



BTerrell SmartEFT – AR User Guide

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

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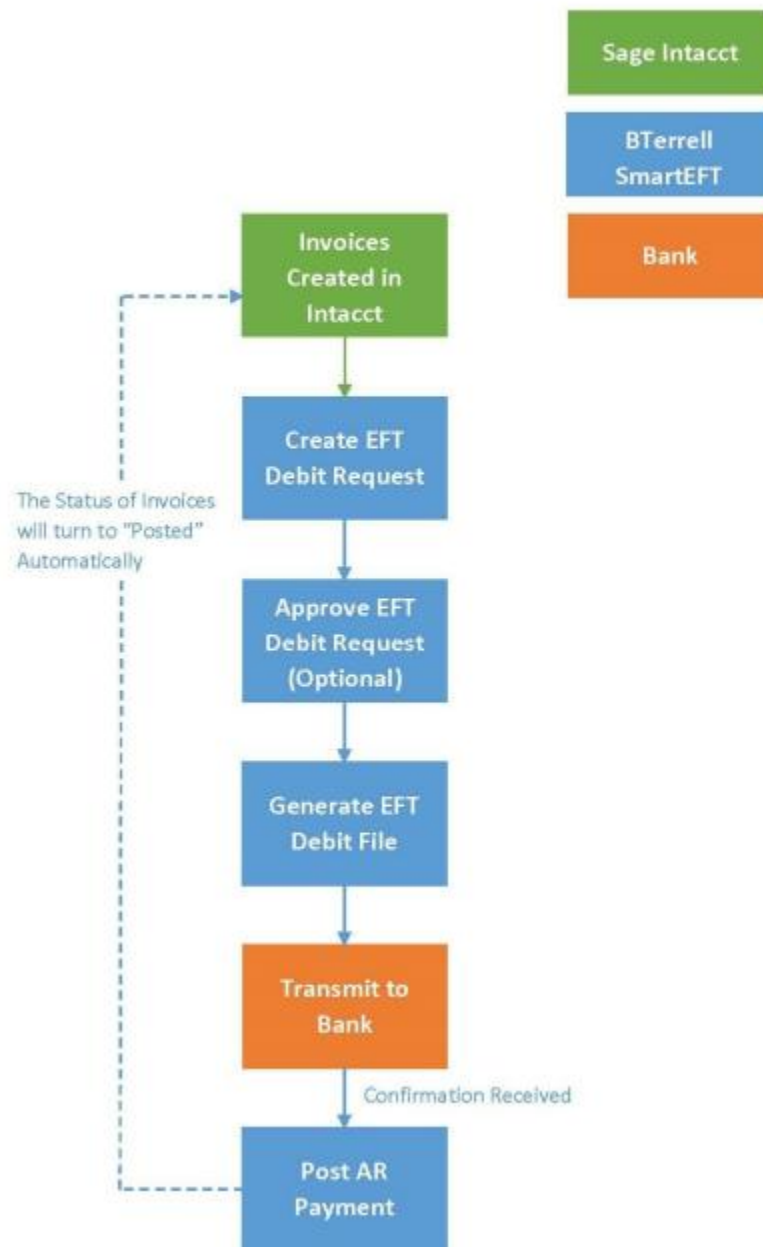
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What is SmartEFT – AR

SmartEFT AR is a proprietary tool developed by BTerrell Group that allows a client to do Electronic Fund Transfers from their Customers. 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 – AR Workflow



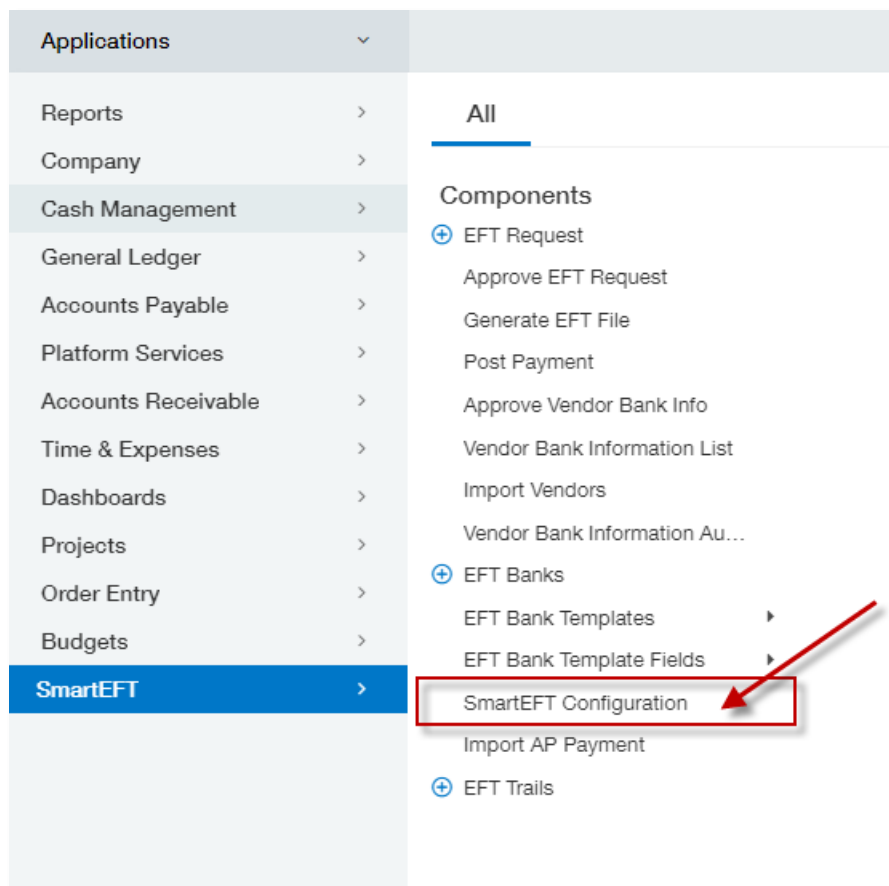
Install SmartEFT – AR

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

Configuration

Enable Approval Process

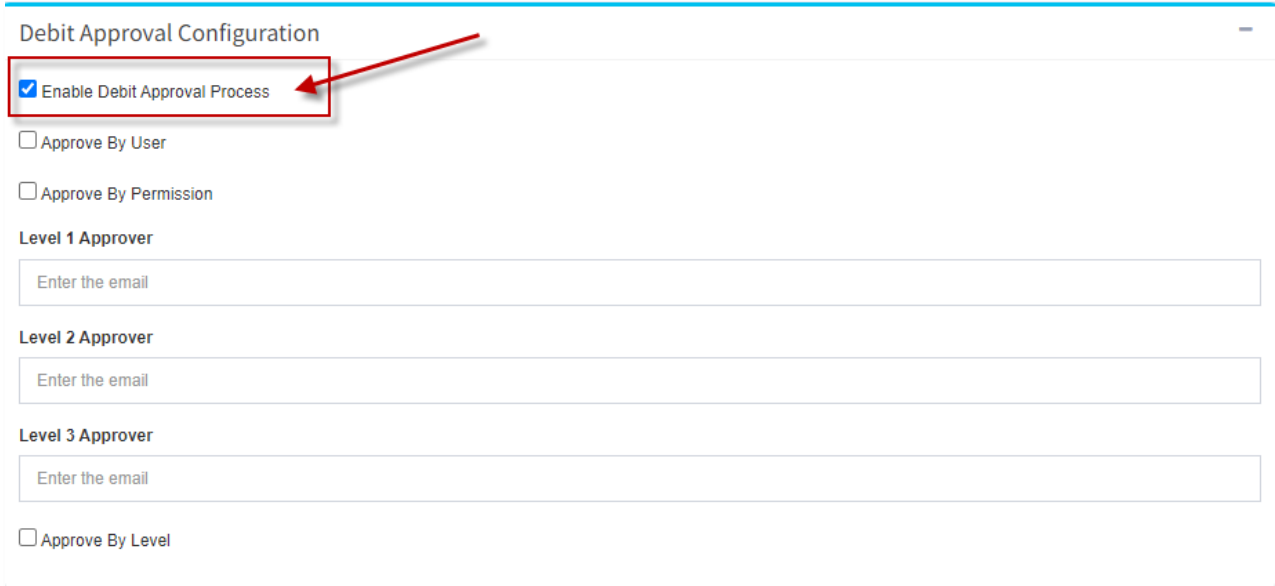
If the approval process is required on SmartEFT, set up the approval process in **SmartEFT > SmartEFT Configuration**.



Approver Requirements -

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

1. Select **Enable Debit Approval Process**.



Debit Approval Configuration

☒ Enable Debit 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

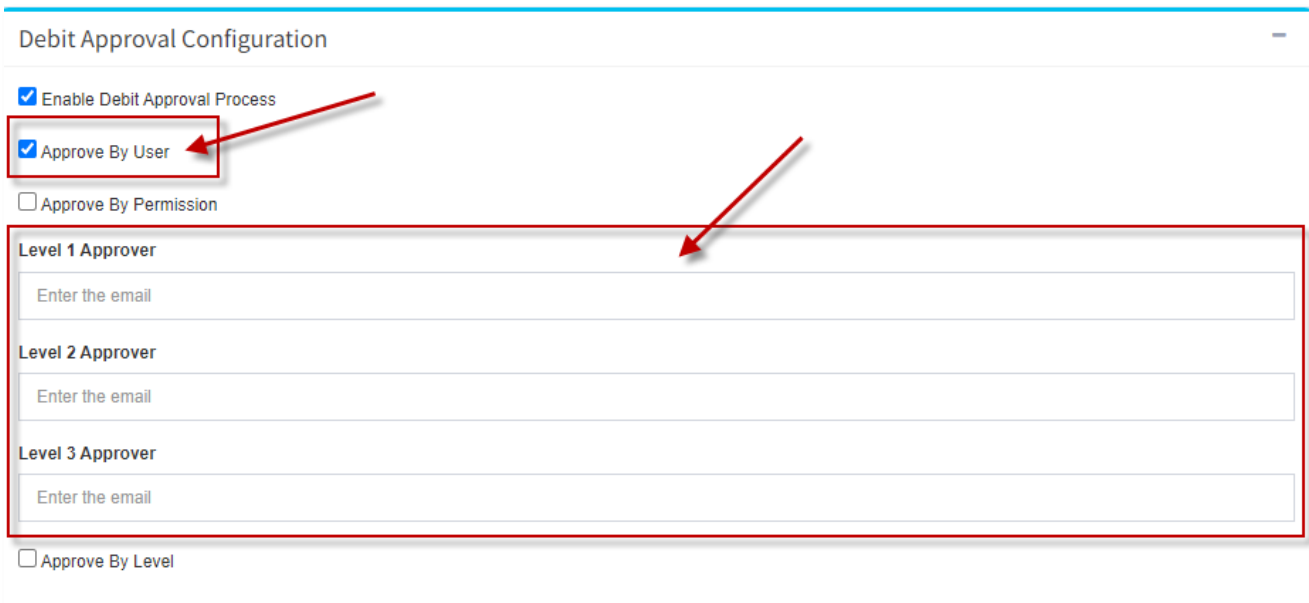
☐ Approve By Level

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



Debit Approval Configuration

☒ Enable Debit Approval Process

☒ Approve By User

☐ Approve By Permission

Level 1 Approver

Enter the email

Level 2 Approver

Enter the email

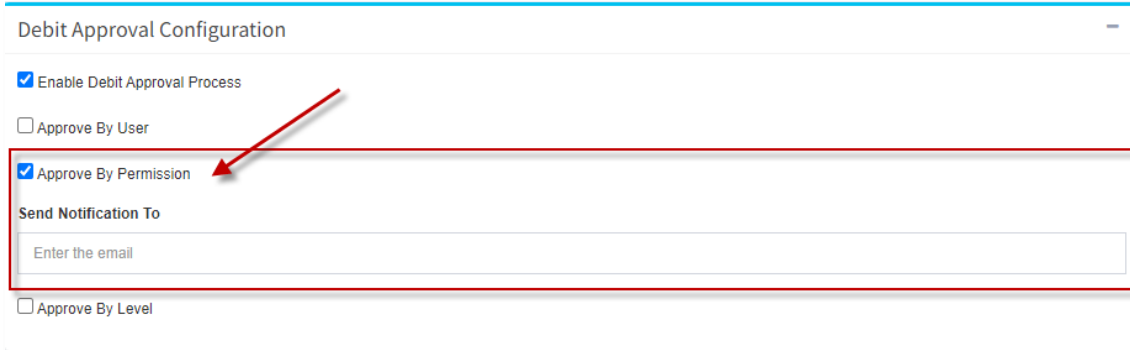
Level 3 Approver

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.



Debit Approval Configuration

☒ Enable Debit Approval Process

☐ Approve By User

☒ Approve By Permission

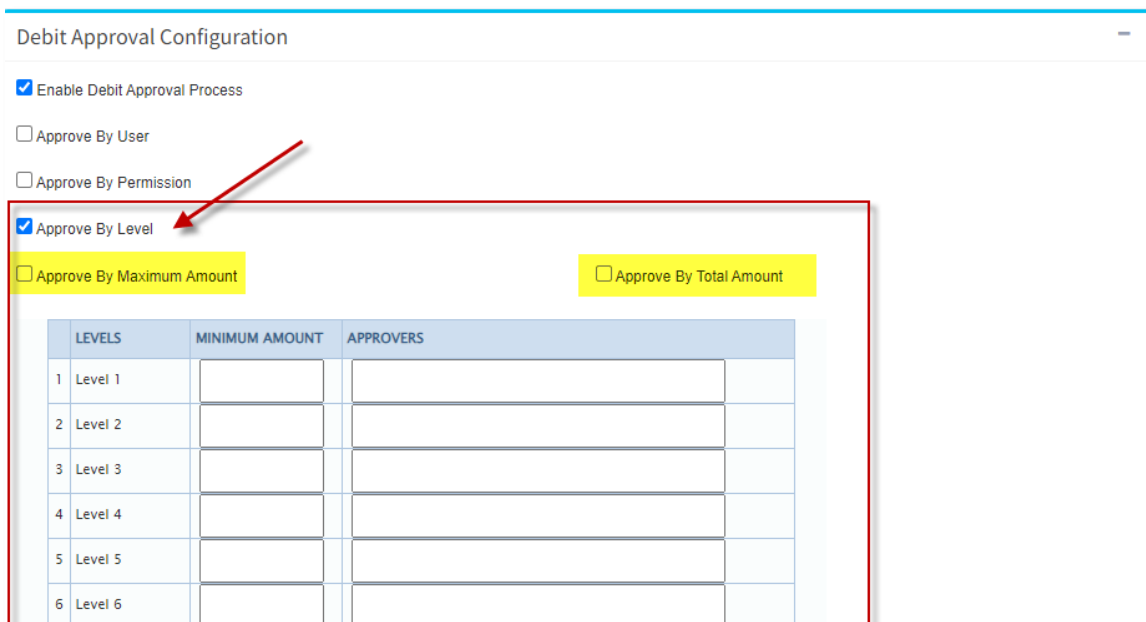
Send Notification To

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.



Debit Approval Configuration

☒ Enable Debit 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		

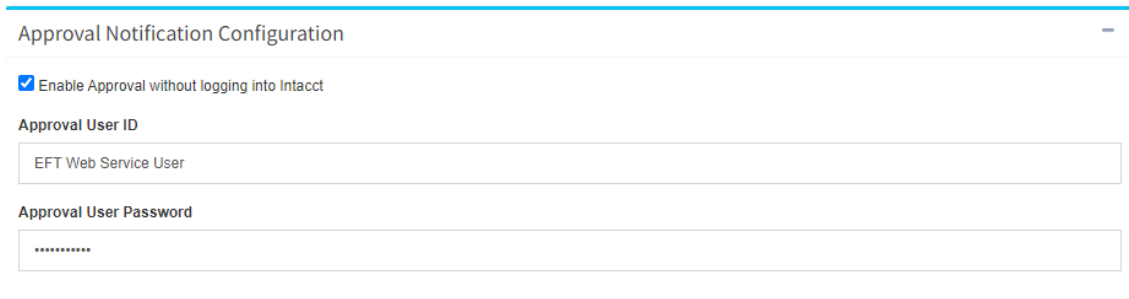
2. Click **Save**.

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

Enable Email Approval capability

If you want to approve 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 AR 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

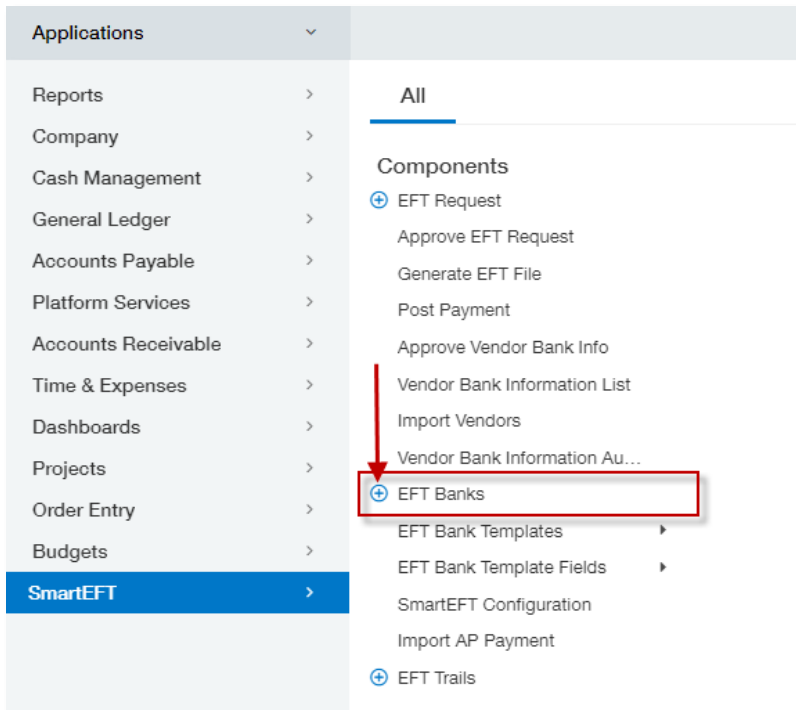
EFT Web Service User

Approval User Password

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	<input type="text"/>
Checking Account	--Please select--
EFT Bank Template	--Please select-- +
File Naming Convention	<input type="text"/>
Next Check Number	<input type="text"/>
Transaction Currency	<input type="text"/>
Cheque Number	<input type="text"/>
Next Debit Check Number	<input type="text"/>
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	<input type="text"/>
Next Check Number	<input type="text"/>
Transaction Currency	USD
Originator Number	<input type="text"/>
Originator's Short Name	<input type="text"/>
Branch Transit Number	<input type="text"/>
Account Number	<input type="text"/>
Cheque Number	<input type="text"/>
Next Debit Check Number	<input type="text"/>
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 SmartEFT module. If you have a super user of SmartEFT, full permission should be given to that user. If you have multiple users with different tasks in the workflow, the permission can be given based on the task. For example, you might grant a user permission to create EFT request but not approve EFT request.

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 EFT transaction users.

EFT Manager Permissions Save Cancel Help

Objects	Permission <input type="radio"/> None <input type="radio"/> Read Only <input 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	

2. Menus sections are for access control. Take 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.

EFT Manager Permissions Save Cancel Help

Menus	Permission <input type="radio"/> None <input type="radio"/> Read Only <input 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 EFT Expense Request	<input checked="" type="checkbox"/> Menu
Generate EFT Expense File	<input checked="" type="checkbox"/> Menu
Post Employee Reimbursement	<input checked="" type="checkbox"/> Menu
EFT Manager Configuration	<input checked="" type="checkbox"/> Menu

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.

3. In addition to the permissions within SmartEFT module. EFT users will also need below permissions in Company, Cash Management, and Accounts Receivable modules.

Company Permissions

Save Cancel

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
Funds	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete

Cash Management Permissions

Save Cancel

Reconcile Bank	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete <input type="checkbox"/> Reconcile <input type="checkbox"/> Report <input type="checkbox"/> Reopen
Bank Transactions	<input type="checkbox"/> List <input type="checkbox"/> View
Reconcile Credit Card	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Reverse
Charge 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

Accounts Receivable Permissions

Save Cancel H

Customers	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> View <input type="checkbox"/> Add <input checked="" type="checkbox"/> Edit <input type="checkbox"/> Delete
Customer Groups	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Projects	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Project Groups	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Project Types	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Project Status	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Time Types	
Customer Types	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Customer Card Accounts	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Customer Bank Accounts	<input type="checkbox"/> List <input type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Invoices	<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 AR account <input type="checkbox"/> Reverse <input type="checkbox"/> Reclassify

4. Grant Permissions to Approvers

If Approval workflow is turned on within EFT manger module, the approvers need to

be assigned both Accounts Receivable permissions and SmartEFT permissions.

Save Cancel H

Accounts Receivable Permissions

Customers	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Delete
Customer Groups	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Projects	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Project Groups	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Project Types	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Project Status	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Time Types					
Customer Types	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Customer Card Accounts	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Customer Bank Accounts	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Invoices	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Post

☐ Delete
☐ Override AR account
☐ Reverse
☐ Reclassify

SmartEFT Permissions

EFT Consolidation File	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Import
EFT Debit 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 Debit Request	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Delete	
EFT Debit Request Invoice	<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 Debit Request 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 Expense Configuration	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	
EFT Expense Request	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	
EFT Expense Request Payment	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	
EFT Expense Request Payment Detail	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	
EFT Manager Configuration	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	

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 use user/role permission, please check out Sage Intacct help center.

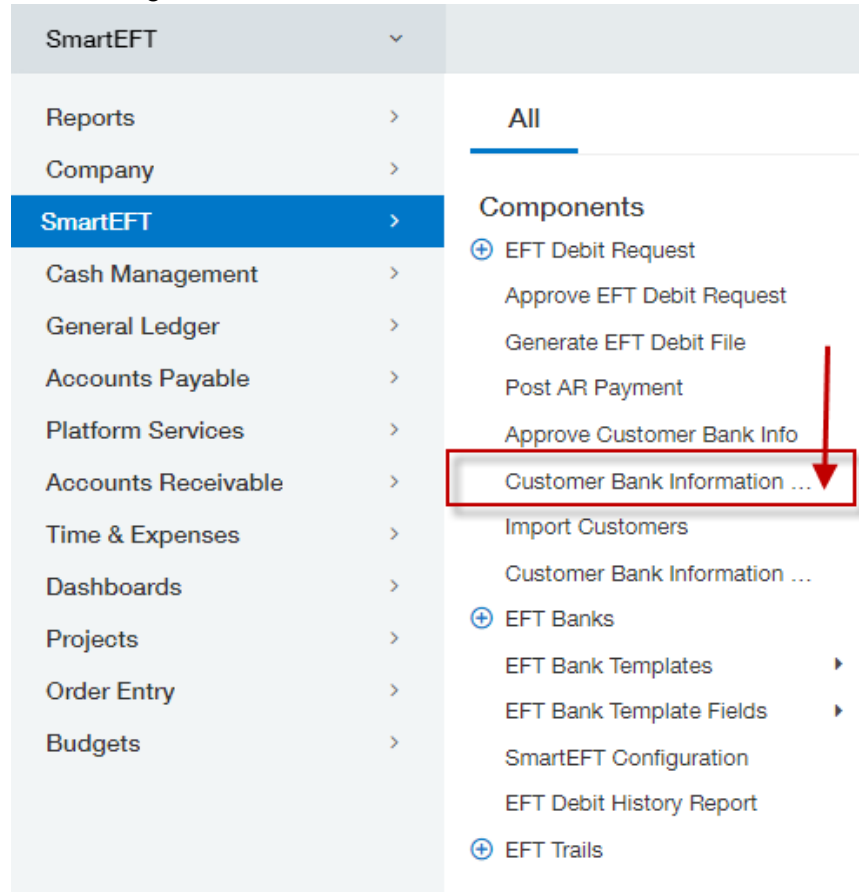
Enable Vendors for SmartEFT – AR

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

1. Mass upload method

a) Download an import template for your bank template

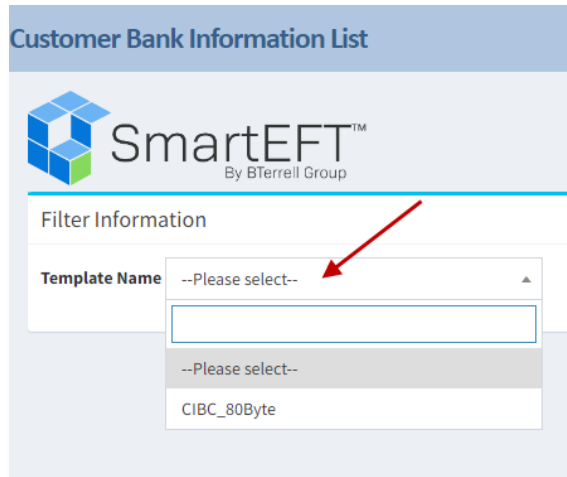
- Navigate to **SmartEFT > Customer Bank Information list.**



Requirements -

Subscription	SmartEFT
User Type	Business [Full or Limited]
Permissions	Customer Bank Information List Import Customers 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



Customer Bank Information List

SmartEFT™
By BTERRELL Group

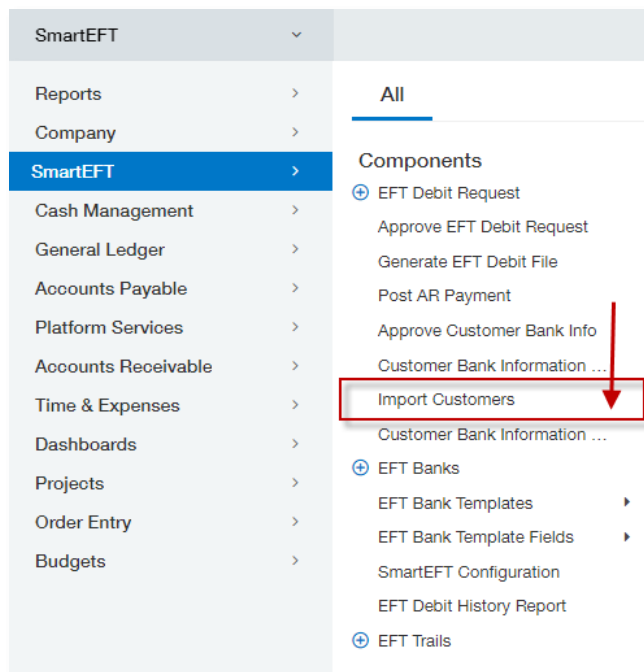
Filter Information

Template Name --Please select--

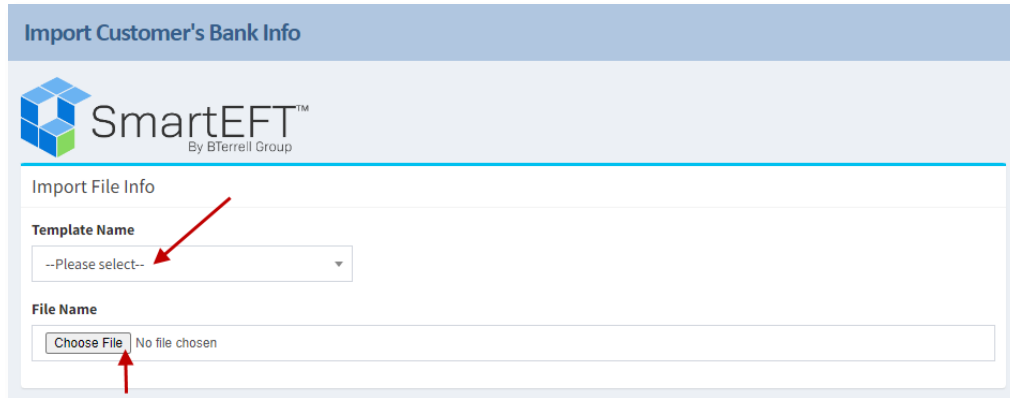
--Please select--

CIBC_80Byte

- 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 Customers**.



- 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 Customer

- a) Navigate to **Accounts Receivable > Customers**.

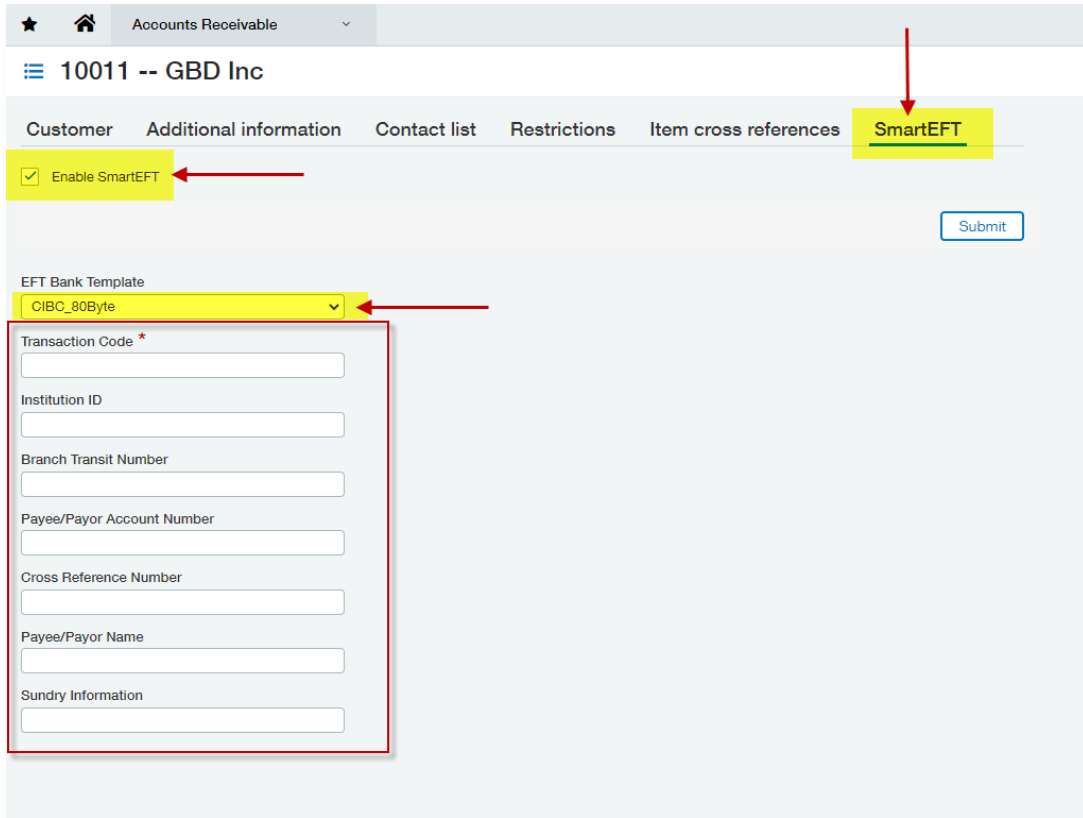
- b) **Edit** the Customer that you will be paying using the SmartEFT program.

Note: The enable function can be used only on existing Customers.

To learn how to create customers, please request assistance from your Sage Intacct Account Manager or use Intacct Help Center.

https://www.intacct.com/ia/docs/help_gx/Accounts_Payable/Setup/Vendors/vendors.htm?cshid=Accounts_Payable/Setup/Vendors/vendors.htm

- c) Click on the **SmartEFT** tab, scroll to the bottom and check the box **Enable SmartEFT**.
- d) Select the appropriate template for the customer and input the other available bank information fields. The fields will differ for different templates.



Accounts Receivable

10011 -- GBD Inc

Customer Additional information Contact list Restrictions Item cross references **SmartEFT**

☒ Enable SmartEFT

Submit

EFT Bank Template

CIBC_80Byte

Transaction Code *

Institution ID

Branch Transit Number

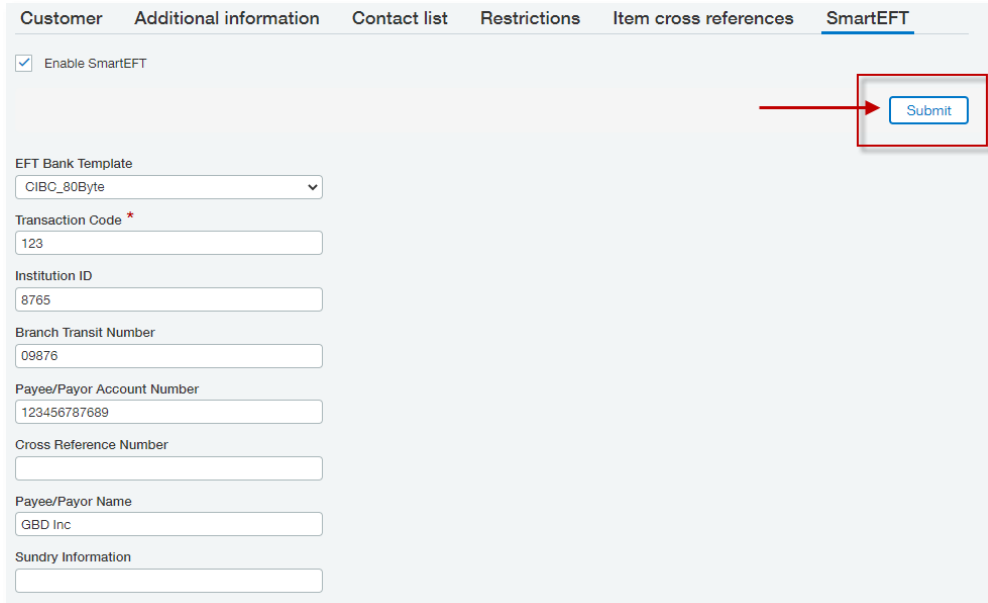
Payee/Payor Account Number

Cross Reference Number

Payee/Payor Name

Sundry Information

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



Customer Additional information Contact list Restrictions Item cross references **SmartEFT**

☒ Enable SmartEFT

EFT Bank Template

CIBC_80Byte

Transaction Code *

123

Institution ID

8765

Branch Transit Number

09876

Payee/Payor Account Number

123456787689

Cross Reference Number

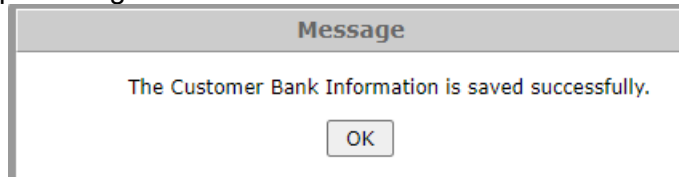
Payee/Payor Name

GBD Inc

Sundry Information

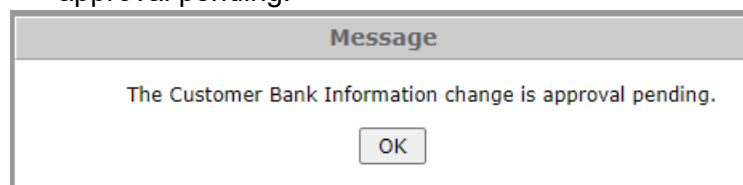
Submit

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



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

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

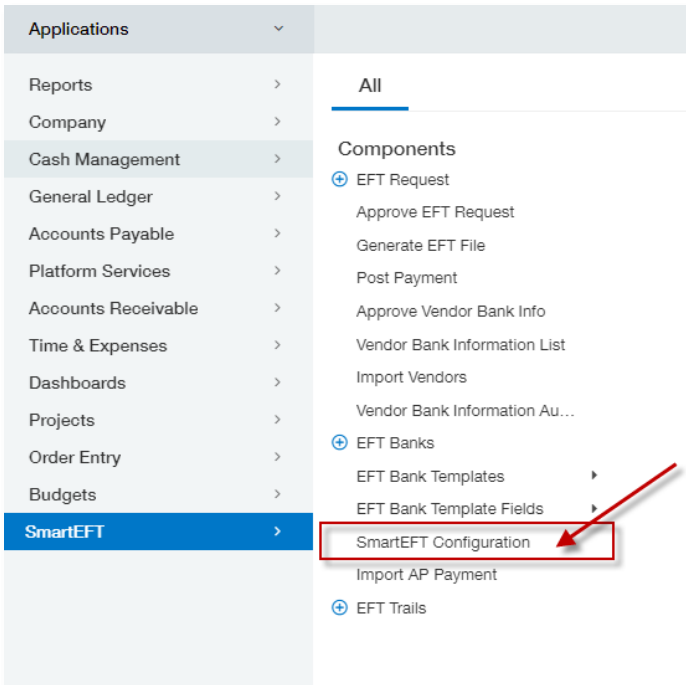


- ii. Click on **OK** to close the message.
 - iii. Click on **Save** button to save the Customer record.
 - iv. The designated Approver will need to navigate to **SmartEFT > Approve Customer Bank Info**, then approve the Customer bank information submission there.

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

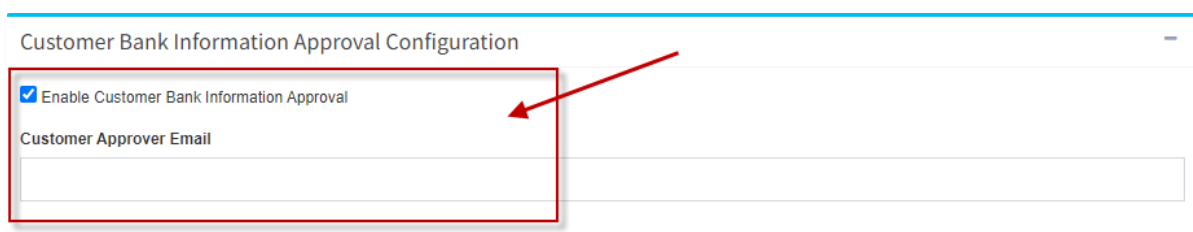
Enable Customer Bank Information Approval

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



Subscription	SmartEFT
User Type	Business
Permissions	SmartEFT Configuration -- List, View, Add, Edit, Delete Approve Customer Bank Info

1. Select **Enable Customer 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.

SFTP Configuration

☒ Enable SFTP

SFTP Host

SFTP User

SFTP Password

SFTP Port

SFTP Private Key

SFTP Upload Folder

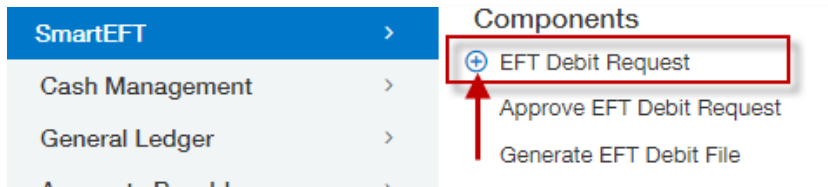
Update SFTP

Use SmartEFT AR to Make Payments

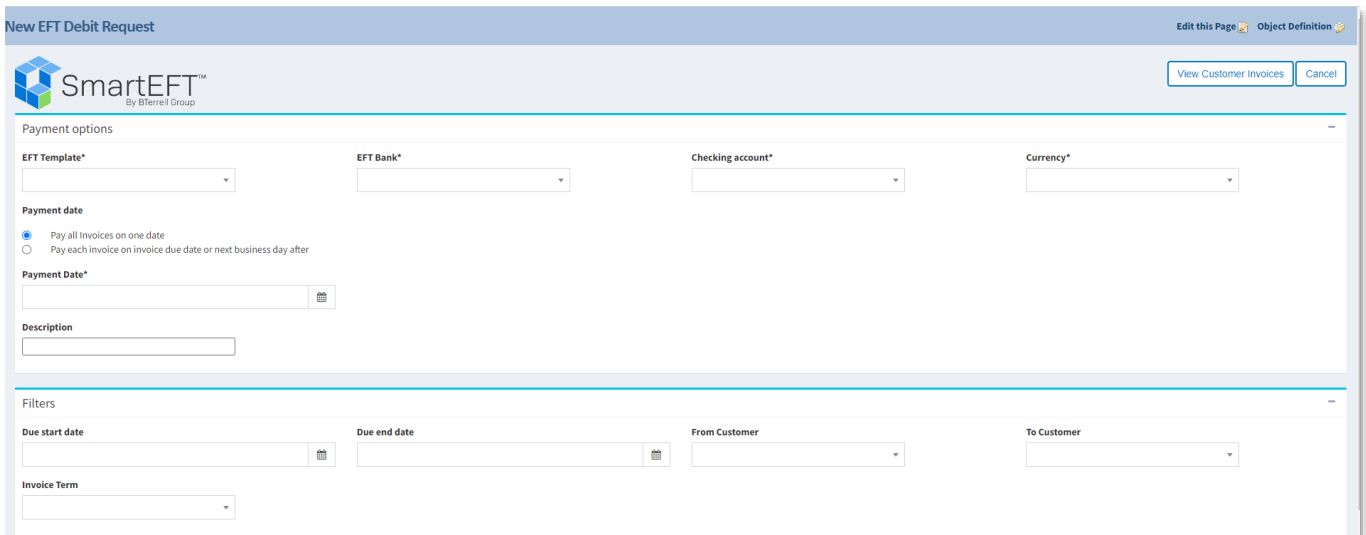
Step 1: Create EFT Debit Requests

Create an EFT Debit Request for customer invoices created in Accounts Receivable module.

1. Go to SmartEFT module and click the “+” sign next to EFT Debit Request to add a new EFT Debit Request.



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



Filters	Description
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.
EFT Bank	It is recommended to select EFT Bank to indicate the template and checking account.
Checking account	EFT Template selection is required.
Currency	Payment Currency. Not bank currency.
Payment Date	Enter the date you would like to receive the fund at your bank account. You can select to receive payment on all invoices included in the EFT Debit Request on the same day or receive the payment of each individual invoice on individual due date or # of next business days after due date.

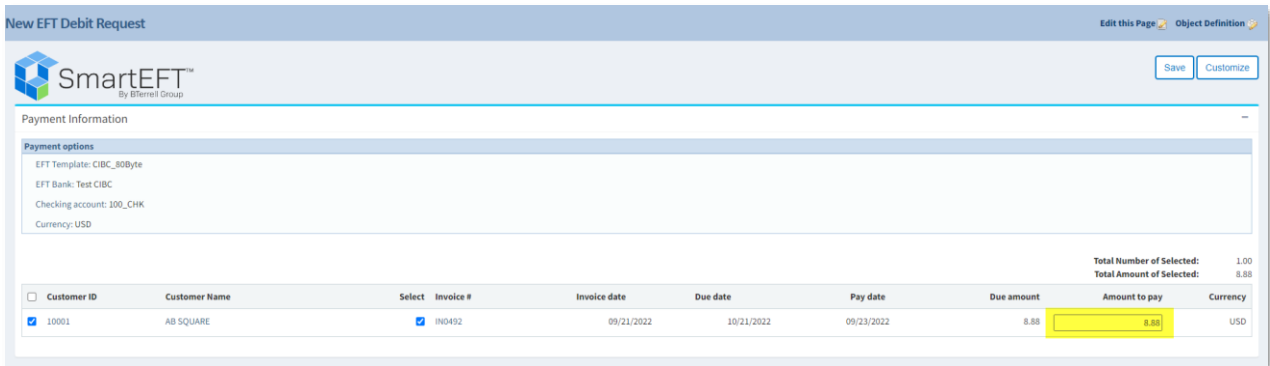
Filters	Description
Description	Optional. Used for internal purpose. Information entered will not be show on the file generated.
From/To Customer	Optional. Select a range of customers. The sequence is ordered by Customer ID.
Due Start/End date	Optional. Select a range of invoice due date.
Invoice Term	Optional. Select a specific invoice term.

*The field with * is required.

3. On the next screen, select the customer invoice(s).

You can choose the amount that you would like to receive from each customer invoice by editing the “Amount to pay” field. You cannot choose to receive more than the individual invoice amount.

(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.)



New EFT Debit Request

SmartEFT™ By BTerrell Group

Payment Information

Payment options

EFT Template: CIBC_80Byte
EFT Bank: Test CIBC
Checking account: 100_CHK
Currency: USD

Total Number of Selected: 1.00
Total Amount of Selected: 8.88

<input type="checkbox"/>	Customer ID	Customer Name	Select	Invoice #	Invoice date	Due date	Pay date	Due amount	Amount to pay	Currency
<input checked="" type="checkbox"/>	10001	AB SQUARE	<input checked="" type="checkbox"/>	INV492	09/21/2022	10/21/2022	09/23/2022	8.88	8.88	USD

4. Click **Save**.

5. A new EFT Debit 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.

EFT Approval Process Email Notification

No-Reply <no-reply@bterrell.com>
2:33 PM

To:

Hello

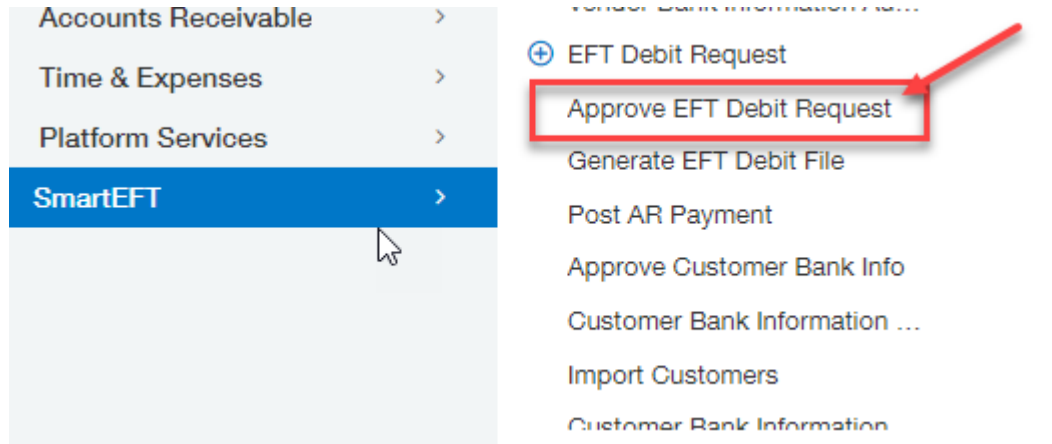
An Intacct user (ExtUser|bterrellgroupjennifer.trinh) has submitted an EFT Debit Request for your approval.

Details of the Top Level's request are below:

Customer	Checking Account	Due Date	Payment date	Amount	Currency
10002 -- EZ Services	100_CHK	12/16/2022	11/16/2022	123	USD
Total Amount: 123					

If you agree, you can click [Approve](#), if you disagree, you can click [Decline](#).

- 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 Debit Request**, and then approve/decline the EFT Debit Request. The requester receives an email notification regarding whether his/her request gets approved or declined.



Approve EFT Debit Request Edit this Page

SmartEFT™
By BTERRELL Group

ID #	EFT Debit Request	Created At	EFT Bank	Currency	Status	Total Invoice Number	Total Invoice Amount	Maximum Amount	Current Approver	Created By	Actions
13787	EFT Debit Request 30	11/16/2022 13:33:28	Test CIBC	USD	Approval Pending	1	123.00	123.00		ExtUser\btterrellgroup\jennifertrinh	Approve Decline

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

Approve EFT Debit Request Edit this Page

SmartEFT™
By BTERRELL Group

ID #	EFT Debit Request	Created At	EFT Bank	Currency	Status	Total Invoice Number	Total Invoice Amount	Maximum Amount	Current Approver	Created By	Actions
13787	EFT Debit Request 30	11/16/2022 13:33:28	Test CIBC	USD	Approval Pending	1	123.00	123.00		ExtUser\btterrellgroup\jennifertrinh	Approve Decline
13783	EFT Debit Request 25	11/16/2022 13:33:05	Test CIBC	USD	Approval Pending	1	888.00	888.00		ExtUser\btterrellgroup\jennifertrinh	Approve Decline

detail page.

Click on the Invoice Number for each payment line in the EFT Debit Request to drill down to the Bill

- If the **EFT Debit 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 Debit Request, you can edit the EFT Request by following the steps below.

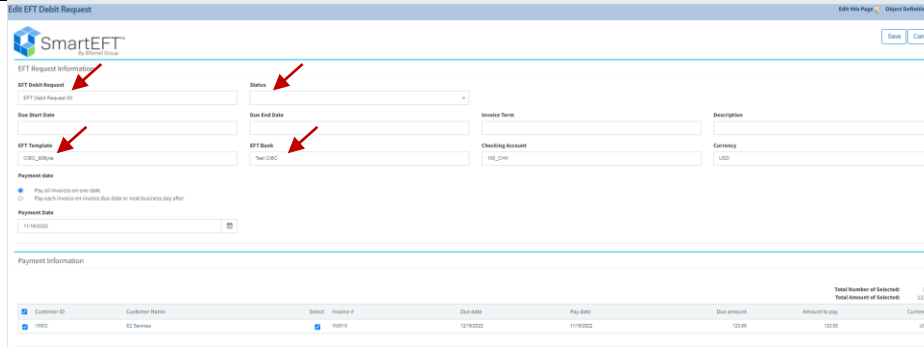
Changes the EFT Request status or edit EFT Request info exclude transactions from being processed

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



ID #	EFT Debit Request	Created Date	EFT Bank	Currency	Status	EFT File	Total Invoice Number	Total Invoice Amount	Total Payment Number	Total Payment Amount	Created By	Actions
13787	EFT Debit Request 30	11/26/2022 13:33:28	Test CIBC	USD	Approval Pending		1	123.00	0	0.00	ExtUserBterrellgroupjennifert@bterrell.com	Edit View Delete
13783	EFT Debit Request 29	11/16/2022 13:22:06	Test CIBC	USD	Approval Pending		1	888.00	0	0.00	ExtUserBterrellgroupjennifert@bterrell.com	Edit View Delete

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



SmartEFT™
By BTERRELL Group

EFT Request Information

EFT Debit Request ID:

Status:

Due Start Date:

Due End Date:

Invoice Terms:

Description:

EFT Template:

EFT Bank:

Checking Account:

Currency:

Payment Date

☐ Pay all invoices on one date
☐ Pay each invoice on invoice due date or next business day after

Payment Date:

Payment Information

Customer ID	Customer Name	Select	Invoice #	Due date	Pay date	Due amount	Amount to pay	Currency
10002	EC Services	<input checked="" type="checkbox"/>	10019	12/16/2022	11/16/2022	123.00	123.00	USD

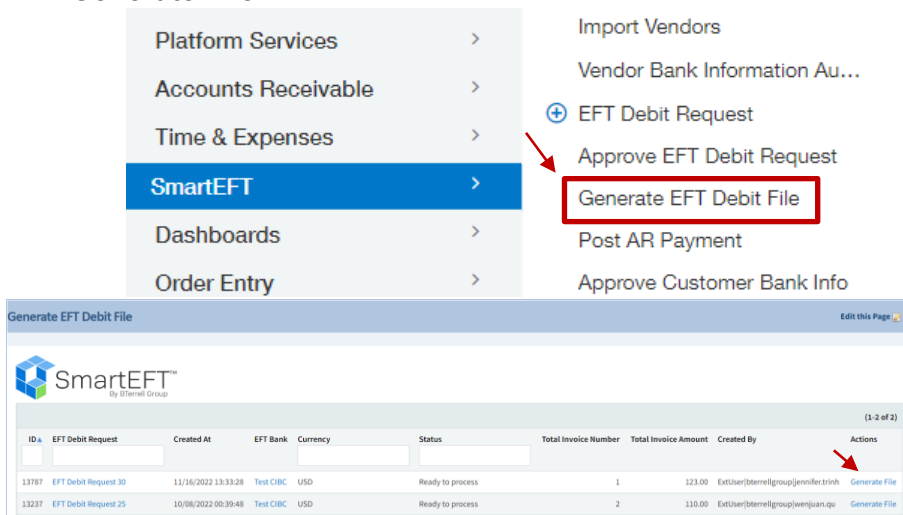
Total Number of Selected: 1.00
Total Amount of Selected: 123.00

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

Step 4: Generate an EFT File

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

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



Platform Services > Import Vendors
Accounts Receivable > Vendor Bank Information Au...
Time & Expenses > ☒ EFT Debit Request
SmartEFT > Approve EFT Debit Request
Dashboards > **Generate EFT Debit File**
Order Entry > Post AR Payment
 Approve Customer Bank Info


Generate EFT Debit File

ID #	EFT Debit Request	Created At	EFT Bank	Currency	Status	Total Invoice Number	Total Invoice Amount	Created By	Actions
13787	EFT Debit Request 30	11/16/2022 13:33:28	Test CBIC	USD	Ready to process	1	123.00	ExtUser@bterrellgroup/jennifer.trinh	Generate File
13227	EFT Debit Request 25	10/08/2022 00:39:48	Test CBIC	USD	Ready to process	2	110.00	ExtUser@bterrellgroup/wenjuan.qi	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 Debit Request list, you can use the hyper link to download the EFT file for the EFT Debit 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 Debit 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 Debit Request Edit this Page Object Definition

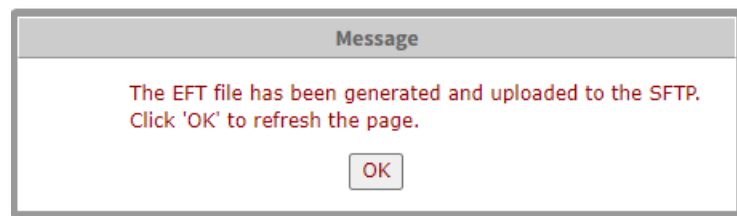
 Add

Next Last (1-20 of 27)

ID	EFT Debit Request	Created Date	EFT Bank	Currency	Status	EFT File	Total Invoice Number	Total Invoice Amount	Total Payment Number	Total Payment Amount	Created By	Actions
13787	EFT Debit Request 30	11/16/2022 13:33:28	Test CIBC	USD	File Generated	 EFTDebit_221117004516.txt	1	123.00	0	0.00	ExtUser@bterrellgroup\jeniffer.trinh	Edit View Delete

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 processing.




Step5: Post the Payment

After the file is accepted by the bank and the funds are transmitted, post the payment via SmartEFT.

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

Post AR Payment Edit this Page



(1-3 of 3)

ID	EFT Debit Request	Created At	EFT Bank	Currency	Status	EFT File	Total Invoice Number	Total Invoice Amount	Total Payment Number	Total Payment Amount	Created By	Actions
13787	EFT Debit Request 30	11/16/2022 13:33:28	Test CIBC	USD	File Generated	EFTDebit_221117004516.txt	1	123.00	0	0.00	ExtUser(bterrellgroup)jennifer.zhang	Post
13256	EFT Debit Request 26	10/08/2022 02:07:18	Test CIBC	USD	File Generated	EFTDebit_221008040836.txt	2	150.00	0	0.00	ExtUser(bterrellgroup)wenjuan.qu	Post
10677	EFT Debit Request 1	06/10/2021 20:15:53	Test CIBC	USD	File Generated	EFTDebit_210701202921.txt	1	20.00	0	0.00	ExtUser(bterrellgroup)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 AR subledger and status of the AR bill(s) included in this EFT Debit Request will become Paid in the AR module.

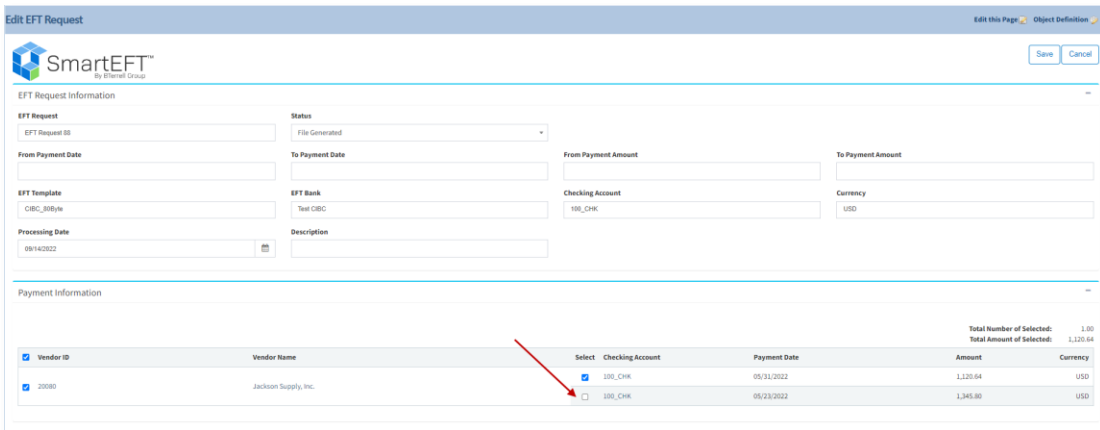
Appendix – Supplemental information

Void SmartEFT – AR 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.



Edit EFT Request

SmartEFT™ By BTerrell Group

EFT Request Information

EFT Request: EFT Request ID, Status: File Generated

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

EFT Template: CIBC_305/4e, 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"/> 20000	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

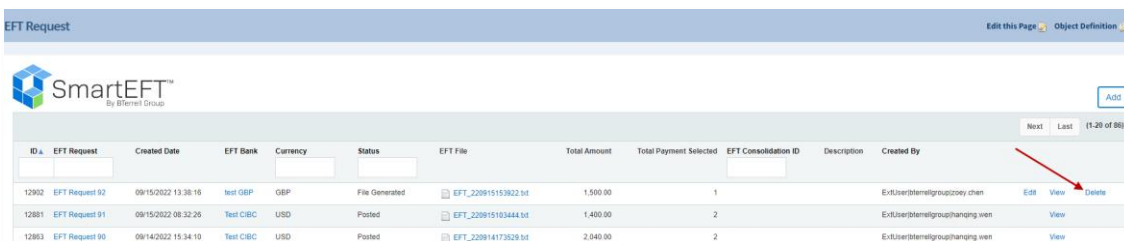
Total Number of Selected: 1.00
Total Amount of Selected: 1,120.64

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 AR > 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.



EFT Request

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	Next	Last	(1-29 of 86)
12902	EFT Request 92	09/15/2022 13:38:16	Test GBP	GBP	File Generated	EFT_220915153622.txt	1,500.00	1			ExtUser@bterrellgroup.com/chen	Edit	View	Delete
12881	EFT Request 91	09/15/2022 08:32:26	Test CIBC	USD	Posted	EFT_220915103444.txt	1,400.00	2			ExtUser@bterrellgroup.com/hanging.ven	View		
12863	EFT Request 90	09/14/2022 15:34:10	Test CIBC	USD	Posted	EFT_220914173529.txt	2,040.00	2			ExtUser@bterrellgroup.com/hanging.ven	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 AR 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 AR Bill is available to be added to the outbox again, and it will allow to include in a new EFT Request for payment.

Remittance Notification

1. If the Customers 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 your 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 are subscribed to 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.

