



Infor VISUAL for .NET Financials Global Edition

Electronic Funds Transfer

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Overview

This guide details how to set up Infor VISUAL Global Financials to create EFTs (Electronic Funds Transfers) to submit for payments. You can create EFTs in two ways: with the Format Editor or with the VISUAL Exchange service. Both methods are viable; however, going forward only the Format Editor method will be updated and enhanced.

This table shows the differences between the Format Editor and Exchange Service methods:

	Format Editor method	Exchange Service method
Method available since:	November 2016	Inception of product
Formats:	<p>Templates provided for use with these payment systems:</p> <ul style="list-style-type: none"> • BACS • CLIEOPS-03 • EBT • NACHA-CCD • SEPA_PAYMENT <p>You can create customized versions of these file types</p>	<p>Supports these payment systems:</p> <ul style="list-style-type: none"> • BACS • CLIEOPS-03 • EBT • SEPA_PAYMENT <p>These formats are stored in Exchange. Customization options are limited.</p>
Driven by definitions for:	<p>Document Type</p> <p>Format ID</p> <p>Payment Method</p>	<p>Document Type</p> <p>Instance and Subscription</p> <p>Payment Method</p> <p>Transform Constant</p>

This document discusses only those items required for successful use of either the Format Editor method or the Exchange Service method. For fields and options not discussed in this document see the VISUAL for .NET online help for additional information about Payment Methods, Document Types, Payment Runs, Payment Run Generation, Transform Constants, Instances, and Subscriptions.

Using the Format Editor to create EFTs for payments

This section details how to use Infor VISUAL Global Financials' Format Editor to create an electronic bank file. The process involves these setup and payment generation steps:

- Setting up an electronic funds transfer.
 - 1 Identifying, copying, and modifying the file format.
 - 2 Defining the payment method.
 - 3 Defining the document type.
- Setting up and generating a payment run for the electronic file.
 - 1 Setting up the payment run.
 - 2 Generating the payment to send to the bank.

Identifying the file format to use

Templates are provided for these file formats:

- BACS
- CLIEOPS-03
- EBT
- NACHA-CCD
- SEPA_PAYMENT

You can use the default templates as-is, or create customized copies of the templates to better suit your business needs.

If the information included in the template meets your company's needs, proceed to the "Defining a payment method for electronic transfer" procedure. You can review the information included in each template in File Format Maintenance. You can review a template by clicking the Format ID browse button and selecting the template. Use the Record Types and Format tabs to review the information included in the template.

If a template does not meet your company's needs, you can create a customized copy of the template. You cannot edit the original template file. To customize a template, you must create a copy of it.

Customizing file format templates

To customize a template:

- 1 From the Financials Maintenance window in Global Financials, click the **Administrative** tab.

The screenshot shows the 'Financials Maintenance' window with the 'Administrative' tab selected. The window contains a list of administrative parameters and their descriptions:

Parameter	Description
Administrative Parameters	Maintain general administrative parameters
Commodity Codes	Maintain commodity codes and related information
Contact Types	Maintain contact types and related information
Country Codes	Maintain country codes and related information
Currencies	Maintain currencies and related information
Disposition Codes	Maintain disposition codes and related information
Document Types	Maintain document types and related information
Earning Codes	Maintain earning codes and related information
Entities	Maintain entities and related information
Exchange Rates	Maintain exchange rates and related information
File Formats	Maintain File formats and related information
Free On Board Codes	Maintain free on board codes and related information
Industry Codes	Maintain industry codes and related information
Installment Rules	Maintain installment rules and related information
Language Codes	Maintain language codes and related information
Payment Methods	Maintain payment methods and related information
Product Codes	Maintain product codes and related information
Sales Reps	Maintain sales reps and related information
Ship Reason Codes	Maintain ship reason codes and related information
Ship Via Codes	Maintain ship via codes and related information
States and Provinces	Maintain states, provinces and related information
Tax Book Report Codes	Maintain tax book report codes and related information
Tax Books	Maintain tax books and related information
Tax Categories	Maintain tax categories, descriptions and related information
Tax Groups	Maintain tax groups and related information
Taxes	Maintain taxes and related information
Term Rules	Maintain terms rules and related information
Territory Codes	Maintain territory codes and related information
Unit of Measure Codes	Maintain unit of measure codes and related information

- 2 Click **File Formats**.

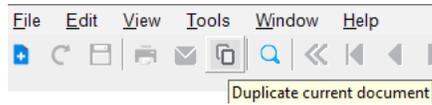
The screenshot shows the 'File Format Maintenance' window for the 'SEPA_PAYMENT' format. The window contains the following fields and options:

- File Type: EFT
- Format ID: SEPA_PAYMENT
- Name: SEPA Payment
- Document Type: XML
- Data Source: Lsa.Vfin.CashMgmt.GetCheckDetails
- Read Only Template:

Below the fields, there are two tabs: 'Record Types' (selected) and 'Format'. The 'Record Types' tab displays a table with the following data:

Record Type	Seq #
Root	1
SEPA Header	2
SEPA Detail	3
Trailer	4

- 3 Click the **Format ID** browse button and select the template to modify.
- 4 Click the **Duplicate current document** toolbar button.



- 5 In the Format ID field, specify the ID for your customized file format.
- 6 Click **Save**.
- 7 In the header, modify this information as necessary:

File Type – Select EFT.

Name - Specify a name for the file format. The default template file names cannot be modified.

Format Type – Select the file format to be generated. You can select either Text or XML.

Data Source – Select the service used to obtain the data for the format. The data source that you select determines the tables and columns that are available in the Data Expression field on the Format tab.

- 8 In the **Record Type** tab, modify the record types included in the file format as necessary.
- 9 To modify individual record lines, click the **Format** tab. Use these records lines to define the information sent to the bank.

Record Type	Field Name	Start Pos / Seq No	Width	Alignment	Pad	Reqd
Root	Xml Version	10	0	None		<input checked="" type="checkbox"/>
Root	Document xmlns	20	0	None		<input checked="" type="checkbox"/>
Root	Initialization	30	0	None		<input checked="" type="checkbox"/>
SEPA Header	Group Header Start	40	0	None		<input checked="" type="checkbox"/>
SEPA Header	Message ID Part 1	50	0	None		<input checked="" type="checkbox"/>
SEPA Header	Message ID Part 2	60	0	None		<input checked="" type="checkbox"/>
SEPA Header	Create Date Time	70	0	None		<input checked="" type="checkbox"/>
SEPA Header	Number Of Transactions	80	0	None		<input checked="" type="checkbox"/>
SEPA Header	Initiating Party Start	90	0	None		<input checked="" type="checkbox"/>
SEPA Header	Initiating Party Name	100	0	None		<input checked="" type="checkbox"/>
SEPA Header	Initiating Party End	110	0	None		<input checked="" type="checkbox"/>
SEPA Header	Group Header End	120	0	None		<input checked="" type="checkbox"/>

The columns on the Format tab are used differently depending on the Format ID and Format Type. Refer to the templates for a better understanding of how the fields are defined.

Record Type – Specifies the type of record and corresponds to records displayed on the Record Types tab.

Field Name – Specifies the name that describes the data on the line.

Start Pos /Seq No – Specifies the start position of the line data, or the sequence number.

Width – Specifies the width of the field.

Alignment – Specifies the alignment of the field as Left, Right, or None.

Pad Char – If the field is to be padded, the value is specified here.

Reqd – Select this check box if the field must be included in the electronic file.

Text / Format – You can use this field for these purposes:

- If the field contains a hard-coded value, specify the value in this field. For example, the BACS template contains a field called Constant 99. Because 99 is the only valid value for this field, 99 is specified in the Text/Format field.
- If the field returns data based on a Data Expression, use this field to specify the format of the data. For example, if you specified CurrentDate() in the Data Expression field, you would use this field to specify the format of the date. For example, you could specify {0:yyyy-MM-dd}.

Text / Format	Start Delim	Data Expression	End Delim	Indent Level	RecNo
<?xml version="1.0" encoding="...				0	1
<Document xmlns="urn:iso:std:is...				0	2
<CstmrCdtTrfInittn>				0	3
<GrpHdr>				1	4
	<Msgld>	CHECK_HEADER.OUR_BANK_ACCOUNT_NO	+	2	5
{0:yyyyMMddhhmmss}	-	CurrentDate()	</Msgld>	0	6
{0:yyyy-MM-ddThh:mm:ssZ}	<CreDtTm>	CurrentDate()	</CreDtTm>	2	7
	<NbOfTxs>	RecordCount("CHECK_HEADER")	</NbOfTxs>	2	8
<InitgPty>				2	9
	<Nm>	CHECK_HEADER.OUR_COMPANY_NAME	</Nm>	3	10
</InitgPty>				2	11
</GrpHdr>				1	12

Start Delim – Specifies the characters that are placed before the Data Expression results.

Data Expression – To populate the field with information from the database, or to use a function to populate the field, click the browse button. You can use the Column tab to select the column that supplies the data for the field or use the Function tab to select a function. If necessary, you can create complex expressions.

End Delim – Specifies the characters placed after the data expression results. The value “+” concatenates the next record onto the same line of the output file.

Indent Level – Specifies the correct line indentation.

RecNo – Specifies the record’s sequence number.

10 Click **Save**.

Exporting and importing the file format template

You can export or import the file format template to and from xml, typically for support purposes.

To export the file format template:

1. From the File Format Maintenance window with a File Type and Format ID selected, click **Export File Format** in the Tasks menu.
2. Select the file directory and name for the exported file.

3. Click **Save**.

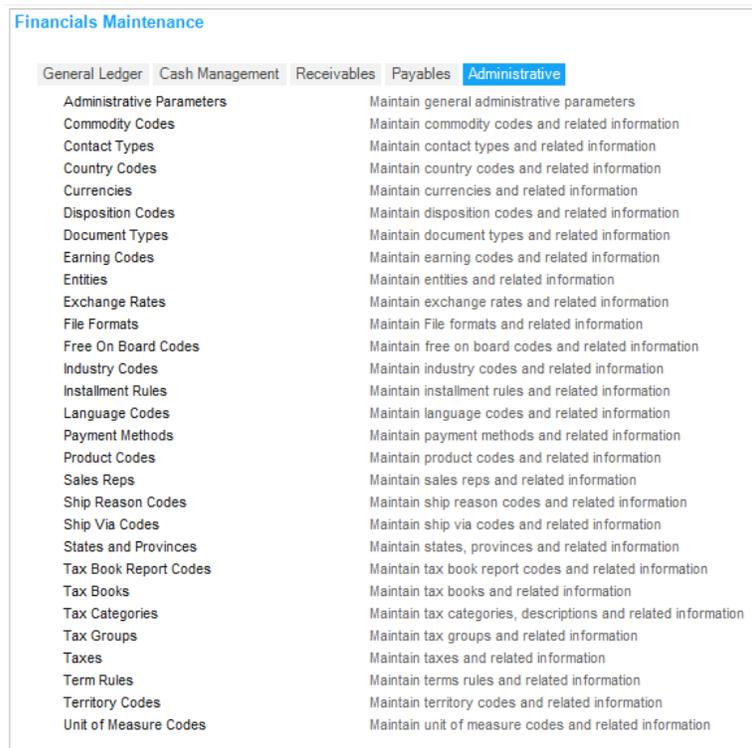
To import the file format template:

1. From the File Format Maintenance window, click **Import File Format** in the Tasks menu.
2. Select the xml file and click **Open**.
3. Specify the File Type and the Format ID.
4. Click **OK**.

Defining a Payment Method for Electronic Transfers

To generate an electronic transfer set up at least one electronic payment method:

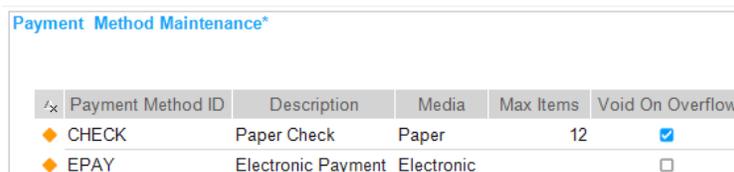
- 1 From the Financials Maintenance window in Global Financials, click the **Administrative** tab.



Financials Maintenance

General Ledger	Cash Management	Receivables	Payables	Administrative
Administrative Parameters				Maintain general administrative parameters
Commodity Codes				Maintain commodity codes and related information
Contact Types				Maintain contact types and related information
Country Codes				Maintain country codes and related information
Currencies				Maintain currencies and related information
Disposition Codes				Maintain disposition codes and related information
Document Types				Maintain document types and related information
Earning Codes				Maintain earning codes and related information
Entities				Maintain entities and related information
Exchange Rates				Maintain exchange rates and related information
File Formats				Maintain File formats and related information
Free On Board Codes				Maintain free on board codes and related information
Industry Codes				Maintain industry codes and related information
Installment Rules				Maintain installment rules and related information
Language Codes				Maintain language codes and related information
Payment Methods				Maintain payment methods and related information
Product Codes				Maintain product codes and related information
Sales Reps				Maintain sales reps and related information
Ship Reason Codes				Maintain ship reason codes and related information
Ship Via Codes				Maintain ship via codes and related information
States and Provinces				Maintain states, provinces and related information
Tax Book Report Codes				Maintain tax book report codes and related information
Tax Books				Maintain tax books and related information
Tax Categories				Maintain tax categories, descriptions and related information
Tax Groups				Maintain tax groups and related information
Taxes				Maintain taxes and related information
Term Rules				Maintain terms rules and related information
Territory Codes				Maintain territory codes and related information
Unit of Measure Codes				Maintain unit of measure codes and related information

- 2 From the Administrative Tab, click **Payment Methods**.



Payment Method Maintenance*

Payment Method ID	Description	Media	Max Items	Void On Overflow
CHECK	Paper Check	Paper	12	<input checked="" type="checkbox"/>
EPAY	Electronic Payment	Electronic		<input type="checkbox"/>

- 3 To create a new payment method, click the **Insert Row** button and specify this information:

Payment Method ID – Specify the identification code to use for the payment method.

Description – Specify the description of the payment method.

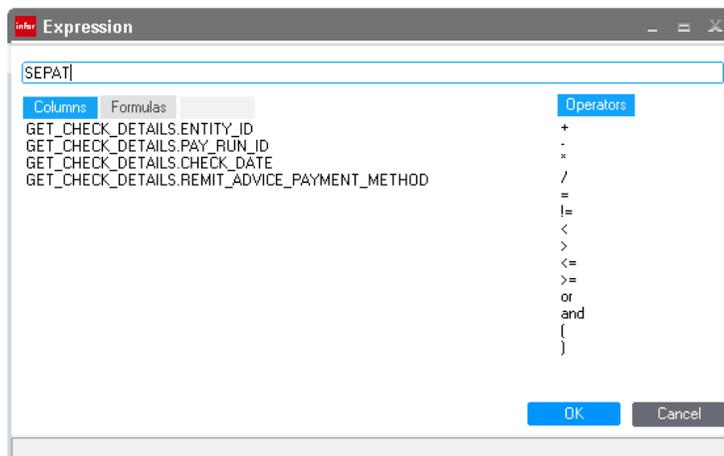
Media – From the drop-down list, and select **Electronic**.

File Format ID	EFT Outbound File	EFT Outbound Folder	EFT Archive Folder
SEPA	SEPAT	\\uspovwmaximus\nmsh...	\\uspovwmaximus\m...

File Format ID – Specify the File Format ID. If you leave this field blank, the file is generated using the VISUAL Exchange process.

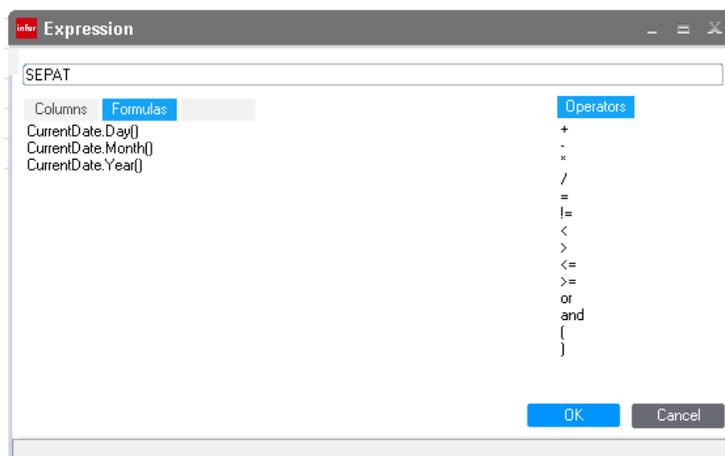
EFT Outbound File – Specify a file name using one of these methods:

- To use the same EFT file name for all electronic files generated for this payment method,



specify the file name.

- To create file name using variables, click the browse button. These variables for example: =CurrentDate.Month() + "-" + CurrentDate.Day() + "-" + CurrentDate.Year() + "SEPA" + GET_CHECK_DETAILS.PAY_RUN_ID create mm-dd-yyyySEPAxxxxx, where "xxxxx" is a Pay Run ID.



EFT Outbound Folder – Click the browse button to locate the directory where you want the file created.

EFT Archive Folder – Click the browse button to locate the archive directory where you want to store historical file copies. The archive folder cannot be the same as the outbound folder.

- 4 Click **Save** to add the payment method to your database.

Defining a Document Type for Electronic Transfers

After you set up an electronic payment method, define a document type to use for electronic transfers.

To set up a document type for electronic file transfers:

- 1 From the **Administrative** tab in the Financials Maintenance window, click **Document Types**.

Document Type Maintenance MMCNA - [EFT*]

Document Type ID: EFT Template Active Create in all entities

Description: Electronic Funds Transfer

General | Numbering | Apportionment | Workflow

Journal Type: Payment Runs

Bank Account ID: BUFCHK Chase Bank

Payment Method ID: EPAY Electronic Payment

Security Level: 999

Processing Options

Allow Project Reference

Allow Mixed Entity

Allow Mixed Currency

Allow Landed Cost

Allow Delete

Reverse Next Period Reversal Delay: 0 Delay expressed in periods

Related Party Required

Post Immediately

Adjustment

Draft

Use Shipper ID as Invoice ID

Remittance to 3rd Party Remit To Supplier

- 2 Specify information in these fields:

Document Type ID - Specify an ID for the document you plan to use for electronic transfers.

Description - Specify a description of the Document Type ID.

Journal Type – Select Payment Runs from the **Journal Type** drop-down button.

Bank Account ID - Select the **Bank Account ID** from the drop-down button or browse button that you want to associate with electronic transfers. Verify in Bank Account Maintenance that the Bank Account ID you select has a 10-digit account number without spaces or dashes.

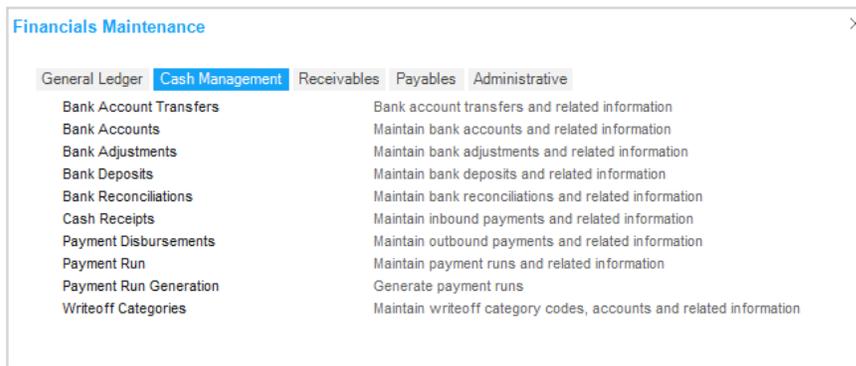
Payment Method ID - Click the drop-down button and select the electronic payment type you created in Defining a Payment Method for Electronic Transfers.

- 3 Click **Save** to save the document type to your database.

Defining the Payment Run

After you set up your electronic file format, you define your payment run.

- 1 From the Financials Maintenance window in Global Financials, select the **Cash Management** tab.



- 2 Click **Payment Run**.
- 3 Select the document type that you created for electronic file transfers from the **Document Type** drop-down button or browse button.

The screenshot shows the 'Payment Run Setup' window for 'MMCNA'. The window contains the following fields and options:

Field	Value
Pay Run ID	[Empty]
Description	[Empty]
Document Type	EFT
Payment Method	EPAY
Bank Account ID	BUFCHK
Currency ID	USD
Status	Pending
Funds Available	(\$525,042.63)
Funds Required	\$0.00
Run Date	8/29/2016
Pay Thru Date	8/29/2016

Options:

- Ignore Payment Terms
- Force All Discounts
- Show Related Customer Items
- Suppress Zero/Negative Checks
- Include Credit Balance Customers
- Firm Dates

Filters:

Filter	Value
Payment Method(s)	[Empty]
Entity ID(s)	MMCNA
Payment Priority	[Empty]
Supplier ID(s)	[Empty]
Supplier Group(s)	[Empty]
Account ID(s)	[Empty]

- 4 Specify information in the remainder of the Payment Run Setup window as necessary.

All suppliers identified in the Payment Run must have a default Bank record defined on the Supplier record (Entity Tab, Banks Sub Tab) with the proper identification and routing numbers including a 10-digit value placed in the Account Number field.

- 5 Click **Save**.

Generating Payments

After you set up the payment run, generate the electronic payments.

- 1 From the **Cash Management** tab in the Financials Maintenance window, click **Payment Run Generation**.

Generate Payments MMCNA - [08292016SEPA]

Pay Run ID: 08292016SEF
 Document Type: EFT
 Bank Account ID: BUFCHK
 Currency ID: USD *US Dollars*
 Payment Method: EPAY

Description: Pending
 Funds Available: (\$525,042.63)
 Funds Required: \$16,253.09
 Run Date: 8/29/2016
 Pay Thru Date: 8/29/2016
 Posting/Check Date: 8/29/2016

Items Start Check Print Results EFT Results

Reference	Amount	Supplier...	Custom...	Remit To	Status
	444.77	BOSSEL		Boston Selling Group	Pending
	4,583.32	C&S		C & S Manufacturers	Pending
	11,225.00	DERHAR		Derry Hardware Su...	Pending

- 2 Select the Payment Run ID that you created from the **Pay Run ID** drop-down button or browse button.
- 3 Verify that the date is correct in the Posting/Check Date field.
- 4 Click the **Start** tab.

Items Start Check Print Results EFT Results

Starting Payment ID: 00007

Verify starting payment ID and click GO to begin generating payments

Go

- 5 Verify that the Starting Payment ID is correct.

6 Click **Go**.

7 Click the **EFT Results** tab to display the payment generation results.

The screenshot shows the 'Generate Payments' interface for MMCNA - [08292016SEPA]. It includes a search bar for Pay Run ID (08292016SEF), document type (EFT), bank account ID (BUFCHK), currency ID (USD - US Dollars), and payment method (EPAY). A summary table shows Funds Available (\$525,042.63) and Funds Required (\$16,253.09). Below this is a navigation bar with tabs for Items, Start, Check Print Results, and EFT Results. A table displays three payment items with their IDs, statuses, remittance information, and amounts. At the bottom, there are fields for File Name (SEPAT) and Advice Payment Method, along with 'Regenerate File' and 'Create Advices' buttons.

Payment ID	Status	Remit To	Amount
00007	Closed	Boston Sellin...	\$444.77
00008	Closed	C & S Manuf...	\$4,583.32
00009	Closed	Derry Hardw...	\$11,225.00

An EFT file is created with the name that you specified in Payment Method Maintenance and stored in the outbound directory that you specified.

Click **Regenerate File** to create the file again if necessary.

Click **Create Advices** Payment Method to create and e-mail or print remittance advices as needed.

Using the Exchange Service to create EFTs for payments

This section details how to set up Infor VISUAL Exchange to create an electronic bank file from the Payment Run process within Infor VISUAL Financials Global Edition (Global Financials). The process involves these setup and payment generation steps:

- Setting up an electronic funds transfer.
 1. Defining the payment method.
 2. Defining the document type.
 3. Setting up a transform constant.
 4. Setting up an instance file.
 5. Defining the subscription.
- Setting up and generating a payment run for the electronic file.
 1. Setting up the payment run.
 2. Generating the payment to send to the bank. The Exchange Service must be running before you generate payments.

Defining a Payment Method for Electronic Transfers

You must set up at least one electronic payment method to generate an electronic transfer.

To generate an electronic payment method:

- 1 From the Financials Maintenance window in Global Financials, click the **Administrative** tab.

Financials Maintenance

General Ledger | Cash Management | Receivables | Payables | **Administrative**

Administrative Parameters	Maintain general administrative parameters
Commodity Codes	Maintain commodity codes and related information
Contact Types	Maintain contact types and related information
Country Codes	Maintain country codes and related information
Currencies	Maintain currencies and related information
Disposition Codes	Maintain disposition codes and related information
Document Types	Maintain document types and related information
Earning Codes	Maintain earning codes and related information
Entities	Maintain entities and related information
Exchange Rates	Maintain exchange rates and related information
File Formats	Maintain File formats and related information
Free On Board Codes	Maintain free on board codes and related information
Industry Codes	Maintain industry codes and related information
Installment Rules	Maintain installment rules and related information
Language Codes	Maintain language codes and related information
Payment Methods	Maintain payment methods and related information
Product Codes	Maintain product codes and related information
Sales Reps	Maintain sales reps and related information
Ship Reason Codes	Maintain ship reason codes and related information
Ship Via Codes	Maintain ship via codes and related information
States and Provinces	Maintain states, provinces and related information
Tax Book Report Codes	Maintain tax book report codes and related information
Tax Books	Maintain tax books and related information
Tax Categories	Maintain tax categories, descriptions and related information
Tax Groups	Maintain tax groups and related information
Taxes	Maintain taxes and related information
Term Rules	Maintain terms rules and related information
Territory Codes	Maintain territory codes and related information
Unit of Measure Codes	Maintain unit of measure codes and related information

2 Click **Payment Methods**.

Payment Method Maintenance*

Payment Method ID	Description	Media	Max Items	Void On Overflow	File Format ID
◆ CHECK	Paper Check	Paper	12	<input checked="" type="checkbox"/>	
◆ EPAY	Electronic Payment	Electronic		<input type="checkbox"/>	

3 To create a new payment method, click the **Insert Row** button and specify this information:

Payment Method ID - The identification code to use for the payment method.

Description - The description of the payment method.

Media - Select Electronic from the **Media** drop-down button.

File Format ID - Leave this field blank when using the Exchange Service procedure for producing EFT bank files.

4 Click **Save** to add the payment method to your database.

Defining a Document Type for Electronic Transfers

After you set up an electronic payment method, you must define a document type for electronic transfers.

To set up a document type for electronic file transfers:

- 1 From the Administrative tab of the Financials Maintenance window, click **Document Types**.

Document Type Maintenance MMCNA - [EFT*]

Document Type ID: Template Active Create in all entities

Description:

General | Numbering | Apportionment | Workflow

Journal Type:

Bank Account ID: Chase Bank

Payment Method ID: Electronic Payment

Security Level:

Processing Options

Allow Project Reference

Allow Mixed Entity

Allow Mixed Currency

Allow Landed Cost

Allow Delete

Reverse Next Period Reversal Delay: Delay expressed in periods

Related Party Required

Post Immediately

Adjustment

Draft

Use Shipper ID as Invoice ID

Remittance to 3rd Party Remit To Supplier

- 2 Specify information in these fields:

Document Type ID - Specify the ID for the document you plan to use for electronic transfers.

Description - Specify the description of the Document Type ID.

Journal Type - Select Payment Runs from the **Journal Type** drop-down button.

Bank Account ID – Select the **Bank Account ID** from the drop-down button or browse button that you want to associate with electronic transfers. Verify in Bank Account Maintenance that the Bank Account ID you select has a 10-digit account number without spaces or dashes.

Payment Method ID - Select the electronic payment type you created from the **Payment Method ID** drop-down button or browse button.

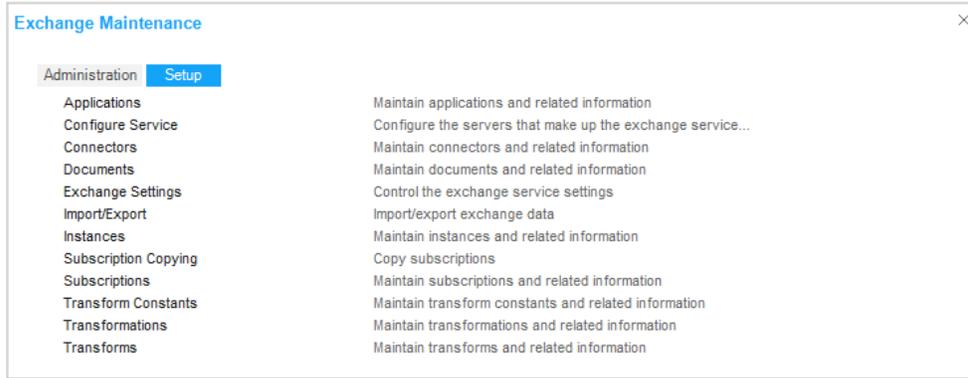
- 3 Click **Save** to save the document type to your database.

Setting Up a Transform Constant

You must set up a transform constant for your electronic transfers, now that you have set up an electronic payment method and defined a document type for electronic transfers.

To set up a transform constant for your electronic transfers:

- 1 Access Exchange from the Home Page by selecting **Tools, Exchange Maintenance**.
- 2 From the Exchange Maintenance window, click the **Setup Tab** and then click **Transform Constants**.



- 3 Select the row for the electronic transfer type you want to set up. The system supports four types of electronic transfer within the Exchange Service procedure: BACS, CLIEOP, EBP, and SEPA.

The screenshot shows the 'Transform Constant Maintenance' window with a table of transform constants:

Transform ID	Pub Insta...	Sub Insta...	Name	Value
VFIN_EFT_SEPA	TFIN	VFINFILE	Payment Method	SEPA
VFIN_EFT_BACS	TFIN	VFINFILE	Payment Method	
VFIN_EFT_CLIEOP	TFIN	VFINFILE	Payment Method	
VFIN_EFT_EBP	TFIN	VFINFILE	Payment Method	

- 4 From the drop-down button in the Value column, select your electronic payment method.
- 5 Click **Save**.

Setting Up an Instance File

Use the Instance Maintenance window to define the directories where the system should save the electronic transfer file and retain an electronic transfer file archive.

- 1 From the Setup tab in **Exchange Maintenance**, click **Instances**.

- 2 Click the Instance ID drop-down button or browse button and select **VFINFILE**.

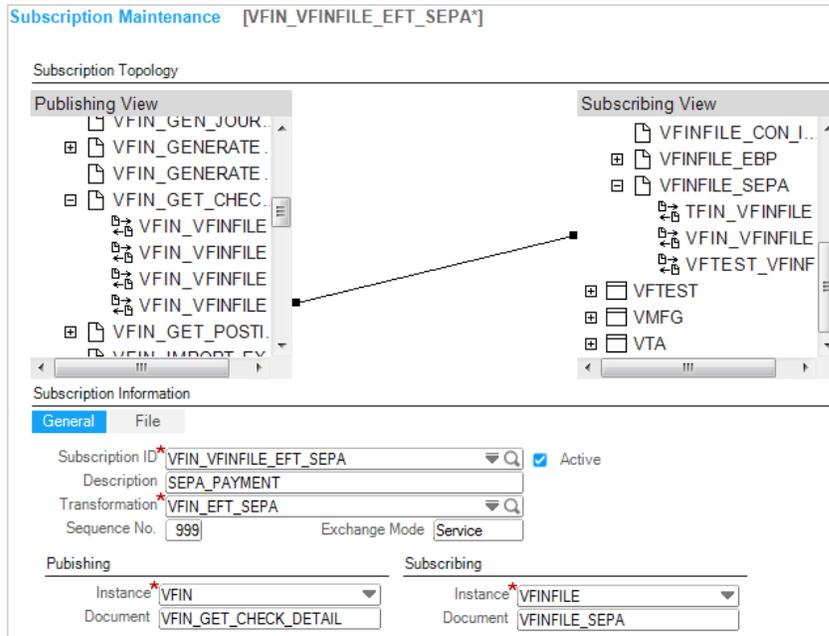
The screenshot shows a window titled "Instance Maintenance [VFINFILE]". At the top, there is a field for "Instance ID" with a red asterisk and a dropdown menu showing "VFINFILE". Below this are two tabs: "General" and "File", with "File" selected. Under the "File" tab, there are five fields, each with a browse button (represented by a magnifying glass icon): "Inbound Directory", "Inbound Archive Directory", "Outbound Directory", and "Outbound Archive Directory". The fifth field is "Delete archive files after" followed by a text input box and the word "days".

- 3 Click the **File** tab, and specify this information:
 - Outbound Directory** - Click the browse button to select where to store the EFT files.
 - Outbound Archive Directory** - Click the browse button to select the outbound archive directory. Your archive directory location must be different from the Outbound Directory file location.
 - Delete archive files after** - Specify the number of days to retain archive files in the Outbound Archive Directory.
- 4 Click **Save**.

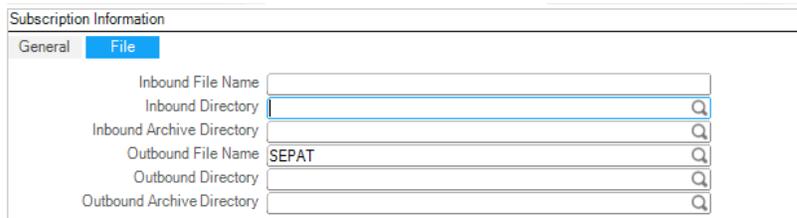
Defining the Subscription

After you set up an instance file, define the subscription between your Global Financials database and the instance file.

- 1 From the **Setup** tab in Exchange Maintenance, click **Subscriptions**.
- 2 From the **General** tab's **Subscription ID** drop-down button or browse button, select the subscription for the electronic file transfer type.



- 3 In the **File** tab's Outbound File Name field, specify an outbound file name using one of these methods:



- To use the same EFT file name for all electronic files generated for this payment method, specify the file name.
- To create file name using variables, click the browse button. These variables for example: =CurrentDate.Month() + "-" + CurrentDate.Day() + "-" + CurrentDate.Year() + "SEPA" + GET_CHECK_DETAILS.PAY_RUN_ID create mm-dd-yyyySEPAxxxxx, where "xxxxx" is a Pay Run ID.

Only enter Outbound Directory and Outbound Archive Directory information, if you are using directories that are different than the ones set up in Instance Maintenance.

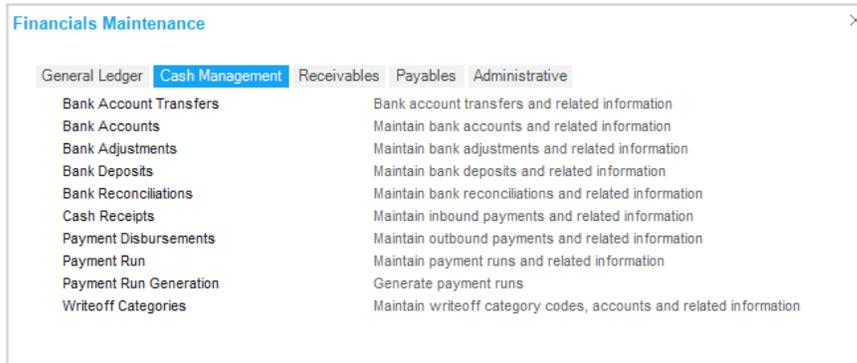
- 4 Click **Save**.

Defining the Payment Run

After you set up your electronic file format, you define your payment run.

To define the payment run:

- 1 From the Financials Maintenance window, select the **Cash Management** tab.



- 2 Click **Payment Run**.
- 3 Select the document type that you created from the **Document Type** drop-down button or browse button.

The screenshot shows the 'Payment Run Setup' window for 'MMCNA'. It includes fields for Pay Run ID, Description, Document Type (EFT), Payment Method (EPAY), Bank Account ID (BUFCHK), and Currency ID (USD). It also shows Funds Available (\$525,042.63), Funds Required (\$0.00), Run Date (8/29/2016), and Pay Thru Date (8/29/2016). There are sections for Options (Ignore Payment Terms, Force All Discounts, Show Related Customer Items, Suppress Zero/Negative Checks, Include Credit Balance Customers, Firm Dates) and Filters (Payment Method(s), Entity ID(s) - MMCNA, Payment Priority, Supplier ID(s), Supplier Group(s), Account ID(s)).

- 4 Specify information in the remainder of the Payment Run Setup window as necessary.

All suppliers identified in the Payment Run must have a default Bank record defined on the Supplier record (Entity Tab, Banks Sub Tab) with a 10-digit value placed in the Account Number field. Input strings errors in the VISUAL Exchange Activity Log can indicate a supplier without a defined Bank or Account Number.

- 5 Click **Save**.

Generating Payments

After you set up the payment run, generate the electronic payments.

To generate the electronic payments:

- 1 Confirm that the VISUAL Exchange Service is running. Manual Exchange Requests for EFT Files are not supported.
- 2 From the **Cash Management** tab of the Financials Maintenance window, click **Payment Run Generation**.

Reference	Amount	Supplier...	Custom...	Remit To	Status
444.77		BOSSSEL		Boston Selling Group	Pending
4,583.32		C&S		C & S Manufacturers	Pending
11,225.00		DERHAR		Derry Hardware Su...	Pending

- 3 Select the Payment Run ID that you created from the **Pay Run ID** drop-down button or browse button.
- 4 Verify that the date is correct in the Posting/Check Date field.
- 5 Click the **Start** tab.

Starting Payment ID:

Verify starting payment ID and click GO to begin generating payments

Go

- 6 Verify that the Starting Payment ID is correct.
- 7 Click **Go**.
- 8 Click the **EFT Results** tab to display the payment generation results.

Generate Payments MMCNA - [08292016SEPA]

Pay Run ID	08292016SEF	Description	
Document Type	EFT	Status	Closed
Bank Account ID	BUFCHK	Funds Available	(\$525,042.63)
Currency ID	USD <i>US Dollars</i>	Funds Required	\$16,253.09
Payment Method	EPAY	Run Date	8/29/2016
		Pay Thru Date	8/29/2016
		Posting/Check Date	8/29/2016

Payment ID	Status	Remit To	Amount
00007	Closed	Boston Sellin...	\$444.77
00008	Closed	C & S Manuf...	\$4,583.32
00009	Closed	Derry Hardw...	\$11,225.00

File Name:

Advice Payment Method:

The system creates the EFT file with the name you specified in Subscription Maintenance and saves the file in the directory you specified in Instance Maintenance.

Click **Regenerate File** to create the file again if necessary.

Click **Create Advices** Payment Method to e-mail or print remittance advices as needed.