

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.

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Related White Papers:

[AP Cheque/EFT Batch Payment Review Process](#)

[Shares](#)

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

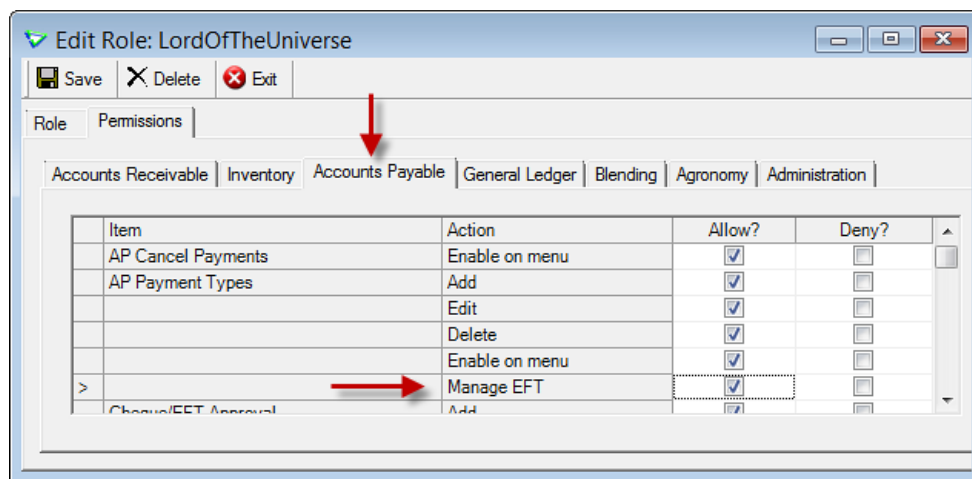
There's quite a few items that need to be setup (one-time tasks) before you can start generating EFT payment batches for suppliers, producers, or shareholders.

Security Settings

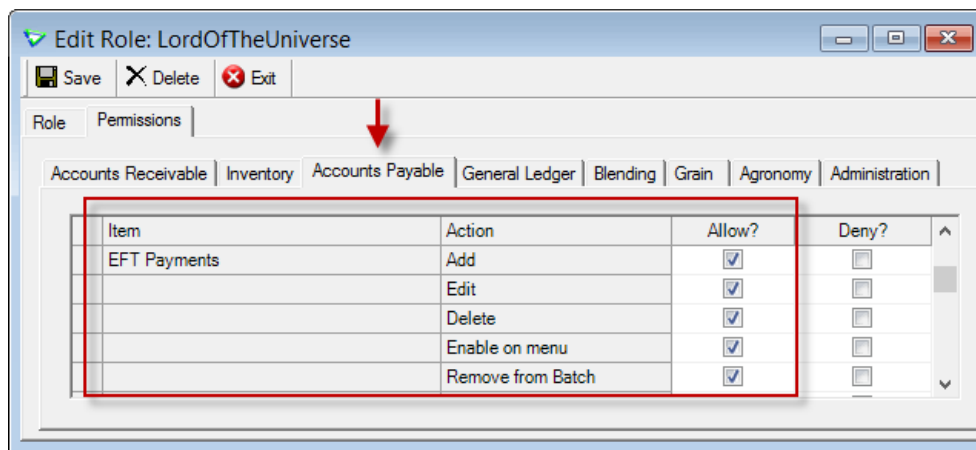
Note

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.

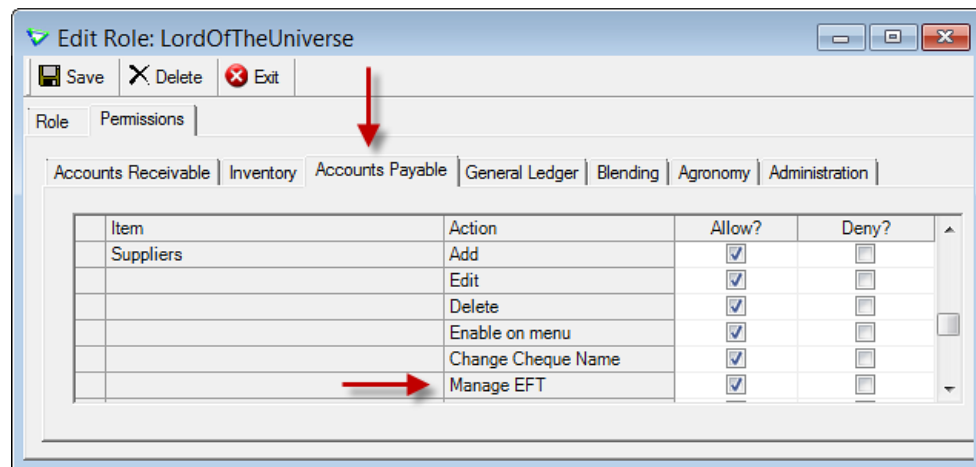
These are the security settings specific to EFT. You'll still need permission to "regular" security items to setup AP reference numbers, edit suppliers, make payments, etc.



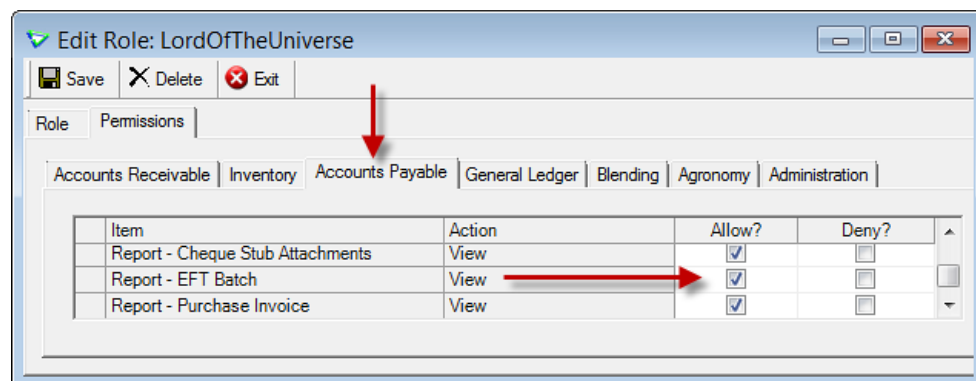
File > Security > Manage Roles > Permissions >Accounts Payable



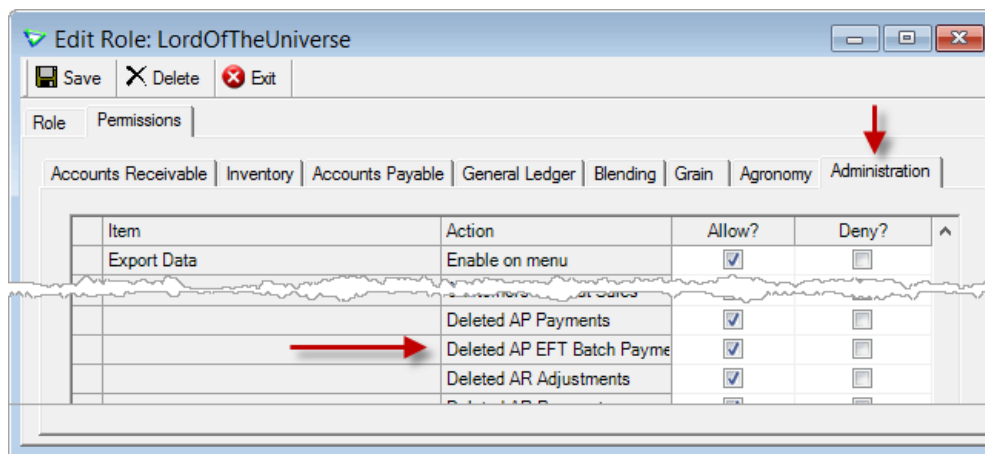
File > Security > Manage Roles > Permissions >Accounts Payable



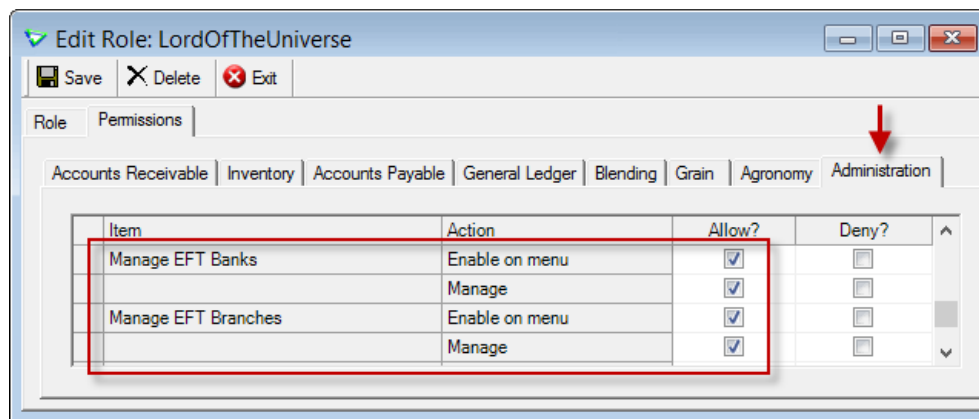
File > Security > Manage Roles > Permissions >Accounts Payable



File > Security > Manage Roles > Permissions >Accounts Payable

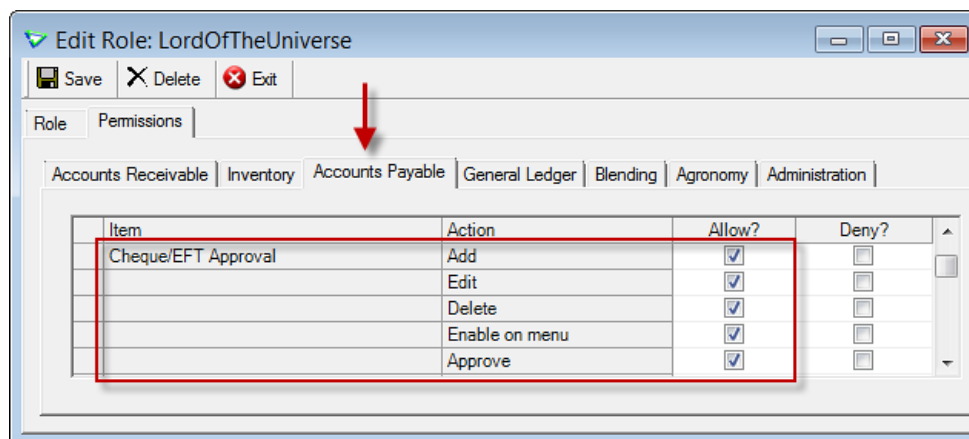


File > Security > Manage Roles > Permissions > Administration

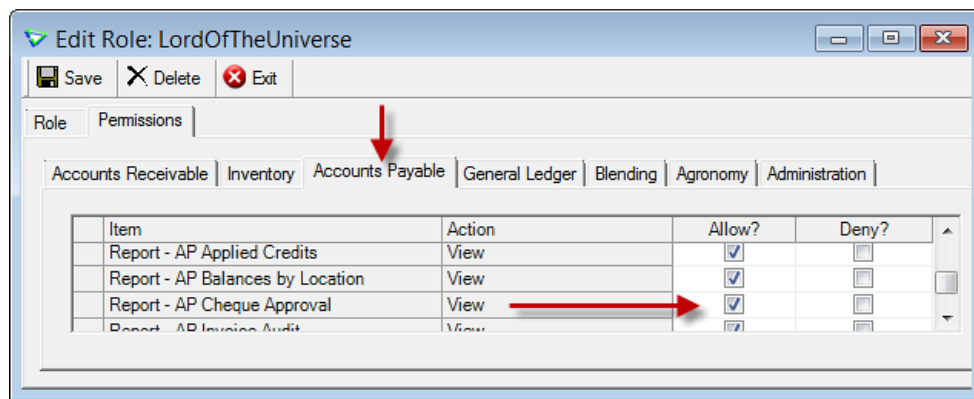


File > Security > Manage Roles > Permissions > Administration

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.

Company Level Settings

Save Exit

General | Accounts Receivable | Blending | Accounts Payable | General Ledger | Inventory | Agronomy | Grain | Reports | Messages

Purchase Invoices | Purchase Orders | Suppliers | Payments

☒ Automatically generate Reference Number
☐ Use Cheque/EFT Approval Process
☒ Notify User if Supplier Credits are available

EFT Payments

BCC Email Notifications:
agreUser@tronia.com

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 Dale Evans at 888-987-6642 ext221.
Note that Email Text does support HTML.

check *only* if you will be using the optional Cheque/EFT Batch Payment Review Process

(optional) also send a copy of the Supplier Notification email to this address

include this text in the Supplier Notification email body

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.

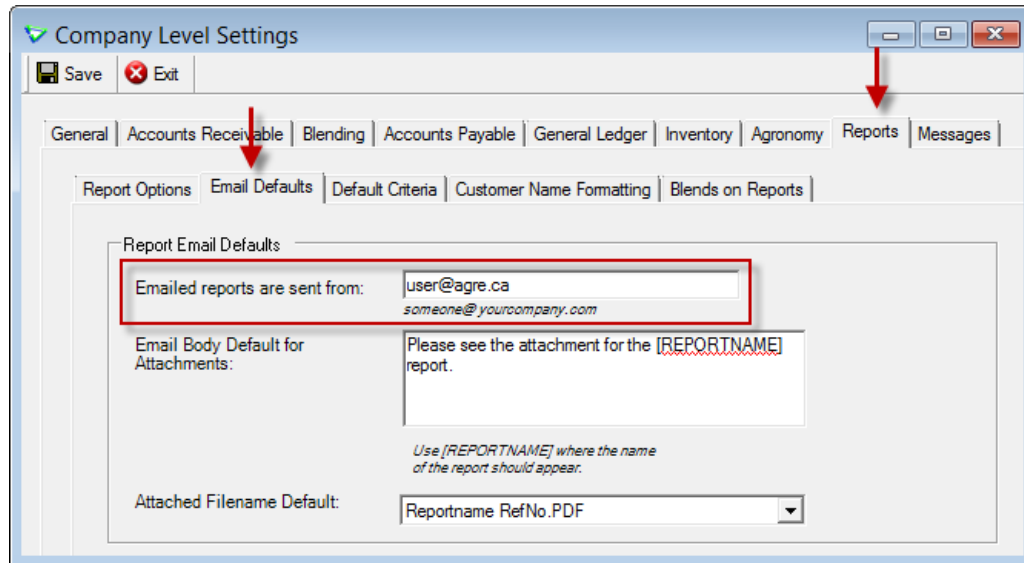
If you will also be using the *optional Cheque/EFT Batch Payment Review Process*, you'll need to check the box for that too.

Related White Paper: [Cheque/EFT Batch Payment Review Process](#)

Reports tab

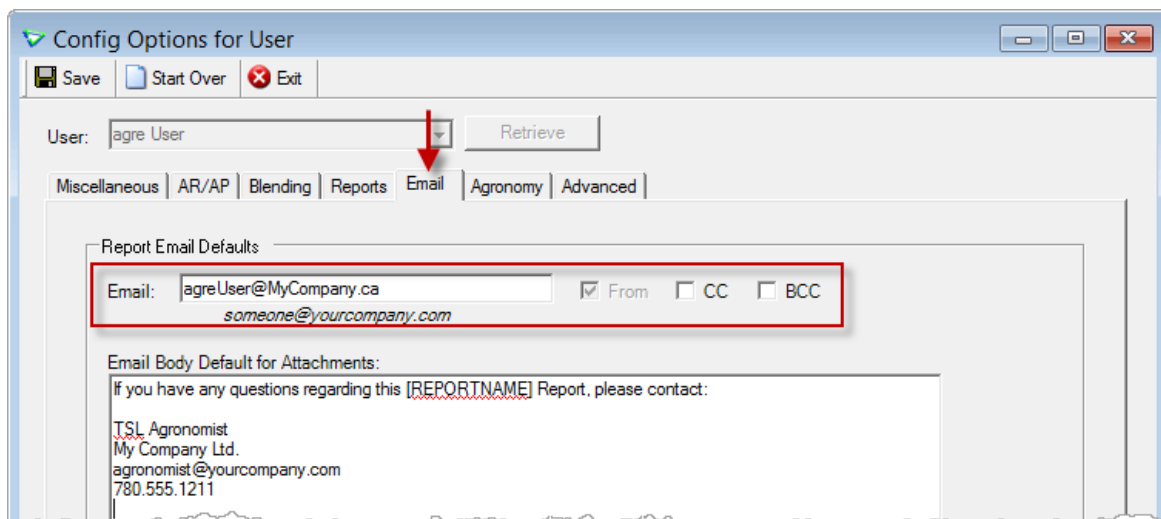
Email Defaults

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**.

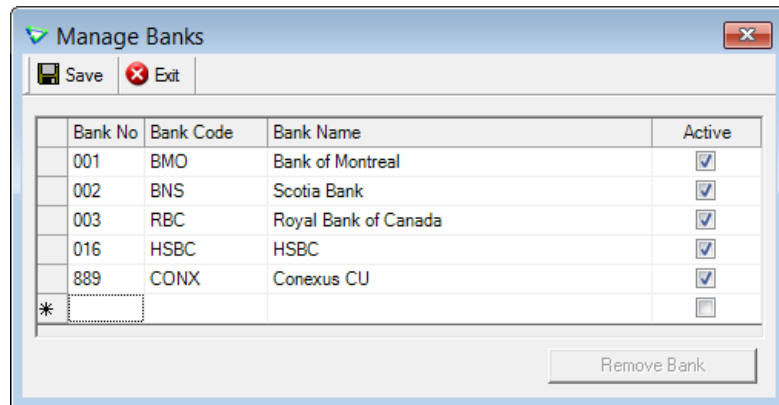


File > Config Options > User > Email tab

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).



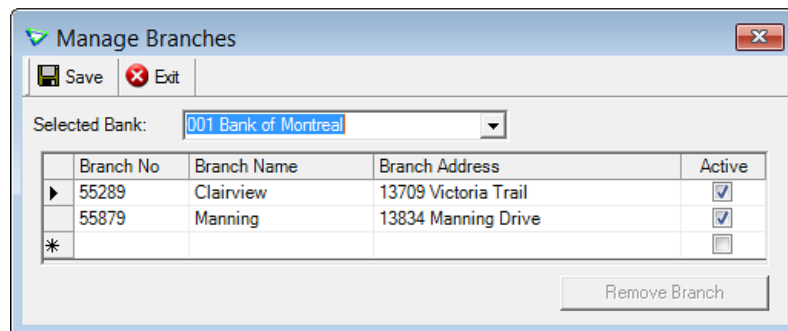
The 'Manage Banks' window displays a table with the following data:

Bank No	Bank Code	Bank Name	Active
001	BMO	Bank of Montreal	☒
002	BNS	Scotia Bank	☒
003	RBC	Royal Bank of Canada	☒
016	HSBC	HSBC	☒
889	CONX	Conexus CU	☒
*			☐

Buttons: Save, Exit, Remove Bank

File > Manage > EFT Bank List

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



The 'Manage Branches' window displays a dropdown menu for 'Selected Bank' with '001 Bank of Montreal' selected. Below is a table with the following data:

Branch No	Branch Name	Branch Address	Active
55289	Clairview	13709 Victoria Trail	☒
55879	Manning	13834 Manning Drive	☒
*			☐

Buttons: Save, Exit, Remove Branch

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.

Manage Accounts Payable Reference Numbers

Save Start Over Exit

Location Specific Company Wide

Supplier

Supplier Prefix:

Supplier Number:

EFT Payments Batch

Batch Prefix: EFT

Batch Number: 14

Cheque/EFT Approval

Batch Prefix: BATCH

Batch Number: 0019

required to make EFT payments

required only if using optional Cheque/EFT Batch Payment Review Process

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).

Add AP Payment Type

Save Refresh Exit

Description: EFT

Active

Type: ☐ Cheque ☒ EFT ☐ Other

Settings

this is where your company's banking info goes

GL Accounts by Location:

Location	GL Account	Accrual Account	Print Cheque #?	Prefix Cheque No	Next Cheque No
Dog River	11000 - Main Bank (RB)	11110 - Clearing Accou	☐		
Edmonton	11000 - Main Bank (RB)	11110 - Clearing Accou	☐		
St. Albert	11000 - Main Bank (RB)	11110 - Clearing Accou	☐		
> Stony Plain	11000 - Main Bank (RB)	11110 - Clearing Ac	☐		

Add Account

Accounts Payable > Manage > AP Payment Types > Add

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

The screenshot shows the 'Edit EFT Settings' dialog box. It has a title bar with a green checkmark icon and the text 'Edit EFT Settings'. Below the title bar are two buttons: 'Update' (with a green checkmark icon) and 'Exit' (with a red X icon). The dialog contains several input fields and checkboxes:

- File Format:** A dropdown menu with a blue highlight. A callout box labeled 'choose your bank' points to it.
- Dest. Data Centre:** A text input field.
- Originator ID:** A text input field.
- Return Bank No:** A text input field.
- Return Branch No:** A text input field.
- Return Acct No:** A text input field.
- Currency Code:** A text input field.
- Short Name:** A text input field.
- Long Name:** A text input field.
- Next Creation Number:** A text input field. A callout box labeled 'your bank may have a start number for you' points to it.
- File Path:** A text input field. A callout box labeled 'the file path must be accessible outside of agrē' points to it. A 'Browse' button is located to the right of this field.
- Single Payment Date:** A checkbox.
- Lead Date Mandatory:** A checked checkbox.

On the right side of the dialog, there is a text area with the following text:

displayed only for TD Canada Trust file formats*

most TD Canada Trust accounts require at least 2 business days lead time, meaning if you make a payment today the Lead Date must be at least 2 business days from today, allowing for weekends and bank holidays (which are different from province to province)

if your account does not require lead time, uncheck the box

BMO does not allow special characters (e.g. !@#) in Long or Short Names

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.

for security reasons, only the Branch is visible on the supplier account - you'll need "extra" permission to click the button

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**.

double check the info with the Audit/Admin Supplier EFT data export!

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 Producers¹

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

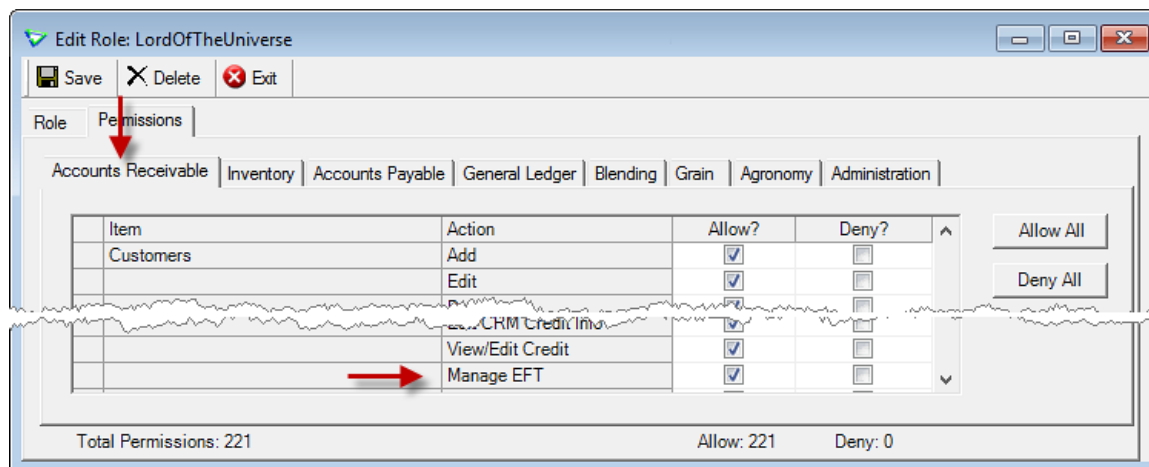
Grain EFTs are used to pay producers for settlements.
Creating Grain EFT Payment Batches is optional.

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.

Edit Role: LordOfTheUniverse

Save Delete Exit

Role Permissions

Accounts Receivable | Inventory | Accounts Payable | General Ledger | Blending | Grain | Agronomy | Administration

Item	Action	Allow?	Deny?
Grain EFT Payments	Add	☒	☐
	Edit	☒	☐
	Delete	☒	☐
	Enable on menu	☒	☐
	Approve	☒	☐
Grain Invoices	Add	☒	☐
Report - Grain Account Activity	View	☒	☐
Report - Grain EFT Batch	View	☒	☐
Report - Grain Inventory CGC	View	☒	☐

Allow All
Deny All
Clear All

Total Permissions: 106 Allow: 105 Deny: 0

File > Security > Manage Roles > Permissions > Grain

Edit Role: LordOfTheUniverse

Save Delete Exit

Role Permissions

Accounts Receivable | Inventory | Accounts Payable | General Ledger | Blending | Grain | Agronomy | Administration

Item	Action	Allow?	Deny?
Export Data	Enable on menu	☒	☐
	Deleted Grain Payments	☒	☐
	Deleted Grain EFT Batch Pay	☒	☐
	Deleted Grain Receipts	☒	☐

File > Security > Manage Roles > Permissions > Administration

Grain EFT Company Configuration Options

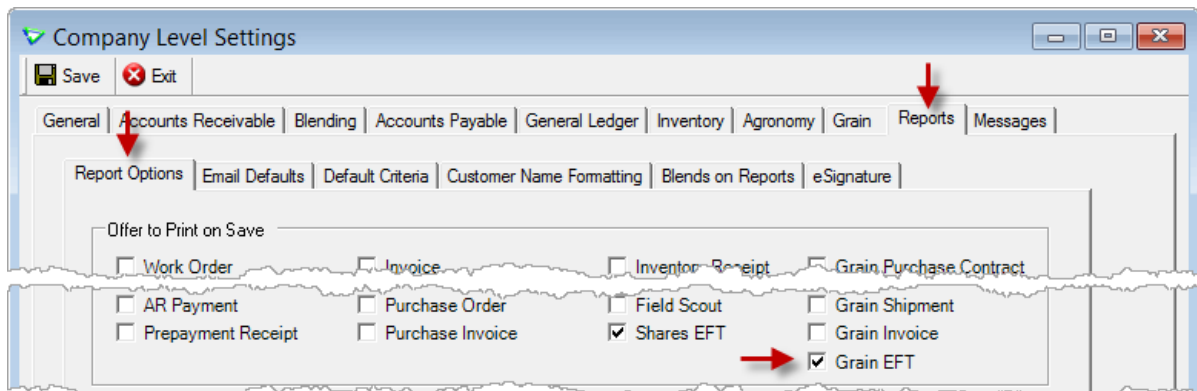
Reports tab

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 agree 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](#)

Company Level Settings

Save Exit

General Accounts Receivable Blending Accounts Payable General Ledger Inventory Agronomy **Grain** Reports Messages

License Period (Start Date):
Month: Aug Day: 1
License Number: 027652

Purchases Sales

Purchase Contracts Receipts

EFT Payments

BCC Email Notifications:
agreUser@myCompany.ca

Email Notification Note:
A Grain EFT Transfer has been made to your account in payment for the receipts listed below. Please reply to this email with any questions, or contact Dale Evans at 888 987-6642 ext.221.
Note that Email Text does support HTML.

Payments

☒ Automatically generate Reference Number
☐ Use EFT Approval Process

(optional) also send a copy of the Producer Notification email to this address

check only if you will be using the optional EFT Batch Payment Review Process

include this text in the Producer Notification email body

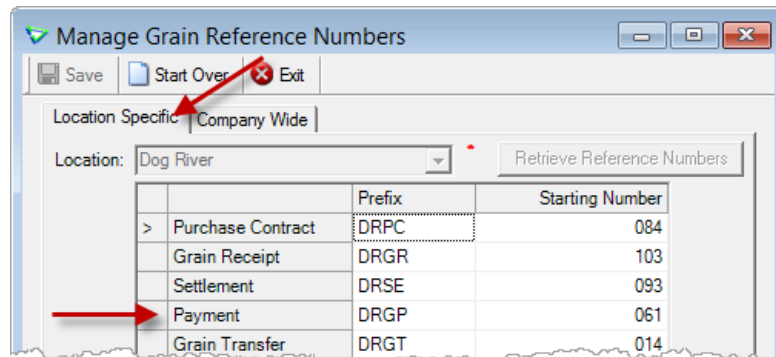
File > Config Options > Company > Grain > Purchases

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).

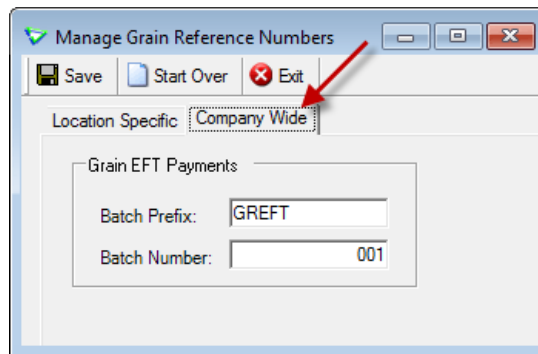
Grain EFT Payment Reference Numbers

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

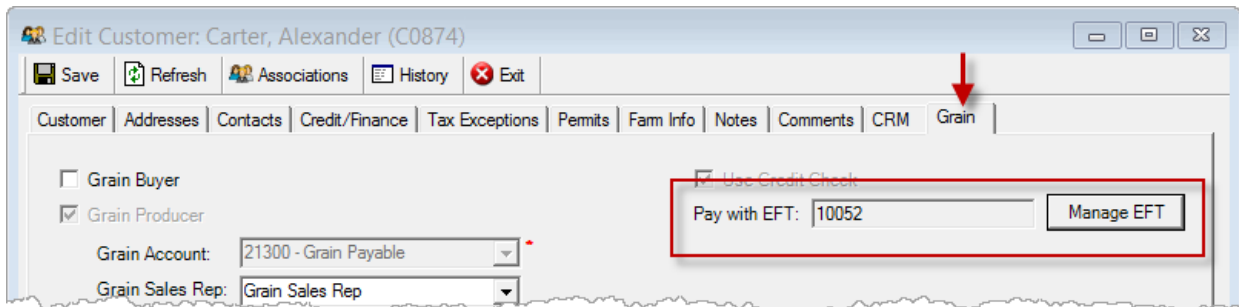
Grain > Manage > Grain Reference Numbers

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

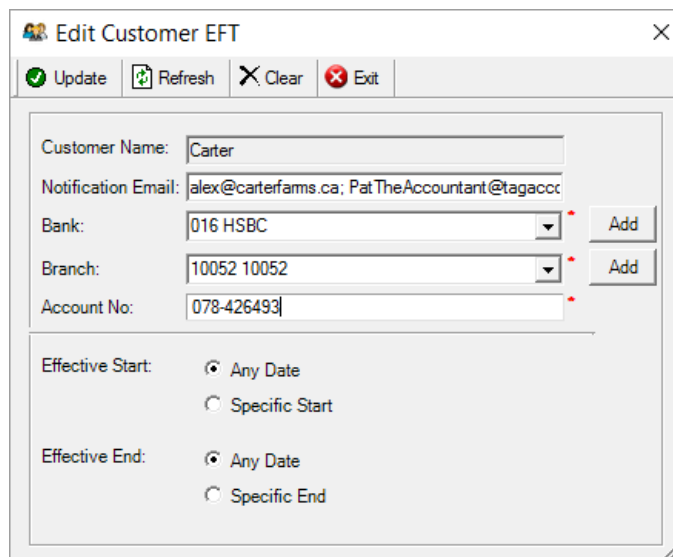
For each producer that you'll be paying by EFT, add their bank account details by clicking **Manage EFT** (similar to adding EFT info to suppliers on **Page 11**).



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

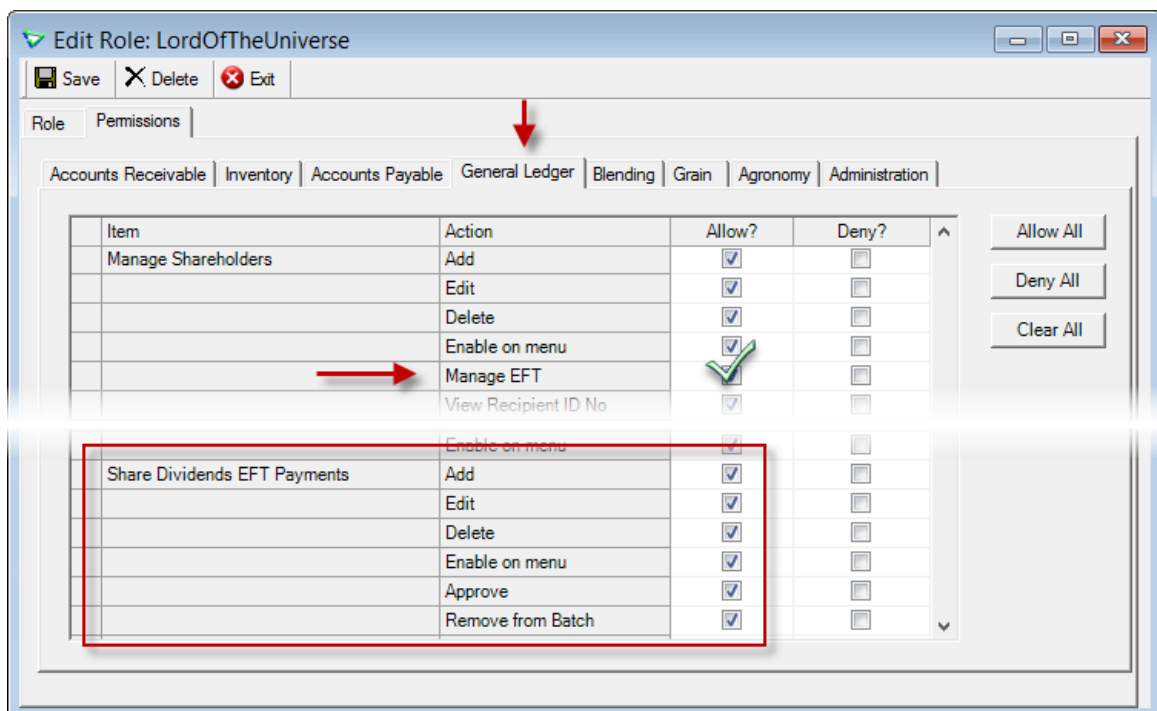
Shares EFTs are used to pay dividends to shareholders.
Creating Shares EFT Payment Batches is optional.

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

Edit Role: LordOfTheUniverse

Save Delete Exit

Role Permissions

Accounts Receivable | Inventory | Accounts Payable | General Ledger | Blending | Grain | Agronomy | Administration

Item	Action	Allow?	Deny?
Report - Shareholder Summary	View	☒	☐
Report - Shares EFT Batch	View	☒	☐
Report - T5 Slip	View	☒	☐

Allow All
Deny All
Clear All

File > Security > Manage Roles > Permissions > General Ledger

Edit Role: LordOfTheUniverse

Save Delete Exit

Role Permissions

Accounts Receivable | Inventory | Accounts Payable | General Ledger | Blending | Grain | Agronomy | Administration

Item	Action	Allow?	Deny?
Export Data	Enable on menu	☒	☐
	Aged Receivables	☒	☐
	Deleted Purchase Orders (+C)	☒	☐
	Deleted Share Certificates	☒	☐
	Deleted Share Dividends (+C)	☒	☐
	Deleted Share Dividend EFT	☒	☐

Allow All
Deny All

File > Security > Manage Roles > Permissions > Administration

Shares EFT Company Configuration Options

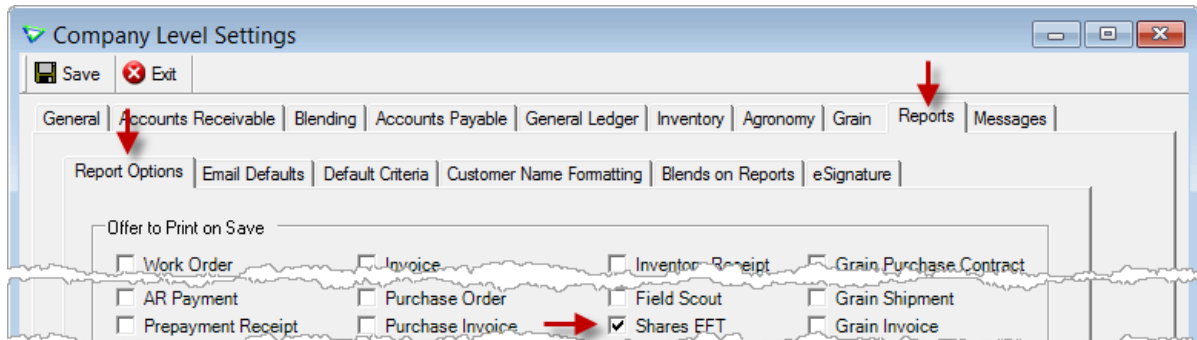
Reports tab

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**.

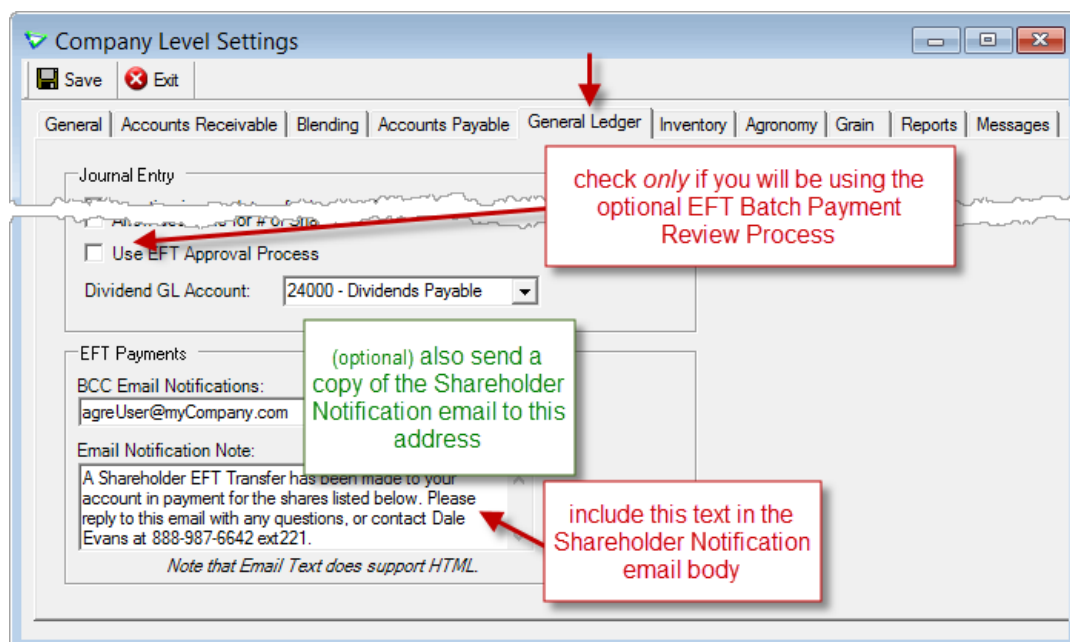


General Ledger tab

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](#)



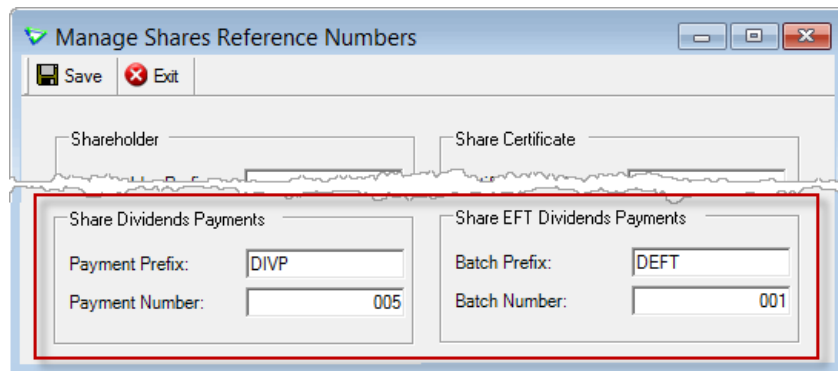
File > Config Options > Company > Grain > Purchases

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**).

Shareholder No: 03
Last Name/Company: Carter
First Name: Alexander
Recipient ID No: 111 222 333
Type: Joint (2)
Pay with EFT: 10052
Primary Phone: +1.306.552.1903
Secondary Phone: 1-306-552-1921
Email Address: CarterFams@gmail.ca
Name/Company (2nd): Bean
First Name (2nd): Heather

Active? ☒

Manage EFT

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**.

Customer Name: Carter
Notification Email: alex@carterfams.ca; PatTheAccountant@tagacco
Bank: 016 HSBC
Branch: 10052 10052
Account No: 078-426493
Effective Start: ☒ Any Date ☐ Specific Start
Effective End: ☒ Any Date ☐ Specific End

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**.

Payment for Western Ag Supply

Save Exit

Reference: * ☒ Generate Reference Automatically

Supplier: **Western Ag Supply**

Payment Date: Apr 09, 2015 Tracking/Cheque Number:

Transaction Date: Apr 09, 2015 Payment Comments:

Payment made from: Edmonton

Payment Type: **EFT**

☐ Prepay

Purchase Invoice	Invoice Date	Due Date	Total Amount	Amount Outstanding	Credit	Include	Amount Paying
PI120711-02	Jul 11, 2012	Jul 11, 2012	\$130,000.00	\$130,000.00	☐	☒	\$130,000.00
> 123456	Jan 22, 2013	Jan 22, 2013	\$29,050.00	\$29,050.00	☐	☒	\$29,050.00
PI150715-01	Jul 15, 2013	Aug 15, 2013	\$53,550.00	\$53,550.00	☐	☐	\$0.00

View Purchase Invoice Select All (Excl. Credits) Deselect All

Subtotal Amount: \$159,050.00

Select All (Incl. Credits) Include Additional Payment of this Amount: \$0.00

Total Amount: \$159,050.00

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

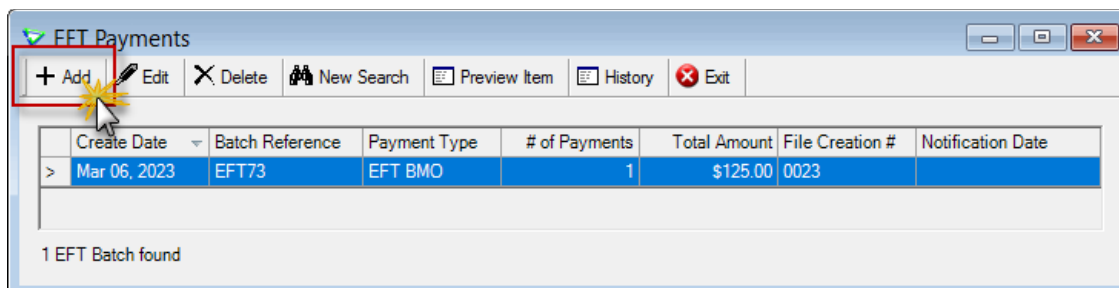
Please refer to the white paper on the [Cheque/EFT Batch Payment Review Process](#) for more details.

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.

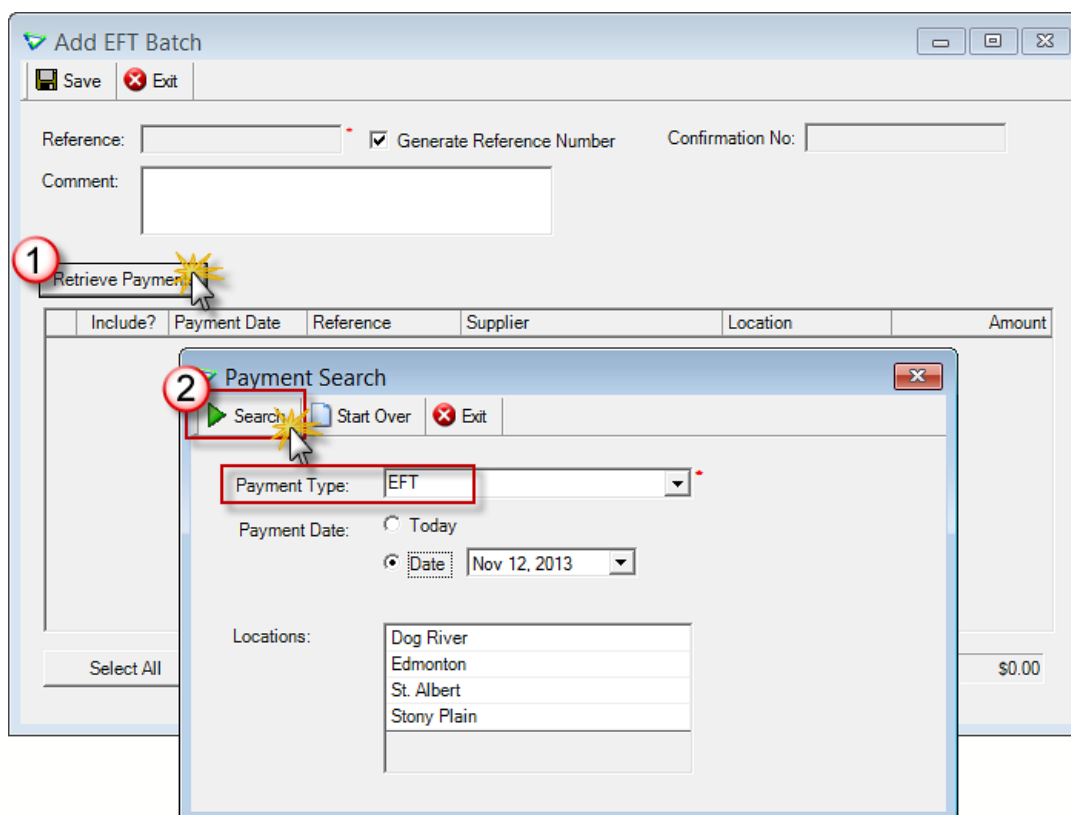


Accounts Payable > EFT Payments – or - Grain > Grain EFT Payments
- or - General Ledger > Shares > Dividend EFT Payments

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.

Add EFT Batch

Save Exit

Reference: ☒ Generate Reference Number Confirmation No:

Comment: Lead Date: Nov 14, 2013

Retrieve Payments

Include?	Payment Date	Reference	Supplier	Location	Amount
☒	Nov 12, 2013	0041	Western Ag Supply (0057)	Edmonton	\$159,050.00
☒	Nov 12, 2013	0042	Zebra Distributors (0051)	Edmonton	\$3,125.00

Select All Deselect All View Payment

Total Payments: \$162,175.00

if a supplier you've made an EFT payment to is not listed, check to make sure that you've entered EFT banking details on their account

displayed only for TD Canada Trust file formats if Mandatory*

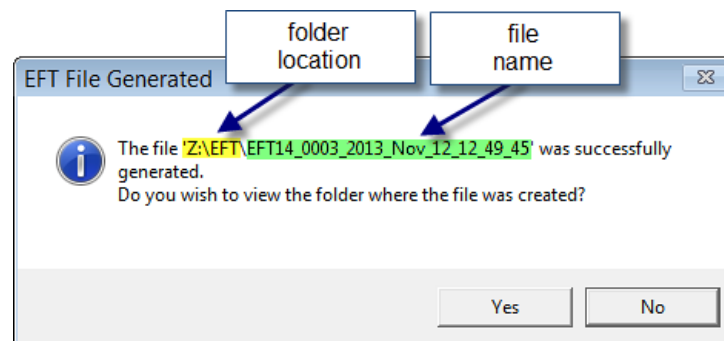
* most TD Canada Trust accounts require at least 2 business days lead time, meaning if you make a payment today the Lead Date must be at least 2 business days from today, allowing for weekends and bank holidays (which are different from province to province)

remember to add extra days for long weekends, Easter, Christmas & Boxing Day, etc.

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

Total Amount: \$162,175.00

Create Date: Nov 12, 2013

File Creation No: 0003

Confirmation No:

Notification Date:

Payment Type: EFT

Currency: CAD

Institution: 00520

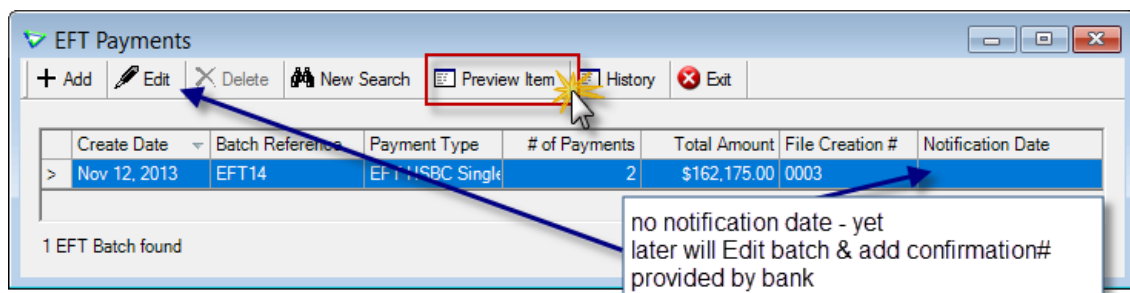
Originator: 1234567890

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.

The 'Edit EFT Batch' window displays a table of payments. The 'Remove Payment' button is highlighted with a red box.

Payment Date	Reference	Supplier	Location	Amount	Removed
Jun 01, 2023	DPMT093	IRM (0058)	Dog River	\$5,000.00	☐
Jun 01, 2023	DPMT092	Parkland Ag Supply (1044)	Dog River	\$1,220.03	☒

Buttons: Save, Exit, Retrieve Payments, Select All, Deselect All, View Payment, Remove Payment (highlighted), Total Payments: \$5,000.00

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.

The 'Export Data' window shows a tree view of data categories. Red arrows point to 'Deleted AP EFT Batch Payments' and 'Deleted Grain EFT Batch Payments'.

Criteria: Start Date: May 02, 2023, End Date: Jun 02, 2023

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.

saving the EFT payment WITH a confirmation number is what triggers supplier email notifications

enter the confirmation number given to you by your bank after the EFT file has been uploaded and the payments have been processed

Payment Date	Reference	Supplier	Amount	Removed
Nov 12, 2013	0041	Western	\$159,050.00	☐
Nov 12, 2013	0042	Zebra Distributors (0051) Edmonton	\$3,125.00	☐

Total Payments: \$162,175.00

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**.

EFT batch Confirmation No. becomes Payment Tracking No.

Supplier	Payment Date	Payment Type	Location	Payment Number	Tracking Number	Amount
Western Ag Supply	Nov 12, 2013	EFT	Edmonton	0041	20131025-1	\$159,050.00
Zebra Distributors	Nov 12, 2013	EFT	Edmonton	0042	20131025-1	\$3,125.00

Accounts Payable > Supplier Payments > View Payments

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

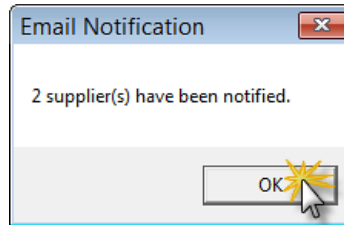
When prompted, click **Yes** to send email notifications to each supplier in the payment batch.

Send Notification Emails

Would you like to send an email to notify your suppliers?

Yes No

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

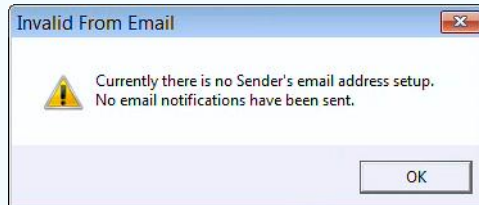


Tip

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.

N

no_reply@tronia.com

To

accounts.receiveable@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	
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.