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***“How To…” Guide***

**Setting up An Electronic Bank Transfer**

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# Defining a Payment Method

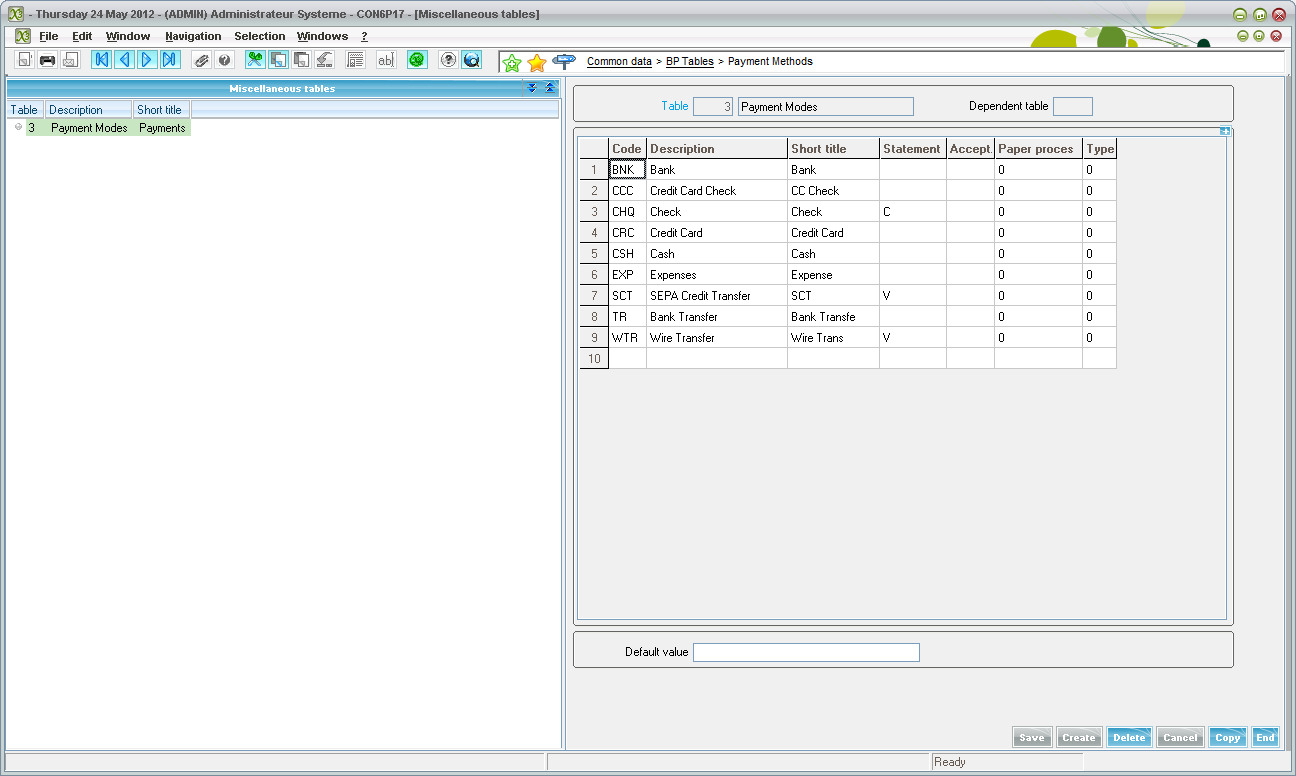
Go to Common Data

BP Tables

Payment Methods

Table 3 becomes available

Add a Line



BNK with description “Bank” has been added to the table.

# Setting up A Payment Transaction

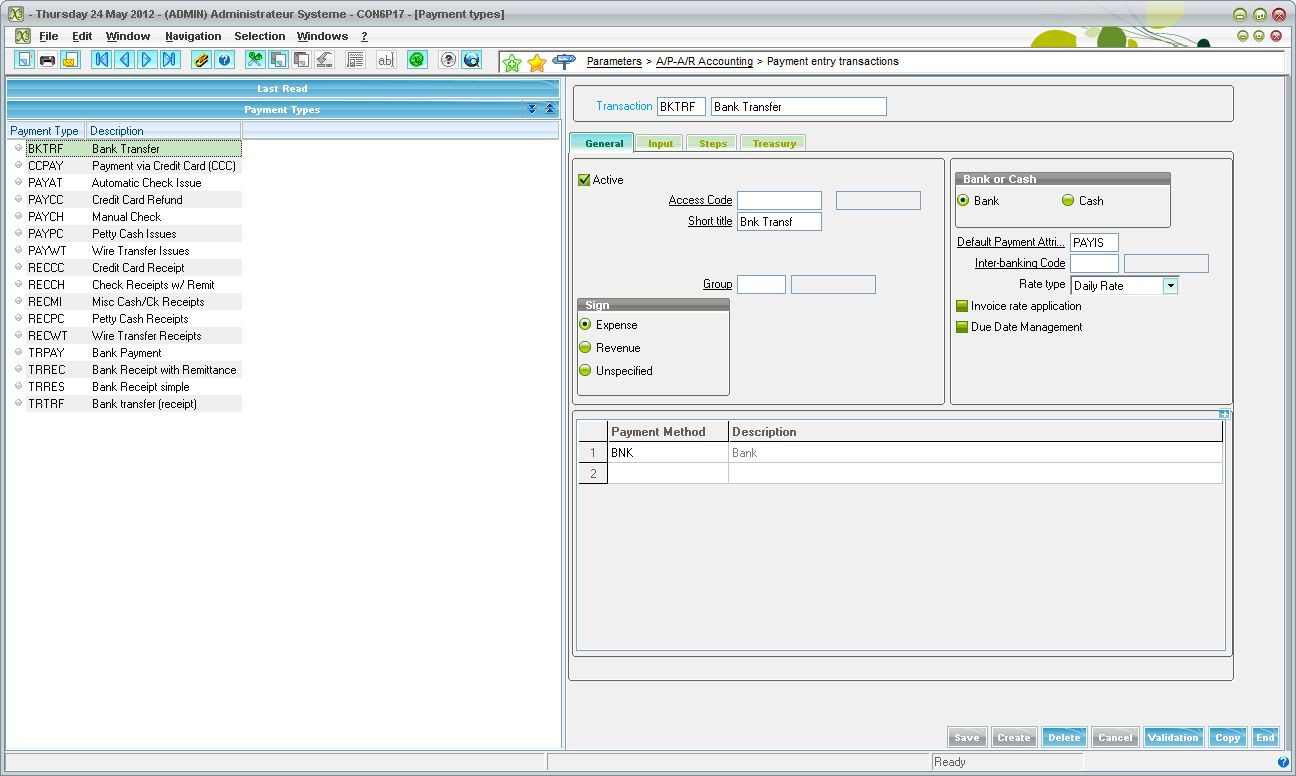
Parameters

AP-AR Accounting

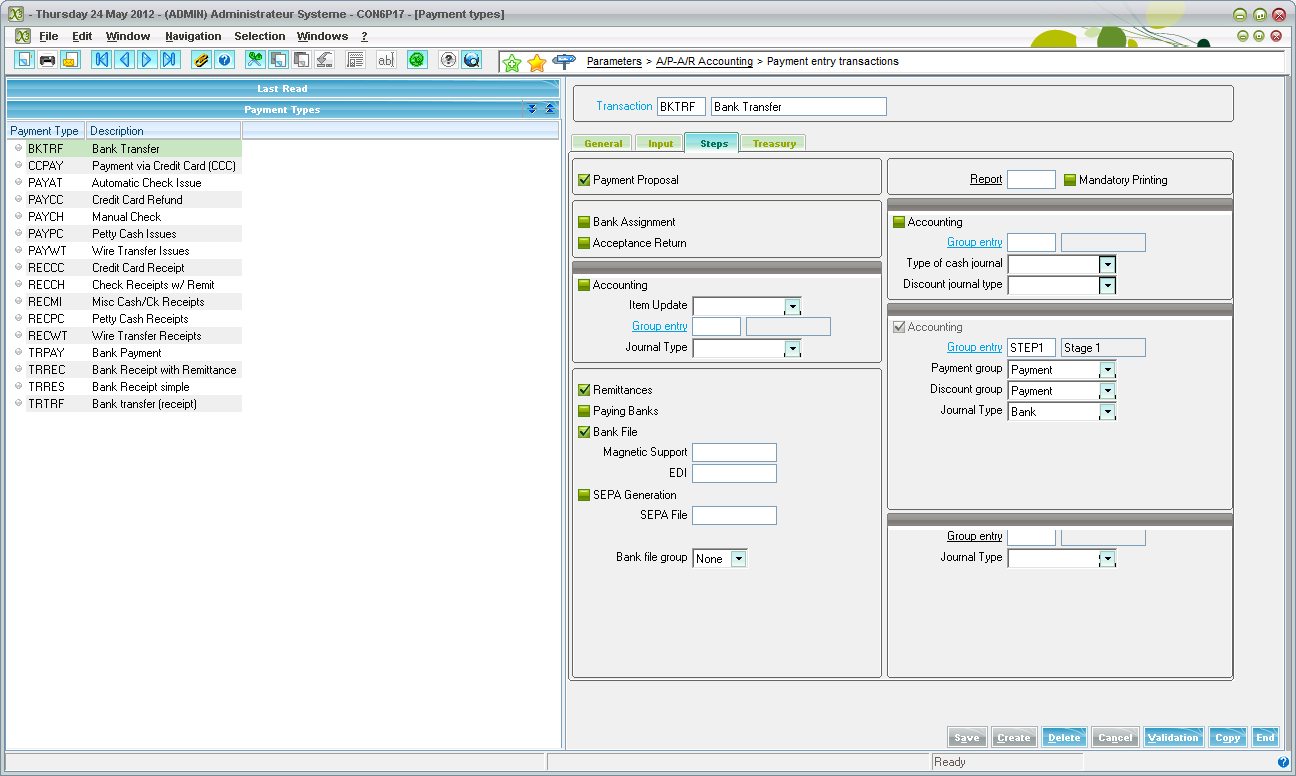
Payment Entry Transaction

BKTRF

Make sure the payment method is BNK



Then go to the Steps tab and make sure the “Remittances” and “Bank File” boxes are checked



# Setting up A Bank File

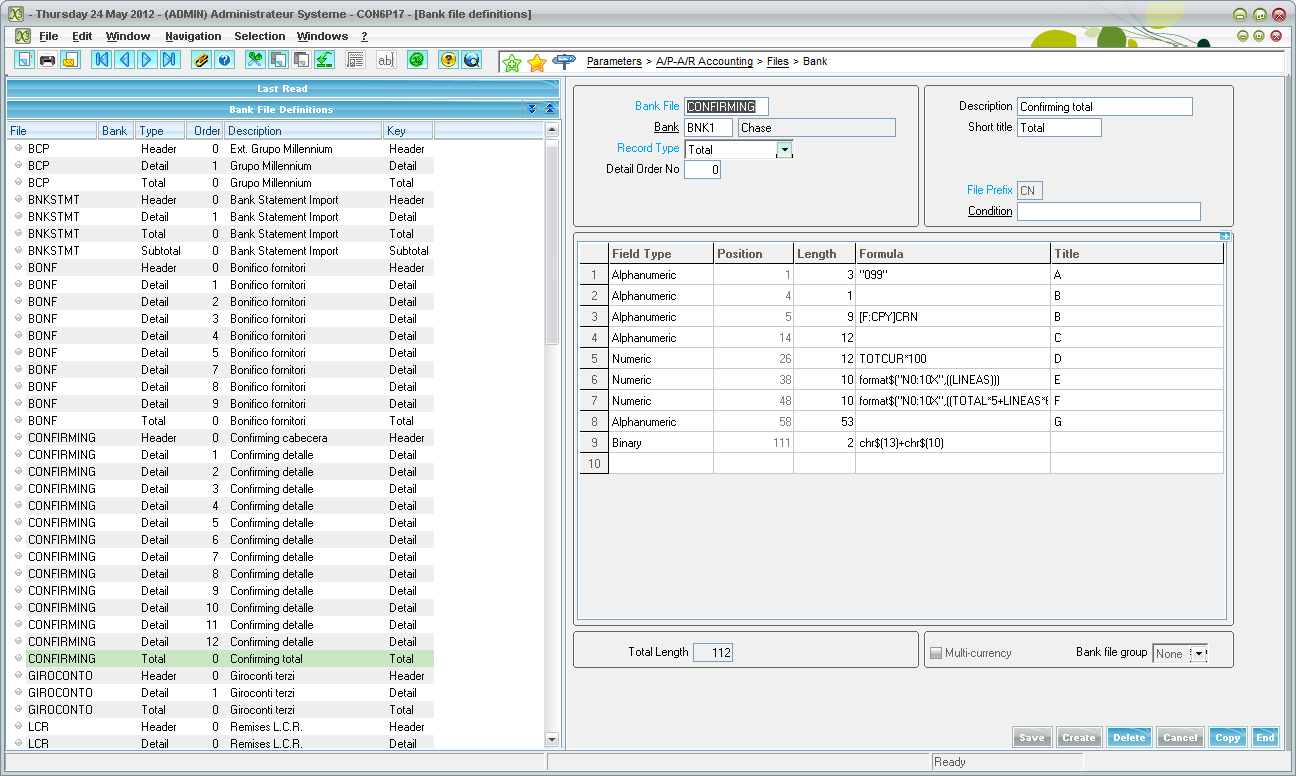
Go to Parameters

AP/AR Accounting

Files

Bank

New



This is the file that will be used for sending the file to the bank.

# Setting up Payment Terms

Go to Common Data

BP Tables

Payment Terms

New

# 

The method of payment must be the payment method created in Payment Methods

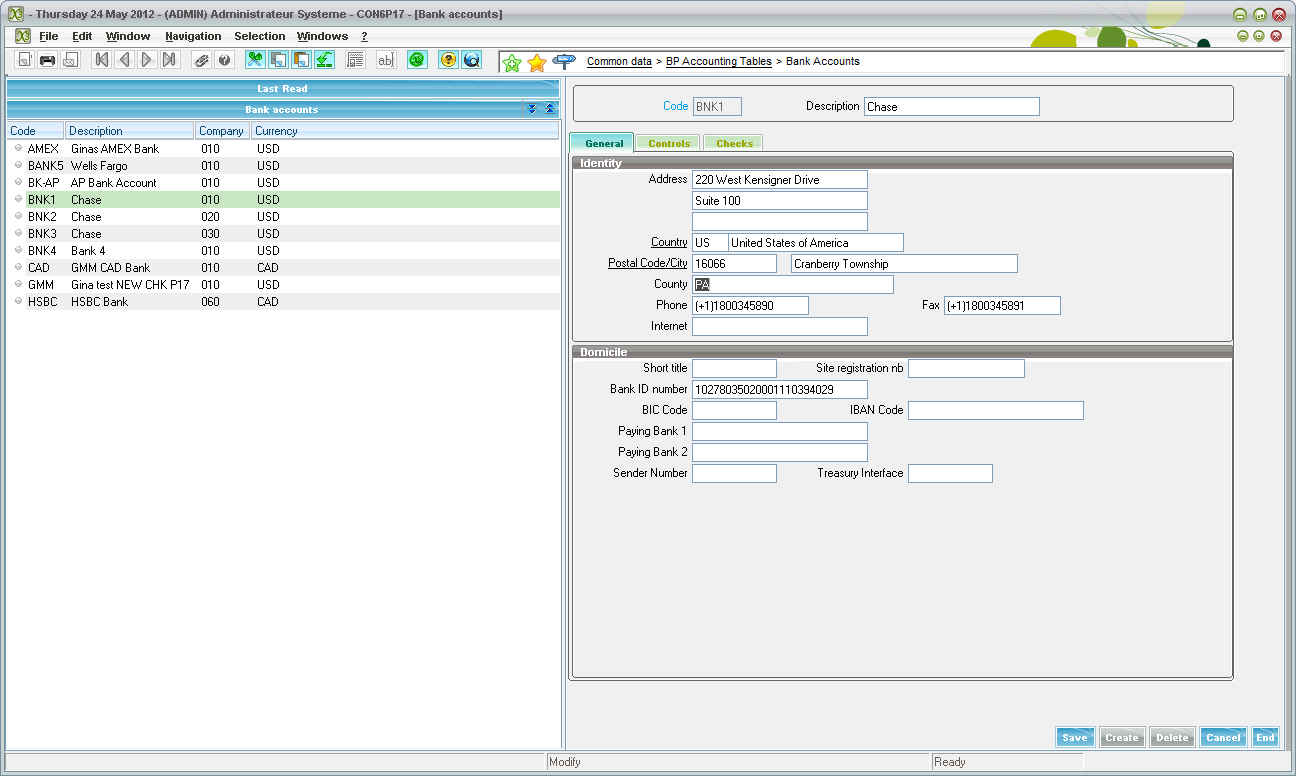
# Setting up a Bank

Go to Common Data

BP Accounting Tables

Bank Accounts

Click “New**”**

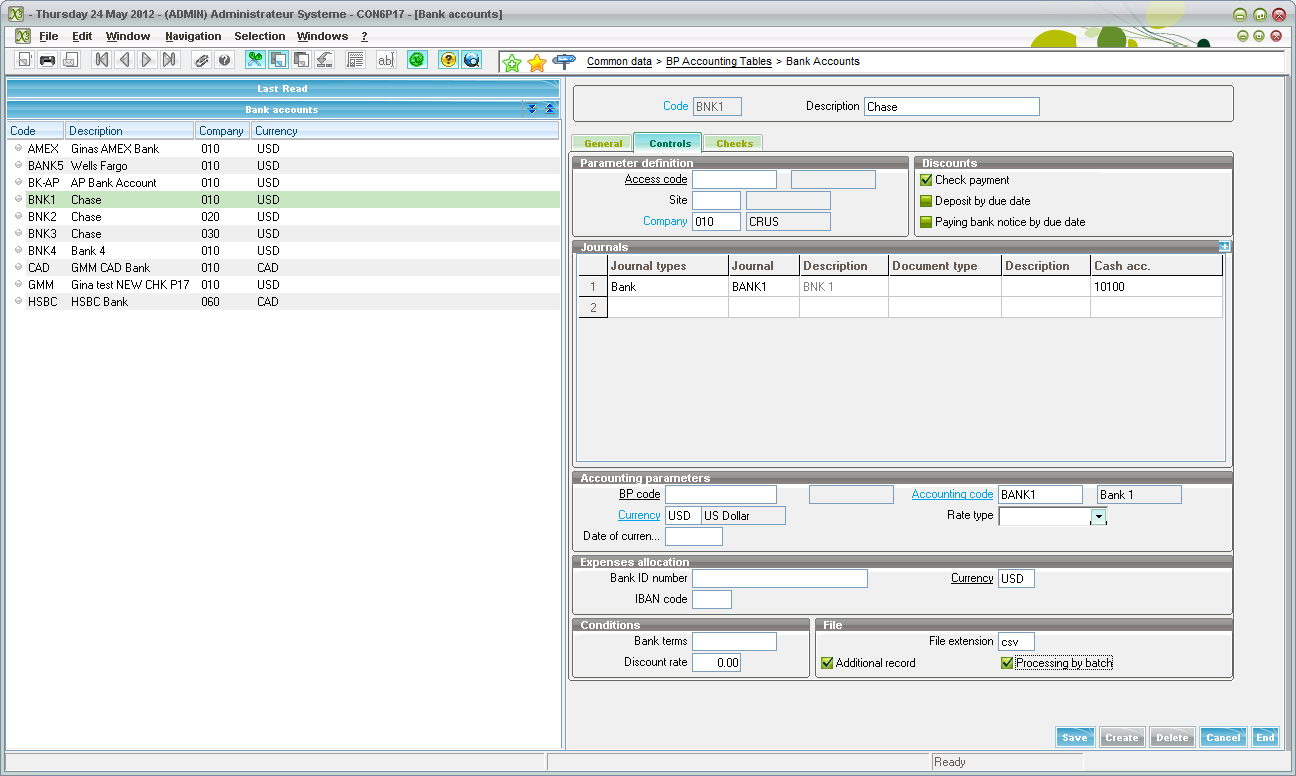


Make sure to include an addressand a Bank Account number.

Controls Tab

Journal code and Accounting codes are mandatory.

A file extension must be included on the record if this is the bank that will be doing the bank transfers.

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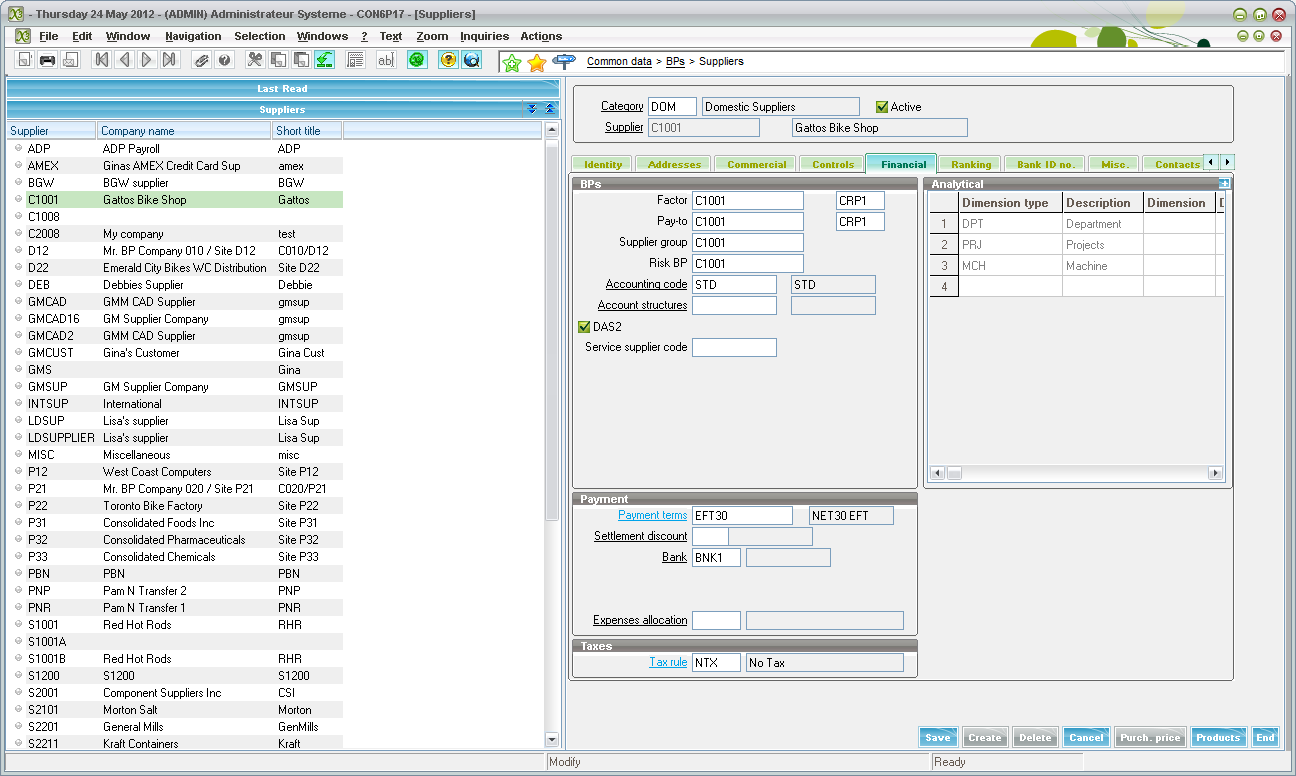
# BP Payment Terms and Bank

Go to… Common Data

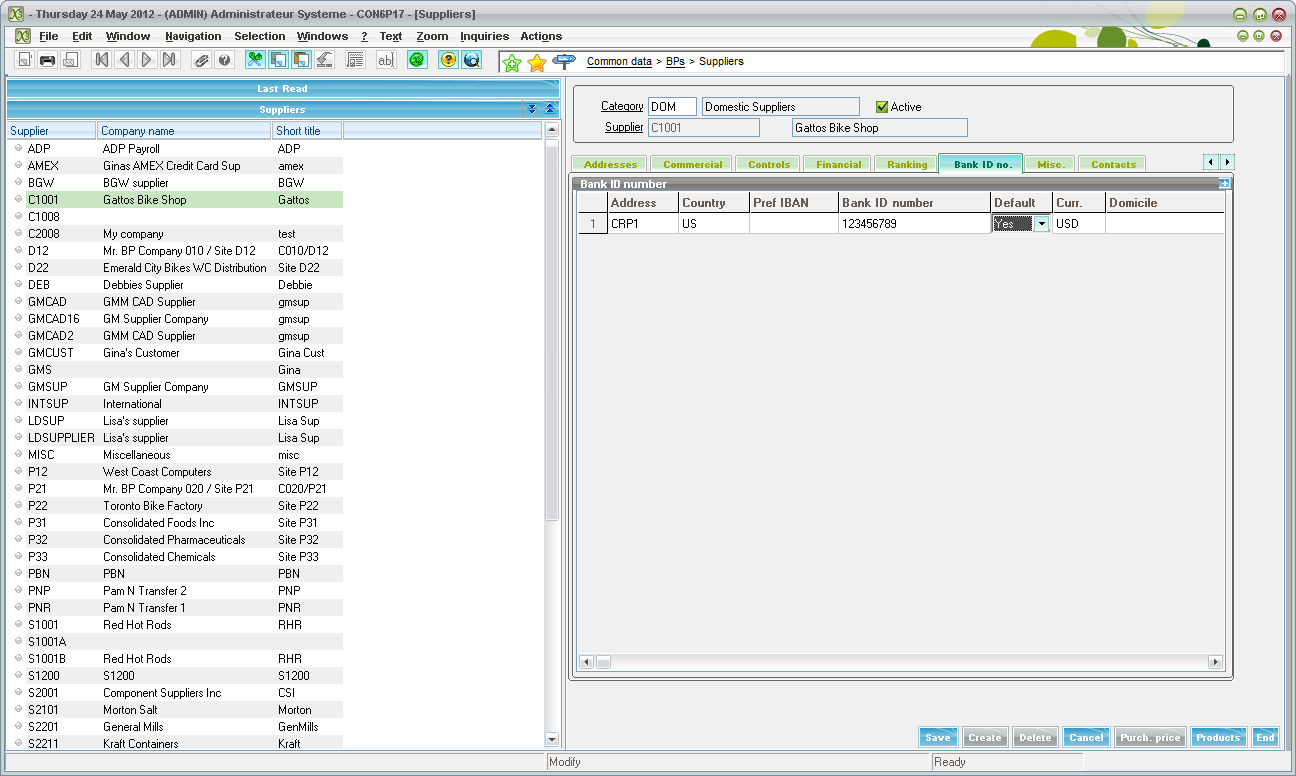
BPs

Suppliers

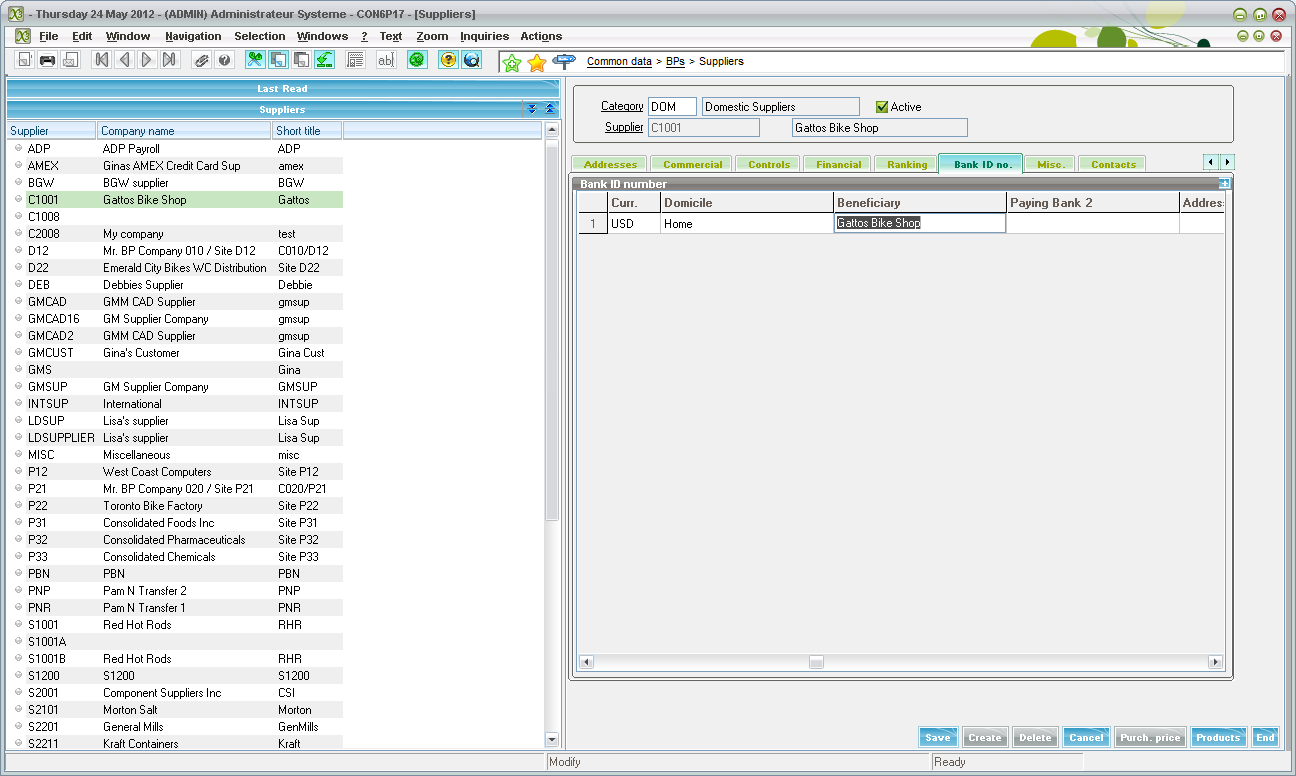
Financial Tab



Make sure to add the correct payment terms to the supplier.



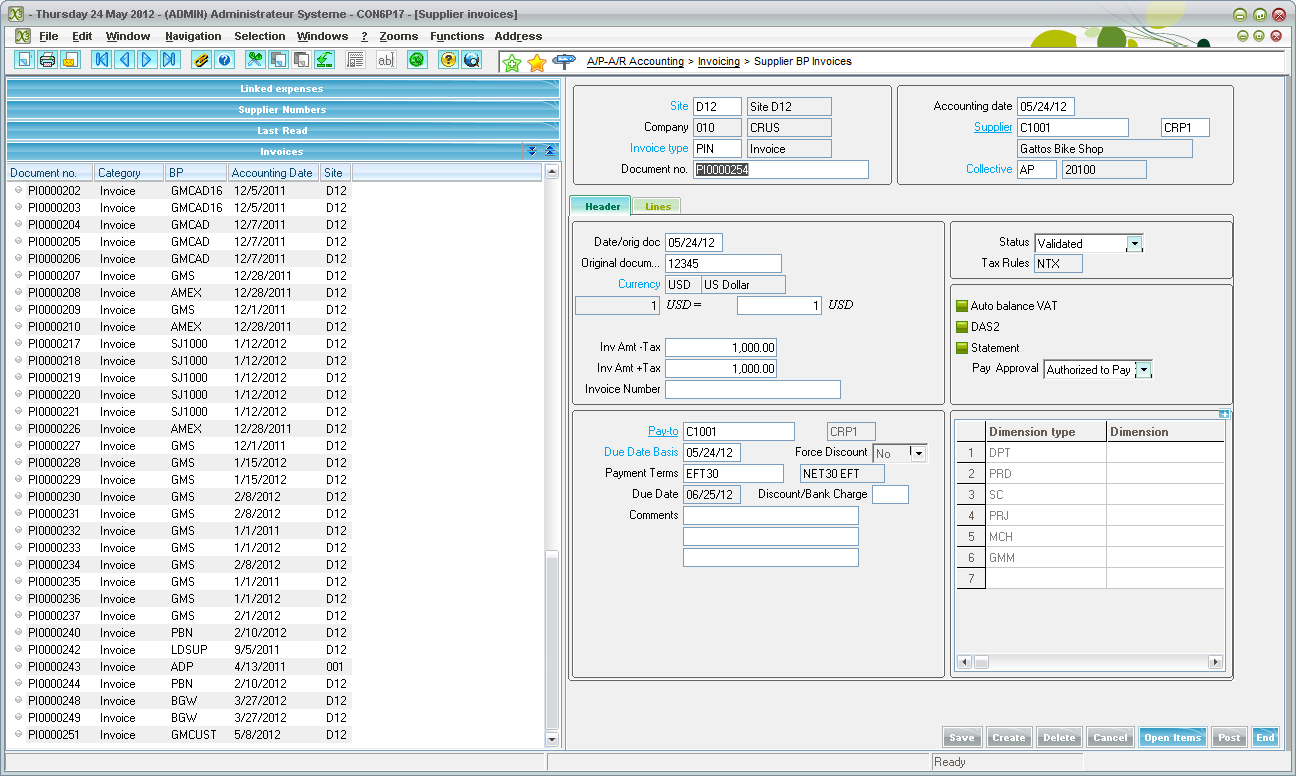
Bank ID No. Tab



Make sure to add bank information for the BP

# Processing and Paying Invoices in X3 with EFT

Entered and posted the following invoice (AP-AR Accounting-BP Invoicing-Supplier Invoicing)

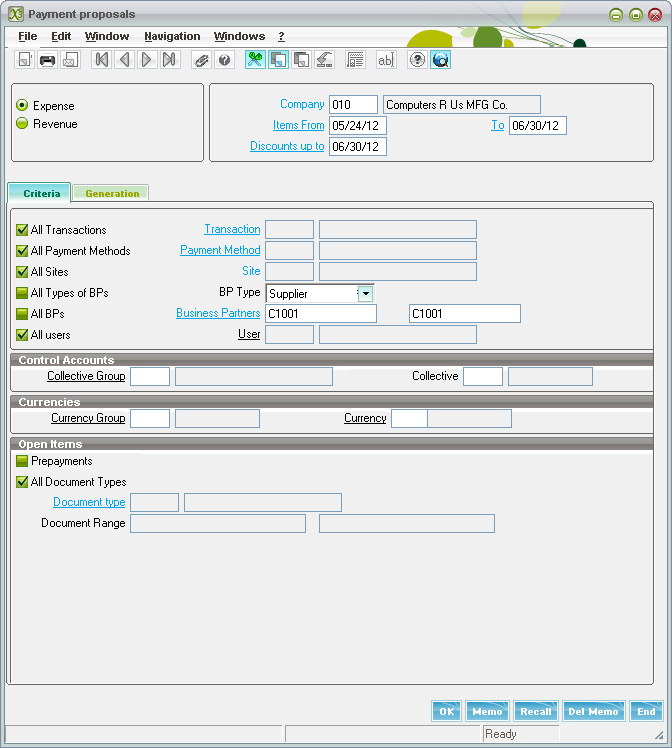


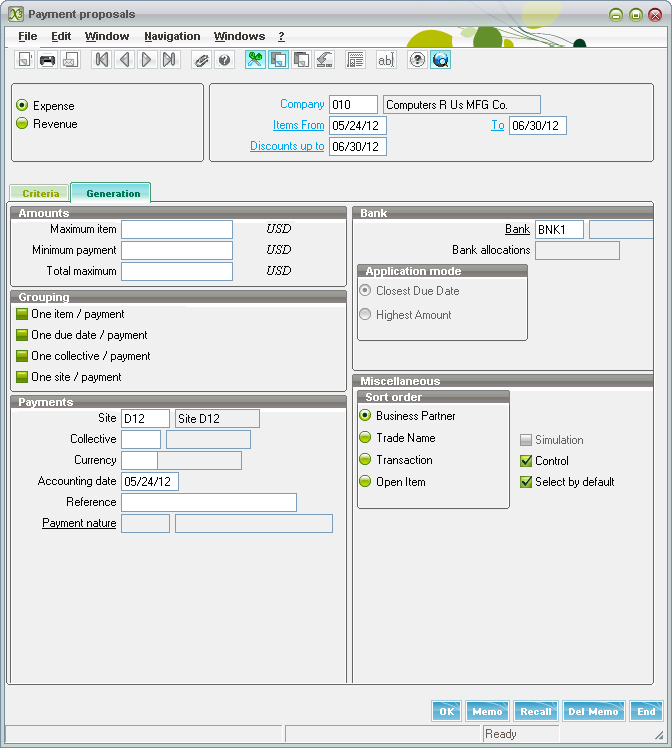
Run payment proposal

AP-AR Accounting

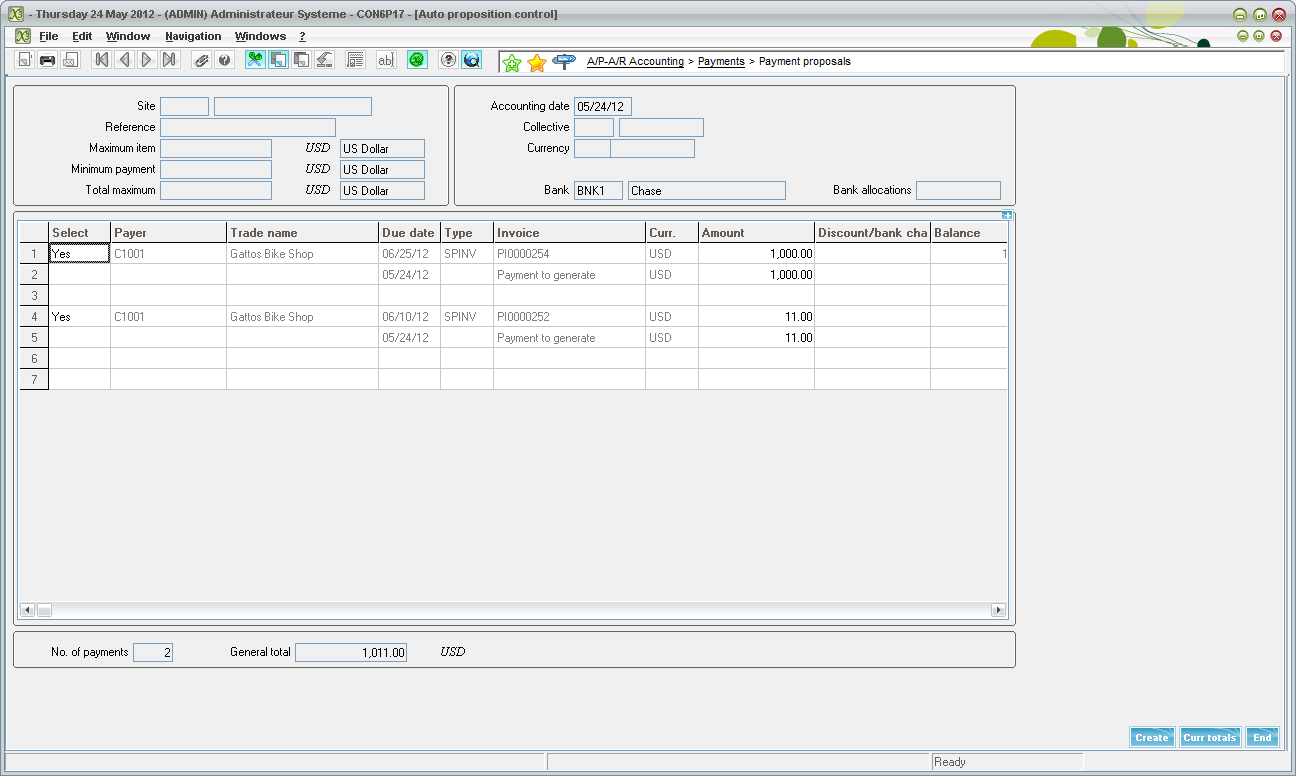
Payments

Payment Proposals

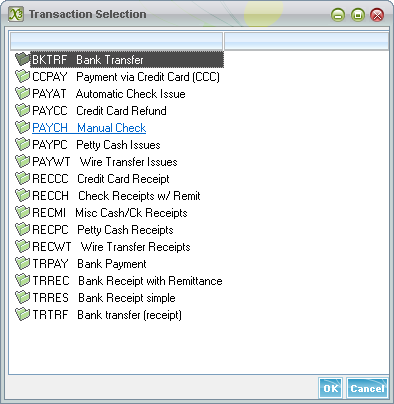


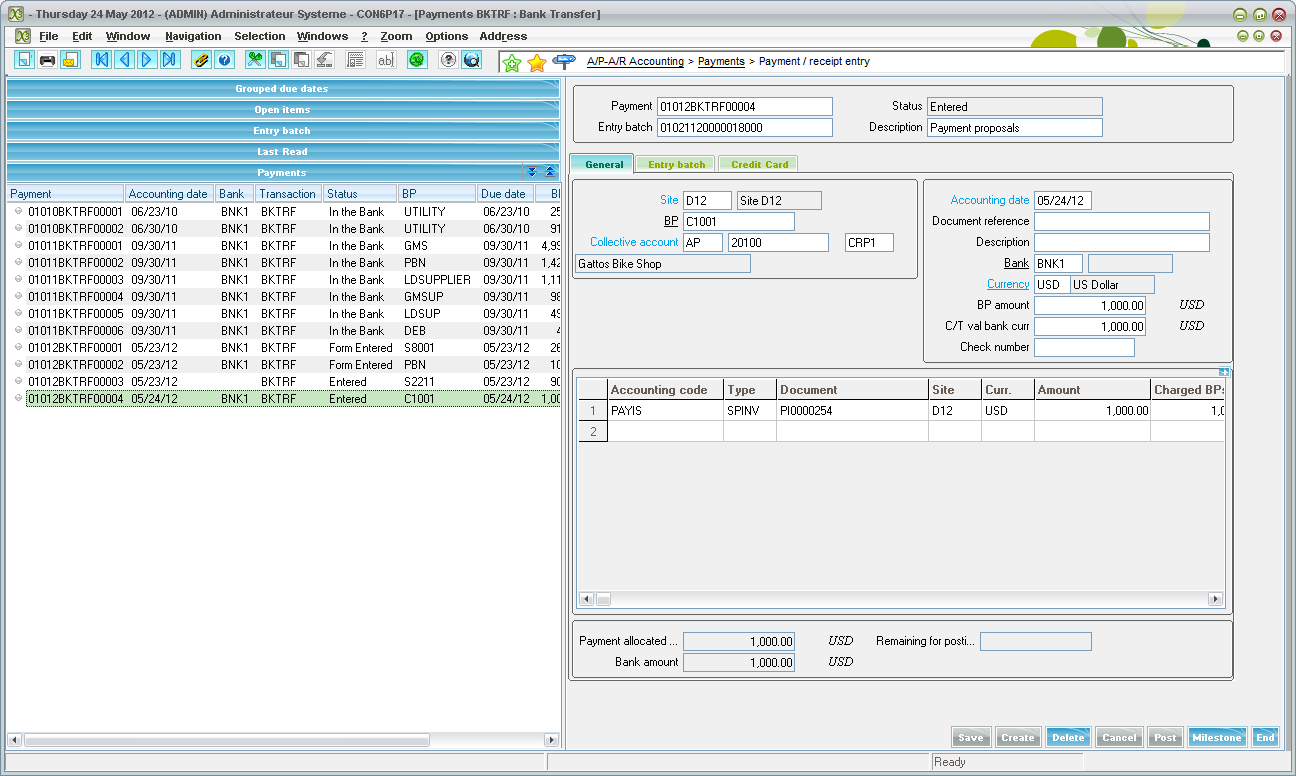


The payments below are separate because they have different payment types so each will be created in a different transaction screen.



Here is the transaction created in the following BKTRF screen



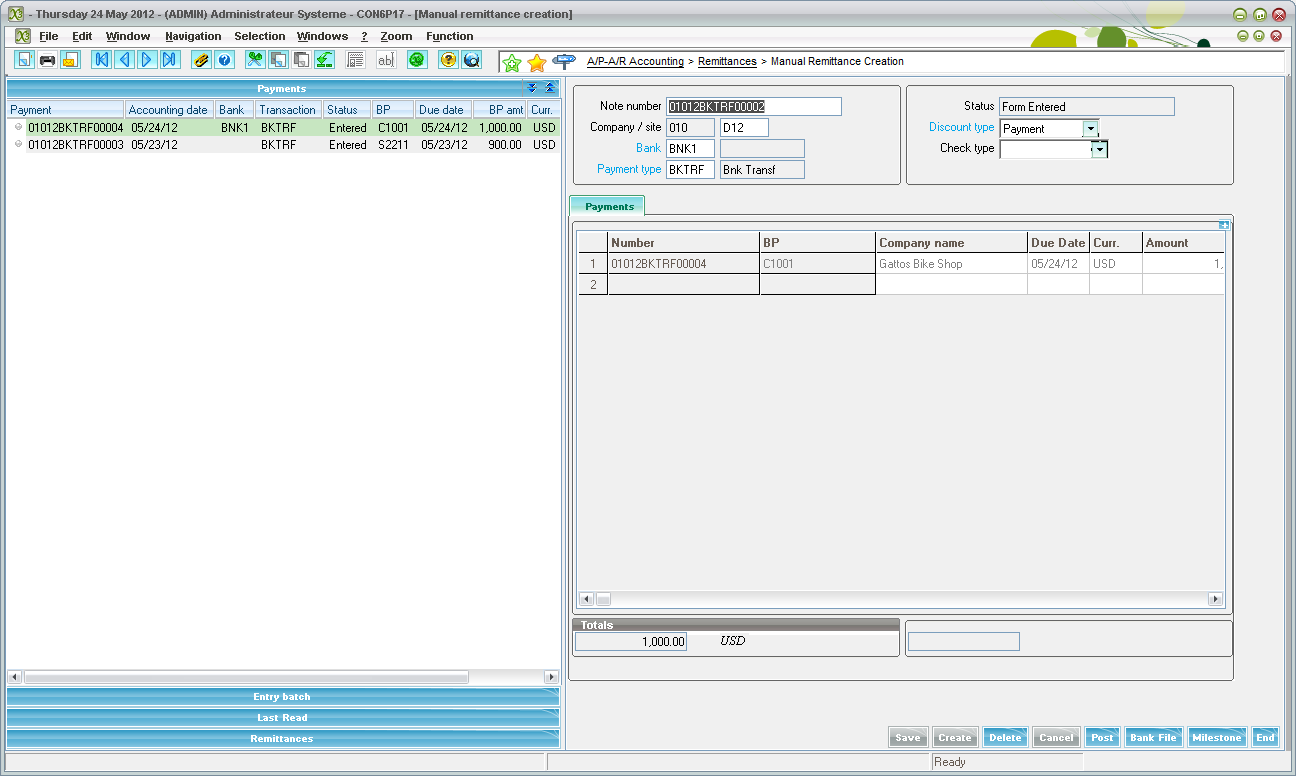


Create the automatic remittance creation

AP-AR Accounting

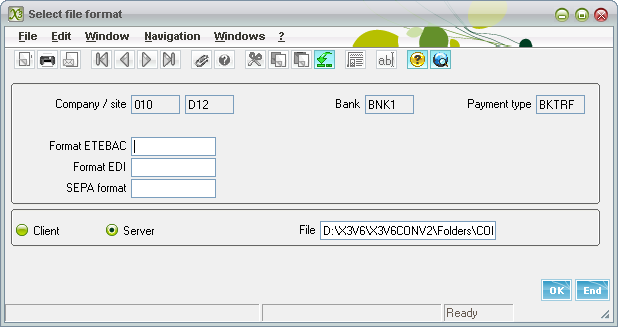
Remittances

Automatic Remittance Creation or Manual Remittance Creation



The bank file can be transmitted the following way

Clicking the “Bank File” button at the bottom of the screen



Post the payment.