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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



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- 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

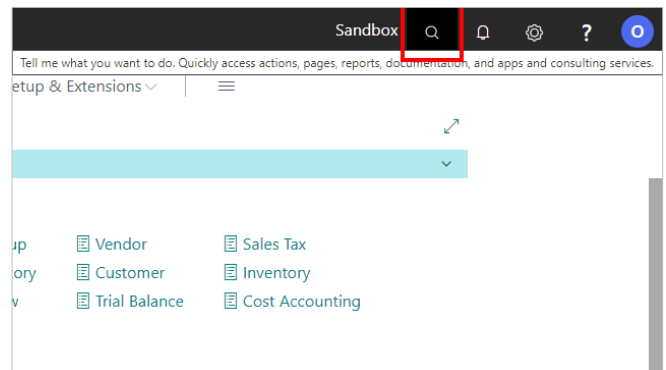
1.2.1. Overview

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.

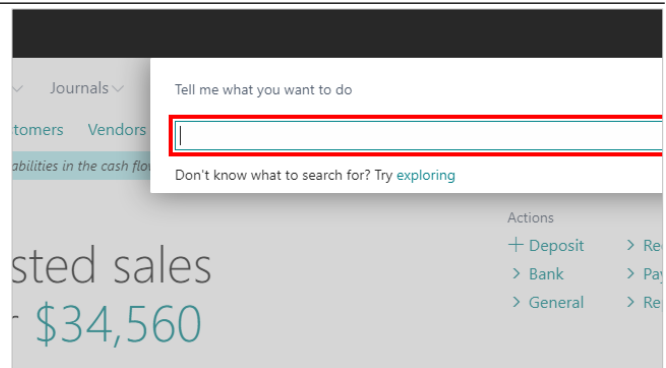
If the bank account is already set up then open the bank account card and select Actions - Setup EFT and follow the steps below

1.2.2. Before You Start

Click on the link **Search**



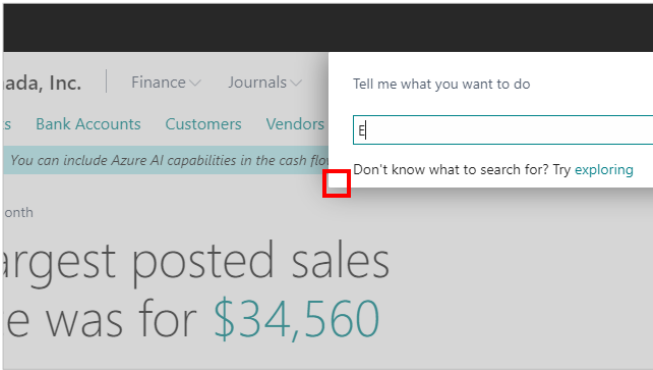
Click on the field **Type to start search:**



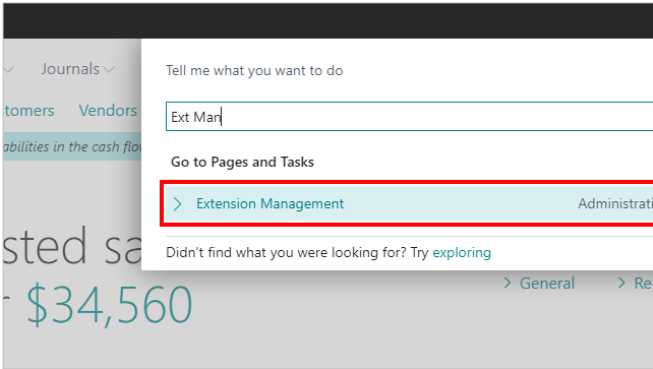


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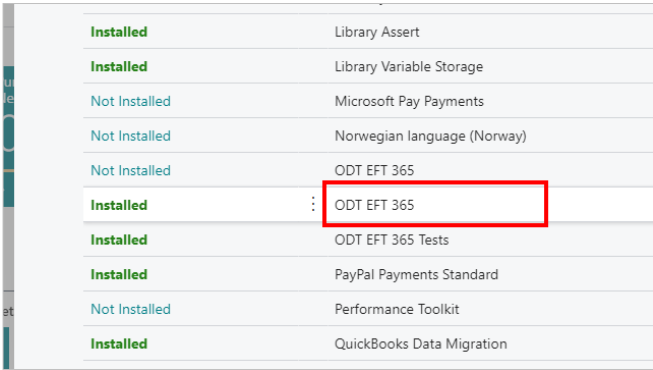
Enter the text **Ext Man**.



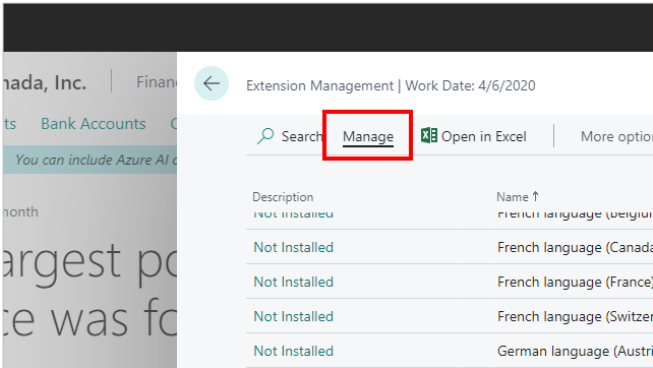
Click on **Extension Management Administration** ☐



Click on the cell **Name** with the value **ODT EFT 365**



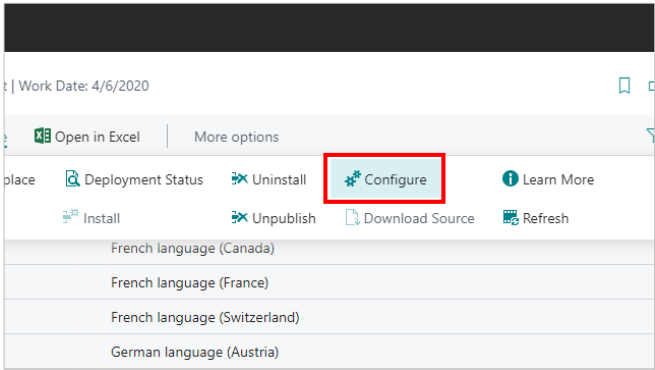
Click on the navigation menu item popup **Manage**



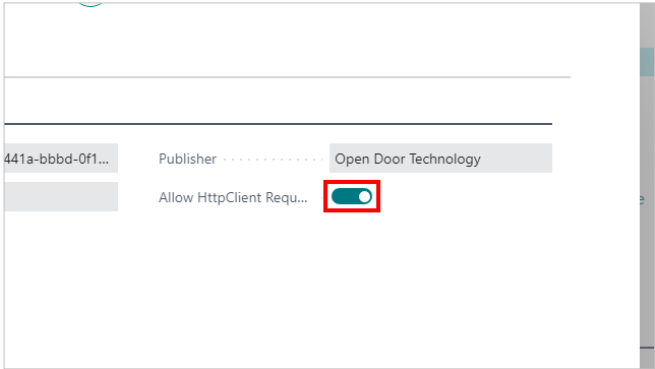


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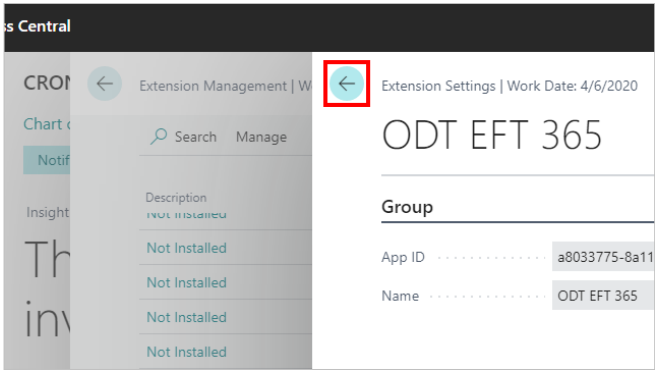
Click on the navigation menu item **Configure**



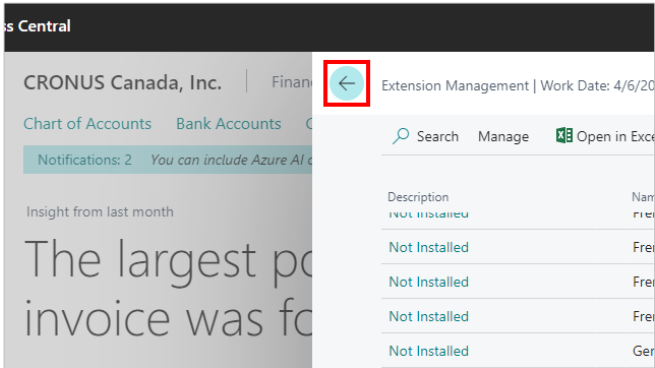
Ensure that the **Allow HttpClient Requests** is turned on.
This will enable the ODT EFT app to download the required Data Exchange Definitions for your bank.



Click on the back button



Click on the back button

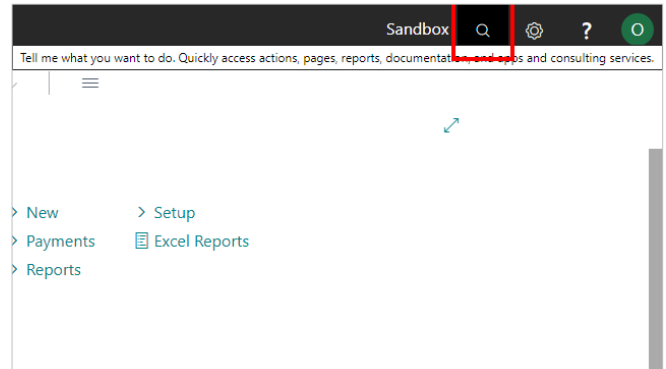




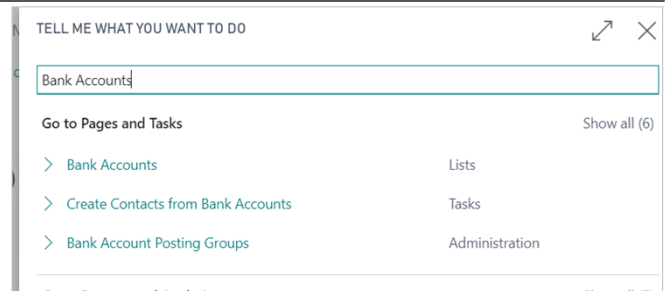
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1.2.3. How to Use the EFT Setup Wizard

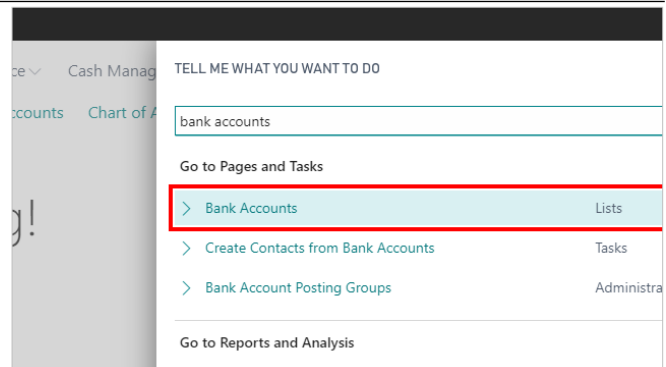
Click on the link **Search**



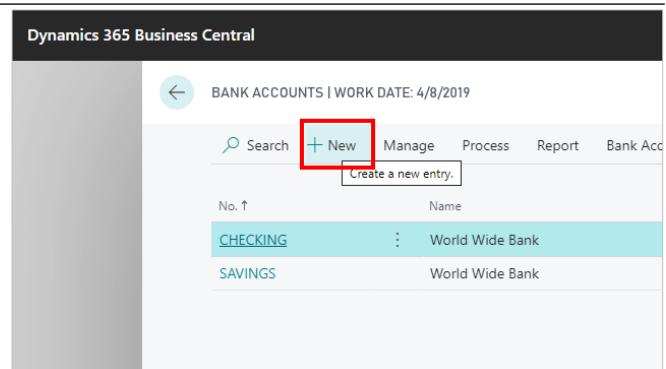
Enter Bank Accounts



Click on **Bank Accounts Lists** ☐



Click on the navigation menu item **New**





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Click on the field **No.**
Enter the Bank Account Code that you would like to use

Bank Account Card

Process Report Bank Account Navigate Actions Navigate Repo

General

No.

Name Open assist edit

Bank Branch No.

Communication

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

Bank Account Card

Process Report Bank Account Navigate Actions Navigate Repo

General

No. BMO ...

Name

Bank Branch No.

Communication

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.

Do you want to setup EFT for this Bank Account

Click on the button **Next**



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

Bank EFT Setup Wizard

Choose a Bank

Which Bank is this account:

none

Country/Region Code CA

Currency Code CAD

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.

Which Bank is this account:

none

Bank of Montreal

Scotiabank (The Bank of Nova Scotia)

Royal Bank of Canada

The Toronto-Dominion Bank

National Bank of Canada

Canadian Imperial Bank of Commerce

HSBC Bank Canada

Canadian Western Bank

Laurentian Bank of Canada

Bank of Canada

Alberta Treasury Branches

Royal Bank of Scotland N.V. (Canada Branch)

Bank of America

National Association

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

Bank EFT Setup Wizard

Choose a Bank

Which Bank is this account:

Bank of Montreal

Country/Region Code CA

Currency Code CAD

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

Choose a Bank

Which Bank is this account:

Bank of Montreal

Country/Region Code CA

Currency Code CAD



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Click on the button **Next**

A screenshot of the 'Bank EFT Setup Wizard' window. At the bottom of the window, there are three buttons: 'Back', 'Next', and 'Finish'. The 'Next' button is highlighted with a red rectangular box.

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.

A screenshot of the 'Bank EFT Setup Wizard' window. The title is 'Bank EFT Setup Wizard'. Below the title, it says 'Which Types of Payment do you want to setup'. There are three toggle fields: 'Payments to local vendors in local currency', 'Payments to local vendors in foreign currency', and 'Payments to foreign vendors in local currency'. The first toggle field is highlighted with a red rectangular box and is currently turned on.

Click on the button **Next**

A screenshot of the 'Bank EFT Setup Wizard' window. At the bottom of the window, there are three buttons: 'Back', 'Next', and 'Finish'. The 'Next' button is highlighted with a red rectangular box.

Click on the field **Enter your companys tax identification**

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

A screenshot of the 'Bank EFT Setup Wizard' window. The title is 'Bank EFT Setup Wizard'. Below the title, it says 'Enter your companys tax identification'. There is a text input field containing the number '8955123456'. The input field is highlighted with a red rectangular box.



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Click on the button **Next**

Bank EFT Setup Wizard

Enter bank info...

Back Next Finish

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

Bank EFT Setup Wizard

Enter bank info...

Bank Institution No. 001

Transit No.

Bank Account No.

Bank Acc. Posting Group

Client No.

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

Bank EFT Setup Wizard

Enter bank info...

Bank Institution No. 001

Transit No.

Bank Account No.

Bank Acc. Posting Group

Client No.

Data Center

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

Bank EFT Setup Wizard

Enter bank info...

Bank Institution No. 001

Transit No. 20150

Bank Account No.

Bank Acc. Posting Group

Client No.

Data Center

Client Short Name



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

Bank EFT Setup Wizard

Enter bank info...

Bank Institution No. 001

Transit No. 20150

Bank Account No. 123453321

Bank Acc. Posting Group

Client No.

Data Center

Client Short Name

Client Long Name

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

Bank EFT Setup Wizard

Transit No. 20150

Bank Account No. 123453321

Bank Acc. Posting Group

Client No.

Data Center

Client Short Name

Client Long Name

E-Pay Export File Name

Last Remittance Advice No.

+ New

user setup

	G/L Account No.
→ BMO	11402
CASH	11200
CHECKING	11400
OPERATING	11200
RBCUS	11452
SAVINGS	11500

Click on the field **Client No.**

Bank EFT Setup Wizard

Enter bank info...

Bank Institution No. 001

Transit No. 20150

Bank Account No. 123453321

Bank Acc. Posting Group BMO

Client No.

Data Center

Client Short Name

Client Long Name

E-Pay Export File Name

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.

Bank EFT Setup Wizard

Enter bank info...

Bank Institution No. 001

Transit No. 20150

Bank Account No. 123453321

Bank Acc. Posting Group BMO

Client No. 1

Data Center

Client Short Name

Client Long Name

E-Pay Export File Name



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Click on the field **Data Centre**

Bank Institution No.	001
Transit No.	20150
Bank Account No.	123453321
Bank Acc. Posting Group	BMO
Client No.	1234567890
Data Center	
Client Short Name	
Client Long Name	
E-Pay Export File Name	
Last Remittance Advice No.	

Enter the 5 digit data centre number

Bank Institution No.	001
Transit No.	20150
Bank Account No.	123453321
Bank Acc. Posting Group	BMO
Client No.	1234567890
Data Center	2
Client Short Name	
Client Long Name	
E-Pay Export File Name	
Last Remittance Advice No.	

Click on the field **Client Short Name**

Transit No.	20150
Bank Account No.	123453321
Bank Acc. Posting Group	BMO
Client No.	1234567890
Data Center	20190
Client Short Name	
Client Long Name	
E-Pay Export File Name	
Last Remittance Advice No.	

BackNextFinish

Enter the company's short name

Transit No.	20150
Bank Account No.	123453321
Bank Acc. Posting Group	BMO
Client No.	1234567890
Data Center	20190
Client Short Name	d
Client Long Name	
E-Pay Export File Name	
Last Remittance Advice No.	

BackNextFinish



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Click on the field **Client Long Name**

Bank Account No.	123453321
Bank Acc. Posting Group	BMO
Client No.	1234567890
Data Center	20190
Client Short Name	Cronus
Client Long Name	
E-Pay Export File Name	
Last Remittance Advice No.	
<div>BackNextFinish</div>	

Enter the company's long name

Bank Account No.	123453321
Bank Acc. Posting Group	BMO
Client No.	1234567890
Data Center	20190
Client Short Name	Cronus
Client Long Name	d
E-Pay Export File Name	
Last Remittance Advice No.	
<div>BackNextFinish</div>	

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

Bank Acc. Posting Group	BMO
Client No.	1234567890
Data Center	20190
Client Short Name	Cronus
Client Long Name	Cronus Canada
E-Pay Export File Name	
Last Remittance Advice No.	
<div>BackNextFinish</div>	

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

Bank Acc. Posting Group	BMO
Client No.	1234567890
Data Center	20190
Client Short Name	Cronus
Client Long Name	CRONUS CANADA
E-Pay Export File Name	B
Last Remittance Advice No.	
<div>BackNextFinish</div>	



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

Client No. 1234567890
Data Center 20190
Client Short Name Cronus
Client Long Name CRONUS CANADA
E-Pay Export File Name BMOEFT00001
Last Remittance Advice No.

Back Next Finish

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

Client No. 1234567890
Data Center 20190
Client Short Name Cronus
Client Long Name CRONUS CANADA
E-Pay Export File Name BMOEFT00001
Last Remittance Advice No.
odtic

Back Next Finish

Click on the button **Next**

Short Name Cronus
Long Name CRONUS CANADA
Export File Name BMOEFT00001
Remittance Advice No. 000000

Back Next Finish

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

Bank Account No.
Bank EFT Setup Wizard
Which Payment Journal do you wish to use
Payment Batch Name PAYMENT
No. Series G/JNL-PMT
Payment Batch for Local Vendors in CAD
Name



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

Bank Account No.

Bank EFT Setup Wizard ↗ ✕

Which Payment Journal do you wish to use

Payment Batch Name PAYMENT ▾

No. Series **GJNL-PMT ▾**

Payment Batch for Local Vendors in CAD

Name ▾

Description ▾

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.

Which Payment Journal do you wish to use

Payment Batch Name PAYMENT ▾

No. Series GJNL-PMT ▾

Payment Batch for Local Vendors in CAD

Name **▾**

Description ▾

Enter **Name**.

Which Payment Journal do you wish to use

Payment Batch Name PAYMENT ▾

No. Series GJNL-PMT ▾

Payment Batch for Local Vendors in CAD

Name **B ▾**

Description ▾

Click on the field **Description**

Payment Batch Name PAYMENT ▾

No. Series GJNL-PMT ▾

Payment Batch for Local Vendors in CAD

Name BMO EFT ▾

Description **▾**



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Enter **Description**.

Payment Batch Name

PAYMENT

No. Series

GJNL-PMT

Payment Batch for Local Vendors in CAD

Name

BMO EFT

Description

E

Click on the button **Finish**

Back

Next

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**

US EFT Canada 2

Finance

Journals

Cash Management

Cost Acco

Accounts

Bank Accounts

Customers

Vendors

Incoming Documents

Purchase

ations: 2

You can include Azure AI capabilities in the cash flow forecast. | This is a sandbox environmen

om the last three months

u closed 16 more deals than

the same period last year



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

10000	Fabrikam, Inc.
20000	First Up Consultants
30000	Graphic Design Institute
40000	Wide World Importers
50000	Nod Publishers
V00010	EFT Test Vendor

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

Business Central

Vendor Card | Work Date: 4/6/2020

V00010 · EFT Test Vendor

Report Request Approval New Document **Navigate** Vendor More options

V00010 Balance

EFT Test Vendor Balance

DIOT Ty

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

Dynamics 365 Business Central

Vendor Card | Work Date: 4/6/2020

V00010 · EFT Test Vendor

Process Report Request Approval New Document **Navigate** Vendor

Contact **Bank Accounts** Document Layouts Prices Lin

No. V00010

Name EFT Test Vendor

Blocked

Click on the navigation menu item **New**

V00010 · EFT Test Vendor | Work Date: 4/6/2020

This page contains sensitive business data. You can set up a notification t... Enable Field

Vendor Bank Account List Search **+ New** Manage Open in Excel

Code ↑ Name Phone No. Cor

(There is nothing to show in this view)



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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**



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

<input type="text"/>	Country/Region Code	CA
<input type="text"/>	Phone No.	
<input type="text"/>	Contact	
<input type="text"/>	Bank Institution No.	
<input type="text"/>	Bank Account No.	
<input type="text"/>	Transit No.	
<input type="text"/>		

Enter **Bank Institution No..**

<input type="text"/>	Country/Region Code	CA
<input type="text"/>	Phone No.	
<input type="text"/>	Contact	
<input type="text"/>	Bank Institution No.	01
<input type="text"/>	Bank Account No.	
<input type="text"/>	Transit No.	
<input type="text"/>		

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

<input type="text"/>	Country/Region Code	CA
<input type="text"/>	Phone No.	
<input type="text"/>	Contact	
<input type="text"/>	Bank Institution No.	001
<input type="text"/>	Bank Account No.	
<input type="text"/>	Transit No.	
<input type="text"/>		
Show more		

Enter **Bank Account No..**

<input type="text"/>	Country/Region Code	CA
<input type="text"/>	Phone No.	
<input type="text"/>	Contact	
<input type="text"/>	Bank Institution No.	001
<input type="text"/>	Bank Account No.	
<input type="text"/>	Transit No.	
<input type="text"/>		
Show more		



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

	Country/Region Code	CA	▼
...	Phone No.		
	Contact		
	Bank Institution No.	001	
...	Bank Account No.	123435544	
	Transit No.		
...			
Show more			
	Home Page		

Enter **Transit No.**

	Country/Region Code	CA	▼
...	Phone No.		
	Contact		
	Bank Institution No.	001	
...	Bank Account No.	123435544	
	Transit No.		
...			
Show more			
	Home Page		

Click on the field **Email**

	City		...	bank ACCO
	Province			Transit No
	Postal Code		...	
Communication				
	Email			Home Pag
Transfer				
	Bank Clearing Standard		▼	Use for El
	Bank Clearing Code			

Enter **Email.**

	City		...	bank ACCO
	Province			Transit No
	Postal Code		...	
Communication				
	Email			Home Pag
Transfer				
	Bank Clearing Standard		▼	Use for El
	Bank Clearing Code			



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

A screenshot of a software interface showing a toggle switch labeled 'Use for Electronic Pay...'. The toggle is currently turned on, and it is highlighted with a red rectangle. Above the toggle, there is a 'Show more' link. Below the toggle, there is a dropdown menu and a text input field.

Click on the back button

A screenshot of a software interface showing a vendor card for 'V00010 - V00010'. The card has a back button (a circle with a left arrow) highlighted with a red rectangle. The card displays the vendor's general information, including Code, Name, and Address.

Click on the back button

A screenshot of a software interface showing a vendor card for 'V00010 - EFT Test Vendor'. The card has a back button (a circle with a left arrow) highlighted with a red rectangle. The card displays the vendor's general information, including Code, Name, and Address.

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

A screenshot of a software interface showing the 'Preferred Bank Account Code' lookup field. The field has a dropdown arrow highlighted with a red rectangle. The field is currently empty, and the dropdown menu is not open. To the right of the field, there is a 'Manual' dropdown menu and a 'COD' dropdown menu. Below the field, there is a 'BANK' dropdown menu and a text input field.



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

Invoice Disc. Code V00010

Payments

Application Method

Payment Terms Code → V00010 V00010 Bank

Payment Method Code

Priority

Block Payment Tolerance

Preferred Bank Account Code

+ New

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

Business Central

Vendor Card | Work Date: 4/6/2020

V00010 · EFT Test Vendor

Report Request Approval New Document **Navigate** Vendor More options

Our Accounts

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

Dynamics 365 Business Central

Vendor Card | Work Date: 4/6/2020

V00010 · EFT Test Vendor

Process Report Request Approval New Document **Navigate** Vendor

Contact Bank Accounts **Document Layouts** Prices Line D

Invoicing

VAT Registration No.

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.

EFT Test Vendor

Request Approval New Document N

Edit - Document Layouts - V00010 · EFT

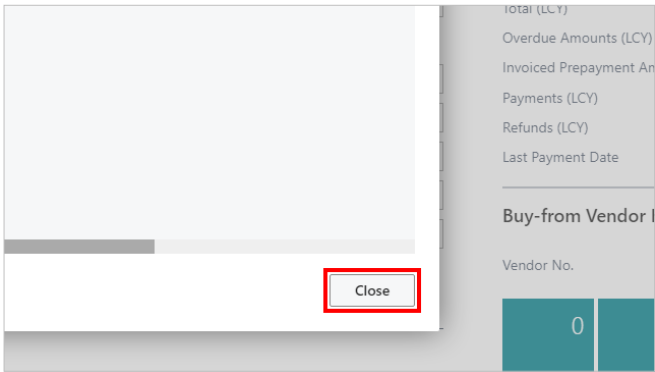
Search + New Edit List Delete

Usage	Report ID	Report Caption
→ Vendor Re	70385526	Export Electron
Purchase Order		
Vendor Remittance		
Vendor Remittance - Posted Entries		
Posted Return Shipment		



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Click on the button **Close**



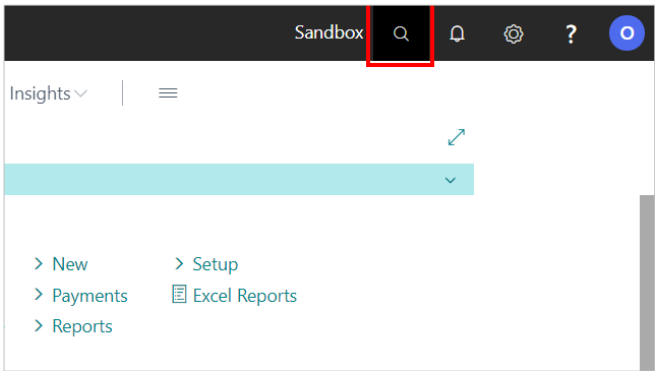
1.4. How to Create an EFT Payment

1.4.1. Overview

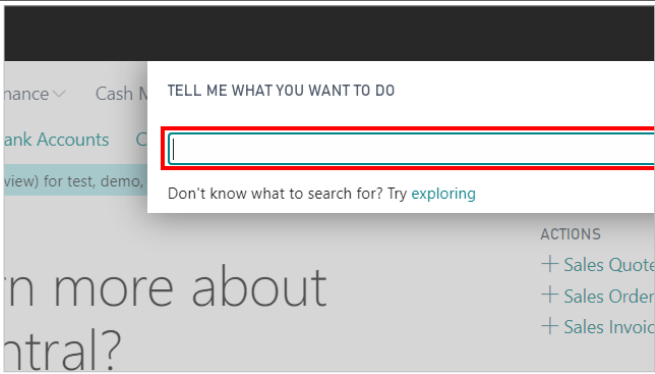
The following steps show how to create a EFT payment

1.4.2. How to Create an EFT Payment

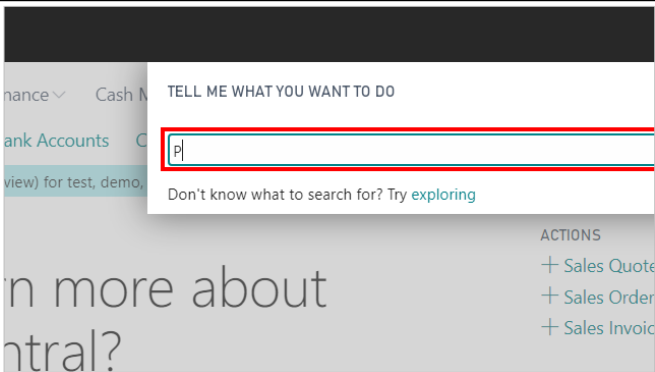
Click on the link **Search**



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



Enter **Payment Journal**.





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Click on **Payment Journals Tasks**

TELL ME WHAT YOU WANT TO DO

Payment J.

Go to Pages and Tasks

- > **Payment Journals** Task
- > Payment Reconciliation Journals List

Go to Reports and Analysis

Projected Cash Payments Rep

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

PAYMENT JOURNALS | WORK DATE: 1/21/2020

Batch Name: BMO_EFT

Manage Process Bank **Prepare** Post/Print Line Account Check EFT More options

Posting Date	Document Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description
7/21/2020	7/21/2020	Payment	G04001		Vendor			

NUMBER OF LINES: 0 ACCOUNT NAME: BAL. ACCOUNT NAME: BALANCE: 0.00 TOTAL BALANCE: 0.00

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

PAYMENT JOURNALS

Batch Name

Manage Process Bank **Prepare** Post/Print Line Account

Posting Date	Document Date	Document Type	Document No.	External Document No.
7/21/2020	7/21/2020	Payment	G04001	

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

PAYMENT JOURNALS

Batch Name

Manage Process Bank **Prepare** Post/Print Line Account

Suggest Vendor Payments... Suggest Employee Payments...

Create payment suggestions as lines in the payment journal.

Posting Date	Document Date	Document Type	Document No.	External Document No.
7/21/2020	7/21/2020	Payment	G04001	



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Click on the field **Last Payment Date**

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

es from: Last used options and filters

Show less

ate 6/30/2020

discounts

urity

nt (LCY) 0.00

Click on the field **Posting Date**

Enter the posting date for this payment

Journal Batches

SULTS

Vendor

AL LINES

7/1/2020

g Date from Appli...

Due Date Offset

ent No. G04001

Click on the field **Balance Account Type**

Select Bank Account

g Date from Appli...

Due Date Offset

ent No. G04001

er Line

Bank Account

BMO

ype Electronic Payment

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

Select the bank account that you will be using for EFTs

G04001

Bank Account

BMO

Electronic Payment

Payment

Error Text



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

ent No. G04001

er Line ☐

pe Bank Account

..... BMO

ype **Electronic Payment**

or

..... 50000

Click on the button **OK**

..... BMO

..... **Electronic Payment**

..... 50000

Code

OK Cancel

0.00

Click on the button **OK**

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

OK

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

20

..... BMO EFT

pare Post/Print Line Account Check **EFT** Open in Excel More options

Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description
G04001		Vendor	50000	TEST	Nod Publis



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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...**

Posting Date	Date	Type	Document No.	Vendor
2/16/2021	2/16/2021	Payment	G04001	

From the Preview page
Click on the back button

G04001 Nod Publishers

Payer

Company Name: CRONUS EFT Canada 2
Company Address: 220 Yonge St
Company Address 2: Toronto, Ontario MSE 1G5
Company Post Code/...

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

Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description
G04001	Vendor		50000	TEST	Nod Publish

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

Posting Date	Date	Type	Document No.	Vendor
2/16/2021	2/16/2021	Payment	G04001	



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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**



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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.

Bank Account No. BMO

Number of Copies 0

Print Company Address ☒

Output Options

Output Method **Print**

Print

PDF

Email

Excel

OK Cancel

Click on the button **OK**
The PDF copies of the remittance will be saved in your Downloads folder

Company Address ☒

Options

Method PDF

OK Cancel

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

20

..... BMO EFT

Prepare Post/Print Line Account Check **EFT** Open in Excel More options

Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description
1		Vendor	50000	TEST	Nod Publish

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

20

..... BMO EFT

Prepare Post/Print Line Account Check **EFT** Open in Excel More options

Void EFT... Void All EFTs... Send... **Generate EFT File**

Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description
1		Vendor	50000	TEST	Nod Publish



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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

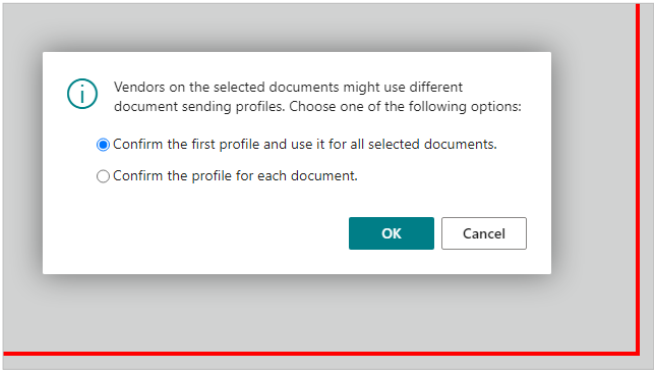
Click on the navigation menu item popup **EFT**

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.

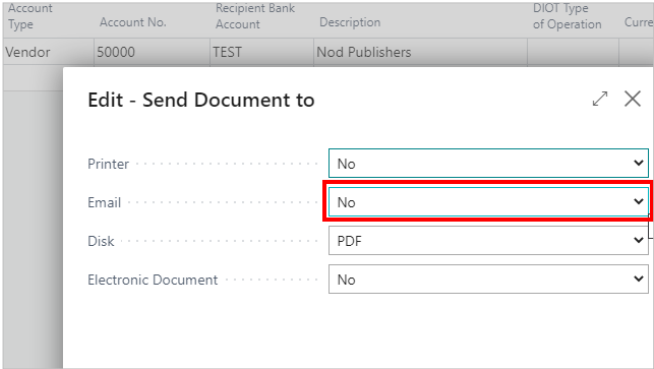


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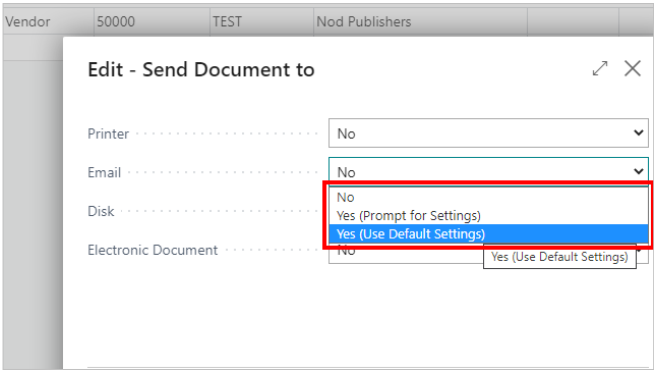
Choose one of the options (the first option is recommended)



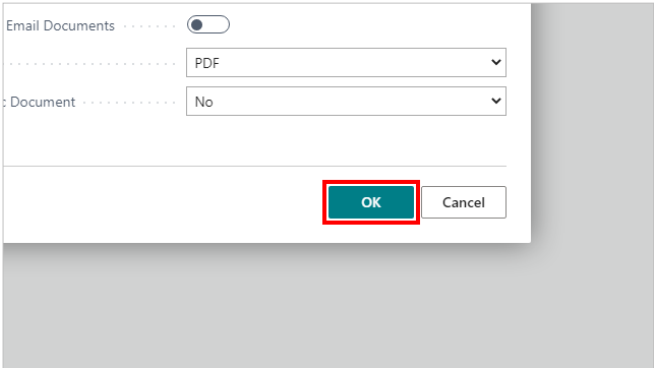
Click on the field **Email**



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



Click on the button **OK**





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

Edit - ODT_EFT_Demo - G04001

Send Email Discard Draft Use Word Template Show Source

Email Details

From: EFT Test (b [redacted])

To: [redacted]

Subject: ODT_EFT_Demo - G04001

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**

PAYMENT JOURNALS

Batch Name

Manage Process Bank Prepare **Post/Print** Line Account Check

Posting Date	Document Date	Document Type	Document No.	External Document No.	Account Type
7/21/2020	7/21/2020	Payment	0021		Vendor

Click on the navigation menu item **Post**

PAYMENT JOURNALS

Batch Name

Manage Process Bank Prepare Post/Print Line Account

Post Post and Print Preview Posting

Finalize the document or journal by posting the amounts and quantities to the related

Posting Date	Date	Type	No.	No.
→ 7/21/2020	7/21/2020	Payment	0021	

Click on the button **Yes**

Do you want to post the journal lines?



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Click on the button **OK**

