Create Vendor EFT

Accounts Receivable, Vendor EFTs, New Input EFT
Process Flow: Enter EFT, PrePost & Update

Create an EFT for your payment to your vendor for invoices. To verify open invoices, run the Invoice Status Report in AP, Reports. Select the option for Open Invoices only.

In this program, there is a feature that will allow you to pay a non-fuel vendor without having to enter an invoice. You can do this using transction code 'M' - Miscelleneous. You can enter an invoice number, date, invoice amount and the GL account number for the payemnt.

Also, this is the good way to enter invoice corrections that have been billed by the fuel vendor. Use this option only if the gallons do not change for the invoice correction. You will enter 2 transactions with code 'M'. Enter both the credit and rebill amount and assign them to GL account number for Cost of Sales - Fuel. Although you could enter just the difference in the original and correcting invoice, entering both amounts gives you an additional audit trail for the transaction.

Step 1 1. Enter the GL Link Code, 2. Enter the EFT Date. This is the date that the funds will be transferred from the bank. 3. Enter the batch number. 4. Click EFT Input	
Step 2 1. Enter the vendor number. 2. Enter an EFT number. You can enter 'A' to auto-assign a number or you can enter a number of your choosing (such as a date or bank reference). If you enter 'A', the system will assign a sequential number based on the AP Setup 3. Enter a check number. 4. Enter the total EFT amount.	

Step 3

1. Select the invoices to be paid by click the 'Add' column. You can click the button 'Mark All' to select all invoices listed below.
2. You have the option to 'partially pay' an invoice by manually entering a specific amount in the NetAmt column. The system will compute the Remaining Balance automatically.
3. Make sure the EFT Amount matches the total of invoices to be paid.
4. Click Save.

Step 4

This step may be optional.

You can also record a payment for miscellaneous invoices that are not entered in Accounts Payable. Examples include Bank Fees, rental payments or adjustments for Vendor Credit/Rebill.

Select the appropriate vendor for the batch.

1. Click the 'AddLn' button to a line to the EFT batch.

2. Enter 'M' for Miscellaneous.
3. Enter a Reference number that you can use to identify the invoice.
4. The transaction date will default from the batch date. Change this if desired.
5. Enter a description of the charges or invoice.
6. Enter the invoice amount.
7. Select a GL Expense account number that is appropriate for this invoice.
8. Click OK.

Example 1: Bank Charges

Example 2: Misc. Rent Expense

Example 3: Credit Rebill

Step 5 1. If appropriate, you an add Credit Card data to the EFT to reduce your EFT amount due to the vendor.	
Step 6 1. Enter the Credit Card reference number. Use the F2 lookup. 2. Enter the amount to transfer and click OK. 3. Check the 'Add' column to select the items to include in this EFT. 4. You can enter a partial amount in the 'NetAmt' field if required. 5. At the end, click Save. Click Exit when the batch is complete and in balance.	
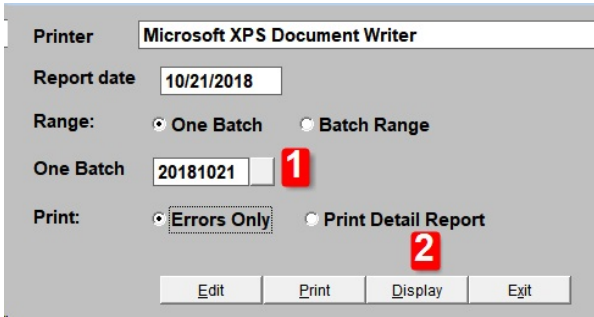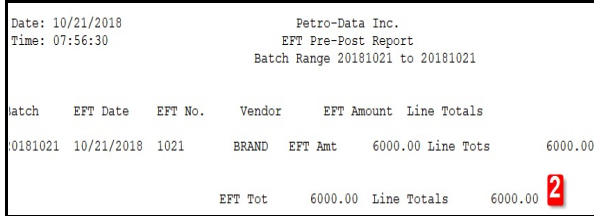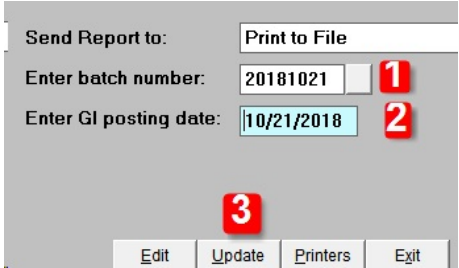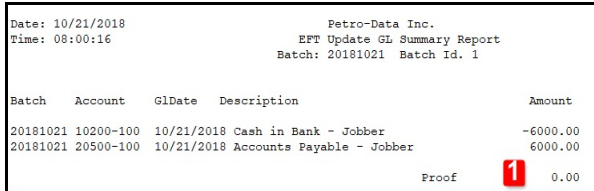
Vendor EFT PrePost & Update

Accounts Receivable, Vendor EFTs, PrePost EFTs & Update EFTs
Process Flow: Enter EFT, PrePost & Update

Step 1 *Accounts Receivable, Vendor EFTs, PrePost EFTs* 2. Enter the batch number. 3. Click Display.	**Printer** Microsoft XPS Document Writer **Report date** 10/21/2018 **Range:** ⦿ One Batch ○ Batch Range **One Batch** 20181021 **1** **Print:** ⦿ Errors Only ○ Print Detail Report **2** Edit Print Display Exit
Step 2 1. Review this edit report and make sure there are no errors. 2. Check the total of the EFT.	Date: 10/21/2018 Petro-Data Inc. Time: 07:56:30 EFT Pre-Post Report Batch Range 20181021 to 20181021 Batch EFT Date EFT No. Vendor EFT Amount Line Totals 20181021 10/21/2018 1021 BRAND EFT Amt 6000.00 Line Tots 6000.00 EFT Tot 6000.00 Line Totals 6000.00 **2**
Accounts Receivable, Vendor EFTs, Update EFTs	
Step 3 1. Enter the batch number. 2. Enter the GL Posting Date. 3. Click Update.	**Send Report to:** Print to File **Enter batch number:** 20181021 **1** **Enter GI posting date:** 10/21/2018 **2** **3** Edit Update Printers Exit
Step 4 Review the report. Check that GL Proof is Zero.	Date: 10/21/2018 Petro-Data Inc. Time: 08:00:16 EFT Update GL Summary Report Batch: 20181021 Batch Id. 1 Batch Account GlDate Description Amount 20181021 10200-100 10/21/2018 Cash in Bank - Jobber -6000.00 20181021 20500-100 10/21/2018 Accounts Payable - Jobber 6000.00 Proof **1** 0.00

Step 5
1. Click View Errors.
2. If errors exist, click on Cancel Update. Correct the errors and run the PrePost and Update again.
3. If there are no errors, click Finish Update.

.. Update Errors:

| Finish Update | View Status | View Errors | Print Msg | Cancel Update |