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## EFT for Payables Setup

1. Set up EFT File Format
  - Financial > Cards > EFT File Format
  - Create an EFT File Format ID
  - Enter a description
  - Select a Format Type
  - Once a format type is selected, the other fields will fill in
  
2. Set up A/P Checkbook for EFT
  - Cards > Financial > Checkbook, select Checkbook ID, click on the EFT Bank button
  - Choose Bank Country/Region
  - Transit Routing Number: your bank's transit/routing number
  - Bank Account Number: your checking account number
  - Company ID Number: your company's Federal EIN
  - Blocking Factor: 10
  - Click on the Payables Options button

Checkbook EFT Bank Maintenance - TESTB (sa)

Checkbook ID: OPERATING    Fulton Bank Operating Account

Bank Country/Region: United States    Country Code:    ISO Currency Code: USD

Account Holder:    Bank Branch:

Transit Routing Number:    Bank Code:

Bank Account Number:    Bank Branch Code:

IBAN:    Bank Check Digit:

Tax Registration Number:

Bank Identification Number:

Bank Company Name:    Blocking Factor: 10

Company ID Number:    Format Code: A

Small Company Name:    Priority Code: 01

Reference:

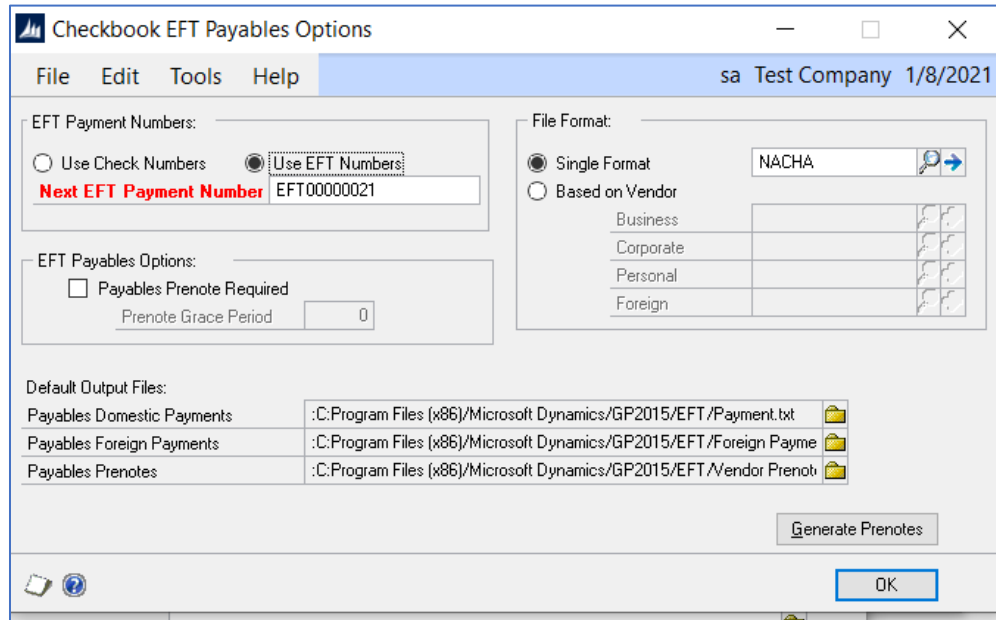
Service Class Code: 200

Communication Type: Application

[Application](#)

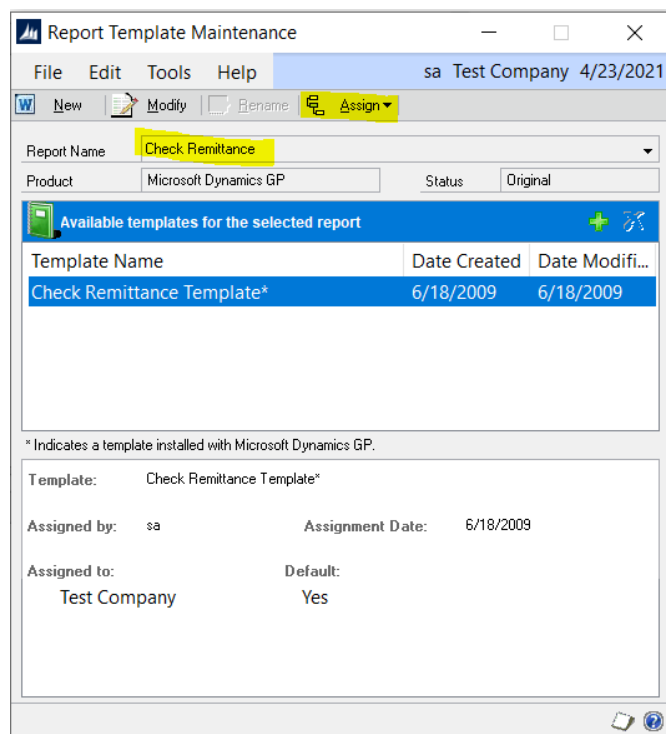
### 3. Checkbook EFT Payables Options

- If the bank requires a prenote for a new vendor, check the box beside Payables Prenote Required and enter a Prenote Grace Period
- Click on each of the three folder icons and browse out to the folder where you would like the file created to. The filename will fill in automatically.
- Find out from your bank if they use the standard NACHA file format.



### 4. Set up Word template (Remittance to email to vendor)

- a. Go to Reports > Report Template Maintenance
- b. Select Check Remittance for Report Name
- c. Click on Assign > Company and set it as the Default



5. Set up the Email Message
  - a. Go to Microsoft Dynamics GP > Tools > Setup > Company > Email Message Setup
  - b. Type in a new Message ID and description
  - c. Message Type: Standard
  - d. Series: Purchasing
  - e. Type in a message in the Body
  - f. Enter an email address in the “Have Replies Sent To” field

Message Setup

File Edit Tools Help sa Test Company 4/23/2021

Save Clear Delete Copy

**Message ID** PM VENDOR REMITTANCE

Description PM Vendor Remittance

Message Type Standard

**Series** Purchasing

Doc. Type Vendor Remittance

Subject Advanced Concrete Payment Remittance

Body Document Lines Validate

Our payment to you has been submitted through an EFT payment to your financial institution. This email documents the invoices and credit memos that were satisfied with this payment.

If you have any questions, please contact me at 570-555-9999.

Thank you,  
Peggy Payor

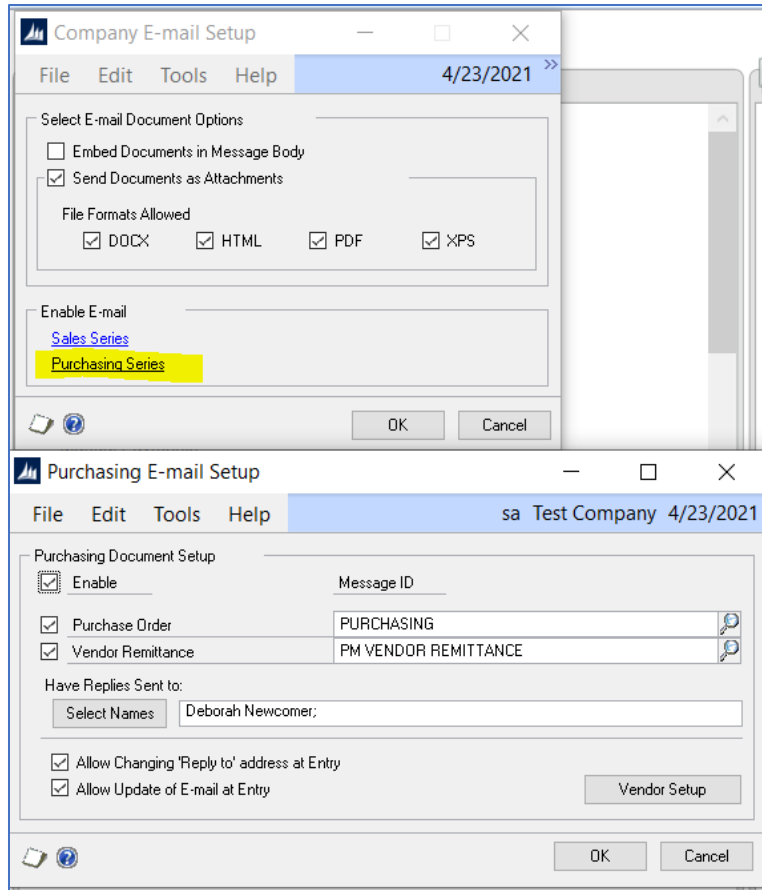
Select and Insert Fields

Document Fields Field  Insert

Workflow Fields  Additional fields

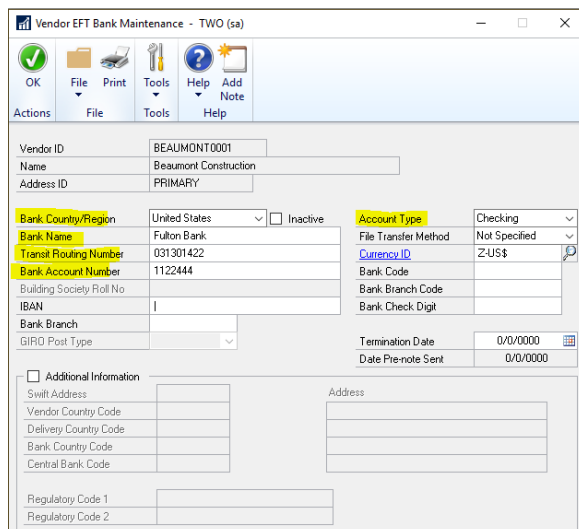
Have Replies Sent to Deborah Newcomer; Select Names

6. Company Email Setup
  - a. Go to Microsoft Dynamics GP > Tools > Setup > Company > Email Settings
  - b. Select your email options
  - c. Under Enable Email, click on the Purchasing Series link
  - d. Click to Enable
  - e. Fill in the fields

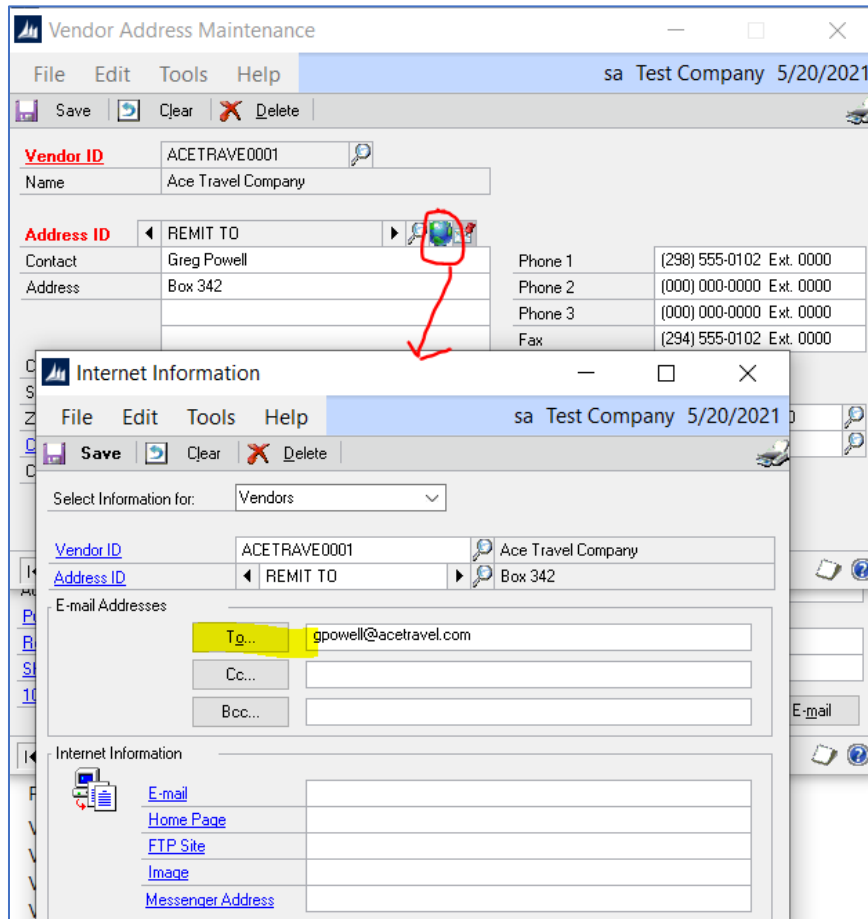


7. Set up Vendor Bank Info

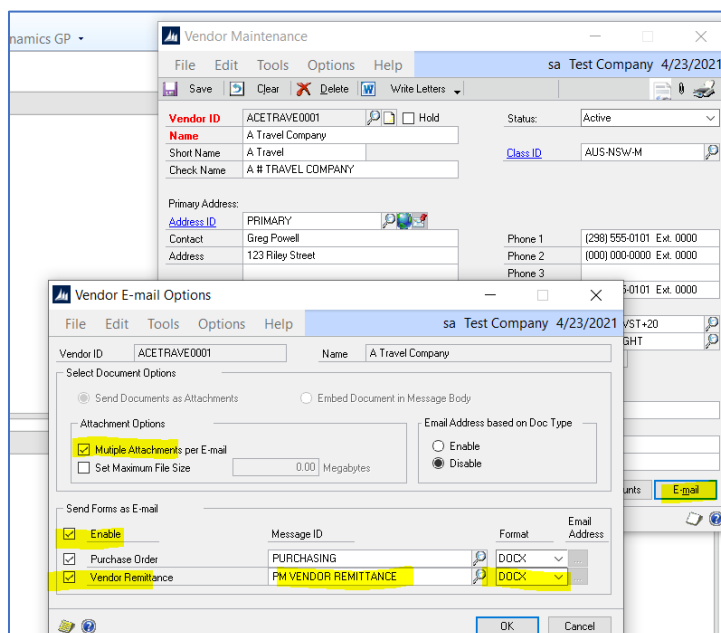
- Purchasing > Cards > Vendor. Click on the Address button and select the **Remit To** address. Click on the EFT Bank button
- Select a Bank Country/Region
- Enter the Bank Name
- Transit Routing Number
- Bank Account Number
- Account Type: Checking or Savings (vendor’s account type)
- File Transfer Method: Not Specified
- Termination Date: can leave blank



- Enter the vendor's email address. In the Vendor Address Maintenance window, click on the Internet Information icon and enter email address(es).



- Go to Vendor Maintenance > Email. Check the Enable box, select the Message ID and Format



10. To Generate a Pre-note File

- Go Microsoft Dynamics GP > Tools > Routines > Financial > Generate EFT Prenotes
- Leave date field blank to create prenote file for all vendors set up with account numbers, who have not previously been included in a prenote file
- Enter today's date to include ALL vendors, even those that have been previously included in a prenote file