

Electronic Banking (4.0.10.104)

This topic covers

- Setting up your Cashbook for Electronic Banking
- Setting up your Creditors for Electronic Banking
- Generating an Electronic Payments batch
- Troubleshooting

Cashbook Setup

Add your Bank Account number and specify the export and definition files.

Maintain > CB > Bank Accounts > Select the Bank Account you will be paying your creditors from electronically.

Account No - Enter your bank account number with the segments separated by dashes as shown.

The screenshot shows a software window titled "CB Bank Account Maintenance - 00CHQ - ABC GROUP LTD". At the top, there is a "Select Bank Account" dropdown menu with "00CHQ" selected, and a company name field containing "ABC GROUP LTD". Below this is a tabbed interface with the "Details" tab selected. The "Details" tab contains several input fields: "Bank Code" (00CHQ), "Account Name" (ABC GROUP LTD), "Account No" (00-0000-0123456-00), "Currency Code" (NZD), "Alternate Account", "Web Address", and "Comment". The "Account No" field is highlighted in yellow. On the right side of the window, there are additional tabs: "Account", "Statements", "Links", "Memos", "Balances", "Graph", and "Transactions".

> Details Tab

Electronic Banking

Export File – Specify the name and location of the batch file you will be creating from Accredo.

Definition File - Browse to your banks definition file

Consolidate – Tick this field if you wish to have the payments from AP appear as one amount on your Statement. It is more common to have the payments consolidated than not.

Electronic Banking		
	Electronic Payments	Direct Debits
Export File	Creditor.txt	
Definition File	CBWestpac.pfb	
Consolidate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Accounts Payable Setup

Setup up the Creditors you intend to pay electronically as Payment method Electronic, enter their Bank Account number and other banking details.

Maintain > AP > Creditors > Select Creditor

Payment Method - Select Electronic

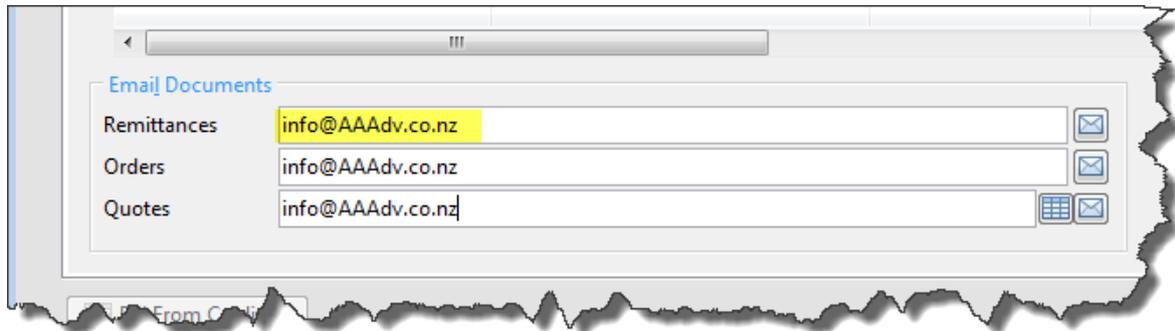
Terms – Payment terms will default from AP Settings, but you can override if necessary. The Payment terms are used to calculate due dates for invoices.

Bill To Creditor	
Payment Method	Electronic
Payment Priority	2
Supply Type	SERVICES
Category 2	
Terms	
Payment Due	1 Months
Day Of Month	20
Discount (%)	
Discount Available	0 Days
Day Of Month	0

> Contacts Tab

Email Documents

Remittances – If you would like to email a Remittance to your Creditor, enter their email address here. Emailing Remittances can be done after the payments have been generated as part of the batch process. You can print remittances for creditors without a Remittances email address.



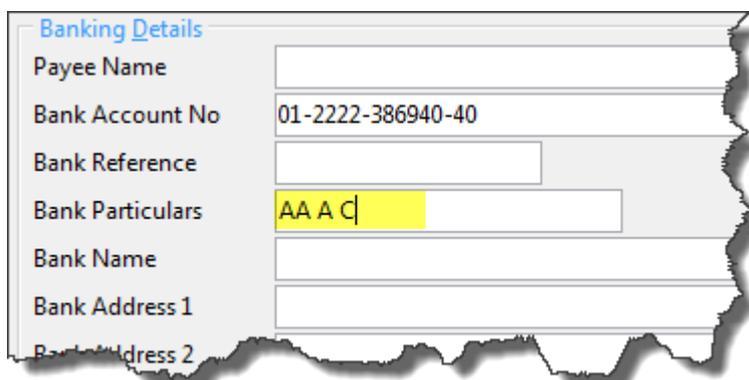
> Banking/Physical Tab

Payee Name – Who you are paying. If you leave this field blank, then the Creditor Name will be used. The Payee Name flows through to the **CB Banking Items - Other Party** Field in CB and is exported as part of the payments batch file.

Bank Account No – Enter the creditor’s bank account number separated by dashes between the segments as shown. The Bank Account number flows through to the **CB Banking Items - Bank Account No** in CB and is exported as part of the payments batch file.

Bank Reference - This field is optional. The Bank Reference flows through to the **CB Banking Items - Reference** in CB and is exported as part of the payments batch file.

Bank Particulars – This field is also optional but is commonly used to store the Code they refer to you as. The Bank Particulars flows through to the **CB Banking Items - Particulars** and is exported as part of the payments batch file.



Invoice Numbers - As well as the Payee Name, Bank Particulars and Bank Reference, your Creditors will most likely want to see the invoice number(s) for which you are paying. The invoice numbers save to the AP Payment Comment field when the payments are generated. The comment field flows through to the **CB Banking Items - Comment** Field and is exported as part of the payments batch file.

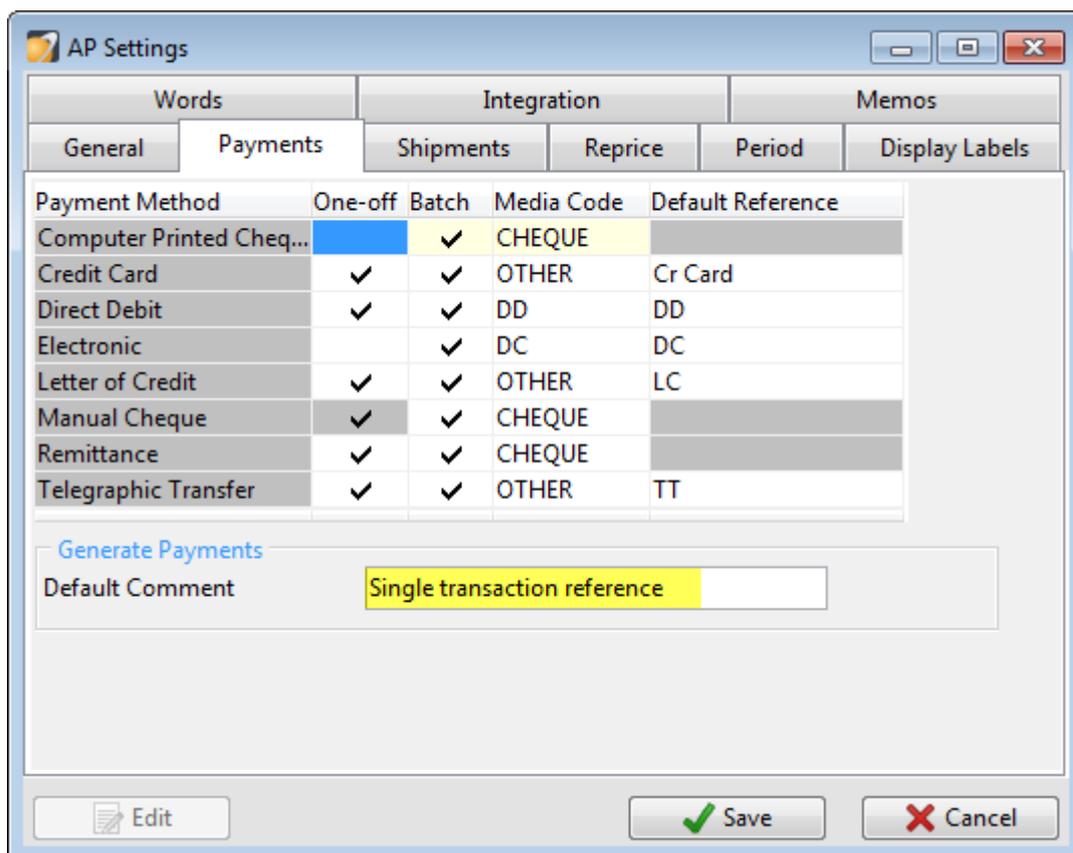
Setup > AP > Settings > Payments Tab

Generate Payments

Default Comment **Single Transaction reference (default)** will bring the invoice number through to the Payment comment field if you are only paying one invoice for the creditor. If you are paying more than one, the comment will be blank

All Transaction References if you are paying one or more invoices for a creditor, it will bring through to the Payment comment field as many invoice numbers as it can limited to the field size.

None it will not bring any invoice numbers through to the comment field.

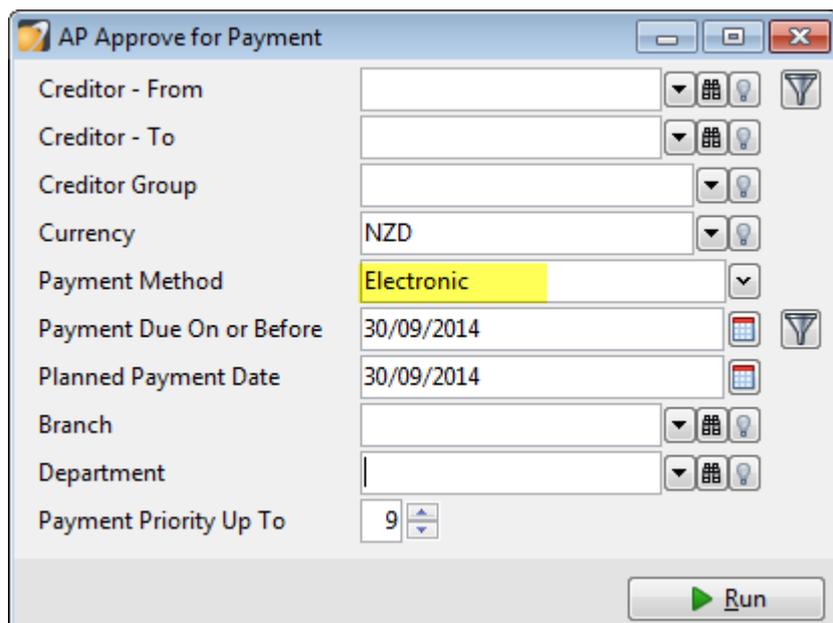


Processing Electronic Payments

Approve For Payment

Before you can generate payments based on outstanding invoices, you need to approve the invoices for payment.

Tasks > AP > Approve for Payment



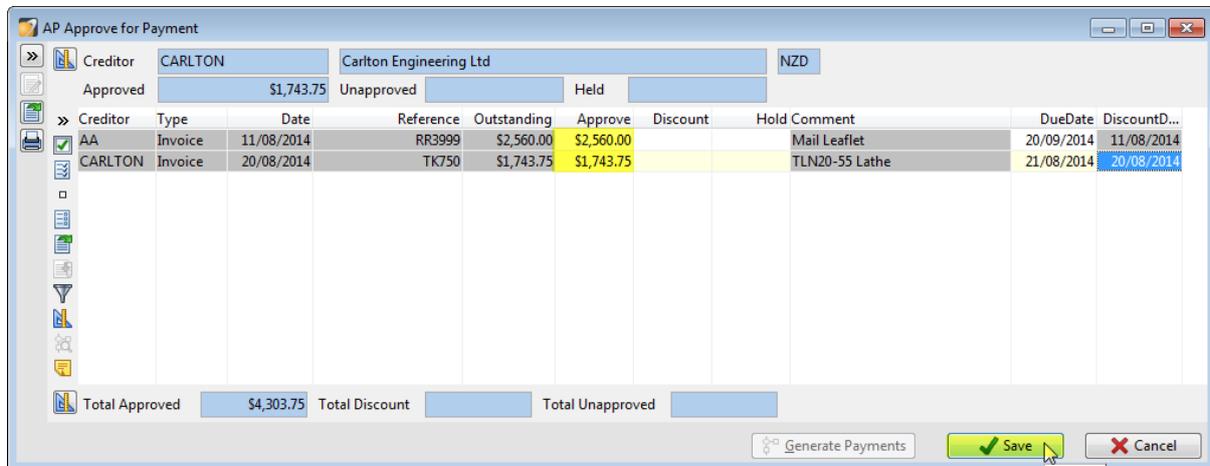
The screenshot shows a window titled "AP Approve for Payment" with the following fields and values:

- Creditor - From: [Blank]
- Creditor - To: [Blank]
- Creditor Group: [Blank]
- Currency: NZD
- Payment Method: Electronic (highlighted)
- Payment Due On or Before: 30/09/2014
- Planned Payment Date: 30/09/2014
- Branch: [Blank]
- Department: [Blank]
- Payment Priority Up To: 9

A "Run" button is located at the bottom right of the window.

Creditor Range	This allows you to select just the creditors you wish to pay, you may also apply a filter on your creditors if you wish. If you leave the fields blank, it will select all creditors that meet the criteria.
Creditor Group	You can select a Creditor Group
Currency	Choose the currency of creditors your are paying
Payment Method	Select Electronic.
Payment Due On or Before	This date defaults to your system date but can be changed. This allows you to select invoices to pay based on their Due Date. You may apply a filter on transactions.
Planned Payment Date	This date defaults to your system date but can be changed. This date is used for calculating any settlement discount.
Branch & Department	If you wish to approve for a specific Branch and/or Department you can do so, or leave blank to include all.
Payment Priority	You can choose to pay up to a Payment Priorty if you have these set on your Creditors.

Once you have made your selections, press Run or press F9 to bring up the list of candidate invoices to approve.



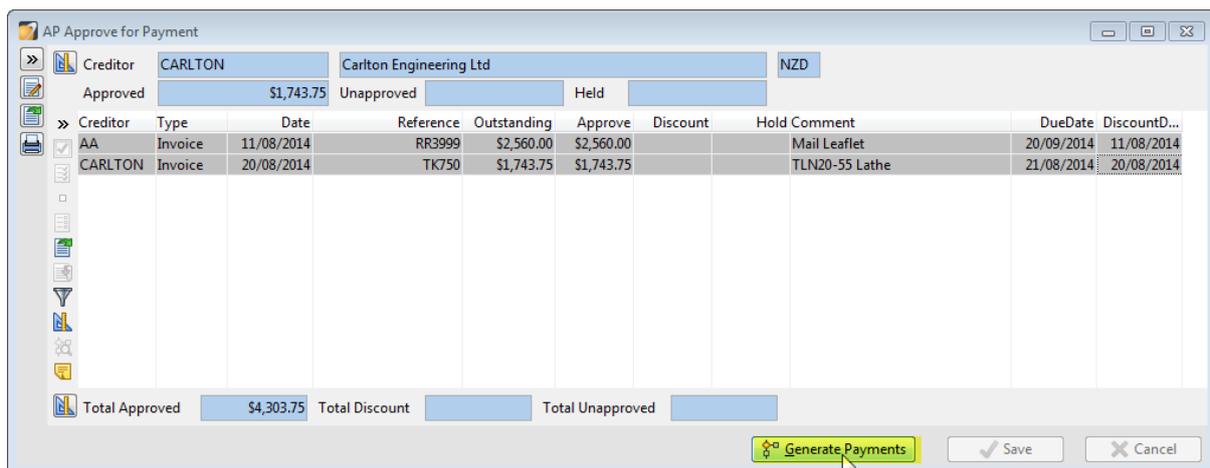
Press F11 and press F4 in the approve column beside each invoice you wish to approve for payment.

To select all, press Shift+F4. You can enter a Hold amount if you don't want to pay part of the invoice at this time ie you may be waiting for a credit. Once you have made your selections, press Save.

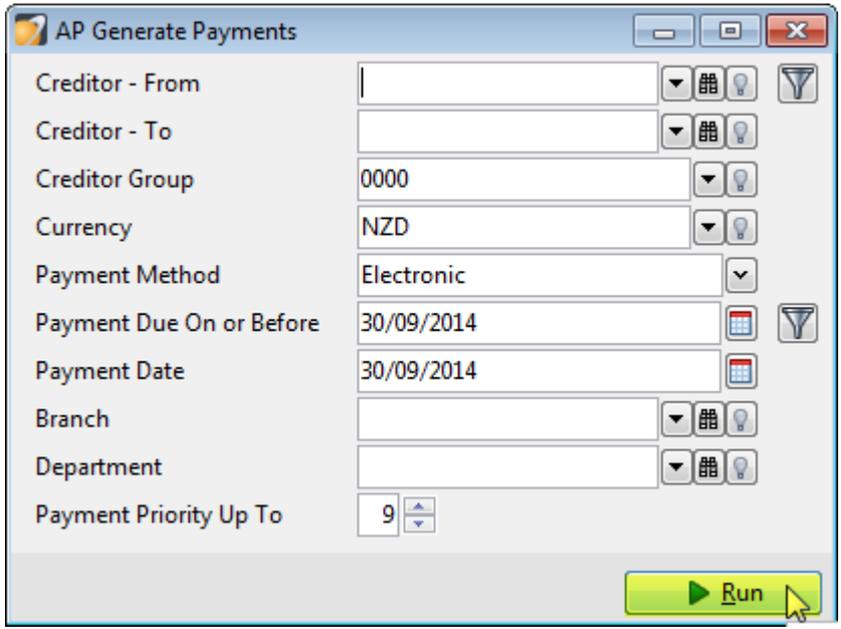
You also have the option to print a report if required.

Generate Payments

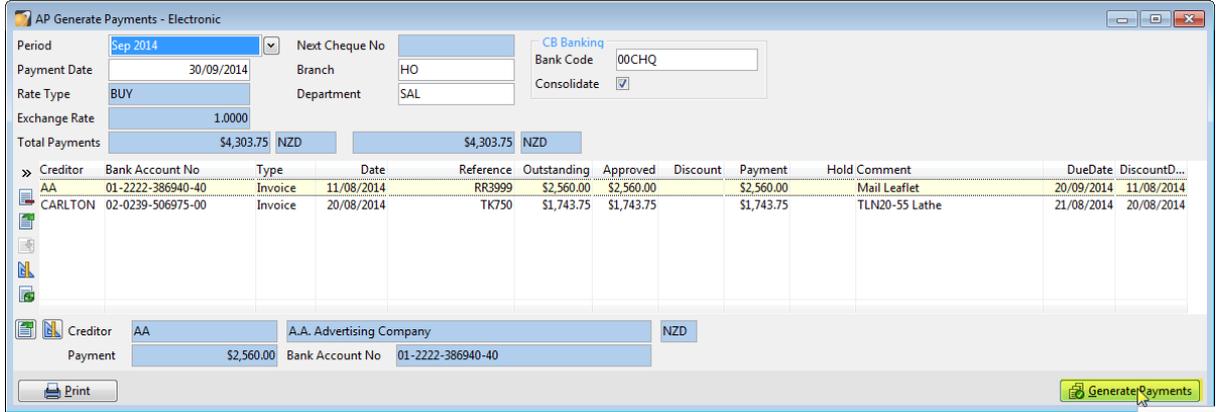
Click the Generate Payments button at the bottom of the Approve for Payment screen.



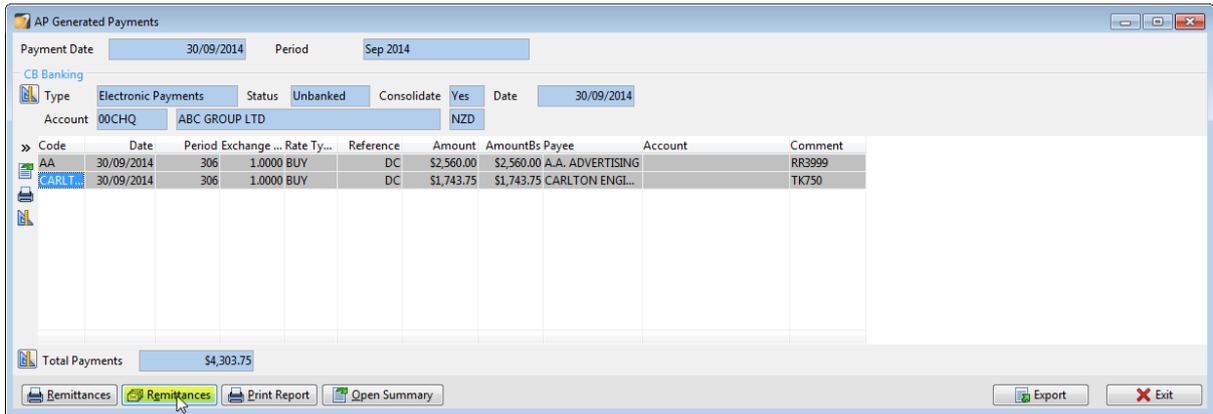
The Generate Payments selection box displays. The selections you made on the Approve for Payments screen will default where they can. If you don't wish to generate payments at this time, you can do this later by clicking Tasks > AP > Generate Payments



Press Run. The following screen will display.

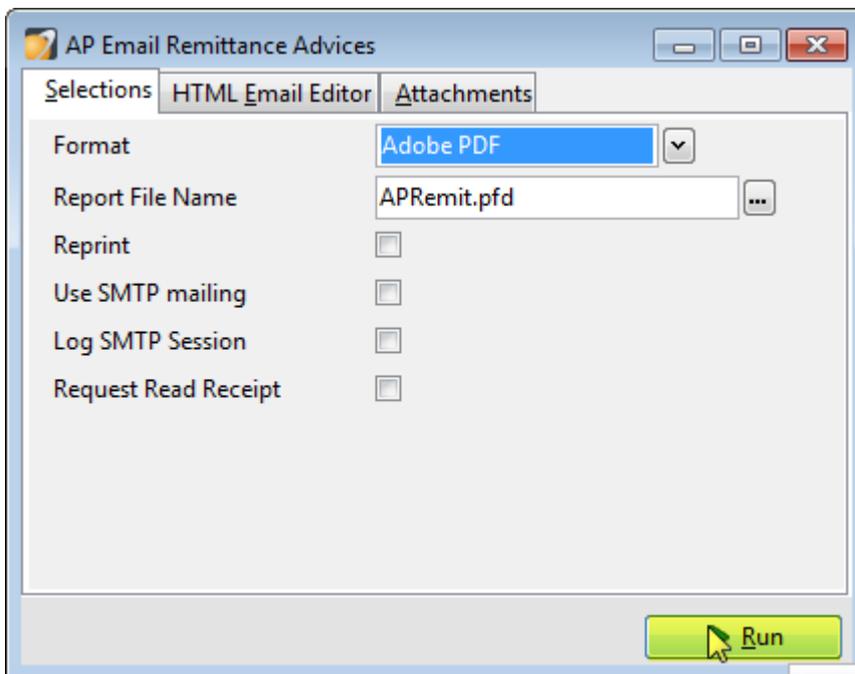


Click the Generate Payments button to pay all the invoices displayed, or if you do not wish to pay some of the invoices at this time, you can select them and press F3 to remove them from the list first. (They are still “approved” so next time you generate payments with matching criteria they will reappear on the generate payments screen).

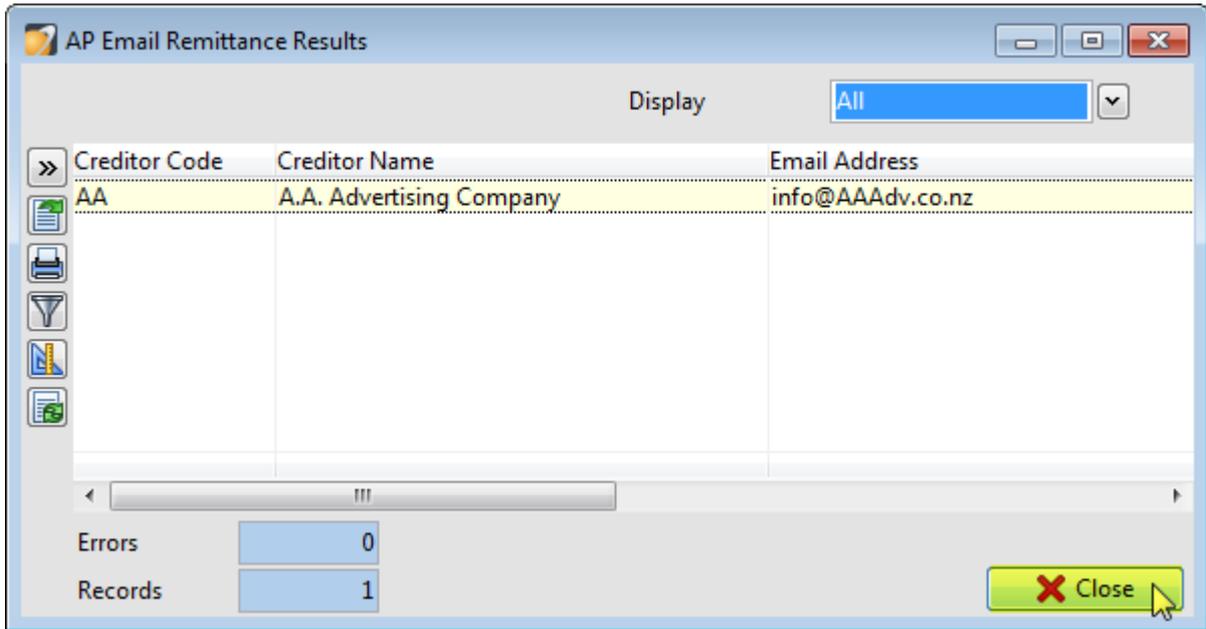


Send Remittances

Click the Remittances button to email remittances to creditors you have paid. The AP Email Remittance Advices window opens. Press Run.



The AP Email Remittance Results window will display so you can check if there were any issues with emailing.

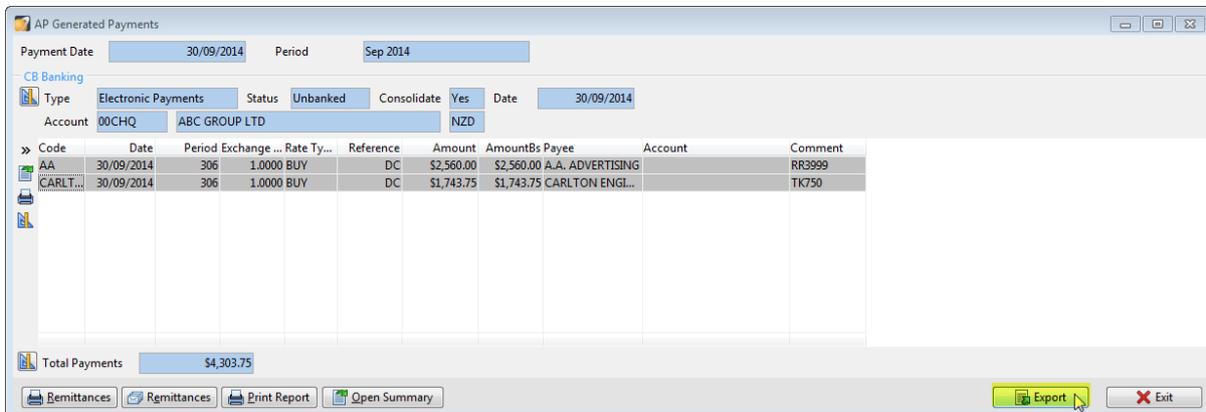


Close the AP Email Remittance Results screen.

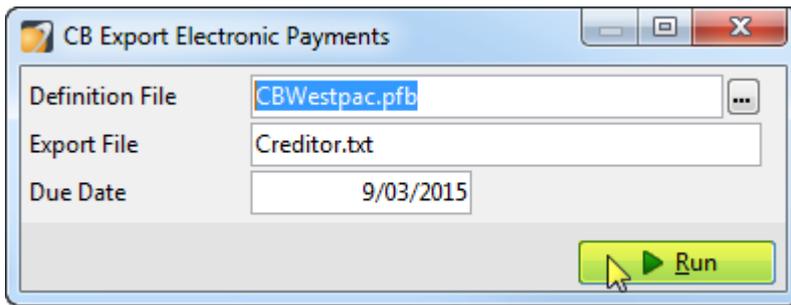
You can also click the print Remittances button to print Remittances for Creditors you have paid that do not have a Remittance Email address.

Export Batch

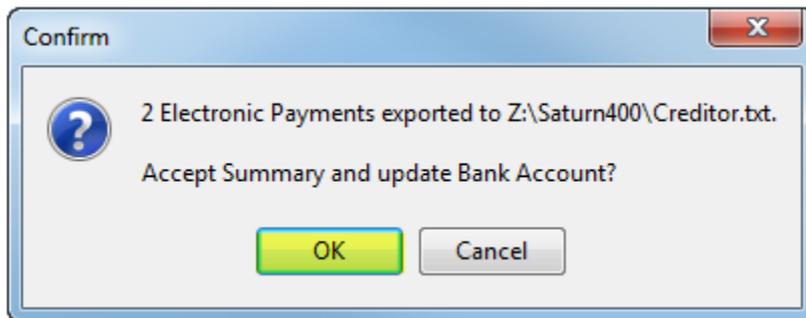
Click Export .



The following window will appear, the Due Date will always default to today's date, but this can be changed to a future date. Press Run to create the file

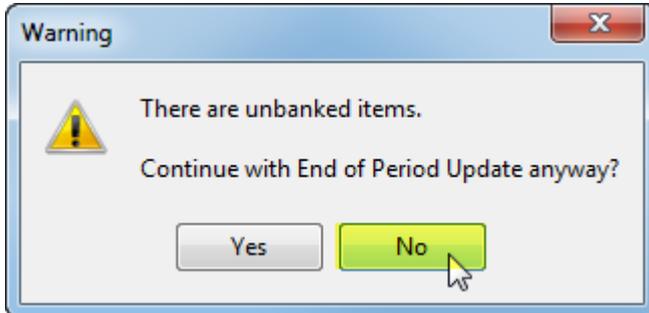


A confirmation window will appear. Press OK to accept the summary and update the Bank Account.



Trouble shooting

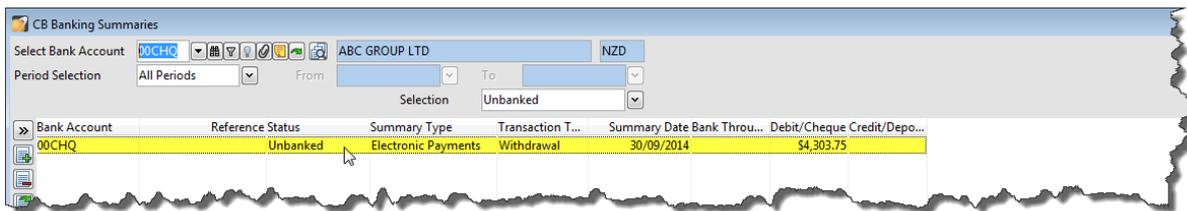
If you get this message when performing a CB End of Period Update, this could be because you have not exported your payments batch. Press No



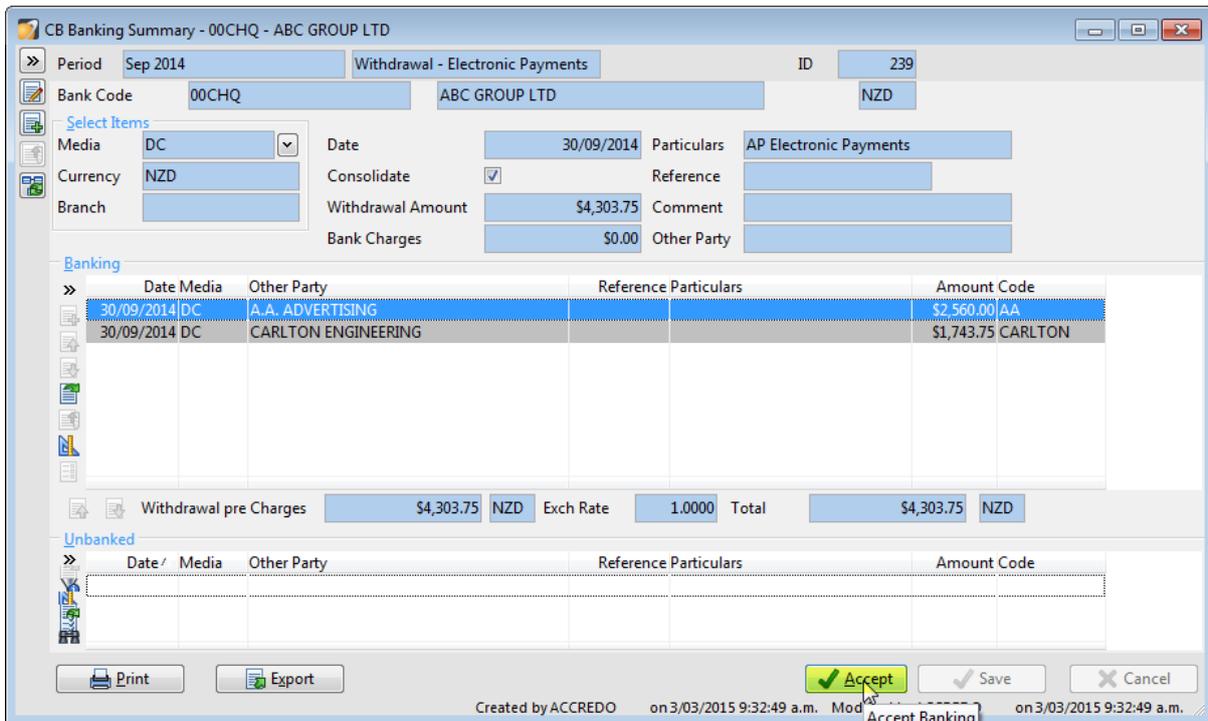
Then go to:

Tasks > CB > Banking Summary

Double click the Summary to open it



Press Accept.

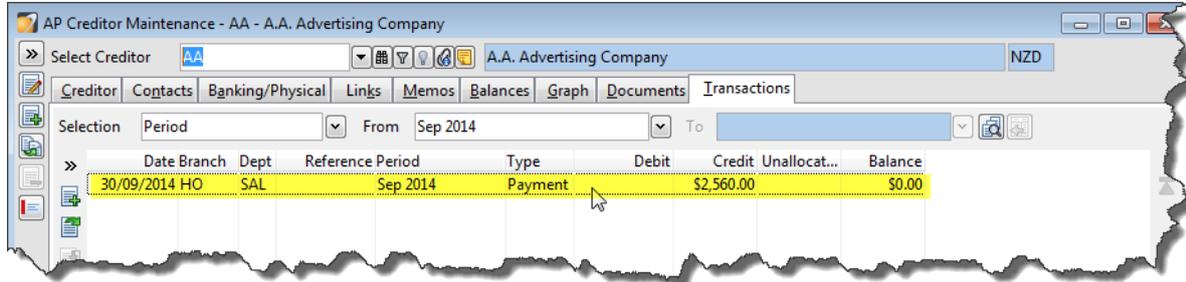


If the Summary has not been exported, click **Run** at the Prompt, then click **Ok** to Accept.

You can't find a payment from AP in Cashbook..

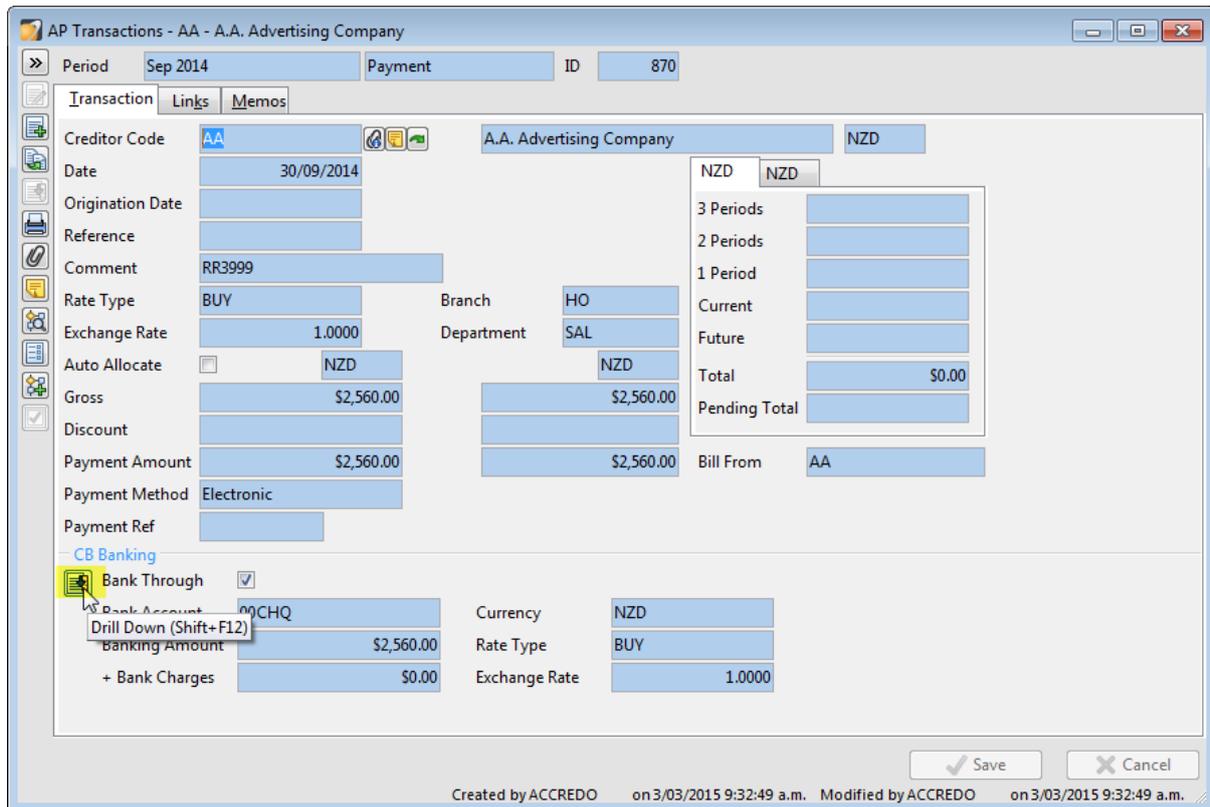
Find the payment in AP

Maintain > AP > Creditors > [Select the Creditor you have paid] > Transactions Tab



Double Click on the Payment Transaction

In the CB Banking area, click the Drill Down button



The CB Banking Summary opens. If the Accept button is active, it means the summary has not been banked

CB Banking Summary - 00CHQ - ABC GROUP LTD

Period: Sep 2014 Withdrawal - Electronic Payments ID: 239

Bank Code: 00CHQ ABC GROUP LTD NZD

Select Items

Media: DC Date: 30/09/2014 Particulars: AP Electronic Payments

Currency: NZD Consolidate: Reference:

Branch: Withdrawal Amount: \$4,303.75 Comment:

Bank Charges: \$0.00 Other Party:

Banking

Date	Media	Other Party	Reference	Particulars	Amount	Code
30/09/2014	DC	A.A. ADVERTISING	AA A C		\$2,560.00	AA
30/09/2014	DC	CARLTON ENGINEERING	ABC		\$1,743.75	CARLTON

Withdrawal pre Charges: \$4,303.75 NZD Exch Rate: 1.0000 Total: \$4,303.75 NZD

Unbanked

Date	Media	Other Party	Reference	Particulars	Amount	Code
------	-------	-------------	-----------	-------------	--------	------

Print Export **Accept** Save Cancel

Created by ACCREDO on 9/02/2015 2:29:16 p.m. Modified by ACCREDO on 9/02/2015 2:29:16 p.m.

Click **Accept** to update your Bank account and press **Run** to Export if prompted then press **Ok** to Accept.