EFT Payments

While you can pay your suppliers electronically via your bank's website, agrē has the ability to generate an EFT payment file that can be uploaded to your bank's website to process a payment batch of multiple electronic funds transfers at once.

If you have the Grain or Shares module, you can make EFT payments to producers and shareholders as well as to suppliers.

What you'll find:

Accounts Payable - EFTs for Suppliers 2
Grain - EFTs for Grain Producers 13
Shares - EFTs for Shareholders 19
Make the Payment using EFT Payment Type 24
Create the EFT Payment Batch 25
Upload the Payment Batch to Your Bank 28
Confirm Payment and Send Notification Emails 29

Related White Papers:

AP Cheque/EFT Batch Payment Review Process

Shares

Last Updated: 2025.11.04

Note	Electronic Funds Transfers are limited to payments from and to Canadian banks only. You can make EFT payments in US dollars to a supplier's US funds account at a Canadian bank if your company also has a US funds account at a Canadian bank. As Canadian banks can process payment batches comprised of a single currency, each payment batch must be limited to either Canadian or US funds.

Accounts Payable - EFTs for Suppliers

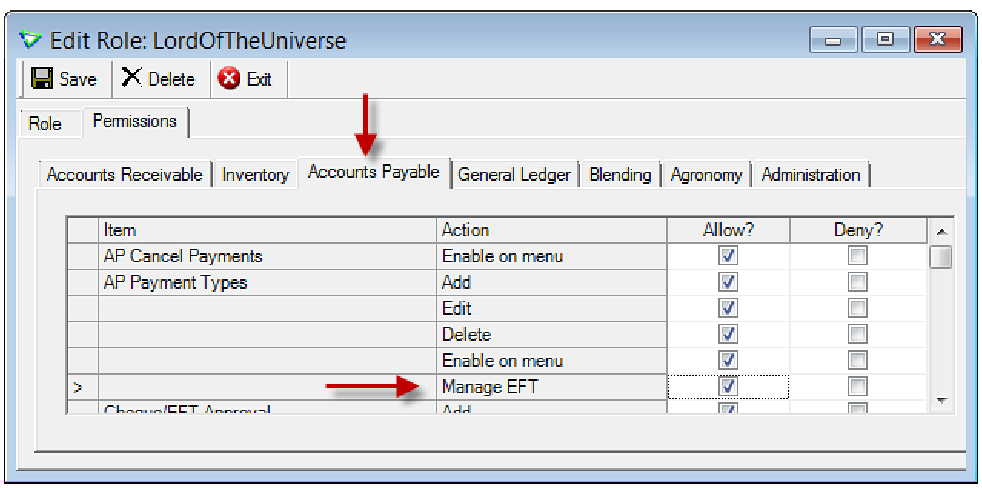
One-Time Setup Tasks

There's quite a few items that need to be setup (one-time tasks) before you can start generating EFT payment batches for suppliers, producers, or shareholders.

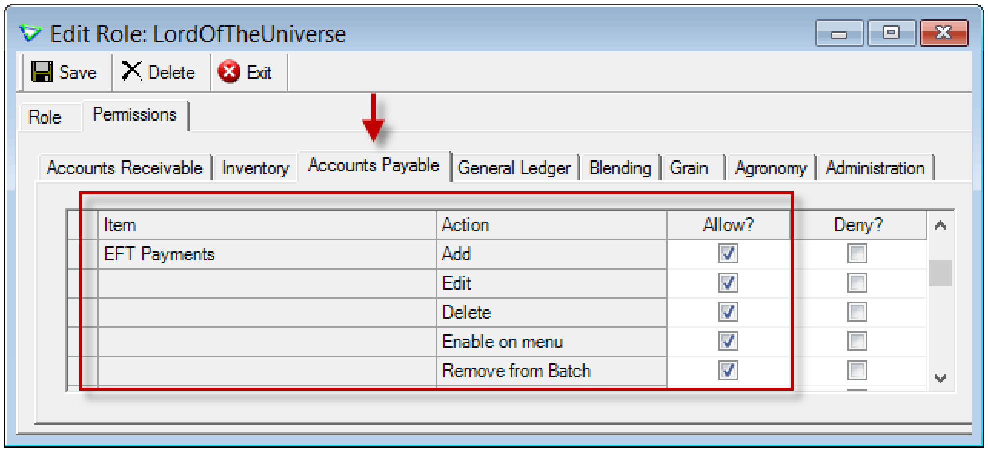
Security Settings

Note	Not every user may need permission to perform all EFT tasks. For example, you don't need permission to create a new AP Payment Type in order to make EFT payments.

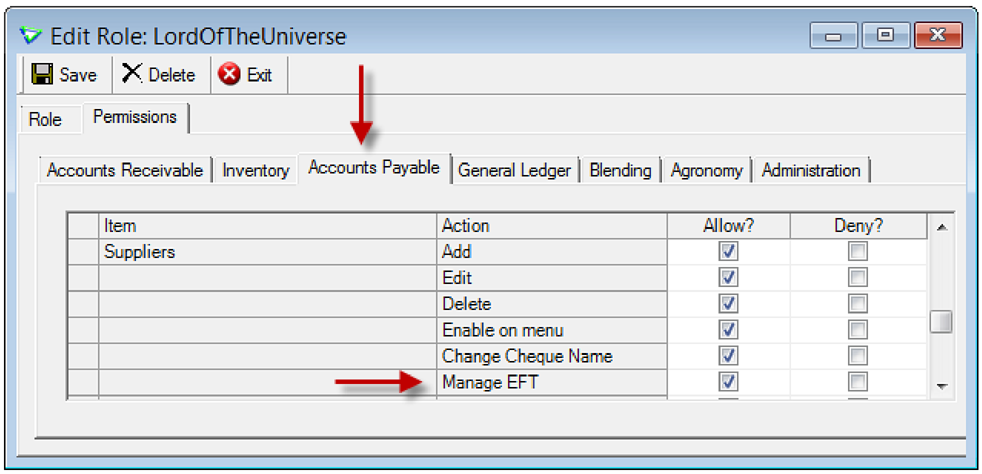
These are the security settings specific to EFT. You'll still need permission to "regular" security items to setup AP reference numbers, edit suppliers, make payments, etc.



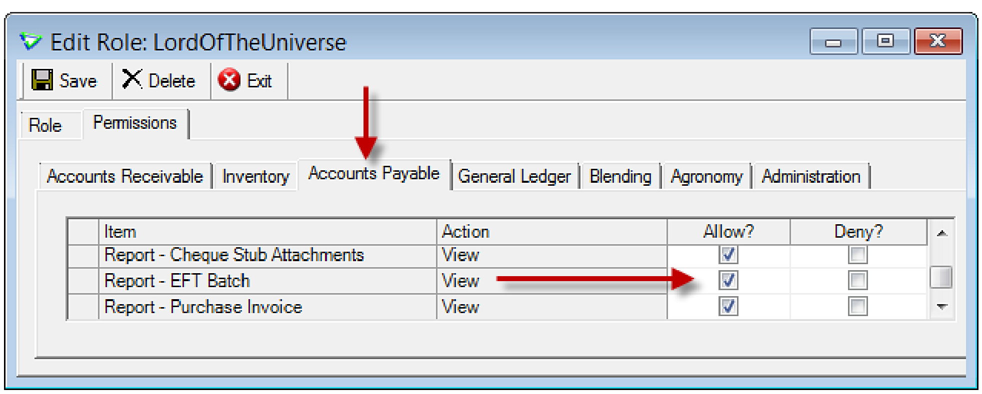
File > Security > Manage Roles > Permissions >Accounts Payable



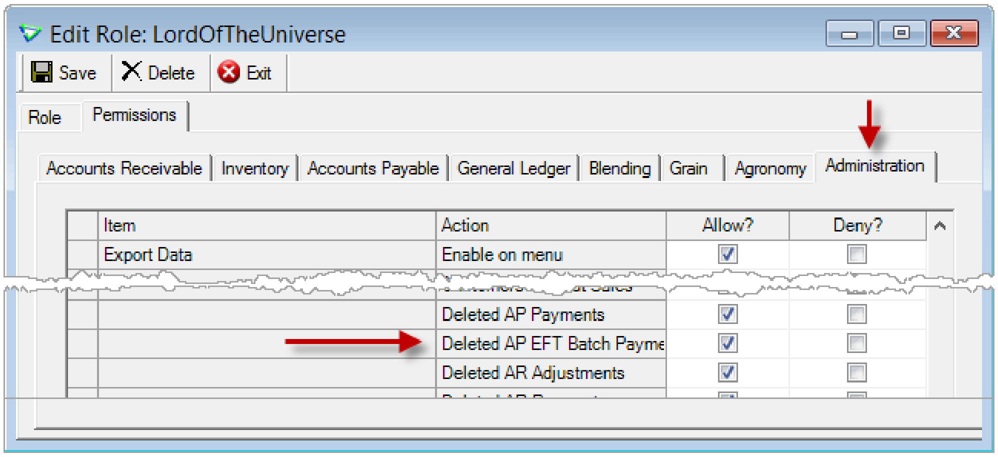
File > Security > Manage Roles > Permissions >Accounts Payable



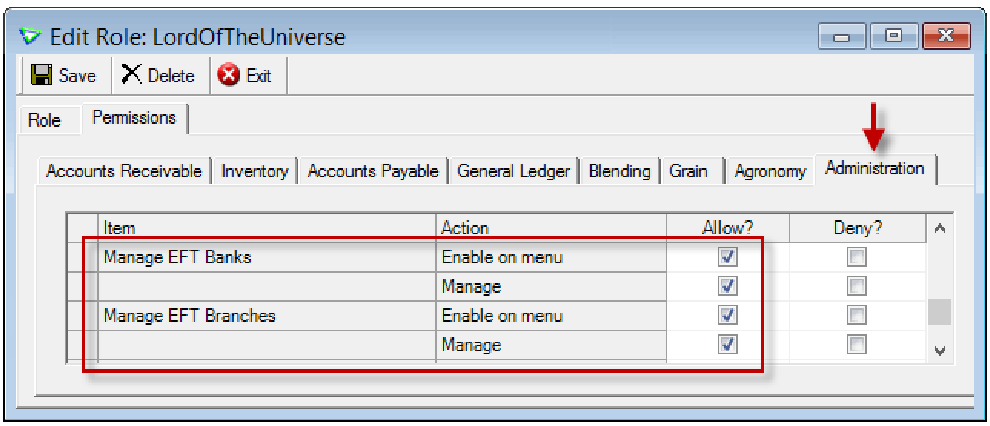
File > Security > Manage Roles > Permissions >Accounts Payable



File > Security > Manage Roles > Permissions >Accounts Payable

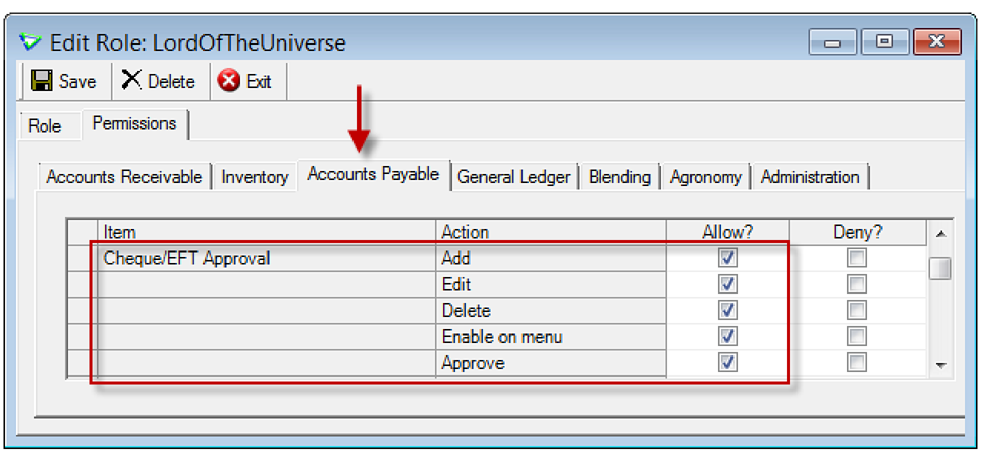


File > Security > Manage Roles > Permissions >Administration

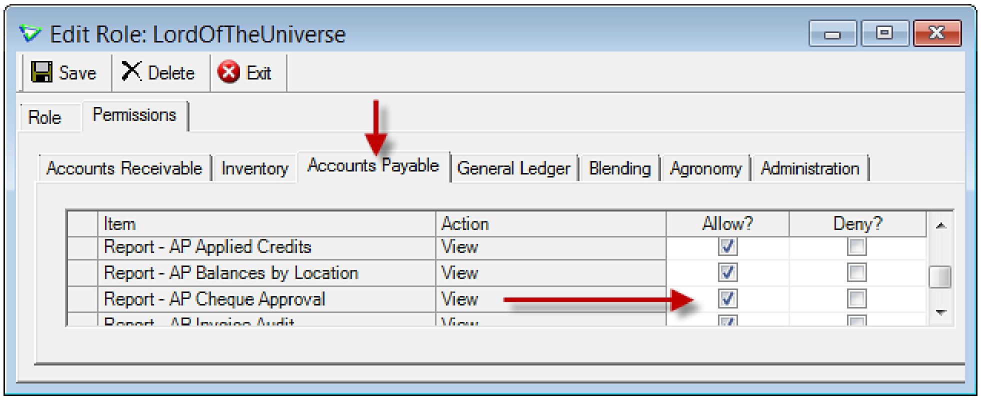


File > Security > Manage Roles > Permissions >Administration

These permissions need to be allowed *only* if you'll *also* be using the optional ***Cheque/EFT Batch Payment Review Process***.



File > Security > Manage Roles > Permissions >Accounts Payable



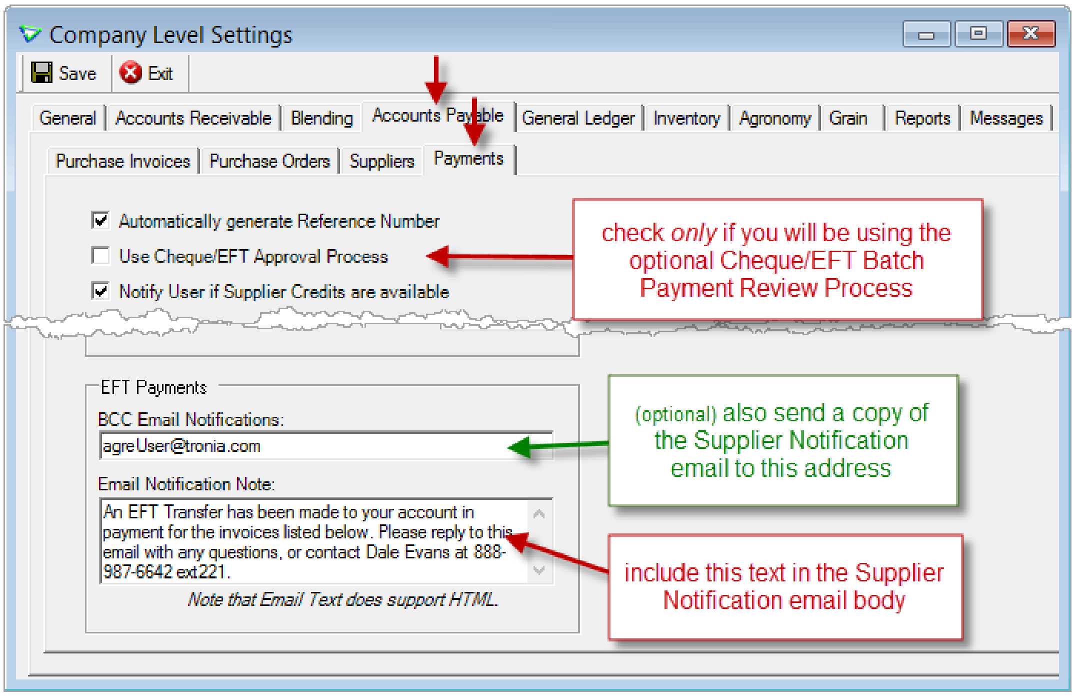
File > Security > Manage Roles > Permissions >Accounts Payable

Help	Not all users may need access to all Cheque/EFT Approval permission items. Please refer to the white paper on the ***Cheque/EFT Batch Payment Review Process*** for more details on who needs to be allowed to do what.

EFT Company Configuration Options

Accounts Payable tab

To be sent a copy of each supplier notification email, fill in the ***BCC Email Notifications*** field with the email address of who in your company should receive them.



File > Config Options > Company > Accounts Payable > Payments

Type the text that will appear in the email the supplier receives in the ***Email Notification Note*** field.

Sample text for the ***Email Notification Note***:

An EFT Transfer has been made to your account in payment for the invoices listed below. Please reply to this email with any questions, or contact Pat Thachuk at 1.888.555.1212 ext221.

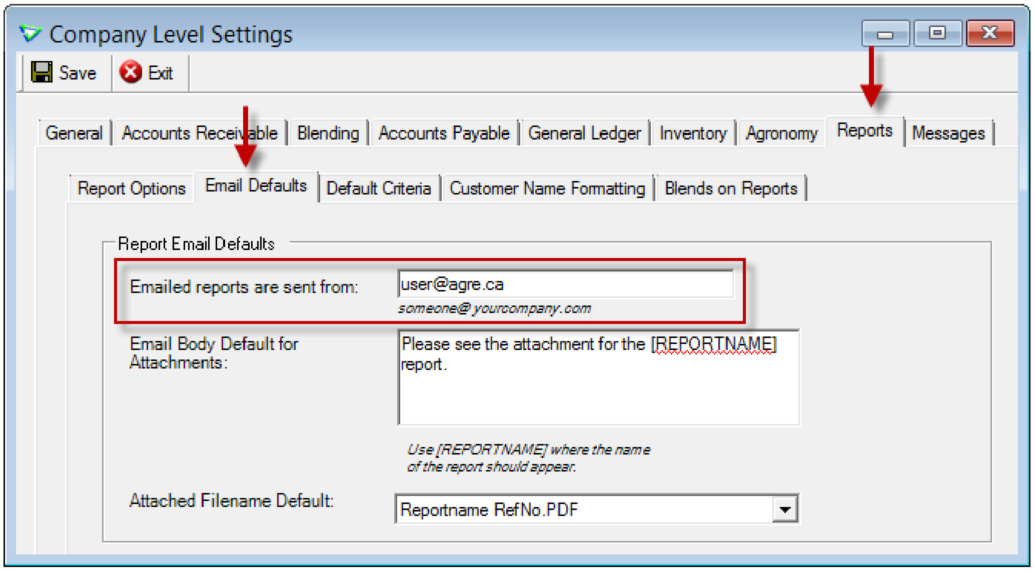
If you will also be using the *optional* ***Cheque/EFT Batch Payment Review Process***, you'll need to check the box for that too.

Related White Paper: Cheque/EFT Batch Payment Review Process

Reports tab

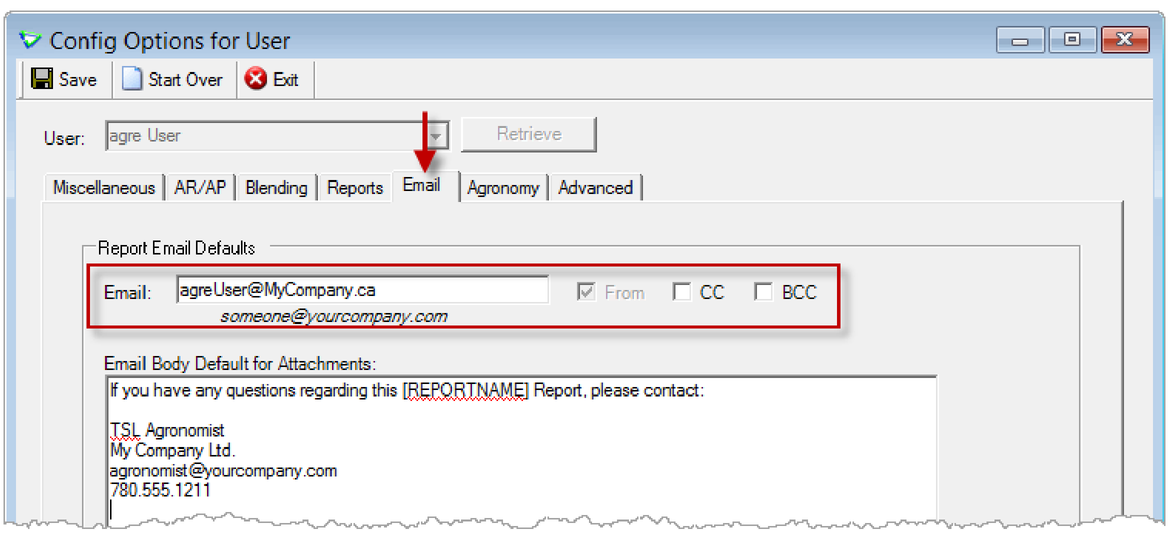
Email Defaults

agrē can automatically email payment notifications to your suppliers. The emails will be from (and thus any replies from suppliers will be sent to) the email address listed here.



File > Config Options > Company > Reports tab

The company return email address can be overwritten with a ***User Level Setting***.

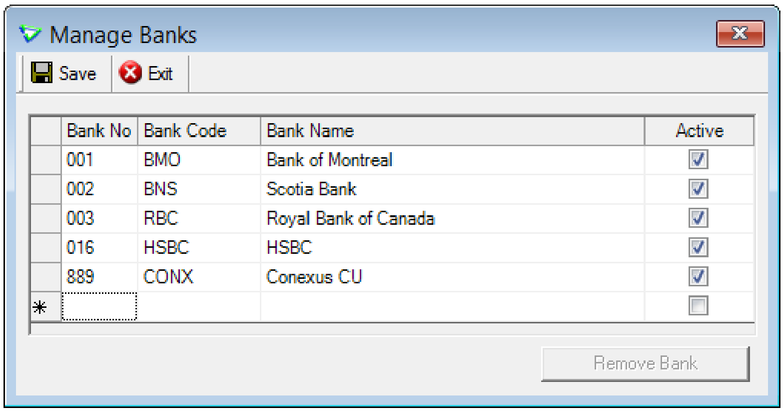


File > Config Options > User > Email tab

Banks and Branches

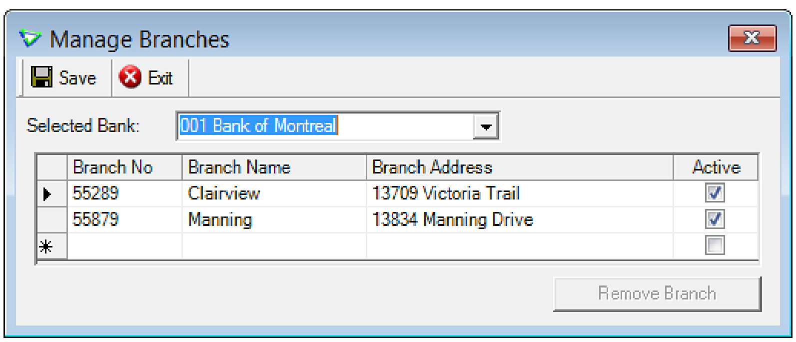
Note	As long as you have the ***Bank Code*** and ***Branch Number***, you can make payments to almost any Canadian bank a supplier deals with.

These are the **banks** *your suppliers* bank with (banks you'll be making payments to).



File > Manage > EFT Bank List

These are the **branches** *your suppliers* bank with (the branches you'll be making payments to).

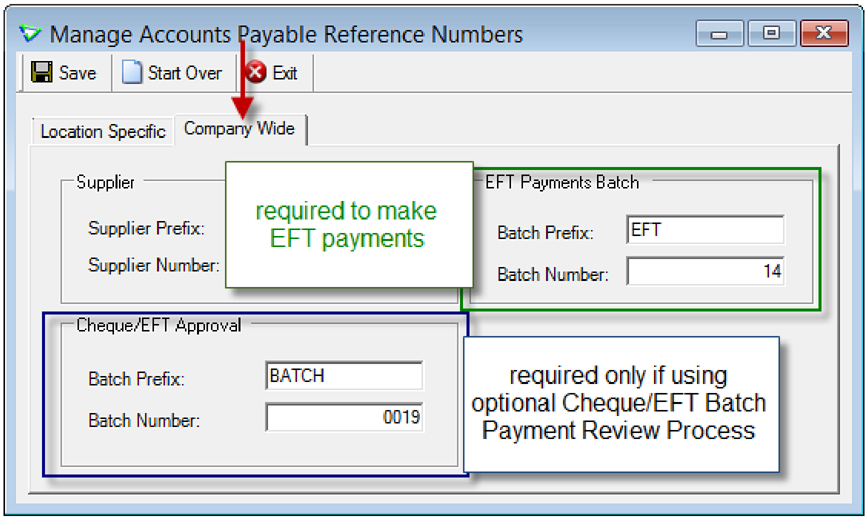


File > Manage > EFT Branch List

Help	Administration > Banks & Branches

AP Reference Numbers

Just like cheques, agrē needs to know the next available number to assign to EFT payment batches.

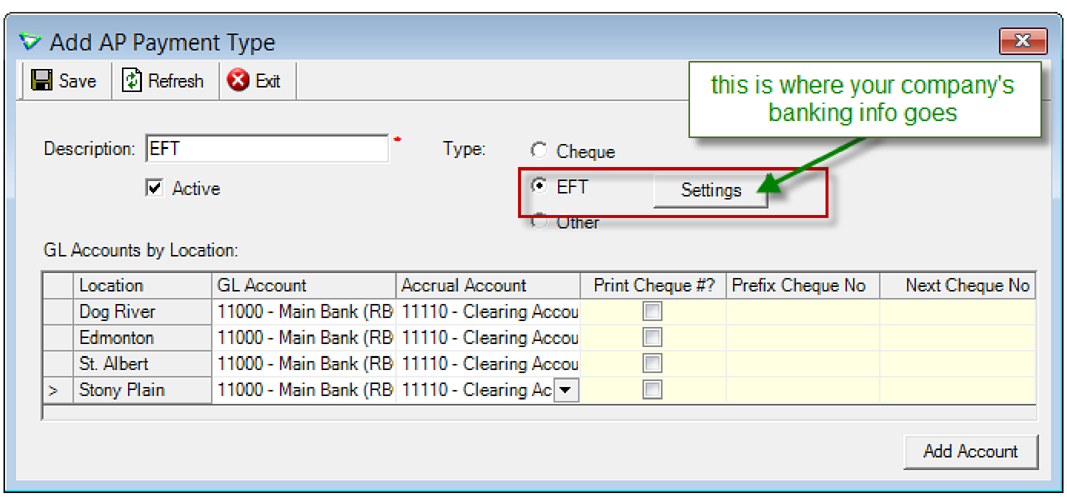


File > Manage > Reference Numbers > Accounts Payable > Company Wide tab

Help	Accounts Payable > AP Reference Numbers > Editing AP Reference Numbers

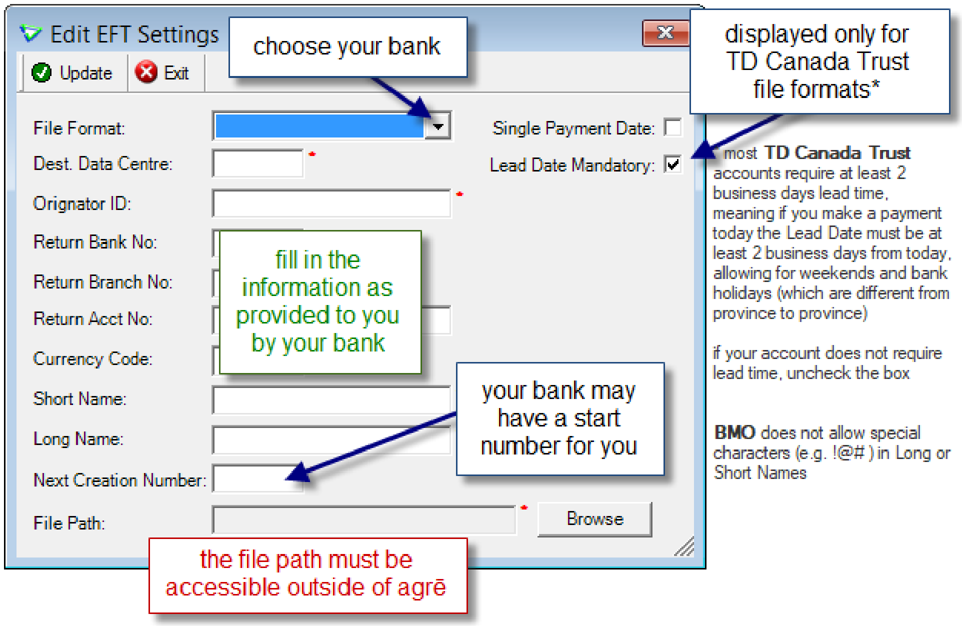
AP Payment Type

Setup a new EFT payment type. Click ***Settings*** to add *your company's* banking information (a.k.a. the bank where the money for the EFT payments will be coming from).



Accounts Payable > Manage > AP Payment Types > Add

Your bank will provide you with the details for the ***EFT Settings***.



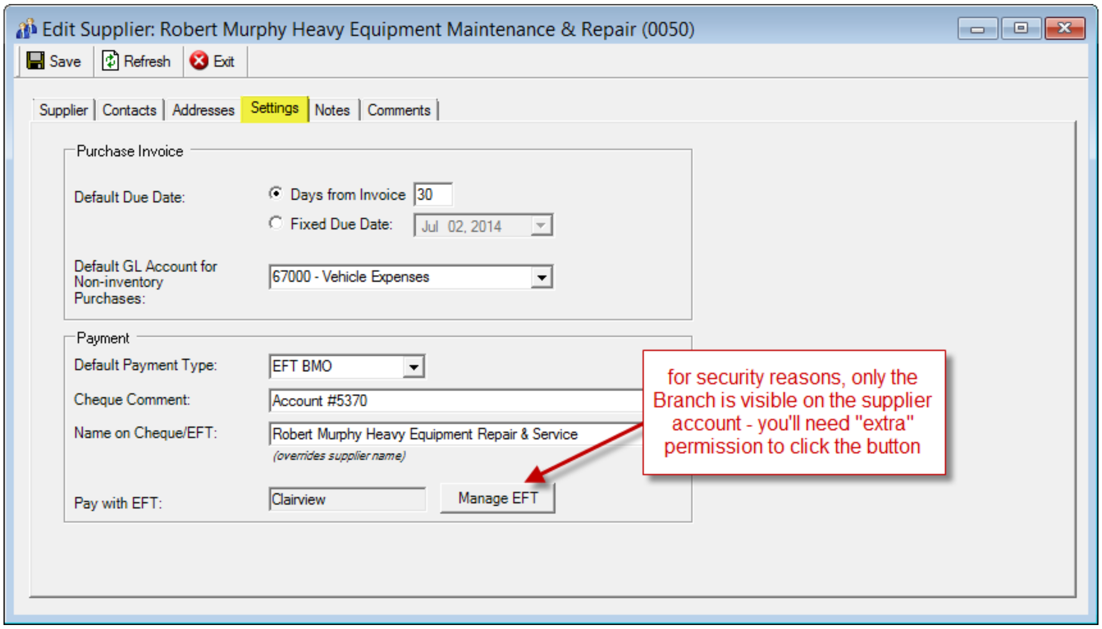
Accounts Payable > Manage > AP Payment Types > Edit

Note	The ***File Path*** folder will be where agrē saves the payment batch file and must be on your local hard drive or local area network and be available outside of agrē. **If more than one user will be making EFT payments**, it should be on a local network drive that *all users* making payments will have access to outside of agrē.

Help	Accounts Payable > Supplier Payments > AP Payment Types

Supplier Account: Adding EFT Details

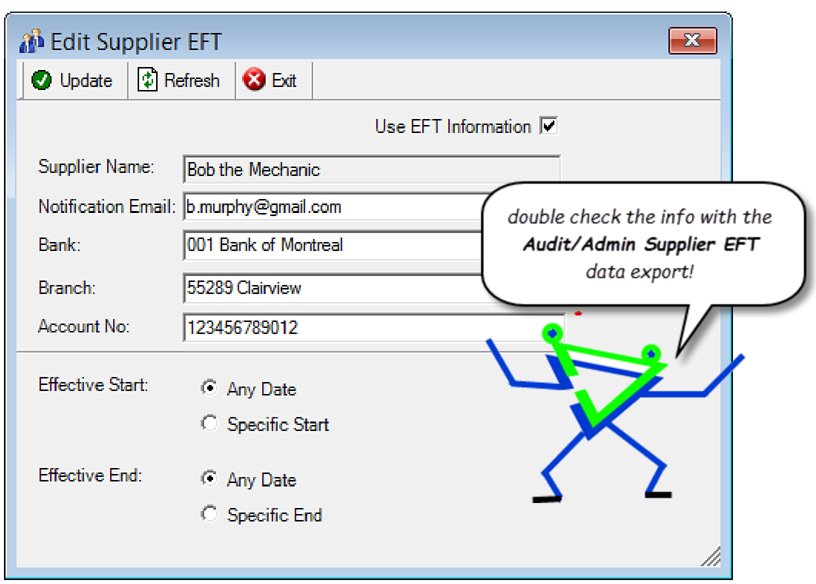
For each supplier that you'll be paying by EFT, add their bank account details by clicking ***Manage EFT***. After you're done, only the branch will display.



Accounts Payable > Manage > Suppliers > Edit > Settings tab

Tip	If you will (almost) always pay the supplier by EFT, you can make it the supplier's ***Default Payment Type*** (which can be changed to a different type at the time of payment).

The ***Notification Email*** address is the one agrē will use to send the supplier an email saying a payment has been made to their account. Select the ***Bank*** and ***Branch***, and type the ***Account Number***.



Note	The supplier's banking information is included in the EFT Payment Batch export file that agrē generates and that you subsequently upload to your bank. This is how your bank knows who you are paying, how much, and into which account the funds are to be transferred. If a supplier has no banking information entered, you could still pay them using the EFT payment type but no details of their payments could be added to EFT Payment Batches (agrē can't tell your bank information that it doesn't know). You would need to login to your bank's website and manually provide them with the supplier's banking information and payment details. Specific ***Effective Start*** and ***End*** dates are needed only if the supplier hasn't started using this bank account yet, or is about to stop using it. No EFT payments for the supplier could be added to ***EFT Payment Batches*** outside of those dates.

Help	Accounts Payable > Suppliers > Adding Suppliers

Grain - EFTs for Grain Producers[1]

If you are not making EFT Payments to grain producers or to Shareholders, you can skip this section and jump ahead to Make the Payment on **Page 24**.

One-Time Setup Tasks for Grain

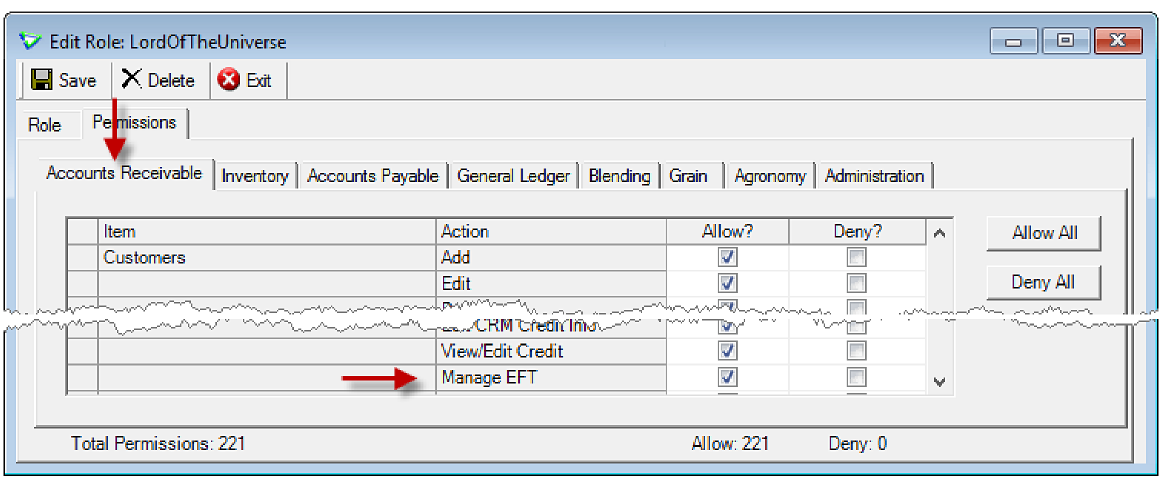
Grain EFTs are used to pay producers for settlements.
Creating Grain EFT Payment Batches is optional.

Grain EFT Security Settings

Note	Not every user may need permission to perform *all* Grain EFT tasks. For example, you don't need permission to create a new AP Payment Type in order to generate an EFT payment file.

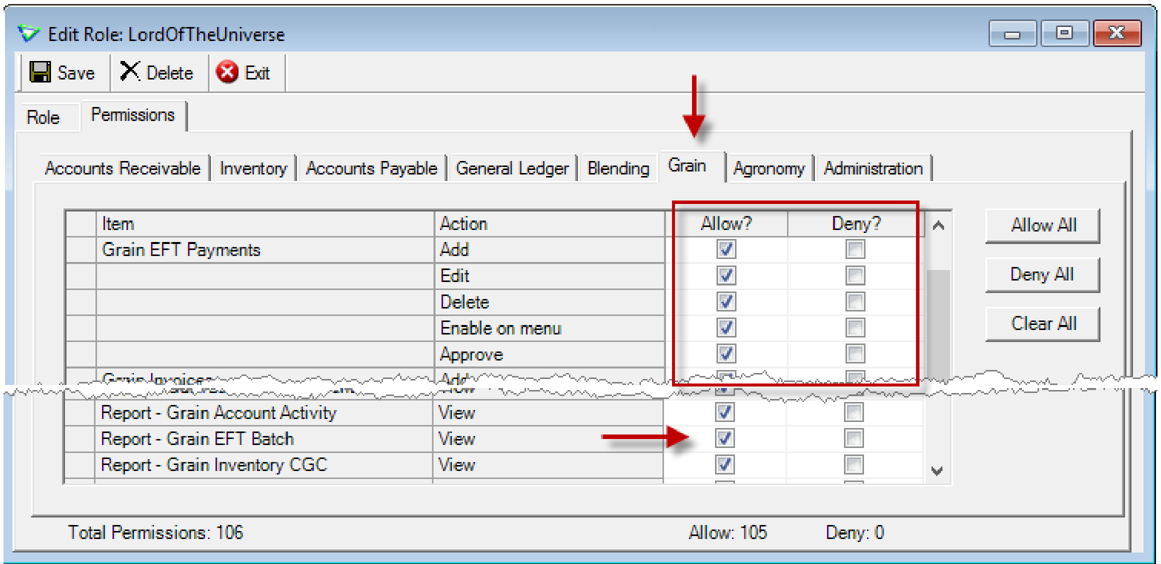
These are the security settings **specific to Grain EFT**. You'll still need permission to:

- the "regular" security items to setup Grain reference numbers, edit producer accounts, etc.
- Accounts Payable EFT Payment security permissions as needed (e.g. add new payment types, add banks and branches, EFT Approval, etc.)
- and the following permissions for grain producers:

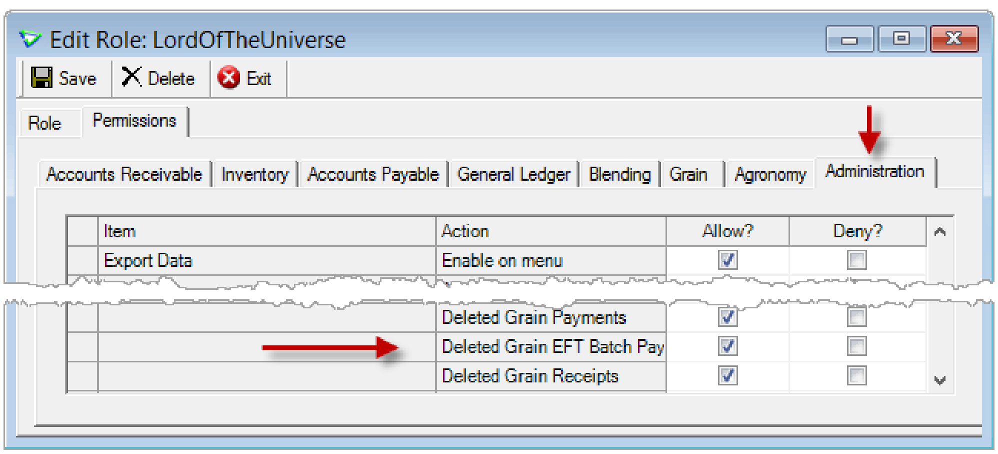


File > Security > Manage Roles > Permissions > Accounts Receivable

[1] When it comes to EFT payments, grain producers are equivalent to suppliers.



File > Security > Manage Roles > Permissions > Grain



File > Security > Manage Roles > Permissions > Administration

Grain EFT Company Configuration Options

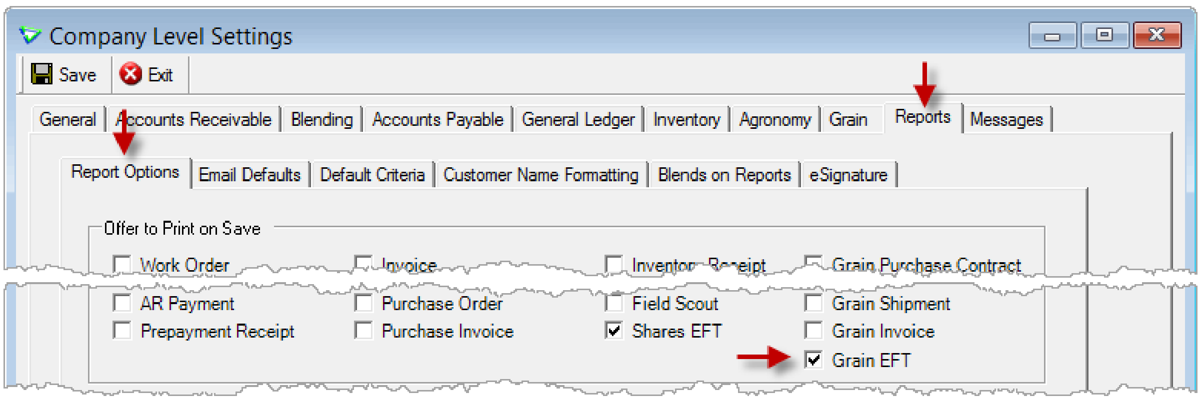
Reports tab

Email Defaults subtab

Setup the ***Email Defaults*** as per **Page 7** (same settings as if you were making AP Payments).

Report Options subtab

Check **Grain EFT** if you'd like agrē to ***Offer to Print on Save***.

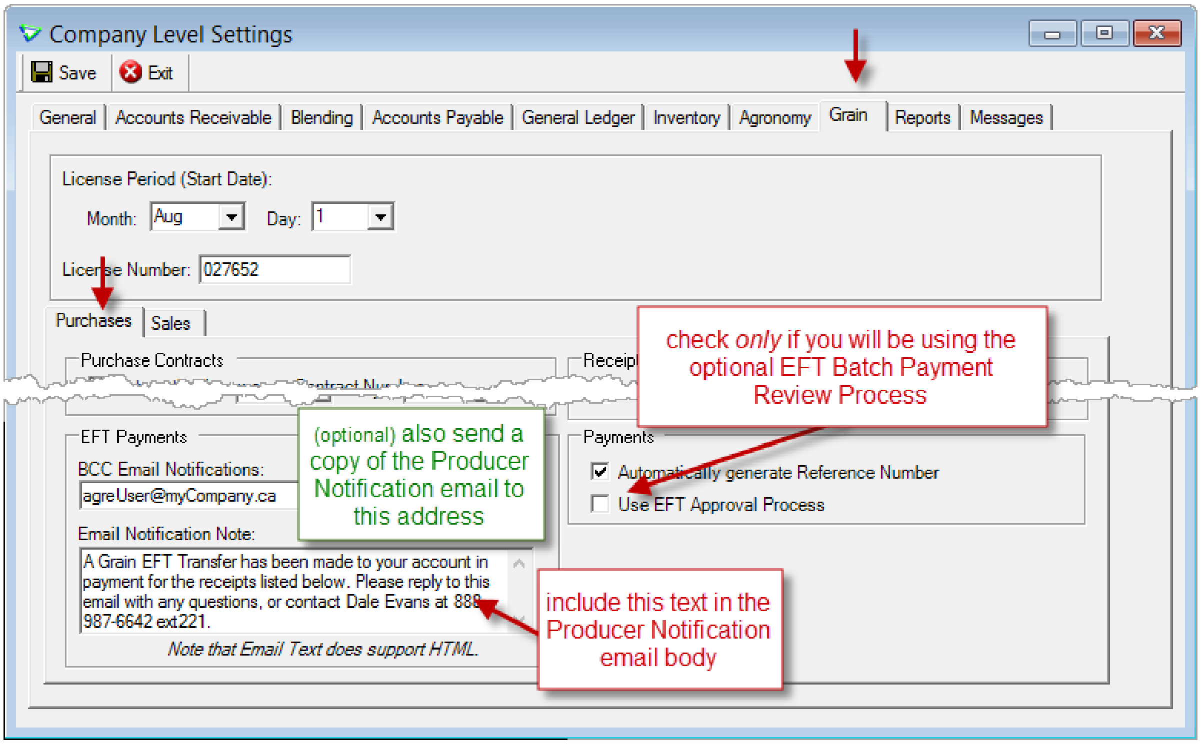


Grain tab

Setup the company config options for ***BCC Email Notifications*** and the ***Email Notification Note*** as per **Page 6** (same settings as if you were making AP Payments).

If you will also be using the *optional* ***EFT Approval Process***, you'll need to check the box for that too.

Related White Paper: Cheque/EFT Batch Payment Review Process



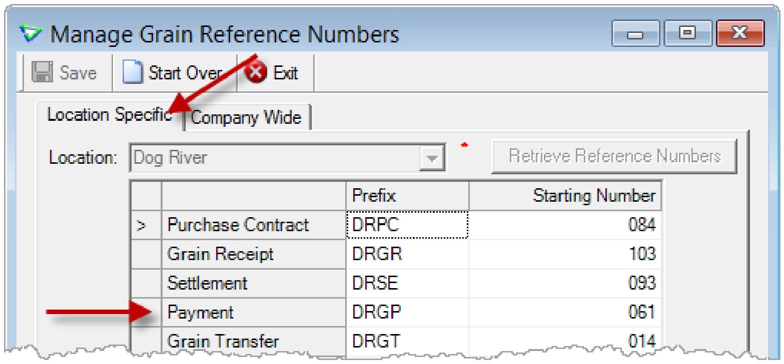
File > Config Options > Company > Grain > Purchases

Banks and Branches

Follow the steps on **Page 8** to setup the ***Banks*** and ***Branches*** *your grain producers* bank with (a.k.a the banks you'll be making payments to).

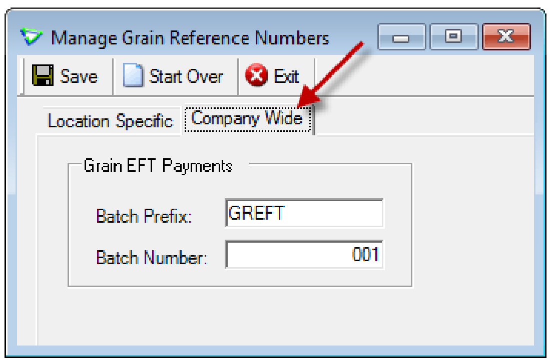
Grain EFT Payment Reference Numbers

Just like cheques, agrē needs to know the next available numbers to assign to Grain payments (per location) …



File > Manage > Reference Numbers > Grain > Location Specific tab

… and to Grain EFT payment batches.



File > Manage > Reference Numbers > Grain > Company Wide tab

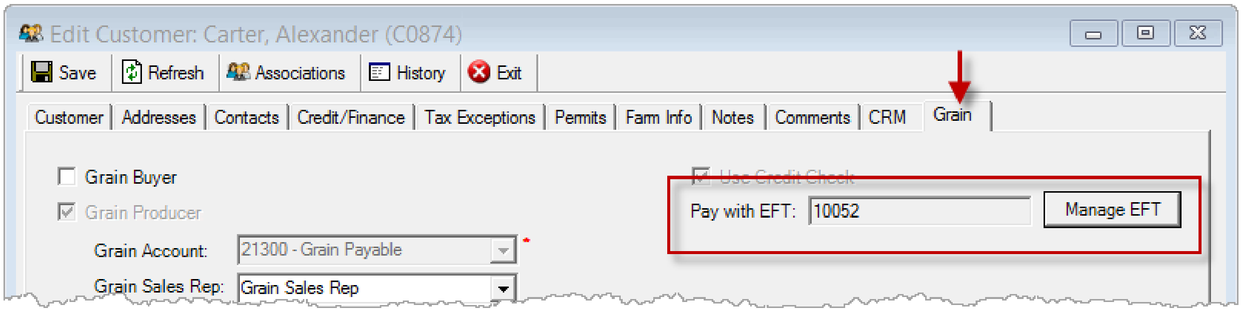
Help	Grain > Manage > Grain Reference Numbers

EFT Payment Types

Follow the steps on **Page 9** to setup a new EFT payment type for producer payments if needed.

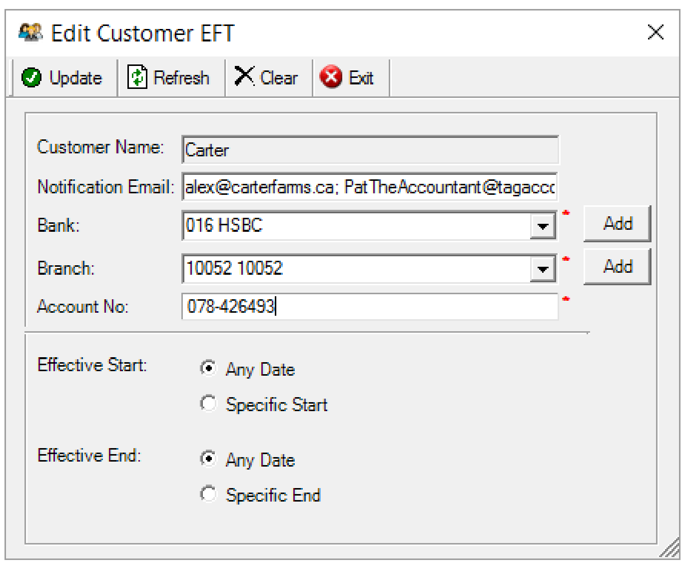
Producer Account: Adding EFT Details

For each producer that you'll be paying by EFT, add their bank account details by clicking ***Manage EFT*** (similar to adding EFT info to suppliers on **Page 11**).



Accounts Receivable > Manage > Customers > Grain tab

The ***Notification Email*** address is the one agrē will use to send the producer an email saying a payment has been made to their account.
Select the *Bank* and *Branch*, and type the ***Account Number***.



Specific ***Effective Start*** and ***End*** dates are needed only if the grain producer hasn't started using this bank account yet, or is about to stop using it.

Help Accounts Receivable > Adding Customers > Grain tab

Shares - EFTs for Shareholders

If you are not making EFT Payments to shareholders, you can skip this section and jump ahead to Make the Payment on **Page 24**.

One-Time Setup Tasks for Shares

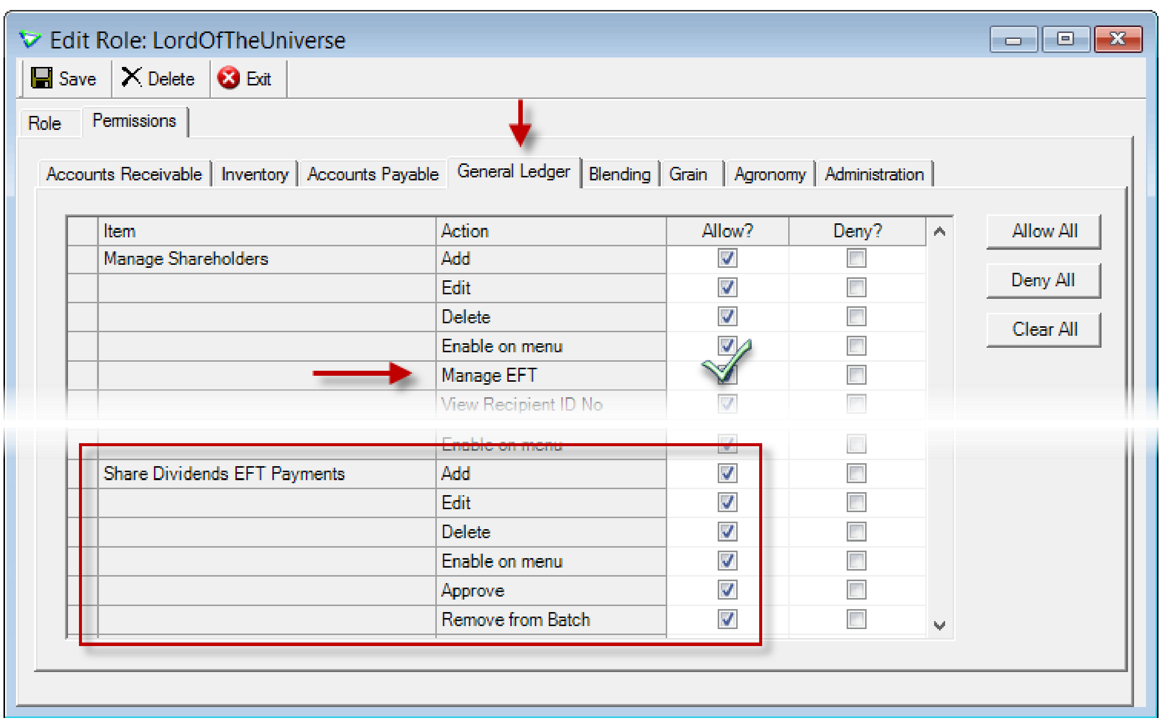
Shares EFTs are used to pay dividends to shareholders.
Creating Shares EFT Payment Batches is optional.

Shares EFT Security Settings

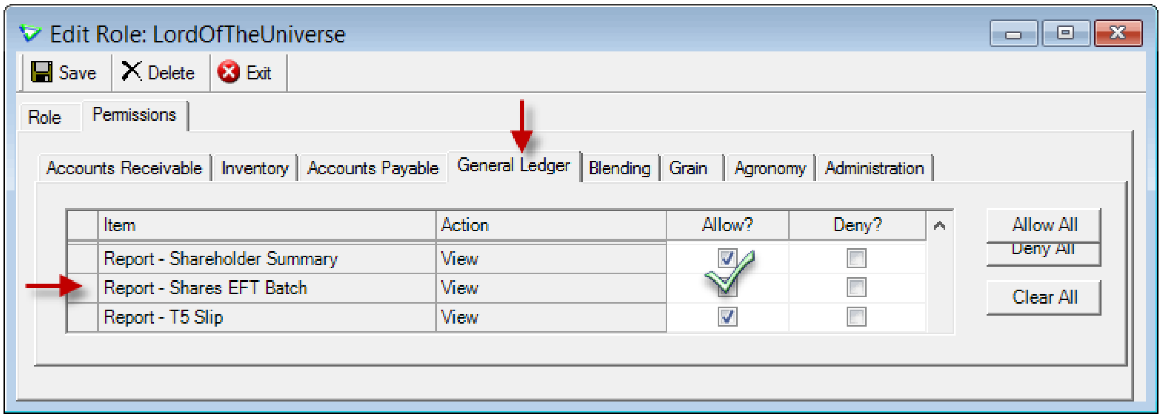
Note	Not every user may need permission to perform *all* Shares EFT tasks. For example, you don't need permission to create a new AP Payment Type in order to make a payment by EFT or to generate an EFT payment file.

These are the security settings **specific to Shares EFT**. You'll still need permission to:

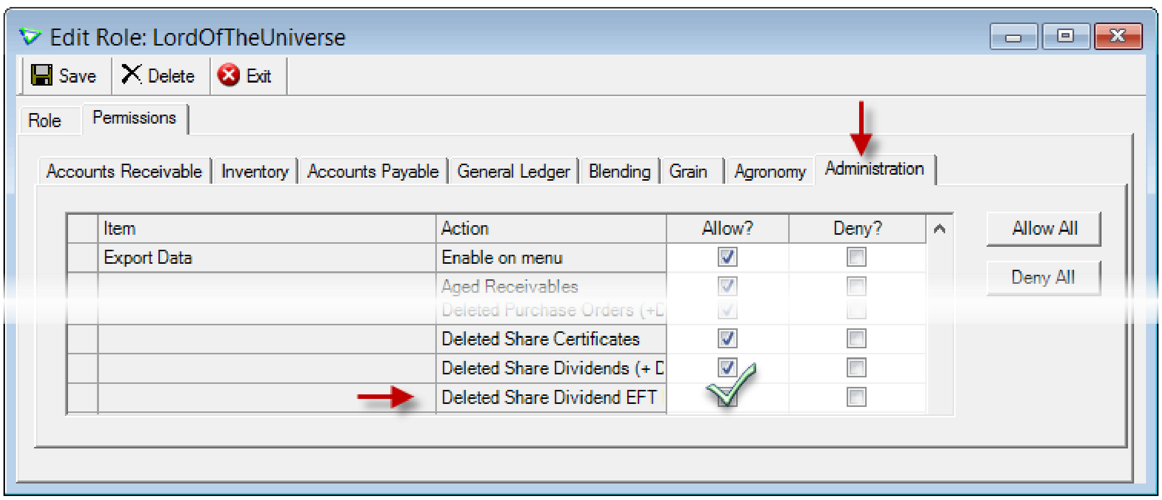
- the "regular" security items to setup Shares reference numbers, edit shareholder accounts, etc.
- Accounts Payable EFT Payment security permissions as needed (e.g. add new payment types, add banks and branches, EFT Approval, etc.)
- and the following permissions for shares:



File > Security > Manage Roles > Permissions > General Ledger



File > Security > Manage Roles > Permissions > General Ledger



File > Security > Manage Roles > Permissions > Administration

Shares EFT Company Configuration Options

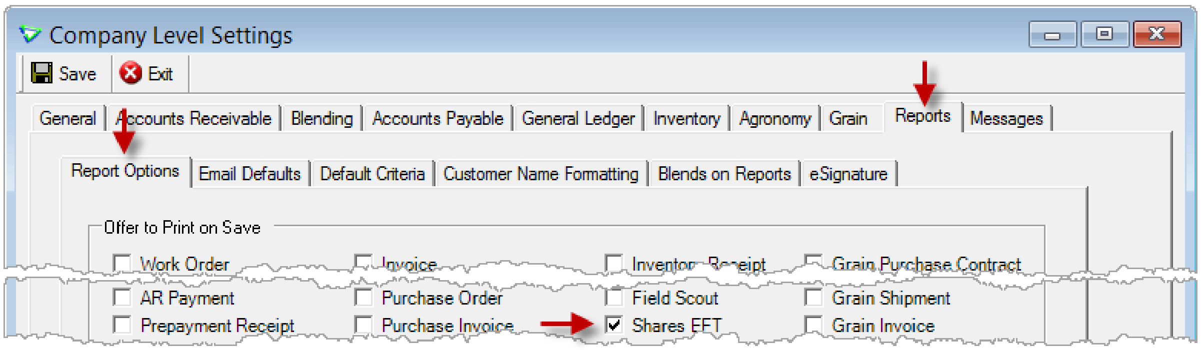
Reports tab

Email Defaults subtab

Setup the ***Email Defaults*** as per **Page 7** (same settings as if you were making AP Payments).

Report Options subtab

Check **Shares EFT** if you'd like agrē to ***Offer to Print on Save***.

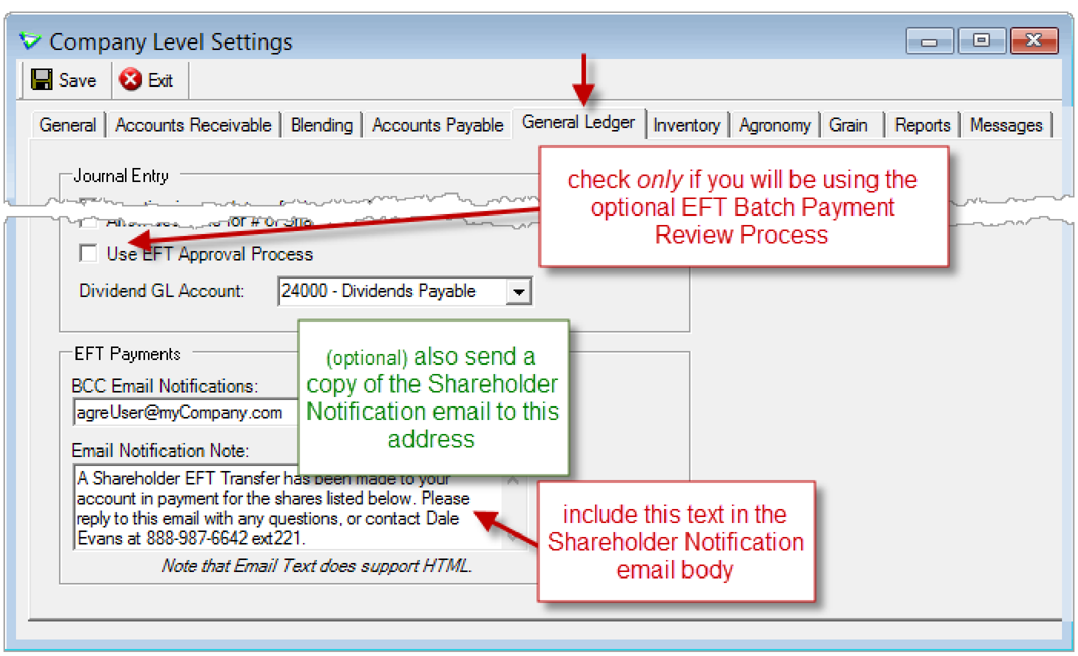


General Ledger tab

Setup the company config options for ***BCC Email Notifications*** and the ***Email Notification Note*** as per **Page 6** (same settings as if you were making AP Payments).

If you will also be using the *optional* ***EFT Approval Process***, you'll need to check the box for that too.

Related White Paper: Cheque/EFT Batch Payment Review Process



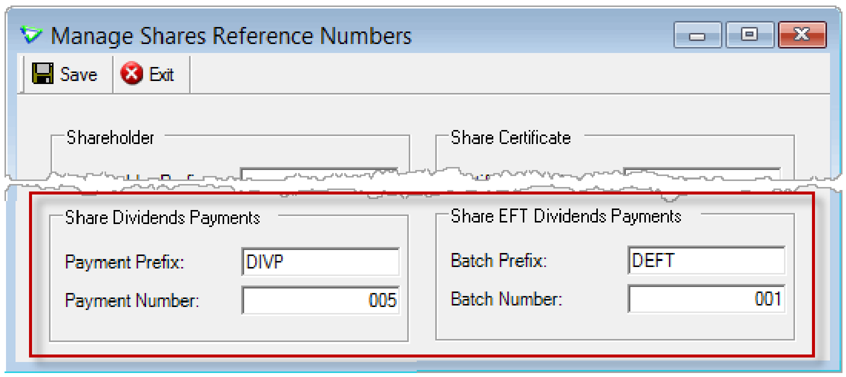
File > Config Options > Company > Grain > Purchases

Banks and Branches

Follow the steps on **Page 8** to setup the ***Banks*** and ***Branches*** *your grain producers* bank with (a.k.a the banks you'll be making payments to).

Shares EFT Payment Reference Numbers and Reference Numbers

Just like cheques, agrē needs to know the next available numbers to assign to Shares **payments** and to Shares EFT dividend payment **batches** (if using optional EFT batch review process).



File > Manage > Reference Numbers > Shares

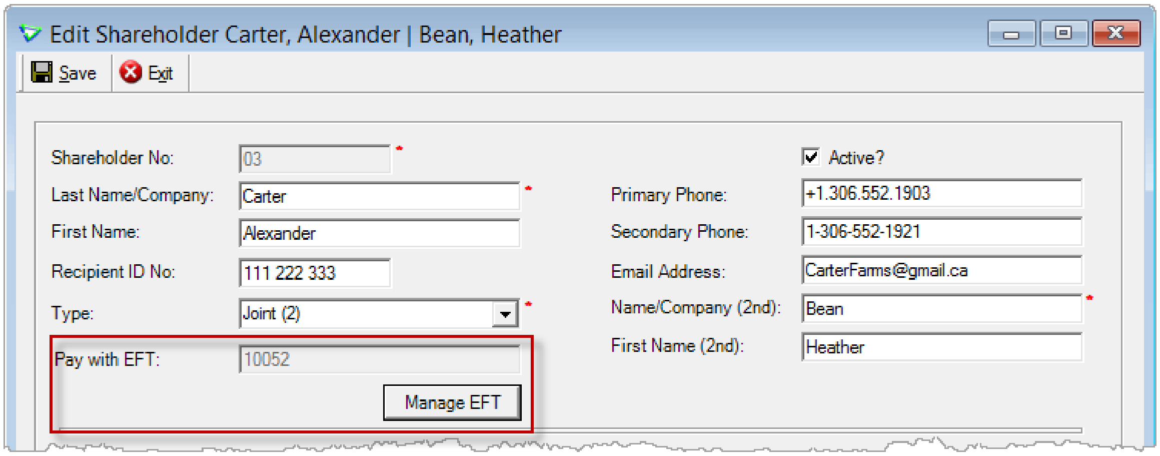
Help	Grain > Manage > Grain Reference Numbers

EFT Payment Types

Follow the steps on **Page 9** to setup a new EFT payment type for dividend payments if needed.

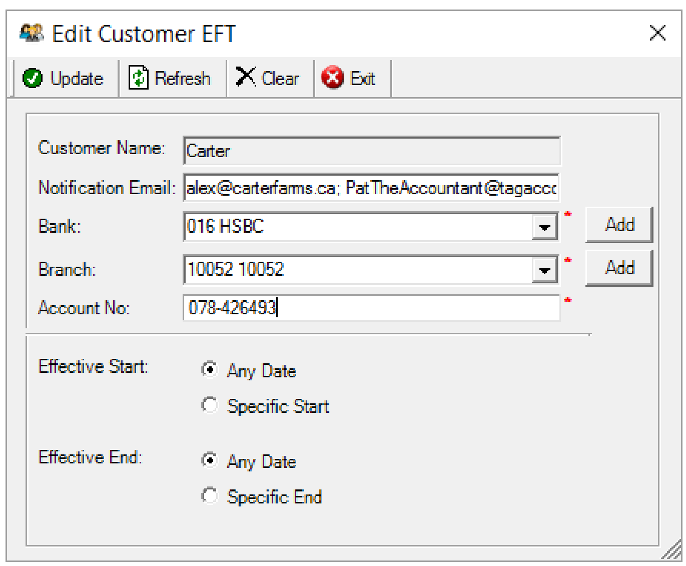
Shareholder Account: Adding EFT Details

For each shareholder that you'll be paying by EFT, add their bank account details by clicking ***Manage EFT*** (similar to adding EFT info to suppliers on **Page 11**).



General Ledger > Shares > Manage Shareholders

The ***Notification Email*** address is the one agrē will use to send the shareholder an email saying a dividend payment has been made to their account.
Select the *Bank* and *Branch*, and type the ***Account Number***.



Specific ***Effective Start*** and ***End*** dates are needed only if the grain producer hasn't started using this bank account yet, or is about to stop using it.

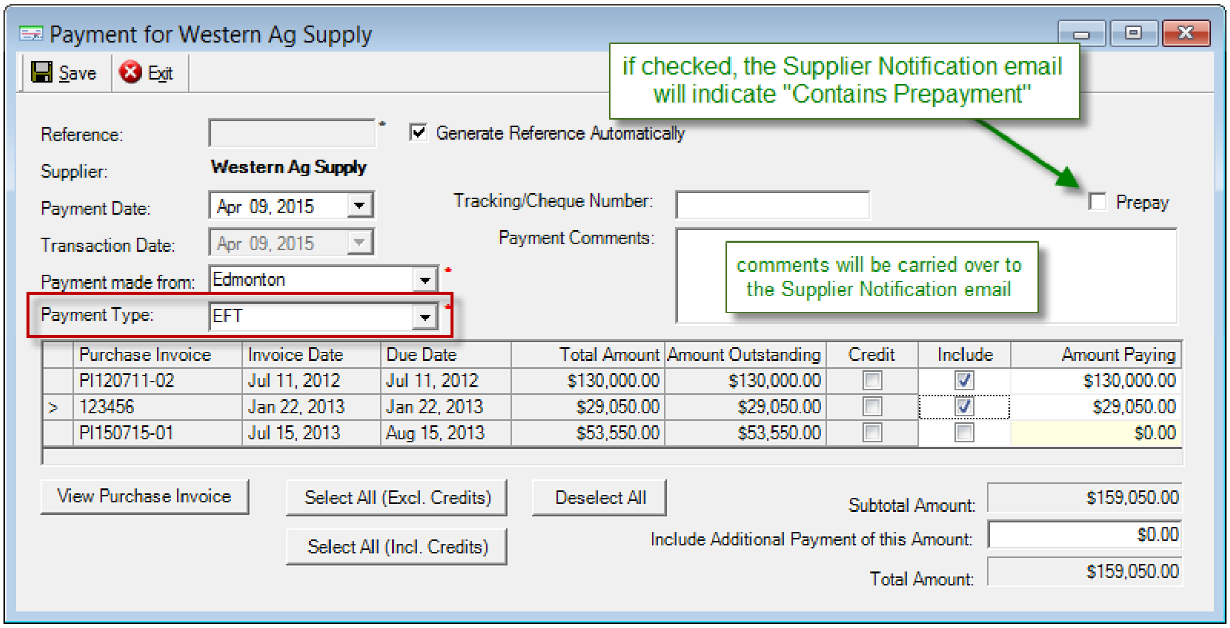
Help	General Ledger > Shares > Manage Shareholders

Make the Payment using EFT Payment Type

Make payments as you normally would, including from:

- **Supplier Account** or **Make Payments** (AP > Supplier Payments > Make Payments)
- **Grain Producer Centre**
- **Shareholder Centre**

Remember to select an **EFT *Payment Type***.



Accounts Payable > Supplier Account > Pay Supplier

Help	Accounts Payable > Supplier Payments > Payments

Optional: Integration with Payment Approval Process

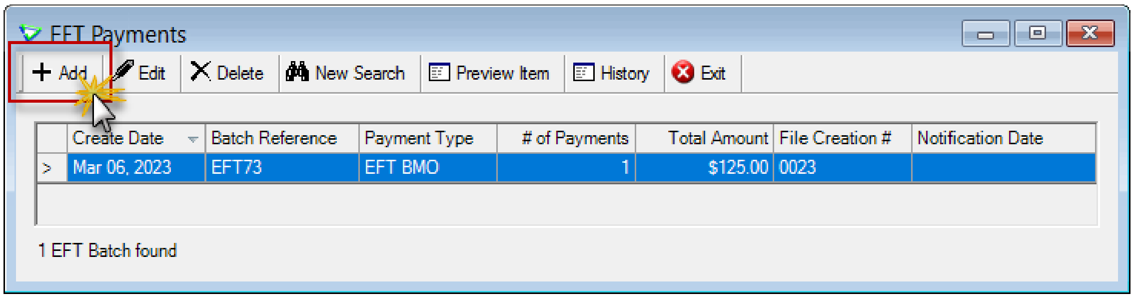
If you follow the ***Payment Approval Process***, you'll want to add the EFT payments to an approval batch for review/approval before continuing.

Help	Please refer to the white paper on the ***Cheque/EFT Batch Payment Review Process*** for more details.

Create the EFT Payment Batch

Once you've made the EFT payments (paid the suppliers using an EFT payment type), it's time to 'batch them up' into an export file that your bank's webserver can understand.

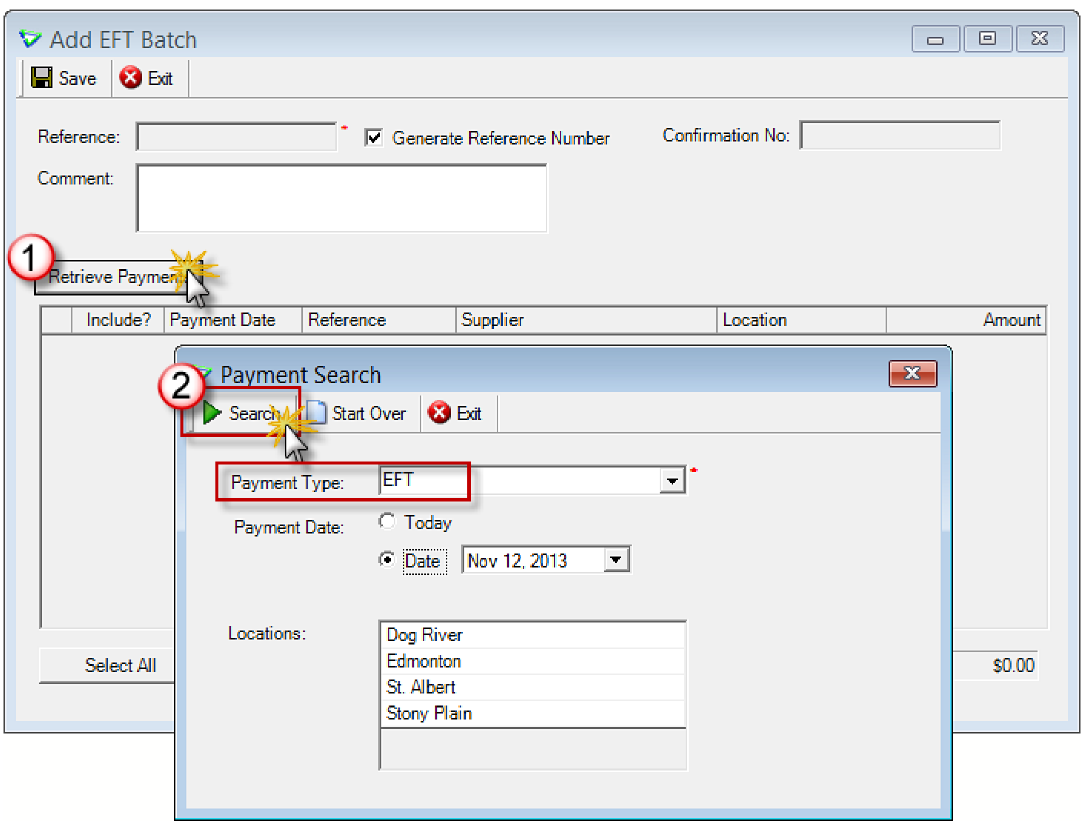
Open the ***EFT Payments*** home form.
By default, payment batches created in the last month are retrieved.



Accounts Payable > EFT Payments – *or* - Grain > Grain EFT Payments
- *or* - General Ledger > Shares > Dividend EFT Payments

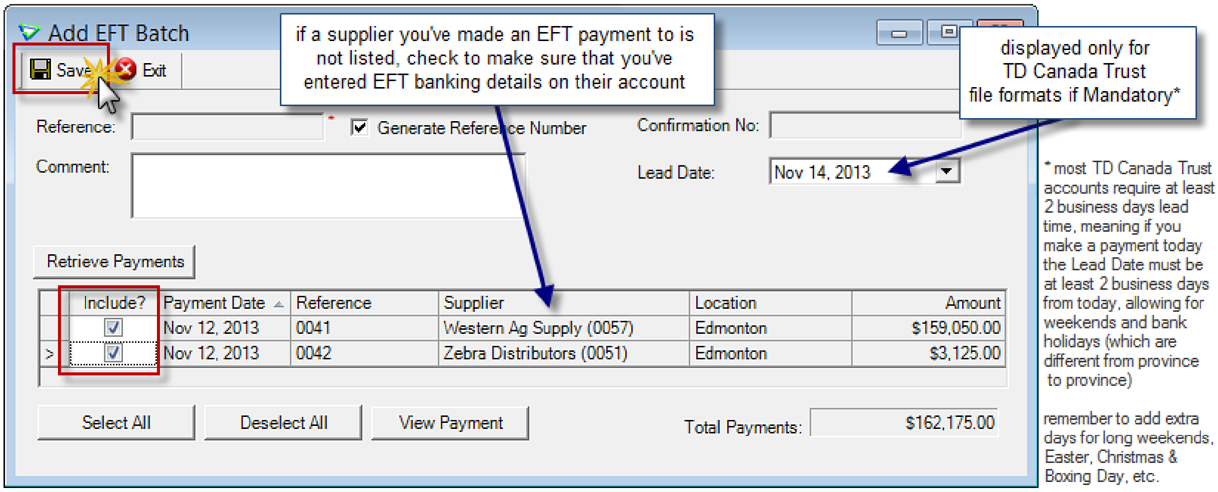
Add a new EFT Payment batch.

Click ***Retrieve Payments*** to add EFT payments to the batch.
The ***Payment Type*** must match the payment type used on the payments.



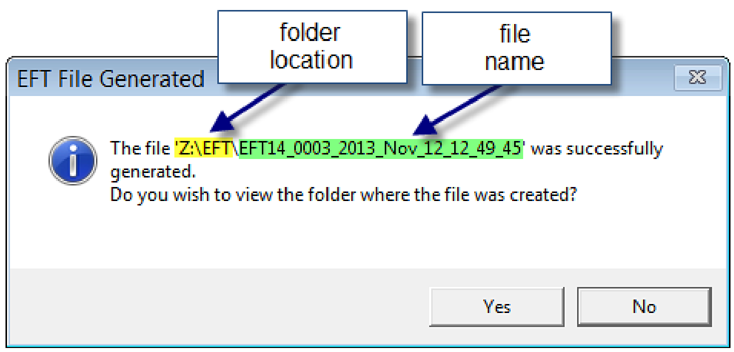
Search for payments made with the **EFT payment type** and indicate the **date** on the supplier payment. All **locations** are searched unless one (or more) is selected.

Check ***Include*** next to the payments you want added to the ***EFT Batch*** and ***Save*** it.



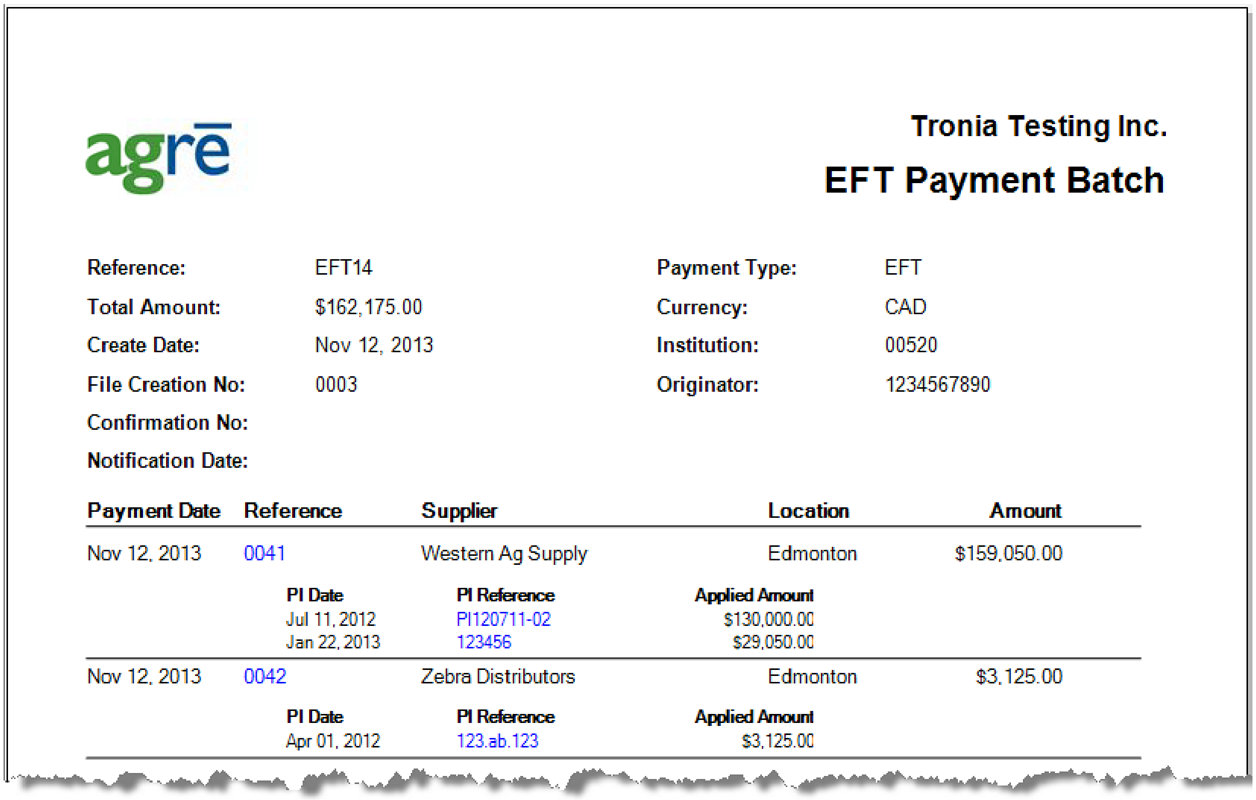
Tip	Only suppliers with EFT banking details entered on their supplier account can be included in ***EFT Payment Batches***.

agrē creates an ***EFT Export file*** which contains the details of each payment that your bank will 'read' to process the payments.



The export file path is determined by the ***Payment Type***.

Optionally preview the ***EFT Payment Batch report*** when prompted.



Tronia Testing Inc.

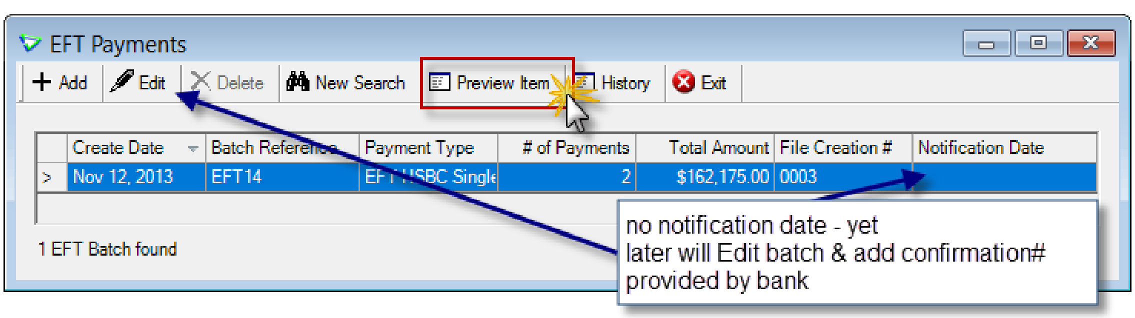
EFT Payment Batch

Reference:	EFT14	**Payment Type:**	EFT
Total Amount:	$162,175.00	**Currency:**	CAD
Create Date:	Nov 12, 2013	**Institution:**	00520
File Creation No:	0003	**Originator:**	1234567890
Confirmation No:			
Notification Date:			

Payment Date	Reference	Supplier	Location	Amount
Nov 12, 2013	0041	Western Ag Supply	Edmonton	$159,050.00
	PI Date	**PI Reference**	**Applied Amount**	
	Jul 11, 2012	PI120711-02	$130,000.00	
	Jan 22, 2013	123456	$29,050.00	
Nov 12, 2013	0042	Zebra Distributors	Edmonton	$3,125.00
	PI Date	**PI Reference**	**Applied Amount**	
	Apr 01, 2012	123.ab.123	$3,125.00	

Tip Before submitting the EFT Payment Batch file to your bank for processing, compare the ***Supplier Payments report*** to the ***EFT Payment Batch report*** to ensure no payments were missed (for example, if a supplier's account contained no EFT info you could still pay them with an EFT Payment Type, but their EFT payments would have to be processed manually as they could not be included in an EFT Payment Batch).

You can view the report at any time by clicking ***Preview Item***.



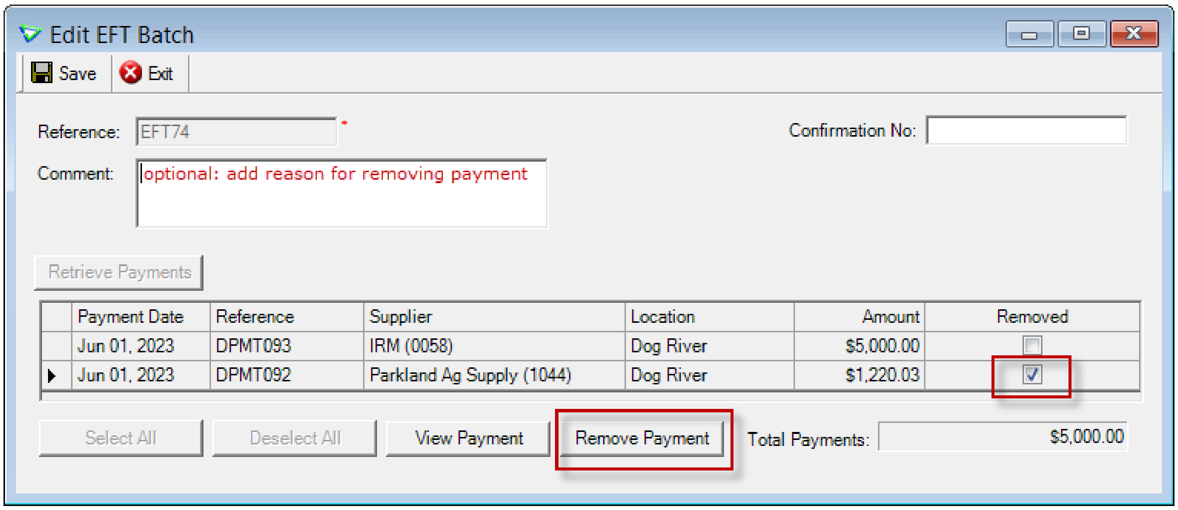
Accounts Payable > EFT Payments – *or* - Grain > Grain EFT Payments
- *or* - General Ledger > Shares > Dividend EFT Payments

Upload the Payment Batch to Your Bank

Follow your bank's process for uploading the EFT file to their web server. This action triggers the funds to be transferred from your company's bank account to the suppliers' bank accounts and thus actually make the payments in real life.

Rejected Batches

If the whole batch is rejected because of a problem with a payment, the offending payment(s) can be removed, and the batch resubmitted to the bank.

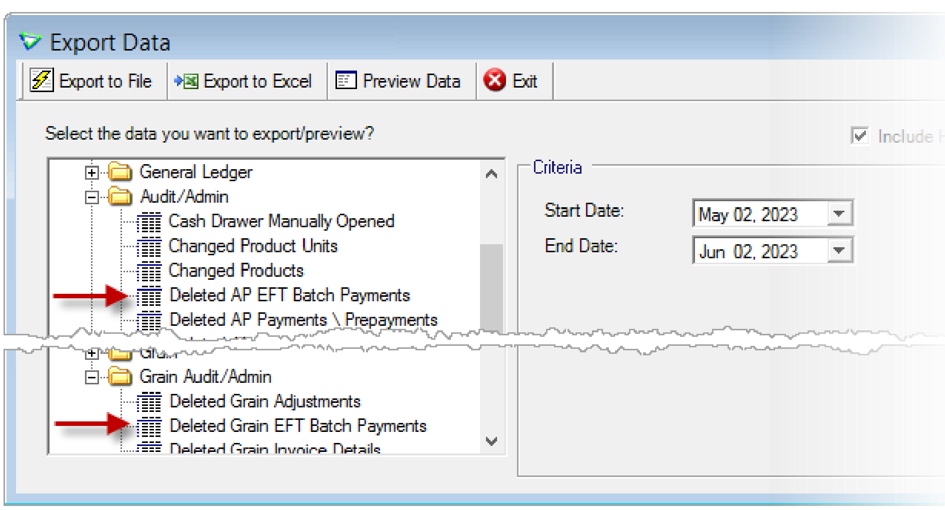


Accounts Payable > EFT Payments – *or* - Grain > Grain EFT Payments
- *or* - General Ledger > Shares > Dividend EFT Payments

If a payment is removed a second time, it will be deleted from the initial batch it was in (only the last 'remove' is tracked).

After the invalid payment information is corrected, it can be added to a new batch.

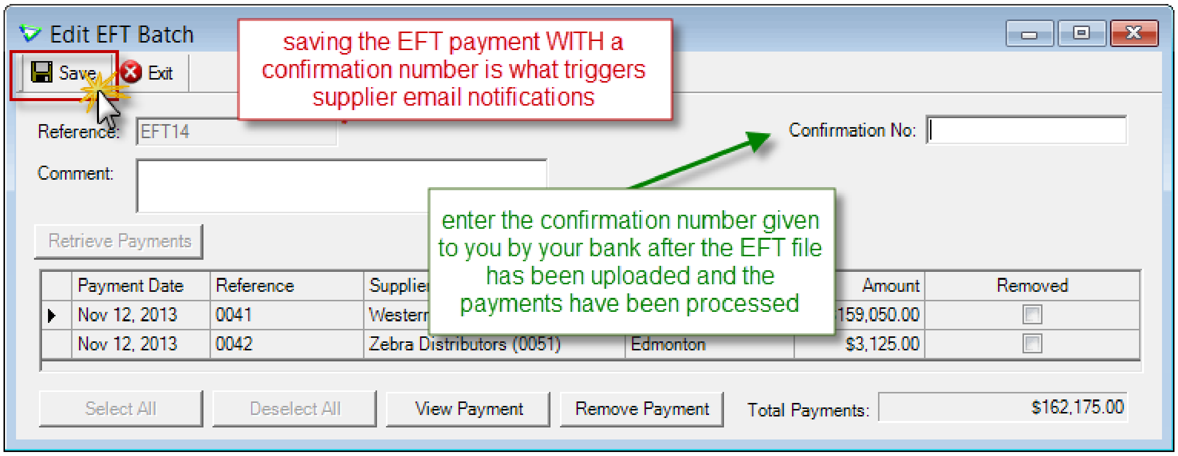
Keep track of removed payments and deleted batches with data exports.



File > Export > Data

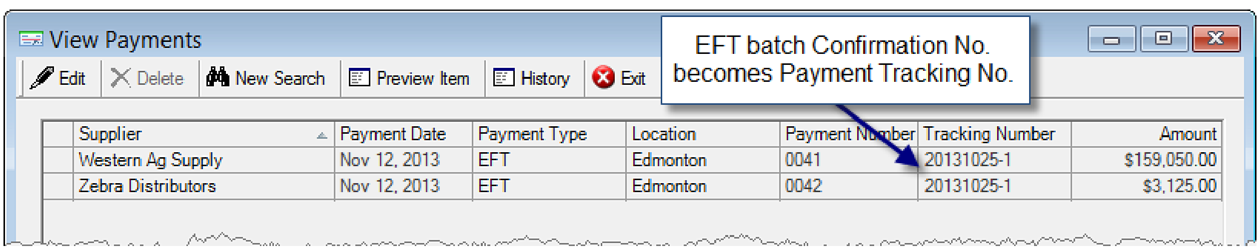
Confirm Payment and Send Notification Emails

Once your bank has processed the payments, you'll be provided with a ***Confirmation Number***. **Edit** the EFT payment batch and enter it.



Accounts Payable > EFT Payments – *or* - Grain > Grain EFT Payments
- *or* - General Ledger > Shares > Dividend EFT Payments

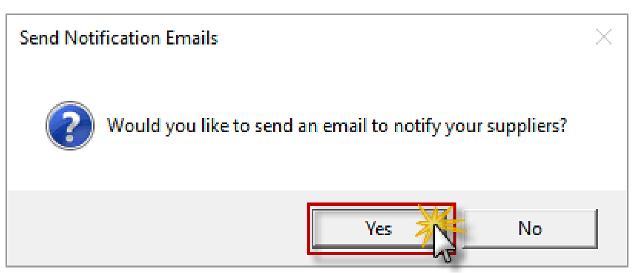
As soon as you save the payment batch, behind the scenes the ***Confirmation Number*** becomes the Payment ***Tracking Number***.



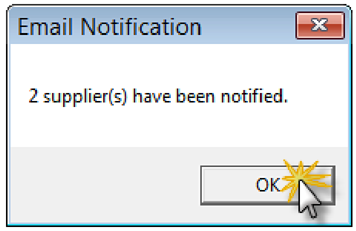
Accounts Payable > Supplier Payments > View Payments

Entering a ***Confirmation No.*** and clicking ***Save*** is also what triggers the supplier notifications.

When prompted, click **Yes** to send email notifications to each supplier in the payment batch.

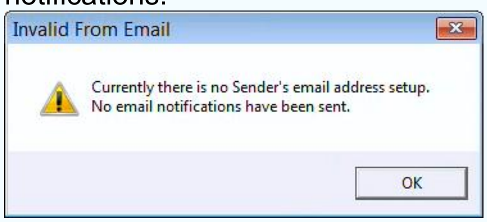


The ***Email Notification*** window displays how many emails were sent.

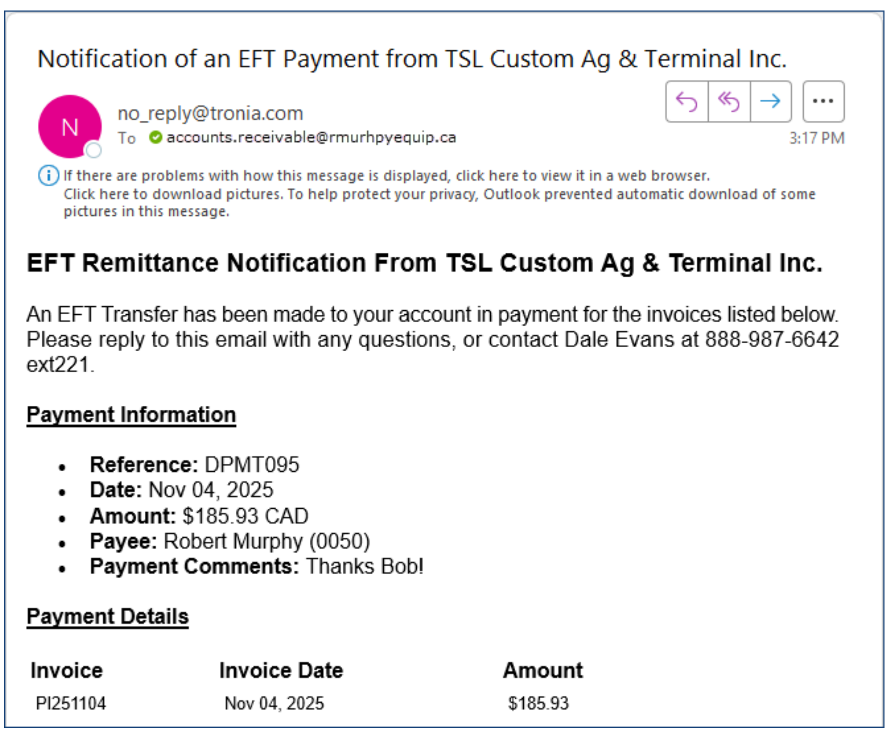


Tip	This value should match the number of suppliers in the payment batch. If it doesn't, you may have forgotten to enter an ***EFT Notification Email Address*** on a supplier's account.

Note	If no ***From*** email address is setup (either at the ***Company*** or ***User*** level) agrē will not send any notifications. Enter a valid return address, edit the EFT payment batch again, and save. You will be prompted to send the notifications.



Your supplier will receive an email notifying them that you have made an EFT Payment to their account.



Notification of an EFT Payment from TSL Custom Ag & Terminal Inc.

no_reply@tronia.com
To accounts.receivable@rmurhpyequip.ca
3:17 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

EFT Remittance Notification From TSL Custom Ag & Terminal Inc.

An EFT Transfer has been made to your account in payment for the invoices listed below. Please reply to this email with any questions, or contact Dale Evans at 888-987-6642 ext221.

Payment Information

- **Reference:** DPMT095
- **Date:** Nov 04, 2025
- **Amount:** $185.93 CAD
- **Payee:** Robert Murphy (0050)
- **Payment Comments:** Thanks Bob!

Payment Details

Invoice	Invoice Date	Amount
PI251104	Nov 04, 2025	$185.93

Optionally preview the ***EFT Payment Batch report*** when prompted. The ***Confirmation Number*** and email ***Notification Date*** are now shown.

Tronia Testing Inc.

EFT Payment Batch

Reference:	EFT14	**Payment Type:**	EFT
Total Amount:	$162,175.00	**Currency:**	CAD
Create Date:	Nov 12, 2013	**Institution:**	00520
File Creation No:	0003	**Originator:**	1234567890
Confirmation No:	20131025-1		
Notification Date:	Nov 12, 2013		

Payment Date	Reference	Supplier	Location	Amount
Nov 12, 2013	0041	Western Ag Supply	Edmonton	$159,050.00

PI Date	PI Reference	Applied Amount
Jul 11, 2012	PI120711-02	$130,000.00
Jan 22, 2013	123456	$29,050.00

Payment Date	Reference	Supplier	Location	Amount
Nov 12, 2013	0042	Zebra Distributors	Edmonton	$3,125.00

PI Date	PI Reference	Applied Amount
Apr 01, 2012	123.ab.123	$3,125.00

Note: If you have any questions or require further assistance with **EFT Payments**, please contact your CSC at support@tronia.com.