



# **Electronic Payments**

**for Microsoft Dynamics GP 9 & 10**

**Install and User Guide**



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## Introduction

This manual is intended to be used as both a reference and an instructional guide for Nolan Computers' Electronic Payments module. The information in this manual applies to both the Windows and Macintosh platforms.

For the sake of clarity, this manual will not repeat the instructions of how to use Great Plains' user interface elements, such as the expansion button, browse buttons, sorting options, notes, or zoom pointer. If you're not familiar with these, refer to the Great Plains System Manager reference manual or the Great Plains tutorial.

Paying of suppliers via electronic means directly from the purchase ledger is a function that is widely expected from modern accounting systems. Nolan Computers Limited Electronic Payments module enables businesses to define the formats required by their banking software and to create output files containing the instructions to pay their suppliers. Payments may be made through the system in any currency accepted by their bank.

The design flexibility allows it to be used by a wide variety of businesses, dealing with a wide variety of banks. The module has pre-defined formats for some banks and where a format is not available, this manual will give instructions on how to create your own.

Nolan Computers' Electronic Payments module has been specifically designed to fully integrate with the Microsoft Business Solutions Great Plains suite of accounting software. The Electronic Payments was written using Dexterity, providing a seamless look and feel to Microsoft Business Solutions Great Plains.

The window illustrations in this manual were created in Windows 2000. If you're using Windows XP, Windows NT or Windows Server 2003, the window illustrations may appear differently in the manual. If you need more information about Great Plains user interface elements, refer to the Great Plains System Manager documentation or the Great Plains tutorial.

## 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 Computers' 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 Great Plains Accounts Payable processing. The payment batch may be created from the Select Cheques procedure or the Edit Cheques procedure within the Standard Microsoft Great Plains 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 Great Plains Accounts Payable processing. On Processing the Payment Batch, the Bank Export Format file is created as defined in the set-up routines.

## **Quick Tips and Hints**

The quick Tips and Hints section is designed to help you with the implementation and daily use of the Electronic Payments Module. Our employees, developers, partners, and customers have compiled the following Tips and Hints. If you would like to suggest a tip or hint, please fax it to us at +44 (0)1252 811644 or e-mail it to us at [Sales@NolanComputers.com](mailto:Sales@NolanComputers.com).

## Setup

This chapter provides procedures that will assist you in setting up Nolan Computers Electronic Payments module. Setup procedures generally need to be completed only once, but you may want to refer to this chapter at other times for instructions on modifying or viewing existing entries.

The instructions in this chapter apply if you're using Great Plains in a Windows XP, Windows NT, Windows 95, Windows 98, Windows 2000 or Window Server 2003 environment. The information included in this chapter applies to Great Plains, Great Plains for Microsoft SQL Server or Great Plains Standard.

## Setup checklist

The following checklist lists the procedures you'll need to complete to set up your Electronic Payments module.

### 1. Install Electronic Payments for Microsoft Great Plains

Follow the installation instructions provided to install the Electronic Payments module for Microsoft Great Plains.

### 2. Set up User-Defined Prompts

Refer to the Setting up User defined Prompts procedure for information about setting up User-defined Field labels.

### 3. Set up Output File Information

Refer to the Setting up Output File Information procedure for information about setting up the Bank Output file definition

### 4. Set up Chequebook Specific Data

Refer to the Setting up Chequebook Specific Data procedure for information about data to be set up specifically against the Chequebook ID.

### 5. Set up Creditor Specific Data

Refer to the Setting up Creditor Specific Data procedure for information about data to be set up specifically against the Creditor ID.

## Install Electronic Payments for Microsoft Great Plains.

Before installing Electronic Payments Register, please ensure that there are no users logged into Great Plains as this could adversely affect the installation process.

To install, follow these steps. The process will need to be repeated on all Workstations on which Great Plains is installed. However, if Great Plains is run from a network (DYNAMICS.dic is installed in a network location), you will only need to install to on that location.

1. Run the install application you have been supplied for Electronic Payments.
2. Follow the on-screen instructions to complete the install. The install will ask for the Great Plains directory and will install the Electronic Payments chunk file into this directory.
3. Once the install has completed, run Great Plains to load the chunk file.

Form security changes, menu modifications and any necessary file upgrades are not made during the install procedure. Use the Install window to do these automatically by following the steps.

A Shortcut to the install window will be automatically added to the shortcut bar in a Nolan Computers folder and will be called "Install Nolan Electronic Payments".

Select “Install Nolan Electronic Payments” from the Shortcut Bar. A window showing all the companies will appear.



1. To register **Electronic Payments**, enter your **Registration Keys** in the fields provided (You will have received these Registration Keys with your purchase Electronic Payments). This is required to enable use of **Electronic Payments** in companies other than the Test Company.
2. Click on the **Register Button**, you will receive a message indicating that Registration was successful.
3. For Great Plains for SQL and Great Plains Installations, make sure the ‘**Build Tables**’ option is ticked to create the tables on SQL and set permissions to them correctly.
4. If this install is an upgrade from previous versions of Electronic Payments, the ‘**Upgrade Tables ...**’ option must be ticked.
5. Use the **Mark/Unmark**, **Mark All** and **Unmark All** buttons to mark all the companies to install Electronic Payments to. Finally, push the **Install** button.
6. The “**Install Nolan Electronic Payments**” item may now be removed from the Shortcut Bar. .

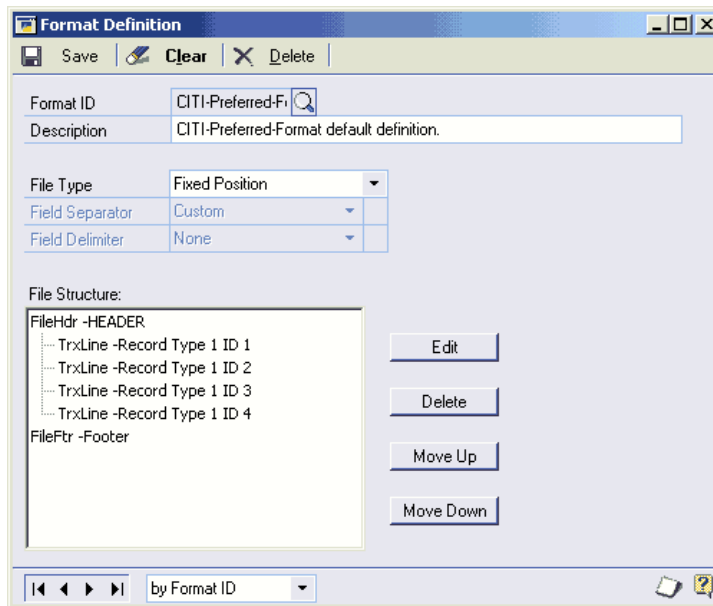
## Setup Export Format Information

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.

This section will help you understand how to create and use a User-Defined Export Format. The purpose of User Defined Export Formats is to allow you to create and maintain customisable export definitions for use in exporting payment files. The system will allow you to customise Electronic Payments to export in a customisable export format.

### 1. Open the Format Definition window.

(Tools, Setup, Purchasing, Electronic Payments, Export Format)



This is the main window for defining export formats. You could think of it as the top layer. I will take you through each of the fields on this window and describe their purpose, don't worry if you do not understand their descriptions right at this moment it will become clearer as we go on, and described in more detail in Section 2.

#### Format ID

In this field you must type in what you wish to call your Export Format, i.e. its name. The Format ID is the reference for the export format which will be shown on all other screens in Electronic Payments. So it is a good idea that you name the export format with a relevant ID, so that when you will know which export format the ID refers to. You may not save your export format without an ID.

#### Description

This is just a simple description in which you may describe the export format in more detail, So if other people look at it they will know its purpose, and to remind you just in case you forget.

#### File Type

Here you select the main formatting of the export file. Either it is exported in fixed format or exported with separated values.

**Field Separator**

Here you can select a value to separate the fields for a separated value file. Either from the drop down list provided or you may enter a character of your choice.

**Field Delimiter**

You select here, which character you wish to delimit your separated export file with.

**File Structure**

This box represents the Rows you have defined and there order within the export file that will be printed.

**Edit Button**

This button allows you to edit an existing row you have selected in the file structure box or create a new row.

**Delete Button**

Deletes the row you have selected in the file structure.

**Move Up**

This will move the selected row up one within its type. If there is only one row of that type then the row will not be moved.

**Move Down**

This will move the selected row down one within its type. If there is only one row of that type then the row will not be moved.

**Save Button**

This saves the format you have open to the system and clears the screen.

**Clear Button**

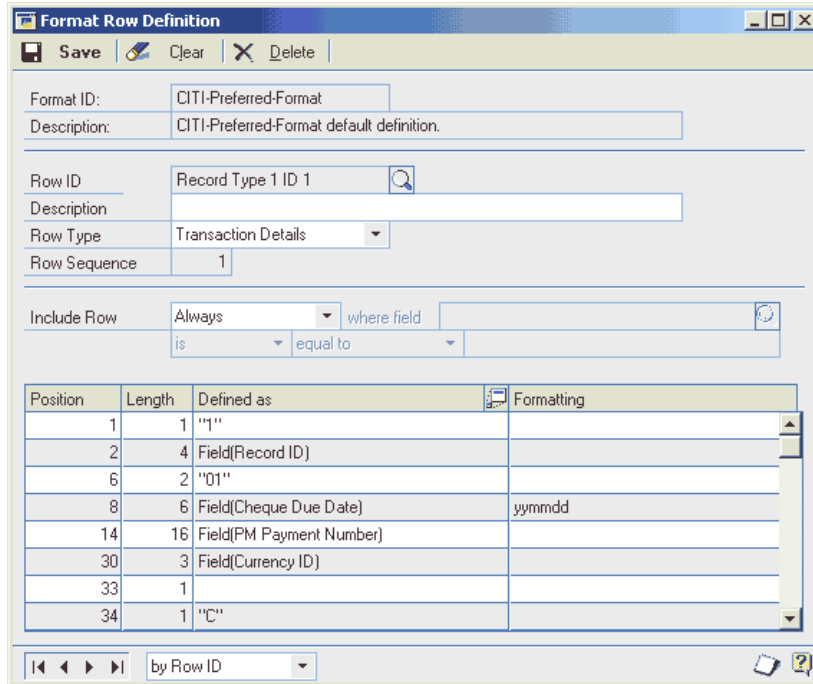
This will clear the window for you. If you have changed the format and not saved then the system will ask you whether you wish to save you changes.

**Delete Button**

This will delete the format you are currently working on. The system will ask you to make sure that this is what you want before proceeding.

## 2. Create a Format Row Definition

This window is where you can define the rows of your export definitions. This is where the meat of all the defining is done.



Position	Length	Defined as	Formatting
1	1	"1"	
2	4	Field(Record ID)	
6	2	"01"	
8	6	Field(Cheque Due Date)	yymmdd
14	16	Field(PM Payment Number)	
30	3	Field(Currency ID)	
33	1		
34	1	"C"	

Will we do the same as before and run through each field on the window and explain briefly its purpose.

### Row ID

This serves the same function as the format id does in the format definition window. It is the name of the row and identifies it to the rest of the system.

### Description

Again this serves the same purpose as the description in the format definition window, but it describes the row.

### Row Type

Here you may pick the type of the row you wish to define. From several options

### Row Sequence

This field shows a number that represents the order of this row with its row type.

### Include Row

Here you can select to only include the row you have just defined under certain conditions that you can define.

### Scrolling Window

In the scrolling window, you define which fields from Great Plains should be placed where on the row in the export file, there are plenty of options to go along with this, so don't worry it will all be explained in detail later on.

**Save Button**

This saves the row you have open to the system and clears the screen.

**Clear Button**

This will clear the window for you. If you have changed the row and not saved then the system will ask you whether you wish to save you changes.

**Delete Button**

This will delete the row you are currently working on. The system will ask you to make sure that this is what you want before proceeding.

**3. Alternatively Import a predefined format**

The Electronic Payments module is supplied with some pre-defined formats which may be imported into your definition window.

From the Format Definition window, select Options from the menu bar. There are two options, Import Format and Export Format. Select Import Format which will open a standard windows "Select Import File" window. Select the format that you require and press the "Open" button. The format will be imported and a message will be displayed which will tell you that the format has been imported successfully.

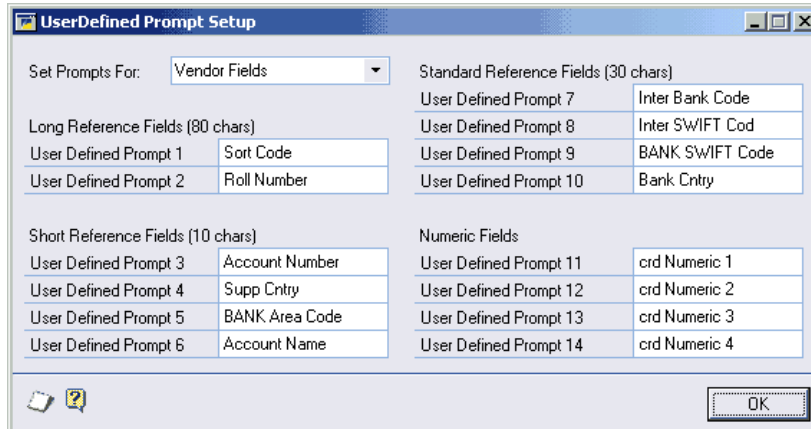
If you create a format which you think will be of use to other users of the product, or you wish to save your format and copy it to other sites, you may use the "Export Format" option and export the format to a text file.

## Setup User-defined Prompts

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

### 1. Open the User-defined Prompts Setup window.

(Tools, Setup, Purchasing, Electronic Payments, User Defined Prompts)



Set Prompts For: Vendor Fields		Standard Reference Fields (30 chars)	
Long Reference Fields (80 chars)		User Defined Prompt 7	Inter Bank Code
User Defined Prompt 1	Sort Code	User Defined Prompt 8	Inter SWIFT Cod
User Defined Prompt 2	Roll Number	User Defined Prompt 9	BANK SWIFT Code
Short Reference Fields (10 chars)		User Defined Prompt 10	Bank Cntry
User Defined Prompt 3	Account Number	Numeric Fields	
User Defined Prompt 4	Supp Cntry	User Defined Prompt 11	crd Numeric 1
User Defined Prompt 5	BANK Area Code	User Defined Prompt 12	crd Numeric 2
User Defined Prompt 6	Account Name	User Defined Prompt 13	crd Numeric 3
		User Defined Prompt 14	crd Numeric 4

### 2. Set-up Prompts for Creditors, Chequebooks and Banks.

The Set Prompts For dropdown list enables you to set up user defined prompts for Creditors, Chequebooks and Bank Details. These User defined fields may be entered from the Extras Menu option when maintaining Creditor, Chequebook or Bank Cards.

Enter the label that represents the data to be entered in the User-defined fields supplied with the Electronic Payments Module.

The User-Defined Long Reference prompts allow entry of field descriptions for two 80 Character fields.

The User-Defined Standard Reference prompts allow entry of field descriptions for four 30 Character fields.

The User-Defined Short Reference prompts allow entry of field descriptions for four 10 Character fields.

The User-Defined Numeric Reference prompts allow entry of field descriptions for four Numeric fields.

### 3. Save your information.

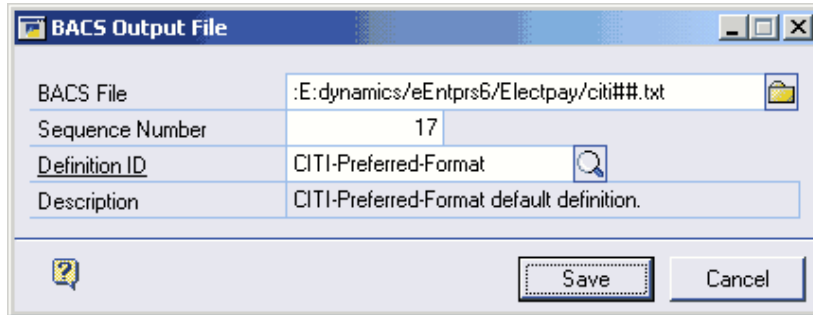
Choose OK to save the entries in the User-Defined Prompts Set up window.

## Setup Electronic Payments Output File

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.

### 1. Open the Electronic Payments Output File window.

(Tools, Setup, Purchasing, Electronic Payments, Output File)



The screenshot shows a dialog box titled "BACS Output File" with the following fields:

BACS File	:E:dynamics/eEntprs6/Electpay/citi##.txt
Sequence Number	17
Definition ID	CITI-Preferred-Format
Description	CITI-Preferred-Format default definition.

At the bottom of the dialog box, there are "Save" and "Cancel" buttons.

### 2. Enter the Electronic Payments Output File Information

#### BACS File

Enter the pathname of the file to be created. The filename may contain wildcard characters in the form of a "#" symbol. The next sequence number will replace the wildcard characters when the output file is created.

#### Sequence Number

This number is used in filenames where wildcard characters have been defined. Each time a file is created, the sequence number is incremented by 1.

#### Definition ID

Enter the user define format that you have created or imported in step one. This entry will define the format in which the output file is created.

#### Description

This is a display only field that will display the description of the user-defined format entered.

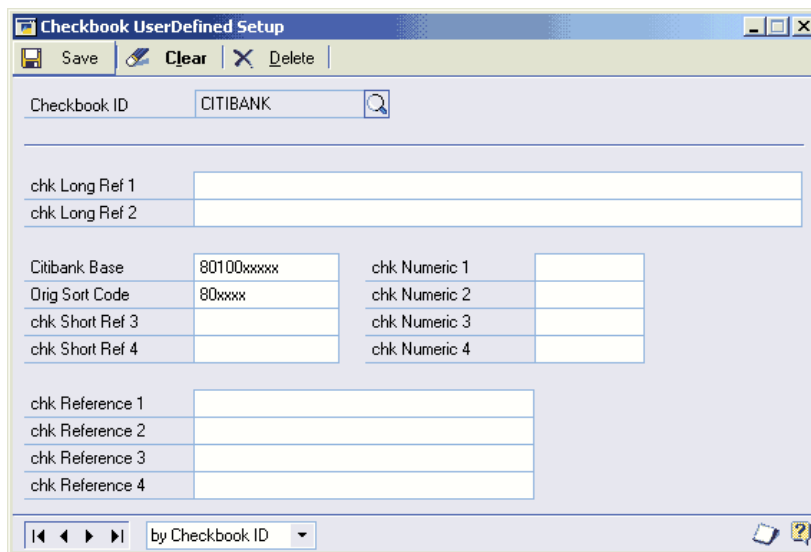
## Setup Chequebook Specific data

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.

### 1. Open the Chequebook Maintenance window.

(Cards, Financial, Chequebook)

Select a Chequebook ID and from the Extras menu option select User Defined.



### 2. Enter the Chequebook specific data

#### Chequebook ID

This displays the Chequebook that you are currently adding Chequebook specific data for. This field may be changed to enter specific data for other chequebooks without having to return to the Chequebook Maintenance window.

#### User Defined Fields

The field prompts entered in Step 2 will be displayed for this chequebook. Enter the required data in the fields supplied.

## Setup Creditor Specific data

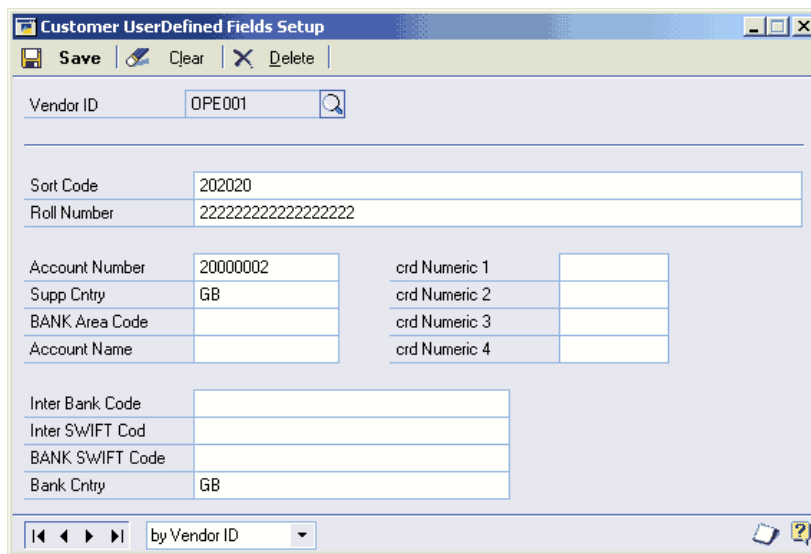
The Creditor Specific Data is that data used in the output file to identify to the bank the Payee’s details. The data set-up will be specific for that Creditor and Account such as Sort Code, Account Number and Account Holders Name.

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

### 1. Open the Creditor Maintenance window.

(Cards, Purchasing, Creditor)

Select a Creditor ID and from the Extras menu option select User Defined.



### 2. Enter the Creditor specific data

#### Creditor ID

This displays the Creditor that you are currently adding Creditor specific data for. This field may be changed to enter specific data for other creditors without having to return to the Creditor Maintenance window.

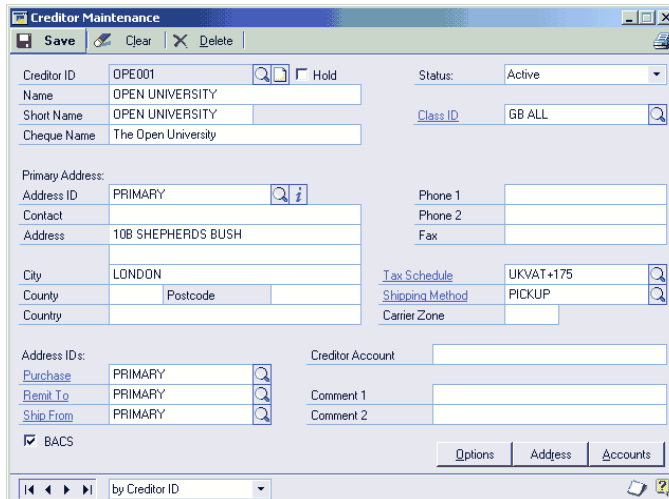
#### User Defined Fields

The field prompts entered in Step 2 will be displayed for this creditor. Enter the required data in the fields supplied.

### 3. Mark the Creditor as being paid by Electronic Payments

(Cards >> Purchasing >> Creditor)

On the Creditor Maintenance window you must check the BACS checkbox option. This may also be unchecked at any time if you wish to create a printed cheque payment for this creditor.



The screenshot shows the 'Creditor Maintenance' window for creditor 'OPEN UNIVERSITY'. The 'BACS' checkbox is checked. The window contains the following fields and values:

Creditor ID	OPE001	Status	Active
Name	OPEN UNIVERSITY	Class ID	GB ALL
Short Name	OPEN UNIVERSITY		
Cheque Name	The Open University		
Primary Address:			
Address ID	PRIMARY	Phone 1	
Contact		Phone 2	
Address	10B SHEPHERDS BUSH	Fax	
City	LONDON	Tax Schedule	UKVAT+175
Country		Shipping Method	PICKUP
Country		Carrier Zone	
Address IDs:		Creditor Account	
Purchase	PRIMARY	Comment 1	
Remit To	PRIMARY	Comment 2	
Ship From	PRIMARY		
<input checked="" type="checkbox"/> BACS			

Buttons: Options, Address, Accounts

Footer: by Creditor ID

## Procedures

Use the procedures described in this chapter to complete Electronic Payments tasks. This chapter provides detailed explanations of each transaction window and its fields as used in the Electronic Payments module.

This chapter provides information about how Payment runs are created, Payments edited, and processed.

In addition, this chapter contains information about completing routine procedures.

Before you begin using the procedures in this chapter, be sure you've installed and set up the necessary information within the Electronic Payments module. For further information about setting up this module, refer to the "Setup" chapter earlier in this manual.

## Procedure Checklist

The following checklist provides a general overview of the procedures you'll need to complete to operate your Electronic Payments module.

### 1. Select Cheques for a computer cheque run

Refer to Selecting Cheques for a computer cheque run procedure for information on selecting cheques for a computer cheque run.

### 2. Edit Cheques in a previously created batch

Refer to the Edit Cheques in a previously created batch procedure for information on editing cheques in a previously created batch

### 3. Split the batch into Cheque payments and Electronic Payments

Refer to the Split the batch into Cheque payments and Electronic Payments procedure for information about splitting the batch into Cheque payments and Electronic Payments.

### 4. Create The Electronic Payments Output file

Refer to the Create The Electronic Payments Output file procedure for information about creating the Electronic Payments Output file.

## Selecting Cheques for a computer cheque run

Use the Select Payables Cheques window to select which Cheques will be printed for a specific group of creditors and vouchers. (This is the first step in making computer cheque payments, also called completing a cheque run.)

You can apply unapplied payments, credit memos and returns automatically. Depending on how Payables Management has been set up, the amounts will be applied first to documents having the oldest document date or due date. You can also include vouchers that become due on a specified date.

*Print an Aged Trial Balance or Cash Requirements report. (Reports, Purchasing, Trial Balance or Analysis) These reports allow you to determine which payments to make so that you can take advantage of discounts, avoid late payments, and determine the cash required for these transactions.*

### To select Cheques for a computer cheque run:

1. Open the Payables Batch Entry window.  
(Transactions, Purchasing, Batches)
2. Create or select a batch. See [Creating a batch](#) in the Great Plains Manuals for more information.
3. Select Computer Cheques as the Origin. Select Single-Use as the frequency for this computer cheque batch.
4. Verify the chequebook ID. This chequebook will be used for all Cheques in the batch.
5. Choose the Transactions button.
6. Choose Select Payables Cheques from the Go To window.
7. Choose All, or select a range of creditors to pay by selecting the IDs for appropriate creditors from the lookup window.
8. Choose All, or select a range of documents to pay by selecting the appropriate documents from the lookup window.  
Only vouchers for the creditors you selected in step 7 will be included in the range.
9. Select cutoff dates and documents based on currency. You can select a due date cutoff so that vouchers that are due on or before the date you specify will be included in the batch.  
You also can select a discount date cutoff so that vouchers with a discount date on or before the date you specify will be included in the batch.  
Selecting documents based on the currency will narrow the group of documents to pay. The options will change depending on whether the currency ID assigned to this batch is the functional or an alternate currency.
10. Select automatic apply and payment options.
  - You can automatically apply any available payments, credit memos and returns to vouchers in the batch you're creating. (You will be able to individually apply specific documents later in the cheque run process.)
  - You also can restrict the automatic apply process to match currency options. The options will change depending on whether the currency assigned to the batch is the functional or an alternate currency.
  - If you mark Take Non-Qualifying Discounts, all discounts will be calculated for the vouchers, regardless of the discount date and whether you're qualified for the discount. If you don't mark this option, only discounts available on or before the cheque date will be taken.
  - If you mark Pay Only Minimum, then the minimum payment you entered in the Creditor Maintenance window will be used to calculate the payment amount for each creditor in the batch. If the Pay Only Minimum box is unmarked, the payment will be created for the total amount of the vouchers included in the batch.
11. Select remittance information and cheque stub information.
12. Choose Build Batch to create the batch of Cheques you intend to process.

## Edit Cheques in a previously created batch

Use the Edit Payables Cheques window to edit Cheques in an existing batch.

After you've created a batch to enter payments in, you can add additional Cheques to the batch, or change a particular payment for a specific creditor. If a creditor or a voucher doesn't fall within the ranges you've entered in the Select Payables Cheques window, you can enter the creditor or voucher in the batch using the Edit Payables Cheques window.

### To edit Cheques in a previously created batch:

1. Open the Edit Payables Cheques window.  
(Transactions, Purchasing, Select Cheques, Edit Payments button)
2. Select a payment number. The next payment number will appear as a default from the Payables Setup Options window. If you're changing a payment in the batch, select that payment number from the lookup window.
3. Enter a creditor ID for the payment you're entering. If you select an existing payment number, the correct creditor ID appears, and can't be changed.
4. Enter a comment for the payment.
5. Enter an unapplied payment or prepayment amount in the Unapplied field, if you want to pay more than the transaction amount.
6. Select remittance options.
7. Apply the payment by choosing Auto Apply or Apply.

If you choose Apply to pay specific transactions, the Apply Payables Documents window will open. Mark the box in front of each transaction you want to pay with this payment. Mark as many documents as you want until the entire amount is applied. You can also divide payments between several documents by marking the box, and changing the amount in the Amount Applied column for that transaction.

Multicurrency transactions have restrictions on documents that can be applied depending on whether the currency is the functional or an alternate currency.

8. Open the Payables Cheque Stub Documents window by choosing the Cheque Stub button.
9. Unmark any vouchers that aren't paid by the payment run and that you don't want process. Choose OK to close the window.
10. Choose Save and redisplay the payment number. Then, choose File, Print for an edit list to verify the accuracy of your entries.
11. Close the Edit Payables Cheques window to redisplay the Select Payables Cheques window.

When the Select Payables Cheques window re-opens, the entries you've made will be cleared. The information you've previously entered is saved; you don't need to enter another range of Cheques.

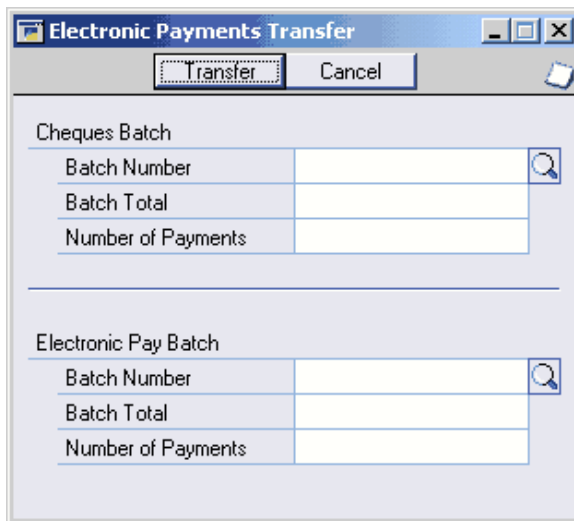
## Split the batch into Cheque payments and Electronic Payments

Use the Electronic Payments Transfer window to Split the batch into Cheque payments and Electronic Payments

After you've created a batch with payments in, the batch may contain payments to be made by printed Cheques and payments to be made via Electronic Payments.

### To split the batch into Cheque Payments and Electronic Payments:

1. Open the Electronic Payments Transfer window.  
(Transactions, Purchasing, Electronic Payments, Electronic Payments Transfer)



Cheques Batch	
Batch Number	<input type="text"/>
Batch Total	<input type="text"/>
Number of Payments	<input type="text"/>

Electronic Pay Batch	
Batch Number	<input type="text"/>
Batch Total	<input type="text"/>
Number of Payments	<input type="text"/>

2. Select the Cheques batch that you have created and edited in the procedures above. The Batch Total and number of Payments will be displayed for information.
3. Enter a Batch ID of the batch to hold Electronic Payments. If the batch does not exist, the module will ask if you wish to add the batch and take you to the Batch Maintenance window.
4. Press the Transfer Button.

## Creating the Electronic Payments Output file

Use the Print Payables Cheques window create the Electronic Payments Output file.

Once you've created the batch of Electronic Payments, edited any payments or added any payments, you're ready to create the output file.

You will be required to process through the Cheque printing run to generate the payment numbers. You may print the resulting output to plain paper or text file for your records.

### To Create The Electronic Payments Output file:

1. Print a Computer Cheques Edit List, if you didn't do so as part of the editing Cheques procedure. Be sure to do so before printing and posting Cheques to verify that the correct creditors and vouchers were selected.

To print a Computer Cheques Edit List, open the Select Payables Cheques window or the Edit Payables Cheques window, enter the appropriate batch ID, and choose File, Print.

Once you've verified the accuracy of the entries, you're ready to print the Cheques.

*Be sure to back up your company's data before printing and posting Cheques.*

2. Open the Print Payables Cheques window.  
(Transactions, Purchasing, Print Cheques)
3. Select the cheque batch you want to process.
4. Select a payment number. The payment number that appears as a default is the next available number from the chequebook you've selected in the batch.  
The payment date is the date that will appear on the output file.
5. Enter a comment that will appear on all the payments in the batch if defined on the output file. This comment is in addition to any comments you may have entered in the Edit Payables Cheques window and will appear on the cheque stub.
6. Choose how you want the payments to be sorted. You can sort the payments by payment number, name, state and city, or ZIP code.
7. Select which format you would like to use in the cheque audit report.

To print a remittance separately from the payment, mark the Separate Remittance box. A remittance shows the same detail as the cheque stub and will be printed on blank paper after the all the payments are printed.

*A remittance form will be printed automatically if you have a zero amount payment in the batch, or if you are paying more than 12 vouchers with one cheque.*

8. When you're ready to start the process, mark the Cheques option and choose Print.
9. After the Cheques have been printed, the Post Payables Cheques window opens.

Several options are available:

- To void a payment because it was incorrect, choose Void Cheques and select a range of payments to void. (To void just one payment, enter that payment number in both the From and To fields.) Choose Process.

Voided payments won't be posted to General Ledger.

- To post payments and create the output file when you're satisfied with the payment amounts, select Post Cheques. Enter the posting date you want to use for the Payments you've just printed and choose Process.

If you're posting a batch of multicurrency payments, the posting date must be before the exchange rate expiration date.

After you post the information, you won't be able to void payments. If you've marked Separate Remittance in the Print Payables Cheques window, have zero amount Cheques in the batch or if the stub information will be printed on more than one cheque stub, the Process Payables Cheques window will open.

You can print the remittance forms from that window.

After you post, posting journals and distribution breakdown registers will be printed. In the Posting Setup window, posting journals can be selected for printing depending on your preferences. A Report Destination window will appear for each posting journal you chose to print.

The Electronic Payments Output file will have been created in the Selected path.



### Field Separator

If you have selected a separated value file type then this is where you select which character you wish to separate your fields with. The drop down lists the most popular characters or you may select custom and enter your own character in the space provided. The drop down list refers to the following characters:

Comma = “,”

Tab = “ ”

Custom = type in your own.

### Field Delimiter

If you have selected a separated value file type, then you may select a character to delimit your fields with. The drop down list contains the most commonly used characters and you can also select custom to enter a character of your choosing. The drop down list provides the following characters:

None = no delimiter for your fields.

Single Quote = ‘

Double Quote = “

Custom = enter your own character.

### File Structure

The file structure box gives you an easy to read view of your export formats current file structure. The basic hierarchy of the file structure is as follows:

**Record A** – *File Header* ( 1 per file )

**Record B** – *Account Header* ( 1 per bank account/chequebook id )

**Record C** – *Client Header* ( 1 per supplier account)

**Record D** – *Transaction Line* ( 1 per transactions )

**Record C'** – *Client Footer* ( 1 per supplier account )

**Record B'** – *Account Footer* ( 1 per bank account/chequebook id )

**Record A'** – *File Footer* ( 1 per file )

You can have more than one instance of each of the row types. So you could have three Transaction Line rows defined which would print out three transaction lines for each transaction. The same also applies for the all other row types.

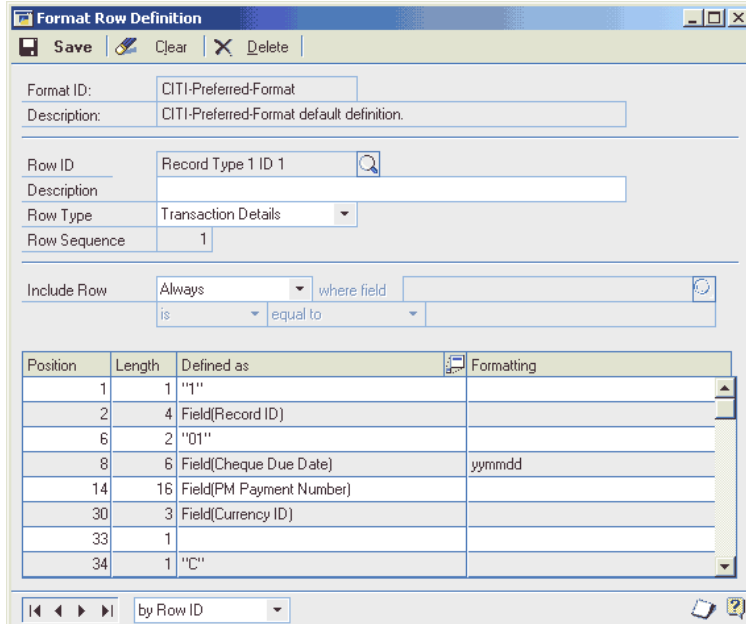
### Move Up Button

If you have multiple instances of a single row type (such as 2 file header rows) then you can select one of the rows and use this button to move it up one space within the file structure.

### Move Down Button

If you have multiple instances of a single row type (such as 2 file header rows) then you can select one of the rows and use this button to move it up down space within the file structure.

## Format Row Definition Window



Position	Length	Defined as	Formatting
1	1	"1"	
2	4	Field(Record ID)	
6	2	"01"	
8	6	Field(Cheque Due Date)	yymmdd
14	16	Field(PM Payment Number)	
30	3	Field(Currency ID)	
33	1		
34	1	"C"	

### Row Type

There are seven different type of row types which are as follows:-

File Header, Account Header, Customer Header, Transaction Details, Customer Footer, Account Footer and File Footer.

The row type determines which 'block', the row belongs to. The type also determines when the line gets printed. The following list indicates when each type gets printed:

*File Header :*

Gets printed at the top of each export file.

*Account Header :*

This gets printed at the start of each new account.

*Supplier Header :*

Gets printed at the start of each new supplier.

*Transaction Details :*

Gets printed for every payment.

*Supplier Footer :*

Gets printed at the end of each supplier.

*Account Footer :*

This gets printed at the end of each account

*File Footer :*

Gets printed at the bottom of each export file.

### Row Sequence

This number indicates the position of the row within its row type. So if, for example, you had three transactions lines, the first of these would have a row sequence number of 1 the next would have a number of 2 and the next a sequence number of 3.

### Include Row

This array of drop down lists allows you to choose to put a condition on whether or not the row should be printed. The first drop down box allows you to choose either 'Always' or 'Conditionally'.

If you choose 'Always' then the other drop down lists for this option are disabled and this row will always get printed.

However if you choose 'Conditionally' then all the other options will be enabled. The first of these is the field you wish to place the restriction on. The lookup will provide you with a list of these fields so you may choose one.

Next along is the is / is not drop down list which combines with the following drop down list which provides you with a list of the following options.

'equal to'

'less than'

'greater than'

'starting with'

'ending with'

'containing'

'part of'

So with these two drop down lists you can form your condition such as – is equal to, is not less than, is part of, is not starting with. Etc.

The last field of the include row set is the field where you type the value relating the field you have to meet. So an example conditional could be like this.

*'Conditional' where field 'Payment Amount' 'is' 'less than' '15.00'*

So in that case the row would be printed if the payment amount were less than 15.00. If it were equal or higher then it wouldn't be printed.

### Scrolling Window

Here, in the scrolling window, is where you will define each of the fields that will go into the row you are currently editing. As before, for the other windows we will run through each of the fields on this window in some detail so you may obtain a clearer understanding of how this all fits together.

### Position

This works in different ways depending on which file type you have selected.

For 'fixed format' file types the position indicates the character position the field will start at. So position 30 would indicate that this field will start at character 30 of this row and position 14 would indicate that this field will start at character 14 of the row.

However, for 'separated values' file types the position indicates the field number this field will occupy within the row. So if the position was 3 then the field would occupy the third field along in the row like so:

"Field 1","Field 2","**Field 3**","...."

Field 5 would occupy the fifth field along like this.

"Field 1","Field 2","Field 3","Field 4","**Field 5**","..."

### Length

This again works in different ways according to which file type you have specified.

For 'fixed format' file types the length indicates the length of the field, i.e. the amount of characters assigned to it. So a field with a position of 5 and a length of 7 would take up characters 5 to 11 like so.

Character Number	1	2	3	4	5	6	7	8	9	10	11	12	13
Row					#	#	#	#	#	#	#		

And a field defined with a position of 1 with a length of, say, 10 would take up characters 1 to 10, as shown in this diagram:-

Character Number	1	2	3	4	5	6	7	8	9	10	11	12	13
Row	#	#	#	#	#	#	#	#	#	#			

If you selected the 'separated values' file type this all works a little differently. You may leave the length as 0 and if this happens then the space for the field will formatted to be as long as the actual field you want to place in there is. However if you type in a length for your separated value field then the field will only be as long as the length you defined. So, if you were placing the value "This is a field" into a separated value field and you chose the length to be 11 then the field would be printed out like this: -

"This is a f",

or if the length was 6 it would be :-

"This l",

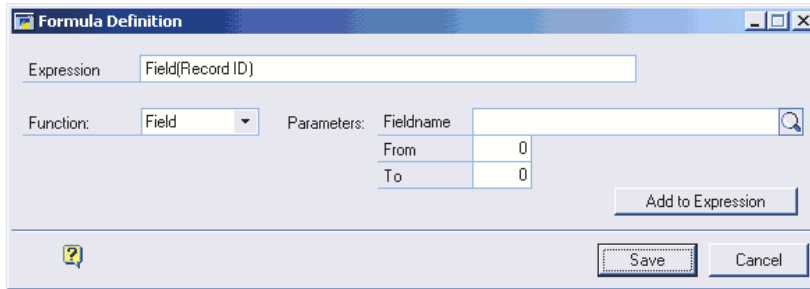
If the length was 0 though the full string would appear like so: -

"This is a field",

And so on.

**Defined as:**

This is where you choose what to place in this specific field. There are two ways you can enter a field definition here. You can either type it in directly or use the formula definition window provided which you access by using the expansion button nestled next to the defined as prompt. The procedure for defining fields has quite a few features and we will assume, for purposes of explaining that you are entering the definitions in the formula definition window. The window looks like this:



Utilizing this window you can create an expression of sorts to inform the system what you want to be placed in this field. You may use constant values (i.e. characters you just type in), functions and + or -. I will explain each of these in turn then run through a few examples on how to use them together.

**Functions**

There are four functions that you may use in your expression. They are:

**FIELD(fieldname) :**

Where 'fieldname' is indicated is where you would type then name of the field. The function will then place the value of the field you selected into the space allocated. You can also define a length of field to return like this:

FIELD(fieldname, from, to) where 'from' is the position where you wish to start cutting and 'to' is how many characters you wish to cut out.

For example, if you wanted the company name in the field you are defining and the company name is "The World Online Inc". So if you wanted the whole of the company name you would define the expression as - Field(Company Name). You could either type this directly into the expression field or, and this method is the more recommended, you can drop down the function box and select the field function and then select the fieldname lookup, find company name and select that then hit the 'Add to Expression' button this will add Field(Company Name) to the expression. This way is safer than typing it straight it, although the system will inform you if the expression you have entered is invalid.

However if you only wanted, say, the first 9 characters of the company name the expression you would need would be - Field(Company Name,1,10) – this would give you "The World". Again you can type this straight in or copy the method above for using the boxes and buttons provided but before you hit the 'Add to Expression' button you would enter 1 into the 'From' field and 10 into the 'To' field. This works like position and length in the scrolling window.

### **SUM(fieldname):**

This function calculates the sum of the field selected, but only within the current file section. So for example if you had three lines of transaction lines printed and each had a payment amount of £10.00 and in the customer footer you defined one of the fields as Sum(Payment Amount) the value of this would be £30.00, i.e. all the payment amounts for the customer. If it was in the account footer it would be all the lines for the account (Chequebook id) and if it was in the file footer it would be all the lines for that export file.

You can define this expression by simply typing it in or using the fields provided. So you would drop down the function list and select Sum and then open up the fieldname lookup, find Payment Amount and select that and then hit the 'Add to Expression' button.

### **COUNT(Row ID):**

This function will count the number of times the Row ID specified has been printed so far. So, if for example, you defined Count(TRX LINE1) in the file footer, and the export file had printed off 7 rows with the row id of 'TRX LINE2' the result of this function would be 7.

Again you can simply type this in or use the fields provided. If you drop down the function list and select Count then you will see that the Fieldname prompt has changed to Row ID. If you open the lookup you will be presented with a list of the Row ID's that exist for this format, select the one you want, in this case TRX LINE2, and then hit the 'Add to Expression' button.

### **+ and – operators**

Lets explain the uses of + first. It has two uses. Firstly it can be used to add strings together. For example:

*assuming company name is "The World Online Inc." and User ID is "LESSONUSER 1"..*

Field(Company Name) + Field (User ID) = "The World Online Inc.LESSONUSER 1".

Secondly it can be used for adding numeric values together. For example:

*assuming payment amount is £12.50*

Field(Payment Amount) + Field(Payment Amount) = 25.00

The – symbol however only has one use. You use it to subtract numeric values from one another. So for example:

*assuming payment amount is £12.50*

Field(Payment Amount) + Field(Payment Amount) – Field(Payment Amount) = £12.50

*(equates to £12.50 + £12.50 - £12.50)*

### **Constant Values**

Basically what this means is you can add any value you wish to type in to the expression. If you are adding a string to the expression you will need to enclose it in quotes ("""). If you wanted to add 'Comp Name-' on front of the company name you would define the expression as follows.

"Comp Name- " + Field(Company Name).

This would be printed out as "Comp Name- The World Online Inc.", assuming the company name was The World Online Inc.

If you are including a numeric expression then you can simply type it on without quotes. ( the idea of the quotes is to signify to the system that the value enclosed within them is a string ).

So, if you wanted to add 5 to the payment amount of a line you would define the following expression:

Field(Payment Amount) + 5.

Assume the payment amount was 12.50 then this would equate to 17.50.

### Notes on Expressions

- You can't mix numeric and string values within a single expression, you must have either all of one or all of the other
- The - symbol isn't allowed within string expressions.

### Formatting

Once you have expressed/defined your field you may format it in different ways according to the type of expression you defined. The formatting is like a type of mask you fit the field into. We will run through the different types of formatting available.

#### **String Formatting:**

The following options exist for string formatting.

- X - denotes a single character
- D -12 wide 10 would become 000000000010
- R - 15 wide length 10.99 would become000000000001099
- \* - denotes the remaining characters of the string
- & - when used as the first character of the format mask, forced leading spaces rather than trailing spaces.
- U - All text will be exported as Uppercase

If there is any other character used in the mask then this will be used as a constant character within the formatted string.

For example:

- &\* - formats the string to have leading spaces.
- XX-XX-XX - this could be used for a bank sort code, e.g. 090226 becomes 09-02-36
- X=XX=\* - e.g. 91234567890 becomes 9=12=34567890

***Numeric Formatting:***

These are the options for numeric formatting:

- - denotes the sign will be shown, '-' for negatives, space for positives
- + - denotes the sign will be shown, '-' for negatives. '+' for positives
- 9 - denotes a single digit (will round normally where required)
- d - denotes a single digit (will always round down)
- u - denotes a single digit (will always round up)
- 0 - fixed zero
- . - denotes a decimal place
- v - denotes a virtual ( or implied ) decimal place.
- , - numeric separator.

Examples ( all for a value of 1234.56):

- 9.99 = 1234.56
- +9.99 = +1234.56
- +9,999.99 = 1,234.56
- 9v99 = 123456 ( no decimal place indicator as this was formatted as virtual and no leading space )
- 9000 = 1000 (number to the nearest thousand)
- d000 = 1000 (number rounded down the nearest thousand)
- u000 = 2000 (number rounded up to the nearest thousand)
- 9u00.00 = 1300.00 (number rounded up to the nearest hundred)
- 99d0 = 1230 (number rounded down to the nearest ten)
- 99u0.00 = 1240.00 (number rounded up to the nearest ten)

NB: Don't worry if the value is greater than the amount of digits you have specified in the format mask, the system will automatically extend it to compensate.

***Date Formatting:***

The following options exist for date formatting

- dd - day of the month
- mm - month of the year
- yy - year ( without century i.e. 2 digit year)
- yyyy - full year
- DDD - day of the year
- MMM - three letter abbreviation for the month ( e.g. January – JAN, February – FEB and so on )

Any other characters encountered will be put in as they are for separators.

So you basically combine the above options to form a date formatted to your choosing.

So for an example dat7e of 21<sup>st</sup> January 2000

dd/mm/yy - 21/01/00

yyyymmdd - 20000121

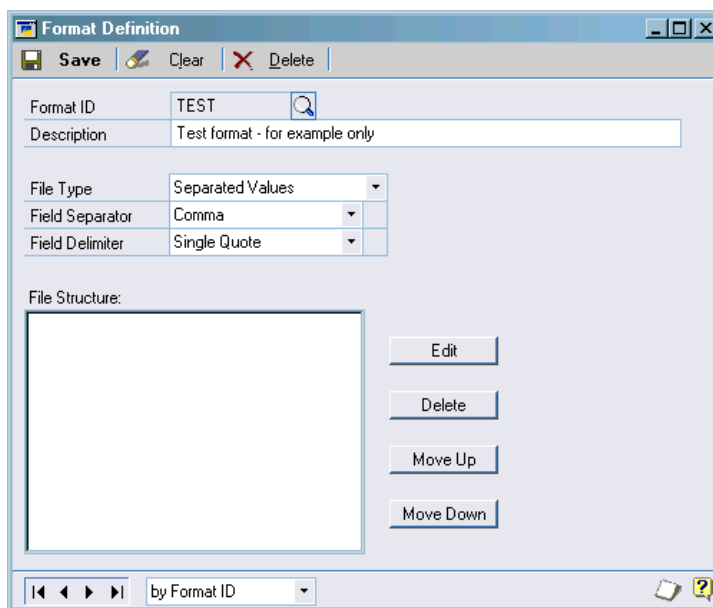
yy-DDD - 00-021

DDD/MMM - 021/JAN

## Walk through

In this section we will walk you through the process of creating an export file from start to finish. Hopefully this will give you a clearer understanding of the whole process and how everything ties together.

We Will open the Format Maintenance window. The first thing we need to do is name our format definition. We want to call it TEST to signify that we are just testing the system. So we type TEST into the format id field and move onto the next one which is description. Now all we want here is just a brief description of the format id. So we'll type 'Test format – for example only', so that gives us a good idea of what the formats purpose is. We want a separated values file type so we set the file type option to this. And I want a comma to separate my fields and a double quote to delimit them. So we select the corresponding options from the drop down lists. Our screen should now look like this:



Now we have set up our main screen we need to define our rows to fill up our export file with.

So if we hit the edit button this will bring up the Format Row Definition window which, seeing as we have no rows defined at present, will be set up for us to enter a new row definition.

Again, firstly we need to name our Row. We are going to define the transaction line row first so we are going to call this row TRX LINE1, so we enter this into the row id field and move onto the next field which is description. Here we enter 'Transaction Line 1' because its short and tells us all we really need to know. The row type we want is Transaction Details so we select this from the drop down list. We always want this row to be printed so we leave the Include Row options on Always include.

Now we need to do the meat of the work and define the fields we want in the row. Basically what we want is the following fields in the following order:

'User Date', 'Payment Number', 'Payment Amount', 'Payment Date', 'Document Number'

with a few formatting options and expressions thrown in.

We will define these in order. First up is the User Date. We put the position as 1 and leave the length as zero so it will automatically format to the correct length. Then we move onto the defined as field and hit the expansion button to open up the Formula Definition window.

I just want to print out the user date in this field so all I do is select field from the function drop down list and then find the User Date field from the lookup and hit the 'Add to Expression' button. So we save this expression now and move on to the formatting field. I want to format my date so I enter:

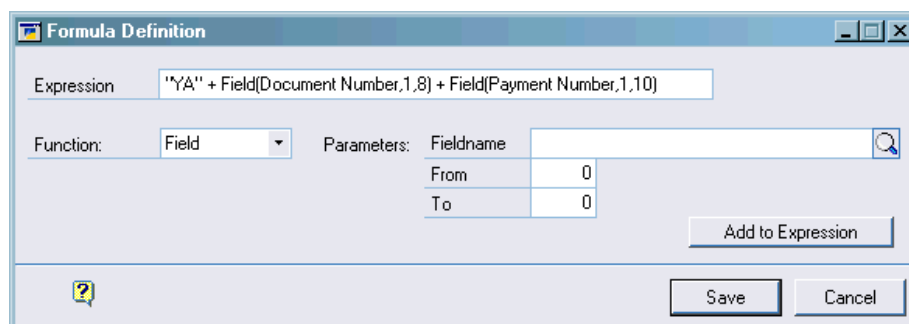
yyyy/dd/mm into the format field as this is how I want my date to appear on my export file.

Next I want to define my Payment Number. So I mark the position as 2, and leave the length as zero again. Then I move into the formula definition screen as before. I only want the first 5 characters of the payment number so I select the field functions, find Payment Number in the field lookup and enter 1 into the From field and 5 into the To field. I then add this to the expression field, save it and return to the scrolling window. I don't want any format options so I move onto the next field.

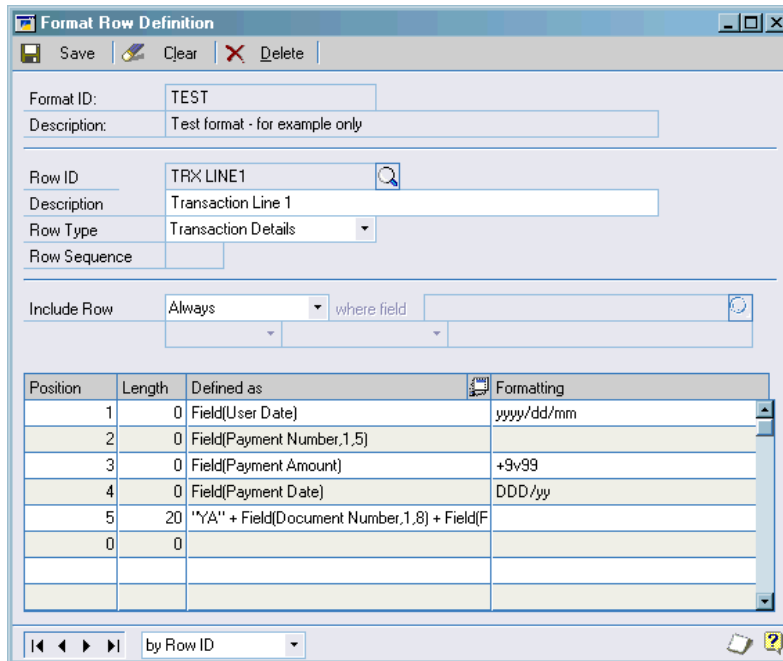
I want my third field as the payment amount. So I set position as 3, leave length and go into the formula window. Here I just want the field payment amount so I select the appropriate function and field and add this expression and save it. I then want to format my amount with the sign showing but no decimal place. So I enter the formatting field and type in +9v99. This will give me my desired results.

My fourth field I wish to have as my payment date, so again I select 4 as my position skip length go into my formula field, but this time I fancy a change and instead of using the boxes I type in **Field(Payment Dte)** which I have misspelt so when I tab out of the field or go to save my expression it gives me the error 'Invalid field name for Field function' so I look at my line and see I have misspelt date, so I go into my expression field and correct my error so my function now reads **Field(Payment Date)** and the system now lets me save this as it is a valid function. I then format it as DDD/yy and move on to the next field.

Right now I want my fifth field as Document Number but I am going to add a few things in the definition that I need in addition. I set position to 5 and I want the length to be no greater than 20. I then go into my formula window for this line. For this field I always want the first two characters to read "YA". I go into my expression field and type in "YA" then I want to add character 1 – 8 so I select the field function then find the Document Number and put 1 into the From field and 8 into the To field. If I now hit the 'Add to Expression' button it will add the field expression and automatically put a '+' in front of it. I now want to add the first 10 characters of the Payment Number field to the end so I select the field function, then the payment number. And indicate I want the first 10 characters out of the payment number by setting the From field to 1 and the To field to 10. I now add this to the expression. Your formula screen should now look like this:-



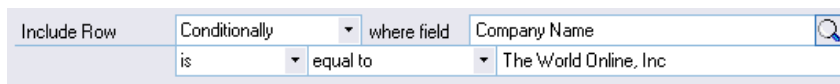
Ok so now we can save this expression and we don't want any formatting, so this finishes our transaction line row. If we look at the Format Row window it should now be looking like so:



So we can now save and close this window and we see on our Format Maintenance window that we have a TrxLine – TRX LINE1 on our file structure indicating that we now have a transaction line for our export.

Now I want to define a File Header Row. So I hit the Edit button which brings up my row definition window. If the TRX LINE1 row is showing then just hit the 'Clear Button'.

We'll name our row FILE HEADER and describe it as Export File Header and give it a file type of 'File Header'. And I only want this header to be printed for the test company – 'The World Online Inc.' I changed my Include Row options. First I change 'Always' to 'Conditionally' this frees up the other fields I need to work with. I now need to select which field I am going to place my condition on, in this case Company Name, so I open up the lookup form by selecting the lookup button and find company name and select that. And I leave the next two drop down lists because they are already set to what I need them to be set to. I.e. 'is' and 'equal to'. If you find that these fields are not set correctly then just change them so that they are. Next we come to the last field in the Include Row set which is the name of the company we want the company name to equal. So, we type in here 'The World Online, Inc.' Your Include Row should now be looking like this:

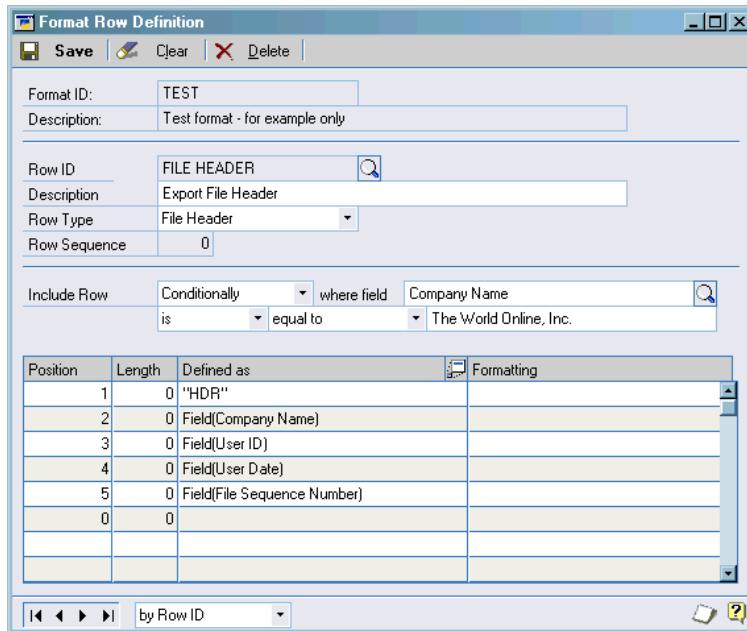


Now we move onto defining our fields in this row we are creating. I want the row to consist of the following fields:-

'Company Name', 'User ID', 'User Date', 'File Sequence Number'

In that order.

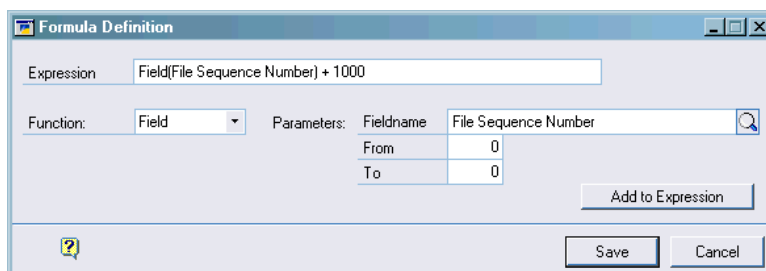
But I want the first field to just say HDR to signify that this line is the header line. So I set the position as 1, skip length and instead of opening the formula window I just type "HDR" into the defined as field and I don't want any formatting so I move onto the next line. The next 4 fields I just want as basic Field(fieldname), and the date field I want formatted as dd/mm/yyyy. So when I have finished my window will look as so:



I'll save this row, which will clear the screen.

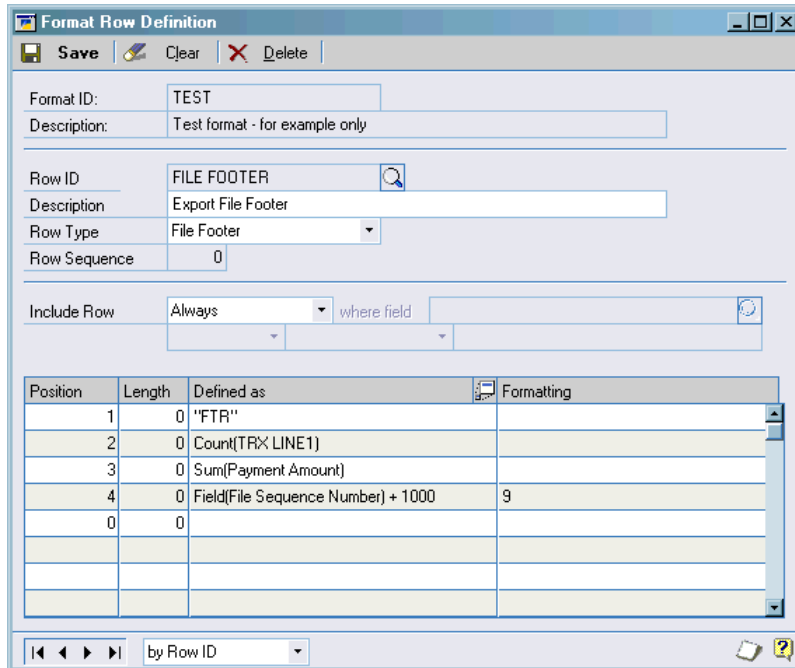
Next I want to define myself a file footer. So I shall call it FILE FOOTER and describe it as Export File Footer. And I always want to include this row so I shall leave the include row option marked as always. I want to make up my footer of mainly sum and count functions. But for my first field I want the word FTR. So I enter this into my first position like I did before with HDR in the file header. Next I want a count of the transaction lines. So I mark position as 2, skip length and enter the formula definition window. I drop down the function list, select count and then open the row lookup ( as I selected count the lookup, looks up row id's instead of fields) and find my TRX LINE1 row and select that then add this to my expression and save it.

For the next field I want a SUM of the payment amounts. I select my position as 3 jump into the formula definition window, select Sum from the function list and find the payment amount field in the lookup and add this to the expression and save it. OK, for my last field I want the file sequence number so I set the position and enter into the formula definition window. I select the field function and the File Sequence Number field and add this to the expression. But I want to add a thousand to the sequence number. So on the end of the expression I type ' + 1000'. So the expression should end up like this:



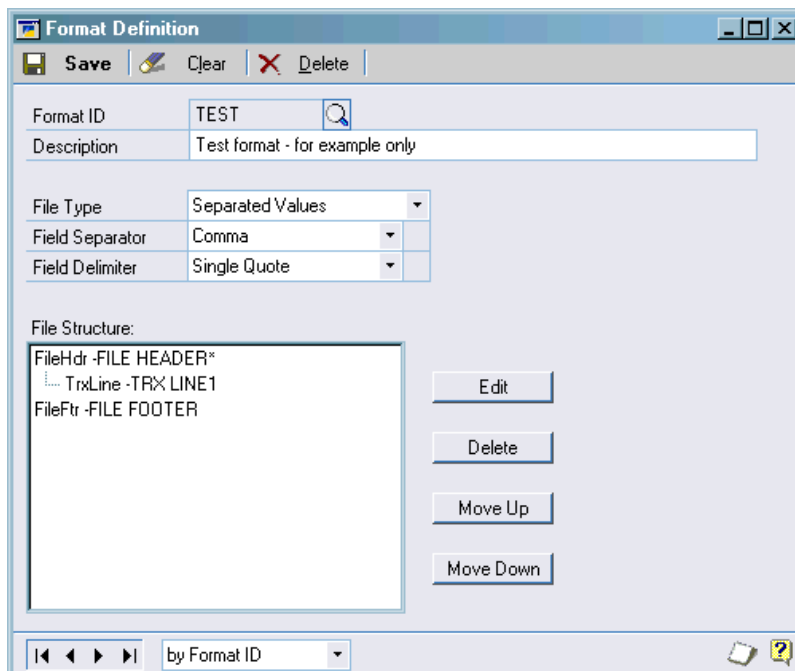
I save this expression and return to my row definition window I then enter 9 into the formatting field to indicate I don't want to show any decimal places only the numbers before the decimal place.

And after that the window, resembles this screen:-



Position	Length	Defined as	Formatting
1	0	'FTR'	
2	0	Count(TRX LINE1)	
3	0	Sum(Payment Amount)	
4	0	Field(File Sequence Number) + 1000	9
0	0		

So if we save this and return to the Format Maintenance screen which will be looking like so:



```
File Structure:
FileHdr -FILE HEADER*
TrxLine -TRX LINE1
FileFtr -FILE FOOTER
```

Notice that there is an asterisk (\*) beside the file header in the file structure box. This indicates that there is a condition on the row.

We have now created a fully featured export format. This is just a basic one; you can add account and customer footers and headers as well. But this is fully working and we have covered most options available.

## Contact Us

We welcome comments regarding the usefulness of the Nolan Business Solutions documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: [info@nolanbusinesssolutions.com](mailto:info@nolanbusinesssolutions.com).

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