Introduction

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Concepts and Procedures

The definition of the bank and the banking formats will differ from business to business and bank to bank. This section will help you map your particular business requirements to the features provided by Nolan Business Solutions' Electronic Payments Module.

The following checklist outlines the basic tasks that you will perform using the Electronic Payments module. Keep in mind that every business's needs are different and you will need to make modifications as necessary.

1. Enter Export Format information.

Before you can begin using the Electronic Payments Module, you'll need to enter or import information about the format of the file that you will be sending to the bank.

To set up the Export Formats, use the Format Definition window.

2. Enter User Defined Prompts

Enter User Defined Prompt names to assign names to the user defined fields used in entering payment information against the Creditors and the Chequebooks.

To set-up the User Defined prompts, use the User Defined Prompt Setup window.

3. Enter the Electronic Payments Output file information

When the payment run is made, the module will use the Electronic Payments Output file information to determine where to create the file, what name to give it and what format to use.

To set-up the Electronic Payments Output file information, use the EP Output File window.

4. Enter Chequebook Specific Data

The Chequebook Specific Data is that data used in the output file to identify to the bank the Payor's details. The data set-up will be specific for that Bank and Account such as Sort Code, Account Number and Account Holders Name.

To set-up the Chequebook Specific Data use the Chequebook User Defined Setup window.

5. Enter Creditor Specific Data

The Creditor Specific Data is that data used in the output file to identify to the bank the Payee's details. The data set-up will be specific for that Creditor and Account such as Sort Code, Account Number and Account Holders Name.

If the Creditor is to be paid via Electronic Payments, this must be indicated on the Creditor's card.

To set-up the Creditors Specific Data use the Creditors User Defined Fields Setup window.

6. Create Payment Runs

This procedure is using standard Microsoft Dynamics GP Accounts Payable processing. The payment batch may be created from the Select Cheques procedure or the Edit Cheques procedure within the Standard Microsoft Dynamics GP module.

7. Split the Payment Batch into Cheque Payments and Electronic Payments

This procedure splits the electronic payments from the non-electronic payments. This procedure is required in order to allow the user to print and post the two types of payments separately as they will require different stationary and cheque number ranges.

8. Print and Process the Payment Runs

The Printing and Processing of the payment runs is, like the creation of the Payment run, performed using standard Microsoft Dynamics GP Accounts Payable processing. On Processing the Payment Batch, the Bank Export Format file is created as defined in the set-up routines.