



BTerrell SmartEFT AP User Guide

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

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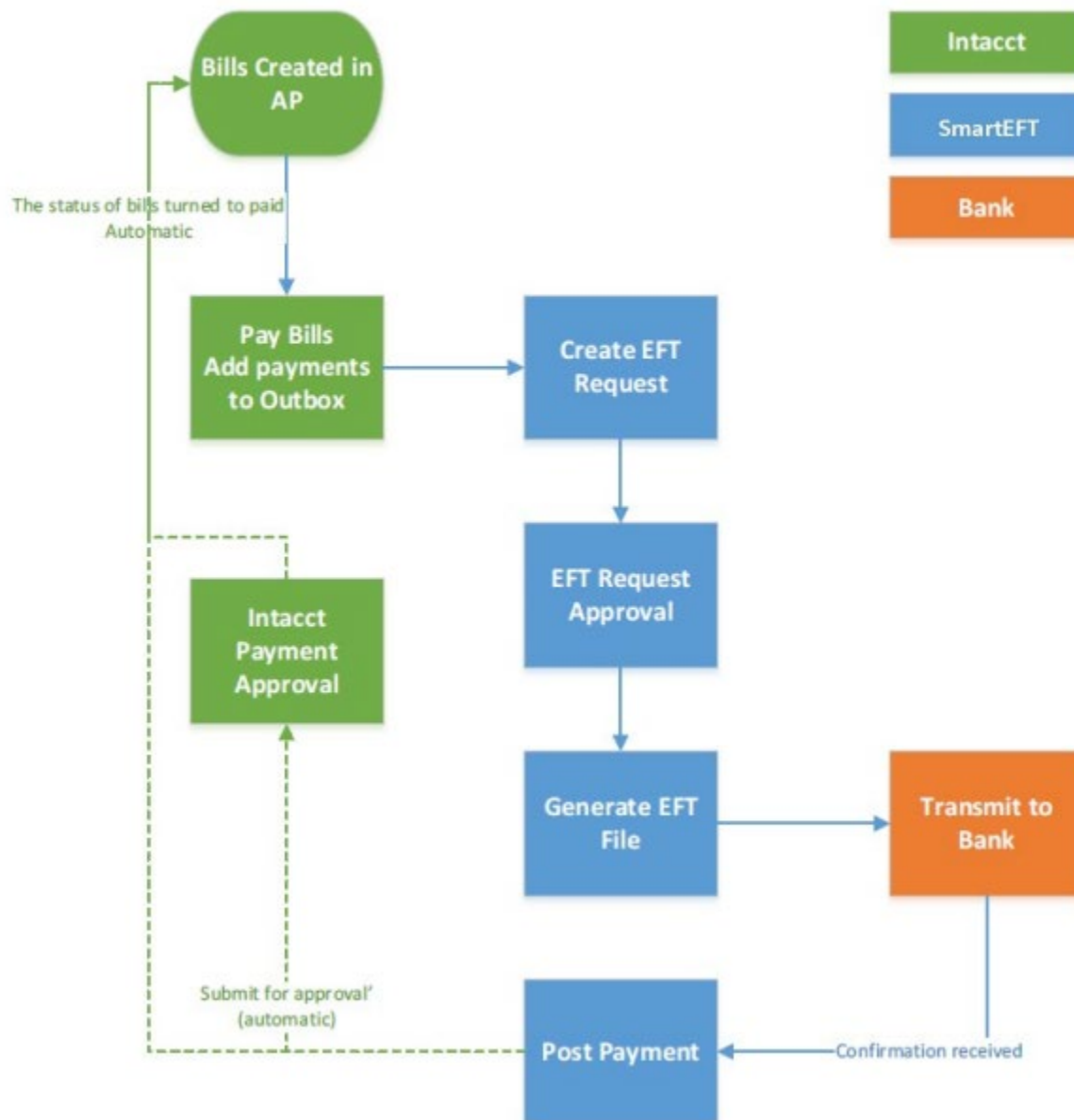
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What is SmartEFT – AP

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

SmartEFT - AP Workflow



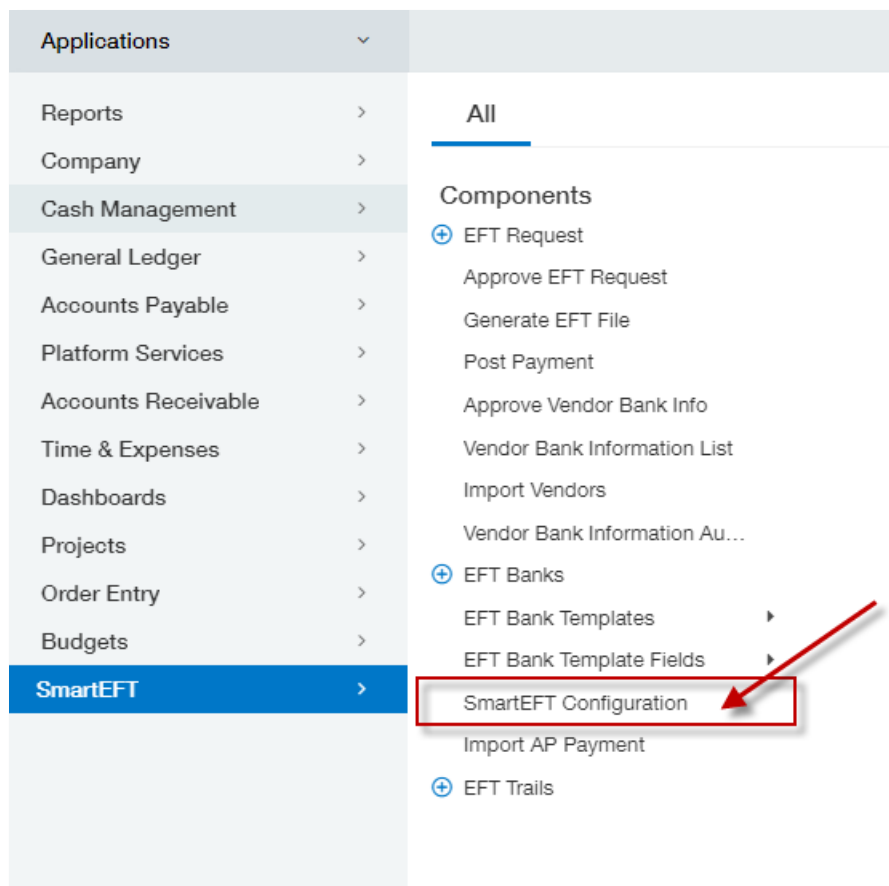
Install SmartEFT – AP

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

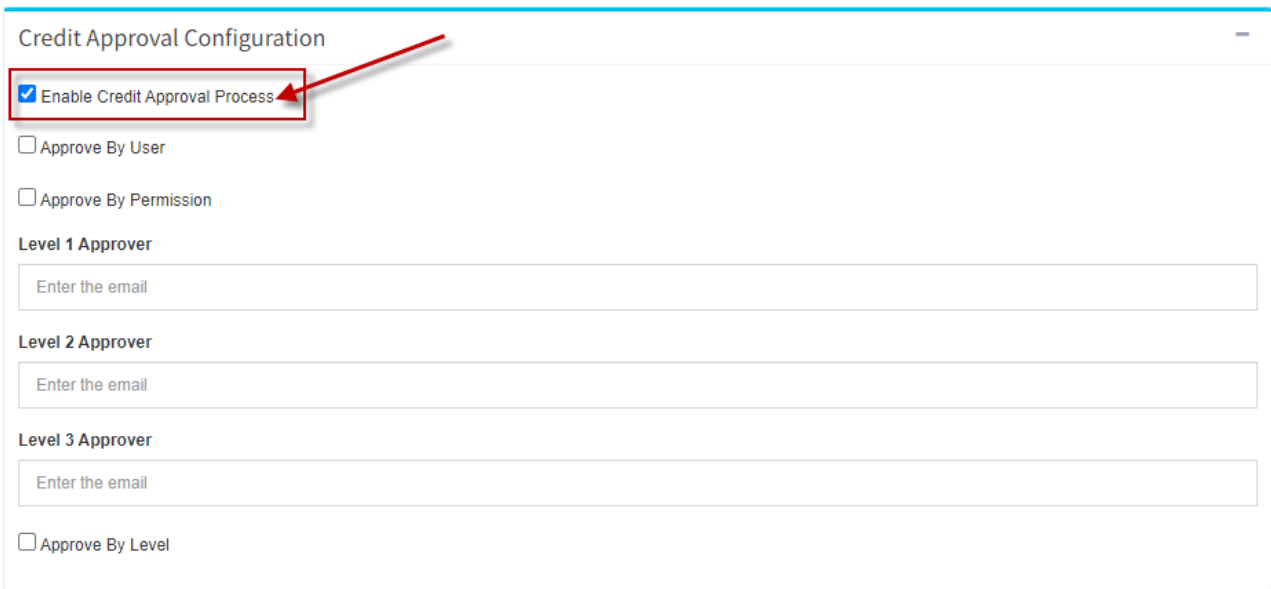
If the approval process is required on SmartEFT, set up the approval process in **SmartEFT > SmartEFT Configuration**.



Requirements -

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

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



Credit Approval Configuration

☒ Enable Credit Approval Process

☐ Approve By User

☐ Approve By Permission

Level 1 Approver

Enter the email

Level 2 Approver

Enter the email

Level 3 Approver

Enter the email

☐ Approve By Level

There are 3 different approval process options 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

Credit Approval Configuration

☒ Enable Credit Approval Process

☒ **Approve By User**

☐ Approve By Permission

Level 1 Approver

Enter the email

Level 2 Approver

Enter the email

Level 3 Approver

Enter the email

☐ Approve By Level

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.

Credit Approval Configuration

☒ Enable Credit Approval Process

☐ Approve By User

☒ **Approve By Permission**

Send Notification To

Enter the email

☐ Approve By Level

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.

Credit Approval Configuration

☒ Enable Credit Approval Process

☐ Approve By User

☐ Approve By Permission

☒ Approve By Level

☐ Approve By Maximum Amount

☐ Approve By Total Amount

LEVELS	MINIMUM AMOUNT	APPROVERS
1 Level 1		
2 Level 2		
3 Level 3		
4 Level 4		
5 Level 5		
6 Level 6		

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.

Approval Notification Configuration

☒ Enable Approval without logging into Intacct

Approval User ID

EFT Web Service User

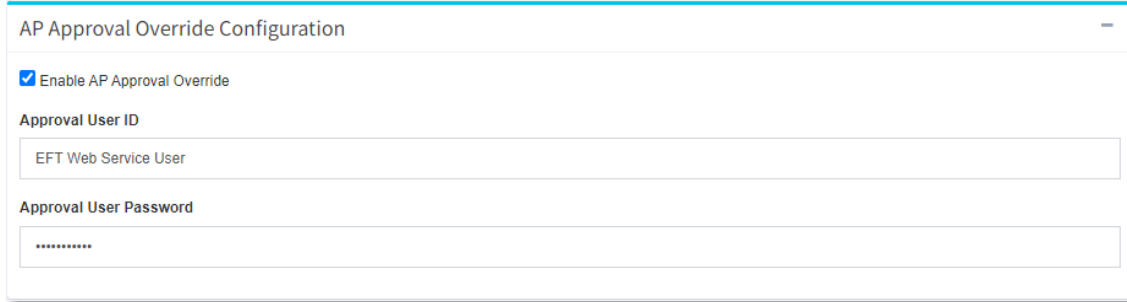
Approval User Password

AP Approval Override Configuration

If you have Payment approval enabled in the Accounts Payable module, you would like to auto-

approve 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.



AP Approval Override Configuration

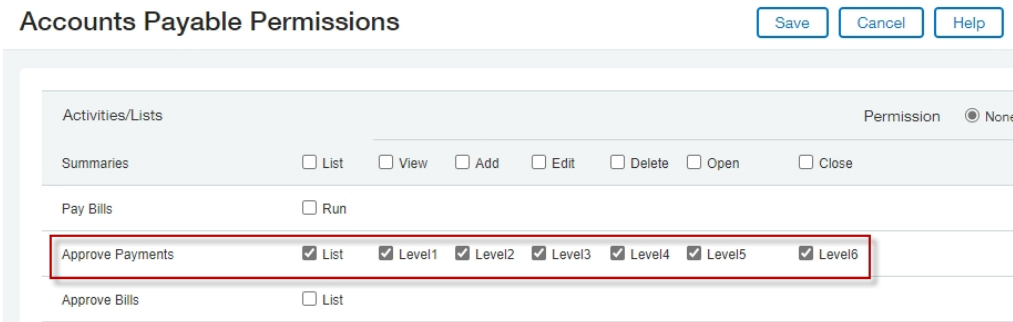
☒ Enable AP Approval Override

Approval User ID

EFT Web Service User

Approval User Password

3. Assign sufficient AP approval permission to Web Service User



Accounts Payable Permissions

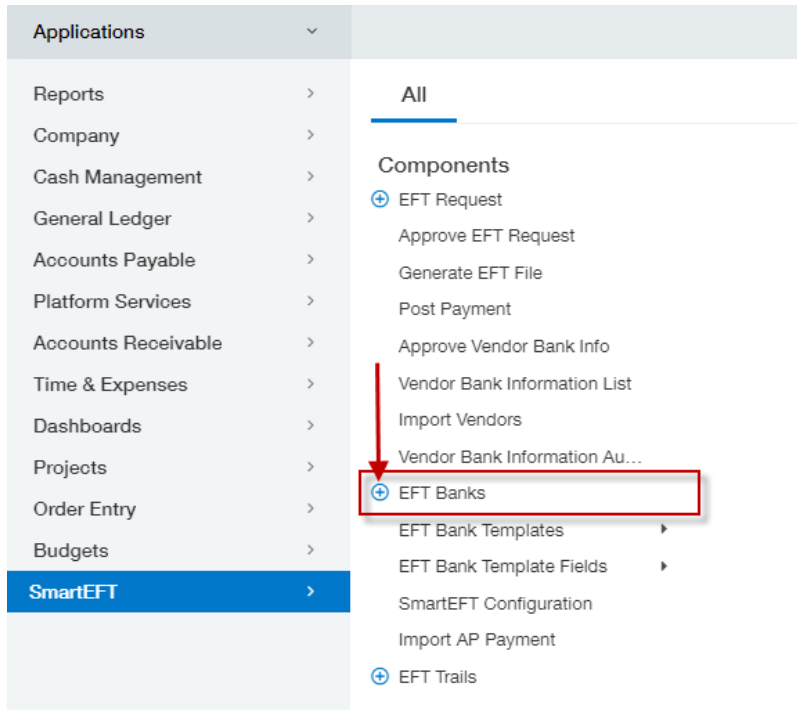
Save Cancel Help

Activities/Lists	Permission
Summaries	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete <input type="checkbox"/> Open <input type="checkbox"/> Close
Pay Bills	<input type="checkbox"/> Run
Approve Payments	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> Level1 <input checked="" type="checkbox"/> Level2 <input checked="" type="checkbox"/> Level3 <input checked="" type="checkbox"/> Level4 <input checked="" type="checkbox"/> Level5 <input checked="" type="checkbox"/> Level6
Approve Bills	<input type="checkbox"/> List

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.

New EFT Bank

EFT Bank Information

EFT Bank

Checking Account

--Please select--

EFT Bank Template

--Please select--

File Naming Convention

Next Check Number

Transaction Currency

Cheque Number

Next Debit Check Number

Status

Active

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

EFT Bank

TEST

Checking Account

100_CHK

EFT Bank Template

CIBC_80Byte

File Naming Convention

Next Check Number

Transaction Currency

USD

Originator Number

Originator's Short Name

Branch Transit Number

Account Number

Cheque Number

Next Debit Check Number

Status

Active

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						<input type="radio"/> None	<input type="radio"/> Read only	<input checked="" type="radio"/> All
EFT Approval Configuration	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
EFT Bank	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
EFT Bank Template	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Import			
EFT Bank Template Field	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Import			
EFT Bank Template Field Value	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
EFT Consolidation File	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Import	<input checked="" type="checkbox"/> Templates		
EFT Manager Configuration	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
EFT Payment	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
EFT Payment Detail	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
EFT Request	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
EFT Trails	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Positive Pay	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
SFTP Audit Trail	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/> Import
EFT Bank Template Field	<input type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/> 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	<input type="radio"/> None	<input type="radio"/> Read only	<input type="radio"/> All
Approve EFT Request	<input type="checkbox"/> Menu			
Generate EFT File	<input checked="" type="checkbox"/> Menu			
Post Payment	<input checked="" type="checkbox"/> Menu			
Approve Vendor Bank Info	<input type="checkbox"/> Menu			
Vendor Bank Information List	<input checked="" type="checkbox"/> Menu			
Import Vendors	<input checked="" type="checkbox"/> Menu			
Vendor Bank Information Audit Trail Report	<input checked="" type="checkbox"/> Menu			
SmartEFT Configuration	<input type="checkbox"/> Menu			
EFT History Report	<input checked="" type="checkbox"/> Menu			
SFTP Audit Trail Report	<input checked="" type="checkbox"/> Menu			

Admin Users Recommended Menus Permissions

SmartEFT Permissions

[Save](#)
[Cancel](#)
[Help](#)

Menus	Permission	<input type="radio"/> None	<input type="radio"/> Read only	<input checked="" type="radio"/> All
Approve EFT Request	<input checked="" type="checkbox"/> Menu			
Generate EFT File	<input checked="" type="checkbox"/> Menu			
Post Payment	<input checked="" type="checkbox"/> Menu			
Approve Vendor Bank Info	<input checked="" type="checkbox"/> Menu			
Vendor Bank Information List	<input checked="" type="checkbox"/> Menu			
Import Vendors	<input checked="" type="checkbox"/> Menu			

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.

Company Permissions

[Save](#)
[Cancel](#)
[Help](#)

Activities and lists	Permission					<input type="radio"/> None	<input type="radio"/> Read only	<input type="radio"/> All
Accounting periods	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete			
Company setup checklist	<input type="checkbox"/> Run							
Clear company data	<input type="checkbox"/> Run							
Departments	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete			
Department groups	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete			
Entities	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete			
Inter-entity account mapping	<input type="checkbox"/> View	<input type="checkbox"/> Edit						
Locations	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete			

Cash Management Permissions

[Save](#)
[Cancel](#)
[Help](#)

Financial institution	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Map accounts
Credit card accounts	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	
Checking accounts	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	
Savings accounts	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	
Bank interest and charges	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Reverse	

Accounts Payable Permissions

[Save](#)
[Cancel](#)
[Help](#)

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

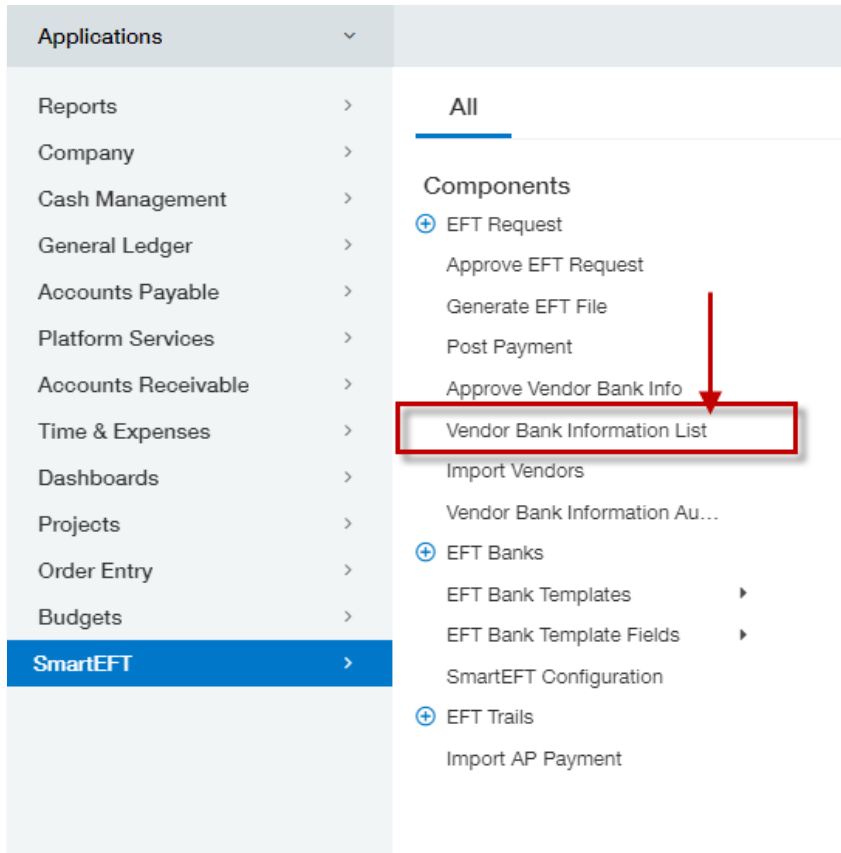
Enable Vendors for SmartEFT – AP

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

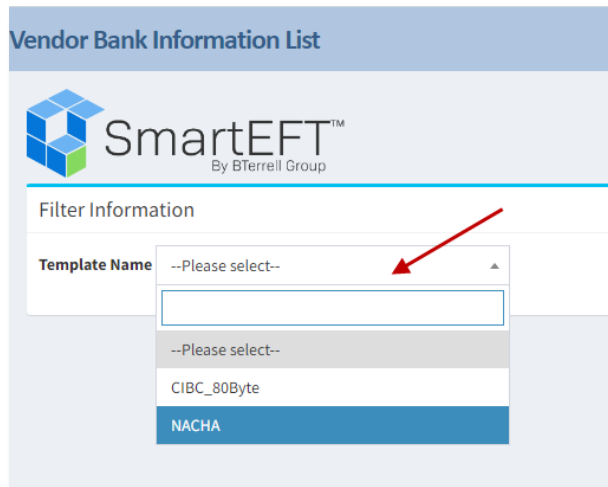
- Navigate to **SmartEFT > Vendor Bank Information list.**



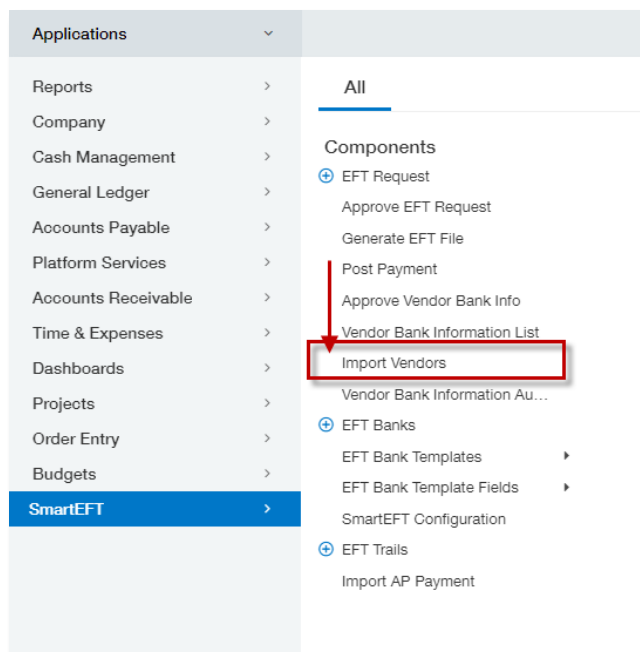
Requirements -

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

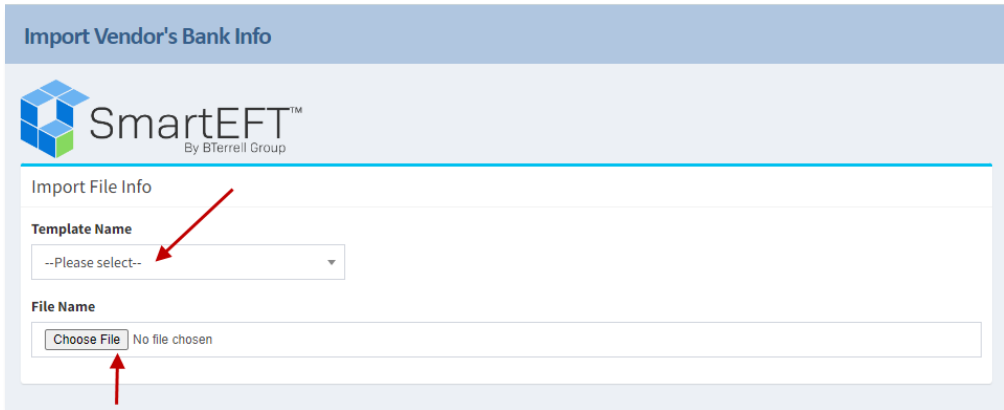
- Select your **bank template** and click **Search** button



- 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**.

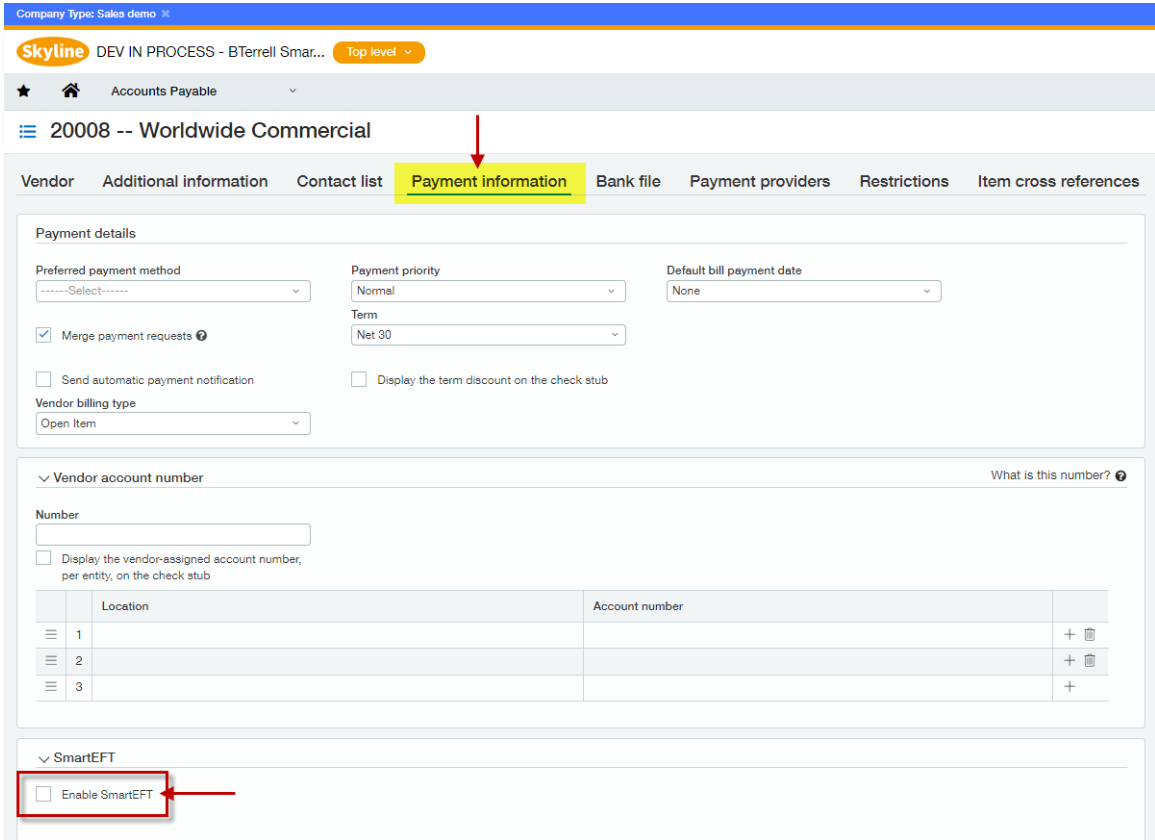
b) **Edit** the Vendor that you will be paying using the SmartEFT program.

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?csid=Accounts_Payable/Setup/Vendors/vendors.htm

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



Company Type: Sales demo

Skyline DEV IN PROCESS - BTerrell Smar... Top level

Accounts Payable

20008 -- Worldwide Commercial

Vendor Additional information Contact list **Payment information** Bank file Payment providers Restrictions Item cross references

Payment details

Preferred payment method: -----Select-----

Payment priority: Normal

Default bill payment date: None

☒ Merge payment requests

☐ Send automatic payment notification

Vendor billing type: Open Item

☐ Display the term discount on the check stub

Term: Net 30

Vendor account number

Number:

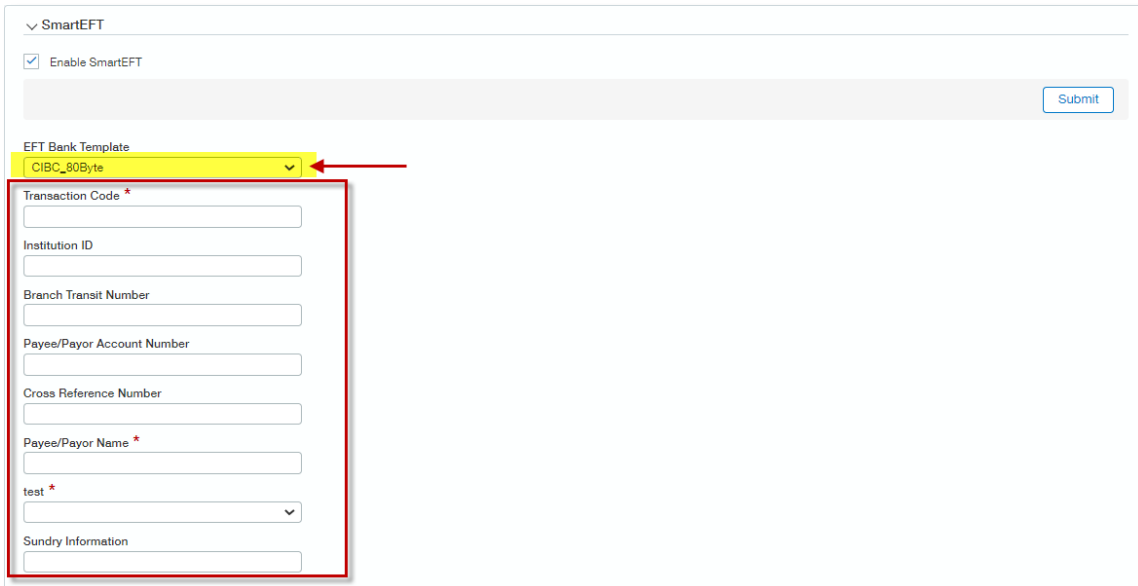
☐ Display the vendor-assigned account number, per entity, on the check stub

	Location	Account number	
1			+ -
2			+ -
3			+

SmartEFT

☐ Enable SmartEFT

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



SmartEFT

☒ Enable SmartEFT

Submit

EFT Bank Template

CIBC_808Byte

Transaction Code *

Institution ID

Branch Transit Number

Payee/Payor Account Number

Cross Reference Number

Payee/Payor Name *

test *

Sundry Information

- 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.

SmartEFT

☒ Enable SmartEFT

Submit

EFT Bank Template

NACHA

Company Type: Sales demo

Skyline DEV IN PROCESS - BTERRELL Smar... Top level

Accounts Payable

20008 -- Worldwide Commercial

Vendor Additional information Contact list Payment information **Bank file** Payment providers Restrictions Item cross references

Enable setup

Select an option to enable service.

☒ Enable ACH payments

☐ None

ACH payments

Routing number

Account type

Checking Account

Account number

Account classification

Business(CTX)

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

SmartEFT

☒ Enable SmartEFT

Submit

EFT Bank Template

CIBC_80Byte

Transaction Code *

123

Institution ID

4567

Branch Transit Number

12345

Payee/Payor Account Number

45678900000

Cross Reference Number

54333333333

Payee/Payor Name *

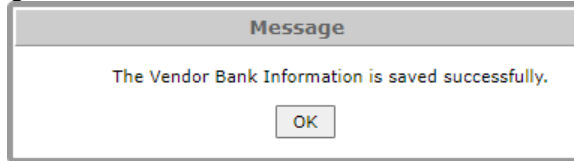
Worldwide Commercial

test *

1

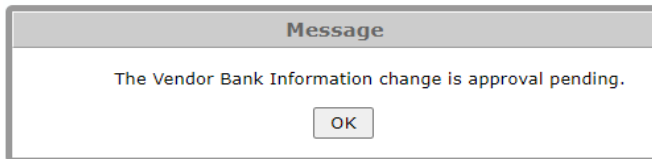
Sundry Information

- 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.

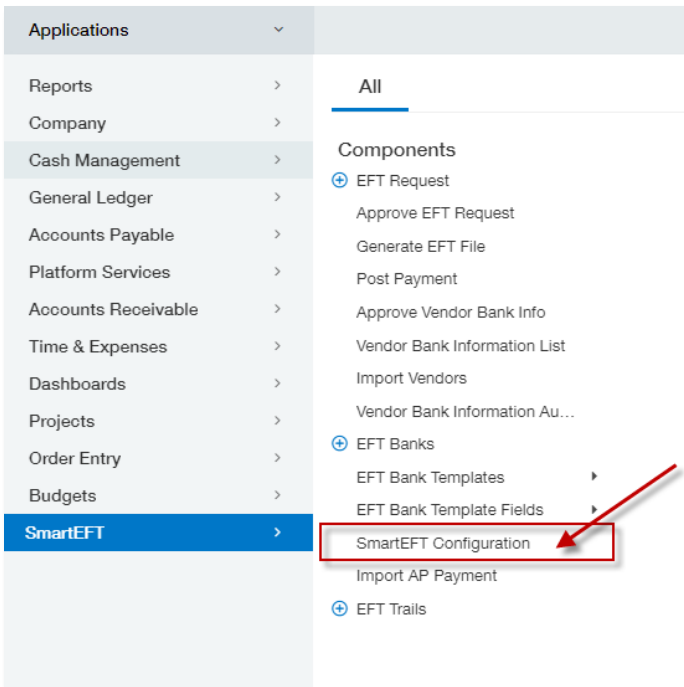
- If the approval process is enabled on Vendor bank information,
 - i. It will show the pop-up message “The Vendor Bank Information change is approval pending.”



- 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)

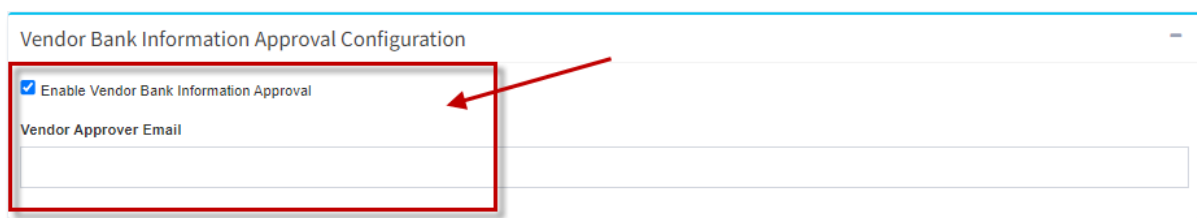
Enable Vendor Bank Information Approval

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

- 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.



- 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.

SFTP Configuration

☒ Enable SFTP

SFTP Host

SFTP User

SFTP Password

SFTP Port

SFTP Private Key

SFTP Upload Folder

Update SFTP

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 multi-currency environment, set payment date to today's date. Or you will see an error message for exchange rate in the next step. This date will be overridden in later step.

Pay Bills Add to outbox Pay now Outbox pay

Filter by:

To see just the bills you want, create and apply a filter. [Tips and tricks on filtering.](#)

Due date range: Vendor range:

Payment method: Bank currency: Bill currency: Payment request method:

Bank: Exchange rate type: Set payment date to: Send payment notifications from:

EFT Payment Name: EFT Status:

Items selected: 0

	Vendor	Bill #	Bill date	Due date	Currency	Amount due	Payment date	Credits available	Credits to apply	Discounts
1	20007--Lenovo	VI-INV006	01/28/2019	04/28/2019	USD	16,500.00	09/09/2022	0.00	0.00	0.00
2	20300--Entity V300	IND004	12/01/2019	12/31/2019	USD	750.00	09/09/2022	0.00	0.00	0.00
3	20080--Jackson Supply, Inc.	ZCTEST - 20220428 - 51	05/25/2022	07/25/2022	USD	1,012.47	09/09/2022	0.00	0.00	0.00
4	20080--Jackson Supply, Inc.	ZCTEST - 20220428 - 54	06/02/2022	08/02/2022	USD	0.36	09/09/2022	0.00	0.00	0.00
5	20080--Jackson Supply, Inc.	ZCTEST - 20220428 - 56	06/04/2022	08/04/2022	USD	811.35	09/09/2022	0.00	0.00	0.00
6	20080--Jackson Supply, Inc.	ZCTEST - 20220428 - 57	06/05/2022	08/05/2022	USD	722.90	09/09/2022	0.00	0.00	0.00

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.

Add more details Save Cancel

Vendor id	Vendor name	Payment date	Payment currency	Amount selected	Base currency	Memo	Doc #	Amount paid by bank (USD) *
1	20009	Wire Vendor	12/11/2018	INR	500.00	USD		

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

Pay Bills

1 payment requests were processed successfully; 0 were unsuccessful.

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.

SmartEFT	>	Components
Cash Management	>	+ EFT Request
General Ledger	>	Approve EFT Request
Accounts Payable	>	Generate EFT File
		Post Payment

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

New EFT Request Edit this Page Object Definition

SmartEFT™
By BTERRELL Group

[View Payment Request](#) [Cancel](#)

User Filters

User Filter
All Outbox

Vendor Filters

From Vendor To Vendor Vendor Type

Payment Filters

EFT Template * EFT Bank Checking Account* Currency

From Payment Date To Payment Date From Payment Amount To Payment Amount

Filters	Description
User filter	<ul style="list-style-type: none"> 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.

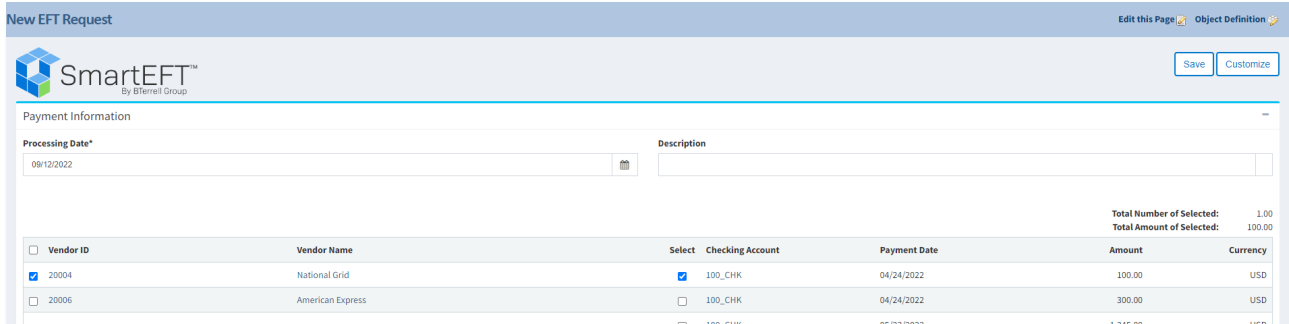
*The field with * is required.

- 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.
- 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.)



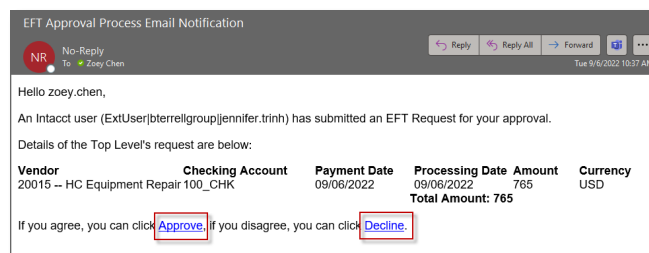
Vendor ID	Vendor Name	Select	Checking Account	Payment Date	Amount	Currency
<input checked="" type="checkbox"/> 20004	National Grid	<input checked="" type="checkbox"/>	100_CHK	04/24/2022	100.00	USD
<input type="checkbox"/> 20006	American Express	<input type="checkbox"/>	100_CHK	04/24/2022	300.00	USD
					1,345.80	USD

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

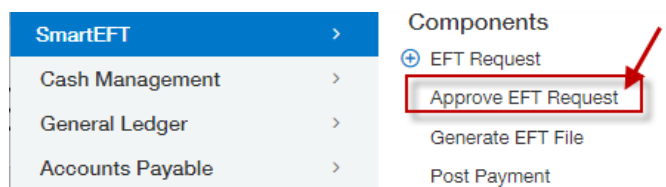
Step 3: Approval EFT Requests

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

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



- If the **Email Approval capability is NOT enabled** 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.



Approve EFT Request Edit this Page

SmartEFT™ By BTerrell Group

ID	EFT Request	Created Date	EFT Bank	Currency	Status	Total Amount	Total Payment Selected	Maximum Payment Amount	Current Approver	Created By	Actions
11482	EFT Request 32	05/31/2022 01:07:06	Test CIBC	USD	Approval Pending	1,210.86	1	1,210.86		ExtUser@btterrellgroup\zoeey.chen	Approve Decline

(1-3 of 3)

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.

Approve EFT Request Edit this Page

SmartEFT™ By BTerrell Group

ID	EFT Request	Created Date	EFT Bank	Currency	Status	Total Amount	Total Payment Selected	Maximum Payment Amount	Current Approver	Created By	Actions
11482	EFT Request 32	05/31/2022 01:07:06	Test CIBC	USD	Approval Pending	1,210.86	1	1,210.86		ExtUser@btterrellgroup\zoeey.chen	Approve Decline
11689	EFT Request 43	06/24/2022 12:07:23	Test CIBC	USD	Approval Pending	1,324.74	1	1,324.74	zoeey.chen@btterrell.com;leo.wang@btterrell.com	ExtUser@btterrellgroup\zoeey.chen	Approve Decline

(1-2 of 2)

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

View EFT Request Edit this Page Object Definition

SmartEFT™ By BTerrell Group

EFT Request Information

EFT Request	EFT Request 32	Status	Approval Pending
From Payment Date		To Payment Date	
EFT Template	CIBC_8084w	EFT Bank	Test CIBC
Processing Date	05/31/2022	Description	
From Payment Amount		To Payment Amount	
Checking Account	100_CHK	Currency	USD
Approved User			

Payment Information

Vendor ID	Vendor Name	Checking Account	Payment Date	Amount	Currency
20080	Jackson Supply, Inc.	100_CHK	05/31/2022	1,210.86	USD

Total Number of Selected: 1.00
Total Amount of Selected: 1,210.86

- 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

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

EFT Request

SmartEFT™ By BTERRELL Group

Next Last (1-26 of 82)

ID	EFT Request	Created Date	EFT Bank	Currency	Status	EFT File	Total Amount	Total Payment Selected	EFT Consolidation ID	Description	Created By	
12832	EFT Request 88	09/14/2022 11:58:21	Test CIBC	USD	File Generated	EFT_220914135947.txt	2,466.44	2			ExtUser@bterrellgroup.coey.chen	Edit View Delete
12815	EFT Request 87	09/12/2022 11:57:01	Test CIBC	USD	File Generated	EFT_220914132628.txt	2,232.88	1			ExtUser@bterrellgroup.coey.chen	Edit View Delete

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.

Edit EFT Request

SmartEFT™ By BTERRELL Group

Save Cancel

EFT Request Information

EFT Request: EFT Request 88

Status: File Generated

From Payment Date:

To Payment Date:

From Payment Amount:

To Payment Amount:

EFT Template: CIBC_808yle

EFT Bank: Test CIBC

Checking Account: 100_CHK

Currency: USD

Processing Date: 09/14/2022

Description:

Payment Information

Vendor ID	Vendor Name	Select	Checking Account	Payment Date	Amount	Currency
<input checked="" type="checkbox"/> 20080	Jackson Supply, Inc.	<input checked="" type="checkbox"/>	100_CHK	05/31/2022	1,120.64	USD
		<input type="checkbox"/>	100_CHK	05/23/2022	1,345.80	USD

Total Number of Selected: 1.00
Total Amount of Selected: 1,120.64

3. Click **Save**

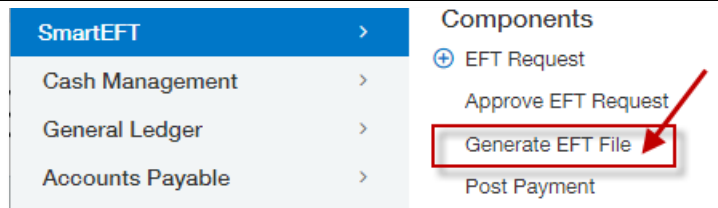
4. If you'd like to include the excluded transaction in a new EFT request, it is available to process now.

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**.



Generate EFT File Edit this Page

SmartEFT™
By BTERRELL Group

ID	EFT Request	Created At	EFT Bank	Currency	Status	Total Amount	Total Payment Selected	Description	Created By	Actions
10663	EFT Request 2	06/07/2021 22:00:17	Test CIBC	USD	Ready to process	18,500.00	1		ExtUser@terrellgroup@engsheng.hk	Generate File
11624	EFT Request 41	06/23/2022 21:45:43	Test CIBC	USD	Ready to process	3.00	1		ExtUser@terrellgroup@engsheng.hk	Generate File
12730	EFT Request 80	09/07/2022 22:12:44	Test CIBC	USD	Ready to process	456.00	1		ExtUser@terrellgroup@jennifer.binh	Generate File

(1-3 of 3)

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.

EFT Request Edit this Page Object Definition

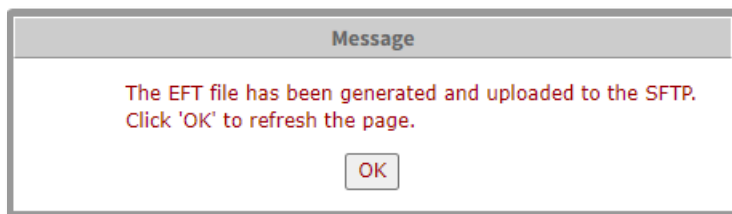
SmartEFT™
By BTERRELL Group

ID	EFT Request	Created Date	EFT Bank	Currency	Status	EFT File	Total Amount	Total Payment Selected	EFT Consolidation ID	Description	Created By	Actions
12815	EFT Request 87	09/12/2022 11:57:01	Test CIBC	USD	File Generated	EFT_220914132028.txt	2,232.88	1			ExtUser@terrellgroup@joey.chen	Edit View Delete

Next Last (1-20 of 81)

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.

Post Payment Edit this Page



ID #	EFT Request	Created Date	EFT Bank	Currency	Status	EFT File	Total Amount	Total Payment Selected	Description	Created By	(1-5 of 5)
12832	EFT Request 88	09/14/2022 11:58:21	Test CIBC	USD	File Generated	EFT_220914135947.txt	2,466.44	2	ExtUserBTERRELLgroupzoeey.chen	Post	
12815	EFT Request 87	09/12/2022 11:57:01	Test CIBC	USD	File Generated	EFT_220914132828.txt	2,232.88	1	ExtUserBTERRELLgroupzoeey.chen	Post	
11863	EFT Request 59	07/17/2022 19:53:15	Test CIBC	USD	File Generated	EFT_220717215608.txt	1,202.54	1	ExtUserBTERRELLgroupfengsheng.li	Post	
10663	EFT Request 2	06/07/2021 22:00:17	Test CIBC	USD	File Generated	EFT_220914135348.txt	18,500.00	1	ExtUserBTERRELLgroupfengsheng.li	Post	
10576	EFT Request 1	11/30/2020 19:41:24	Test CIBC	USD	File Generated	EFT_201130211153.txt	15,000.00	1	fengsheng.li	Post	

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

Message

Vendor ID	Vendor Name	Payment Date	Currency	Amount Selected	Base Currency	Amount Paid By Bank(USD)
20002	Global Properties Inc.	09/15/2022	GBP	1,500.00	USD	<input type="text"/>

[Post](#) [Cancel](#)

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.

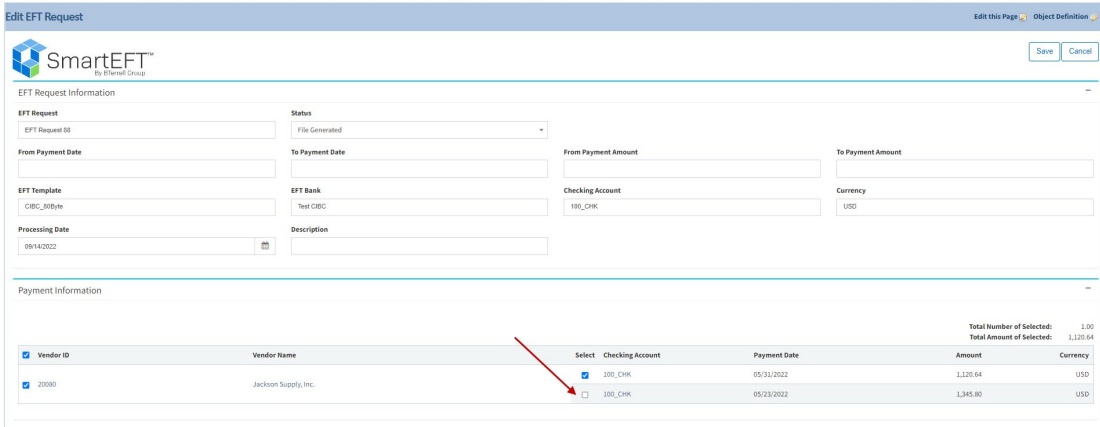
Appendix – Supplemental information

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.



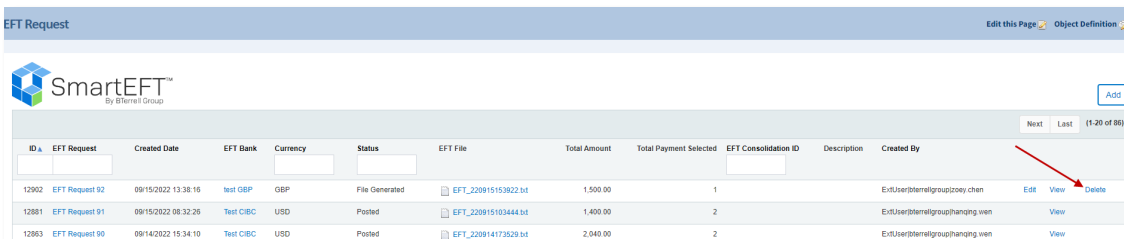
Vendor ID	Vendor Name	Select	Checking Account	Payment Date	Amount	Currency
20080	Jackson Supply, Inc.	<input checked="" type="checkbox"/>	100_CHK	09/31/2022	1,120.64	USD
		<input type="checkbox"/>	100_CHK	09/23/2022	1,345.80	USD

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 status is **NOT Posted**.
3. Use the **Delete** button to remove the request.



ID	EFT Request	Created Date	EFT Bank	Currency	Status	EFT File	Total Amount	Total Payment Selected	EFT Consolidation ID	Description	Created By	Next	Last	(1-20 of 86)
12902	EFT Request 92	09/15/2022 13:38:16	Test GBP	GBP	File Generated	EFT_220915153822.txt	1,500.00	1			EftUser@terrellgroup.com	Edit	View	Delete
12881	EFT Request 91	09/15/2022 08:32:26	Test CIBC	USD	Posted	EFT_220915153444.txt	1,400.00	2			EftUser@terrellgroup.com		View	
12863	EFT Request 90	09/14/2022 15:34:10	Test CIBC	USD	Posted	EFT_220914173528.txt	2,040.00	2			EftUser@terrellgroup.com		View	

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

Advanced filters

Filter name * ☐ Share filter

Pay source entity
-- Select Pay Source Entity --

Entities to pay:

Multi-entity bills
☒ Include
☐ Exclude
☐ Only

Due date range

Vendor range

Bill date range

Bill payment priority

Recommended payment date

Payment range

Amount

Discount available as of

Bill currency

Drill down filters

	Object	Attribute	Operator	Value
1	Vendor	Enable SmartEFT	equals	true
2				
3				

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

