BTerrell SmartEFT AP User Guide

If you have any questions or need clarification, please email us at CustomerSupport@bterrell.com

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Table of Contents

Table of Contents

What is SmartEFT – AP

SmartEFT AP is a proprietary tool developed by BTerrell Group that allows a client to do Electronic Fund Transfers to their Vendors. It is subscribed by Company ID and can be added to existing Sage Intacct deployments. User access/permissions are managed within the Sage Intacct product.

SmartEFT - AP Workflow

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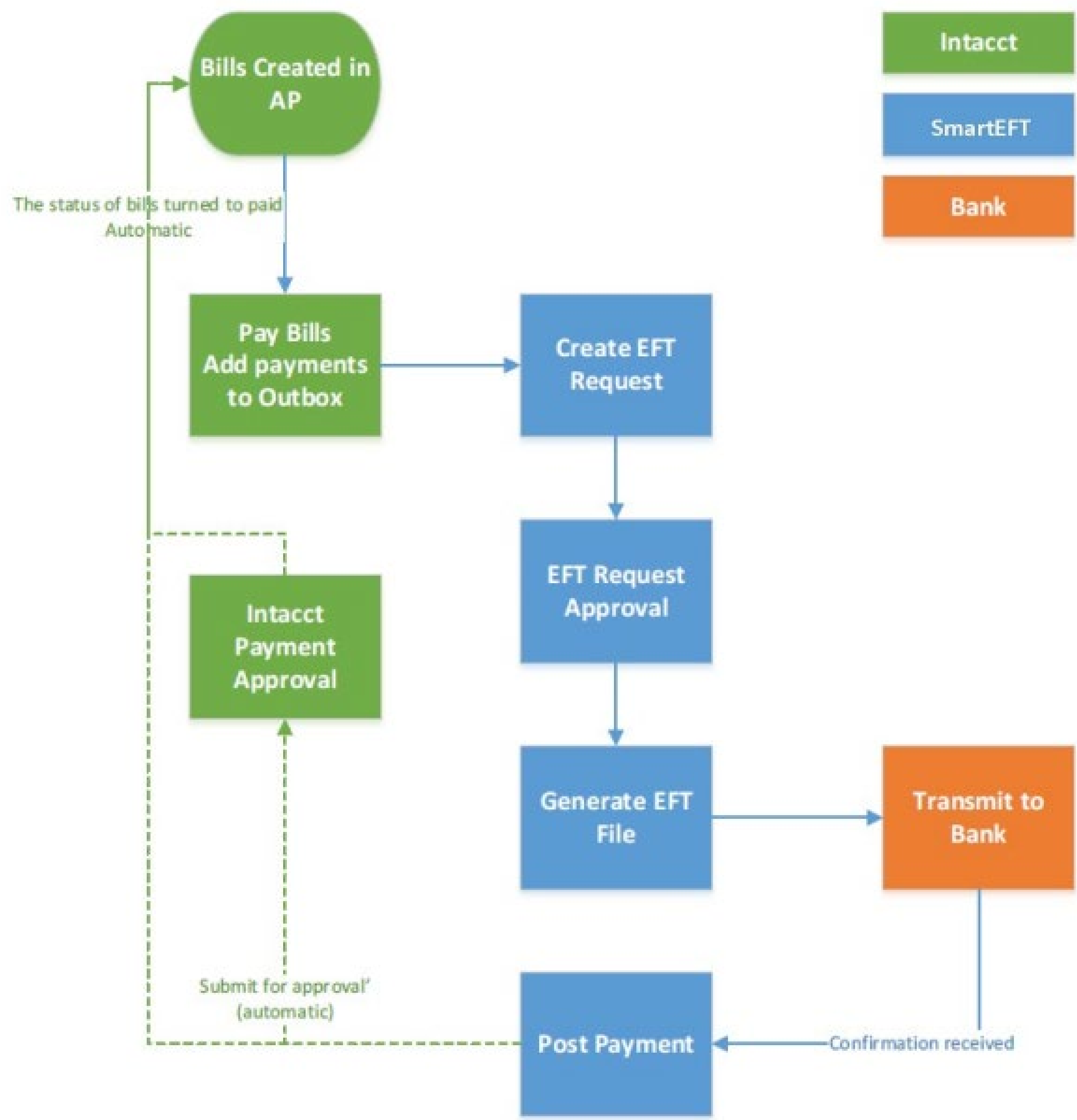


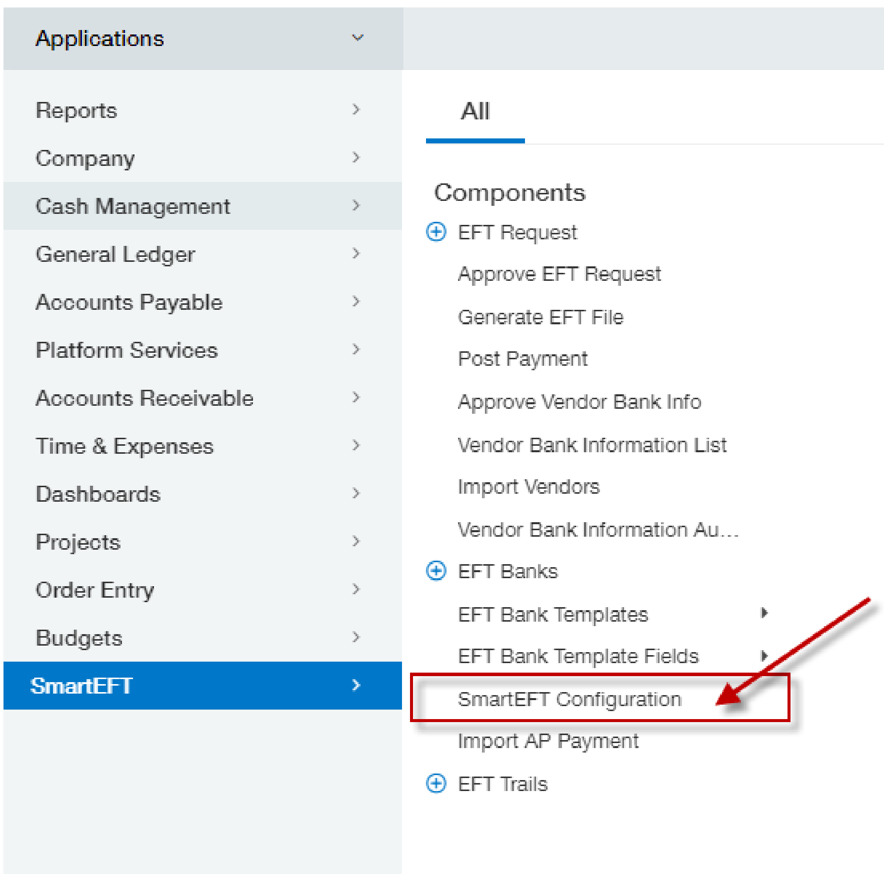
Install SmartEFT – AP

Once you subscribe the SmartEFT -- AP subscription, the SmartEFT Module will be installed and configured by BTerrell Professional Service team. The bank template will be custom developed based on the format specification provided by you/your bank.

Configuration

Enable Approval Process

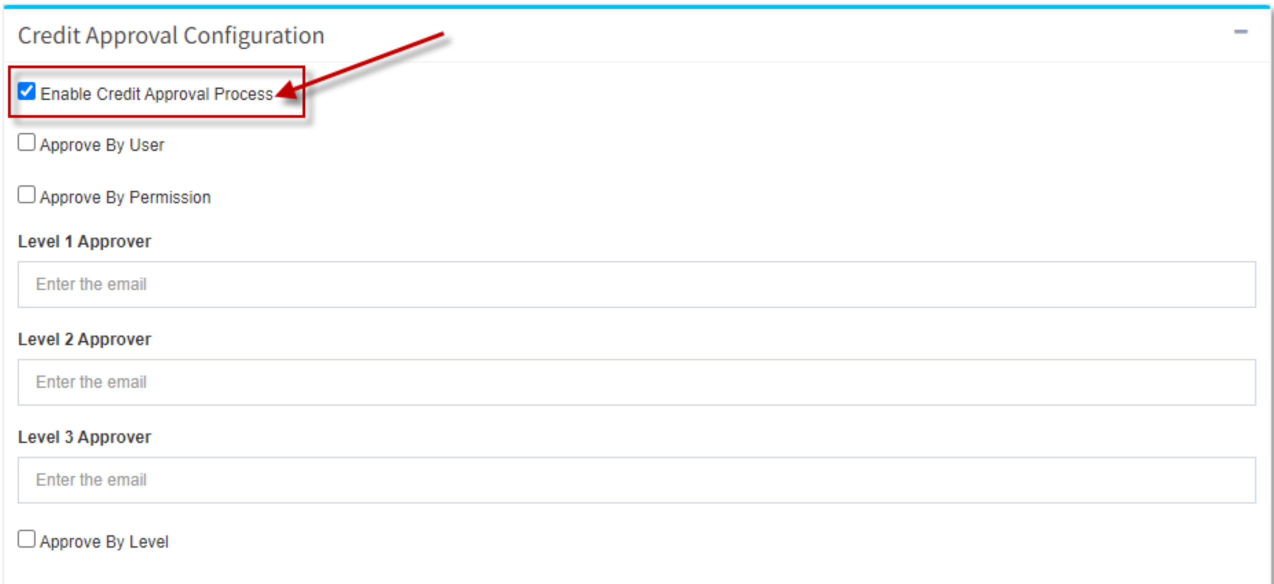
If the approval process is required on SmartEFT, set up the approval process in **SmartEFT** > **SmartEFT Configuration**.



Requirements -

Subscription	SmartEFT
User Type	Business [Full or limited] Employee
Permissions	Approve EFT Request

1. Select **Enable Credit Approval Process**.

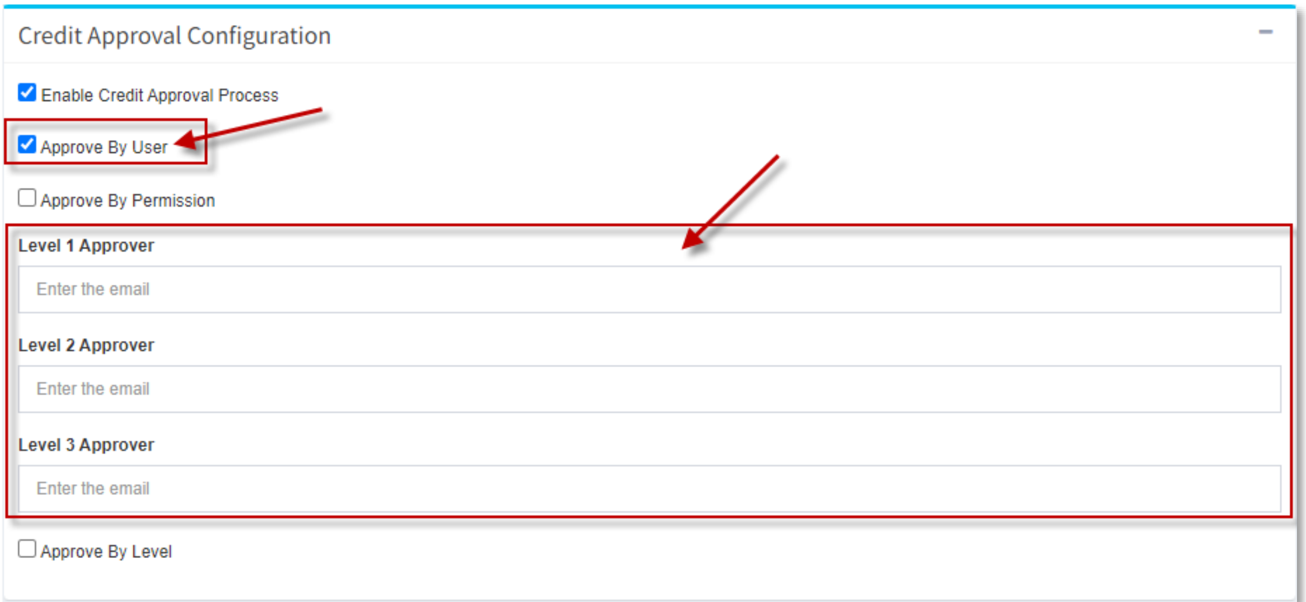


There are <u>3 different approval process options</u> for you to choose:

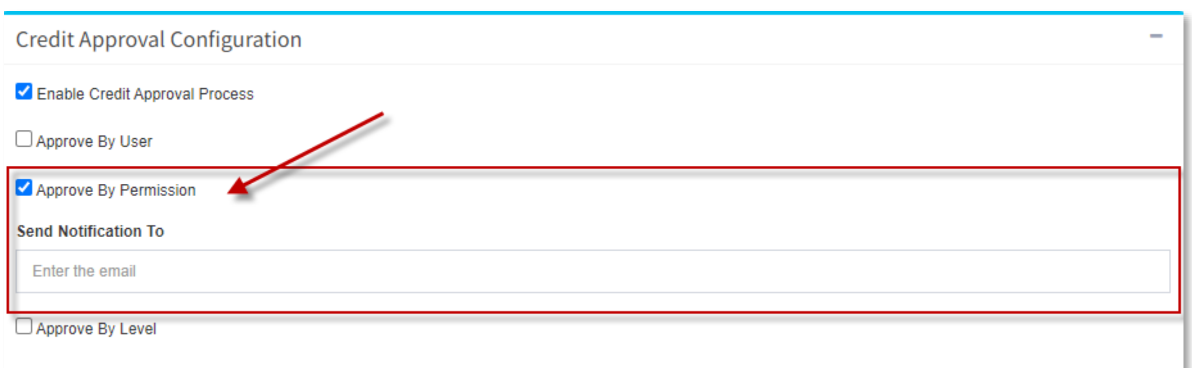
1. **Approve By User -** If you want payments to be approved by specific users, select Approve By User and enter the user's email address for each level.

   You specify how many approvers you want. You can have up to 3 approvers at max.

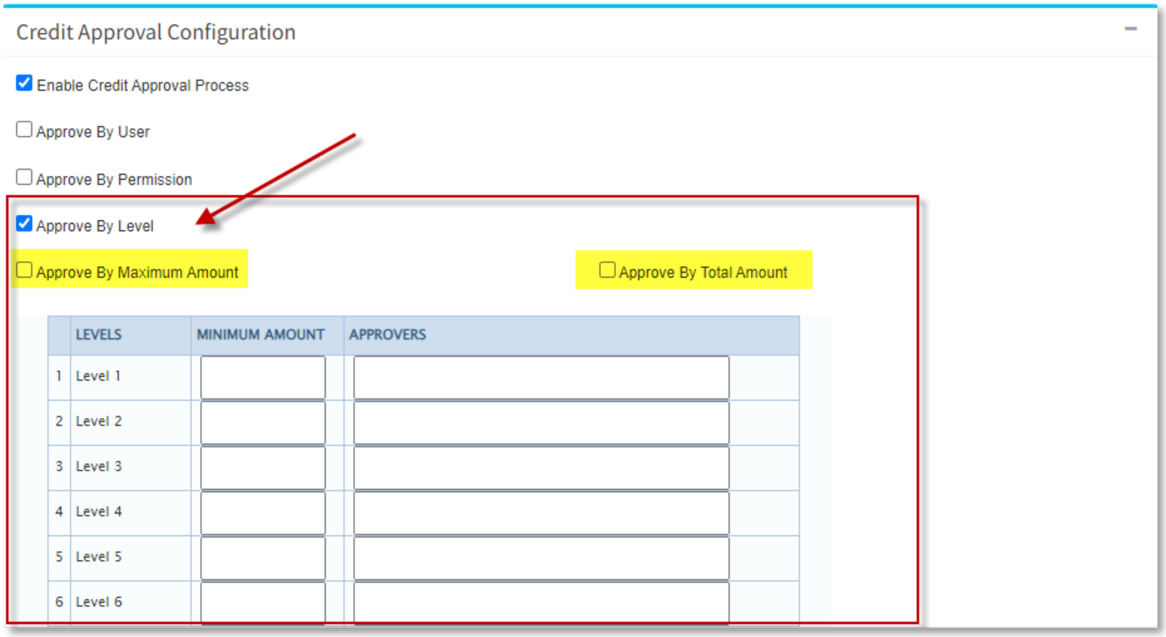
   - You can only have 1 approver for each level.
   - The approve users must be a user in Sage Intacct with Approve EFT Request menu permission.
   - The approval order will be Level 1 Approver > Level 2 Approver > Level 3 Approver



2. **Approve By Permission** - If multiple users are allowed to approve, select Approve By Permission.
    - Any user who has access to approve EFT Request menu can approve transactions.
    - If approvers need to receive notification email, a distribution email can be entered in to Send Notification To field.



3. **Approve By Level** - If you want payments to be approved based on different amount level, select Approve By Level and enter the minimum amount and user's email address for each level.
    - **Approve By Maximum Amount** – Approve payments based on the maximum payment amount per EFT Request.
    - **Approve By Total Amount** – Approve payments based on the total payment amount per EFT Request.
    - You can only have 1 approver for each level.
    - Amounts below Level 1 are automatically approved.
    - The approve users must be a user in Sage Intacct with Approve EFT Request menu permission.



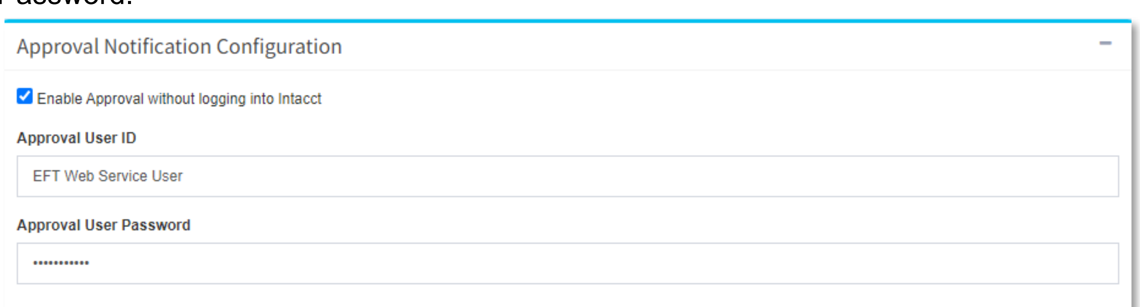
2. Click **Save**.
   - If you have a multi-entity environment, the configuration will need to apply to each entity.

Enable Email Approval capability

If you want to approval EFT Requests directly from the approval email notification without logging into Sage Intacct, you can enable this capability by selecting Enable Approval without logging into Intacct.

1. Create a Web Service User and assign sufficient AP approval permission. To learn how to create Web Service user, please request assistance from your Sage Intacct Account Manager or use Intacct Help Center. https://www.intacct.com/ia/docs/en_US/help_action/Administration/Users/web-services-only-users.htm#AddaWebServicesuser

2. Use the Web Service User credential to populate the Approval User ID and Approval User Password.

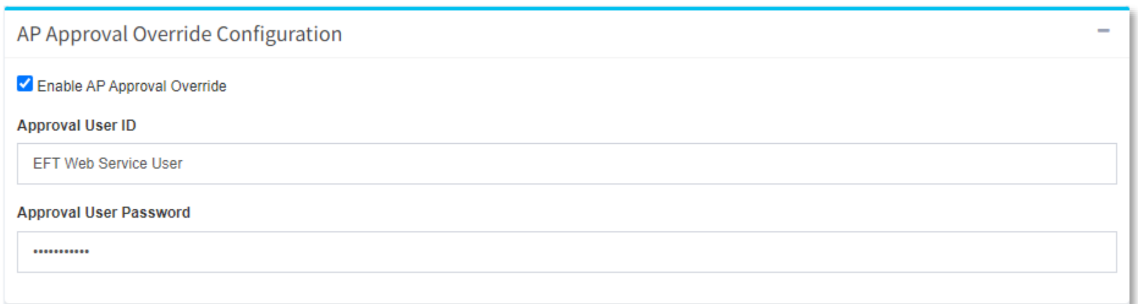


AP Approval Override Configuration

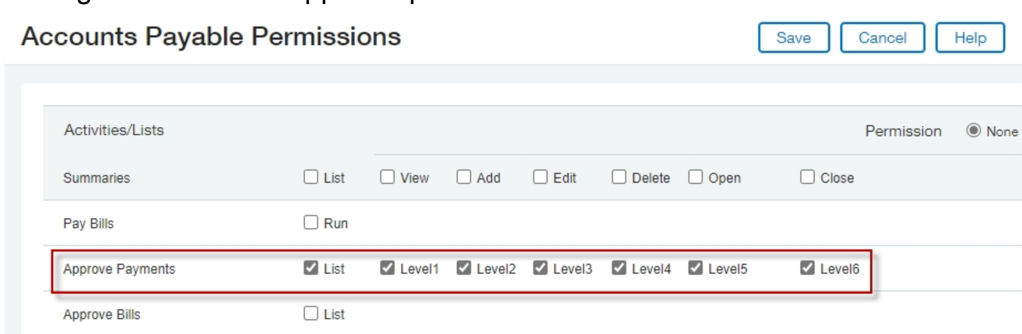
If you have Payment approval enabled in the Accounts Payable module, you would like to autoapprove AP payment posted by SmartEFT, you can enable the AP Approval Override function.

1. Create a Web Service User and assign sufficient AP approval permission. To learn how to create Web Service user, please request assistance from your Sage Intacct Account Manager or use Intacct Help Center. https://www.intacct.com/ia/docs/en_US/help_action/Administration/Users/web-services-only-users.htm#AddaWebServicesuser

2. Use the Web Service User credential to populate the Approval User ID and Approval User Password.



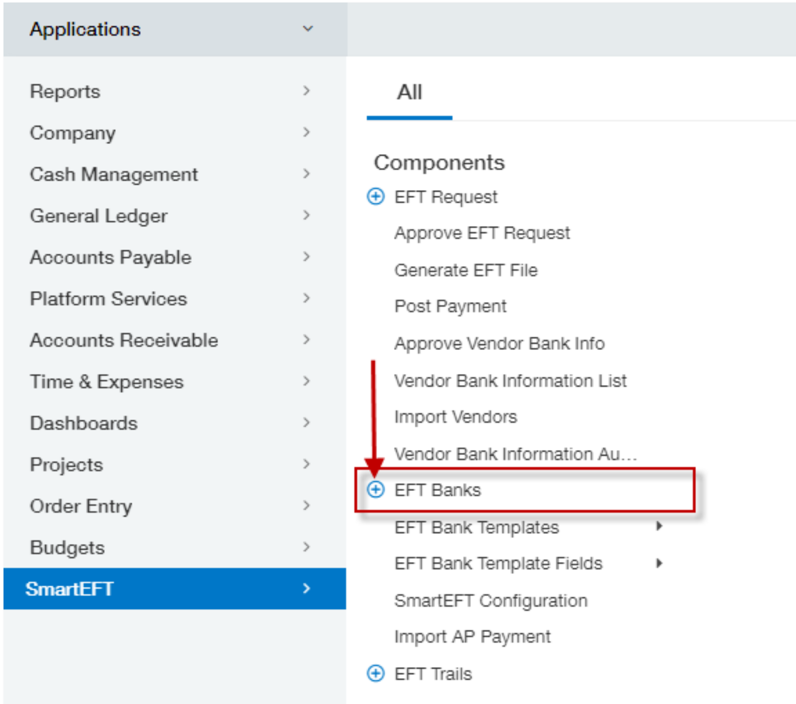
3. Assign sufficient AP approval permission to Web Service User



Set up EFT Bank

EFT Bank is the connector between EFT Template (bank required format) and Sage Intacct checking account. SmartEFT will use the correct checking account and bank format based on EFT bank.

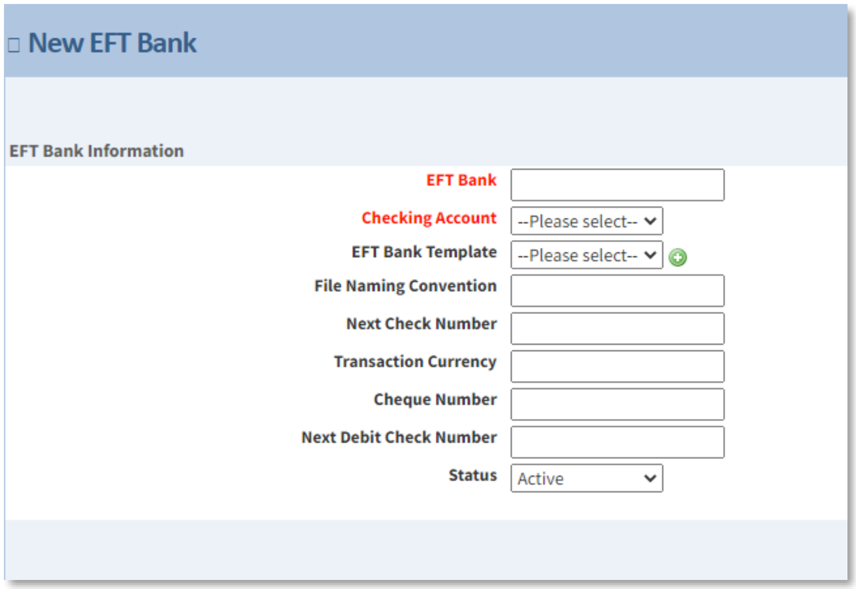
1. Go to SmartEFT and click the “+” next to EFT Banks to add a new EFT Bank



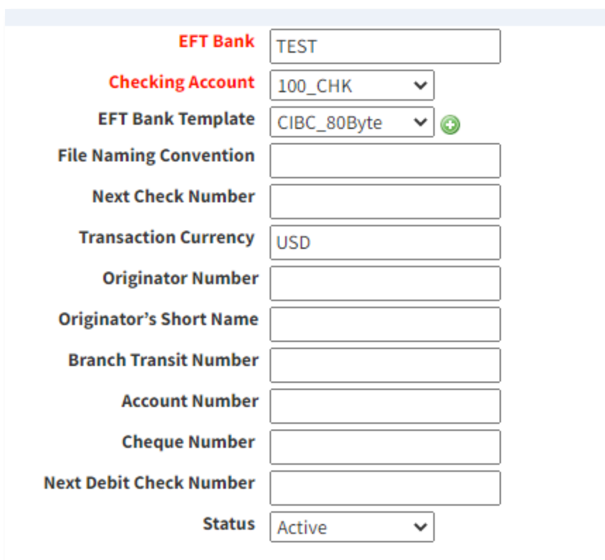
Requirements -

Subscription	SmartEFT
User Type	Business [Full or Limited]
Permissions	EFT Bank – List, View, Add, Edit, Delete EFT Bank Template – List, View, Add, Edit, Delete EFT Bank Template Field – List, View, Add, Edit, Delete EFT Bank Template Field Value – List, View, Add, Edit, Delete

2. Enter the name as you want it to appear on lists for the new EFT Bank.
3. Select a checking account that will be used to make payments from the Checking Accounts drop down. All existing checking accounts can be found from Cash Management\Checking Accounts.
   If the checking account has been setup in entity level, the EFT Bank will need to be set up in the entity level.



4. Choose an EFT Bank Template and the fields for that template will show up.



5. The File Naming Convention should be left blank unless your bank has a special requirement.
6. The Next Check Number will be sequence number of payment transaction.
7. Transaction Currency is the currency of the selected checking account.
8. Other information is related to the checking account. If you have questions, please contact your bank to request the correct information.

Manage Permissions for SmartEFT and related Modules

Permissions enable users to perform a particular function or task within the SmartEFT module. To update permissions, you must be a full administrator or be a limited administrator with privileges to "grant permissions". To learn more about how to set up a full administrator or limited administrator with privileges, please use the Sage Intacct help center link below.

https://www.intacct.com/ia/docs/help_qx/Administration/Permissions/assign-permissions-to-roles.htm

If you have multiple users with different tasks in the workflow, permissions can be given based on the task. For example, you might grant a user permission to create EFT requests but not approve EFT requests. The following steps found below showcase the permissions required for an admin user and limited user of SmartEFT.

There are two sections in the SmartEFT Permissions: Objects and Menus

1. Objects section is access to database and the recommended practice is to give full Object permissions (including edit and delete) to all SmartEFT users.

Objects	Permission ○ None ○ Read only ● All
EFT Approval Configuration	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
EFT Bank	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
EFT Bank Template	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete ☑ Import
EFT Bank Template Field	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete ☑ Import
EFT Bank Template Field Value	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
EFT Consolidation File	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete ☑ Import ☑ Templates
EFT Manager Configuration	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
EFT Payment	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
EFT Payment Detail	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
EFT Request	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
EFT Trails	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
Positive Pay	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete
SFTP Audit Trail	☑ List ☑ View ☑ Add ☑ Edit ☑ Delete

You can restrict access to the menu options EFT Bank Templates and EFT Bank Template Fields (developer menu items) by disabling these objects:

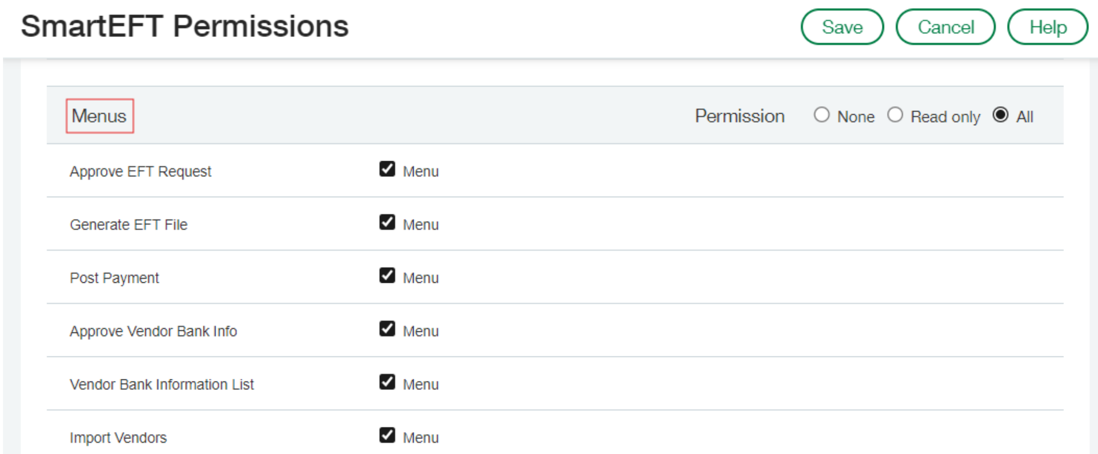
EFT Bank Template	☐ List	☑ View	☑ Add	☑ Edit	☑ Delete	☐ Import
EFT Bank Template Field	☐ List	☑ View	☑ Add	☑ Edit	☑ Delete	☐ Import

The Menus section is where you'll control user access. Take this configuration as an example, for users who should not have the right to change SmartEFT configuration, they may be granted permission in Objects section, but not granted the permission in Menu sections. If you have a limited user of SmartEFT, it is suggested give full permission of Objects section and to use the menu section to limit access by function. Admin users should have access to all menu permissions.

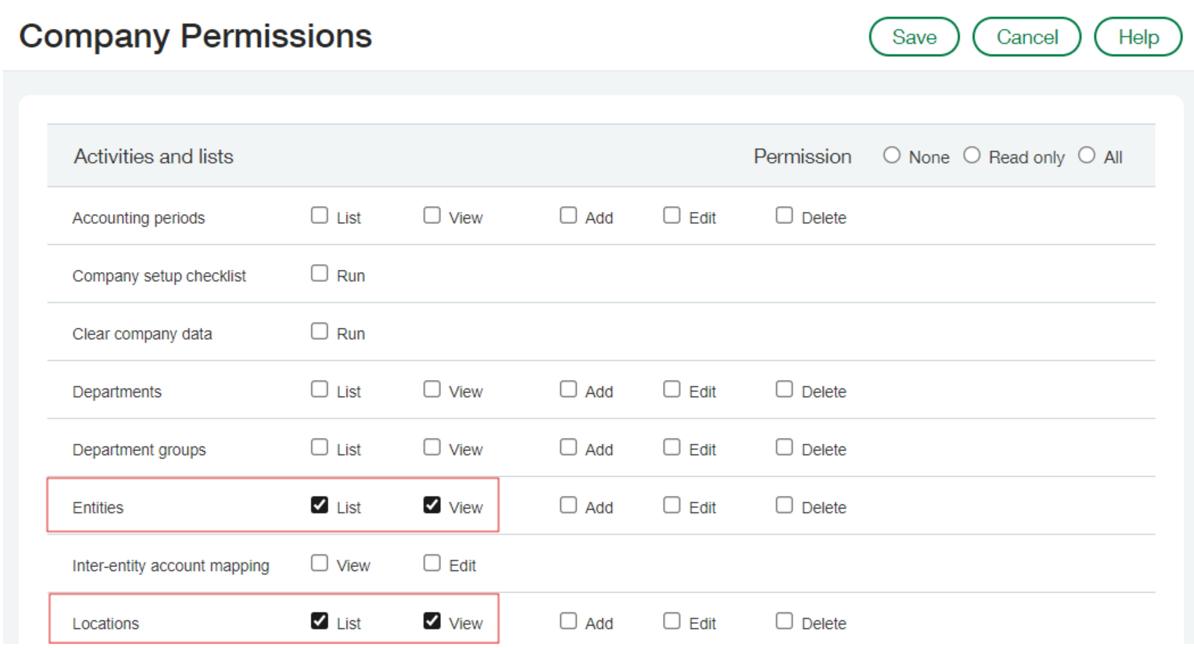
Limited Users Recommended Menus Permissions

Menus	Permission ○ None ○ Read only ○ All
Approve EFT Request	☐ Menu
Generate EFT File	☑ Menu
Post Payment	☑ Menu
Approve Vendor Bank Info	☐ Menu
Vendor Bank Information List	☑ Menu
Import Vendors	☑ Menu
Vendor Bank Information Audit Trail Report	☑ Menu
SmartEFT Configuration	☐ Menu
EFT History Report	☑ Menu
SFTP Audit Trail Report	☑ Menu

Admin Users Recommended Menus Permissions



2. In addition to the permissions within SmartEFT module. SmartEFT users will also need the following permissions in Company module, Cash Management module and Accounts Payables module.



Cash Management Permissions

Save Cancel Help

Financial institution	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete	☐ Map accounts
Credit card accounts	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete	
Checking accounts	☑ List	☑ View	☐ Add	☐ Edit	☐ Delete	
Savings accounts	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete	
Bank interest and charges	☐ List	☐ View	☐ Add	☐ Edit	☐ Reverse	

Accounts Payable Permissions

Save Cancel Help

Summaries	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete	☐ Open	☐ Close		
Pay bills	☑ Run								
Approve payments	☐ List	☐ Level 1	☐ Level 2	☐ Level 3	☐ Level 4	☐ Level 5	☐ Level 6		
Approve bills	☐ List								
AP bill approval levels	☐ Level 1	☐ Level 2	☐ Level 3	☐ Level 4	☐ Level 5	☐ Level 6			
Approve vendors	☐ List								
Manual payment	☐ List	☐ View	☐ Add	☐ Print	☐ Void				
Print checks	☐ Run								
Print payment copies	☐ Run								
Add to check run	☐ Run								
Adjust account	☐ Run								
Check reconciliation	☐ Run								
AP advances	☐ List	☐ View	☐ Add	☐ Edit	☐ Void	☐ Delete			
Vendors	☑ List	☑ View	☐ Add	☑ Edit	☐ Delete	☐ Bank details	☐ Unmask bank details		
Vendor types	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete				
Vendor groups	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete				
Bills	☑ List	☑ View	☐ Add	☑ Edit	☑ Post	☐ Delete	☐ Override AP account	☐ Reverse	☐ Reclass
Adjustments	☐ List	☐ View	☐ Add	☐ Edit	☐ Post	☐ Delete	☐ Override AP account	☐ Reverse	☐ Reclass
Recurring bills	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete				
AP terms	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete				
AP account labels	☐ List	☐ View	☐ Add	☐ Edit	☐ Delete				
Payment requests	☑ List	☑ View	☑ Edit	☐ Delete					
Payment Manager payments	☐ List	☐ View	☐ Delete	☐ Submit					

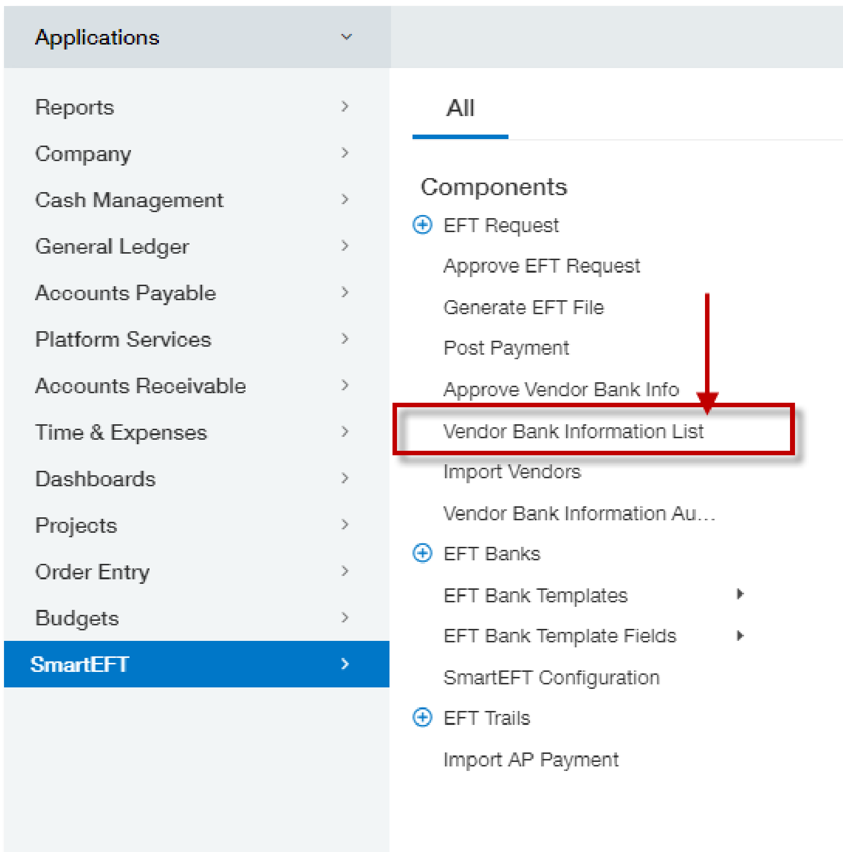
Enable Vendors for SmartEFT – AP

The SmartEFT will only process payments for the vendors that are enabled for SmartEFTs. Once enabled, you will have the option to exclude their bills from the process if needed.

1. Mass upload method

    a) Download an import template for your bank template

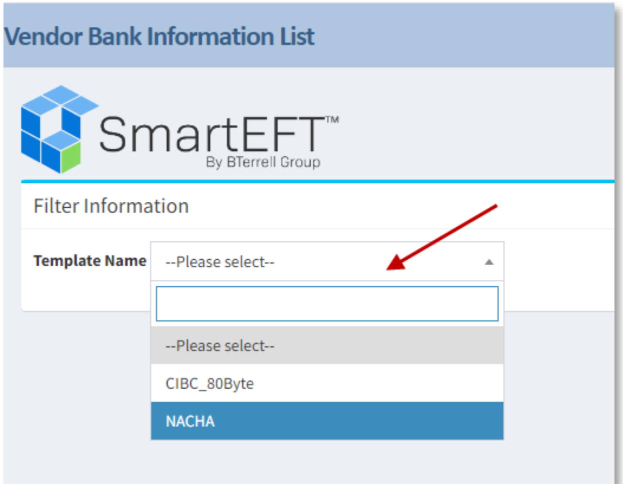
    - Navigate to **SmartEFT** > **Vendor Bank Information list**.



Requirements -

Subscription	SmartEFT
User Type	Business [Full or Limited]
Permissions	Vendor Bank Information List Import Vendors EFT Bank Template – List, View, Add, Edit, Delete EFT Bank Template Field – List, View, Add, Edit, Delete EFT Bank Template Field Value – List, View, Add, Edit, Delete

- Select your **bank template** and click **Search** button

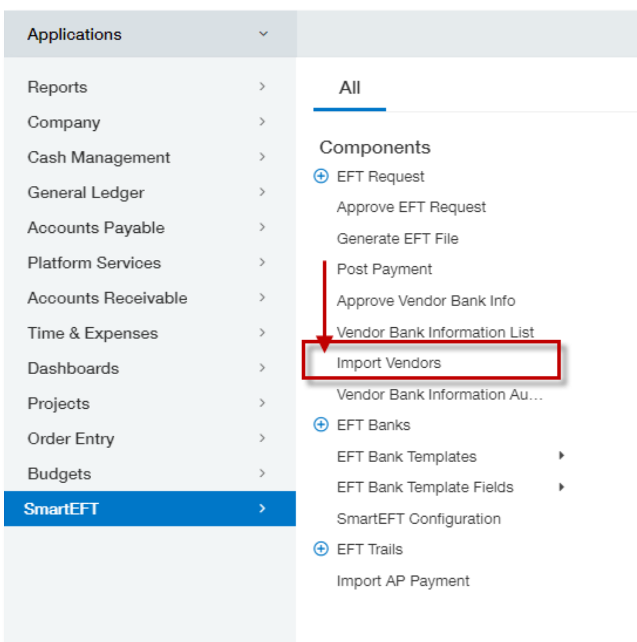


- The existing vendors that are enabled for this bank template will be listed on the page.
- Click the **Export** button to download the file
- Clean the existing data in the file and save the file as excel.

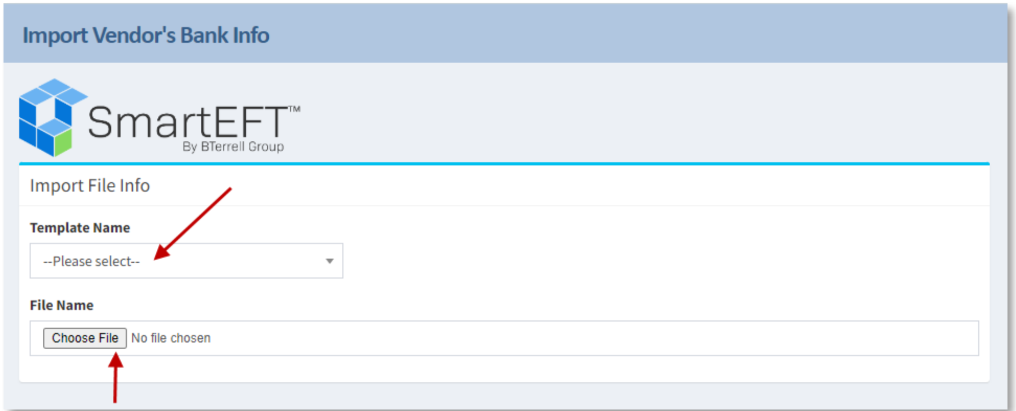
b) Populate the templates with existing Vendors and their bank information. To better performance, please include up to 100 vendors for each import. (Note: This import template cannot be used to add new Vendors.)

c) Save the file to CSV format.

d) Navigate to **SmartEFT** > **Import Vendors**.



e) Select the **Template** and the populated file.



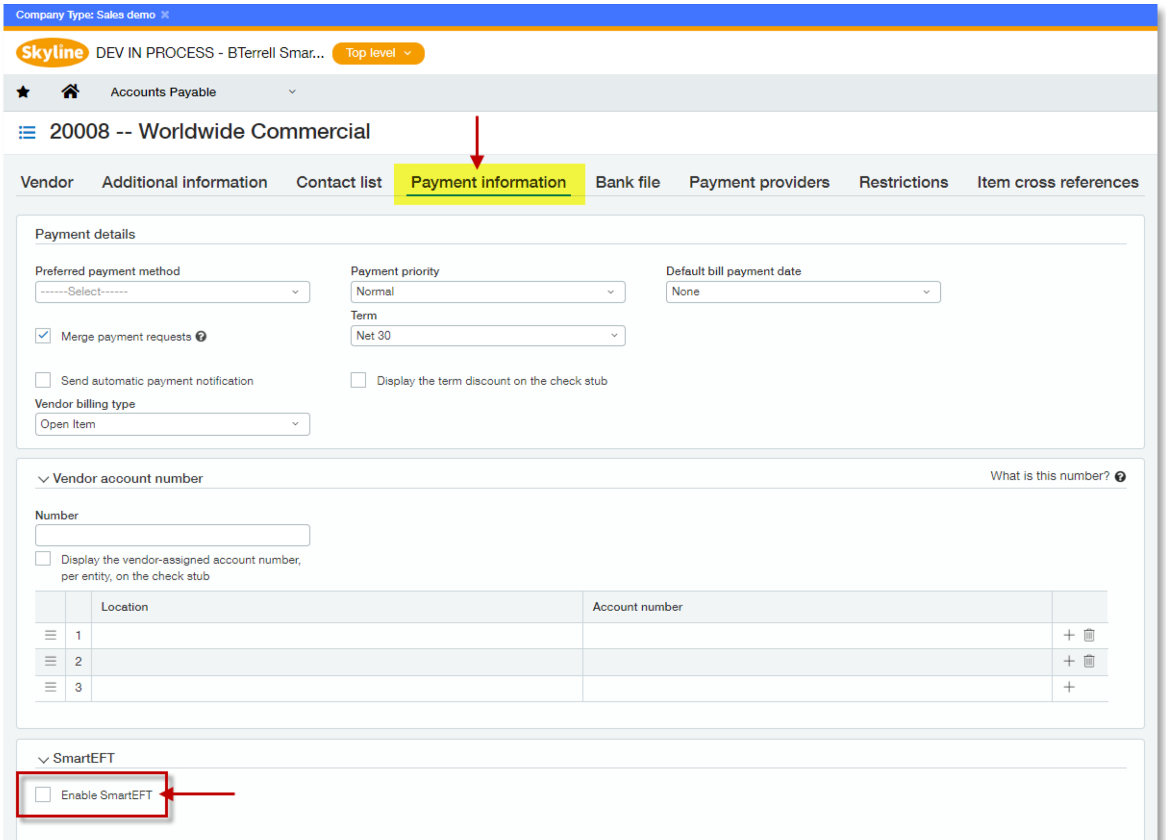
f) Wait for a moment until the successfully message is displayed. Do not close the page or refresh the page at the meanwhile.

2. Enable Individual Vendor

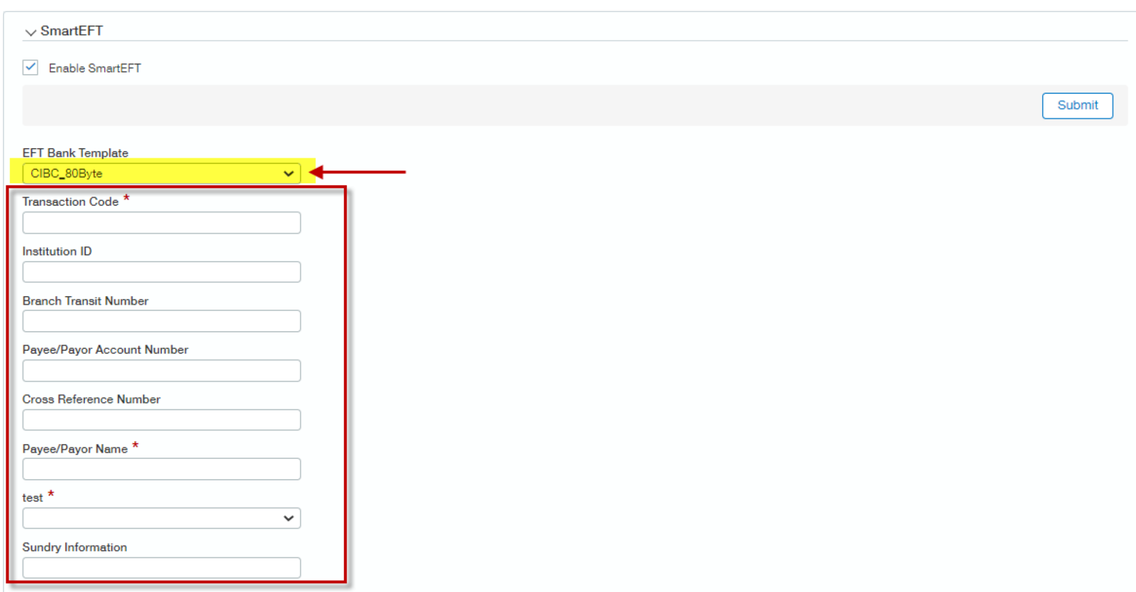
   a) Navigate to **Accounts Payable** > **Vendors**.

   b) **Edit** the Vendor that you will be paying using the SmartEFT program.
   Note: The enable function can be used only on existing Vendors.
   To learn how to create vendors, please request assistance from your Sage Intacct Account Manager or use Intacct Help Center.
   https://www.intacct.com/ia/docs/help_qx/Accounts_Payable/Setup/Vendors/vendors.htm?cshid=Accounts_Payable/Setup/Vendors/vendors.htm

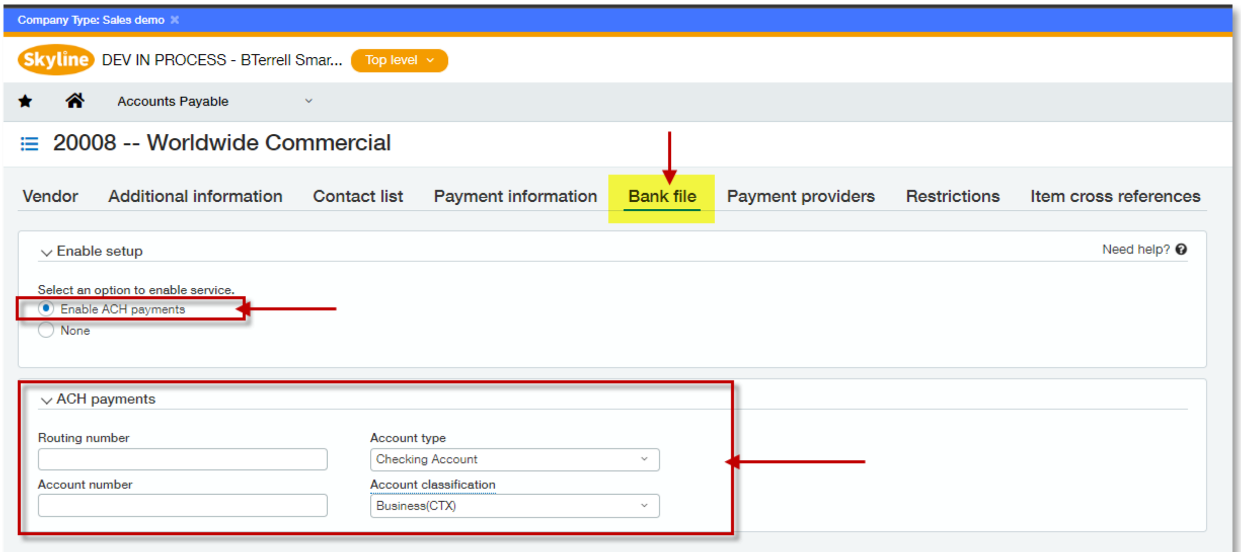
c) Click on the **Payment Information** tab, scroll to the bottom and check the box **Enable SmartEFT.**



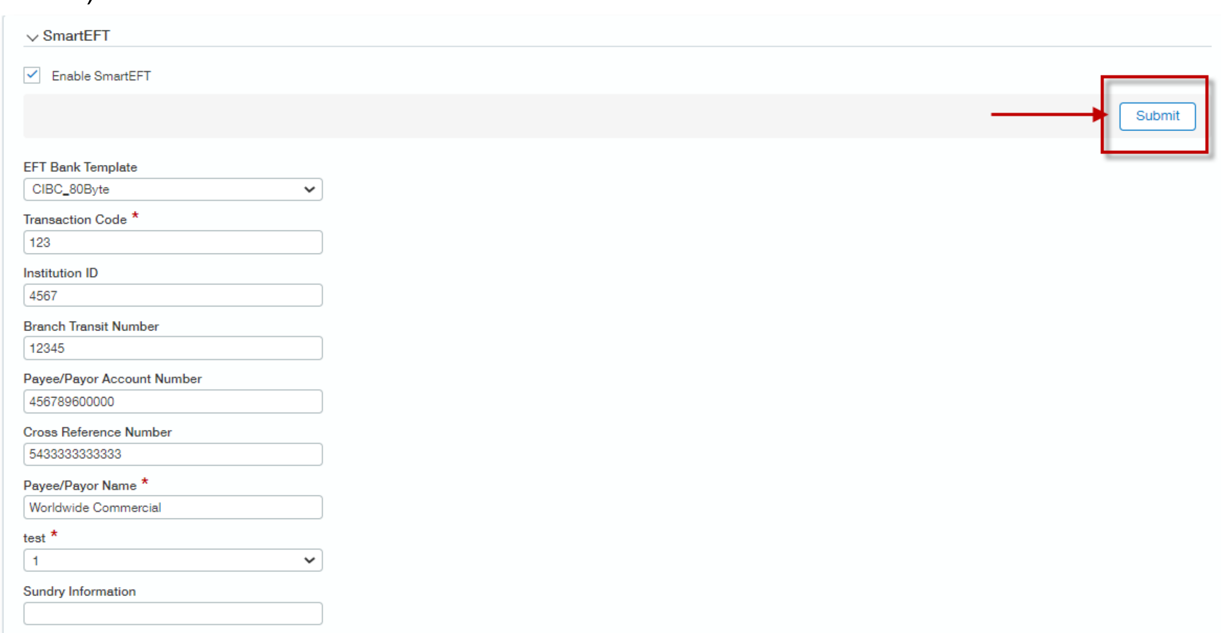
Select the appropriate template for the vendor and input the other available bank information fields. The fields will differ for different templates.



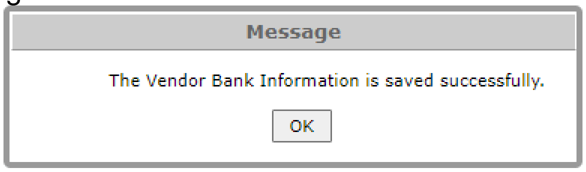
d) For some templates, for example, US NACHA, the Sage Intacct ACH function will need to be enabled and its bank information field will be used to store the bank information.



e) Click **Submit** button to submit the vendor bank information.



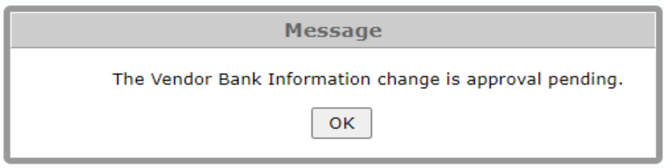
- If the approval process is not enabled on Vendor bank information, it will show the pop-up message “The Vendor Bank Information is saved successfully.”

  Then, click on **Save** button to save the Vendor record.

- If the approval process is enabled on Vendor bank information,

  i. It will show the pop-up message “The Vendor Bank Information change is approval pending.”

  ii. Click on **OK** to close the message.

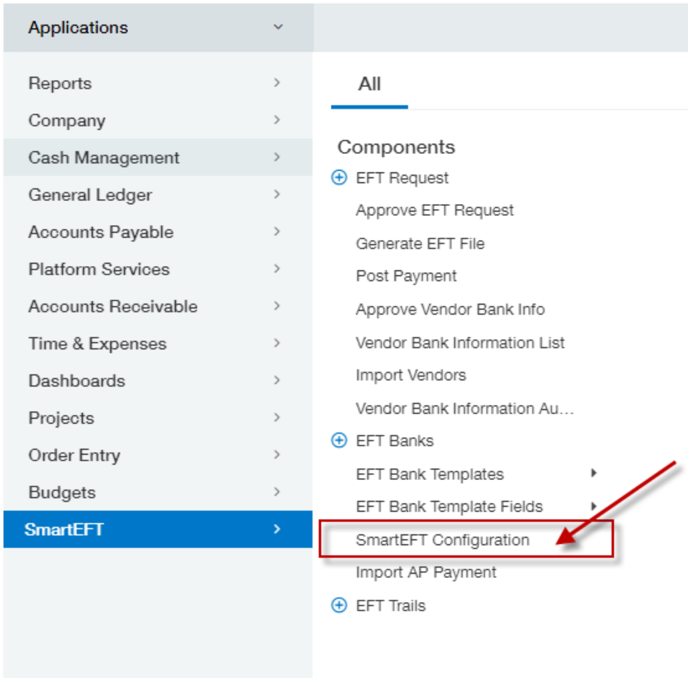
  iii. Click on **Save** button to save the Vendor record.

  iv. The designated Approver will need to navigate to **SmartEFT** > **Approve Vendor Bank Info**, then approve the Vendor bank information submission there.

  (Note: The Approve Vendor Bank Info function will not work with the mass upload)

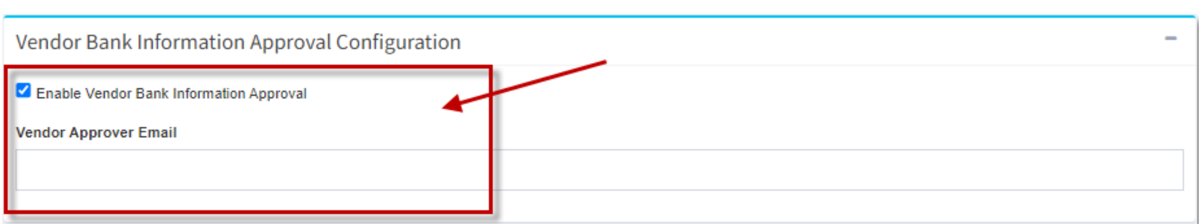
Enable Vendor Bank Information Approval

If the approval process is required on Vendor Bank Information, set up the approval process in **SmartEFT** > **SmartEFT Configuration**.



Subscription	SmartEFT
User Type	Business [Full or Limited]
Permissions	SmartEFT Configuration -- List, View, Add, Edit, Delete Approve Vendor Bank Info

1. Select **Enable Vendor Bank Information Approval** and enter the Approver's email in the box below.
    - It allows multiple email address, separated by semi-colon, no space. But will only need 1 approval.
    - The approvers' email must be the same as the email used for their Sage Intacct User profile.
    - The approve users must be a user in Sage Intacct with Approve Vendor Bank Info menu permission.

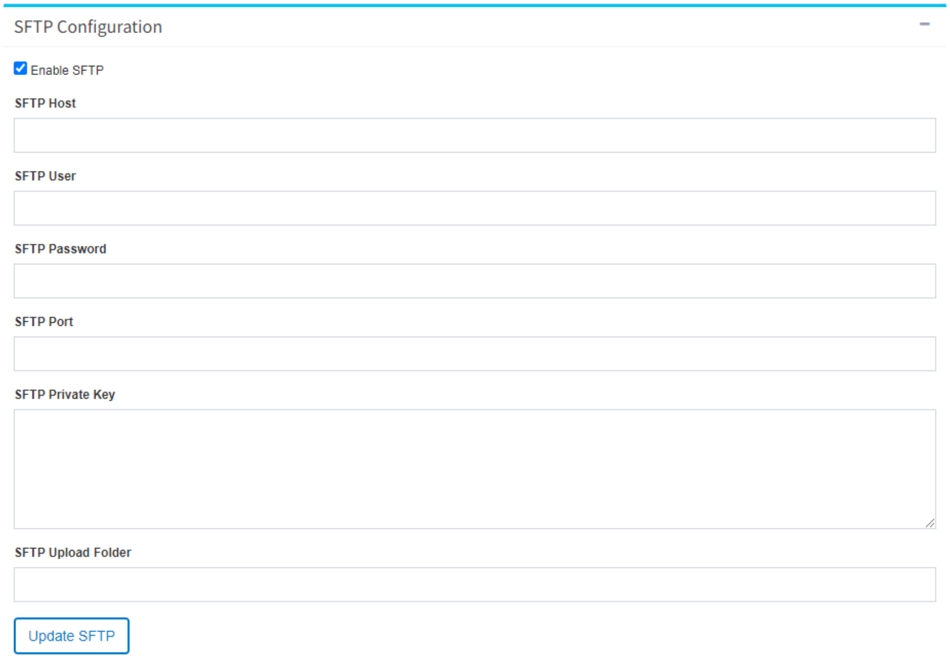


2. Click on **Save**.

Enable SFTP Capability

If the SFTP service is subscribed, BTerrell developer will enable and setup this section for you in **SmartEFT** > **SmartEFT Configuration**.

The SFTP information BTerrell team used for setup is from your bank.
If any of the current SFTP information is changed, your bank is responsible to update you with the new information, and you can then reach out to BTerrell support team to request the change on the SmartEFT software.

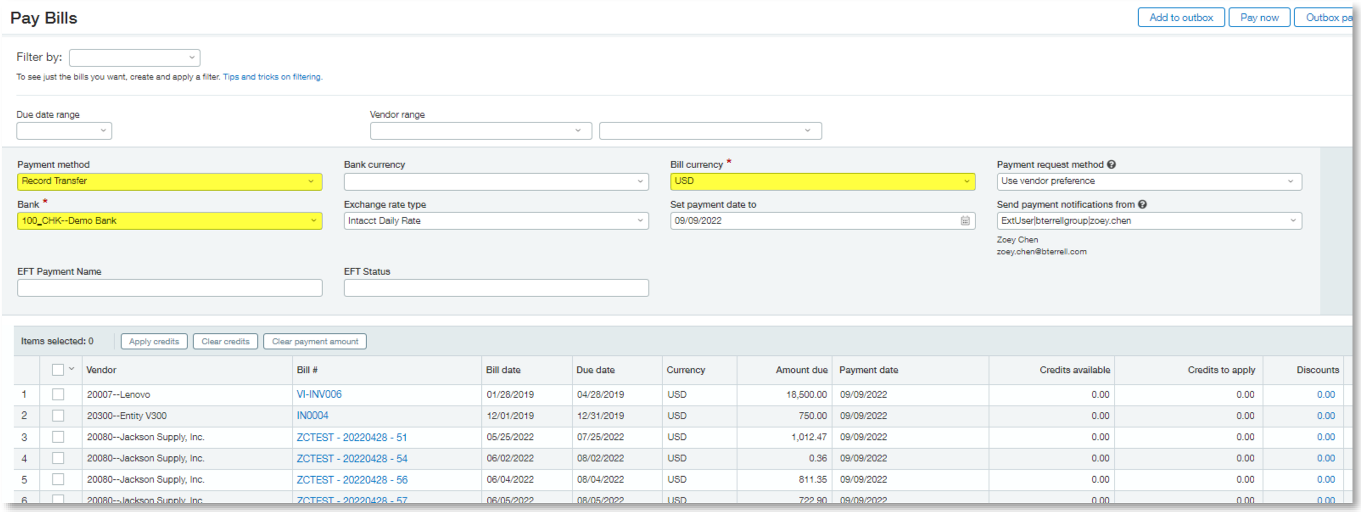


Use SmartEFT AP to Make Payments

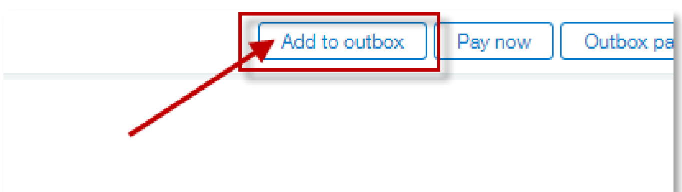
Step 1: Add Payments to Outbox

Go to Accounts Payable > Pay bills,

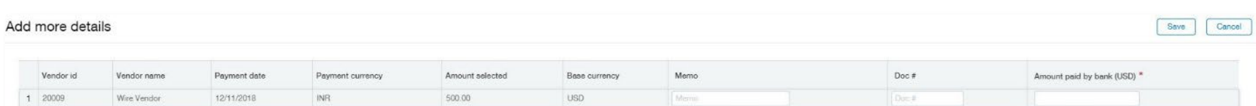
1. Select "**Record Transfer**" as Payment method
2. Select the **Bank** and **Bill currency**
3. If you are in <u>multi-currency</u> environment, set payment date to <u>today's date</u>. Or you will see an error message for exchange rate in the next step. This date will be overridden in later step.



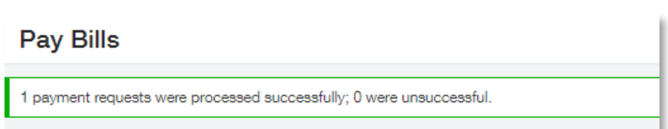
4. Select the bills that need to be included in the payment process and click on "**Add to outbox**" (Not Pay Now).



5. In the next screen, **Memo** and **Doc#** are optional to input.
   If the payment is in multi-currency transaction, amount paid by bank will be required. Please enter the amount that is equal to the transaction amount. You will be able to update the settlement amount in later step.



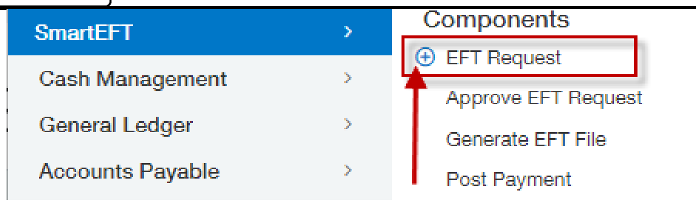
6. Wait Intacct's notification that the payment was successfully add to the Outbox.



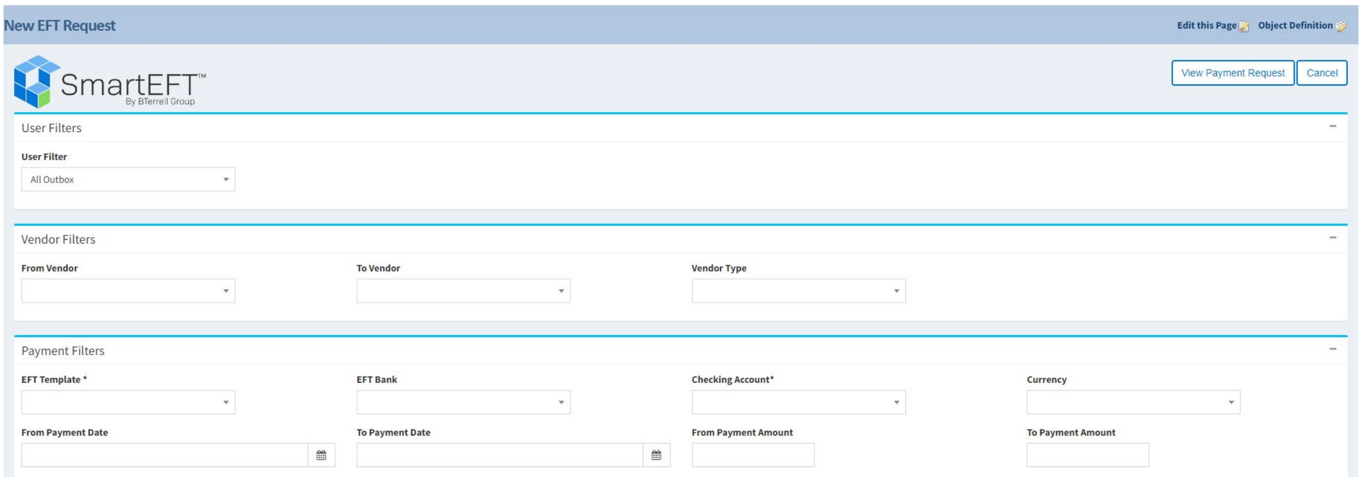
Step 2: Create EFT Requests

Create an EFT Request for the payment requests added in the AP Outbox.

1. Go to SmartEFT module and click the "**+**" sign next to EFT Request to add a new EFT Request.



2. On the filter screen, apply the filters you need and click **View Payment Request**.



Filters	Description
User filter	• All Outbox – includes all draft status AP payment requests created by all users. You will see more transactions than you see in the outbox. • My Outbox – includes only the draft AP payment requests created by current user. You will see the same transactions as you see in the outbox.
From Vendor/ To Vendor	Select a range of vendors. The sequence is ordered by Vendor ID.
Vendor Type	Select a type of vendor. Vendor Type is a field on the vendor.
EFT Template	Optional. Select the EFT Template that you'd like to use. If your template supports multiple checking accounts in one file feature, select EFT Template only.

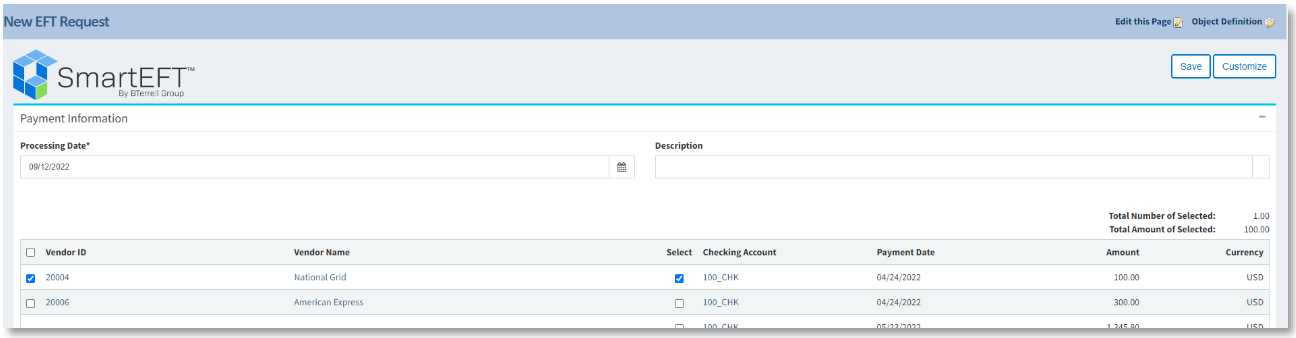
Filters	Description
EFT Bank	It is recommended to select EFT Bank to indicate the template and checking account.
Checking account	Optional. EFT Template selection is required.
Currency	Payment Currency. Not bank currency.
Payment Date range	The date of outbox payment request.

*The field with * is required.

3. On the next screen, select the **Processing date**. This date will be the date that the bank will process the payment. The processing date CANNOT be a past date.
4. The **Description** is optional. This description is internal information. It will not be shown

on payment transactions.

5. **Select or deselect by payments** on the grid and review the total Number of payments and amount selected.
(Note: if you have more than 1000 records to select, please try to divide them into multiple requests and each request includes less than 1000 records.)

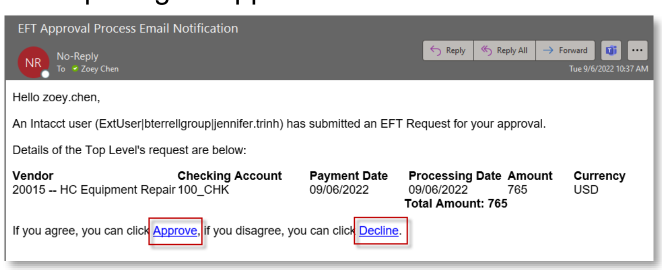


6. Click **Save**.
7. A new EFT Request is created.

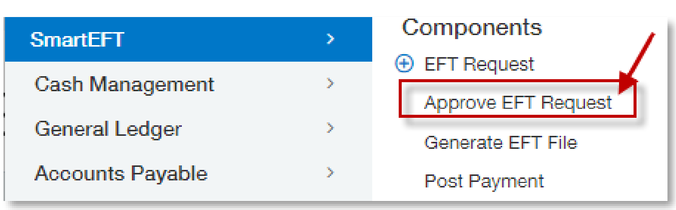
Step 3: Approval EFT Requests

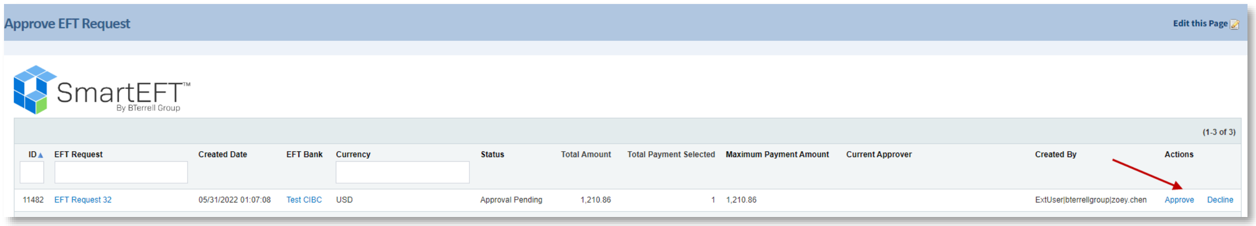
If approvals are turned on, the EFT Request must be approved before the requester can generate a payment file.

- <u>If the **Email Approval capability is enabled**</u> in the SmartEFT Configuration, the approver can directly approve/decline the EFT Request from email <u>without logging into Sage Intacct.</u> The requester receives an email notification regarding whether his/her request gets approved or declined.

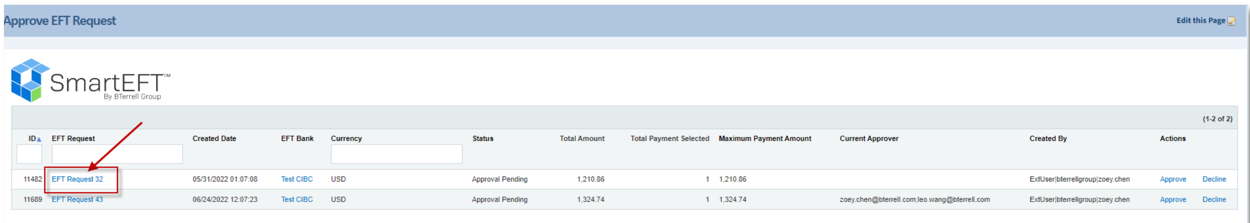


- <u>If the **Email Approval capability is NOT enabled**</u> in the SmartEFT Configuration, the approver will log in to Sage Intacct, go to **SmartEFT** > **Approve EFT Request**, and then approve/decline the EFT Request. The requester receives an email notification regarding whether his/her request gets approved or declined.

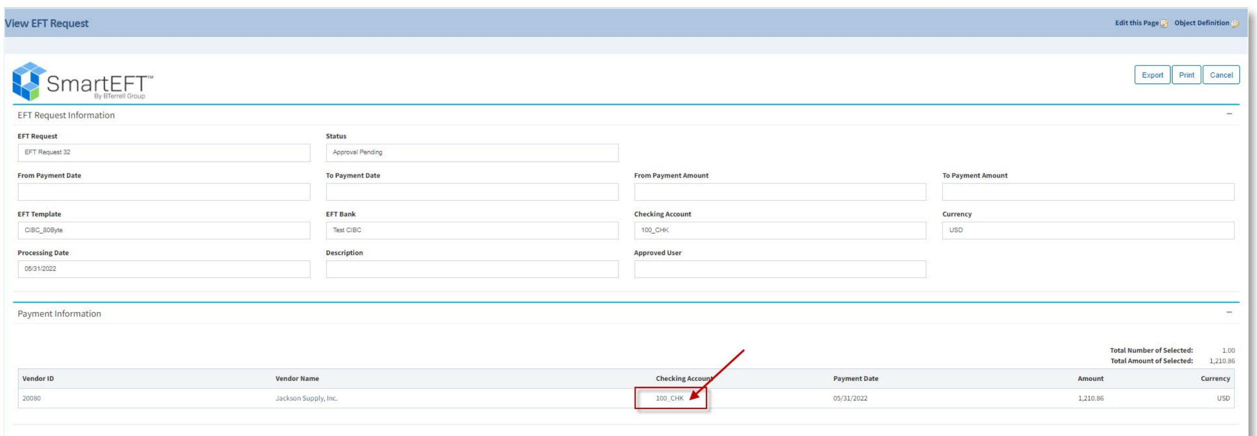




If the approver needs to see the transaction included in the EFT Request before Approval/Decline, click on the Request name to go to the EFT Request detail page.



Click on the Checking account for each payment line in the EFT Request to drill down to the Bill detail page.

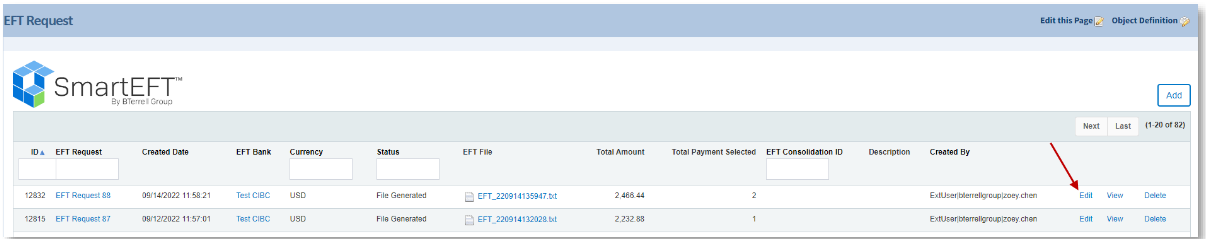


- If the **EFT Request is declined**, you can go to edit the EFT Request accordingly and, change the request status to be Approval Pending. Afterwards, the request will be re-routed to approval workflow again.

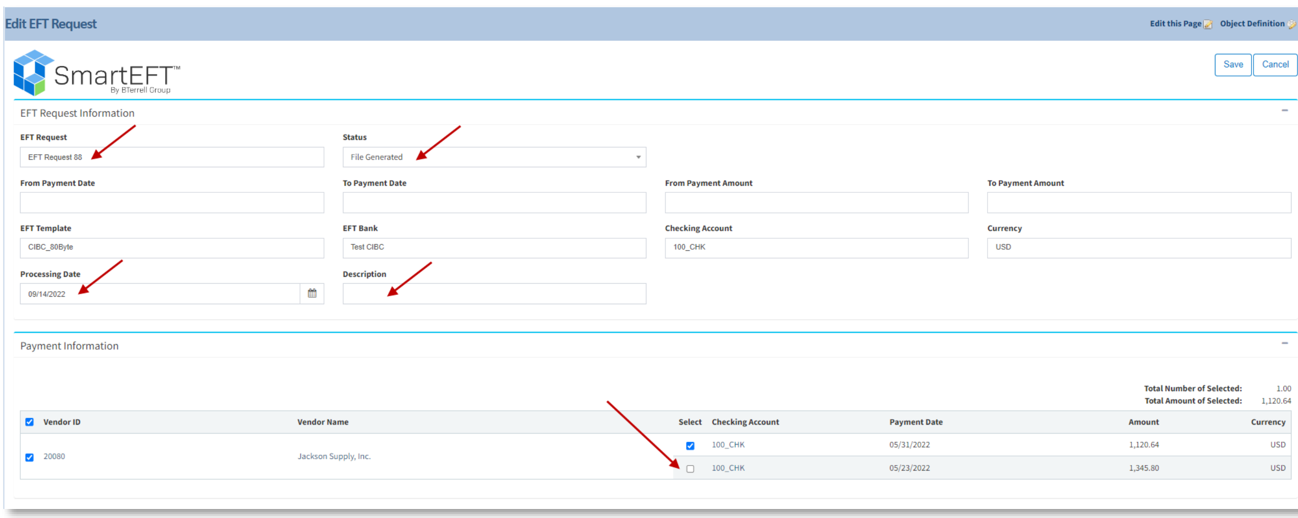
Editing EFT Request

If you want to make changes to an existing EFT Request, you can edit the EFT Request by following the steps below.
Changes the EFT Request status or edit EFT Request infoexclude transactions from being processed

1. Go to **SmartEFT** > **EFT Request**, click on the **Edit** function on the EFT Request.



2. You can make below changes to this EFT Request on this page –
    - Edit the EFT Request name
    - Edit the EFT Request status
    - Edit the EFT Request processing date
    - Edit the EFT Request description
    - Uncheck the select box for the transaction(s) that needs to be excluded.

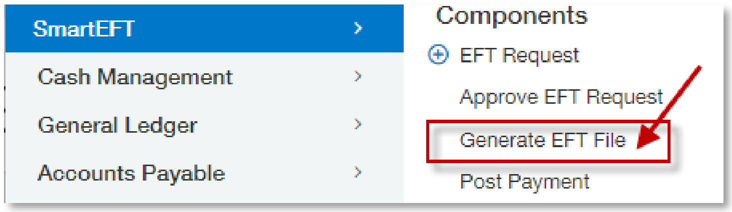


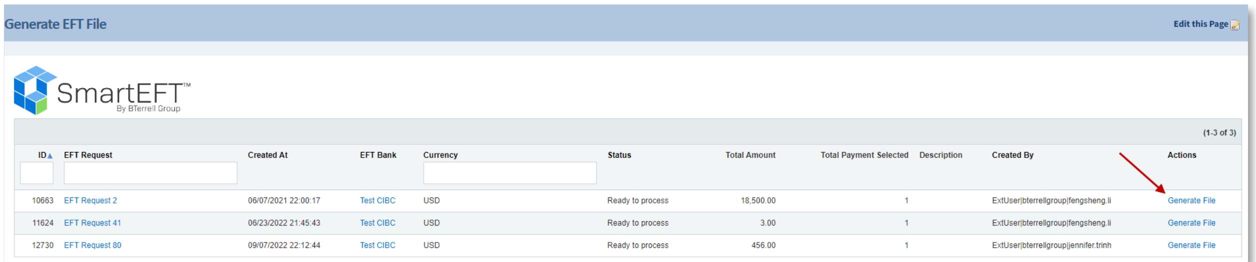
3. Click **Save**
4. If you'd like to include the excluded transaction in a new EFT request, it is available to process now.
   If you do not want to make the payment further, please move the payment transaction from AP Pay Bills Outbox.

Step 4: Generate an EFT File

Once the request is approved, you can generate the EFT file for the EFT Request.

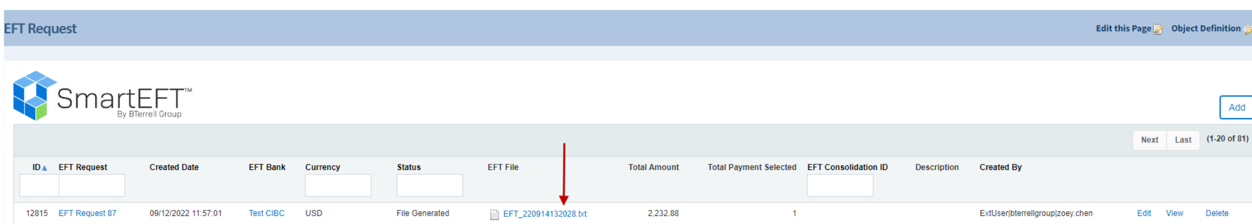
1. Go to **SmartEFT** > **Generate EFT File**, find the EFT Request, click on **Generate File**.



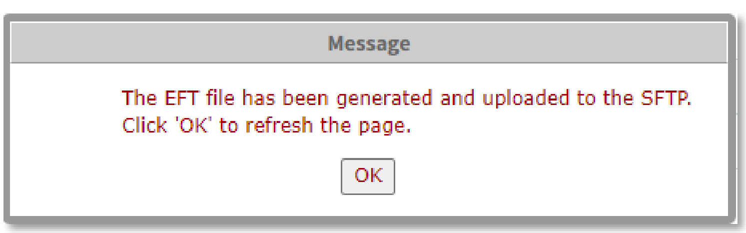


2. Once the EFT file has been generated, on the pop-up window –
    - Click Download button and it will take you to the EFT Request list, you can use the hyper link to download the EFT file for the EFT Request. The file will be downloaded to the default location defined by your browser settings.
    - Click Cancel to continue generating files for another request.

On the EFT Request list, you can find the hyperlinks with the file name for all existing EFT Requests that has generated the file. You can click on the link to download the EFT file at any time.



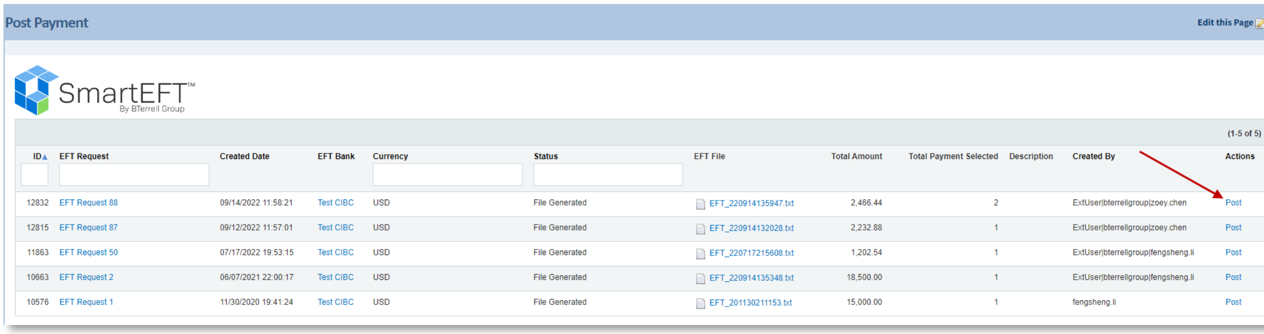
3. Then, upload the EFT file to your bank's online portal for payment.
    - If the SFTP service is subscribed, once the EFT file has been generated, the EFT file will be automatically uploaded to your bank's online portal for payment.



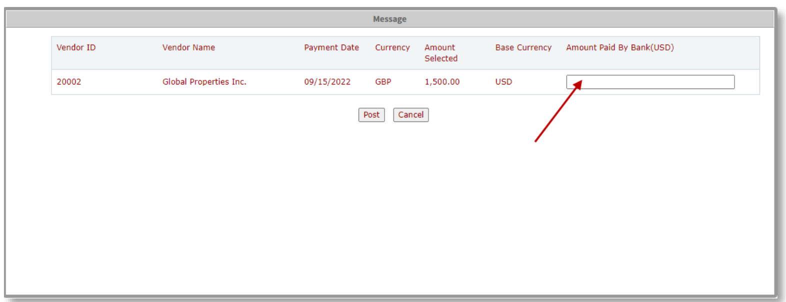
Step 5: Post the Payment

After the file is accepted by the bank, post the payment via SmartEFT.

1. Navigate to the **SmartEFT** > **Post Payment**, locate the EFT Request.
2. Click the **Post** button on the Actions column.



For Multi-currency, a popup window will be shown up for you to enter the actual settlement amount.



3. The Payment will then be posted successfully to your AP subledger and status of the AP bill(s) included in this EFT Request will become Paid in the AP module.

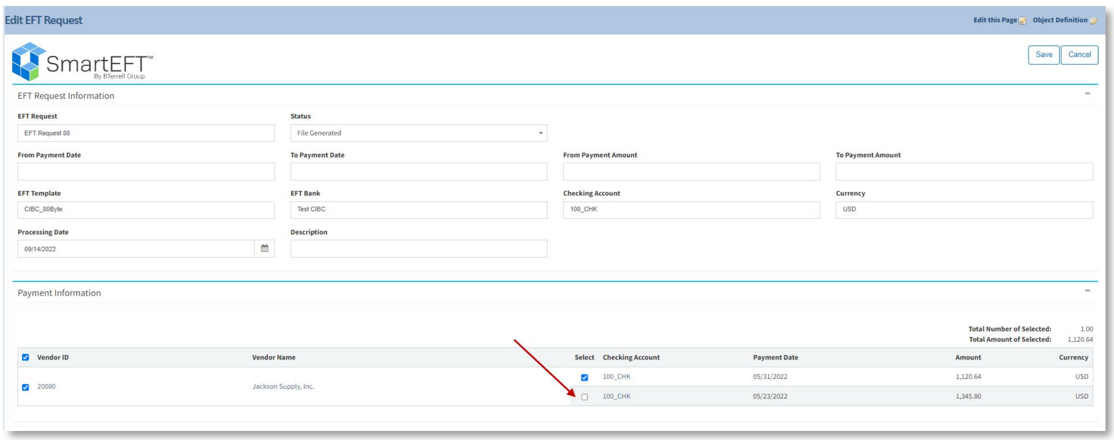
Appendix – Supplemental information

Void SmartEFT – AP Payment

Delete individual payment within an EFT Request before Post Payment

When your bank rejects one or more but not all transactions in one EFT file, you can delete the failed payments from the EFT Request before you post the payment.

1. Locate the EFT Request in **SmartEFT** > **EFT Request** and click **Edit.**
2. Identify the failed payment(s) and **uncheck** to remove the payment from the request.

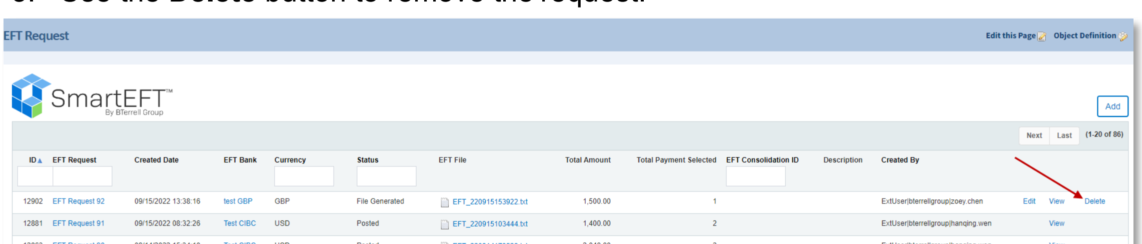


3. **Save**.
4. Afterwards, use the **Post Payment** function to post the successful payments. The deleted payment will not be posted.
5. If the payment needs to be processed again, it will be available for a new EFT Request right away.
6. If the payment does not need to be processed now, navigate to AP > Pay Bills > Outbox and remove it from Outbox.

Delete EFT Request before Post Payment

Due to bank file rejection or approval process, you can delete a request and all its payments if needed before the you post the payment.

1. Locate the EFT Request needs to be deleted in **SmartEFT** > **EFT Request**.
2. Confirm the request <u>status is NOT Posted</u>.
3. Use the **Delete** button to remove the request.

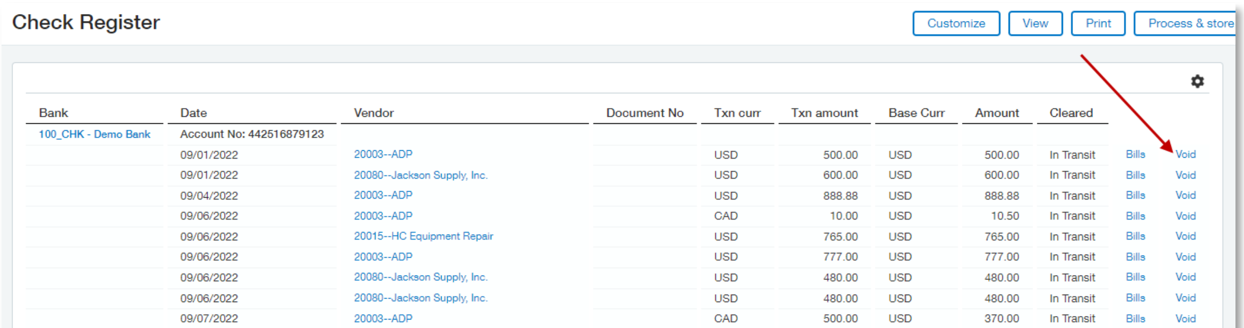


4. A pop-up window will ask if the payment request in the outbox will need to be deleted/removed as well.

Void Payment after Post Payment

After EFT Request is posted, Post Payments will be created in Accounts Payable module. The Void will be performed in both AP Module.

1. Go to **Accounts Payable** module > **Check Register**.
2. Input filters and view the report.
3. Locate the payment that you need to void and click the **Void** button on the right hand.
4. To learn more on how to use the check register to void payment, please look up the topic in Sage Intacct help center or contact your Sage Intacct support.


Check Register

Customize View Print Process & store

Bank	Date	Vendor	Document No	Txn curr	Txn amount	Base Curr	Amount	Cleared		
100_CHK - Demo Bank	Account No: 442516879123									
	09/01/2022	20003--ADP		USD	500.00	USD	500.00	In Transit	Bills	Void
	09/01/2022	20080--Jackson Supply, Inc.		USD	600.00	USD	600.00	In Transit	Bills	Void
	09/04/2022	20003--ADP		USD	888.88	USD	888.88	In Transit	Bills	Void
	09/06/2022	20003--ADP		CAD	10.00	USD	10.50	In Transit	Bills	Void
	09/06/2022	20015--HC Equipment Repair		USD	765.00	USD	765.00	In Transit	Bills	Void
	09/06/2022	20003--ADP		USD	777.00	USD	777.00	In Transit	Bills	Void
	09/06/2022	20080--Jackson Supply, Inc.		USD	480.00	USD	480.00	In Transit	Bills	Void
	09/06/2022	20080--Jackson Supply, Inc.		USD	480.00	USD	480.00	In Transit	Bills	Void
	09/07/2022	20003--ADP		CAD	500.00	USD	370.00	In Transit	Bills	Void

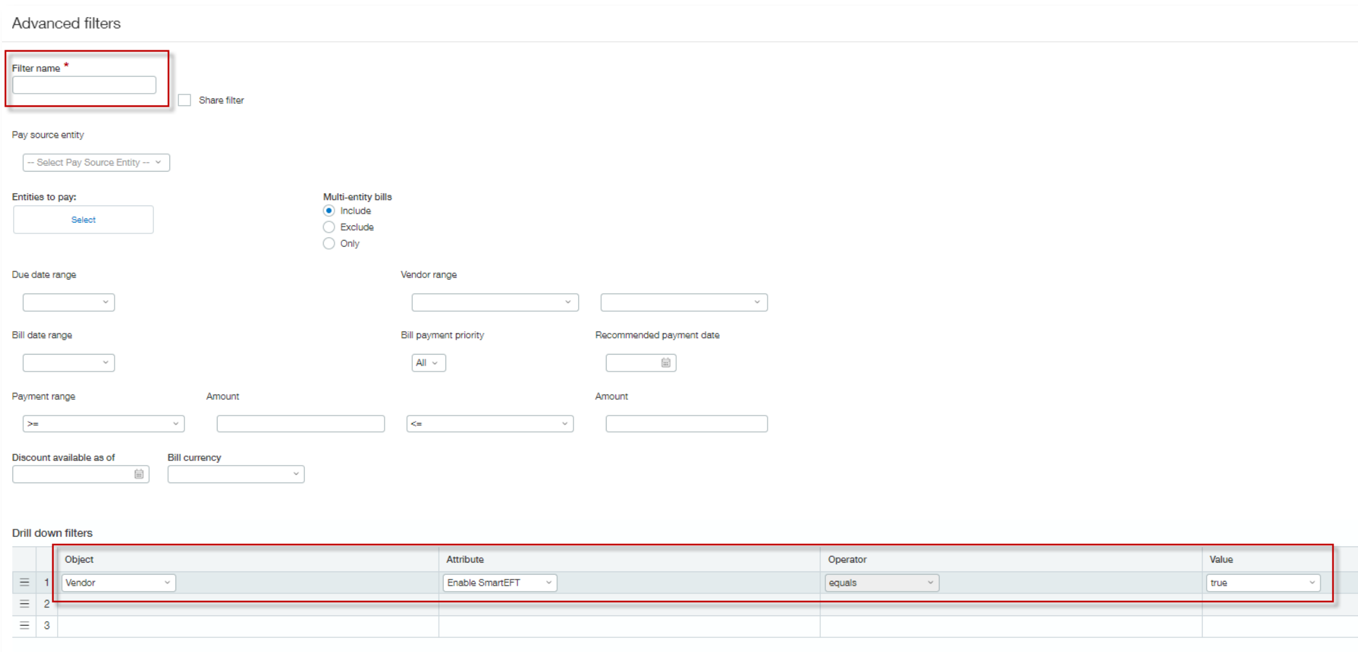
5. Once the payment is voided, the AP Bill is available to be added to the outbox again, and it will allow to include in a new EFT Request for payment.

Create Advanced/Customized Filters for SmartEFT

With Accounts Payable Pay Bills function, you can create a Filter for the payments that will be processed by SmartEFT.

The filter can be as simple as the example in below screenshot. It will only display the AP bills of the vendors that are enabled for SmartEFT.

Object = Vendor
Attribute = Enable SmartEFT
Operator = equals
value = True



The filters can be created or modified based on your payment requirement. To learn the best practice of filters, please contact your Sage Intacct Account Manager or use the Intacct Help Center.
https://www.intacct.com/ia/docs/help_qx/Accounts_Payable/Payments/Workbench/workbench-filter-for-bills.htm

Remittance Notification

1. If the vendors have enabled for automatic notification, remittance emails will be sent out by Sage Intacct once the bill status is changed.
   To learn how to set up notification, please contact you Sage Intacct Account Manager or Help Center.
   https://www.intacct.com/ia/docs/help_qx/Accounts_Payable/Payments/Payment_notifications_and_copies/notify-vendors-that-they_ve-been-paid.htm

2. If you subscribed the custom email notification function, the emails will be sent out once

you post the payment in SmartEFT module.
If the notification email was failed to send out, use the Resend function to send out again. If the failure continues happens, please check your SMTP information on the Configuration page, or contact your IT team to troubleshoot SMTP