
Go to About > System Information to get the Sage 300 System Manager Version and Edition if you need to confirm the details.
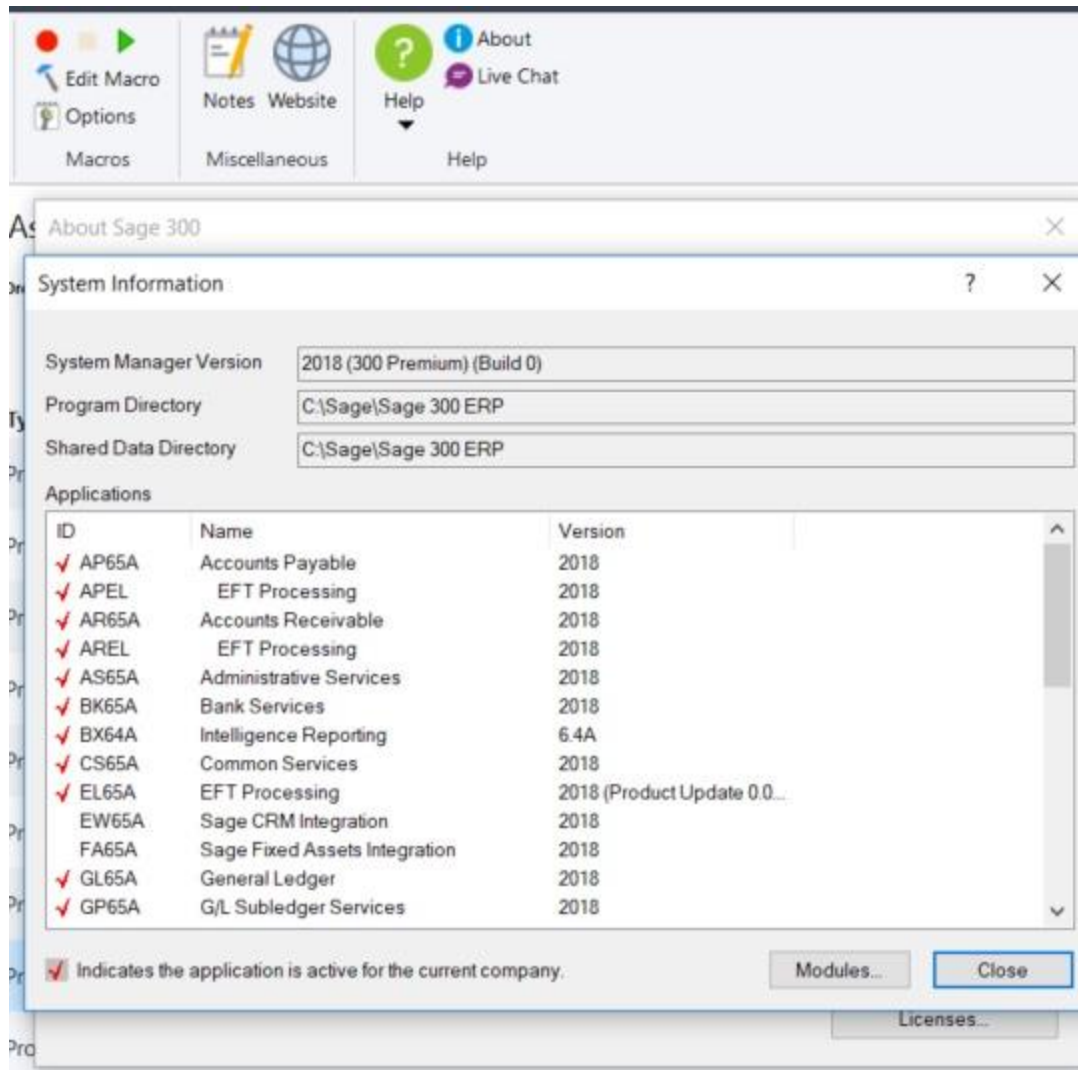
Activation Code and System Manager Company Name

In the Activation Code, the customer name must match exactly with the company name as registered under the Sage 300 System Manager (including all punctuation and capitalization). To verify this information when requesting an Activation code, please email Orchid Systems a screenshot of your System Manager license details.

Go to Help > Licenses > License Information to get the Company that Sage 300 System Manager is licensed to.

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 Orchid Module is only active if you have purchased the required module component.

The license screen displays what components of the Orchid Module module are included in the activation code.

EFT Formats Technical Info

Watch the Spotlight video on EFT Processing File Formats in Sage 300.
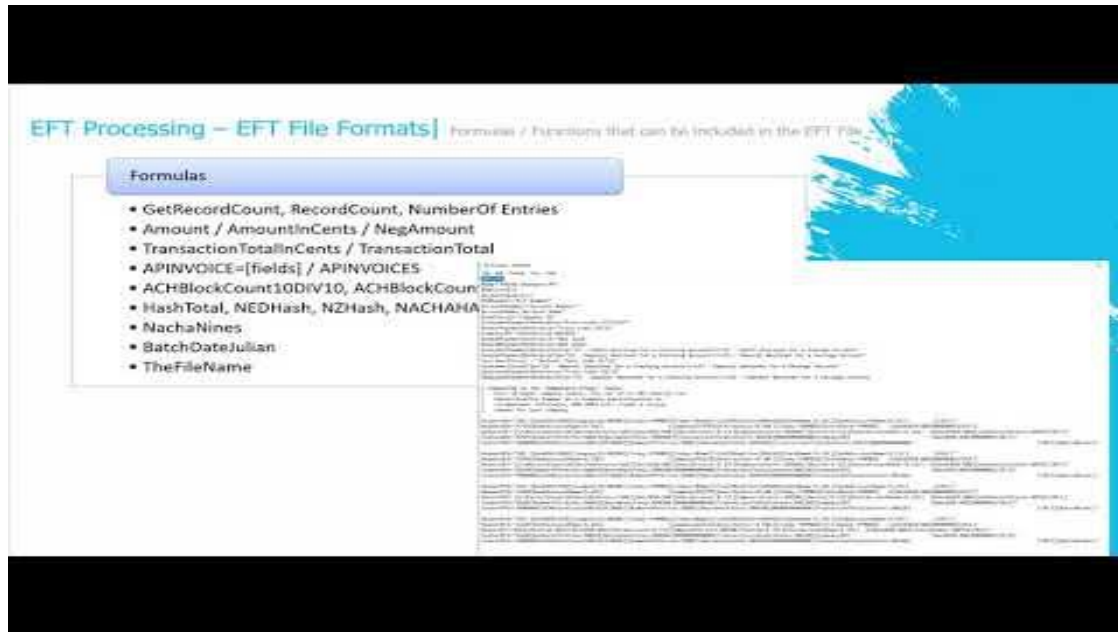
Watch the Spotlight video on using EFT File Formats in Sage Intacct

BANK FORMATS - OVERVIEW

EFT Processing installs with a number of system defined file formats. These formats are contained in a file **formats.ini** which is found in the ..\Sage\ELxxA directory.

Additional bank formats are added on demand by the Orchid support team for supported versions of EFT Processing.

Amending File Formats

The formats.ini file should never be changed on site. 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.

To change an existing bank format (or create a new one), copy the original bank format from the formats.ini file to the userformats.ini file and make the required changes.

> **Note:** If you change the default formats.ini file, you get a "File Hash" Error when using the file in Create EFT File function.

When upgrading

If upgrading from a prior version with customisations done in the formats.ini file, you need to copy the changes to the formats.ini to the userformats.ini. Refer to details in **Upgrading EFT Processing Key Steps on page 36**

Sections in the ini file

The formats.ini file include multiple sections.

Refer to EFT Processing online help for more details.

EFT Help: https://help.orchid.systems/sage300addons/Content/Product-Home/EFT-Processing.htm

Each bank is a section in the ini file. A section is denoted by Square Brackets for example :

[USA_WF] for the Wells Fargo bank layout.

Within each section, you can define the following

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

Name - description of the bank layout

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

File Format

File format includes several sections:

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

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

2. Row Declaration

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

- The definition of the header row(s) - general header for all transactions or an A/P specific header or an A/R specific header
- The definition of the detail row(s) - general detail for all transactions or an A/P specific detail or an A/R specific detail

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

---

Example:

HeaderAP="A000000001[OriginatorIdNumber:%10C][FileCreationNumber:%04D].."

DetailAP = "C[RecordCount:%09D][OriginatorIdNumber:%-10C]460."

FooterAP = "Z[RecordCount:%09D][[TransactionTotalInCents:%014D] .."

Example: Bank Setup Validation and renaming.

[USA_WF]

Name="USA Wells Fargo ACH"

BSBSize=9

AccountSize=9:17

BSBNumber="R/T Number"

AccountNumber="Account Number"

AccountName="Account Name"

SourceExtra1="Application ID"

SourceExtra2="Remote ID (RID)"

SourceExtra3="File ID"

SourceExtra4="Company ID"

Header=

BatchHeader=

DetailAR=

DetailAP=

BatchFooter=

Footer=

Validation examples:

Example: Bank Setup Validation and renaming.

BSBSize=9	BSB Number will be validated to 9 in length
AccountSize=9:17	Account Number will be validated to be between 9 and 17 in length
BSBNumber="R/T Number"	BSB Number will be re-labeled R/T Number
AccountNumber="Account Number"	Account Number will be Account Number
AccountName="Account Name"	Account Name will be labeled Account Name
SourceExtra1="Application ID"	one extra field on the Bank will be enabled called "Application ID"
SourceExtra2="Remote ID (RID)"	second extra field on the Bank will be enabled called "Remote ID (RID)
SourceExtra3="File ID"	Third extra field on the Bank will be enabled called "File ID"
SourceExtra4="Company ID"	Fourth extra field on the Bank will be enabled called "Company ID"

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

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

Note: The Size is used for data validation.

Making a field required

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

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

RENDER=API

Since the latest product update for Sage 300 version 2019, EFT Processing includes two dll engines to generate the EFT Files:

- The original dll ELEFT.dll works only with Sage 300. It includes support for optional fields on AP Payments and AR Receipts headers. However, it doesn't support LUA functions for conditional formulas in the file. While this dll is supported, enhancements are not added to it.
- EFT.dll works with various ERP Applications. It includes standard predefined fields and includes support for LUA statements to write conditional statements in the file format. Any enhancements to EFT Processing are done in the EFT.dll only. To use the newer dll, the file format must include the line RENDER=API.

> **Note:** If the RENDER=API is deleted or omitted, EFT Processing will use the ELEFT.dll.

Tips when converting from an older format to render=API

With the latest dll, you can't include the Sage 300 table names directly into the formats.ini or user-formats.ini. You need to use the pre-defined field names.

> **Example:**
>
> For example, you need replace the fields below:
>
> Fields [CSCOM.*] in Company Profile, change to [Company.*]
>
> Field [ELCUS.EMAIL] for email address, change to [DestAdviceEmail].
>
> Field [APTCR.IDRMIT] for cheque number, change to [FirstCheque]
>
> Field [APTCR.DOCNBR] for Document Number, change to [DocNum]
>
> Field [APTCR.CODECURN] for Vendor Currency Code, change to [Dest.ccy]

USER FORMATS - UPDATING EFT BANK FORMATS

EFT Processing installs with a number of system defined file formats. These formats are contained in a file formats.ini which is found in the ..\Sage\ELxxA directory. The formats.ini file cannot be changed on site. Only Orchid can amend the formats.ini file.

To change an existing bank format (or create a new one), copy the original bank format from the format-s.ini file to the userformats.ini file and make the required changes.

For a list of row types, field names and validations in EFT Processing file formats, refer to Bank Formats - Overview on page 171

User formats and Default formats

When processing a file layout, `EFT Create File` first checks the `userformats.ini` file for the bank selected. If found, it uses the layout from the `userformats.ini`. If not found, it uses the format from the system `formats.ini` file.

> **Note:**
>
> The userformats.ini can be copied to the **customization directory** to use standard Sage 300 functionality of database and user control.
>
> When processing a file layout, EFT Create File first checks the customization directory for userformats.ini. If not found, it checks the ELXXA (e.g. EL72A for version 2025) folder of the Sage 300 install for `userformats.ini` and if not found it uses `formats.ini` in the ELXXA folder.

Editing EFT Processing File formats

You generally update the userformats.ini file in a Text Editor. If you have saved the file in the correct folder as described above, but you get an error message that the file type doesn't exist, check that the file is saved with UTF-8 encoding.

File Encoding.

Userformats.ini file needs to be encoding in the UTF-8 format.

If not, you may get a "File format does not exist in ini file" error message although the file exists in the folder.

You need to change the File encoding in Notepad ++ or other text editor.

In some cases, you need to encode file in ANSI format, for example to support German Characters. This assumes that all formats in the userformats.ini file work with ANSI format.

Using *.EFT Files in the customization directory

You can create *.EFT Files in the customization directory. The *.EFT File can include one or more file formats.

If you have some file formats that require ANSI encoding and others that require UTF-8 format, you can use .EFT Files, each with different encoding.
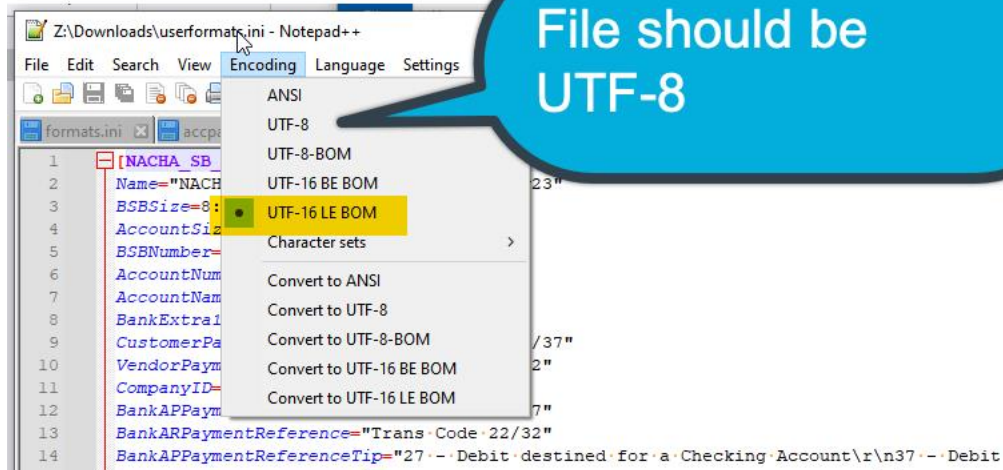
ROW TYPES

Overview

Within each section, there are 5 types of rows:

HEADER	File Header is row at the beginning of export file.
BATCHHEADER	Batch Header is row for the export file at the beginning of a batch, repeated per batch number.
DETAIL	Detail is row in the export file for eachpayment/receipt/refund being made.
BATCHFOOTER	Batch footer is row in the export file at the end of a batch, repeated per batch number.
FOOTER	File Footer is row at the end of export file.

- The row types are not case sensitive. DETAIL or Detail or detail is interpreted in the same way.
- Each row type is optional.
- Some banks have the same format for AR and AP, some banks have different formats.

> **Example:** For Example, CAN_CPA has the same header and footer format for AR and AP, but different detail formats:
>
> [CAN_CPA]
>
> Name="Canadian CPA"
>
> Render=API
>
> BSBSize=8
>
> AccountSize=3:12
>
> Header="A[RecordCount:%09D][SourceReference:%10C][BatchNumber:%04D]0[BatchDateJulian][SourceBankName:%-5C] [Blank:%-1409C][CR][LF]"
>
> DetailAP = "C[RecordCount:%09D][SourceReference:%-10C][BatchNumber:%04D]460[AmountInCents:%010D]0[EntryDateJulian][DestBSB:%-9D][DestAccount:%-12C]0000000000000000000000000[SourceAccountName:%-15C][DestAccountName:%-30C][SourceAccountName:%-30C][SourceReference:%-10C][DestId:%-19C]000000000 [Reference:%-15C][Blank:%-22C][Blank:%-2C][Blank:%-11C][CRLF]"
>
> DetailAR = "D[RecordCount:%09D][SourceReference:%-10C][BatchNumber:%04D]460[AmountInCents:%010D]0[EntryDateJulian][DestBSB:%-9D][DestAccount:%-12C]0000000000000000000000000[SourceAccountName:%-15C][DestAccountName:%-30C][SourceAccountName:%-30C][SourceReference:%-10C][DestId:%-19C]000000000 [Reference:%-15C][Blank:%-22C][Blank:%-2C][Blank:%-11C][CRLF]"
>
> Footer = "Z[RecordCount:%09D][SourceReference:%-10c][BatchNumber:%04D]0000000000000000000000[TransactionTotalInCents:%014D][NumberOfEntries:%08D][Blank:%-01396C][CRLF]"

Row type by transaction type

Each row type can have an optional AR /AP /RF at the end of the row type for a specific format definition for that transaction type. A row type on its own implies a shared format for all transaction types.

EFT first checks for xxAP or xxAR. If it doesn't find it, it uses xx.

(eg HEADERAP or HEADERAR, HEADER) So CAN_CPA has a shared header and footer, but a different DETAIL for AR and AP.

> **Example:** DetailAR is specific for AR Receipt transaction type, DetailRF is for refund transaction and DetailAP is for AP Payment transaction. Detail applies to all transaction types.

Row Sequence

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

For example: Header1, Header2 or DetailAR1, DetailAR2, DetailAR3.

Additional Row Types

There are additional row types that can be used for the bank format and work in conjunction with the DETAIL row type to show associated records applied to the original payment entry. To display it in the DETAIL regardless of the row types below, use

DETAIL = "[APINVOICES]"

APINVOICE works for any type (Payment or Receipt).

If the format requires a different definition for A/R Receipts A/R Payments, then it can be configured as APINVOICES_ARRECEIPT

APINVOICE	Row for applied AP Documents (Invoice/ CreditNote/ DebitNote/ Prepayment) in payment entry, repeated for each document.
APINVOICES_ MISCPAYMENT	Row of detail of AP Miscellaneous Payment. Only applies to Sage 300
APINVOICES_ ARRECEIPT	Row for applied AR Document in A/R Receipts A/R Payments entry, repeated for each document.
APINVOICES_ ARREFUND	Row for applied AR Document in refund entry, repeated for each document. Only applies to Sage 300.

> **Note:** References to Refund or RF is included in some format definition. However, it is not applicable to Sage Intacct.

Example: Following is sample of a bank format using variation of row types.

[AUS_OCH]

Name="Australia Orchid Sample Bank"

BSBSize=0:12

AccountSize=0:20

BSBNumber="Bank Swift Code"

AccountNumber="Bank Account Number"

AccountName="Account Name"

BankAPPaymentReference="Payment Reference"

BankARPaymentReference="Receipt Reference "

CustomerPaymentReference="Customer Receipt Reference "

VendorPaymentReference="Vendor Payment Reference"

APINVOICE="I,[InvoiceNumber:%-12C],[InvoiceDate:DDMMYY],[InvoiceDescription:%-75C],
[InvoiceNetAmount:%15D],[CRLF]"

HeaderAP="H,P[CRLF]"

DetailAP1="P,ACH,[BatchNumber:%08D][EntryNumber:%08D],[BankAccountNumber:%-34C],
[EntryDate:DD/MM/YYYY], [DestRemitName:%-35C],[DestBSB:%-11C],[DestAccountNumber:%-34C],
[Amount:%15D][CRLF]"

DetailAP2="[APINVOICES]"

FooterAP="T,[NumberOfEntries:%05D],[TransactionTotal:%14D]"

FORMAT OF ROW DETAILS

Anything is [brackets] is a field. Anything else is plain text.

Important! A field can start with **!** indicating it cannot be blank. During the Create EFT file,

if the particular field doesn't have value, it will trigger an error.

The Common syntax of a field is: [fieldname:format]

The following format is available for conditional formatting/checking :

[!field]	Indicates e a value is mandatory for the field.
	During Create EFT file, if the particular field doesn't have value, it will trigger an error.
[#field]	if this field is blank then suppress the whole row and the row count is not increased.
^	In the first position of a row
	If after including all fields the row is blank, the row will be suppressed and the row count is not increased.
	To remove a special character in the field.
^r	[Field:^r.-35P]. This means any special character to be replace with '.'
	35P means total number of characters after all replacements is 35 printable.

Field Formatting

The Value of a field can be formatted to be displayed in specific structure.

A format mask is made up of multiple sections.

You can have any number of sections.

There are two types of sections:

1. Format

A format section starts with a %

If the section is left justified then the next character in the mask is a -

If the section is padded with 0 then the next character in the mask is a 0

Then comes the size of the field.

Then comes the type of the field:

A	upper case alpha
a	mixed case alpha
N	upper case alpha-numeric
n	mixed case alpha-numeric
D	numeric
C	upper case print-able
c	mixed case print-

able

• Plain text

This is just plain text. For example A - then the letter A would be written to the file

Different masks are available for different field types.

ALPHA NUMERIC FORMAT

To format an Alpha or a Numeric field you can apply different masks.

The following masks are available:

1	Indicator	Always use %
2	Alignment or order of value	If the value to be left justified use - character. R to indicate the size of the value to be evaluated from the right.
3	Zero Padded	For numeric value and value that is lesser than the size, it can be padded with zero.
4	Size	Number of characters to be displayed.
5	Type	Here are the A upper case alpha a mixed case alpha N upper case alpha-numeric n mixed case alpha D numeric C upper case printable c mixed case printable

6	Numeric decimal places and formats	For type D, it can be formatted with one the following :
		• D - numeric (same as D0)
		• D0 - numeric (sign, pad, value) only writes sign if it is negative
		• D1 - numeric (pad, value, sign) always writes sign
		• D2 - numeric (pad, sign, value) only writes sign if it is negative
		
		• For Dx you can add another number to indicate number of decimal places. (e.g. D0.2 indicate 2 decimal places with period as decimal separator)
		  - if you omit the period (e.g. D02 vs D0.2) then no decimal point will be printed
		  - after D you can have a comma (e.g. D,0) if you want a comma instead of a period

FOR DATE FIELDS, THE FORMAT CAN CONSIST OF:

YYYY	The four digit year (eg 2006, 2007)
YY	The two digit year (eg 06, 07)
MM	The one or two digit month (eg 1, 2, 11, 12, etc)
DD	The two digit day (eg 01, 02, 11, 12, etc)
D	The one or two digit day (eg 1, 2, 11, 12, etc)
HH	The two digit 24 hour time
H	The one or two digit 24 hour time
h	The one or two digit 12 hour time
mm	The two digit minute
m	The one or two digit minute

Example: for January 16 2026:

YYYYMMDD would be 20260116

YY/M/D   would be invalid since / is not recognized

[Batchdate:YYYYMMDD][Today:YYMMDD][Today:HHmm]

NUMERIC FORMATTING

D - numeric (same as D0)

D0 - numeric (sign, pad, value) only writes sign if it is negative

D1 - numeric (pad, value, sign) always writes sign

D2 - numeric (pad, sign, value) only writes sign if it is negative

- for Dx you can add another number (eg D0.2) which is number of decimal places

- if you omit the period (eg D02 vs D0.2) then no decimal point will be printed

- after D you can have a comma (eg D,0) if you want a comma instead of a period

Example: Sample masks:

%05D	Zero-padded, right-justified, 5 numeric characters
%24N	Right-justified, 24 uppercase alpha-numeric characters
%-35c	Left-justified, 35 mixed case print-able characters
%3D-%3D	Formatted Aus-tralian BSB ie 999-999

VALIDATION FUNCTIONS IN EFT FORMATS

For capital letters only: %-10C would convert to uppercase.

For Swift only, ^S-10C would replace illegal characters with a space, and uppercase the rest.

Note: When using ^, the next character can either be a character to replace illegal characters with, 'r' to remove illegals, 'S' to replace illegal swift characters with a space.

Examples:

Here are some more examples:

"%-10N" + "12345._890" --> NULL

"^ -10N" + "12345._890" --> "12345 890" - replace illegal with space

"^.-10N" + "12345._890" --> "12345..890" - replace illegal with .

"^r-10N" + "12345._890" --> "12345890 " - remove illegals

"^.3D-^.3D" + "123456" --> "123-456" - replace illegal with .

"^.3D-^.3D" + "12A456" --> "12.-456" - replace illegal with .

"^.3D-^.3D" + "12AZZZ" --> "12.-..." - replace illegal with .

"^.3D-^.3D" + "12A4C6" --> "12.-4.6" - replace illegal with .

"^Sc" + "INV[10]" --> "INV 10" - replace illegal swift characters with space

"^Sc" + "INV120111" --> "INV120111" - replace illegal swift characters with space

FIELDS AVAILABLE IN FILE FORMATS

The following fields are available for inclusion in the formats.

> **Note:** References to Refund or RF is included in some format definition. However, it is not applicable to Sage Intacct.

Batch information

This applies to the A/P Payment, A/R Refund and A/R Receipt batches. A/P , A/R and Employee Expenses Payments.

From the batch header:

From the payment:

[BatchNumber]	Batch Number
	EFT File ID
[BatchDesc]	Batch Description
[BatchCurrency]	Currency code selected in batch header
[BatchDate]	The batch date, or the system date, whichever is later.
[BatchDateJulian]	The batch date as a julian number. Use for most Canadian banks.
[TrueBatchDate]	The real batch date

From the batch entry:

From the payment detail:

[EntryNumber]	Entry number.
[EntryDate]	Payment date
[EntryDateJulian]	Payment date in Julian Format
[Amount]	Payment amount in bank's currency (eg $100.52 is 100.52)
[AmountInCents]	Payment amount in bank's currency in cents (eg $100.52 is

	10052)
[sourceamount]	Payment amount in vendor's/customer's currency
[sourceamountincents]	Payment amount in vendor's/customer's currency in cents
[entry.desc]	Batch Entry Number
	Payment Memo (Sage Intacct)
[ereference]	Entry Reference
	A/P Bill Invoice Reference

Source account information

From EFT Banks:

[BankID]	The Bank Code from the Bank Setup screen.
[BankName]	The Bank Name from the Bank Setup screen.
[BankBSB]	The BSB / Branch / Routing number from the Bank Setup screen.
[BankAccount]	The Account Number from the Bank Setup screen.
[BankAccountName]	The Account Name from the Bank Setup screen.
[BankReference]	A/P Payment Reference from the EFT Bank screen for A/P Payments batches or
	A/R Receipt Reference from the Bank Setup screen if an AR batch is being exported
	EFT Bank – Payment Reference field. (It may have a different label based on the formats).
[BankExtra1]	An extra field which can be turned on for banks.

	If enabled, you will see a line: "Extra1=abc" in the formats.ini file
	abc will be the field label on the EFT Bank screen.
[BankExtra2] to [BankExtra10]	The same method applies to the other nine extra fields.

From Sage 300 Common Services > Bank Services > Bank

From Cash Management > Account Information

[bank.ccy]	The statement currency of the bank code
[bank.transit]	Transit Number
[bank.address1] [bank.address2] [bank.address3] [bank.address4] [bank.city] [bank.state] [bank.zip] [bank.country]	Bank Address details

From Sage 300 Common Services > Company Profile

From Cash Management > Account Information

The field names are self-explanatory:

[Company.name]

[Company.taxnumber]

[company.brn]

[Company.address1], [Company.address2], [Company.address3], [Company.address4]

[Company.city]

[Company.state]

[Company.zip]

[Company.country]

[Company.phone]

[Company.fax]

[Company.contactname]

[Company.branch]

[Company.taxnumber]

[Company.brn]

Destination account information

From EFT Customers or EFT Vendors:

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

	name (ARCUS.TEXTSNAM)
[DestBankName]	The bank name field from the EFT Customers or EFT Vendor screen
[DestBSB]	The BSB field from the EFT Customers or EFT Vendor screen
[DestAccount]	The account number field from the EFT Customers or EFT Vendor screen
[DestAccountName]	The account name field from the EFT Customers or EFT Vendor screen
[DestIBAN]	IBAN from the EFT Vendor or EFT Customer screen
[DestBIC]	BIC Code from the EFT Vendor or EFT Customer screen
[DestReference]	The reference field from the EFT Customers or EFT Vendor screen
[DestExtra1]	Extra field on EFT Customers or EFT Vendors Setup screen. If enabled, there is a line in the formats.ini: VendorExtra1="abc" or CustomerExtra1="abc" "abc" is the field name to be displayed in the EFT Customer or EFT Vendor setup screen. If writing a custom format, include the lines in the userformats.ini file.
[DestExtra2]to [DestExtra50]	Same as above

Destination account From A/P Vendor or A/R Customer

[DestName]	The A/R Customer Name or A/P Vendor Name
[DestAddress1]to [DestAddress4]	The A/R Customer Address lines 1 to 4 or A/P Vendor Address lines 1 to 4
[DestCity]	The A/R Customer City or A/P Vendor City
[DestState]	The A/R Customer State or A/P Vendor State
[DestPostcode]	The A/R Customer Postcode or A/P Vendor Postcode
[DestCountry]	The A/R Customer Country or A/P Vendor Country
[DestPhone]	The A/R Customer Phone or A/P Vendor Phone
[DestFax]	The A/R Customer Fax or A/P Vendor Fax
[DestEmail]	The A/R Customer E-mail or A/P Vendor E-mail
[DestContact]	The A/R Customer Contact Name or A/P Vendor Contact Name
[DestContactPhone]	The A/R Customer Contact Phone or A/P Vendor Contact Phone
[DestContactFax]	The A/R Customer Contact Fax or A/P Vendor Contact Fax
[DestContactEmail]	The A/R Customer E-Mail or A/P Vendor Contact E-mail

[Dest.ccy]	A/P Vendor or A/R Customer currency code

Destination account information (from Vendor Remit To on the batch entry):

[DestRemitName]	The A/P Vendor Remit-To Name
[DestRemitAddress1]to [DestRemitAddress4]	The A/P Vendor Remit-To Address lines 1 to 4
[DestRemitCity]	The A/P Vendor Remit-To City
[DestRemitState]	The A/P Vendor Remit-To State
[DestRemitPostcode]	The A/P Vendor Remit-To Postcode
[DestRemitCountry]	The A/P Vendor Remit-To Country
[DestRemitPhone]	The A/P Vendor Remit-To Phone
[DestRemitFax]	The A/P Vendor Remit-To Fax
[DestRemitEmail]	The A/P Vendor Remit-To E-mail
[DestRemitContact]	The A/P Vendor Remit-To Contact Name
[DestRemitContactPhone]	The A/P Vendor Remit-To Contact's phone
[DestRemitContactFax]	The A/P Vendor Remit-To Contact's fax
[DestRemitContactEmail]	The A/P Vendor Remit-To Contact's e-mail

Applied Document Information:

[InvoiceDate]	Applied Document Date
[InvoiceDateDue]	Applied Document Invoice Due Date
[InvoiceNumber]	Applied Document Number
[InvoiceDescription]	Applied Document Description
[InvoiceGrossAmount]	Applied Document Gross Amount (prior Discount)
[InvoiceDiscountAmount]	Applied Document Discount Amount
[InvoiceNetAmount]	Applied Document Net Amount (after discount / payable amount)
[FirstInvoiceNumber]	The first applied document number
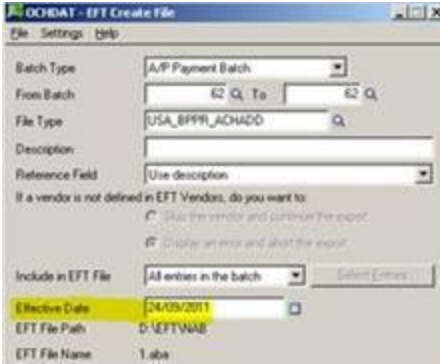
Miscellaneous:

[Today]	The run date

[Reference]	The reference field from Create EFT File screen
[Description]	The description field from Create EFT File screen
[Trans-actionTotalInCents]	The total amount in cents (eg $100.52 is 10052)
[TransactionTotal]	The total amount (eg $100.52 is 100.52)
[NumberOfEntries]	Number of detail lines so far. This is counted from 1.
[RecordCount]	Number of lines so far. This is counted from 1.
[CR]	The A/P Vendor Remit-To Fax
[LF]	A line feed character
[CRLF]	A carriage return / line feed
[Blank]	A blank field. Useful for when there are large runs of spaces or 0. Set the pad length field to the size of the run.
[Today]	The run date
[+xD] or [-xD]	To add or minus number of days to the date field. **Example:** [Today+3D] [BatchDate-1D]
[Reference]	Reference field from the **Create EFT File** screen
[Description]	Description field from the **Create EFT File** screen
[Trans-actionTotalInCents]	The total amount in cents (eg $100.52 is 10052)
[TransactionTotal]	The total amount (eg $100.52 is 100.52)
[NumberOfEntries]	Number of detail lines so far. This is counted from 1.
[RecordCount]	Number of lines so far. This is counted from 1.
[CR]	A carriage return
[LF]	A line feed character
[CRLF]	A carriage return / line feed
[Blank]	A blank field. Useful for when there are large runs of spaces or 0. Set the pad length field to the size of the run.
[BCRLF]	A carriage return / line feed will only be inserted if there is already a record /value in the file. For formats without a footer row and where the last record must not have a carriage return, use BCRLF at the beginning of each detail row instead of placing CRLF at the end of the row.
[FieldIDModifier]	Alphabet from A to Z. To indicate a particular batch has been run for Create EFT file process for the number of time. The first run will have

	'A' as indicator, subsequent run 'B', 'C' and so on.
[InitRecord1Count].. [InitRecord5Count]	To reset record counter to zero. There are 5 record counters available.
[IncRecord1Count]. [IncRecord5Count]	To include a record count. When a [IncRecordxCount] field is placed on a row, it will increment by one.
[GetRecord1Count].. [GetRecord5Count]	To print the record count number.
[InitAmount1] .. [InitAmount5]	To reset amount summary field to zero. There are 5 amount summary fields available.
[AddAmount1] to [AddAmount5]	Use to add the amount to a summary field. In order to do the summary, the [Amountx]field has to be defined. **Example:** Amount1="[BankAmount]" DetailAP="[AddAmount1],[BankAccountNumber],[BatchCurrency], [Amount],[EntryDate:YYYYMMDD],[DestBankName:%-35C], [DestAccountNumber], [DestAccountName:%-35C] [CRLF]"
[GetAmount1] to [GetAmount5]	To display or print the Amount summary. Eg: **Example:** Footer="99,[NumberofEntries],[GetAmount1:%D0.2][CRLF]"
[AddAmountY=X] Eg: [AddAmount2=1]	To add amount of a "Y" field to the summary of "X". Eg. A requirement to add Payor / Account Number with the beneficiary Account Number and display it at the footer as the check digit for the transfer file. In the format, declare field Y as an amount field, add it to the summary and display at the footer. Amount1="[DestAccount:%010D]" Amount2="[BankAccountNumber:%010D]" Detail1="[AddAmount1][AddAmount2=1]01[AmountInCents:%012D] [BankAccountNumber:%010D][DestAccount:%010D][CRLF]" Footer1="99[TransactionTotalInCents:%018D][GetAmount1:%R10C] [CRLF]"
[EffectiveDate]	This date field can be used as active payment date. When the EffectiveDate field is used in the format, it will display a date field on Create EFT screen.

	EffectiveDate entered on the EFT File List.
[SessionDate]	Sage 300 sign on date.
[FILENAME]	The actual generated EFT File name

FIELD LABELS ON SETUP SCREENS AND HELPFUL HINTS

Field labels can be renamed in the formats.ini or the userformats.ini file. See EFT Banks Form - Overview on page 46

Field labels on setup screens

On the formats.ini, the following standard fields can be re-labelled on the screen to use terminology that is familiar to the users. The standard field names are in bold, and the new label is given in quotes.

BSBNumber="Financial Institution ID/Transit Number"

AccountNumber="Account Number"

AccountName="Account Name"

BankAPPaymentReference="Payment ID"

BankARPaymentReference="Receipt ID"

VendorPaymentReference="Payment Reference"

CustomerPaymentReference="Receipt Reference"

USER DEFINED FIELDS AND FIELD TIPS

User Defined Fields can be configured to include additional information in the file based on the Bank format specification. Fields are activated in the formats.ini / userformats.ini files.

> **Tip:** Tips can be added to provide information about the field on the Sage 300 EFT Setup screens where the field values are updated.

For user defined fields, there are up to 9 extra fields available in the Bank Setup and up to 50 extra fields available in the EFT Customers Setup or EFT Vendors Setup.

To activate the display on setup screen, declare the field and give it a name.

The syntax for extra field is: **UserDefinedFieldName = "[fieldname:format]"**

Eg.

BankExtra1="UserName"

BankExtra2="Password"

VendorExtra1="AccountType (1=Checking, 2=Savings, 3=Transmission)"

CustomerExtra1="AccountType (1=Checking, 2=Savings, 3=Transmission)"

To give a field extra information, we can use a tip.

When a tip is declared on the formats, on screen it will show as hyperlink.

> **Example:** VendorExtra1="Payment"
>
> VendorExtra1Tip="For USA : CCD=Corporate, PPD=Personal, leave blank for CAN"
>
> BankExtra1="Account Qualifier"
>
> BankExtra1Tip="02 - US Settlement Account domiciled in US\r\n04 - Canadian Settlement Account domiciled in Canada"
>
> BankExtra2="Payment Method Code"
>
> BankExtra2Tip="This can be:\r\n\t01 = Cheque\r\n\t02 = EFT/ACH\r\n\t03 = EDI\r\n\t04 = ERA (Email or Fax Advice)"

> **Note:** On the Tip there are few predefined keys:
>
> \r\n   To insert a new row for the remaining text after this key.
>
> \t   To insert a tab for the remaining text after this key.

> **Example:** For example, in a situation where a beneficiary name is allowed for up to 35 characters (on entry screen is up to 60 characters) and no trailing spaces allowed if it is less than 35 characters, a user defined field can be created to retrieve the 35 characters of beneficiary name and then used in the row with left aligned and exact length format.
>
> **AccName="[DestAccountName:%-35C]"**
>
> Header1=""[BankExtra1:%-C]","[BankExtra2:%-C]","[BankExtra3:%-C]","D","1","1"[CRLF]"
>
> Header2=""Batch[BatchNumber:%06D]","[BatchDate:YYYY/MM/DD]"[CRLF]"
>
> Detail1=""[DestID:%-C]","[AccName:%-C]","[DestExtra1:%-C]","[DestBSB:%06D]", "[DestAccount:%011D]","[AmountInCents:%-C]"[CRLF]"

CUSTOM FUNCTIONS

Special Fields

The following special fields can be included in a format.

[CPA005MultiBank] Displays the account number of the source bank from the selected batch range. If the same bank is used in multiple batches, it will only appear once. Use in the header of the CPA005 format as the settlement account.

[CPA005MultiBankIndex] Displays the Index of the bank of the source bank from the selected range of batch. This information to show on detail line and to indicate which settlement account to be used for the payment.

Switch options

The following codes provide additional options to control how EFT Processing creates the file.

`OneFilePerEntry=1` Use this switch to indicate that each entry must go to an individual file.

`{entry}Entry Number`: Use in conjunction with OneFilePerEntry=1 option.

`IsEFT=0` This switch indicates to skip checking whether the vendors/customers are setup in EFT Processing. This is mainly used for formats that deal with Miscellaneous Receipt/Payment entry that don't have Vendor/Customer code.

`UTF8=1`: Use to indicate characters have to be printed in UTF8.

`AllowMiscellaneousPayments=1`: Use this switch to indicate that a vendor with no record in EFT vendor is allowed in the EFT file (mainly for positive pay)

`AllowMiscellaneousRefunds=1`: This switch indicates that a customer that has no record in EFT customer is allowed in the EFT file (mainly for positive pay)

`AllowMiscellaneousReceipts=1` : This switch indicates that a customer that has no record in EFT customer is allowed in the EFT file.

File naming

Custom field for file naming in EFT Bank Setup:

```
Fixed File Name:
{dd} or {DD} day number, eg '02'
{mm} or {MM} month number, eg '02'
{yy} or {YY} year, eg '02'
{yyyy} or {YYYY} year, eg '2011'

{N} run number eg '2'
{n} 1 digit run number eg '2'
{nn} 2 digit run number eg '02'
{nnn} 3 digit run number eg '002'
{nnnn} 4 digit run number eg '0002'

{B} batch number eg '2'
{b} 1 digit batch number eg '2'
{bb} 2 digit batch number eg '02'
{bbb} 3 digit batch number eg '002'
{bbbb} 4 digit batch number eg '0002'

{S} file sequence number eg '2'
{s} 1 digit file sequence number eg '2'
{ss} 2 digit file sequence number eg '02'
{sss} 3 digit file sequence number eg
'002'
{ssss} 4 digit file sequence number eg
'0002'
```

Eval fields

There are two functions (Eval and EvalAtEnd) to manipulate the fields read from the database.

`EvalAtEnd` is done after all the detail records are written.

Within `Eval` and `EvalAtEnd`, there are several functions available:

Available functions:

`Trim(str)` - trims trailing spaces

`Join(str, ...)` - joins multiple strings together

`Left(str, n)` - returns the left-most n characters of a string

`Right(str, n)` - returns the right-most n characters of a string

`Space(n)` - returns a string of n spaces

`Space(n, char)` - same as Space but you can specify the character, eg Space(5, "0")

`AsciiAdd(str)` - adds the ascii value of each character and returns the sum

`NumberAdd(str)` - adds the numeric value of each character and returns the sum

`AddAmount(n, amt)` - adds amt to Amountn, returns new amount

`GetAmount(n)` - returns Amountn

`GetAmount(n, prec)` - returns Amountn, formatted with prec decimal places

`SetAmount(n, amt)` - set Amountn to amt, returns amt

`GetField(str)` - get a field, eg "BankAccountName"

`Mul(x,y)` – multiplication of x and y

`Add(x,y)` – Add x and y. The add function adds 2 absolute numbers.

To add negative amount or subtraction, use Lua. See Using Lua in Custom Functions

`Div(x,y)` - Divide x with y, DIV(6,2) -> 3 - This function no longer works as part of Eval. Use a LUA function to divide. Using Lua in Custom Functions

`Replace(str,findStr,replaceWith)` - eg:Replace("hello world", "world", "Stacy") --> "hello Stacy"

`ReplaceAccents` – to replace accent character to latin character.

> **Example:**
>
> DExtra4="[Eval(ReplaceAccents(getfield("DestExtra4"))] "
>
> If the value of DestExtra4 is MARCHé, DExtra4 = MARCHe

`Replace(strFind, strValue)` – eg. as below :

DetailAP1="[InitRecord3Count]622[DestBSB:%9D][DestAccount:%17C] {TOTALRECORDCOUNT} [CRLF]"

DetailAP2-----23

DetailAP24="Eval(Replace("{TOTALRECORDCOUNT}",GetField("AddCount")))][CRLF]"

Including a large number of applied invoices in the file

APINVOICES has a limit of 1000 invoices.

If you want to include applied invoices in the file and the number of invoices applied in the payment entry is more than 1000, use EVAL to bypass the limit.

`EVAL(Documents(9999,APINVOICE"))`, where 9999 is maximum number of invoices to be included.

Calculating hash code

To calculate the hash code you could use the following to add the sum into Amount1. The final "" makes it output nothing.:

Detail1="[Eval(

AddAmount(1,AsciiAdd(Trim(Left(GetField("BankAccountName"), 70))));

AddAmount(1,AsciiAdd(Trim(Left(GetField("BankAccountName"), 70))));

AddAmount(1,NumberAdd(Trim(GetField("BankAccountNumber"))));

AddAmount(1,AsciiAdd(Trim(Left(GetField("BatchCurrency"), 70))));

AddAmount(1,NumberAdd(GetField("Amount")));

"")]"

> **Note:** It would all be one line - separated into multiple lines for readability.

To add the hash into the file you could use:

Detail2="[EvalAtEnd(SetAmount(2,0);AddAmount(2,GetAmount(1));AddAmount(2,GetField("NumberOfEntries"));GetAmount(2, 0))]"

That adds Amount1 and NumberOfEntries together, then prints it with no decimal places.

Special hash code calculations

`UOBFieldCheckSummary(hashIndex, value)`

> **Example:** Eval(UOBFieldCheckSummary(18, "000000000000120000"))] produces "8249".

`UOBSetPaymentCode(paymentType)`. paymentType can be 'P', 'R', or 'C'.

This does the same as the first if. It sets amount8 to 20/22/30 (eg 'Eval(GetAmount(8))')

There's also `UOBSetHashCode()`, which sets amount 9 (eg 'Eval(GetAmount(9))'), and does the same as the second if.

Encryption formulas

`MD5` – returns encryption in MD5 calculation – version 62 onwards

`sha256`- encryption in SHA256 calculation - Version 63 onwards

> **Examples:**
>
> [Eval(toBase64(MD5(Trim(GetField("DestExtra1")))))]
>
> [Eval(sha256(Trim(GetField("PayLine"))))]

Nachanines

This is used as the last field in the footer section of the file when a file format needs to be in block of 10 lines.

[NachaNines] is adding lines filled with the character "9" at the end of the file to keep the file in the block of 10 lines.

For example, If the total number of lines in the file is 8 lines,[NachaNines] will insert 2 lines of 94 bytes of '9' characters.

> **Example:**
>
> This file has 5 lines, the bank requires 10 lines.
>
> NachaNines field adds 5 lines of '9'
>
> FooterAP3="9000001[ACHBlockCount10Div10:%06D][GetRecordCount:%08D][HashTotal:%R010D][TransactionTotalInCents:%012D][TransactionTotalInCents:%012D] [CRLF][NachaNines]"
>
> 101 026013576113064019 1904151152B094101BANK FOOD INC
>
> 5220FOOD INC 1113064019CCD 190415200101 1026013570000001
>
> 62298716568121098765434B 00000113007200 LEON'S CATERING 0026013570000002
>
> 82200000010098716568000000000000000000113001113064019 026013570000001
>
> 9000001000001000000010098716568000000000000000000011300
>
> 999999999999999999999999999999999999999999999999999999999999999999999999999999-999999999999
>
> 999999999999999999999999999999999999999999999999999999999999999999999999999999-999999999999
>
> 999999999999999999999999999999999999999999999999999999999999999999999999999999-999999999999
>
> 999999999999999999999999999999999999999999999999999999999999999999999999999999-999999999999
>
> 999999999999999999999999999999999999999999999999999999999999999999999999999999-999999999999

LUA Functions

In the latest product updates in version 2019 and above, you can use LUA functions if the format uses RENDER=API.

Refer to Using Lua in Custom Functions

EFT Format Examples

EFT FORMAT EXAMPLE

The format below includes examples of multiple row types, different row types for different transaction types as well as various usage of the field formatting masks.

Example: Format Example : for the USA JP Morgan Chase bank

[USA_JPMC]

Name="JP Morgan Chase"

BSBSize=9

AccountSize=9:17

BSBNumber="R/T Number"

BSBNumberTip="Enter the 9 Digit R/T Number"

AccountNumber="Account Number"

AccountName="Account Name"

BankExtra1="Application ID"

BankExtra2="Remote ID (RID)"

BankExtra3="File ID"

BankExtra4="Company ID"

BankAPPaymentReference="A/P Payment Reference"

BankARPaymentReference="A/R Receipt Reference"

CustomerPaymentReference="Payment Reference"

CustomerPaymentReferenceTip="Enter the Payment Reference to be sent to the customer"

VendorPaymentReference="Payment Reference"

VendorPaymentReferenceTip="Enter the Payment Reference to be sent to the vendor"

HeaderAR1="LOGDX2010270388TB1TX00317*CH04000000000CTXC3173C0000000000000000[CRLF]"

HeaderAR2="101 [SourceBSB:%9D][SourceExtra3:%010D][Today:YYMMDD]
[Today:HHMM]1094101JPMORGAN CHASE   [SourceAccountName:%-23C] [CRLF]"

HeaderAR3="5225[SourceAccountName:%-16C] [SourceExtra4:%-10C]PPD[Description:%-10C]
[BatchDate:YYMMDD]   1[SourceBSB:%8D]0000001[CRLF]"

HeaderAP1="LOGDX2010270388TB1TX00317*CH04000000000CTXC3173C0000000000000000[CRLF]"

HeaderAP2="101 [SourceBSB:%9D][SourceExtra3:%010D][Today:YYMMDD]
[Today:HHMM]1094101JPMORGAN CHASE   [SourceAccountName:%-23C] [CRLF]"

HeaderAP3="5200[SourceAccountName:%-16C] [SourceExtra4:%-10C]PPD[Description:%-10C]
[BatchDate:YYMMDD]   1[SourceBSB:%8D]0000001[CRLF]"

Detail="6[DestReference:%2D][DestBSB:%9D][DestAccount:%-17C][AmountInCents:%010D][DestId:%-
15C][DestAccountName:%-22C] 0[SourceBSB:%8D][BatchNumber:%07D][CRLF]"

FooterAR1="8225[NumberOfEntries:%06D][WellsFargoHashTotal:%010D]000000000000[TransactionTotalInCents:%012D][SourceExtra4:%-10C] [SourceBSB:%8D]0000001[CRLF]"

FooterAR2="9000001000001[NumberOfEntries:%08D][WellsFargoHashTotal:%010D]000000000000[TransactionTotalInCents:%012D] [CRLF]"

FooterAP1="8200[NumberOfEntries:%06D][WellsFargoHashTotal:%010D]000000000000[TransactionTotalInCents:%012D][SourceExtra4:%-10C] [SourceBSB:%8D]0000001[CRLF]"

FooterAP2="9000001000001[NumberOfEntries:%08D][WellsFargoHashTotal:%010D]000000000000[TransactionTotalInCents:%012D] [CRLF]"

EFT PAYROLL FORMAT EXAMPLE

The format below includes examples of variables to be used in EFT Payroll formats.

XPEMPL: Either CPEMPL if using Canadian Payroll or UPEMPL if using US Payroll.

CHK: Either CPCHKH if using Canadian Payroll or UPCHKH if using US Payroll

ELEMPH: EFT Employees header fields.

ELEMPD: EFT Employee detail file.

Example:

XPEMPL.LASTNAME to add theEmployee surname

ELEMPH.IDEMP for the employee ID

ELEMPD.PAYREF for payment reference

This page intentionally left blank.

OrchidSystems
SYDNEY | AUSTRALIA

Work *smarter* with Orchid