1. ODTEFT Help

1.1. ODT EFT Overview

1.1.1.   Overview

As a business owner, you know how difficult it can be to accurately manage and execute the regular transactions your company sends to multiple vendors that service your business. The ODT Electronic Funds Transfer add-on is now fully integrated and enhanced for Microsoft Dynamics 365 Business Central. It enables you to send batch payments to your Canadian and US Vendors in CAD or USD through any Canadian bank.

ODT EFT is one complete cloud-based system that is simple to use and extends the power of Dynamics 365 Business Central. By using the standard Business Central data exchange framework and data definition, ODT EFT provides an easy solution for EFT, supporting one or more bank accounts with multiple EFT export formats and different currencies.

Once your Bank Account card has been set up for your chosen bank, the EFT process is virtually identical to the standard NAV process of sending EFT to the Royal Bank of Canada. The add-on runs through a wizard, telling the system what bank you use and what type of payments you would like to send. The system then sets up and validates any new information entered. Be aware that the EFT formats do not support Demand Credits, only Demand Debits and ODT EFT is used to pay vendors, not the other way around.

1.1.2.   Features and Benefits

- Exclusive to clients with an account at any Canadian bank
- Provides you with an easy solution for your regular EFT
- Supports one or more bank accounts with multiple EFT formats and different currencies
- Always sends one record per payee to the export file
- A cost-effective yet powerful solution to help you streamline daily business operations

- EFT payment journals can be voided at any time prior to posting the batch
- Email remittances can be sent to vendors at any time prior to posting the batch. It is recommended that the user submits the EFT file to the bank prior to sending the email remittances and posting the batch.

1.1.3.   ODT EFT Wizard

The ODT EFT Wizard simplifies the setup for EFT by going through a series of questions and the modifying the bank account and payment journals. It will be activated when you are creating a new bank account in Business Central, or it can be manually activated when in the Bank Card by clicking on Actions – Setup EFT.

1.2. How to Use the EFT Setup Wizard

1.2.1.   Overview

The ODT EFT 365 wizard provides you with step by step instructions to setup your Bank Account card and Payment Journal so you can transmit EFTs.

If the bank account is already set up then open the bank account card and select Actions - Setup EFT and follow the steps below

1.2.2.   Before You Start

Click on the link **Search**
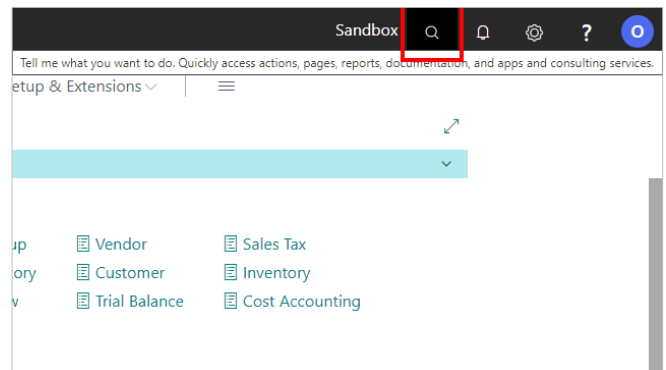
Click on the field **Type to start search:**
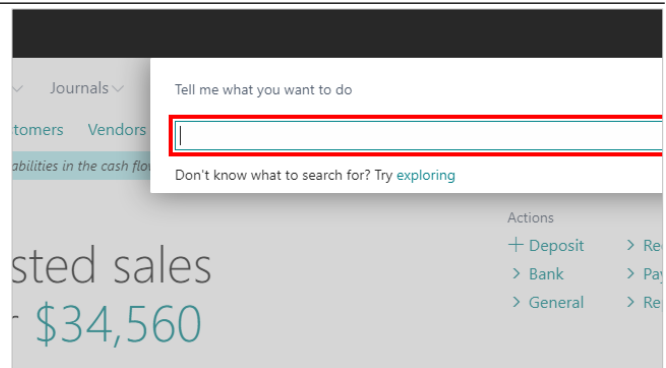
Enter the text **Ext Man**.
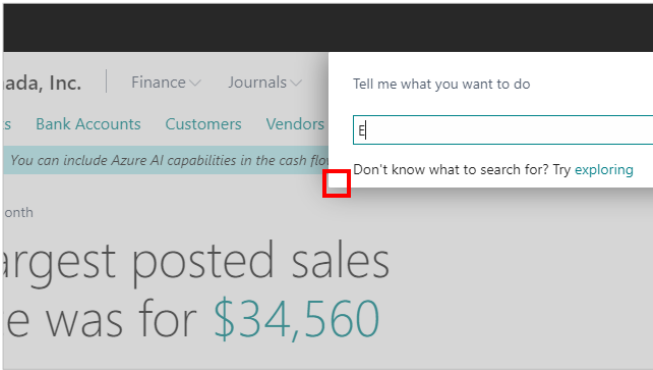
Click on **Extension Management Administration** □
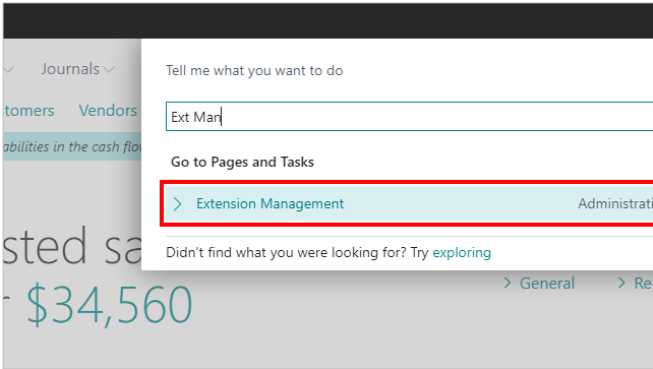
Click on the cell **Name** with the value **ODT EFT 365**
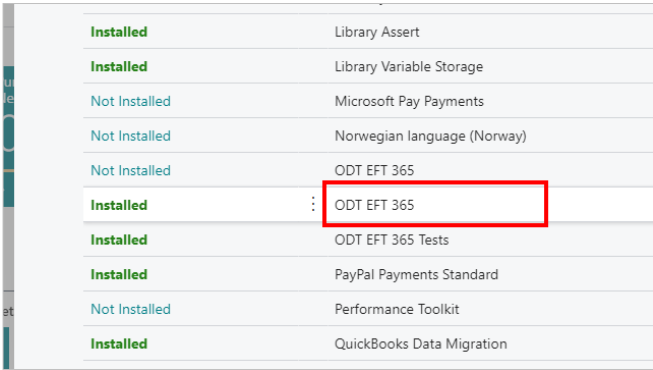
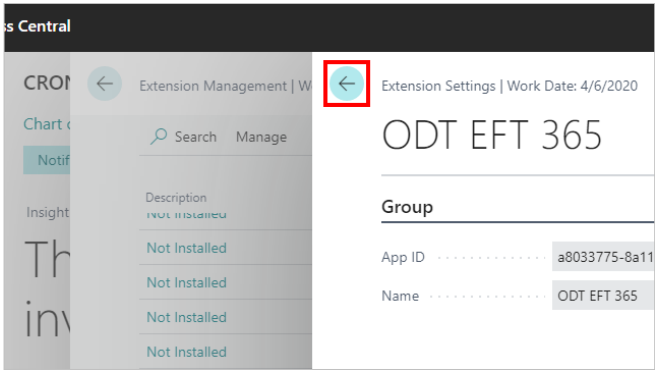Click on the navigation menu item popup **Manage**
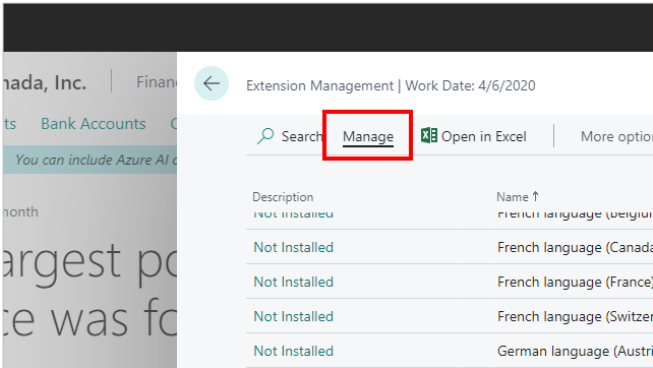
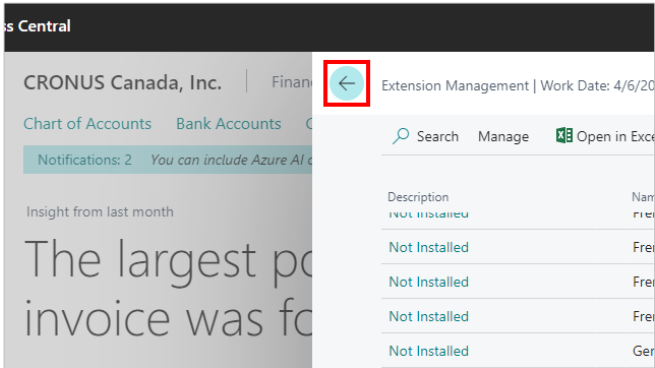Click on the navigation menu item **Configure**
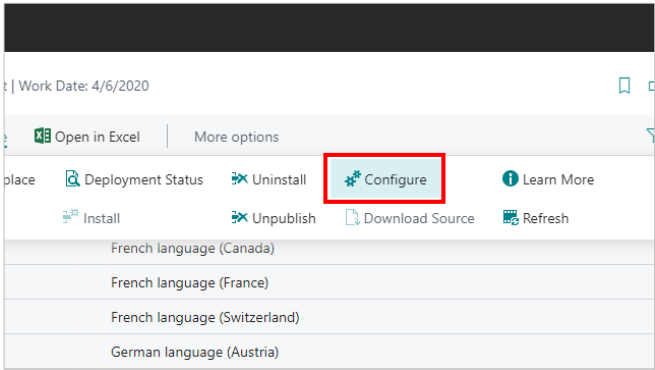
Ensure that the **Allow HttpClient Requests** is turned on.
This will enable the ODT EFT app to download the required Data Exchange Definitions for your bank.
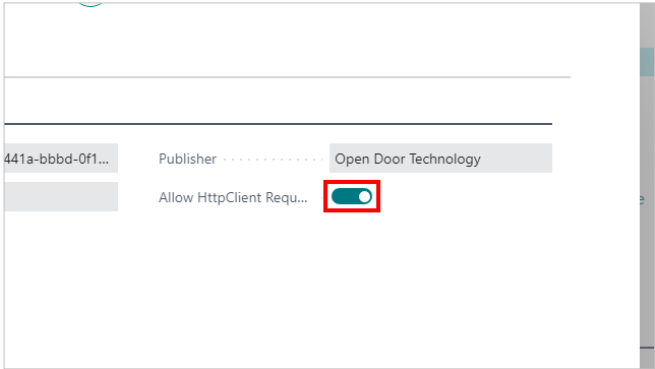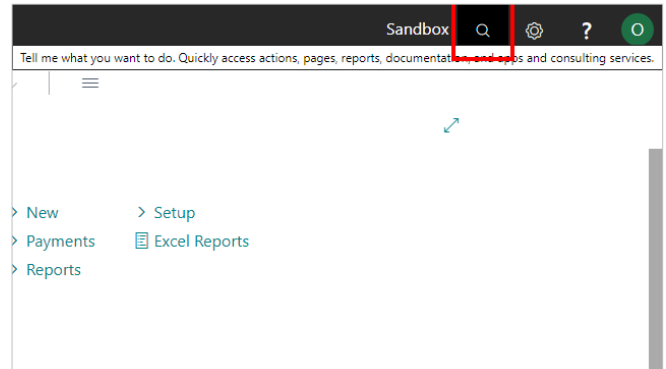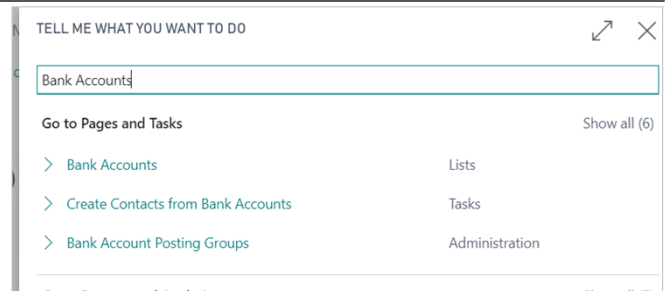
Click on the back button

Click on the back button

1.2.3.   How to Use the EFT Setup Wizard

Click on the link **Search**

Enter Bank Accounts

Click on **Bank Accounts Lists**
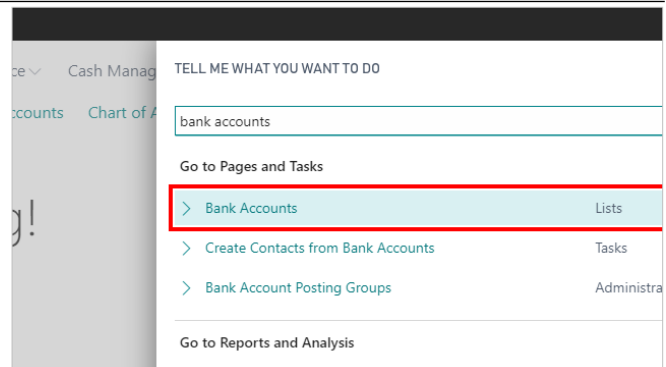
Click on the navigation menu item **New**
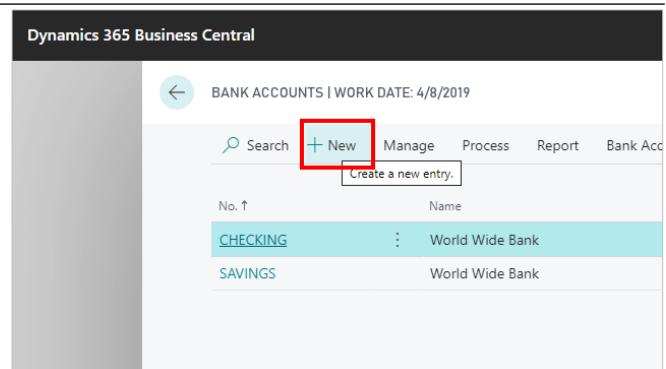
Click on the field **No.**
Enter the Bank Account Code that you would like to use

Click on the field **Name**
The EFT Setup Wizard will pop up

Click on the button **Yes**
Note that if you have an existing bank account and want to set it up for EFT, then click on Actions - Setup EFT to activate the ODT EFT Wizard.

Click on the button **Next**

Click on the field **Which Bank is this account:**

Select the Bank that you are using
Note: If you select Royal Bank of Canada then the following highlighted option will appear. If you are using RBC Express then select this option. This will add the required File Transmission Routing Record to the EFT file.

Click on the field **Country/Region Code**
This should always be CA

Choose the **Currency Code** for your bank. This can be either CAD or USD

Click on the button **Next**

Click on the toggle field **Payments to local vendors in local currency**
Only choose options 2 & 3 if the currency is in USD. If you select the third option then there will be an additional field in the 'Enter Bank Info' page for the ACH Client No. This number is provided by the bank for payments destined to the US.

Click on the button **Next**

Click on the field **Enter your companys tax identitification**
This should auto-populate with your 9 digit CRA tax number that is in the Company Information setup. If this field is blank then add the 9 digit number here

Click on the button **Next**

Click on the field Bank Institution No.
Enter the 3 digit bank institution number

Click on the field Transit No.
Enter the 5 digit transit number

Click on the field **Bank Account No.**
Enter the bank account number

Click on the field **Bank Acc. Posting Group**

Select the Bank Account Posting Group, or Select **New** to create a new Bank Account Posting Group

Click on the field **Client No.**

Enter the 10 digit Client No. provided by your bank. If you have USD payments destined to the US then you will also have a field here for the ACH Client No. This number is also provided by the bank.

Click on the field **Data Centre**

Enter the 5 digit data centre number

Click on the field **Client Short Name**

Enter the company's short name

Click on the field **Client Long Name**

Enter the company's long name

Click on the field**E-Pay Export File Name**

Enter the E-Pay Export File Name.
This will be the next file name used when generating
the EFT transmission file to send to the bank

Click on the field **Last Remittance Advice No.**

Enter the Last Remittance Advice No.
(Note: if 0 is entered then the EFT Remittance numbers will start at 1)

Click on the button **Next**

Click on the field **Payment Batch Name**
Select the Journal Template "PAYMENT" or "PAYMENTS".

Click on the field **No. Series**
The No. Series is GJNL-PMT by default

Click on the field **Name**
Select an Payment Batch if one already exists. If you want to create a new batch, then enter the Name and Description here.

Enter **Name**.

Click on the field **Description**

Enter **Description**.

Click on the button **Finish**

The Bank Account and Payment Journal are now setup for EFT payments

1.3. How to Setup a Vendor for EFT

1.3.1.   Overview

The following steps show how to set up a Vendor for EFT payments

1.3.2.   Setting Up a Vendor for EFT

Click on the navigation menu item **Vendors**

Select the Vendor you would like to Edit
Click on the link in cell **No.** with the value **V00010**

Click on the navigation menu item popup **Navigate**

Click on the navigation menu item **Bank Accounts**

Click on the navigation menu item **New**

Click on the field **Code**
This Code can be anything that you choose it to be

The name of the bank can be entered here
Enter **Code**.

Click on the field **Country/Region Code**

Click on the link in cell **Code** with the value **CA**

Click on the field **Bank Institution No.**
Enter the 3 digit bank code

Enter **Bank Institution No.**.

Click on the field **Bank Account No.**

Enter **Bank Account No.**.

Click on the field Transit No.
Enter the 5 digit Transit Code

Enter Transit No..

Click on the field Email

Enter Email.

Click on the toggle field **Use for Electronic Payments**

Click on the back button

Click on the back button

Click on the lookup button **Preferred Bank Account Code**
Select the bank Code that you just added.

Note: the vendor can have several bank accounts, but only one can be used for EFT payments

Click on the link in cell **of the bank code** with the value **V00010**

Click on the navigation menu item popup **Navigate**

Click on the navigation menu item **Document Layouts**

Click on the area.
Make sure that the Vendor Remittance report is 70385526 and there is a Send to Email address.
Note: Report 11383 can also be used here providing the currency is only in CAD.

Click on the button **Close**
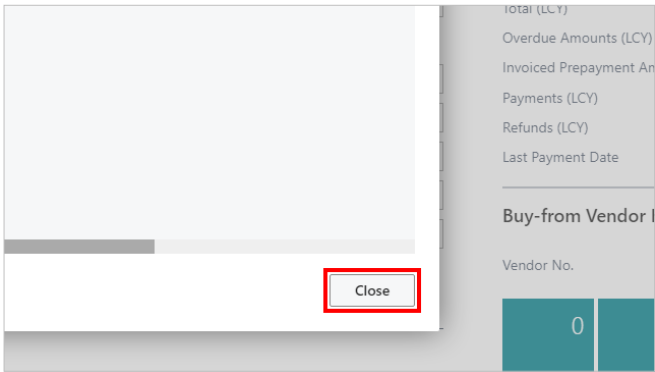
1.4. How to Create an EFT Payment

1.4.1.   Overview

The following steps show how to create a EFT payment
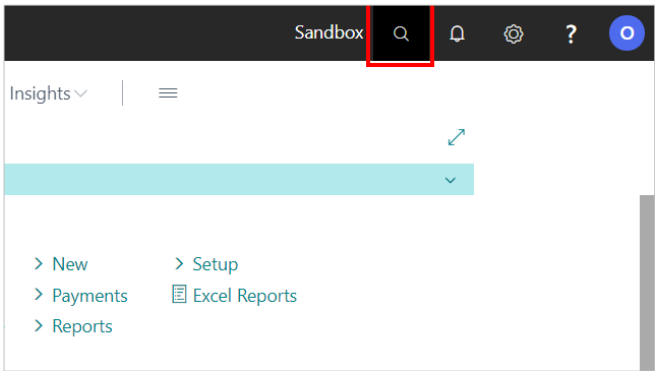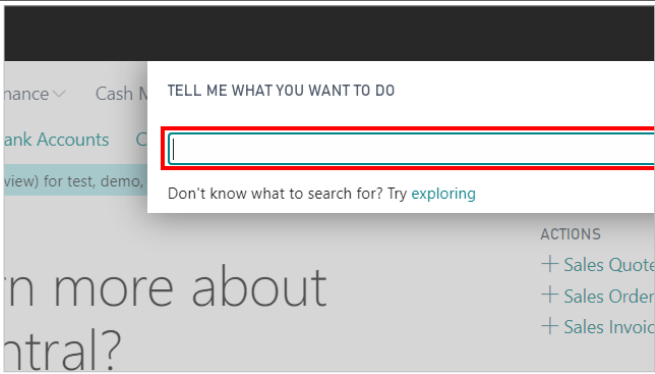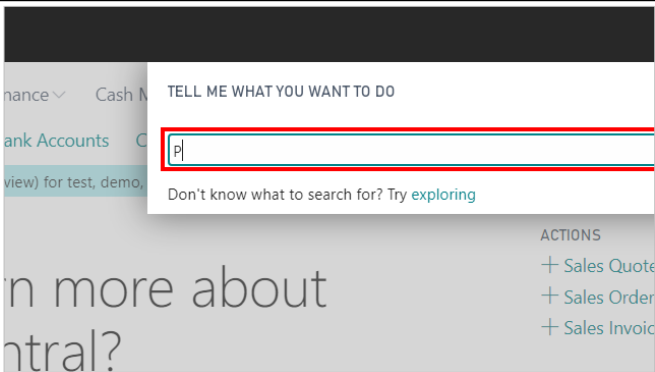
1.4.2.   How to Create an EFT Payment

Click on the link **Search**

Click on the field **Type to start search:**

Enter **Payment Journal**.

RUX

Click on **Payment Journals Tasks**

Select the Payment Journal that was setup by the EFT Setup Wizard

Click on the navigation menu item popup **Prepare**

Click on the navigation menu item **Suggest Vendor Payments...**

Click on the field **Last Payment Date**

Enter the last invoice Due Date that you want to pay in this batch

Click on the field **Posting Date**

Enter the posting date for this payment

Click on the field **Balance Account Type**

Select Bank Account

Click on the lookup button **Balance Account No.**

Select the bank account that you will be using for EFTs

Click on the field **Bank Payment Type**
Select Electronic Payment

Click on the button **OK**

Click on the button **OK**

> You have created suggested vendor payment lines for all currencies.

Click on the navigation menu item popup **EFT**

If you would like to see a Preview of the payments, then highlight the lines that you want to preview
Click on the navigation menu item **Preview EFT...**

From the Preview page
Click on the back button

Click on the navigation menu item popup **EFT**

Click on the navigation menu item **Export...**

Click on the lookup button **Bank Account No.**

Click on the link in cell **No.** with the value **BMO**

Click on the toggle field **Print Company Address**

Click on the field **Output Method**

Click on the item **PDF** in the list

The most common choices here are PDF or Email. Choosing Email will email the remittance report to the vendor. You can also send the email remittance at any point up until the payment journal has been posted using the Send icon under the EFT menu.

Click on the button **OK**

The PDF copies of the remittance will be saved in your Downloads folder

Click on the navigation menu item popup **EFT**

Click on the navigation menu item **Generate EFT File**

Review the list of EFT payments to be generated.
Click on the navigation menu item **Generate EFT Files...**

The EFT file will be saved in your Downloads folder. It will also appear on the bottom of your screen or the top right corner, depending on what browser you are using.
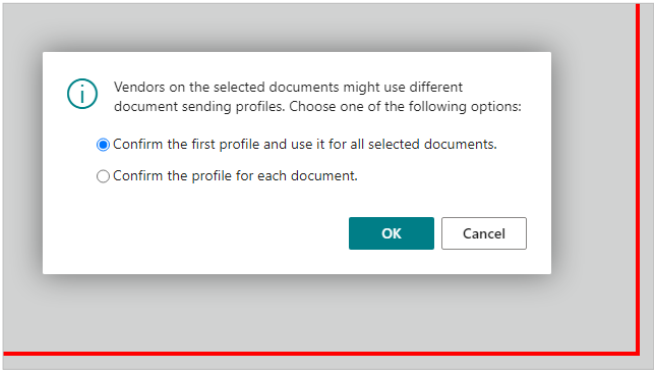This is the file that will be sent to the bank

Click on the navigation menu item popup **EFT**

Click on the navigation menu item **Send...**
This function will email the remittance to the vendor. If you previously emailed the remittance when performing the Export function, then this function is not required.
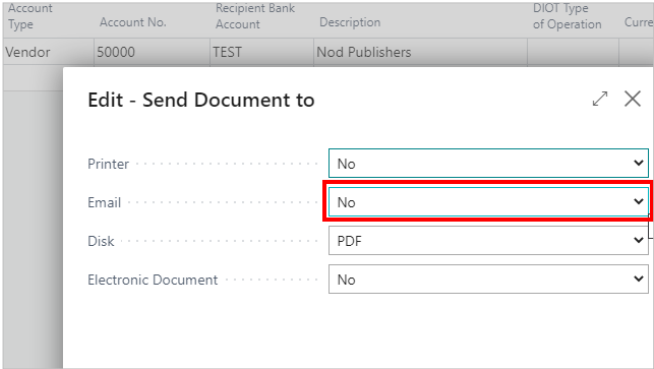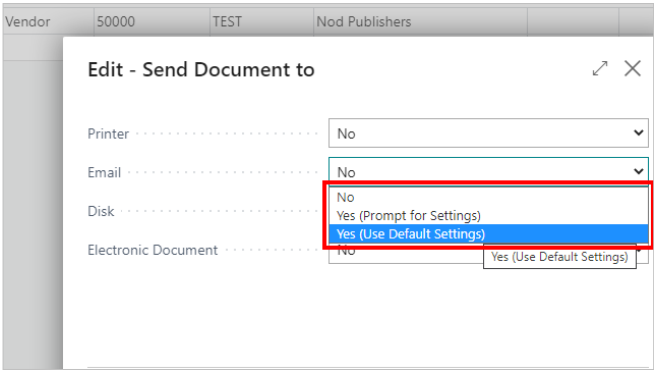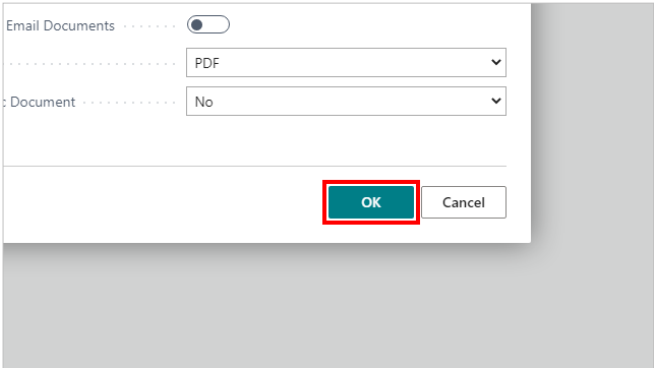
Choose one of the options (the first option is recommended)

Click on the field **Email**

Click on the item **Yes (Use Default Settings)** in the list

Click on the button **OK**

Review first email and click Send. All other emails will be automatically sent

Note 1: If there are several payments in this payment journal, then allow time for the emails to be sent before posting. Otherwise some remittances not be sent

Note 2: At this point you can still void the EFT batch. Once these entries are posted though then you will have to Financially Void the lines in the Cheque Ledger if they are incorrect.

Click on the navigation menu item popup **Post/Print**

Click on the navigation menu item **Post**

Click on the button **Yes**

Click on the button **OK**