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EFT for Payables Processing

1. Be sure the Vendors have been set up for EFT (See the EFT for Payables Setup Instructions)
2. Use the Select Payments and/or Edit Payment Batch windows to prepare a batch of checks (Purchasing > Transactions). Create a new batch. Beside Payment method, choose EFT and select your checkbook ID.

 The screenshot shows the "Payables Batch Entry" window. The title bar includes the application icon, the text "Payables Batch Entry", and standard window controls. The menu bar contains "File", "Edit", "Tools", and "Help". The status bar at the top right shows "sa <TEST> Company 5/20/2021". The toolbar includes "Save", "Clear", "Delete", and "Post". The main form area has the following fields:

- Batch ID:** EFT
- Origin:** Computer Check
- Comment:** (empty)
- Payment Method:** Radio buttons for "Check", "EFT" (selected and circled in red), and "Credit Card". There is also a checkbox for "Purchasing Prepayment Batch".
- Frequency:** Single Use
- Posting Date:** 5/20/2021
- Check Date:** 5/20/2021
- Use last day of the month:** (unchecked)
- Recurring Posting:** 0
- Days to Increment:** 0
- Checkbook ID:** FIRST BANK
- Currency ID:** Z-US\$
- File Format:** Domestic
- Last Date Posted:** (empty)
- Times Posted:** (empty)

 At the bottom, there is a summary table:

	Control	Actual
Transactions		
Batch Total	\$0.00	\$0.00

 Below the table are fields for "User ID" and "Approval Date", an "Approved" checkbox, and a "Transactions" button. The bottom status bar contains navigation arrows and a help icon.

3. Select the invoices you want to pay via EFT.
4. Go to Print Payments
 - Complete this window as usual
 - When you click on Process, the Process Payables Remittance window will open.
 - Choose remittance form

- Select print document to print a hard copy
 - Select send document in email to email remittances directly to the vendor (Email ability requires additional system setup)
 - Select process
5. Post check batch as usual
 6. Generate EFT file (Purchasing > Transactions)– Select batch, choose Generate EFT file
 7. Transmit EFT file to the bank. Files get created in folder that was specified in the Checkbook Setup.