

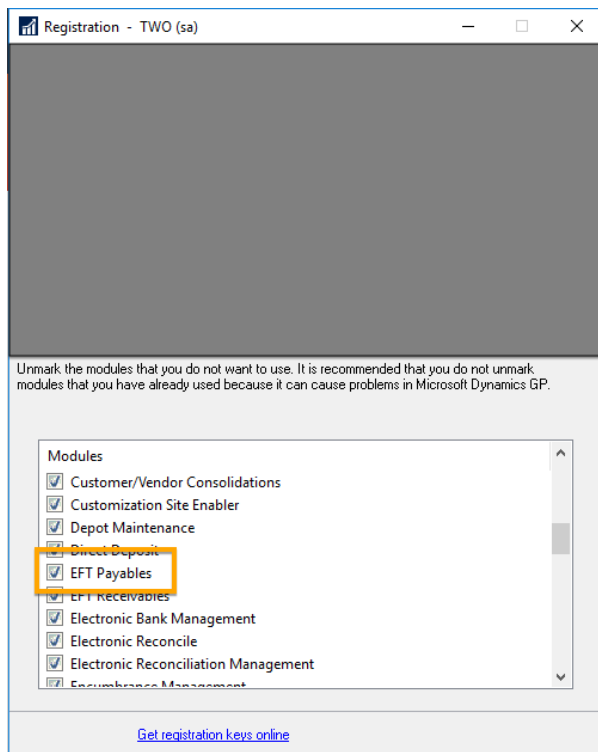
Setup of Electronic Funds Transfer (EFT) for Accounts Payable/Payables Management in Dynamics GP 2013 and Later

Starting with Dynamics GP 2013 and the Perpetual Licensing model, Electronic Funds Transfer for AP is included in the Starter Pack, which means this module is available to anyone using Dynamics GP 2013 and later!

This document will cover EFT for AP in the US. To get started, you first need to contact your bank and ask them for the AP Automated Clearing House (ACH) file format specifications. Some banks require unique information in the resulting NACHA file that is generated. Dynamics GP has the US NACHA-PPD, US NACHA-PPD+, US NACHA-CCD, and US NACHA-CCD+ file formats already available. These can be modified as needed, based on the requirements from your bank.

Start by ensuring your GP system has EFT Payables turned on.

Administration Page | Setup | System | Registration



If EFT Payables is not selected, go ahead and select it. The module info and tables should already be created, as this is part of the base system. This will turn on some buttons and menu items so that you can setup AP EFT.

Setup the EFT File Format

Financial Page | Cards | EFT File Format

Here you will setup the file format and requirements received from the bank. Usually a default file format will work, but this can be customized if needed. For corporate accounts, use the US NACHA-CCD or CCD+ formats (CCD+ enables additional addenda records if desired). Use the PPD or PPD+ for personal checking accounts.

The screenshot shows the 'EFT File Format Maintenance - TWO (sa)' window. The interface includes a menu bar with 'Save', 'Delete', 'Import/Export', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. The main configuration area includes the following fields and options:

- EFT Format ID:** APEFT
- Description:** APEFT Format
- Series:** Purchasing (selected), Sales
- Format Type:** US - NACHA-CCD+
- File Type:** Flat File
- Format Class:** Business Account
- Max Line Length:** 94
- Line Type:** File Header
- Current Line Length:** 94
- Generate Auto-Settlement for Each Detail
- Detail Line Addenda
- Add Pad Blocks
 - Pad Character: []
 - Number of Pad Chars: 0
 - Pad Lines in Multiple of: 0
- Delimit Fields
 - Comma
 - Space
 - Tab
 - Other: []
 - Text Qualifier: {none}

Below the configuration fields is a table defining the file format fields:

Field	Length	Start-End	Description	Maps To	Pad Char	Justify
1	1	1-1	Record Type	Constant		Right
2	2	2-3	Priority Code	Data Field		Right
3	10	4-13	Transit Routing Number	Data Field		Right
4	10	14-23	Company ID Number	Data Field		Left
5	6	24-29	File Creation Date	System Date		Right
6	4	30-33	File Creation Time	System Time		Right
7	1	34-34	File ID Modifier	Constant		Left
8	3	35-37	Record Size	Constant		Right

If you want to see where the information is coming from, or set the value for a constant, his the double-down arrow on the right side of the grid header. This will show you the window and field (or constant value) being used. Here you can edit any requirements from your bank.

Now that the AP EFT File Format is set, you can associate it with your checkbook in GP. Multiple File Formats can be defined, but a given checkbook can be associated with one File Format. These EFT File Formats can also be exported and imported.

Setup the GP Checkbook for AP EFT

Financial Page | Cards | Checkbook

Select the desired checkbook to work with. Click on the EFT Bank Button to open the EFT Bank Maintenance window.

In the Checkbook EFT Bank Maintenance window, enter some default bank information.

Checkbook EFT Bank Maintenance - TWO (sa)

Actions **File** **Tools** **Help**

Checkbook ID: UPTOWN TRUST Computer-Uptown Trust

Bank Country/Region: United States [Country Code](#): US [ISO Currency Code](#): USD

Account Holder: _____ Bank Branch: _____

Transit Routing Number: 042000013 Bank Code: _____

Bank Account Number: 1112223334 Bank Branch Code: _____

IBAN: _____ Bank Check Digit: _____

Tax Registration Number: _____

Bank Identification Number: _____

Bank Company Name: _____ Blocking Factor: 10

Company ID Number: _____ Format Code: A

Small Company Name: _____ Priority Code: 01

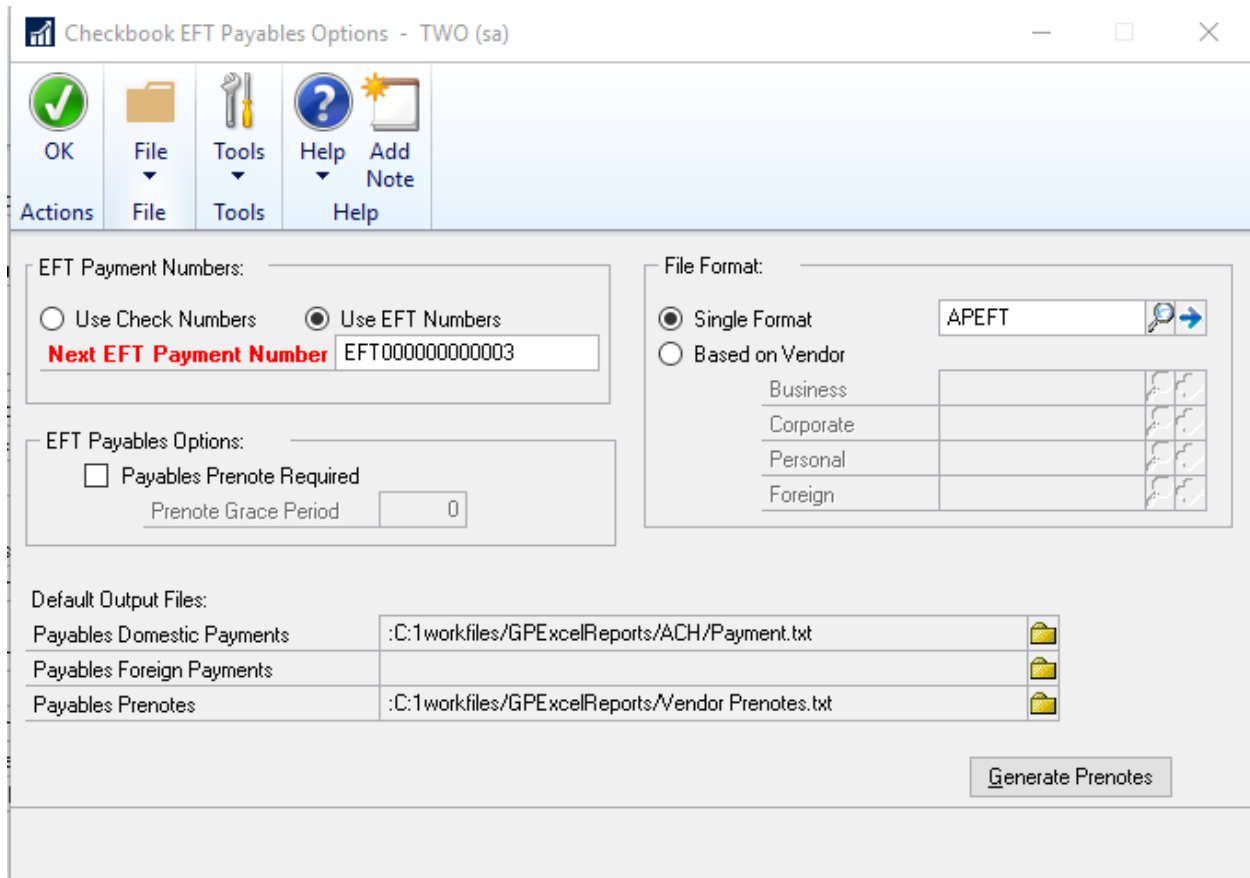
Reference: _____

Service Class Code: 200

Communication Type: Application

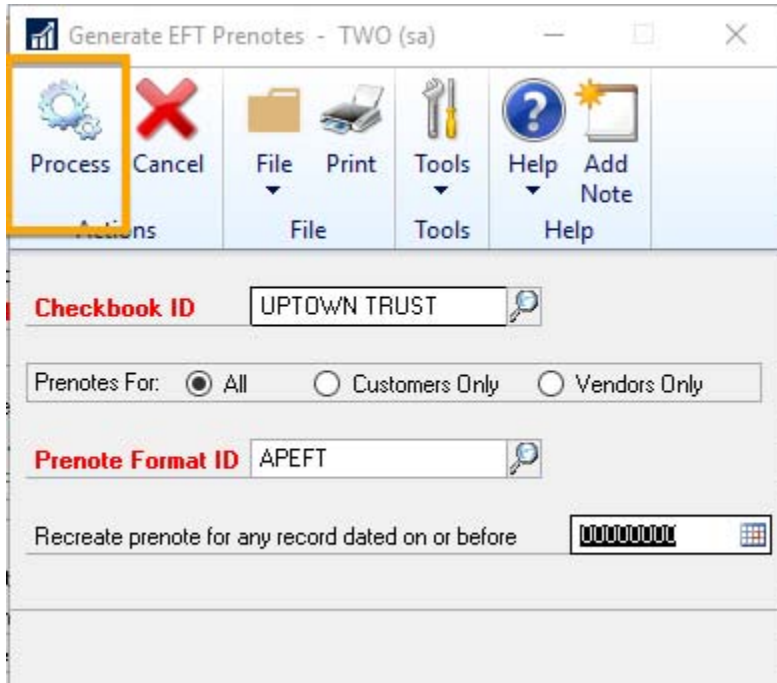
[Application](#)

Highlighted are common fields and information required by the bank. Also, make sure the IS Currency Code matches on this form and what is setup in your GP Currency ID. Once the needed information is filled in, hit the Payables Options button.



Select file locations for the output that will be generated. This can be a local location, or a network share location. I also like to mark Use EFT Numbers instead of using a check number, as these are more easily identified in any Smartlists and Inquiries. This is where you also match the EFT File Format created earlier with the checkbook.

A Prenote can be generated from this window as well, to test the file layout with the bank. Simply hit the Generate Prenotes button and fill in the info and Process. This will create a file in the specified location that you can send to your bank for them to test.



Ok out of those windows to save the EFT Bank information for the checkbook.

Now your vendors need to be setup as EFT enabled.

Vendor EFT Setup

Purchasing Page | Cards | Vendor

Vendor Maintenance - TWO (sa)

Save Clear Delete Write Letters Options All-in-One View File Print Available Reports Tools Help Add Note

Vendor ID ADVANCED0001 Hold Status: Active

Name Advanced Office Systems **Class ID** USA-US-M

Short Name Advanced Office

Check Name Advanced Office Systems

Primary Address:

Address ID PRIMARY

Contact Janice Berman Phone 1 (618) 555-0102 Ext. 0000

Address 678 Sherwood Park South Phone 2 (000) 000-0000 Ext. 0000

Phone 3 (000) 000-0000 Ext. 0000

Fax (618) 555-0102 Ext. 0000

City Arlington Heights **Tax Schedule** USAUSSTCITY+6*

State IL **Shipping Method** DROP SHIP

ZIP Code 60004-2922 UPS Zone

Country Code **Country** USA

Address IDs:

Purchase PRIMARY

Remit To PRIMARY

Ship From WAREHOUSE

1099

Vendor Account

Comment 1

Comment 2

Options Address Accounts E-mail

by Vendor ID

By default, GP will use the Remit To Address ID as the default for where to send checks and AP EFT information. Click on the blue Remit To link to open that Address ID for the Vendor record. This is where you can specify the EFT information – per Address per Vendor.

Vendor Address Maintenance - TWO (sa)

Actions: Save, Clear, Delete

File: File, Print

Tools: Tools

Help: Help, Add Note

Vendor ID: ADVANCED0001

Name: Advanced Office Systems

Address ID: PRIMARY

Contact: Janice Bernar

Address: 678 Sherwood Park South

City: Arlington Heights

State: IL

ZIP Code: 60004-2922

Country Code:

Country: USA

Phone 1: (618) 555-0102 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (618) 555-0102 Ext. 0000

Tax Schedule: USAUSSTCITY+6*

Shipping Method: DROP SHIP

UPS Zone:

EFT Bank

Click on the EFT Bank button to get into the details.

Vendor EFT Bank Maintenance - TWO (sa)

Actions **File** **Tools** **Help**

Vendor ID:
 Name:
 Address ID:

Bank Country/Region	<input type="text" value="United States"/> <input type="checkbox"/> Inactive	Account Type	<input type="text" value="Checking"/>
Bank Name	<input type="text" value="MYBANK"/>	File Transfer Method	<input type="text" value="Not Specified"/>
Transit Routing Number	<input type="text" value="042000000"/>	Currency ID	<input type="text" value="Z-US\$"/>
Bank Account Number	<input type="text" value="1234567890"/>	Bank Code	<input type="text"/>
Building Society Roll No	<input type="text"/>	Bank Branch Code	<input type="text"/>
IBAN	<input type="text"/>	Bank Check Digit	<input type="text"/>
Bank Branch	<input type="text"/>	Termination Date	<input type="text" value="0/0/0000"/>
GIRO Post Type	<input type="text"/>	Date Pre-note Sent	<input type="text" value="0/0/0000"/>

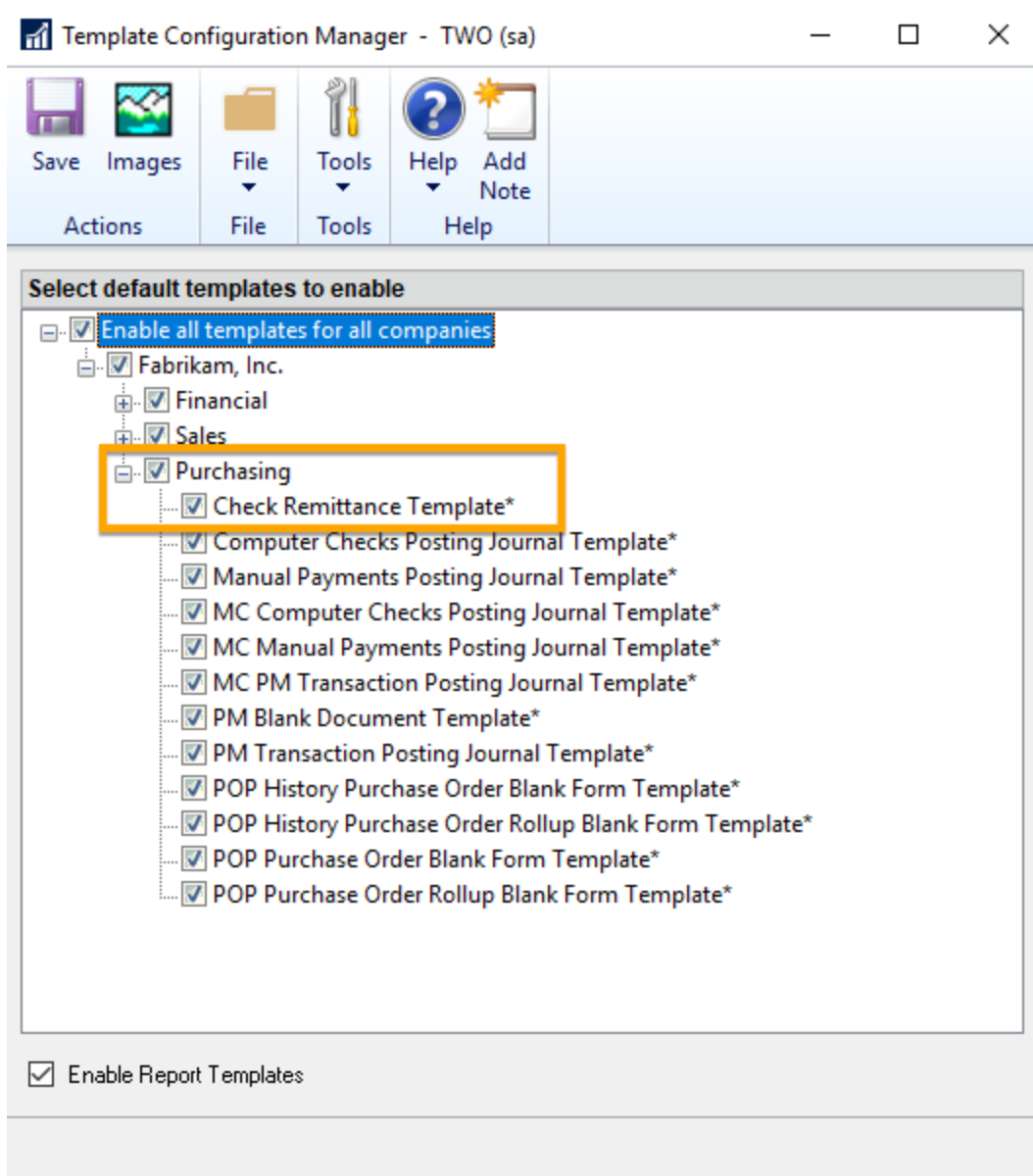
Additional Information

Swift Address	<input type="text"/>	Address	<input type="text"/>
Vendor Country Code	<input type="text"/>		<input type="text"/>
Delivery Country Code	<input type="text"/>		<input type="text"/>
Bank Country Code	<input type="text"/>		<input type="text"/>
Central Bank Code	<input type="text"/>		<input type="text"/>
Regulatory Code 1	<input type="text"/>		
Regulatory Code 2	<input type="text"/>		

The highlighted information is typically required. Make sure the Currency ID matches what is on the EFT Checkbook setup. Once this information is filled in and saved, the Vendor can be included in an EFT check run.

At this point the core setup of AP EFT is complete. However, GP 2013 and later has the ability to send a Word Template Remittance file to the vendor. This requires some additional setup that will be documented below.

Additional Vendor Setup to Enable Remittance Emailing Reports | Template Configuration



Make sure Check Remittance Template is turned on under the Purchasing area. Here you can also optionally upload an image to be used as a logo on the reports.

Next, under **Reports | Template Maintenance**, optionally edit the default Check Remittance Template.

Report Name: Check Remittance

Product: Microsoft Dynamics GP Status: Original

Template Name	Date Created	Date Modified
Check Remittance Template*	6/18/2009	6/18/2009

* Indicates a template installed with Microsoft Dynamics GP.

Template: Check Remittance Template*

Assigned by: sa Assignment Date: 6/18/2009

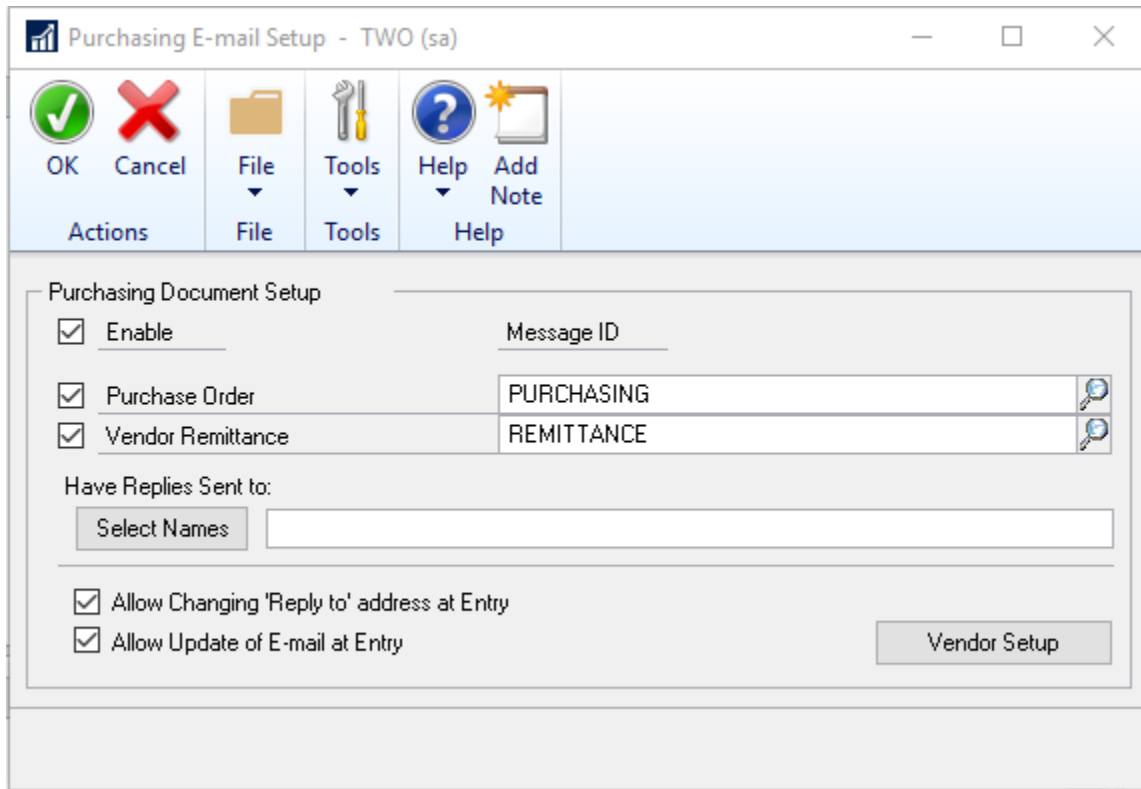
Assigned to: Fabrikam, Inc. Default: Yes

I won't get into the Word maintenance piece here, but this can be edited if you want to present other information to the Vendor.

Now that the Check Remittance Word Template has been setup, make sure email is enabled for the Purchasing Series.

Purchasing Page | Setup | E-mail Settings

You may be prompted for your email login info when you open this window. Dynamics GP likes a MAPI-compliant email client installed in order to send out the emails (like Outlook).



In the Message ID, you can create a template that will be sent to the vendor. An example:

The screenshot shows a software window titled "Message Setup - TWO (sa)". At the top is a menu bar with icons for Save, Clear, Delete, Copy, File, Tools, Help, and Add Note. Below the menu bar is a table of message details:

Message ID	REMITTANCE
Description	Vendor Remittance
Message Type	Standard
Series	Purchasing
Doc. Type	Vendor Remittance

Below the table is a "Subject" field containing "AP ACH Payment from Company". There are two tabs: "Body" (selected) and "Document Lines". The "Body" tab contains a text area with the following text:

Please find attached a remittance copy for an ACH payment to your account from Company.
 If you have any questions please contact:
 Person
 Email

At the bottom of the window is a "Select and Insert Fields" section with radio buttons for "Document Fields" (selected) and "Workflow Fields". It includes a "Field" dropdown menu, an "Additional fields" checkbox, and an "Insert" button. Below this is a "Have Replies Sent to" field containing "your_ap_email@company.com" and a "Select Names" button. At the very bottom are navigation arrows.

This is a simple example, but covers the concept.

Now you can setup your ACH-enabled vendors with email.

Purchasing Page | Cards | Vendor

Again, this is done per address. Click the blue Remit To link to open that Address ID.

Vendor Address Maintenance - TWO (sa)

Save Clear Delete File Print Tools Help Add Note

Actions File Tools Help

Vendor ID ADVANCED0001

Name Advanced Office Systems

Address ID PRIMARY

Contact **Janice Bernar**

Address 678 Sherwood Park South

City Arlington Heights

State IL

ZIP Code 60004-2922

[Country Code](#)

Country USA

Phone 1 (618) 555-0102 Ext. 0000

Phone 2 (000) 000-0000 Ext. 0000

Phone 3 (000) 000-0000 Ext. 0000

Fax (618) 555-0102 Ext. 0000

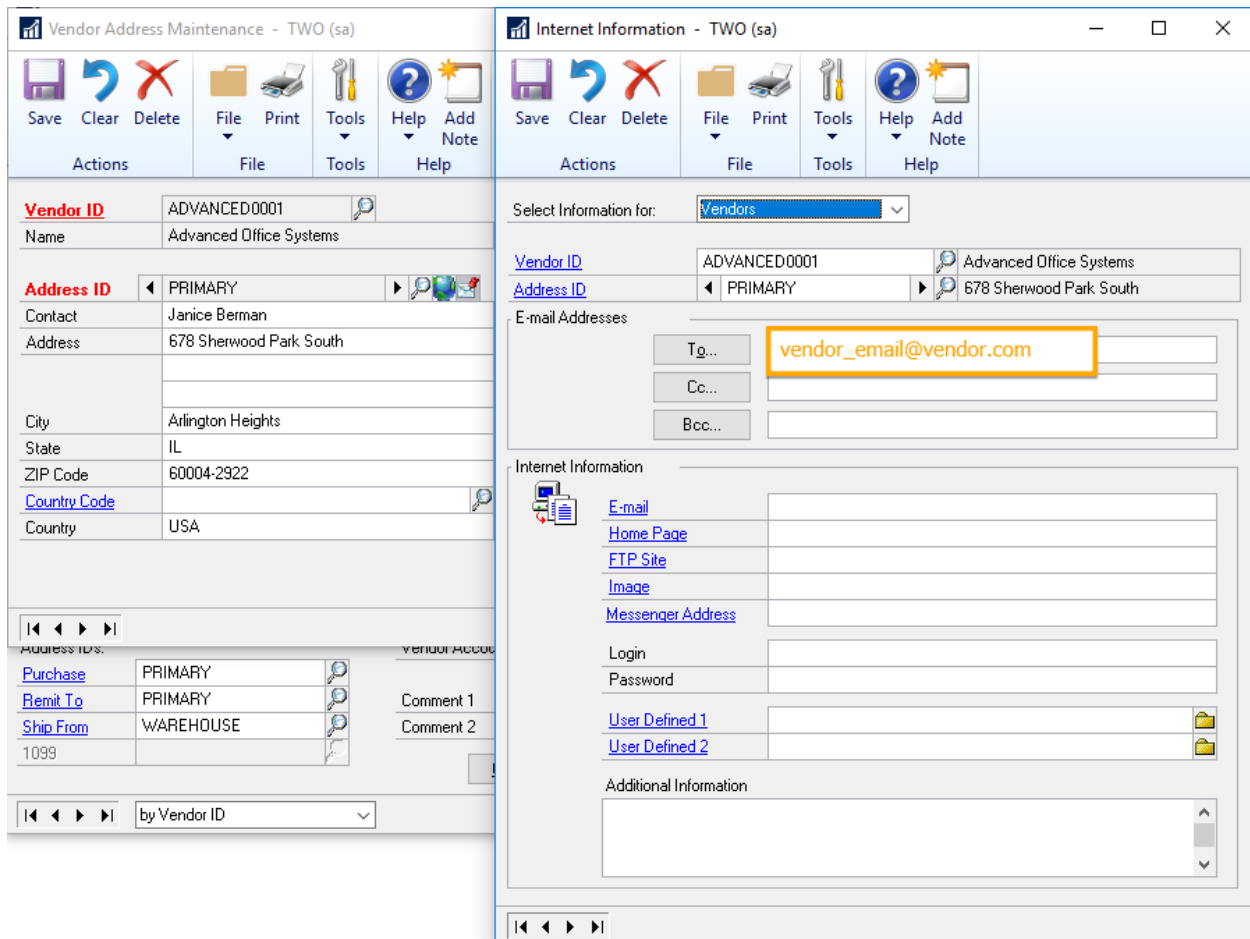
[Tax Schedule](#) USAUSSTCITY+6*

[Shipping Method](#) DROP SHIP

UPS Zone

EFT Bank

Click on the globe icon next to the Address ID. This will open the Internet Information window.



Enter the vendor email in the E-mail Address | To area. Optionally enter additional addresses into the CC or BCC areas. Dynamics GP reads this email address area when sending emails through GP.

Now setup the Vendor to receive remittance emails. Back on the main Vendor Card, hit the Email button.

Vendor E-mail Options - TWO (sa)

Vendor ID: Name:

Select Document Options

Send Documents as Attachments Embed Document in Message Body

Attachment Options

Multiple Attachments per E-mail

Set Maximum File Size Megabytes

Email Address based on Doc Type

Enable Disable

Send Forms as E-mail

<input checked="" type="checkbox"/> Enable	Message ID	Format	Email Address
<input checked="" type="checkbox"/>	PURCHASING	PDF*	...
<input checked="" type="checkbox"/>	REMITTANCE	PDF*	...

I prefer to email the remittances as a PDF rather than as DOCX (Word). If you do not see PDF as an option, navigate to Tools | Setup | Company | E-mail Setup and enable PDF as an option.

Now your vendor is setup with email capabilities for AP EFT Remittances.

Processing an AP EFT Check Run

Purchasing Page | Transactions | Select Checks

An AP EFT check run starts just like a usual check run, except the batch is marked as EFT instead of Check. I usually start from Select Checks and add the batch on the fly.

Batch ID EFT1 **Origin:** Computer Check

Payment Method: Check EFT Credit Card

Frequency: Single Use Posting Date: 4/12/2017
 Check Date: 4/12/2017

Checkbook ID: UPTOWN TRUST
 Currency ID: USD
 File Format: Domestic

	Control	Actual
Transactions		
Batch Total	\$0.00	\$0.00

Approved User ID: Approval Date: Transactions

Once the batch is made, run through the check selection process as usual. You will only be able to select vendors that have been setup for EFT; otherwise you will receive an error message when selecting vendors.

If you are building a batch using the selection criteria on the Select Checks window, I like to setup the EFT-enabled vendors with something in the Payment Priority field. That is available on the Vendor Card | Options button. I usually use a value like "EFT" in the Payment Priority field.

Vendor Maintenance Options - TWO (sa)

Vendor ID: ADVANCED0001
Name: Advanced Office Systems

<u>Currency ID</u>	Z-US\$	<u>Tax ID</u>	
<u>Rate Type ID</u>		<u>Tax Registration</u>	
<u>Payment Terms</u>	Net 30	<u>Checkbook ID</u>	
Discount Grace Period	0	Type	Other Expenses
Due Date Grace Period	0	User-Defined 2	
Payment Priority	EFT 	Tax Type:	Not a 1099 Vendor
Minimum Order		1099 Box:	
Trade Discount		FOB:	None
		Language:	None

Minimum Payment:	<input checked="" type="radio"/> No Minimum	<input type="radio"/> Percent	<input type="radio"/> Amount	\$0.00
Maximum Invoice Amt:	<input checked="" type="radio"/> No Maximum	<input type="radio"/> Amount		\$0.00
Credit Limit:	<input type="radio"/> No Credit	<input checked="" type="radio"/> Unlimited	<input type="radio"/> Amount	\$0.00
Writeoffs:	<input checked="" type="radio"/> Not Allowed	<input type="radio"/> Unlimited	<input type="radio"/> Maximum	\$0.00
<input checked="" type="checkbox"/> Revalue Vendor	Post Results To:	<input checked="" type="radio"/> Payables/Discount Acct	<input type="radio"/> Purchasing Offset Acct	

Maintain History:

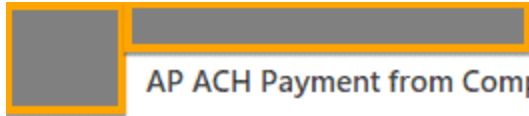
<input checked="" type="checkbox"/> Calendar Year	<input checked="" type="checkbox"/> Transaction
<input checked="" type="checkbox"/> Fiscal Year	<input checked="" type="checkbox"/> Distribution

Once the checks are selected, you come to the Print Payables Checks window. This looks like normal, except the Check Number is perhaps different (based on the settings specified earlier), and the Sort Checks By and Check Format fields are greyed out. The Separate Remittance checkbox should be selected.

Once you hit the Process button the “print” the checks, the Process Remittance window will open. Use this window to print the remittances, or email them, or both.

Clicking Process will Print and/or Email the remittances. If the vendor has not been setup with email processing, the remittance will be printed. Otherwise the remittance will be emailed to the vendor.

Sample Email:



AP ACH Payment from Company



Please find attached a remittance copy for an ACH payment to your account from Company.

If you have any questions please contact:

Person

Email

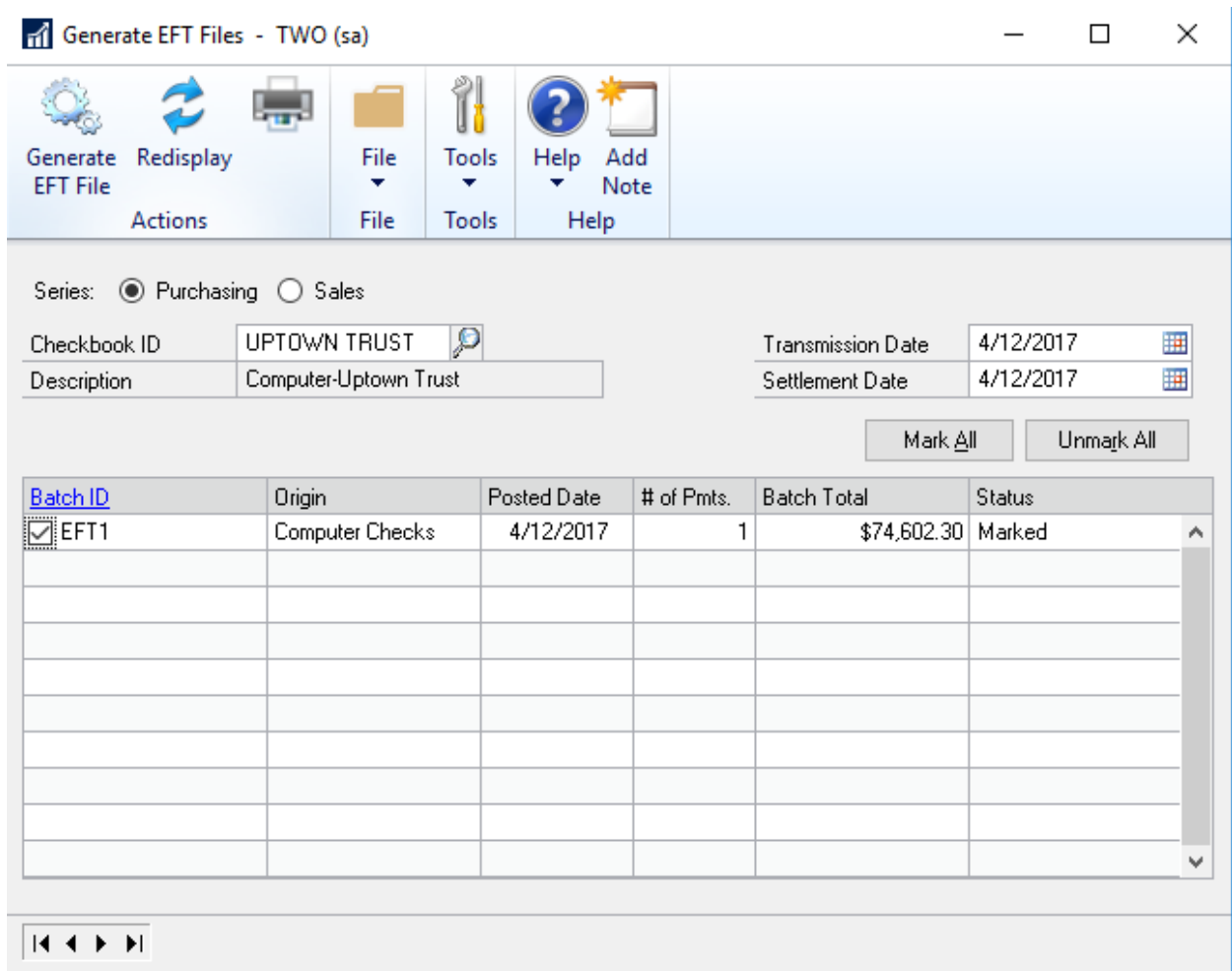
Success! Your vendors will be so happy!

FYI – this process works great for processing employee reimbursements as well.

Next on the Process Remittance window, select Post and then Process. This will post the checks in GP.

One final step (in GP) – generating the ACH file.

Purchasing Page | Transactions | Generate EFT File



Select the batch just completed, and hit the Generate EFT File button. This will create a date and time-stamped file in the location specified earlier. Browse to this location in Windows Explorer to view the file.

Lastly upload this file to your bank using their website.

All setup! You are now an AP EFT expert!