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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
- 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

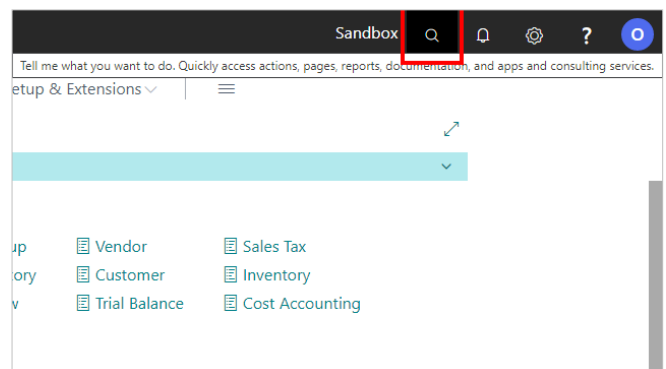
1.2.1. Overview

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.

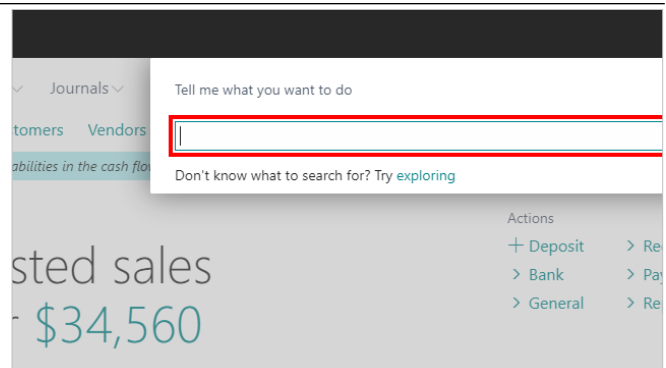
If the bank account is already set up then open the bank account card and select Actions - Setup EFT and follow the steps below

1.2.2. Before You Start

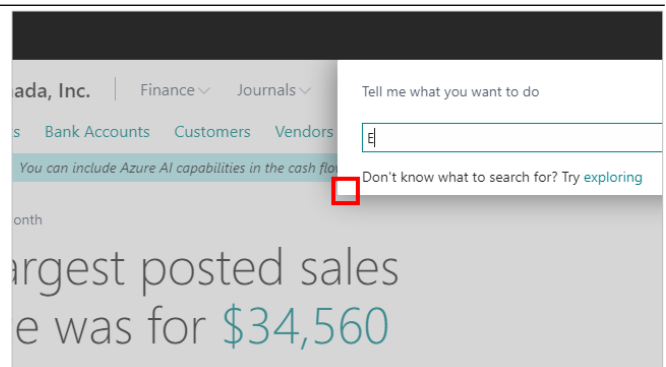
Click on the link **Search**



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

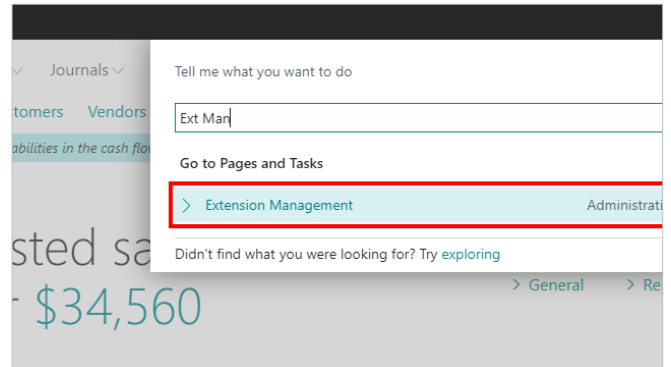


Enter the text **Ext Man**.



ODT EFT Help

Click on **Extension Management Administration** ☐



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

Installed	Library Asset
Installed	Library Variable Storage
Not Installed	Microsoft Pay Payments
Not Installed	Norwegian language (Norway)
Not Installed	ODT EFT 365
Installed	ODT EFT 365
Installed	ODT EFT 365 Tests
Installed	PayPal Payments Standard
Not Installed	Performance Toolkit
Installed	QuickBooks Data Migration

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

Extension Management Work Date: 4/6/2020	
Description	Name ↑
Not Installed	French language (Netherlands)
Not Installed	French language (Canada)
Not Installed	French language (France)
Not Installed	French language (Switzerland)
Not Installed	German language (Austria)

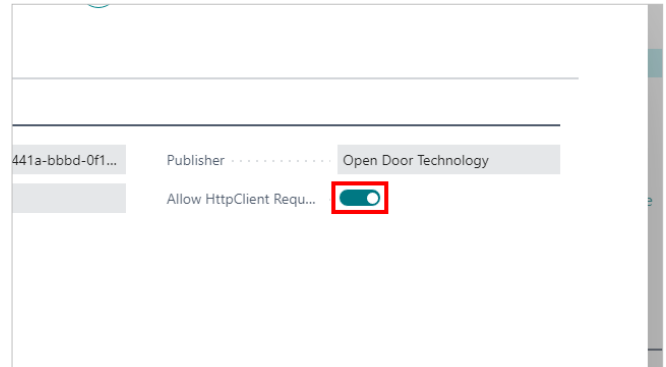
Click on the navigation menu item **Configure**

Work Date: 4/6/2020	
Open in Excel	More options
Deployment Status	Uninstall
Install	Unpublish
Download Source	Refresh
Configure	
Learn More	
French language (Canada)	
French language (France)	
French language (Switzerland)	
German language (Austria)	

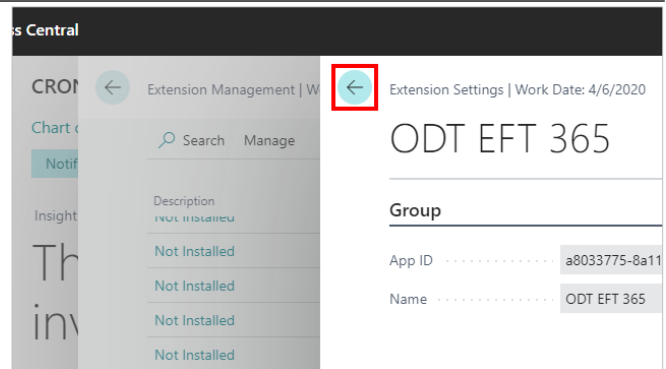
ODT EFT Help

Ensure that the **Allow HttpClient Requests** is turned on.

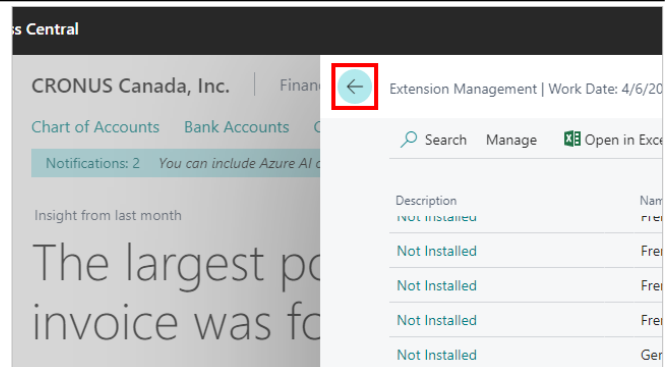
This will enable the ODT EFT app to download the required Data Exchange Definitions for your bank.



Click on the back button

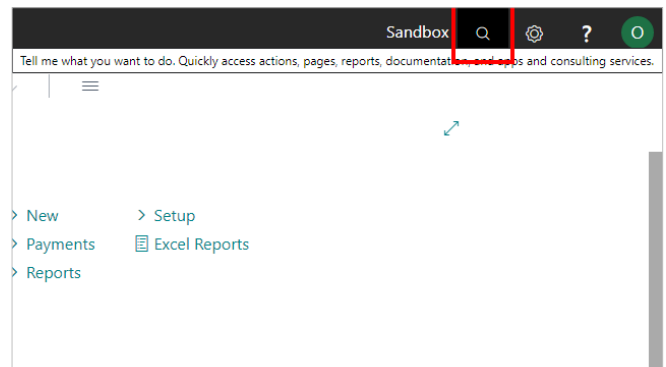


Click on the back button



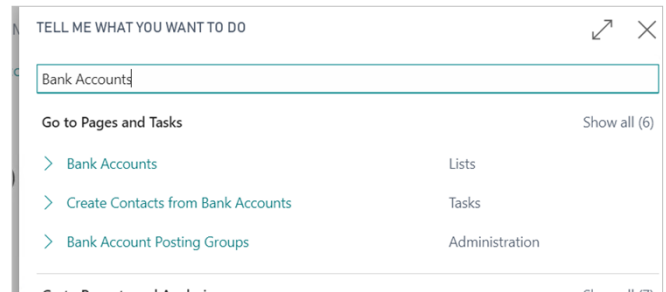
1.2.3. How to Use the EFT Setup Wizard

Click on the link **Search**

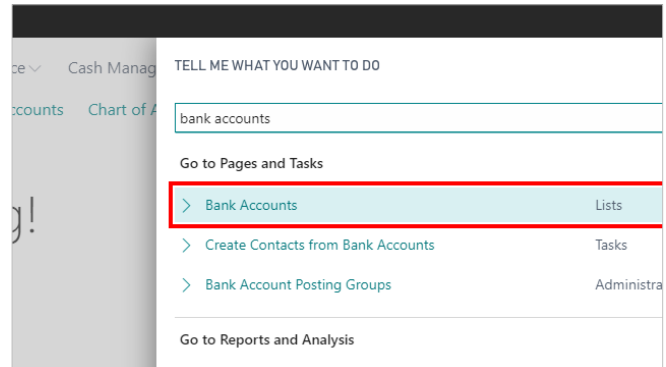


ODT EFT Help

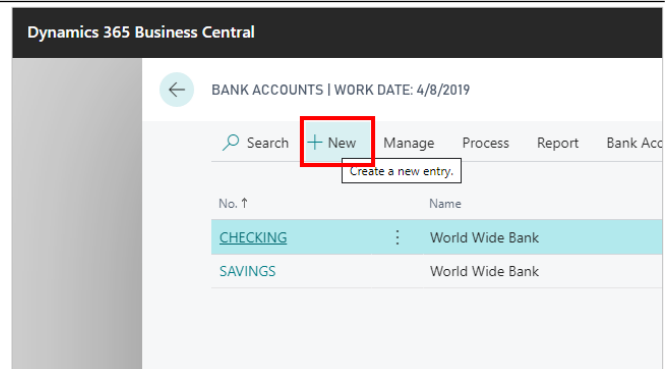
Enter Bank Accounts



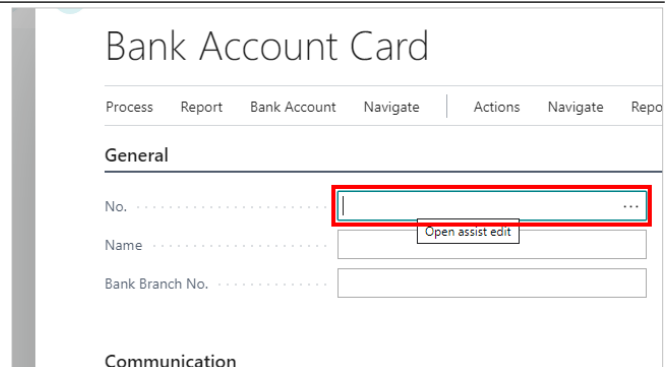
Click on **Bank Accounts Lists** ☐



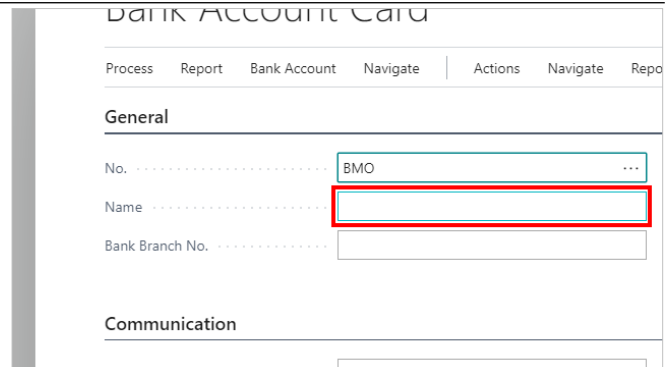
Click on the navigation menu item **New**



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



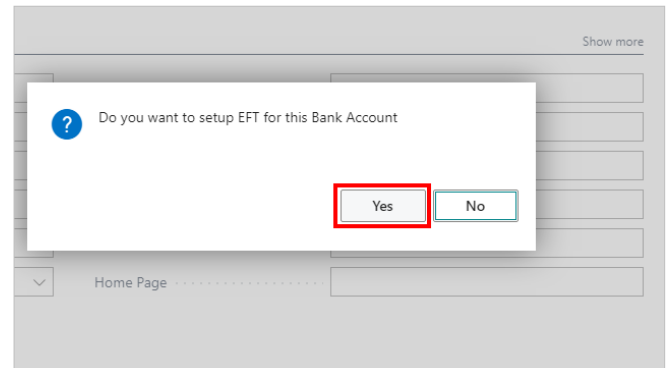
Click on the field **Name**
The EFT Setup Wizard will pop up



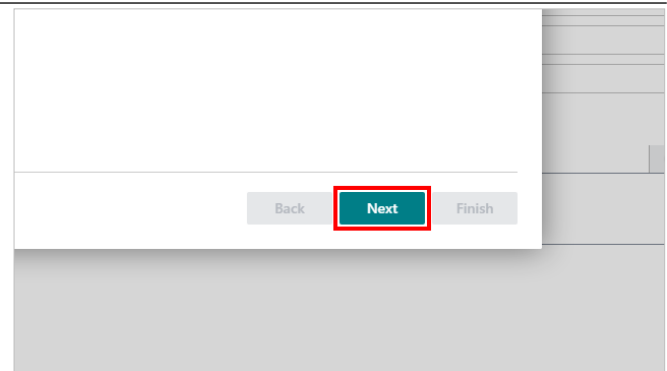
ODT EFT Help

Click on the button **Yes**

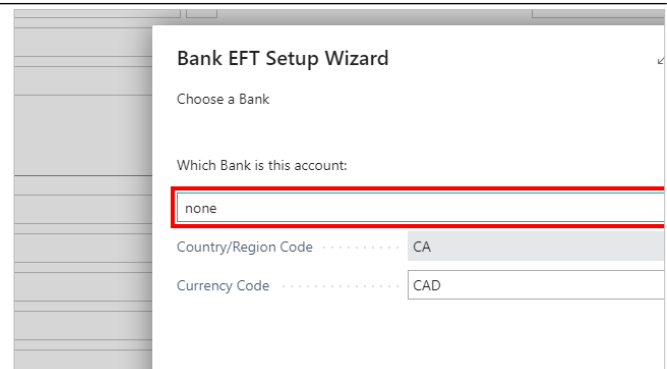
Note that if you have an existing bank account and want to set it up for EFT, then click on Actions - Setup EFT to activate the ODT EFT Wizard.



Click on the button **Next**

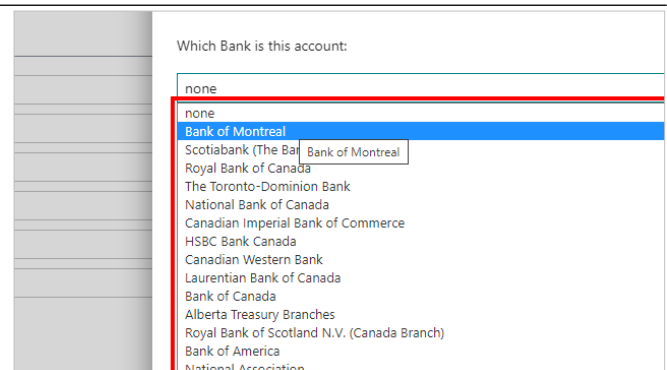


Click on the field **Which Bank is this account:**



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.



ODT EFT Help

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



Bank EFT Setup Wizard

Choose a Bank

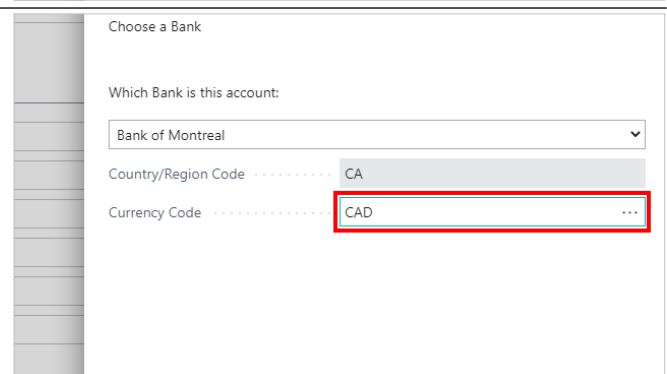
Which Bank is this account:

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

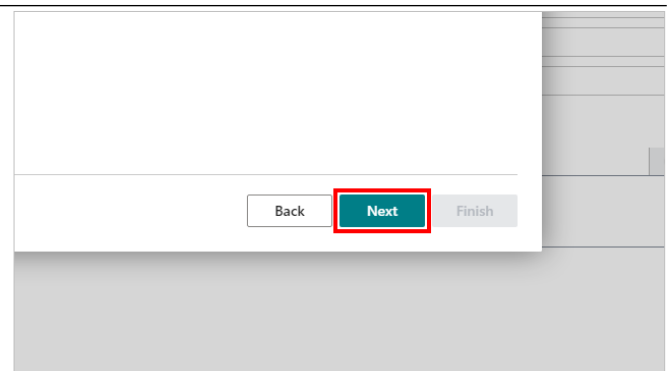
Which Bank is this account:

Bank of Montreal

Country/Region Code CA

Currency Code CAD

Click on the button **Next**



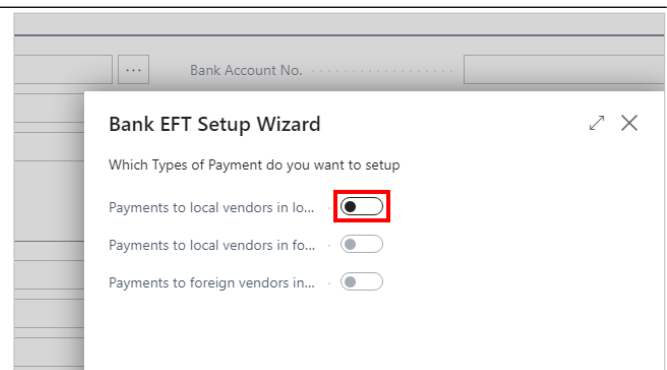
Back

Next

Finish

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.



Bank EFT Setup Wizard

Which Types of Payment do you want to setup

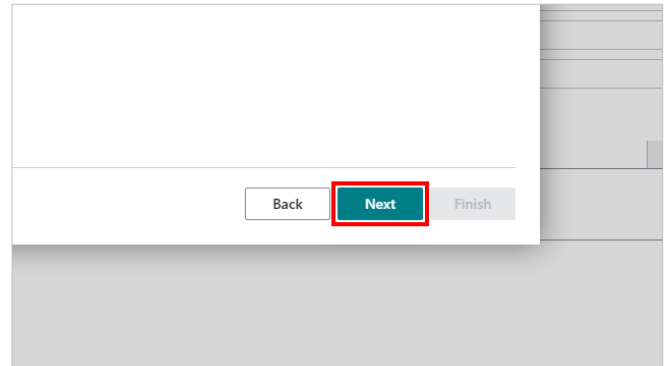
Payments to local vendors in lo... ☒

Payments to local vendors in fo... ☐

Payments to foreign vendors in... ☐

ODT EFT Help

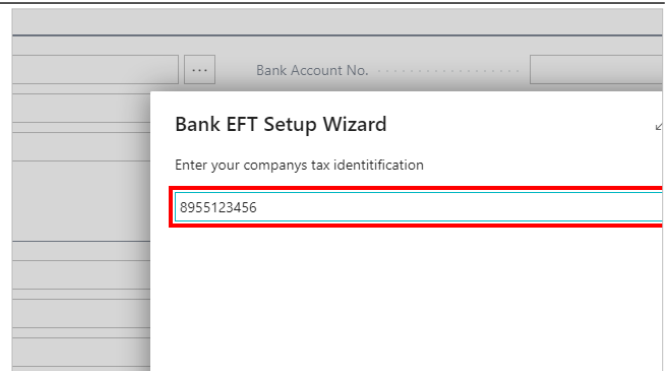
Click on the button **Next**



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

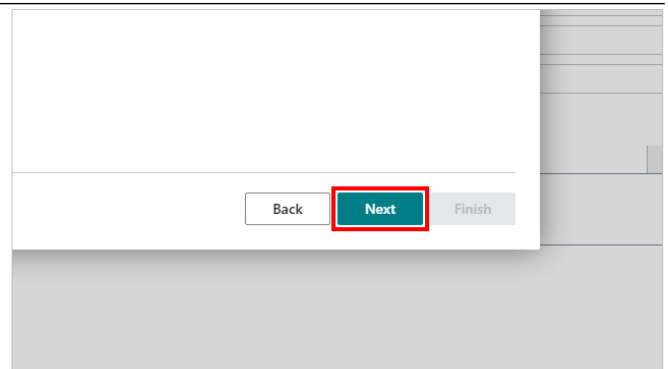
Click on the field **Enter your companys tax identification**

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



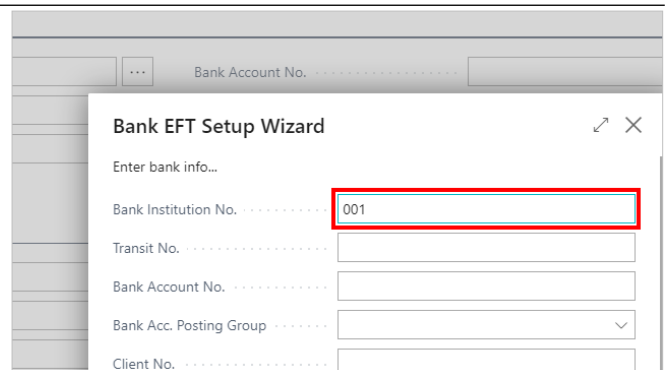
A screenshot of the "Bank EFT Setup Wizard" dialog box. The field "Enter your companys tax identification" is highlighted with a red rectangular border and contains the text "8955123456".

Click on the button **Next**



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

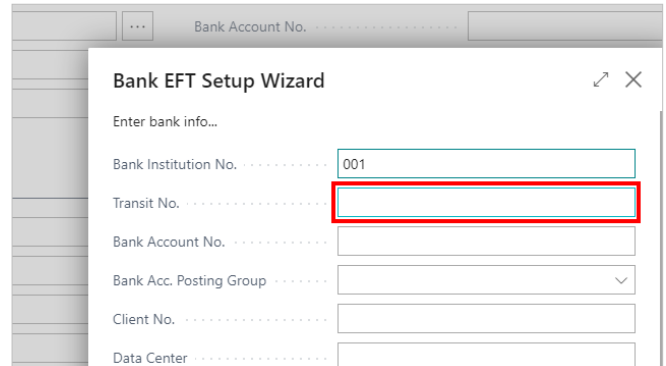
Click on the field Bank Institution No.
Enter the 3 digit bank institution number



A screenshot of the "Bank EFT Setup Wizard" dialog box. The field "Bank Institution No." is highlighted with a red rectangular border and contains the text "001". Other fields visible include "Transit No.", "Bank Account No.", "Bank Acc. Posting Group", and "Client No.".

ODT EFT Help

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.

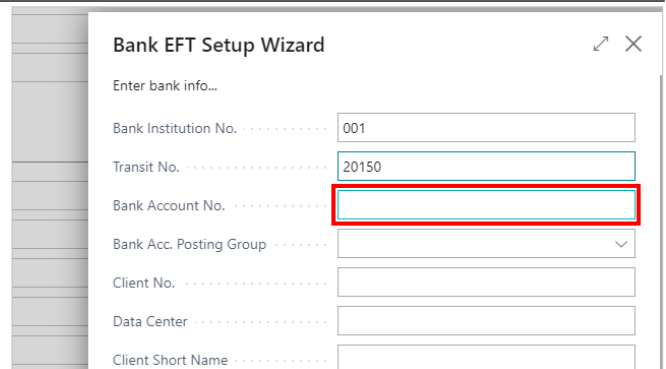
Bank Account No.

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.

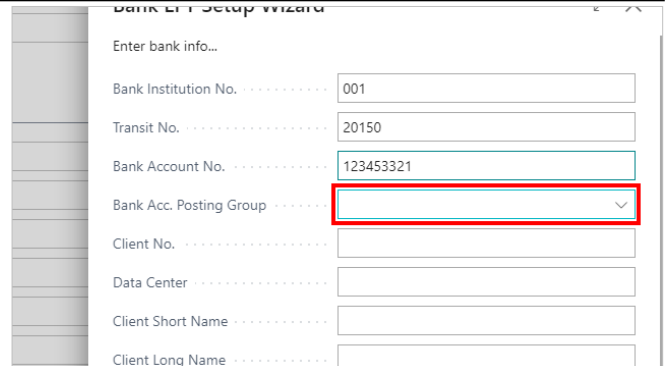
Bank Acc. Posting Group

Client No.

Data Center

Client Short Name

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

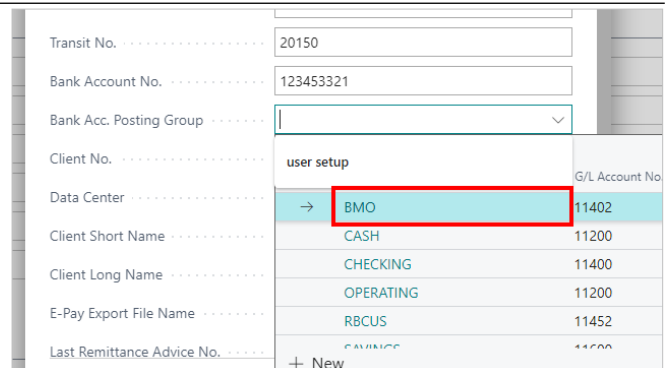
Client No.

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



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.

user setup

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



ODT EFT Help

Click on the field **Client No.**

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.

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	

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		1
Client Short Name		
Client Long Name		
E-Pay Export File Name		
Last Remittance Advice No.		



ODT EFT Help

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.	
<div>BackNextFinish</div>	

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.	
<div>BackNextFinish</div>	

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>	



ODT EFT Help

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.
Back Next Finish

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 E
Last Remittance Advice No.
Back Next Finish

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

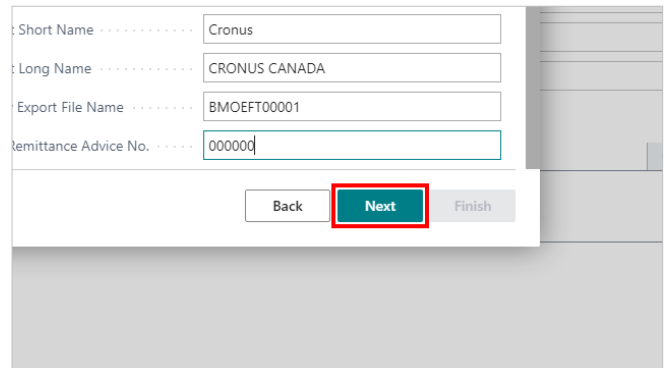
Client No. 1234567890
Data Center 20190
Client Short Name Cronus
Client Long Name CRONUS CANADA
E-Pay Export File Name BMOEFT00001
Last Remittance Advice No.
Back Next Finish

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. 1
odtic
Back Next Finish

ODT EFT Help

Click on the button **Next**



Short Name Cronus

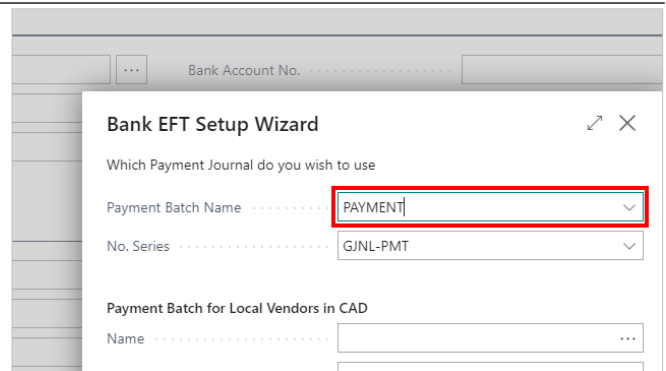
Long Name CRONUS CANADA

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

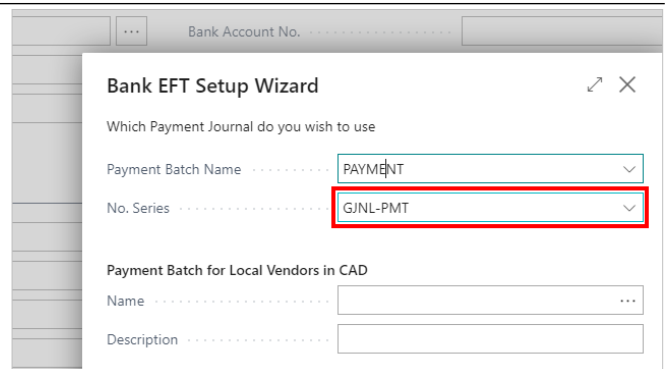
Payment Batch Name **PAYMENT**

No. Series GJNL-PMT

Payment Batch for Local Vendors in CAD

Name

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

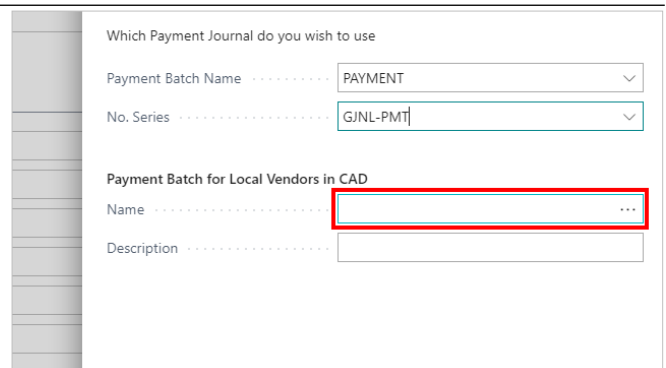
No. Series **GJNL-PMT**

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



ODT EFT Help

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

Enter **Description**.

Payment Batch Name PAYMENT

No. Series GJNL-PMT

Payment Batch for Local Vendors in CAD

Name BMO EFT

Description B|

Click on the button **Finish**

Back Next Finish

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

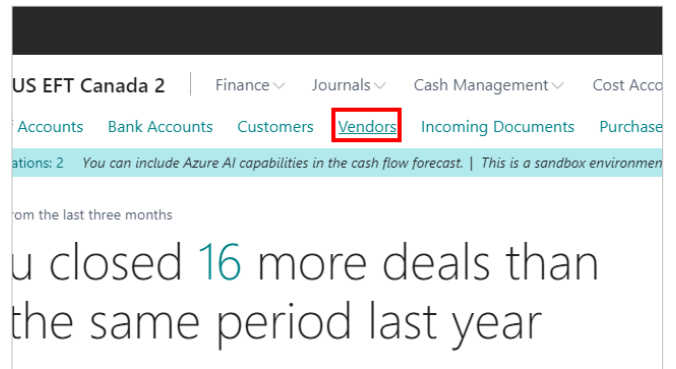
1.3. How to Setup a Vendor for EFT

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

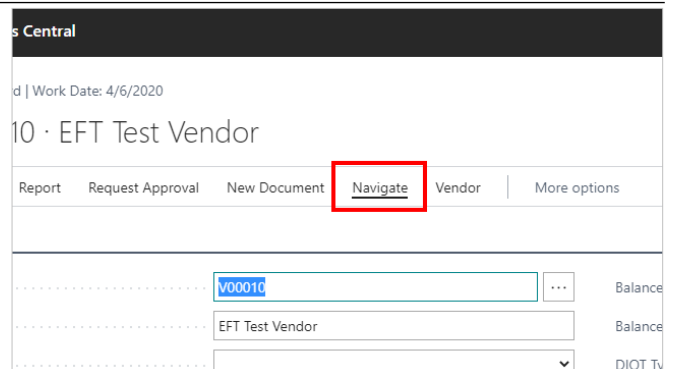
Click on the navigation menu item **Vendors**



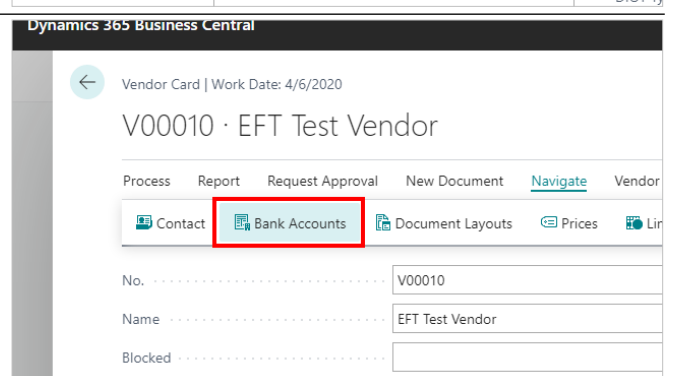
Select the Vendor you would like to Edit
Click on the link in cell **No.** with the value **V00010**

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**

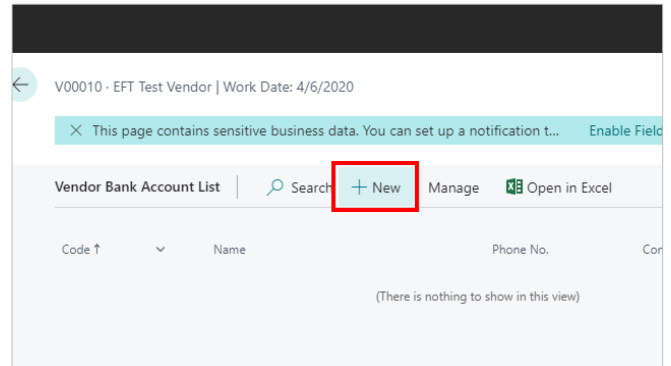


Click on the navigation menu item **Bank Accounts**



ODT EFT Help

Click on the navigation menu item **New**

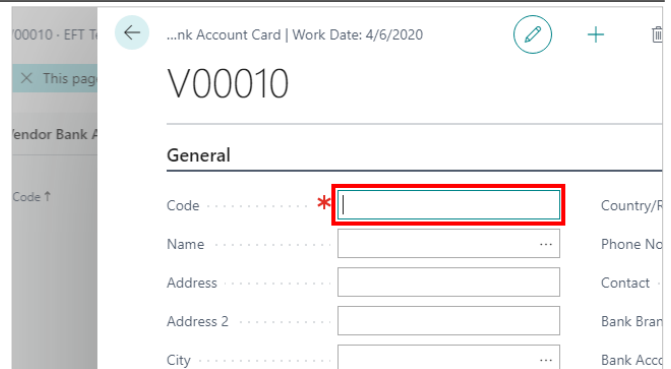


Vendor Bank Account List | Search | **+ New** | Manage | Open in Excel

Code ↑ | Name | Phone No. | Cor

(There is nothing to show in this view)

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



Vendor Bank Account Card | Work Date: 4/6/2020

V00010

General

Code * | | Country/R

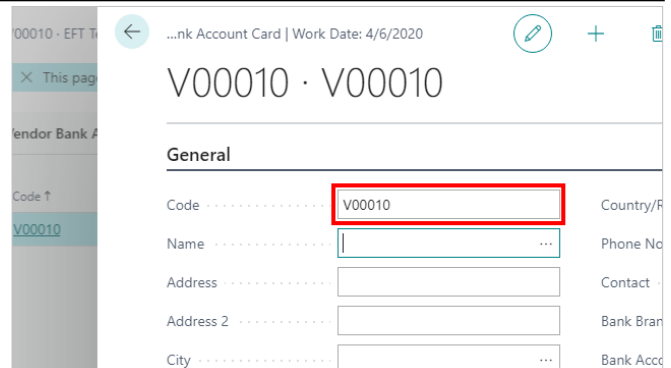
Name Phone No

Address Contact

Address 2 Bank Bran

City Bank Acco

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



Vendor Bank Account Card | Work Date: 4/6/2020

V00010 · V00010

General

Code V00010 Country/R

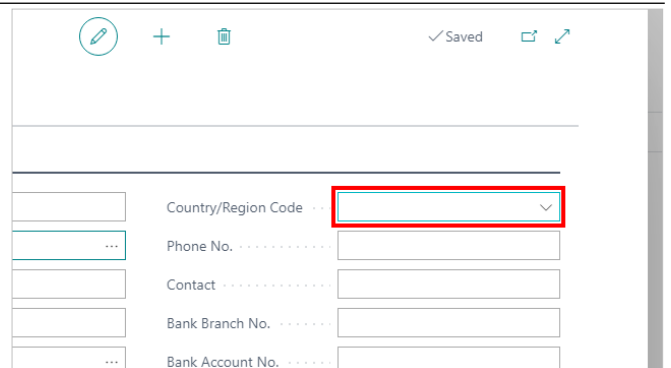
Name Phone No

Address Contact

Address 2 Bank Bran

City Bank Acco

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



Country/Region Code .. | |

Phone No.

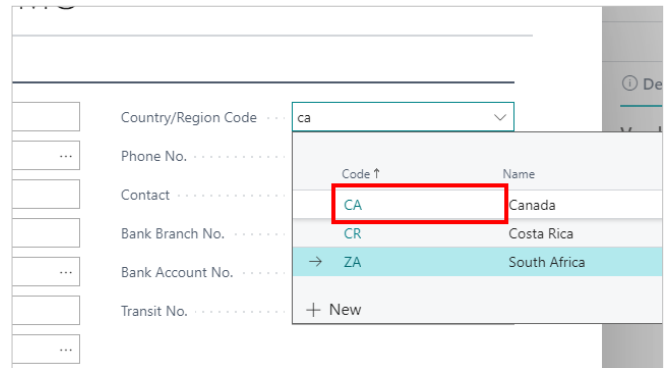
Contact

Bank Branch No.

Bank Account No.

ODT EFT Help

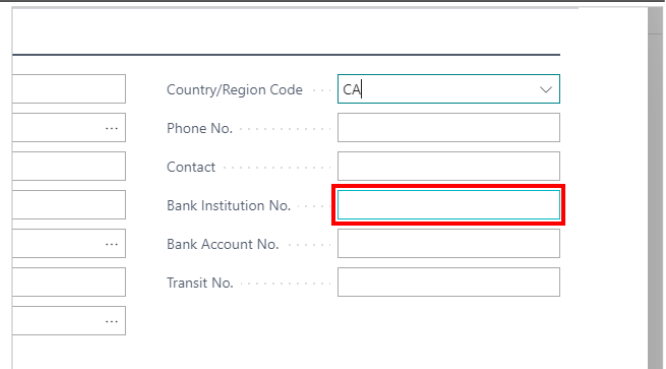
Click on the link in cell **Code** with the value **CA**



The screenshot shows a dropdown menu for 'Country/Region Code'. The selected value is 'ca'. The dropdown list is open, showing the following options:

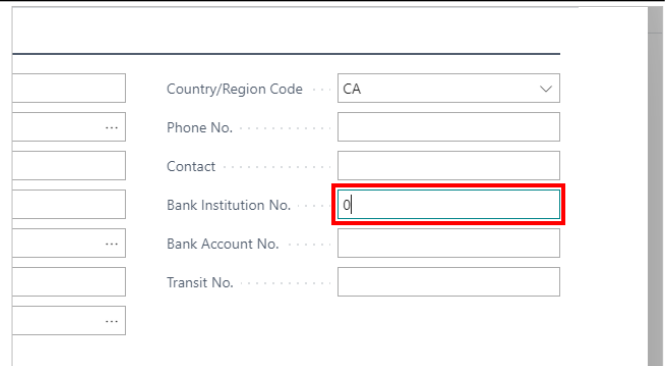
Code ↑	Name
CA	Canada
CR	Costa Rica
→ ZA	South Africa
+ New	

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



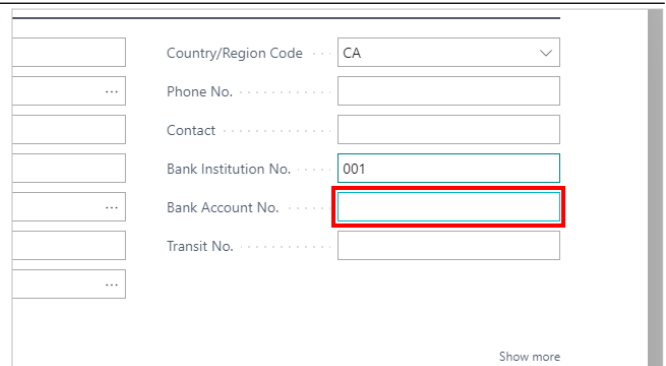
The screenshot shows the 'Bank Institution No.' field highlighted with a red box. The field is currently empty. The 'Country/Region Code' is set to 'CA'.

Enter **Bank Institution No..**



The screenshot shows the 'Bank Institution No.' field highlighted with a red box. The field now contains the value '01'. The 'Country/Region Code' is set to 'CA'.

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



The screenshot shows the 'Bank Account No.' field highlighted with a red box. The field is currently empty. The 'Country/Region Code' is set to 'CA' and the 'Bank Institution No.' is set to '001'.



ODT EFT Help

Enter **Bank Account No.**

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

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.**

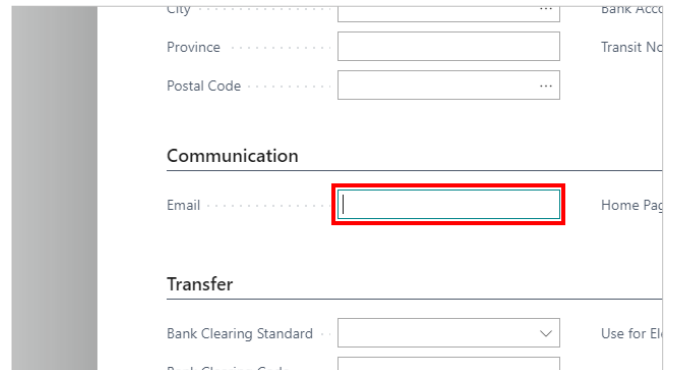
	Country/Region Code	CA
...	Phone No.	
	Contact	
	Bank Institution No.	001
...	Bank Account No.	123435544
	Transit No.	
...		
Show more		
	Home Page	

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		

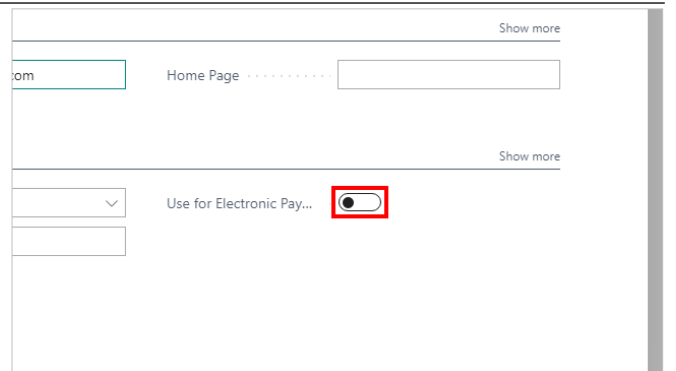
ODT EFT Help

Enter **Email**.



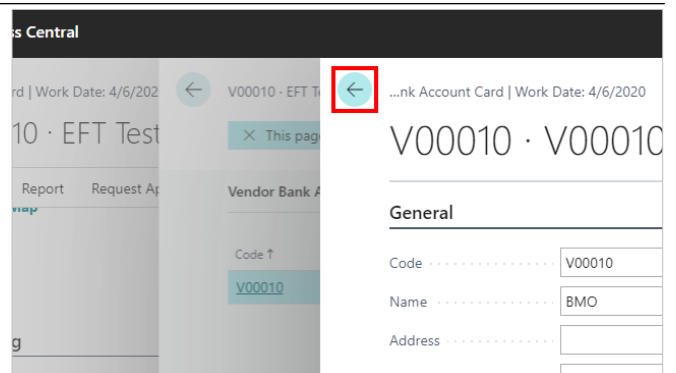
City Bank Account
Province Transit No
Postal Code
Communication
Email Home Page
Transfer
Bank Clearing Standard Use for Electronic Payments
Bank Clearing Code

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



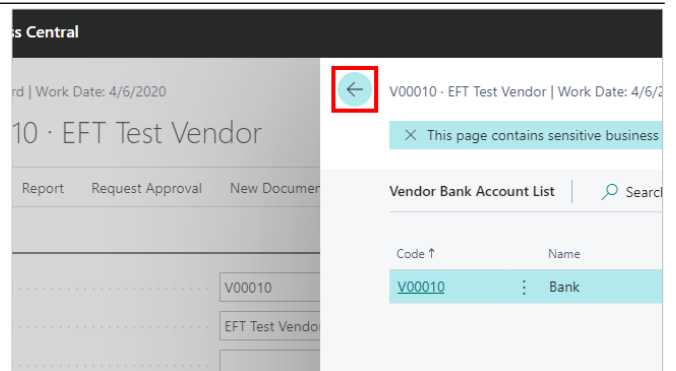
Home Page
Use for Electronic Payments

Click on the back button



Vendor Bank Account Card | Work Date: 4/6/2020
V00010 · V00010
General
Code V00010
Name BMO
Address

Click on the back button



Vendor Bank Account List | Search
Code ↑ Name
V00010 : Bank



ODT EFT Help

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

Manual

Cash Flow Payment Terms Code

FATCA filing requirement

Federal ID No.

Tax Identification Type

Creditor No.

Check Date Format

Check Date Separator

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

Invoice Disc. Code

Application Method

Payment Terms Code

Payment Method Code

Priority

Block Payment Tolerance

Preferred Bank Account Code

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

Report

Request Approval

New Document

Navigate

Vendor

More options

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

Process

Report

Request Approval

New Document

Vendor

Contact

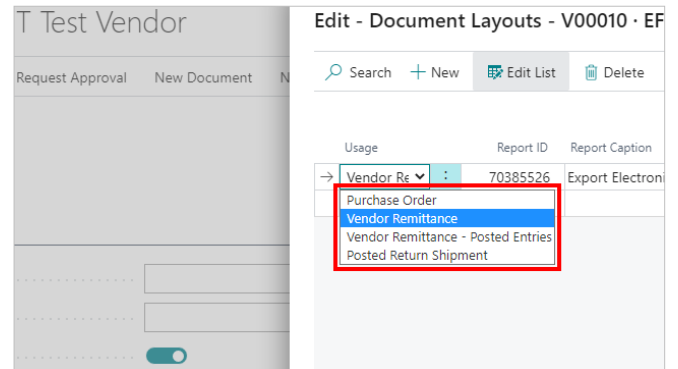
Bank Accounts

Document Layouts

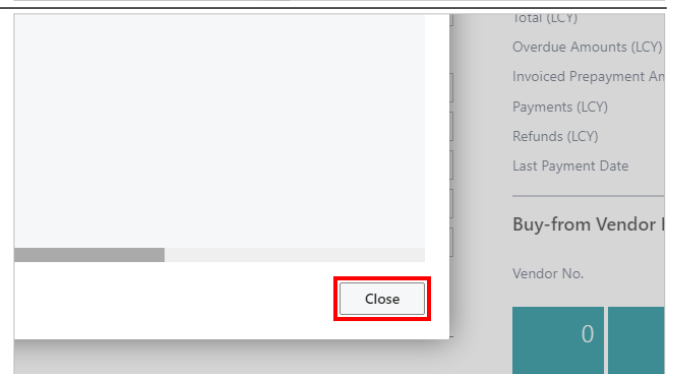
Prices

Line D

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**



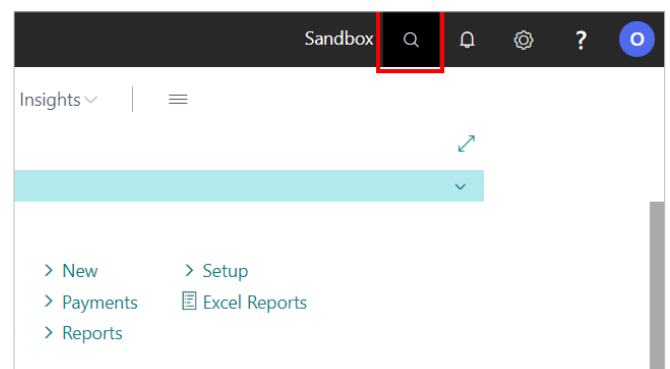
1.4. How to Create an EFT Payment

1.4.1. Overview

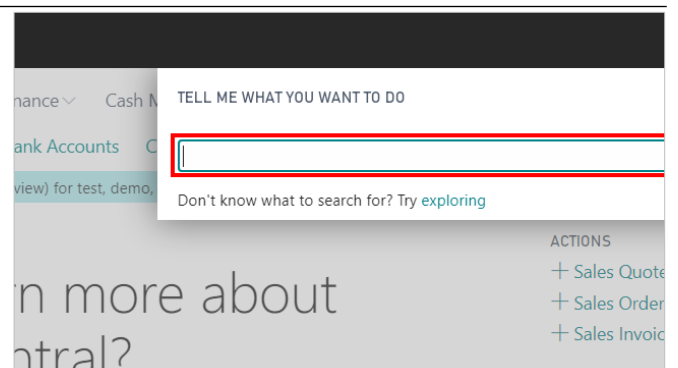
The following steps show how to create a EFT payment

1.4.2. How to Create an EFT Payment

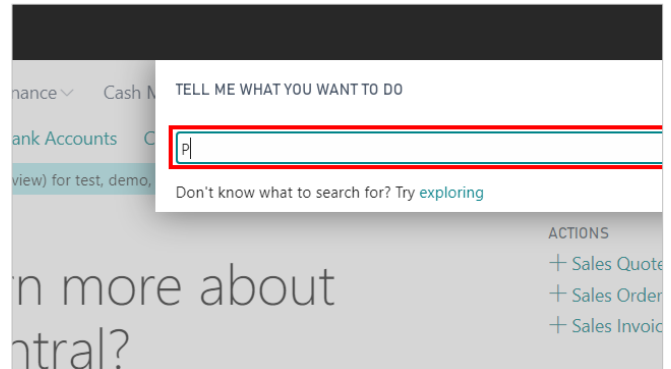
Click on the link **Search**



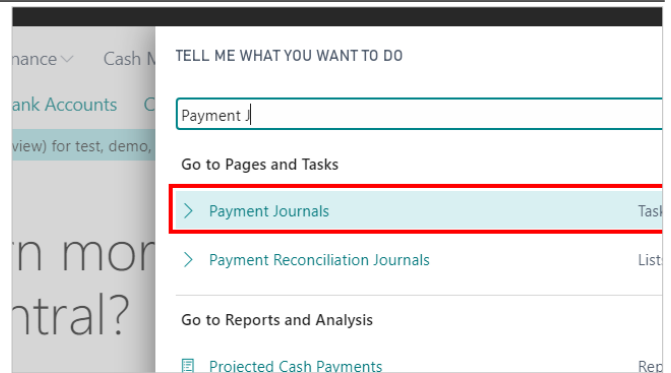
Click on the field **Type to start search:**



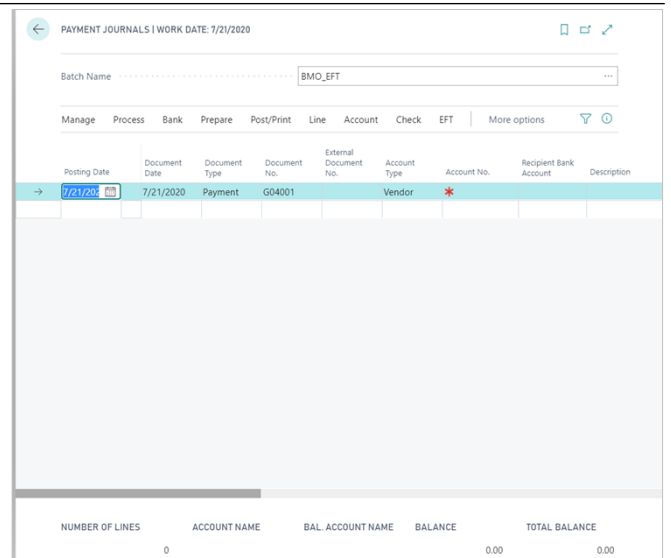
Enter **Payment Journal**.



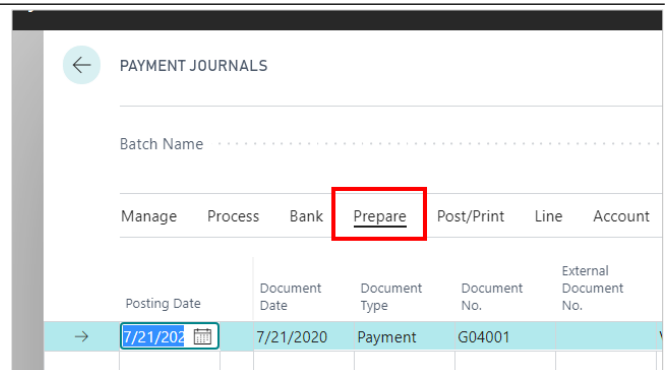
Click on **Payment Journals Tasks**



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

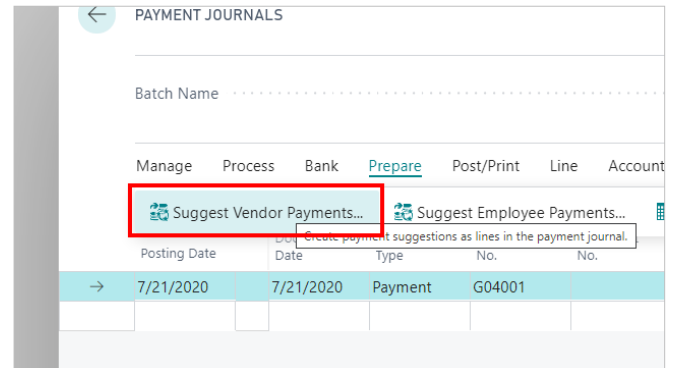


Click on the navigation menu item popup **Prepare**



ODT EFT Help

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



PAYMENT JOURNALS

Batch Name

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

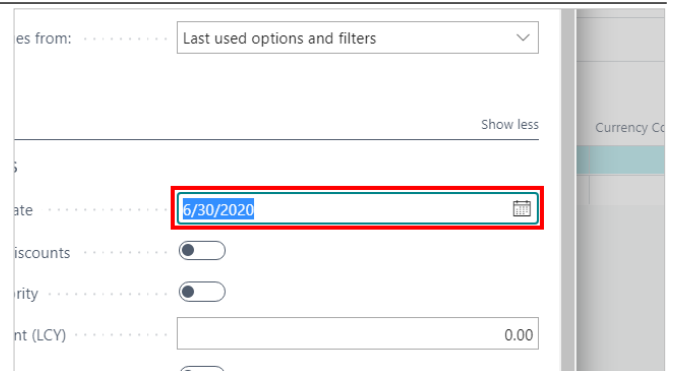
Suggest Vendor Payments... Suggest Employee Payments...

Create payment suggestions as lines in the payment journal.

Posting Date	Date	Type	No.	No.
→ 7/21/2020	7/21/2020	Payment	G04001	

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**

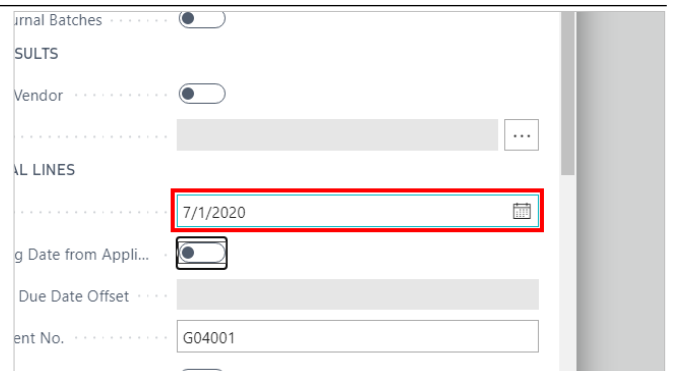
Discounts ☐

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**

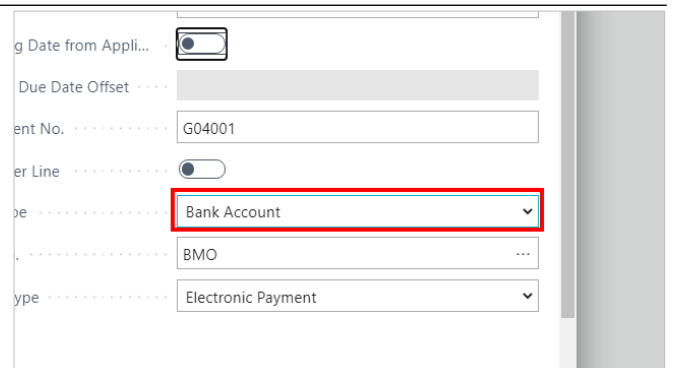
g Date from Appli... ☐

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 ☐

pe **Bank Account**

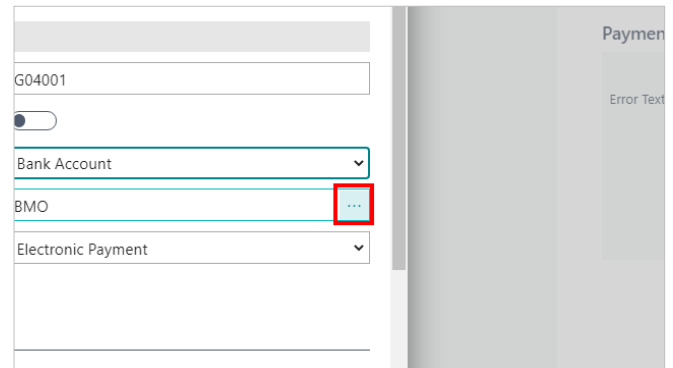
BMO

ype Electronic Payment

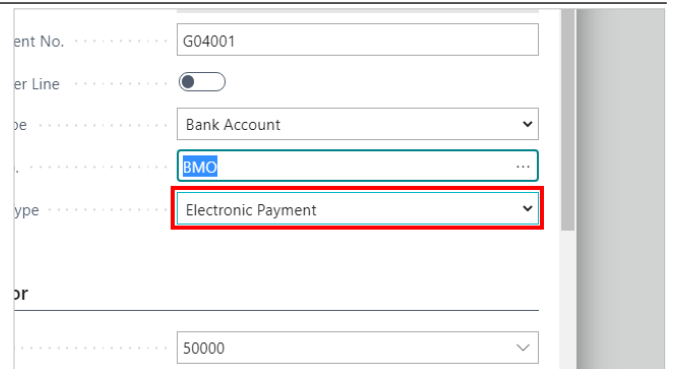
ODT EFT Help

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

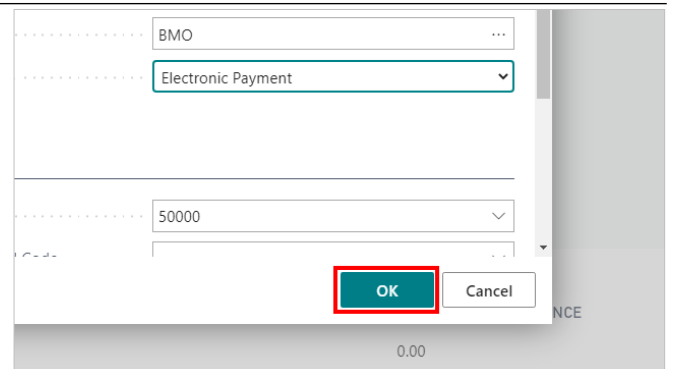
Select the bank account that you will be using for EFTs



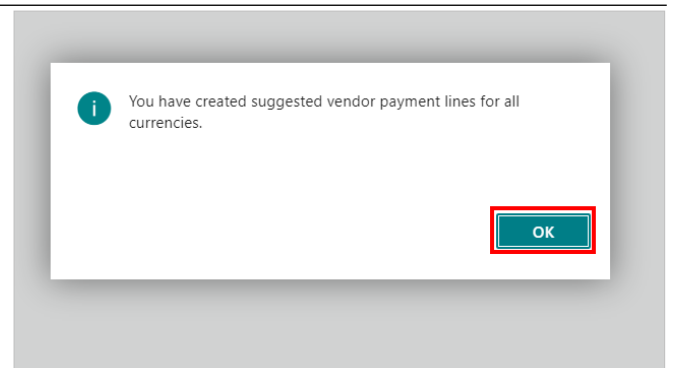
Click on the field **Bank Payment Type**
Select Electronic Payment



Click on the button **OK**

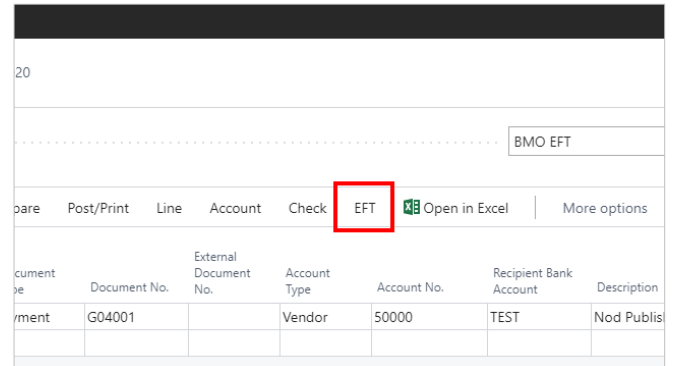


Click on the button **OK**



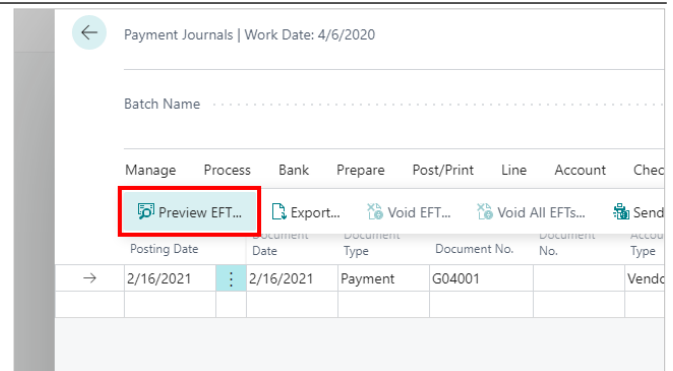
ODT EFT Help

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



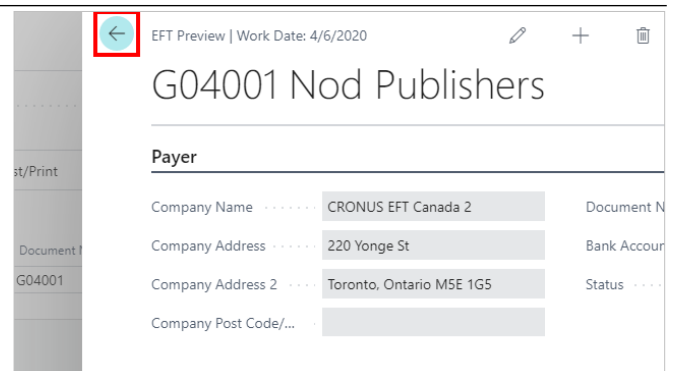
The screenshot shows the EFT navigation menu. The 'EFT' button is highlighted with a red box. Below the menu, there is a table with columns: Document No., External Document No., Account Type, Account No., Recipient Bank Account, and Description. The first row shows 'G04001', 'Vendor', '50000', 'TEST', and 'Nod Publish'.

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...**



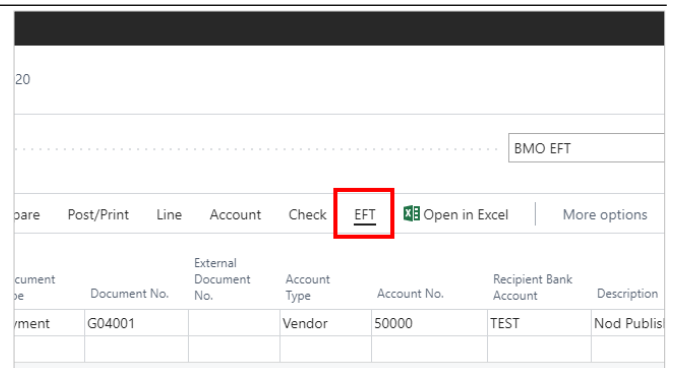
The screenshot shows the 'Payment Journals | Work Date: 4/6/2020' page. The 'Preview EFT...' button is highlighted with a red box. Below the button, there is a table with columns: Posting Date, Date, Type, Document No., and Vendor. The first row shows '2/16/2021', '2/16/2021', 'Payment', 'G04001', and 'Vendor'.

From the Preview page, Click on the back button



The screenshot shows the 'EFT Preview | Work Date: 4/6/2020' page. The back button is highlighted with a red box. Below the back button, there is a form for 'G04001 Nod Publishers'. The form has fields for Company Name, Company Address, Company Address 2, and Company Post Code/... The values are: 'CRONUS EFT Canada 2', '220 Yonge St', 'Toronto, Ontario MSE 1G5', and an empty field.

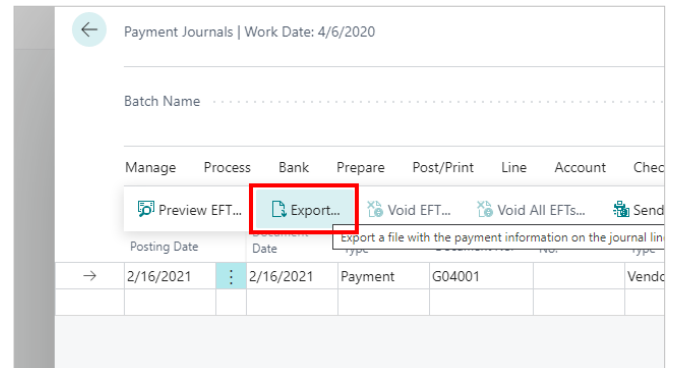
Click on the navigation menu item popup **EFT**



The screenshot shows the EFT navigation menu. The 'EFT' button is highlighted with a red box. Below the menu, there is a table with columns: Document No., External Document No., Account Type, Account No., Recipient Bank Account, and Description. The first row shows 'G04001', 'Vendor', '50000', 'TEST', and 'Nod Publish'.

ODT EFT Help

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



Payment Journals | Work Date: 4/6/2020

Batch Name

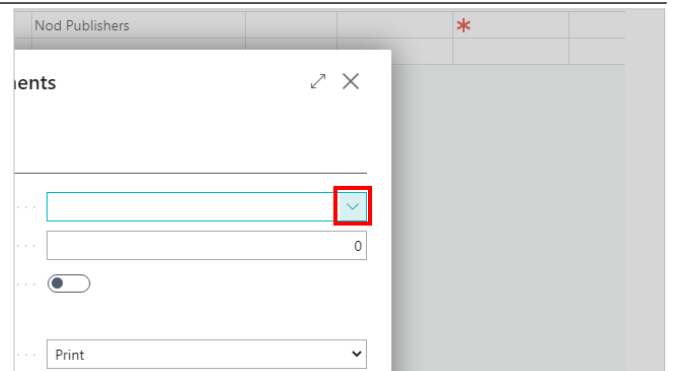
Manage Process Bank Prepare Post/Print Line Account Chec

Preview EFT... **Export...** Void EFT... Void All EFTs... Send

Export a file with the payment information on the journal line

Posting Date	Date	Type	Account	Vendor
→ 2/16/2021	2/16/2021	Payment	G04001	

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

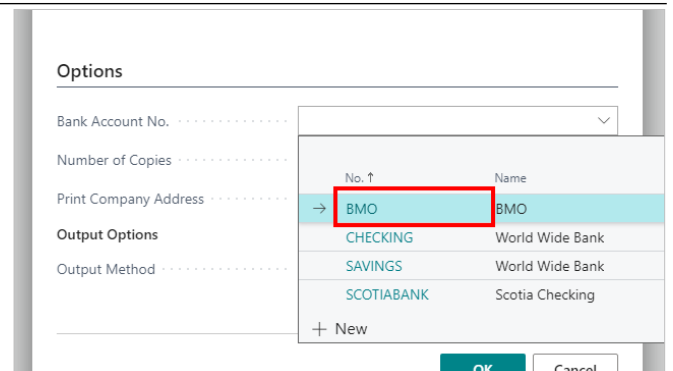


Bank Account No.

0

Print

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



Options

Bank Account No.

Number of Copies

Print Company Address

Output Options

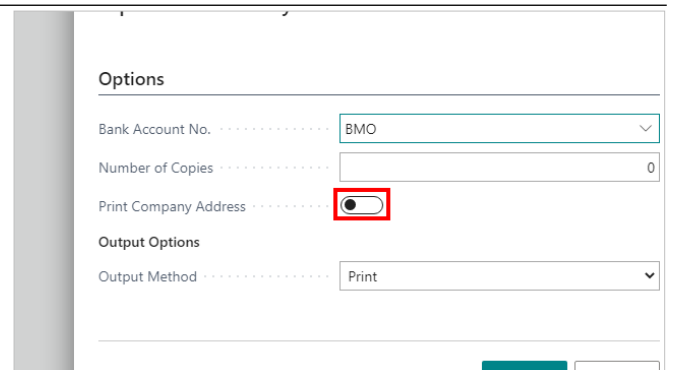
Output Method

No. ↑	Name
→ BMO	BMO
CHECKING	World Wide Bank
SAVINGS	World Wide Bank
SCOTIABANK	Scotia Checking

+ New

OK Cancel

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



Options

Bank Account No.

Number of Copies

Print Company Address

Output Options

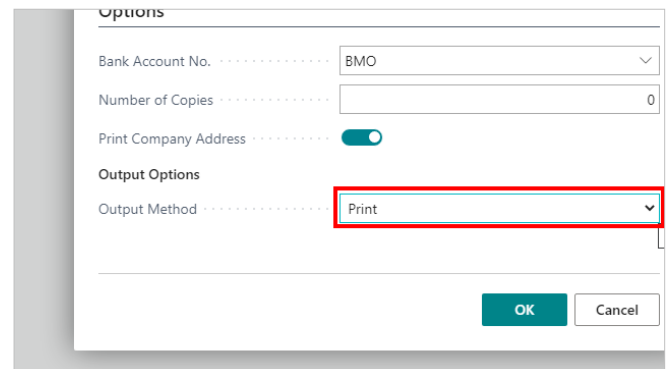
Output Method

Print

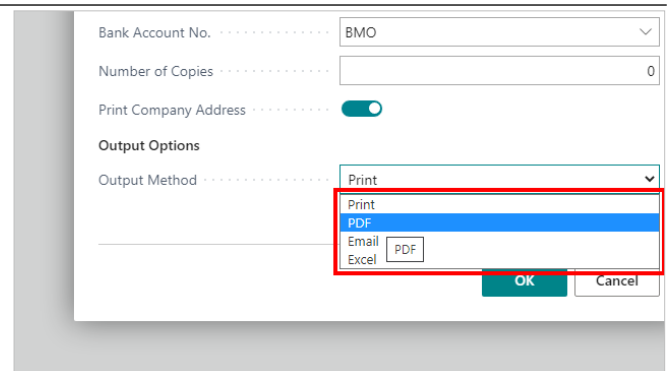
OK Cancel

ODT EFT Help

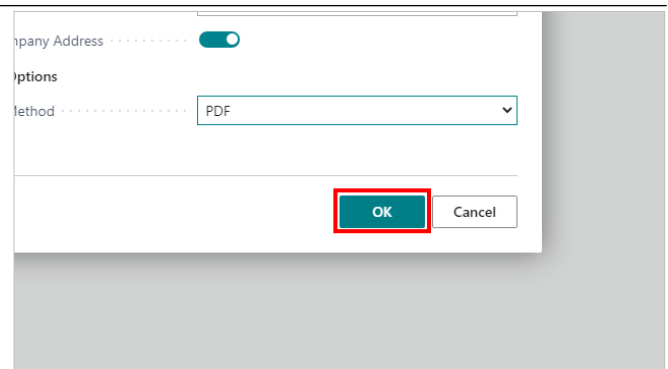
Click on the field **Output Method**



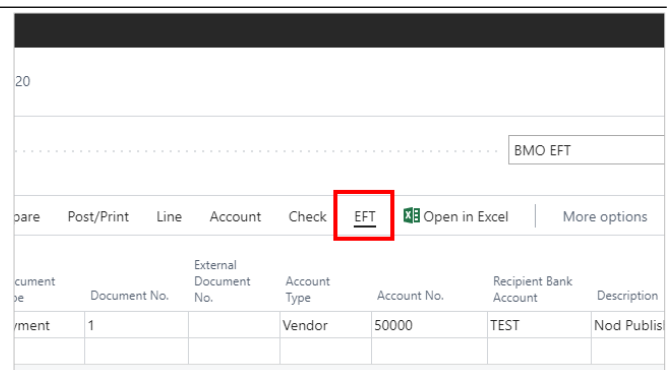
Click on the item **PDF** in the list
The most common choices here are PDF or Email. Choosing Email will email the remittance report to the vendor. You can also send the email remittance at any point up until the payment journal has been posted using the Send icon under the EFT menu.



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



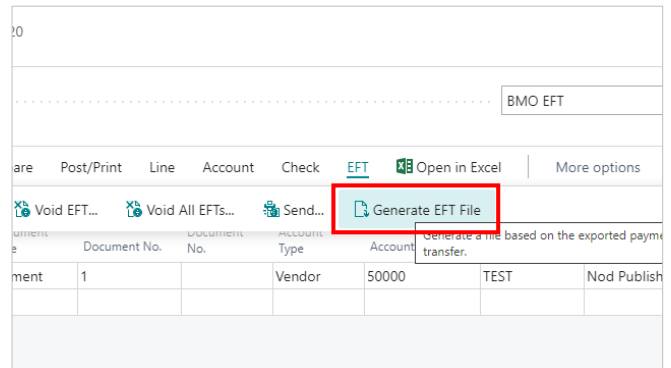
Click on the navigation menu item popup **EFT**



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

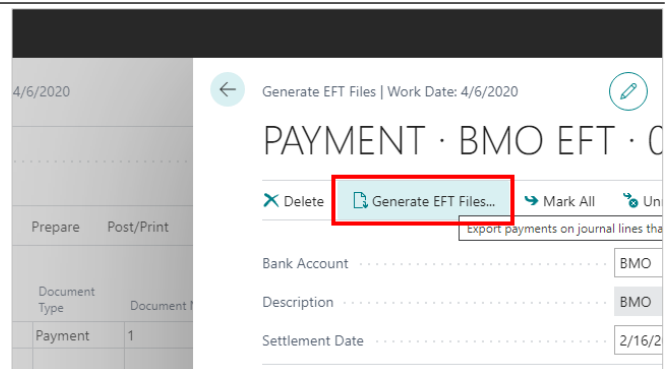
ODT EFT Help

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



The screenshot shows a software interface with a navigation menu at the top. The 'EFT' menu item is highlighted with a red box. Below the menu, there is a table with columns: Document No., Account, and Description. The first row shows '1', '50000', and 'TEST'. The 'Generate EFT File' button is also highlighted with a red box.

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



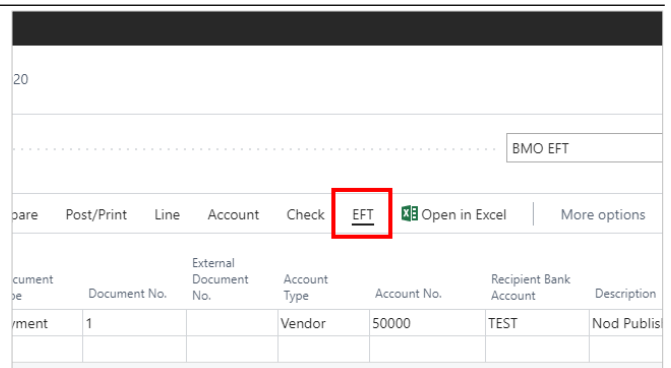
The screenshot shows a software interface with a navigation menu at the top. The 'Generate EFT Files...' button is highlighted with a red box. Below the menu, there is a table with columns: Document Type, Document No., and Description. The first row shows 'Payment', '1', and 'TEST'. The 'Generate EFT Files...' button is also highlighted with a red box.

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



The screenshot shows a software interface with a navigation menu at the top. The 'BMO0000 (1)' file name is highlighted with a red box. Below the menu, there is a table with columns: Document Type, Document No., and Description. The first row shows 'Payment', '1', and 'TEST'. The 'BMO0000 (1)' file name is also highlighted with a red box.

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



The screenshot shows a software interface with a navigation menu at the top. The 'EFT' menu item is highlighted with a red box. Below the menu, there is a table with columns: Document Type, Document No., and Description. The first row shows 'Payment', '1', and 'TEST'. The 'EFT' menu item is also highlighted with a red box.

ODT EFT Help

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.

Date: 4/6/2020

BMO EFT

Bank Prepare Post/Print Line Account Check EFT Open in Excel

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

Prepare to send the document according to the you can confirm or select a sending profile.

Document No.	Type	Document No.	Type	Vendor	Account No.	Bank
1	Payment			Vendor	50000	TEST

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

Vendors on the selected documents might use different document sending profiles. Choose one of the following options:

☒ Confirm the first profile and use it for all selected documents.

☐ Confirm the profile for each document.

OK Cancel

Click on the field **Email**

Account Type Account No. Recipient Bank Account Description DTD Type of Operation Current

Vendor 50000 TEST Nod Publishers

Edit - Send Document to

Printer No

Email **No**

Disk PDF

Electronic Document No

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

Vendor 50000 TEST Nod Publishers

Edit - Send Document to

Printer No

Email No

Disk No

Electronic Document No

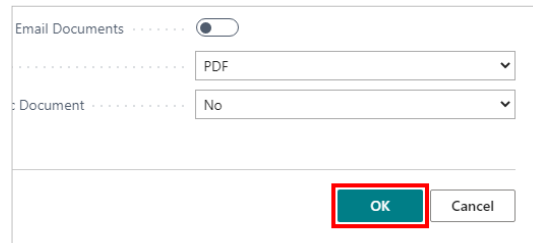
Yes (Prompt for Settings)

Yes (Use Default Settings)

Yes (Use Default Settings)

ODT EFT Help

Click on the button **OK**



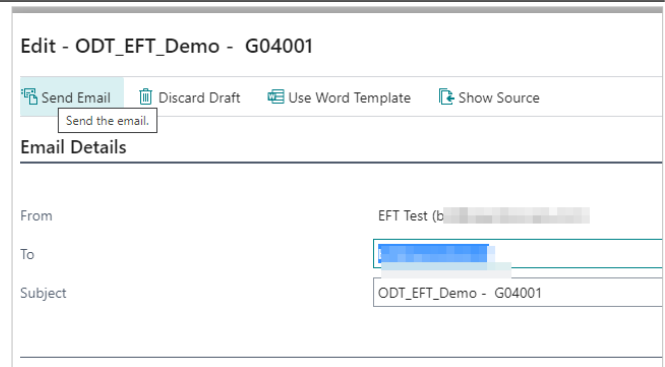
Email Documents ☒

..... PDF

Document No

OK Cancel

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

Send the email.

Email Details

From EFT Test (b.....)

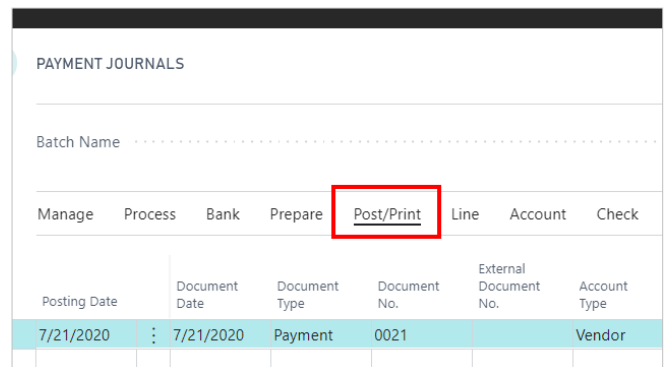
To

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**



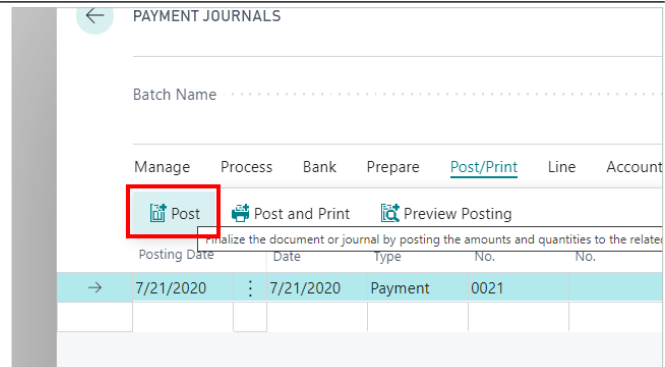
PAYMENT JOURNALS

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

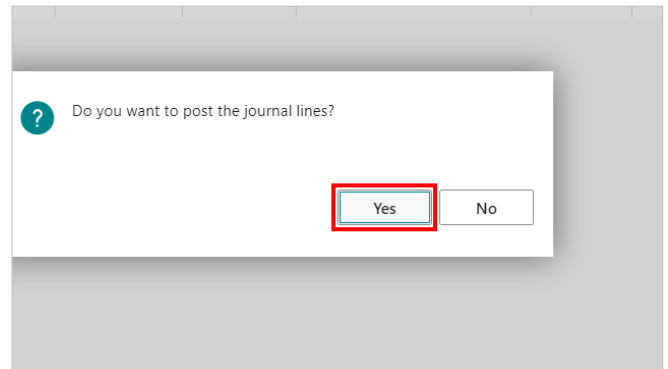
Finalize the document or journal by posting the amounts and quantities to the related

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



ODT EFT Help

Click on the button **Yes**



Click on the button **OK**

