



Dynamics SL

AP Australianisation User Guide



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Overview

The Australianisation module for Dynamics SL allows you to electronically pay vendors directly through the Accounts Payable payment process.

Banking details (Account Number, BSB details etc), preferred payment methods (Cheque or EFT) and remittance Types (Print, Fax or Email) can all be stored/maintained for each vendor in the Vendor Maintenance screen. The EFT module uses these details when a payment batch is processed, producing cheques and/or an EFT file based on these preferences.

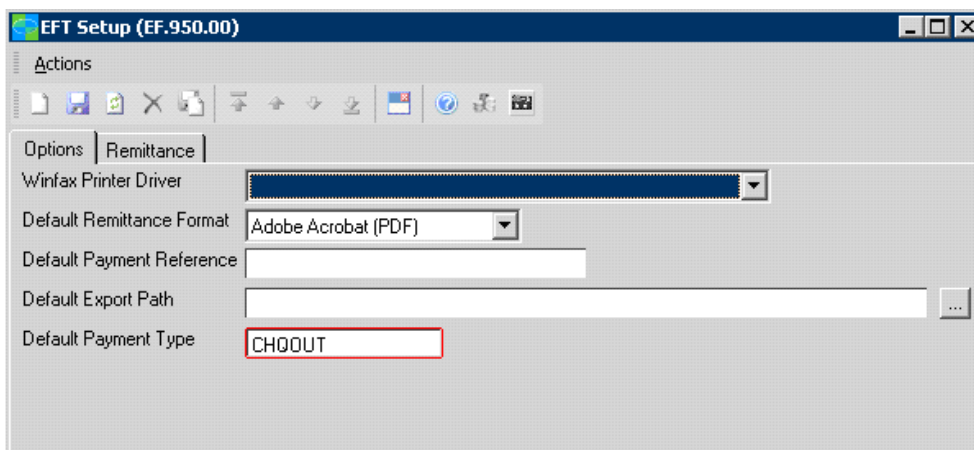
Multiple cheque books can be maintained to allow for different reference numbers to auto-default during the payment process as the necessary cheque is selected.

On completion of the payment run the remittance advice can be routed to each vendor automatically via fax, mail or email based on the contact details already stored in Vendor Maintenance.

EFT Setup

The EFT setup screen is used to establish the options and defaults used during the EFT payment process.

EFT Setup - Options Tab



Field Descriptions

Winfax Printer Driver

Print driver used for delivering faxed remittances via Symantec Winfax Pro.

Default Remittance Format

Adobe Acrobat (PDF)

Text

Word for Windows

Character-separated values

Comma-separated values

Crystal Reports

Data Interchange Format

Excel 2.1, 3.0, 4.0, 5.0

Excel 5.0 tabular

HTML 3.0

HTML 3.2 Microsoft

HTML 3.2 Netscape

Default Payment Reference

If the EFT User reference field is not populated in Cash Account Maintenance against the bank account paying out of, this default payment reference will be shown on Banks Statement for the paying bank account.

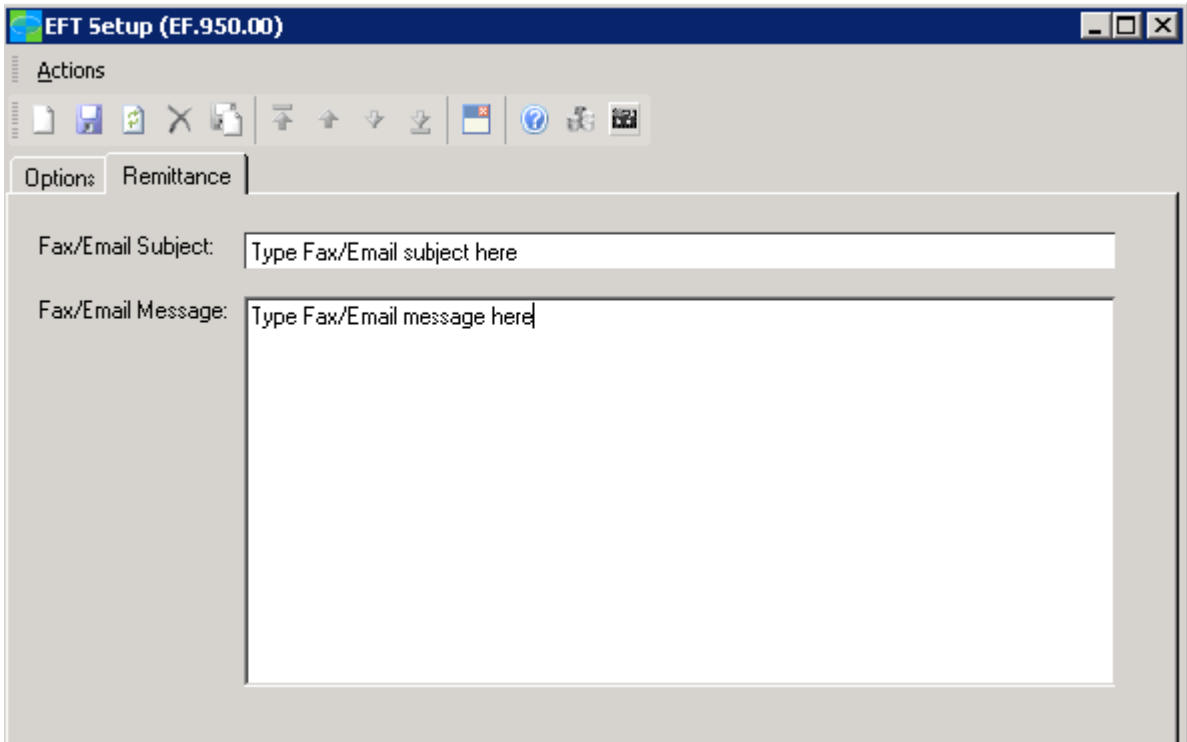
Default Export Path

This is the default path that will be used for exporting the EFT ABA file.

Default Payment Type

This is the payment type that will be defaulted if one is not set on the Vendor being paid.

EFT Setup - Remittance Tab



Field Descriptions

Fax/Email Subject

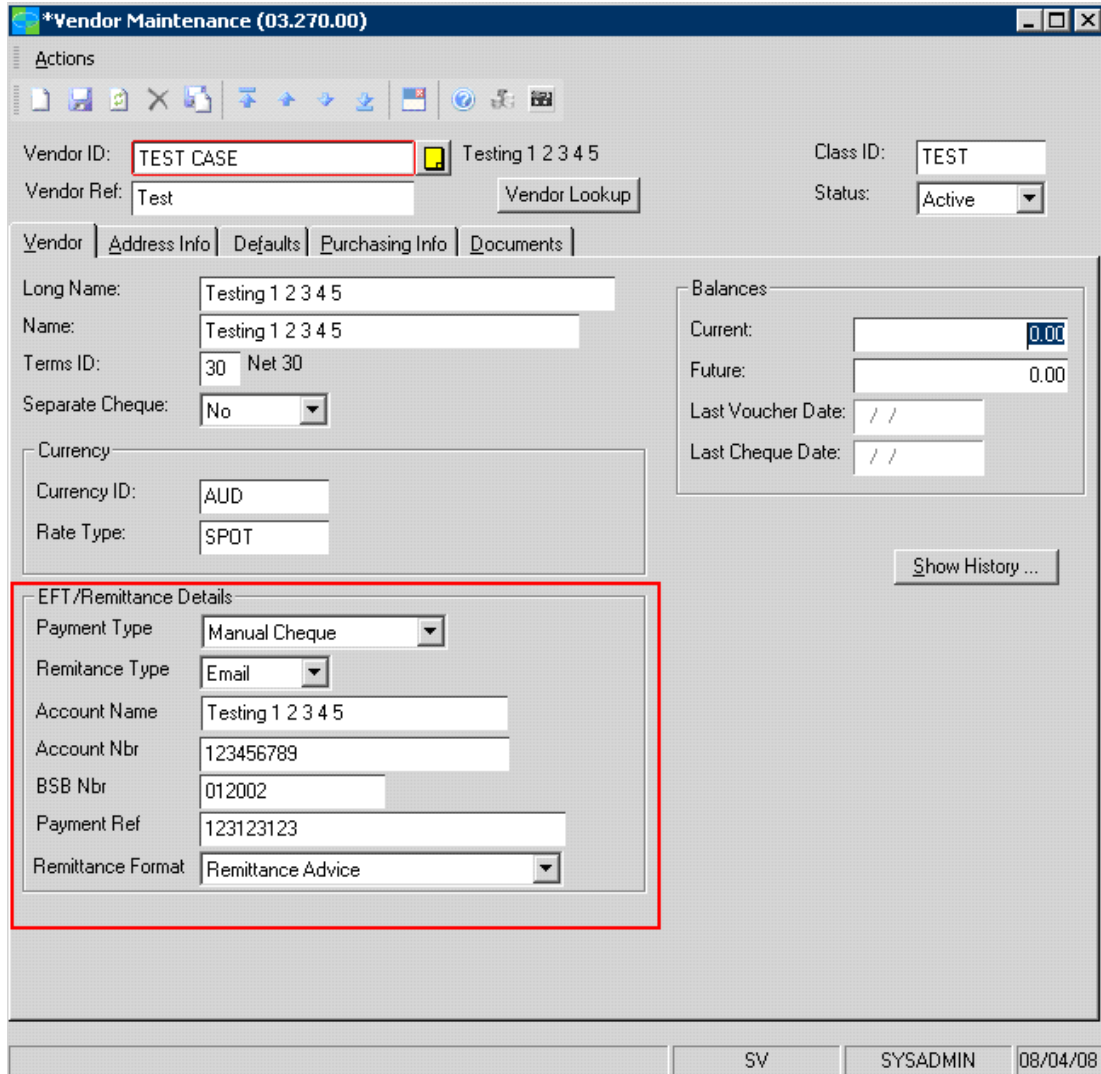
Default remittance subject used in emails and faxes.

Fax/Email Message

Default remittance message used in emails and faxes.

Vendor Maintenance

When the Australianisation module is installed, the Vendor Maintenance screen is customised so that the banking and remittance details can be stored for each vendor (see screen below).



The screenshot shows the Vendor Maintenance window for a vendor named "Testing 1 2 3 4 5". The "EFT/Remittance Details" section is highlighted with a red box and contains the following fields:

EFT/Remittance Details	
Payment Type	Manual Cheque
Remittance Type	Email
Account Name	Testing 1 2 3 4 5
Account Nbr	123456789
BSB Nbr	012002
Payment Ref	123123123
Remittance Format	Remittance Advice

Other visible fields include Vendor ID (TEST CASE), Vendor Ref (Test), Class ID (TEST), Status (Active), Long Name (Testing 1 2 3 4 5), Name (Testing 1 2 3 4 5), Terms ID (30 Net 30), Separate Cheque (No), Currency ID (AUD), Rate Type (SPOT), Balances (Current: 0.00, Future: 0.00), Last Voucher Date (//), and Last Cheque Date (//). A "Show History ..." button is also present.

EFT/Remittance Details - Field Descriptions

Payment Type

This is the payment type that will be used for payments to each specific Vendor. The standard payment type options are Manual Cheque, Printed Cheque, Outsourced Cheque, EFT – ABA File Format. You can also set up new payment types in the Payment Type Maintenance screen.

Remittance Type

This is the remittance type that will be used for remittance advices for Vendors. The remittance type options are:

- Print - A hard copy remittance is sent to the printer.
- Email - The remittance is sent to the email address specified in the address tab of the Vendor maintenance screen. This option can only be selected where an email address exists for this vendor.
- Fax - The remittance is sent to the fax number address specified in the address tab of the Vendor maintenance screen. This option can only be selected where fax number exists for this vendor and the necessary fax software has been installed.
- <None> - No remittance is required for this vendor

Account Name

This is the bank account name of the vendor. This field defaults from the vendor name, but can be changed if required.

Account Number - This is the Vendor's bank account number. The Account Number is written to the EFT file during the payment process.

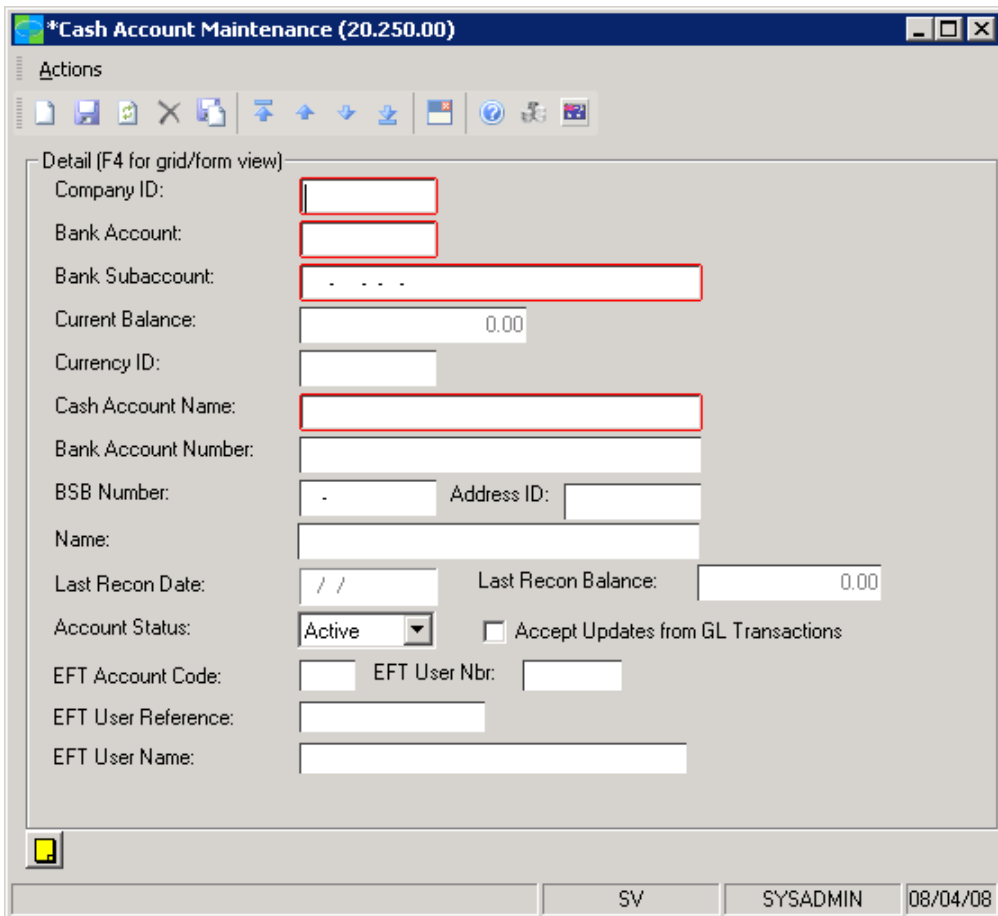
BSB Number - This is the Vendor's BSB or branch number. It is written to the EFT file during the payment process.

Payment Reference – The details in this field will appear on Vendor's bank statement when paid via EFT.

Cash Account Maintenance

Bank Account & EFT details used during the payment process are derived from the cash account maintenance screen.

Note: Where Cash Manager is not installed or the EFT fields are blank, then the EFT setup screen is used to provide these values.



EFT/Remittance Details - Field Descriptions

Company ID

The company ID this Account relates to. Press F3 on the keyboard to select from a list of the valid companies. New companies can be set up in Company Maintenance.

Bank Account

This is the GL Account where the funds will be drawn. Press F3 on the keyboard to view a list of valid accounts.

Bank Subaccount

The bank subaccount the funds will be drawn.

Bank Account Number

The bank account number the funds will be drawn for the EFT payment.

Bank Account BSB

The BSB where the funds will be drawn for the EFT payment.

EFT Account Code

Usually the official abbreviation of your bank or financial institution.

EFT User Number

This id will be issued by your financial institution. This ID is incorporated into the EFT file and validates your organisation as the remitting party.

EFT User Reference

This reference will appear on the paying bank statement if this field is not populated the default payment reference field in EFT Setup screen will be used.

EFT User Name

The name that appears in the EFT file, identifying the remitter. Usually set to your company name.

Payment Type Maintenance

Payment Type Maintenance (EF.250.00)

Actions

Payment Type: Active

Description:

File Format: Cheque

Last Reference Nbr: 000000

File Extension:

Format Specific Fields

Payment Type

The Standard payment types that come with Australianisation module are:

Chequeman – Manual Cheque

Chequeprt – Printed Cheque

EFTABA – EFT ABA file format

Chequeout – Outsourced Cheque

A text file containing payment and remittance details is sent to the bank, which in turns produces hard copy cheques and remittances and sends to Vendors on your behalf.

Note: New payment types can be set up as required. If new enter up to 10 characters as the Payment Type e.g. BarclySwift for Barclay Swift payments

Description

This is a description of the Payment Type.

File Format

Each file format options have Format Specific Fields as outlined below.

- Cheque
 - Cheque Format
 - Laser Cheque Form
 - Continuous check form
 - Multiple stub laser check form
 - Remittance Laser check form
 - Project Multiple stub check
- Manual Cheque
 - No further information required
- ABA File
 - Bank Account – Paying bank account number
 - BSB – Paying BSB number
 - User Name – Paying user name identifying remitter e.g. company name
 - User Reference – To be displayed on Vendors bank statement. This will only display if the Payment Reference field is not set on the Vendor being paid.
 - Account Code – Paying Account Code
 - User Number – Paying user number used during payment
 - Balancing Entry Required – Identifying if EFT file format requires an additional line to include the Balance
- Credit Card
 - Card Number
 - Expiry Date
 - Card Holder Name
 - Security Code
 - Address Line 1
 - Address Line 2
 - Address Line 3

- Cheque Outsourcing
 - Bank Account
 - BSB
 - Cheque Out ID – as provided by your outsourcing cheque supplier
 - Send Cheque to
 - Send to Vendor
 - Return to Office
- Barclays – Local Payment
 - Customer Name
 - Customer Address 1
 - Customer Address 2
 - Customer Address 3
 - Account Number
 - Bank Code
 - Branch Code
 - Payment Reference
 - Payment Description (as per agreement with Barclays)
 - BillPayT
 - Correction
 - Direct Pay
 - DividPay
 - InsurePay
 - LoanRepayT
 - MortPay
 - Payment
 - PensonPayt
 - Refund
 - Reimbursmt
 - SalaryPayt
 - TaxPayt
 - VATPayt

- Barclays – SWIFT Payment
 - Options as per Barclays – Local Payment (above)
- HSBC
 - Customer ID
 - Ordering Customer AC – As supplied by HSBC
 - Customer Name
 - Customer Address 1
 - Customer Address 2
 - Customer Address 3
 - Authorisation Type
 - Payment Level Authorisation
 - Preauthorised Instruction

Last Reference Number

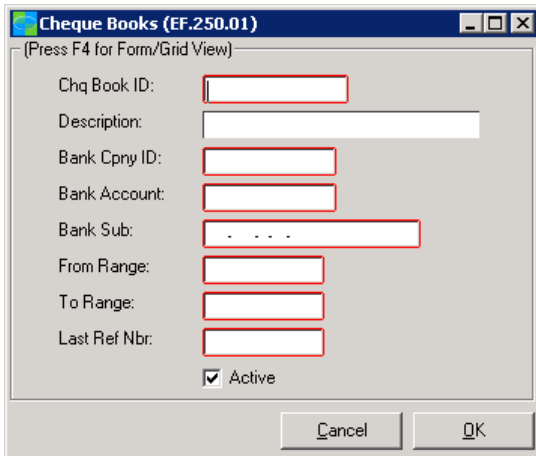
This is the last reference number used for the selected payment type.

File Extension

This is the file extension that will be used when creating a file for the specific Payment Type.

Cheque Books

When you select the Cheque Books button, a pop up window displaying all cheque books will be displayed.



Cheque Books - field definitions

Cheque Book ID

Predefined ID for the particular Cheque Book in question

Description

Description provided for Cheque Book

Bank Company ID

The Company ID who owns the particular Cheque Book

Bank Account

The GL Account associated the relevant Cheque Book

Bank Sub

The GL Sub Account associated the relevant Cheque Book

From Range

The first Cheque Book number of the relevant Cheque Book

To Range

The last Cheque Book number of the relevant Cheque Book

Last Reference Number

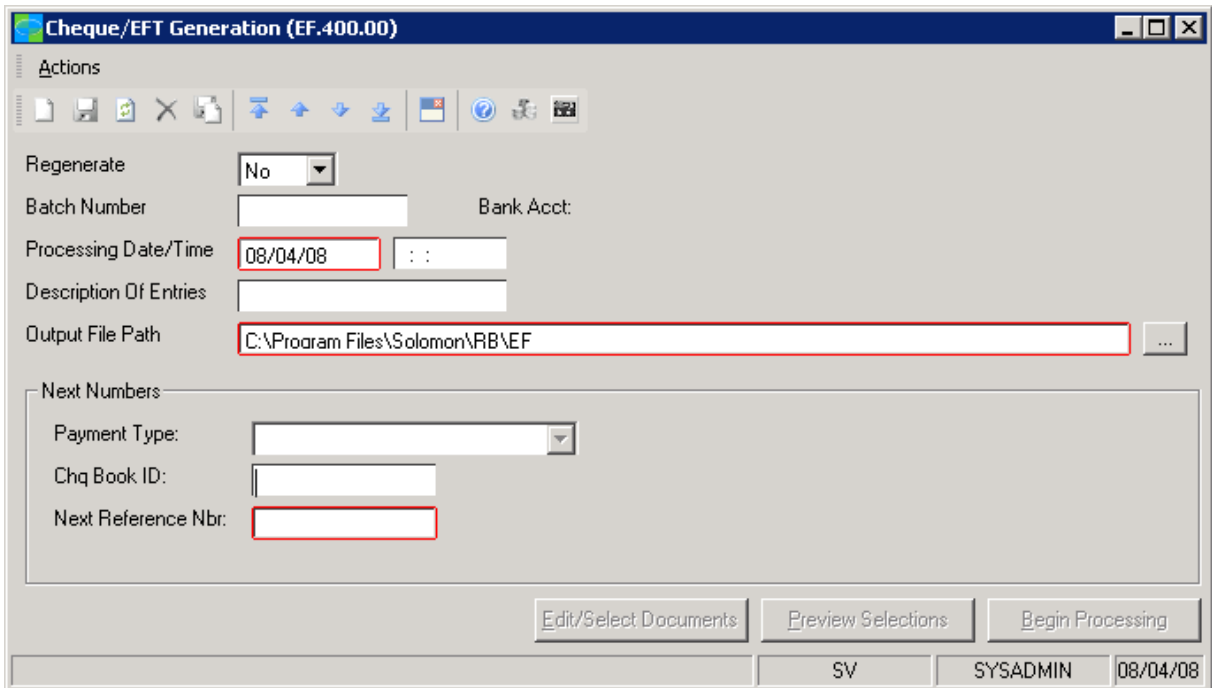
The last Cheque Book number used out of the relevant Cheque Book

Active

Determines whether the Cheque Book is still open and in use.

Cheque/EFT Generation

The Cheque/EFT Generation screen processes all payments within a payment batch and produces either cheques and/or EFT files based on the Vendor's preferences unless manually changed via the Preview Selections button.



Cheque / EFT Generation – Field Descriptions

Regenerate

Applies to EFT files only. When set to "Yes", an EFT file from a finalised batch can be regenerated. No posting entries are made. For security reasons, this field is only available in initialise mode.

Batch Number

The payment batch number generated via the payment selection and/or edit select documents for payments screen. Only unreleased batches are available for viewing. Use F3 to view available batches.

Processing Date/Time

Defaults to current system date/time. Represents the processing date written to the EFT file. Funds will not be released from your bank until this date, so payments can be produced in advance by post dating this field.

Description of Entries

Defaults from EFT setup screen if not set in the EFT User Reference field in Cash Account Maintenance. Represents description written to EFT file that will ultimately appear on the Paying bank statement.

Output File Path

The location where the EFT file is written. The default file name is derived by combining the path from the EFT setup screen with the current batch number, plus the standard aba extension. Click the browse button to modify the path. EFT files have an extension of ABA in line with banking requirements.

Next Numbers**Payment Type**

Based upon the payment type selected as a default on the Vendor, this can be modified for this specific pay run via the Preview Selections button

Cheque Book ID

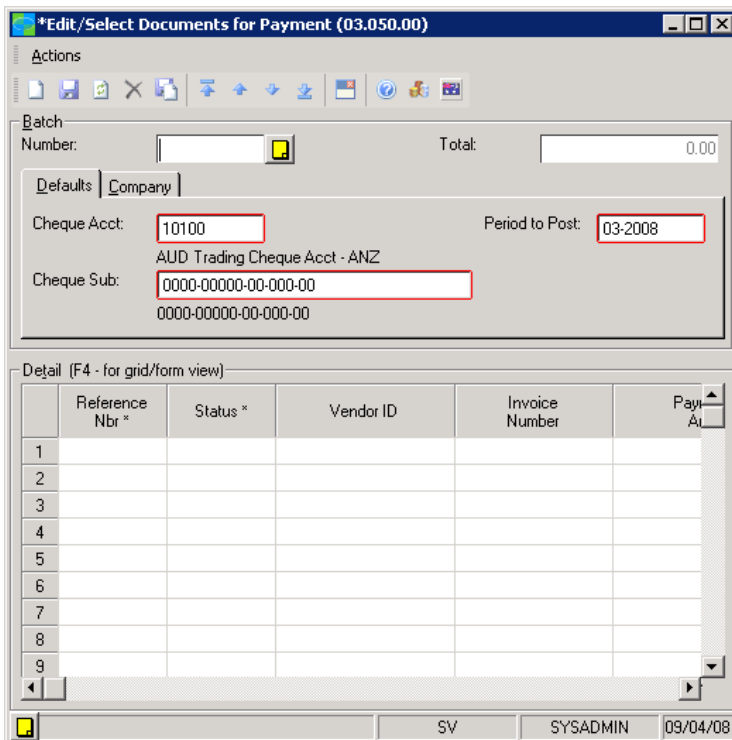
Allows the user to select the relevant Cheque Book payment is made out of. F3 will select the available Cheque Books for the selected payment type and Bank Account/Sub account

Next Reference Number

This is the next reference number (cheque/eft number) that will be used. The system will automatically default the next number based on the previously produced payment of the same type and cheque book.

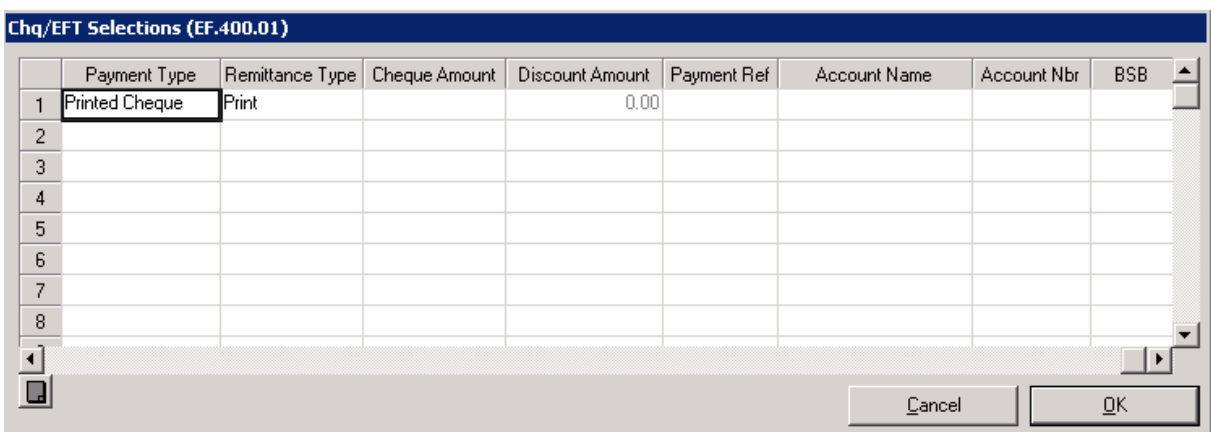
Edit/Select Documents

This button opens the Edit/Select Documents for payment screen. In this screen you can add additional outstanding items for payment or delete ones you no longer wish to pay.



Preview Selections

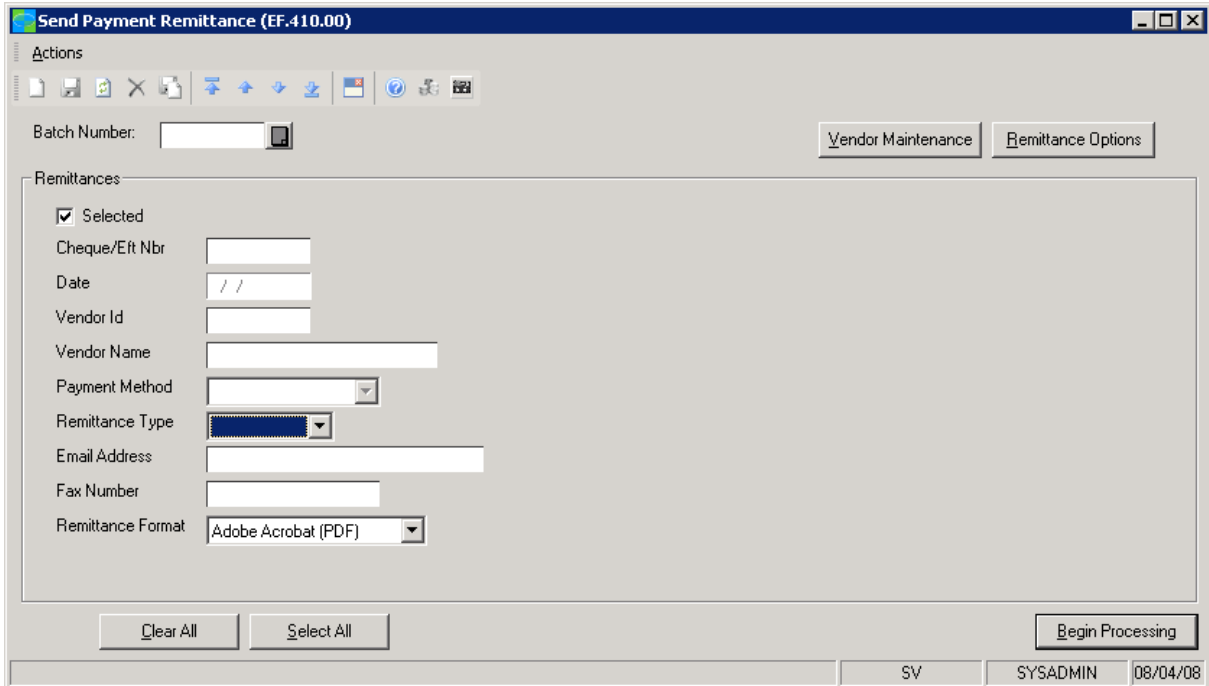
All payments within a batch are automatically flagged with the remittance details recorded in the Vendor Maintenance screen. The options for the current batch can be viewed and modified by accessing the Preview Selections screen. Click OK to commit the changes for this batch or Cancel to disregard.



	Payment Type	Remittance Type	Cheque Amount	Discount Amount	Payment Ref	Account Name	Account Nbr	BSB
1	Printed Cheque	Print		0.00				
2								
3								
4								
5								
6								
7								
8								
9								

Send Payment Remittance

The Send Remittance screen allows you to select a completed payment batch and send remittances to the associated vendors by fax, email or mail.



Field Descriptions

Selected

By default, all entries are selected for the remittance run, but they can be individually selected/un-selected as required. Use the Select All/Clear All buttons to select/deselect all entries in the grid.

Cheque/EFT Number

Specifying the cheque/eft number of payment

Date

Specifying the date of payment

Vendor ID

Specifying the Vendor paid

Vendor Name

Specifying the Name of the Vendor paid

Payment Method

Specifying the method used to make payment e.g. eft, cheque etc.

Remittance Type

Available remittance types are Fax, Email, Print or No Remittance.

Email Address

This is the email address that the remittance will be sent to.

Fax Number

This is the fax number that the remittance will be sent to.

Remittance Format

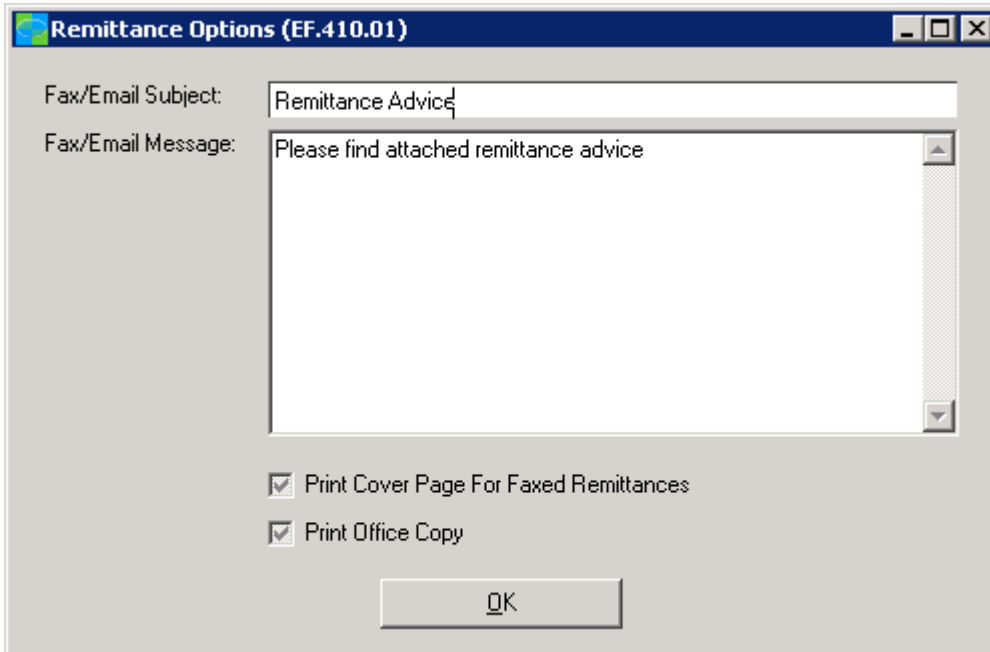
The remittance advice can be sent in the following formats:

- Adobe Acrobat (PDF)
- Text
- Word for Windows
- Character-separated values
- Comma-separated values
- Crystal Reports
- Data Interchange Format
- Excel 2.1
- Excel 3.0
- Excel 4.0
- Excel 5.0
- Excel 5.0 tabular
- HTML 3.0
- HTML 3.2 Microsoft,
- HTML 3.2 Netscape
- Lotus 1-2-3

Note: Changes made to the remittances in this screen will only affect the selected. It will not update Vendor maintenance screen.

Remittance Options

Click the "Remittance Options" button to view/change the subject and message text used for the remittance run. The text for both the subject and message which is incorporated into email and fax remittances is pulled from here. The default text used comes from the EFT Setup screen.



Remittance Options (EF.410.01)

Fax/Email Subject: Remittance Advice

Fax/Email Message: Please find attached remittance advice

Print Cover Page For Faxed Remittances

Print Office Copy

OK

For fax remittances, cover pages can be enabled/disabled by selecting or clearing the "Print Cover Page For Faxed Remittances" check box.

Select the "print office copy" option to print a hard copy remittance for each selected payment in the batch.

Notes

For Email integration, a MAPI compliant mail client (eg MS Outlook) must be installed on the workstation running the remittance program.

For Fax integration, Winfax Pro (version 9 or greater) must be installed on the workstation running the remittance program.

Reports

There are also a couple of additional reports being provided within the Australianisation module these are as follows:

AU Aged AP

Displaying the outstanding Vouchers aged by month based on the document date on the voucher. The aging is based upon the report date set in the Report screen.

This report is grouped by Vendor.

Remittance Advice

Provides you with a remittance advice to file or send to the vendor outlining what was paid and how much was paid. This report is also used as part of the Send Remittance screen.

Remittance Summary

Provides a summary of remittance advices.

This report is grouped by batch number.

Vendor Payment Type

This report displays a list of all Vendors in alphabetical order. It displays the details from the EFT section on the vendor maintenance screen. This includes payment type, remittance details, email address, fax number, bank account name, bank account number, BSB number and payment reference details.