



IMUG2023

OCTOBER 16-18, DALLAS, TX





Oct 16-18, 2023

Business Automation

Presented by Julianne Bernard

Eligible for 0.8 CPE Credit.

While prior experience using GL and AP modules within Multiview may be a benefit, all levels of experience are welcome. No prerequisites required.



Business Automation Overview

- Targeted towards General Ledger and Accounts Payable data processing positions
- Covering business automation topics that can lead to an estimated time savings of 4-5 hours per month end
- Appropriate for all learning levels. While prior experience using the GL and AP modules within Multiview may be a benefit, all levels of experience are welcome and can benefit from the overview.
- Eligible for 0.8 CPE Credit



Introductions and Fun Facts



Julianne Bernard

Implementation Consultant
Healthcare Division

I am from the town of Whitby, Ontario. It is in Southern Ontario, located on Lake Ontario.

During the summer months, I spend a lot of time in Muskoka, Ontario, commonly referred to as "cottage country".

A great way to tour the Muskoka Lakes is by boarding a cruise on the Segwun, North America's oldest operating mail steamship.

When I am not working, you'll often find me on the golf course. My favourite course that I have played is Silver Tip, located in Canmore Alberta.



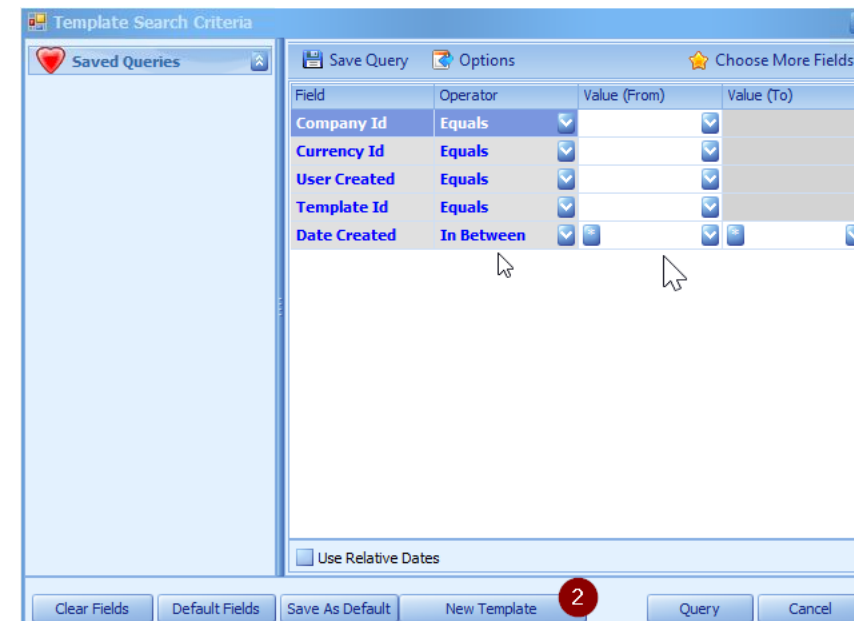
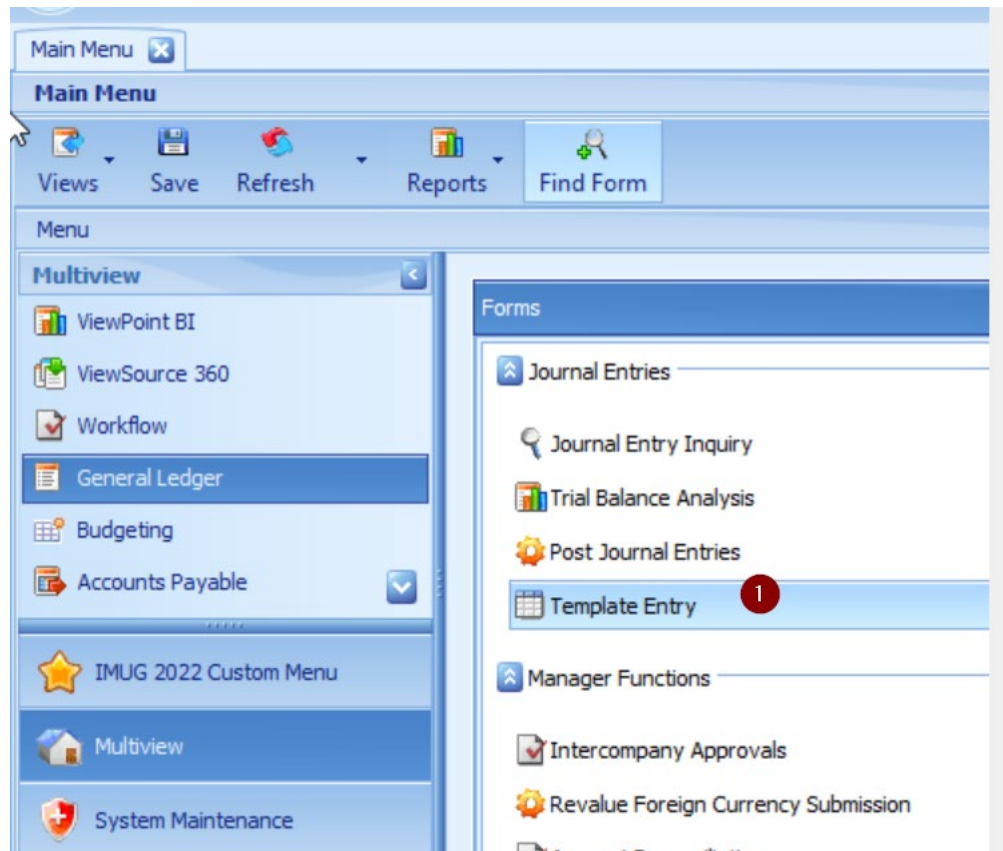
What will this session cover?

- General Ledger
 - Recurring journal entries
 - Journal entry upload via Excel template
- Accounts Payable
 - EFT Payment Processing
 - EFT Email Remittance

General Ledger Automations

- Recurring journal entries
- Journal entry upload via Excel template

Recurring Journal Entries: Template Entry Setup



Recurring Journal Entries: Template Entry Setup

Main Menu Template Entry

Template Entry

Views Save Refresh Search Reports Generate Template

Listing Data Entry

+ Add Template - Delete Template

Template 1 of 1

Journal

Template Id: PREPAID_IMUG2023 Template: Prepaids IMUG 2023 Active: ☒

Company Id: 01 Template Type: Open Reversing: Non-Reversing Entry Type: Recurring

Currency Id: US Accounting Group Id:

Start Date: 10/01/2023 Copy Until Date: Last Processed:

Transactions

Status

Total Debits: 940.00
Total Credits: 940.00
Total Difference: 0.00
Entry Count: 3

Transactions

+ Add Transaction - Delete Transaction Intercompany Details Options

Transaction 5 of 5

Business Unit Id	Account No	Account	Amount	Remarks
9000	155005	Prepaid Insurance	-500.0000	
6000	525020	Insurance	500.0000	
9000	155015	Prepaid Real Estate Taxes	-440.0000	
6000	525010	Real Estate Taxes	440.0000	

Related Accounting Data (RAD)

+ Add RAD - Delete RAD Options

RAD 1 of 1

RAD Type Id	RAD Id	RAD	Status

Recurring Journal Entries: Template Entry Processing

The screenshot shows the 'Main Menu' interface. On the left is a 'Multiview' sidebar with options like ViewPoint BI, ViewSource 360, Workflow, General Ledger, Budgeting, Accounts Payable, Accounts Receivable, Asset Management, Purchase Order, Inventory, Work Order Entry, Order Entry, Time Management, Project Management, and Ecometry. The main area is titled 'Forms' and contains several categories of functions. The 'Journal Entries' category is expanded, showing options like Journal Entry Inquiry, Journal Transaction Inquiry, Create New Journal Entry, Post Journal Entries, Close Journal Entries, and Template Generation. The 'Template Generation' option is highlighted with a red circle 1.

The screenshot shows the 'Template Generation' dialog box. It has two tabs: 'Parameters' and 'Options'. The 'Parameters' tab is active. It contains the following fields:

- Accounting Date: 10/31/2023 (highlighted with red circle 2)
- Suppress Rows with zero amounts: ☐
- Exchange: Current - Buy
- Exchange Type Id:
- Period Structure Id:

Below the parameters are buttons for 'Add', 'Delete', 'Load Template Group', and 'Options'. A status bar shows '2 of 2'.

Below the status bar is a table with the following data:

Template Id	Company Id	Description
PREPAID_IMUG2023	01	Prepays IMUG 2023

The 'Template Id' field is highlighted with a red circle 3. At the bottom right, there are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red circle 4.

Recurring Journal Entries: Template Entry Processing

The screenshot displays the 'Template Generation Output' window. The 'Batch Reference' toolbar includes buttons for Views, Save, Refresh, Reports, Details, Request Params, Print All Output, Run Request, Cancel Request, Hold Request, Edit Request, Resubmit, Show Queue/Status, and Batch Controller. The 'Request Module' is set to 'Template Generation' and the status is 'Completed'. The 'Output' section shows 'Result 1 of 2' with a 'View' button. The results table contains the following information:

Result Type	Result Text	View
Info	Generate template for Company(01) Template(PREPAID_IMUG2023)	View
Info	Journal Entry : (01-46403) created from Template : (PREPAID_IMUG2023)	View

A red circle with the number '5' is positioned over the 'View' button for the second result row.

Recurring Journal Entries: Template Entry Processing

Main Menu

Template Generation Output

Journal Entry Inquiry

Journal Entry Inquiry

Views

Save

Refresh

Search

Reports

Edit Entry

Post/Copy Actions

GL Entry Dist Report

Show Source

Show Intercompany Entries

Show Transactions

Journal Entry

0 of 1

Drag a column header here to group by that column

Fixed Left		Type							Transactions		
Company Id	Entry Id	Company	Accounting Date	Entry Status	Entry Type	Source System	Documents	Comments	Total Debits	Total Credits	Currency
RGC	=	RGC	=	=	=	=		RGC	=	=	RGC
01	46403	Multiview Medical Inc	10/31/2023	Open	Recurring	General Ledger		Created from Template(PREPAID_IMUG2023) Prepays IMUG 2023	940.00	940.00	US

Recurring Journal Entries: Template Entry Processing

Journal Entry Editor

Views Save Refresh Search Reports Close Entry Post Entry Re-Open JE Create Template From JE Print

Journal Listing Data Entry Search/Analyze Intercompany

Add Journal Entry Delete Journal Entry Auto Distribute

Journal Entry 1 of 1

Journal

Company Id: 01 Entry Id: 46403 Entry Type: Accounting Date: 10/31/2023 Reversing Date:

Currency Id: US Currency Type: Buy Rate Currency Rate: 1.000000000 Edit Exchange Rates

Comments: Created from Template(PREPAID_IMUG2023) Prepays IMUG 2023

Date Created: 08/30/2023 User Created: JBERNARD

Transactions Default RADs

Status

Entry Status: Open

Total Debits

Total Credits

Total Difference

Total Base Debits

Total Base Credits

Transactions

Add Transaction Delete Transaction Transaction Details Intercompany Details Options

Transaction 1 of 4

Business Unit Id	Business Unit	Account No	Account	Amount
9000	Balance Sheet	155005	Prepaid Insurance	-500.00
6000	Administration	525020	Insurance	500.00
9000	Balance Sheet	155015	Prepaid Real Estate Taxes	-440.00
6000	Administration	525010	Real Estate Taxes	440.00

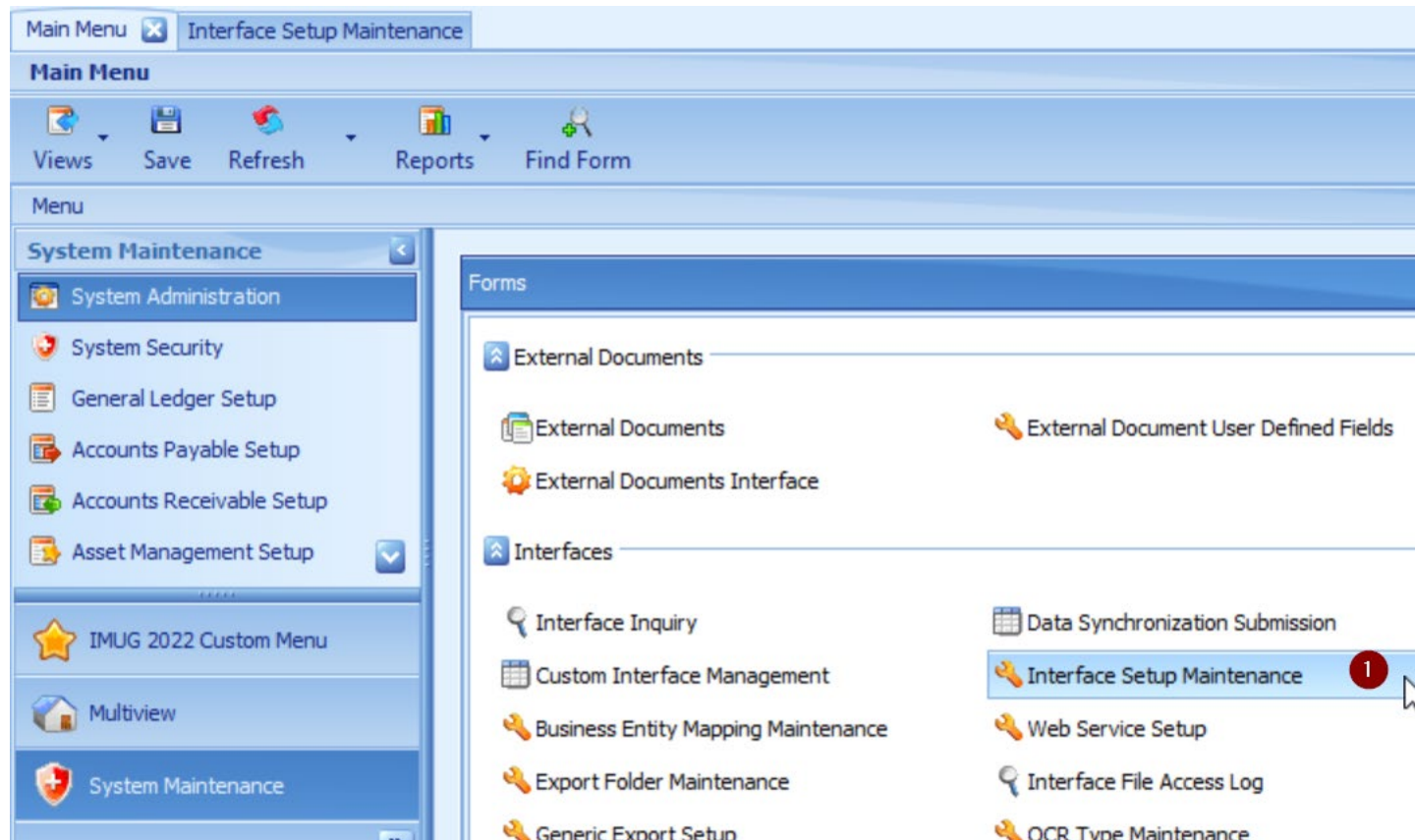
RADs

Add RAD Delete RAD Default RADs

RAD 1 of 1

RAD Type Id	RAD Id	RAD

Multiview's Standard Journal Entry Interface: Interface Setup



- Note that the JE Interface is typically available on your starter database

Multiview's Standard Journal Entry Interface: Interface Setup

Main Menu Interface Setup Maintenance

Interface Setup Maintenance

Views Save Refresh Search Reports Processing Options On the Fly RAD Options Edit Spreadsheet Definition

Listing Data Entry

Data Entry

+ Add Interface - Delete Interface

Interface 11 of 12

Interface Id	Interface	
GL_IMUG	Excel GL Upload	
Interface Type Id	Control File Id	Control File Type
GL	GL8610G.MVL	MVLOAD
Input Directory		

Security

Details Security

Security 0 of 21

Is Member	Security Class Id
<input type="checkbox"/>	ABC
<input type="checkbox"/>	SECCUST
<input checked="" type="checkbox"/>	GL_IMUG
<input type="checkbox"/>	PR

Multiview's Standard Journal Entry Interface: Populating the Template

- The Journal Entry interface is a keyword interface, which means when a file is loaded the script is looking for certain keywords, like Account, Unit, etc.
- It can be helpful when generating long journal entries, as the details can be populated in an Excel workbook rather than entered manually via the journal entry screen

Multiview's Standard Journal Entry Interface: Populating the Template

- The following can be found on our Client Portal:

- **Journal Entry layout and keywords**

[GL8610XL Standard GL Interface Layout for Excel – Multiview Customer Support \(multiviewcorp.com\)](#)

- **Journal Entry Interface Template**


[GL_Entry_GL8610XL Interface Template – Multiview Customer Support \(multiviewcorp.com\)](#)

Multiview's Standard Journal Entry Interface: Populating the Template

Company ID	01						
Date	20231031	yyyymmdd					
Reversing Date		yyyymmdd					
Entry Status	P	O=Open C=Closed P=Posted					
Comments	Monthly Credit Card Expense						
Layout	Unit	Account	Amount	Remarks	RAD TYPE	RAD ID	
Detail	104	650151	67.32	October Credit Card	CIP	1003	
Detail	130	525015	15.15	October Credit Card			
Detail	131	650097	4.03	October Credit Card			
Detail	132	507000	6.77	October Credit Card			

JE Header

JE Transactions



Multiview's Standard Journal Entry Interface: Saving the Template

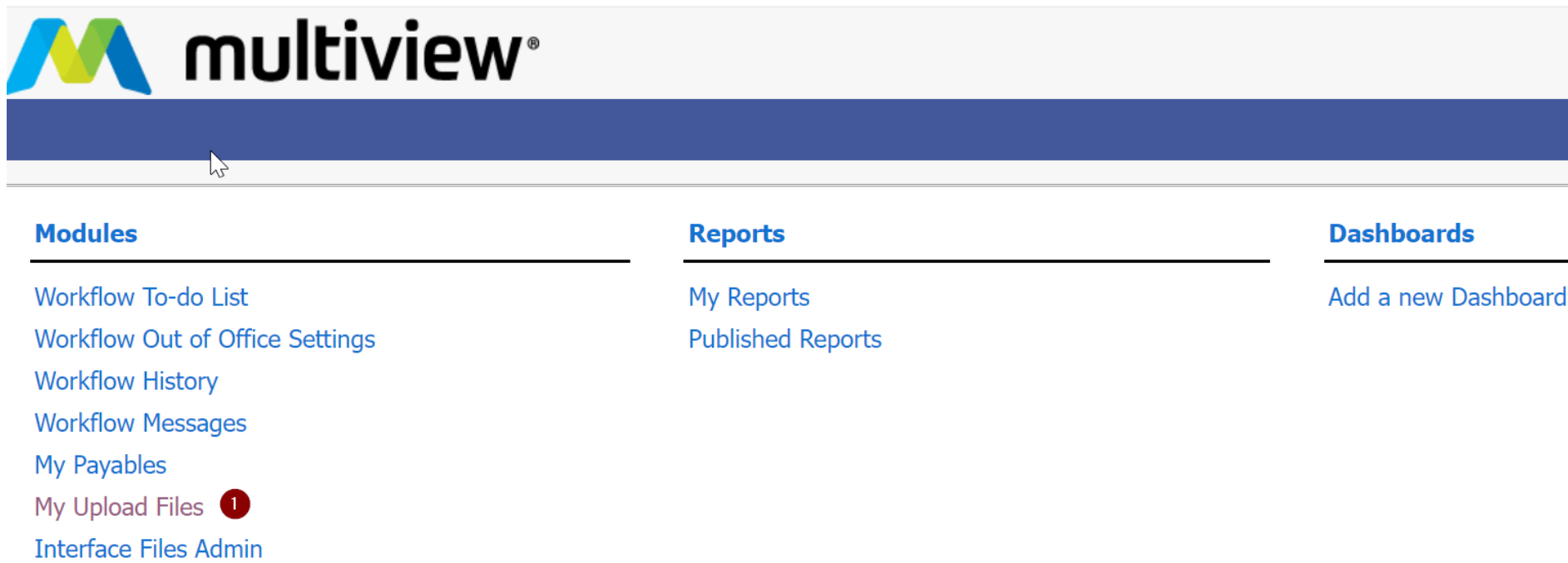
- Once you have populated the template save the file as a TXT tab delimited file
- Ensure that there are no spaces in the file name or special characters. The only special character that is allowed is the underscore (_)

File name:

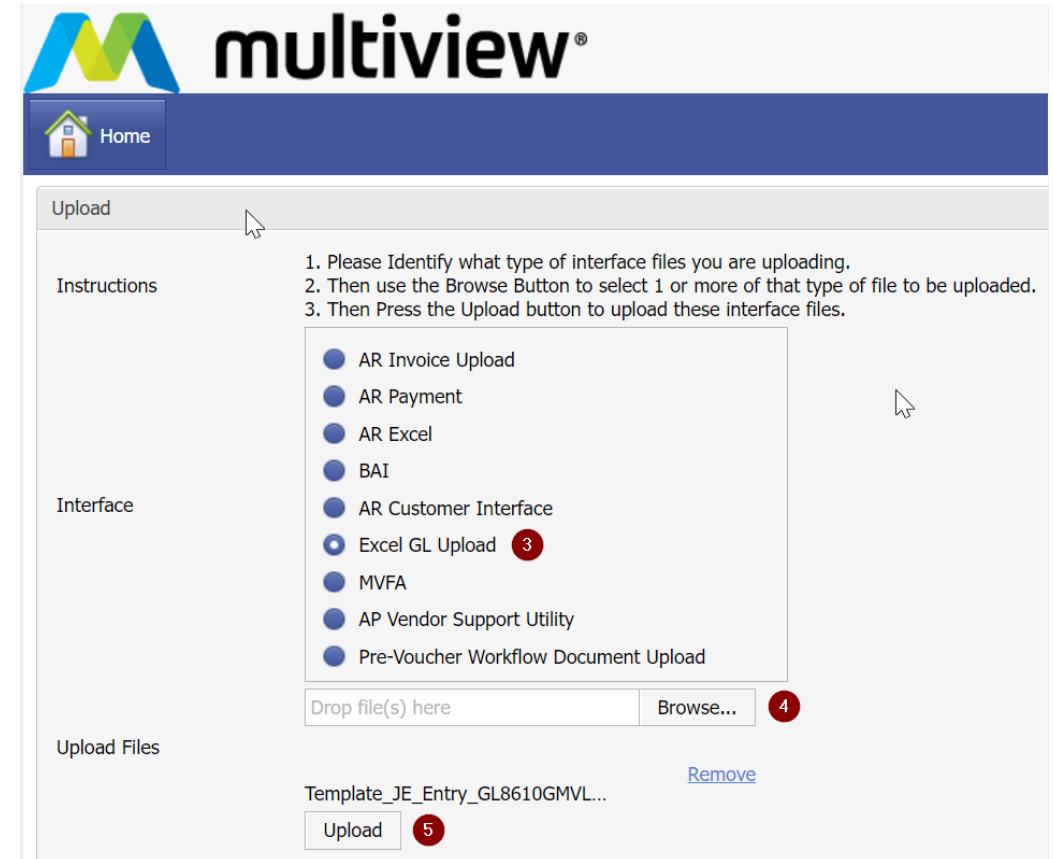
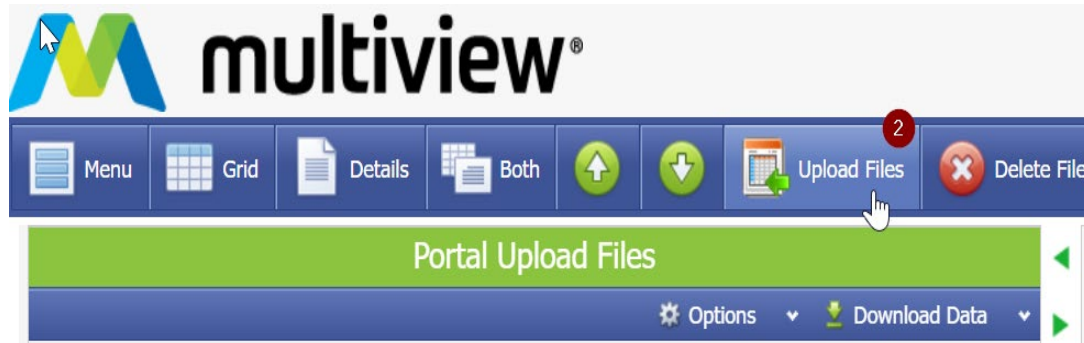
Save as type:

Multiview's Standard Journal Entry Interface: Loading the Template

- In Versions 22 and prior, the file is loaded through the Journal Entry Interface in the Portal Environment

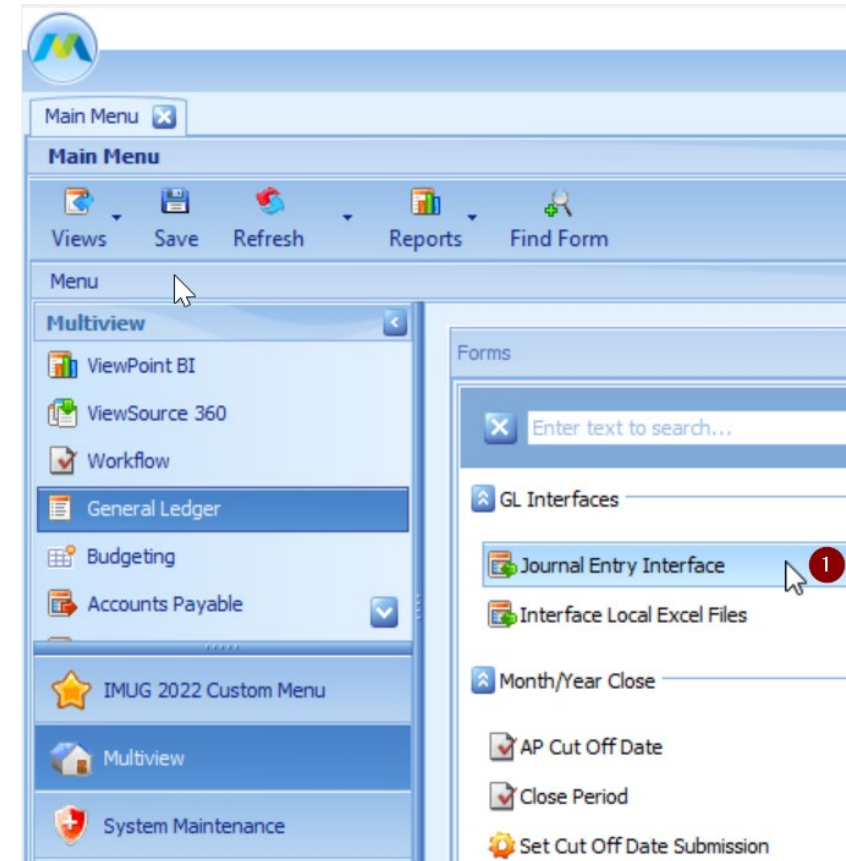


Multiview's Standard Journal Entry Interface: Loading the Template



Multiview's Standard Journal Entry Interface: Processing the Template

- The file is then processed through the Journal Entry Interface in the Desktop Environment



Multiview's Standard Journal Entry Interface: Processing the Template

Journal Entry Interface

Views Save Refresh Reports QuickAccess Help Exit

Interfaces

9 of 13

Interface Id	Interface Name	Date Last Loaded	Number Left to Process	Status
GL8610K	Load Ameracare Revenue		0	✓ No Errors
GL_IMUG	Excel GL Upload 2		0	✓ No Errors
IMUG_RANDOM_GL	GL Interface from IMUG Random	06/05/2018	1	⚠ Errors

Files Waiting to Load Load New File 3

Multiview's Standard Journal Entry Interface: Handling Load Errors

Main Menu | Journal Entry Interface | Journal Entry Interface Batch Submission Output

Batch Reference

Views Save Refresh Reports Details Request Params Print All Output

Run Request Cancel Request Hold Request Edit Request Resubmit Show Queue/Status Batch Controller

Request Module Journal Entry Interface Batch Submission

Output

Options 1 of 1

File

Request Log

Log

Line No	Log Date	Text
28	10/12/2023 03:58:40 PM	
29	10/12/2023 03:58:40 PM	Rec # Date Comp Unit Account Error
30	10/12/2023 03:58:40 PM	
31	10/12/2023 03:58:40 PM	10 31-OCT-23 01 133B 650151 Invalid Business Unit133B

Multiview's Standard Journal Entry Interface: Handling Load Errors

- If the file loaded successfully (and did not process), you can correct the error(s) in the system

The screenshot displays the 'Journal Entry Interface' window. It features a top navigation bar with 'Main Menu' and 'Journal Entry Interface'. Below this is a toolbar with 'Views', 'Save', 'Refresh', and 'Reports' buttons. The main content area is divided into sections: 'Interfaces' (with a pagination bar showing '8 of 12'), 'Files Loaded' (with a pagination bar showing '1 of 3'), and a table of loaded files. The table has columns for 'Load Id', 'Datafile Name', 'User Loaded', 'Load Status', 'Error Status', and 'Process Status'. The first row is highlighted in blue and shows 'Load Id' 35144, 'Datafile Name' 'TEMPLATE_JE_ENTR...', 'User Loaded' 'JBERNARD', 'Load Status' 'Loaded Successfully', 'Error Status' 'Errors', and 'Process Status' 'Not Processed'. The other two rows show 'Load Id' 35115 and 34970, both with 'Load Status' 'Loaded Successfully', 'Error Status' 'No Errors', and 'Process Status' 'Processed/Closed'. At the bottom right, there are three buttons: 'Correct Errors' (with a red circle containing the number 2), 'Re-Validate', and 'Delete'.

Load Id	Datafile Name	User Loaded	Load Status	Error Status	Process Status
35144	TEMPLATE_JE_ENTR...	JBERNARD	Loaded Successfully	Errors	Not Processed
35115	JUNE_WAGES.TXT	GOWENS	Loaded Successfully	No Errors	Processed/Closed
34970	TEMPLATE_JE_ENTR...	JBERNARD	Loaded Successfully	No Errors	Processed/Closed

Multiview's Standard Journal Entry Interface: Handling Load Errors

Main Menu Journal Entry Interface Journal Entry Interface Correction

Journal Entry Interface Correction

Views Save Refresh Reports

Records

Delete Options

2 of 2

Record Type	Entry Link	Record Number	Message	Validation Status
=	1	=	1	= In Error
Entry	1	10		In Error
Detail	1	10	Invalid Business Unit133B	In Error

Delete

2 of 2

Detail Record

Record Type Validation Status Message

Detail In Error INVALID BUSINESS UNIT133B

Entry Link Detail Link

1 1

Business Unit Id 133 Chart Id Account No 650151 IC Company Id

Multiview's Standard Journal Entry Interface: Handling Load Errors

Main Menu Journal Entry Interface

Journal Entry Interface

Views Save Refresh Reports

Interfaces

8 of 12

Files Loaded

Options

1 of 3

band0	Load Id	Datafile Name	User Loaded	Load Status	Error Status	Process Status
	35144	TEMPLATE_JE_ENTR...	JBERNARD	Loaded Successfully	Errors	⚠ Not Processed
	35115	JUNE_WAGES.TXT	GOWENS	Loaded Successfully	No Errors	✓ Processed/Closed
	34970	TEMPLATE_JE_ENTR...	JBERNARD	Loaded Successfully	No Errors	✓ Processed/Closed

Correct Errors Re-Validate Delete

7

Multiview's Standard Journal Entry Interface: View Entry

- When a load processes successfully, an entry ID will be assigned

The screenshot displays the 'Journal Entry Interface Batch Submission Output' window. The 'Batch Reference' section includes buttons for Views, Save, Refresh, Reports, Details, Request Params, and Print All Output. Below these are buttons for Run Request, Cancel Request, Hold Request, Edit Request, Resubmit, Show Queue/Status, and Batch Controller. The 'Request Module' is set to 'Journal Entry Interface Batch Submission' and the status is 'Completed'. The 'Output' section shows 'Result 1 of 1' with a table containing one row: 'Info' with 'Created Entry 01 46465'. A 'View' button is located at the bottom right of the table, highlighted with a red circle and the number 1.

Result Type	Result Text	View
Info	Created Entry 01 46465	View

Multiview's Standard Journal Entry Interface: View Entry

Main Menu | Journal Entry Interface | Journal Entry Interface Batch Submission Output | Journal Entry Inquiry

Journal Entry Inquiry

Views | Save | Refresh | Search | Reports | Edit Entry | Post/Copy Actions | GL Entry Dist Report | Show Source | Show Intercompany Entries | Show Transactions

Journal Entry

Options

1 of 1

Drag a column header here to group by that column

Fixed Left		Type							
Company Id	Entry Id	Company	Accounting Date	Entry Status	Entry Type	Source System	Documents	Comments	
01	46465	Multiview Medical Inc	10/31/2023	Posted	Journal	General Ledger		Monthly Credit Card Expense	

Details

Print

Entry

Type

Multiview's Standard Journal Entry Interface: View Entry

Main Menu Journal Entry Interface Journal Entry Interface Batch Submission Output Journal Entry Inquiry Journal Transaction Inquiry											
Journal Transaction Inquiry											
Views Save Refresh Search Reports Show Journal Show Source Reverse/Copy Show Reconciliation											
Transactions											
											Options
1 of 33											
Drag a column header here to group by that column											
Fixed Left		Transaction							Comments		
Company Id	Entry Id	Business Unit Id	Account No	Amount	Currency Id	Accounting Date	Data Type	Remarks	Comments	Follow-up Status	
01	=	133	650151	67.32	US	10/31/2023	Financial	October Credit Card	Monthly Credit Card Expense	None	
01		130	525015	15.15	US	10/31/2023	Financial	October Credit Card	Monthly Credit Card Expense	None	
01		131	650097	4.03	US	10/31/2023	Financial	October Credit Card	Monthly Credit Card Expense	None	
01		132	507000	6.77	US	10/31/2023	Financial	October Credit Card	Monthly Credit Card Expense	None	

Accounts Payable Automations

- EFT generation
- Email EFT remittance

EFT Generation: The Export

- **What is an EFT export?**

Alternative to paper checks, Electronic Funds Transfer (EFT), or direct deposit, is a digital movement of money from one bank account to another. Multiview can generate an EFT export payment file, which can then be submitted to your bank to trigger payment to your vendor.

- Our Standard EFT export format ID will work for most banks

EFT Generation: The Export

- Multiview supports EFT by providing a method in check production to create a standard export file. When entering a voucher, the user can select the check type. If 'EFT' is selected, no paper check will be created for that voucher. Instead, when checks are produced, the voucher information will be transferred to a file available to send to the bank.

EFT Generation: Export Setup

There are several fields on export setup forms that need to be entered. These fields are all bank specific, therefore you will need to contact your bank to get the specifications

EFT Generation: Bank Setup

Main Menu

Main Menu

Views Save Refresh Reports Find Form

Menu

System Maintenance

- System Administration
- System Security
- General Ledger Setup
- Accounts Payable Setup
- Accounts Receivable Setup
- Asset Management Setup
- Purchase Order Setup
- Inventory Setup
- Work Order Setup
- Order Entry Setup
- Time Management Setup
- Project Setup

Forms

Enter text to search...

- Accounts Payable Setup
- AP GL Control Accounts
- AP External Receipts User Defined Fields
- Voucher Setup
- Approval Limits
- Landing Cost Maintenance
- Vendor Setup
- Vendor Types
- Tax Setup
- Tax Groups
- Bank/Check Production Setup
- Check Groups
- Bank Setup
- Bank Maintenance
- Expense Reports
- Expense Report Setup

IMUG 2022 Custom Menu

Multiview

System Maintenance

Main Menu Bank Maintenance

Bank Maintenance

Views Save Refresh Search Reports Bank Account

Listing Data Entry

Add Bank Maintenance Delete Bank Maintenance

Bank Maintenance 7 of 10

Bank

Bank Id	Transit Number
PNC1	031001234
Bank Entity Id	Bank Name
PNC	Bank of America
Bank Address Id	Bank Address
16	17 Auriga Drive Ottawa, On K2E 7T9

EFT Export

EFT Export Id	EFT Export
NACHA	NACHA Export

EFT Generation: Bank Setup

Main Menu

Views Save Refresh Reports Find Form

Menu

System Maintenance

- System Administration
- System Security
- General Ledger Setup
- Accounts Payable Setup
- Accounts Receivable Setup
- Asset Management Setup
- Purchase Order Setup
- Inventory Setup
- Work Order Setup
- Order Entry Setup
- Time Management Setup
- Project Setup

Forms

Enter text to search... Find

Accounts Payable Setup

- AP GL Control Accounts
- Positive Pay Export Maintenance
- AP External Receipts User Defined Fields
- AP External Receipts Export Setup

Voucher Setup

- Approval Limits
- Voucher Hold Reasons
- Landing Cost Maintenance

Vendor Setup

- Vendor Types
- Vendor Groups

Tax Setup

- Tax Groups
- Tax and Rate Maintenance

Bank/Check Production Setup

- Check Groups
- Check Signatures

Bank Setup

- Bank Maintenance
- Bank Account

Expense Reports

- Expense Report Setup
- Mileage Rates Maintenance

IMUG 2022 Custom Menu

Multiview

System Maintenance

Main Menu Bank Account

Bank Account

Views Save Refresh Search Reports

Listing Data Entry

Data Entry

Add Bank Account

Bank Account 49 of 49

General

Bank Id: PNC1

Bank Account: JB_OPER

Parent Bank Account:

Account Name: JB OPERATING BANK IMUG

Contact Id:

Contact Name:

Print Format: 123499999

Reconciliation Format: 123499999

Details GL Distribution Check User Defined InterCompany NACHA ACH Canadian EFT

NACHA ACH Record Settings

File Header Record Company/Batch Header Record Entry Detail Record

Immediate Dest Prefix: 567899999

Immediate Destination: 567899999

Immediate Dest Name: BANKNAME

Immediate Origin Prefix: 1

Immediate Origin: 123459999

Immediate Origin Name: COMPANYNAME

EFT Generation: Bank Setup

Main Menu Bank Account

Bank Account

Views Save Refresh Search Reports

Listing Data Entry

Data Entry

+ Add Bank Account

Bank Account 49 of 49

General

Bank Id PNC1 Bank Account JB_OPER Parent Bank Account

Account Name JB OPERATING BANK IMUG

Contact Id Contact Name

Print Format 123499999 Reconciliation Format 123499999

Details GL Distribution Check User Defined InterCompany NACHA ACH Canadian EFT

NACHA ACH Record Settings

File Header Record Company/Batch Header Record Entry Detail Record

Service Class Code Debits and Credits (200) 15

Company Name COMPANY NAME 16 Company Identification 1123459999 17 Company Entry Description PAYABLES 18

Originating DFI Identification 56789999 19 Trace Number Option Immediate Origin (1st 8 chars) 20 Discretionary Data

Include Company Descriptive Date 21

Main Menu Bank Account

Bank Account 24

Views Save Refresh Search Reports

Listing Data Entry

Data Entry

+ Add Bank Account

Bank Account 49 of 49

General

Bank Id PNC1 Bank Account JB_OPER Parent Bank Account

Account Name JB OPERATING BANK IMUG

Contact Id Contact Name

Print Format 123499999 Reconciliation Format 123499999

Details GL Distribution Check User Defined InterCompany NACHA ACH Canadian EFT

NACHA ACH Record Settings

File Header Record Company/Batch Header Record Entry Detail Record 22

Include Payer Debit

Payer Identification Number Payer Company Name

Payer Transit Number Payer EFT Bank Account 56789999 23 Payer Bank Account Type Checking

EFT Generation: Vendor Setup

- There are 2 places where the vendor EFT details can be added or updated:

(1) Business Entity Maintenance form

(2) Entity Addresses form

EFT Generation: Vendor Setup – (1) Business Entity Maintenance

Main Menu

Views Save Refresh Reports Find Form

Menu

System Maintenance

- System Administration
- System Security
- General Ledger Setup
- Accounts Payable Setup
- Accounts Receivable Setup
- Asset Management Setup
- Purchase Order Setup
- Inventory Setup
- Work Order Setup
- Order Entry Setup
- Time Management Setup
- Project Setup

Forms

- Email Batch Status
- Message Queue Maintenance
- External Documents
- External Documents
- External Document User Defined Fields
- Interfaces
- Interface Inquiry
- Business Entity Mapping Maintenance
- Generic Export Setup
- Module Options
- General System Options
- System Alert Setup
- System Update Inquiry
- Business Entity Setup
- Regions
- Business Entity Numbering Maintenance
- FTP Setup
- FTP Site Maintenance
- FTP Folder Maintenance
- Address Types
- Business Entity Maintenance

IMUG 2023 Custom Menu

Multiview

System Maintenance

Main Menu Business Entity Maintenance

Views Save Refresh Search Reports New Entity Modify / Add Addresses Modify / Add Contact

Entity Listing Update Entity 2

Update Entity

1 of 1

Entity Information

Entity Id JBIMUG Entity Name JB IMUG VENDOR Active

Types

- AR Customer
- Vendor
- Supplier
- Carrier
- Bank
- Active Payer

Customer Details

Vendor Details

Supplier Details

Additional Information

Company Id Company

Region Id Region

Country Code Country

Currency Id Currency

US US Dollars

Trading Partner EDI Id Purchased For Defaults

Portal Account Information

Portal Account Status Inactive Portal Password Status New Portal Password Last Set

Portal Email Address Set Portal Password

Remarks

EFT Details 3

EFT Generation:

Vendor Setup – (1) Business Entity Maintenance

EFT Details

Entity Id JBIMUG	Entity Name JB IMUG VENDOR
EFT Bank Type ABA	
EFT Transit Number 123456789	Transit Number Description
EFT Bank Account 6543211234	EFT Bank Name
EFT Bank Account Type Checking	
EFT Bank Address1	
EFT Bank Address2	
EFT Beneficiary Info	
Pay Method Id CCD	Pay Method Description NACHA CCD Transaction
Custom EFT Addendum Format	Custom EFT Addendum Description
EDI Transaction Handling Code Remittance Info Only	Pre-Note Status Not Required

OK Cancel

EFT Generation: Vendor Setup – (2) Entity Addresses form

Main Menu Business Entity Maintenance

Business Entity Maintenance

Views Save Refresh Search Reports New Entity **Modify / Add Addresses** Modify / Add Contact

Entity Listing Update Entity

Entity Listing

1 of 1

Fixed Left			Types				
Entity Id	Entity Name	Active	Vendor	Bank	AR Customer	Supplier	OE Customer
ARC	ARC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JBIMUG	JB IMUG VENDOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Main Menu Business Entity Maintenance Entity Addresses

Entity Addresses

Views Save Refresh Reports Add New Address Modify / Add Contact

Listing Data Entry **2**

Data Entry

Entity Address

Address Id A1 Address Label Active Temporal

Address Name

Address Line 1 1234 North Street

Address Line 2

City

State/Province

Country Code

Postal Code

AP Defaults

Company Id Default Check Group Vendor Account Number

AR Defaults

AR Tax Group Id

User Defined Fields

Value Id	Value
User Defined 2	Not Used
User Defined 3	Not Used
User Defined 4	Not Used
User Defined 5	Not Used

Remarks

Generate Address Id **EFT Details** **3**

EFT Generation: Vendor Setup – (2) Entity Addresses form

EFT Details

Views Save Refresh Reports QuickAccess Help

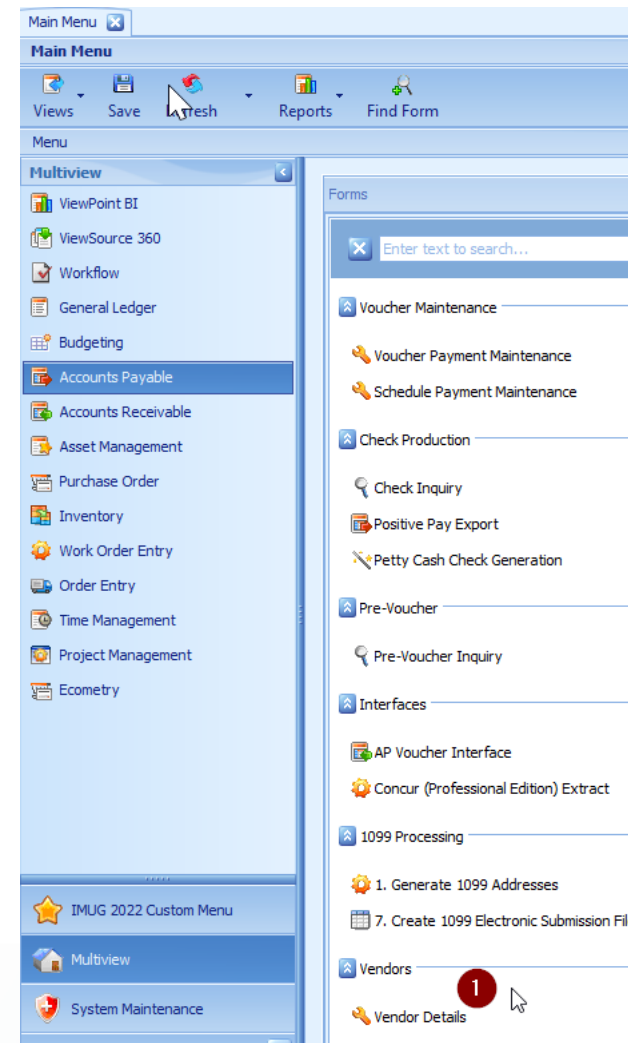
Entity Id	JBIMUG	Address Id	A1
EFT Bank Type	ABA		
EFT Transit Number	123456789	Transit Number Description	
EFT Bank Account	6543211234	EFT Bank Name	
EFT Bank Account Type	Checking		
EFT Bank Address Line 1			
EFT Bank Address Line 2			
EFT Beneficiary Info			
Pay Method Id	CCD	Pay Method Description	NACHA CCD Transaction
Custom EFT Addendum Format		Custom EFT Addendum Description	
EDI Transaction Handling Code	Assign from Entity	Pre-Note Status	Not Required

Return Cancel

Annotations: 4, 5, 6, 7

EFT Generation: Vendor Defaults Setup

If a vendor always uses EFT,
you should set the **Check Type**
default to **EFT**



EFT Generation: Vendor Defaults Setup

Main Menu Vendor Details x

Vendor Details

Views Save Refresh Search Reports New Entity Edit Entity AP Inquiry Modify / Add Addresses

Listing Data Entry

Data Entry

Vendor Id Vendor Name

JBIMUG JB IMUG VENDOR

Vendor Address Vendor Defaults PO / Approval Info Vendor 1099 Information Vendor UDF Information Remarks

Bank Information

Bank Id Bank Account

Payment Information

Payment Terms Id Payment Terms

One Check Per Voucher

Check Type

EFT

Holdback

Holdback Pct

EFT Email Remittance: Vendor Setup

- If you wish to email a vendor their EFT remittance directly out of the system, you will need to setup an **email contact** that is flagged as an **AP contact type**
- *Note that only 1 contact ID can be flagged as an AP contact type*

EFT Email Remittance: Vendor Setup

Main Menu Vendor Details

Vendor Details

Views Save Refresh Search Reports New Entity Edit Entity AP Inquiry Modify / Add Addresses **Modify / Add Contact**

Listing Data Entry

Data Entry

Vendor Id Vendor Name

JBIMUG JB IMUG VENDOR

Vendor Address Vendor Defaults PO / Approval Info Vendor 1099 Information Vendor UDF Information Remarks

Bank Information

Bank Id Bank Account Check Group Id

Main Menu Vendor Details Entity Contacts

Entity Contacts

Views Save Refresh Reports Add Contact

Listing Data Entry

Data Entry

+ Add Contact

Contact 1 of 1

Contact Id First Name Last Name Active

C1 Julianne Multiview

Contact Name

Julianne Multiview

Contact Title

Email Address

julianne.bernard@multiviewcorp.com

EFT Email Remittance: Vendor Setup

Main Menu Vendor Details Entity Contacts

Entity Contacts

Views Save Refresh Reports Add Contact

Listing Data Entry

Data Entry

+ Add Contact

Contact 1 of 1

Contact Id First Name Last Name Active

C1 Julianne Multiview

Contact Name

Julianne Multiview

Contact Title

Email Address

julianne.bernard@multiviewcorp.com

Remarks

Contact Types

Details Phone Numbers Contact Types Contact Address

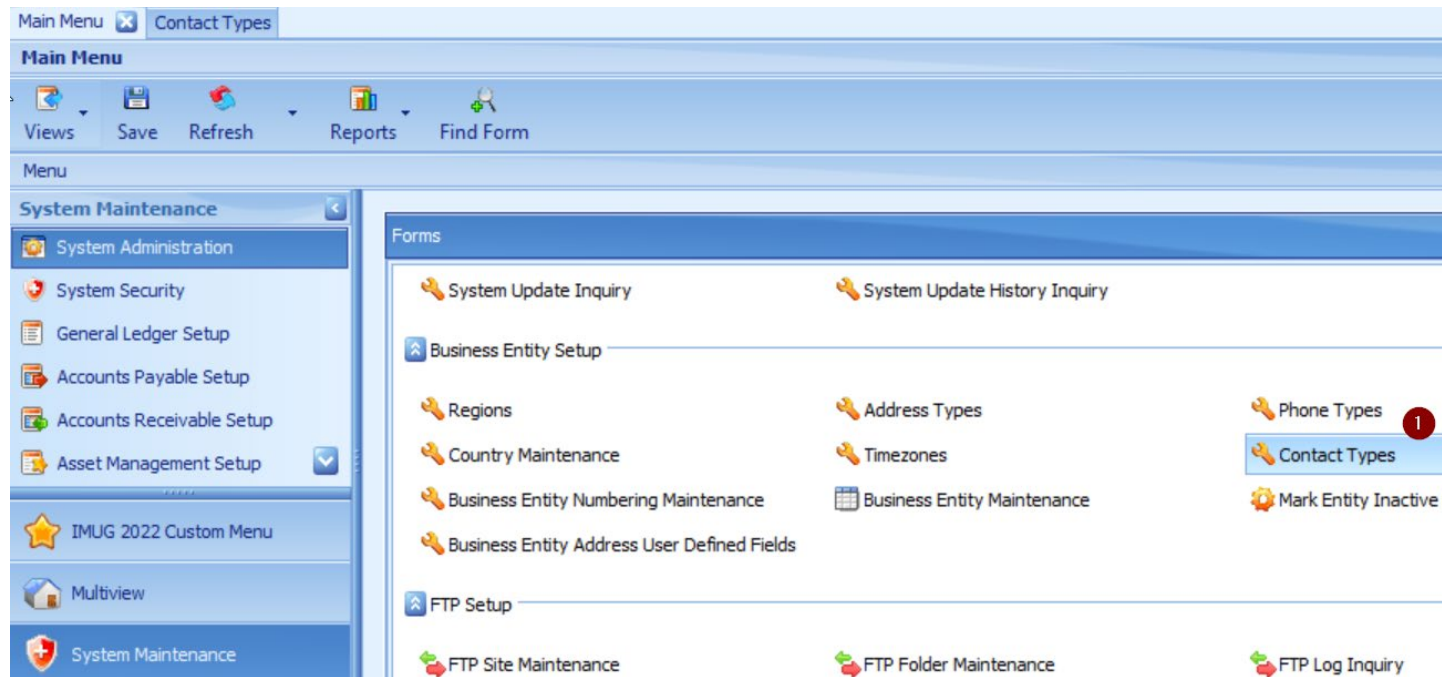
Options

Contact Type 1 of 8

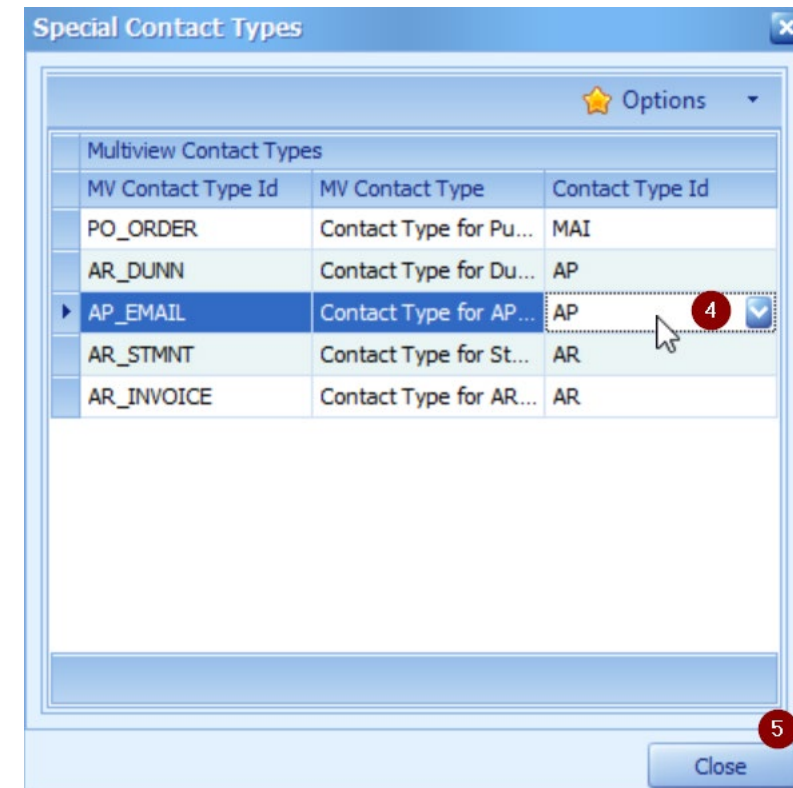
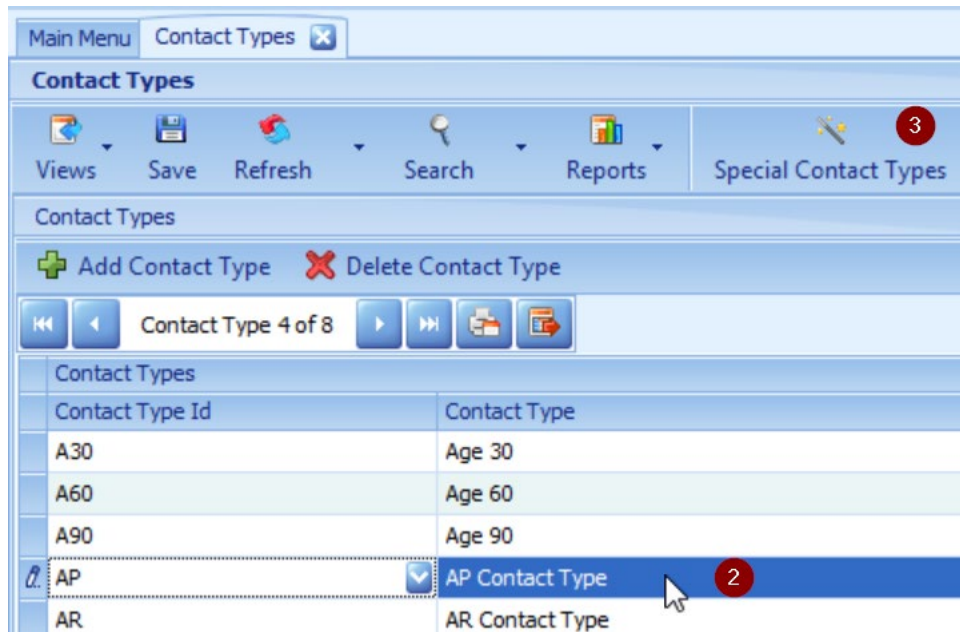
Contact Type Id	Contact Type	Is Member
A30	Age 30	<input type="checkbox"/>
A60	Age 60	<input type="checkbox"/>
A90	Age 90	<input type="checkbox"/>
AP	AP Contact Type	<input checked="" type="checkbox"/>
AR	AR Contact Type	<input type="checkbox"/>
PO	PO Contact Type	<input type="checkbox"/>
MATN	Main	<input type="checkbox"/>

EFT Email Remittance: Contact Type Setup

- Ensure that the contact type assigned to the vendor is linked to the AP_EMAIL contact type ID

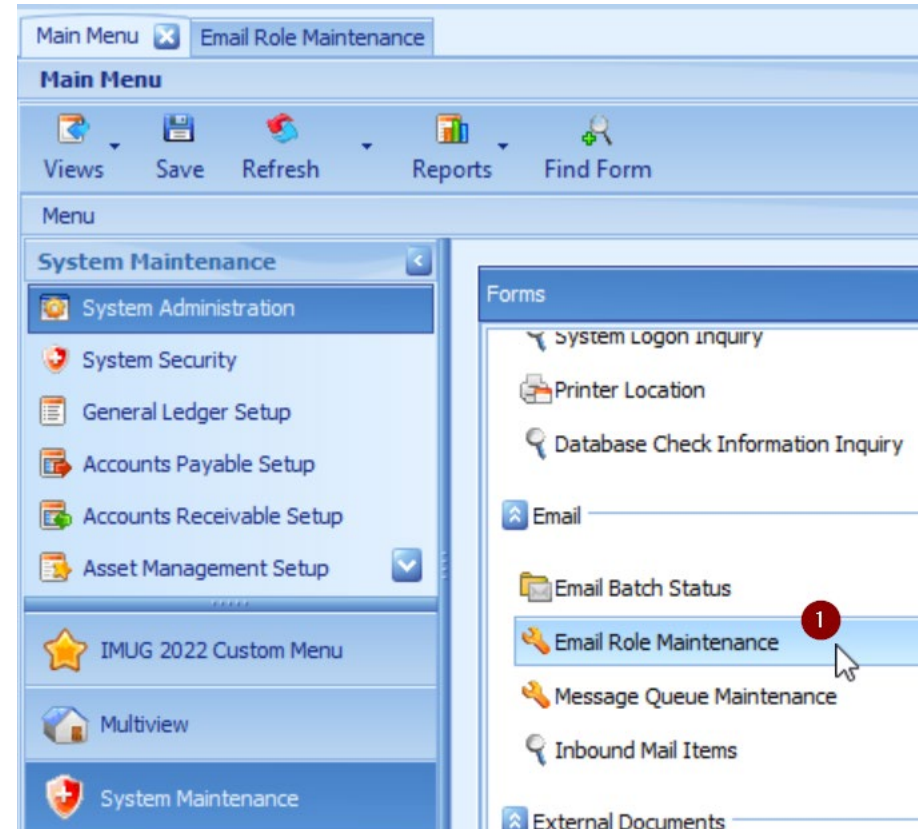


EFT Email Remittance: Contact Type Setup



Email EFT Remittance: Email Role Setup

- Setup an email role that will represent who the sender will be for the AP Remittance Email



Email EFT Remittance: Email Role Setup

- If you are a cloud base client, MV will provide the sender email address linked to the Email Role ID
- You can mask the email by putting a description of your choice in “_” followed by putting < > around the email

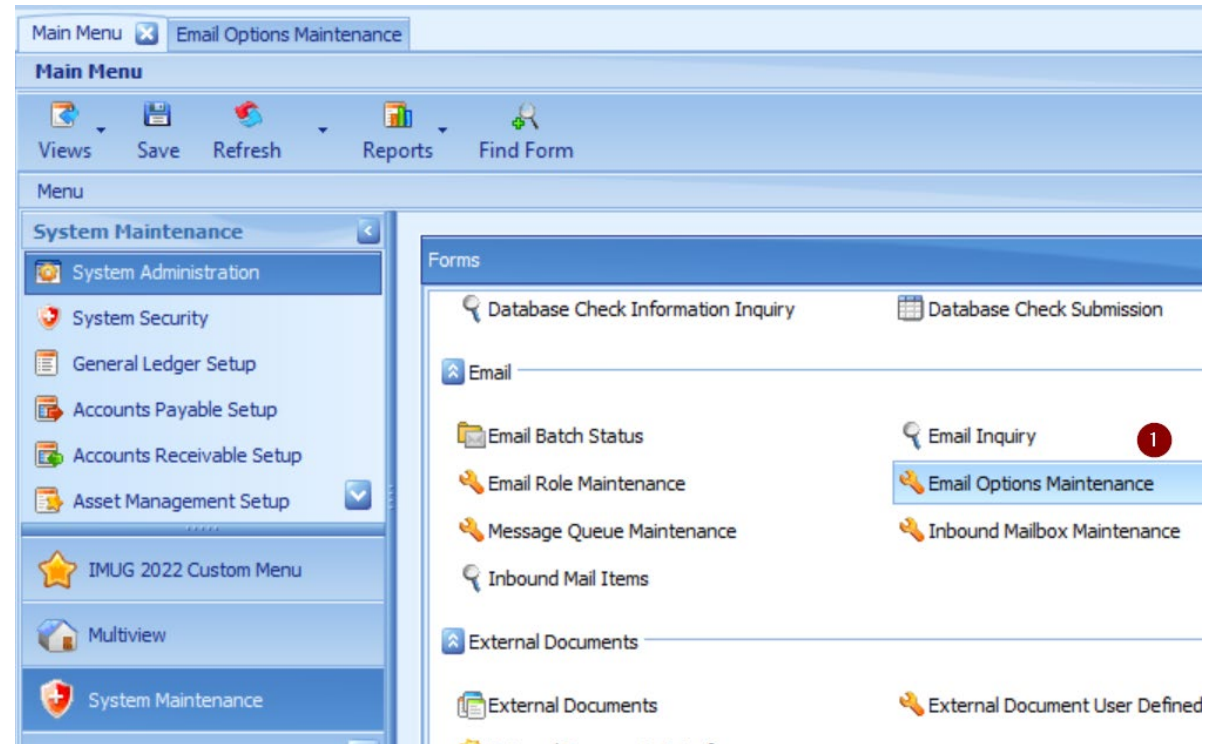
The screenshot shows the 'Email Role Maintenance' window. At the top, there's a 'Main Menu' tab and a window title 'Email Role Maintenance'. Below this is a toolbar with icons for Views, Save (marked with a red circle 3), Refresh, Search, and Reports. Under the toolbar, there are tabs for 'Roles' and 'User Email Address'. The 'Roles' tab is active, showing a table with the following data:

Email Role Id	Email Address	Active	Email Role
APSENDER	"IMUG 2023" <NOREPLY-IMUG@MULTIVIEWCORP.NET>	<input checked="" type="checkbox"/>	

There is a red circle 2 next to the 'Email Address' column header and another red circle 2 next to the email address in the first row. A red circle 3 is next to the 'Save' button in the toolbar. The table also has a '1 of 5' indicator and navigation buttons.

Email EFT Remittance: Email Options Setup

- Configure AP Email Options



Email EFT Remittance: Email Options Setup

Main Menu Email Options Maintenance

Email Options Maintenance

Views Save Refresh Search Reports Test Email Edit Email Formats

Email Setup Maintenance

Email Server Address
10.0.2.118

Email Setup

Email Setup 4 of 7

Email Types	Email Type Id	Default Sender	Email Status	Sender Role Id	Email Format Id
	PO_ORDER	Purchase Order Emails	Enabled	MVMSG	
	ARDUNN	AR Dunning Letter Emails	Enabled		
▶	AP_REMIT	AP Remittance Emails	Enabled	APSENDER	DEFAULT

Email EFT Remittance: Email Options Setup

- You can test that the email is configured correctly by selecting the AP_REMIT email type and then choosing “test email” at the top of the screen.

Main Menu Email Options Maintenance

Email Options Maintenance

Views Save Refresh Search Reports Test Email Edit Email Formats

Email Setup Maintenance

Email Server Address
10.0.2.118

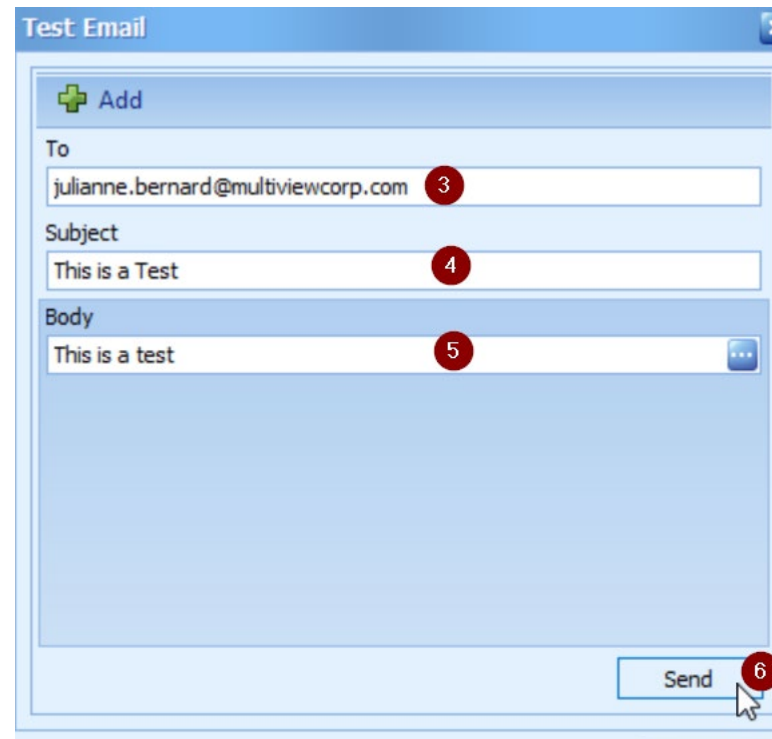
Email Setup

Email Setup 1 of 7

Email Type Id	Default Sender	Email Status	Sender Role Id	Email Format Id
AP_REMIT	AP Remittance Emails	Enabled	APSENDER	DEFAULT

Email EFT Remittance: Email Options Setup

- Enter your email address and test message then hit send



The screenshot shows a 'Test Email' dialog box with the following fields and callouts:

- To:** julianne.bernard@multiviewcorp.com (Callout 3)
- Subject:** This is a Test (Callout 4)
- Body:** This is a test (Callout 5)
- Send button:** (Callout 6)

Email EFT Remittance: Email Options Setup

- Note how the sender email comes through with the email mask setup on the Email Role Setup screen

This is a Test



IMUG 2023 <NOREPLY-IMUG@MULTIVIEWCORP.NET>

To • Julianne Bernard

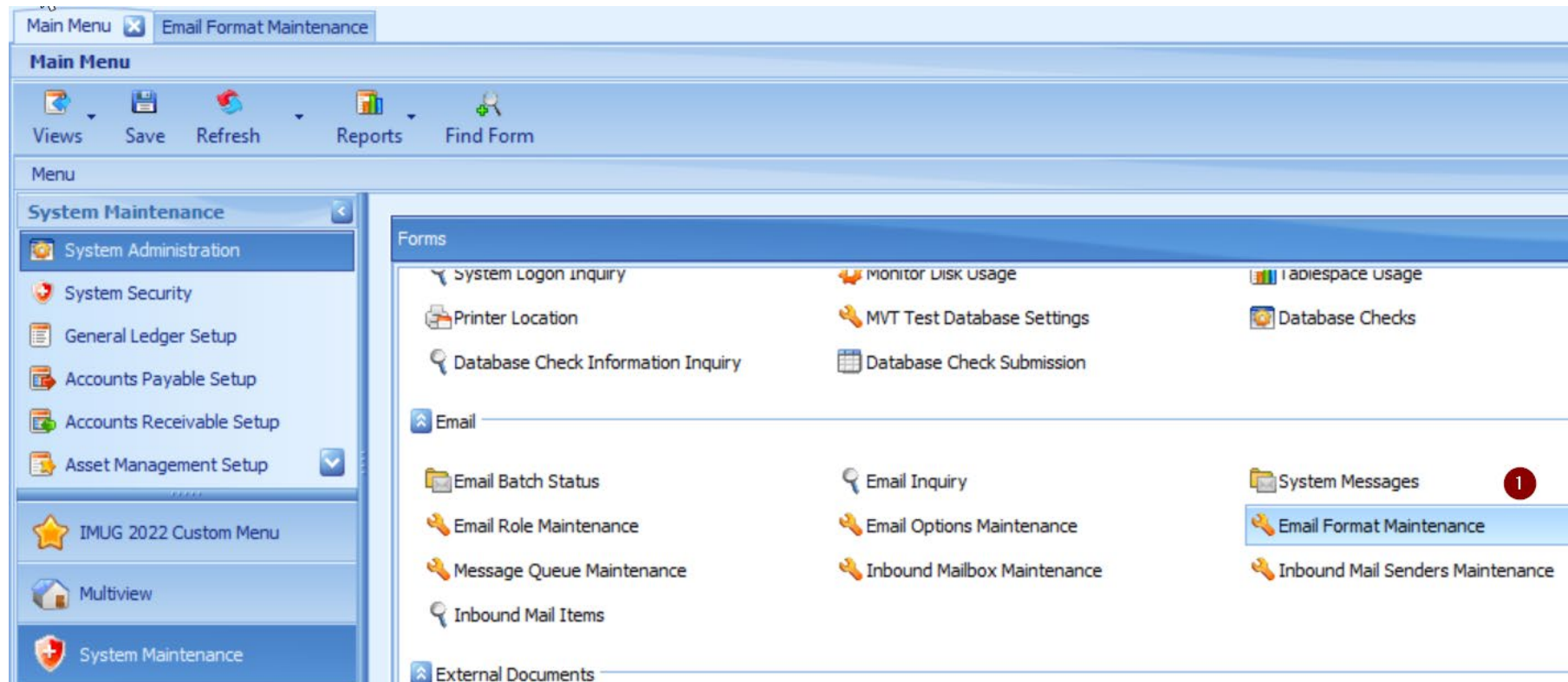
[You don't often get email from noreply-imug@multiviewcorp.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]



This email originated from outside of Multiview.

This is a test

Email EFT Remittance: Email Format Setup



Email EFT Remittance: Email Format Setup

Main Menu Email Format Maintenance

Email Format Maintenance

Views Save Refresh Search Reports QuickAccess Help

Email Format

+ Add

4 of 4

Email Type Id: AP_REMIT (1) Email Format Id: DEFAULT Email Format: Default AP Remittance Email Format

Email Subject: Payment Confirmation from [CompanyName] (2)

Email Body: Today [CompanyName] has initiated an electronic funds transfer to your bank account. Details are as follows: Vendor Name/Payee: [PayeeName] Document Number: [CheckNumber] Payment Date: [CheckDate] Payment Amount: \$[CheckAmount] [RemittanceDetails1] Thank You. Payor: [CompanyName] (3)

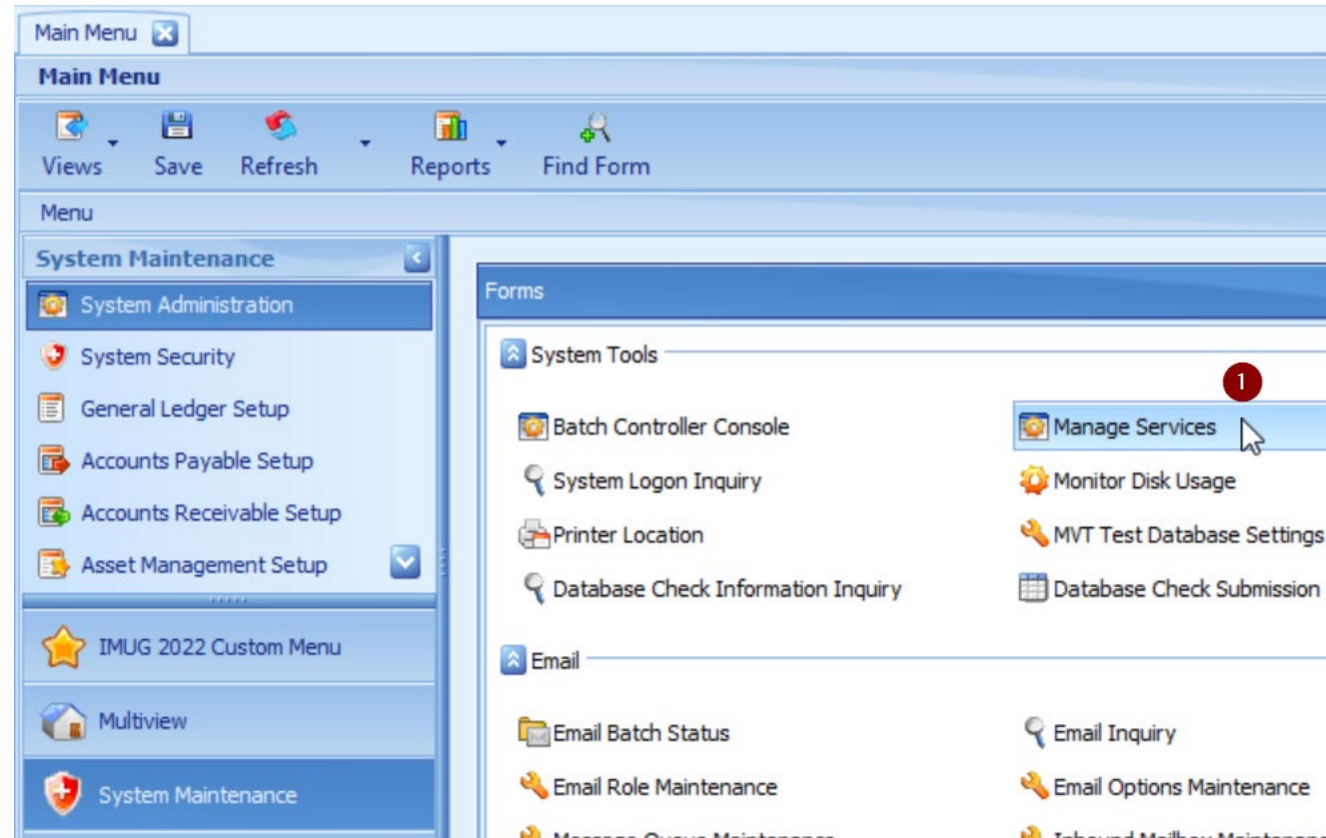
Email Footer: *****This email message is confidential to the intended recipient and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorized. Any unauthorized use, dissemination of the information, or copying of this message is prohibited. If you are not the intended addressee, kindly notify the sender by return e-mail and delete this message.*****

Email EFT Remittance: Email Format Setup

Keywords can be used in AP emails (Body and Subject Line) to pull in the following information:

Keyword	Description
[CheckAmount]	Check Amount
[CheckDate]	Check Date
[CheckNumber]	Check Number
[CompanyName]	Name of Company that owns the bank account
[PayeeName]	Vendor/Payee Full Name
[RemittanceDetails1]	List of Invoices Paid (Invoice#/Date/Desc/Amount)

Email EFT Remittance: Enable Email Service



Email EFT Remittance: Enable Email Service

Main Menu Manage Services

Manage Services

Views Save Refresh Reports Hold Service Remove Hold Run Now Edit Service Fre

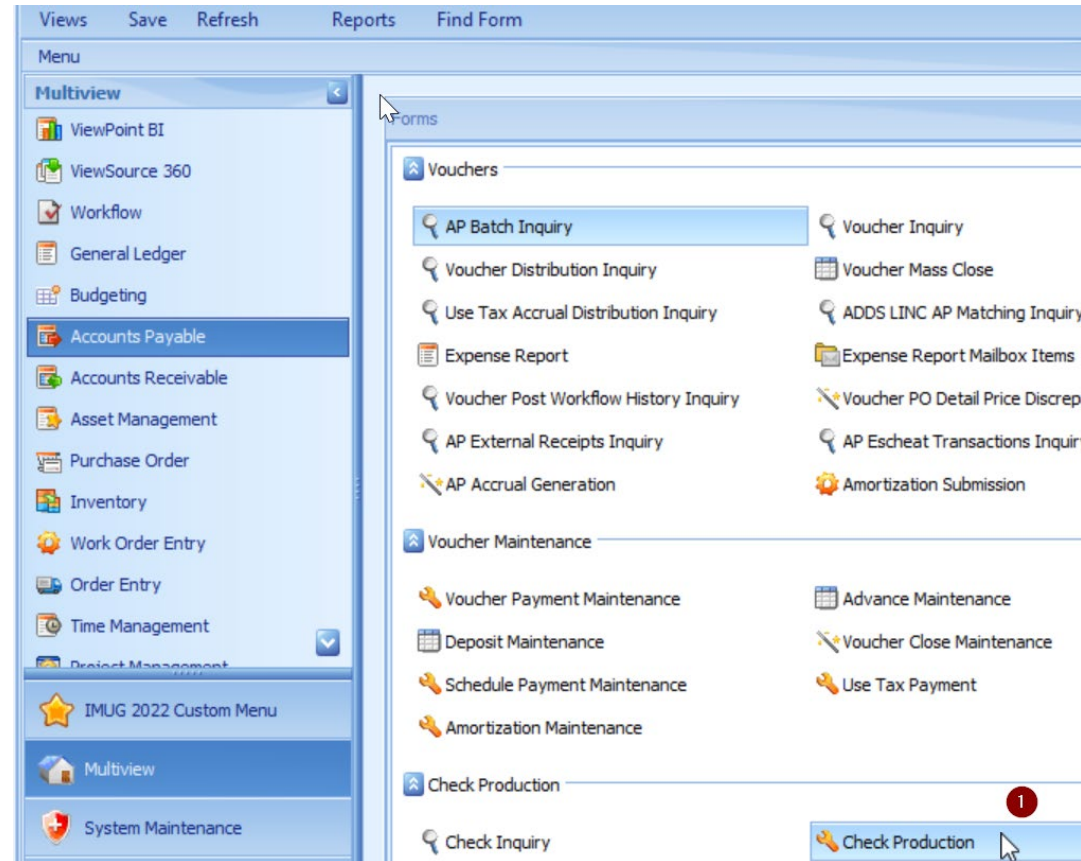
Auto Refresh

Services

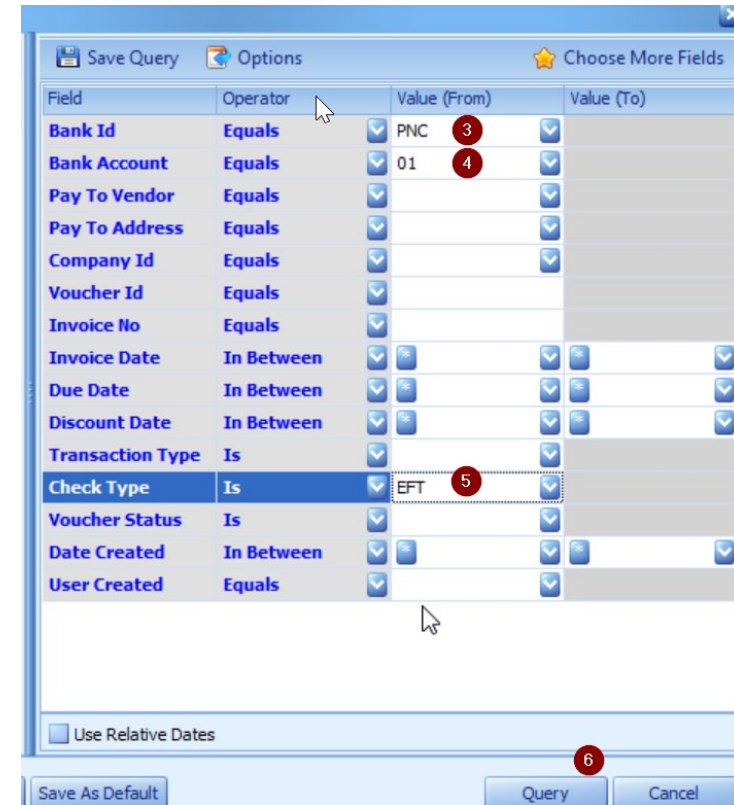
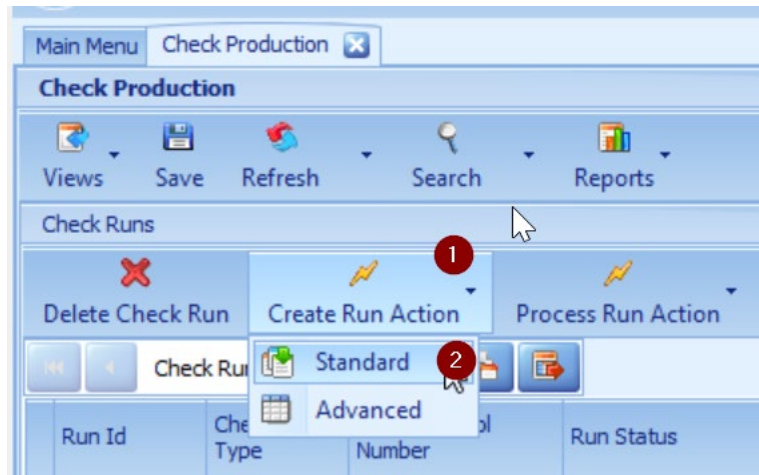
Service 10 of 18

Service	Actual Run Frequ...	Resubmit Type	Status	Batch Result	Time Until Service Runs Next
ARC	=	=	=	=	ARC
Pending Requisition Service	60.00 Minutes	On Hold	No Errors	On Hold	
Workflow Reminder Service	60.00 Minutes	Pending	No Errors	7 Minutes and 17 Seconds	
Workflow Approve by Email Se...	5.00 Minutes	Pending	Errors	2 Minutes and 18 Seconds	
External Document AutoLoad ...	1.00 Minutes	Pending	Errors	31 Seconds	
Email Service	1.00 Minutes	Pending	Errors	27 Seconds	
Logon Audit Download Service	60.00 Minutes	On Hold	No Errors	On Hold	
Optimize Journal Transaction S...	60.00 Minutes	On Hold	No Errors	On Hold	

EFT Generation: Creating the Export



EFT Generation: Creating the Export



EFT Generation: Creating the Export

Main Menu | Check Production | Select Vouchers for Check Run

Select Vouchers for Check Run

Views | Save | Refresh | Search | Reports | Create Run for Selected | View Voucher

Select Vouchers for Check Run

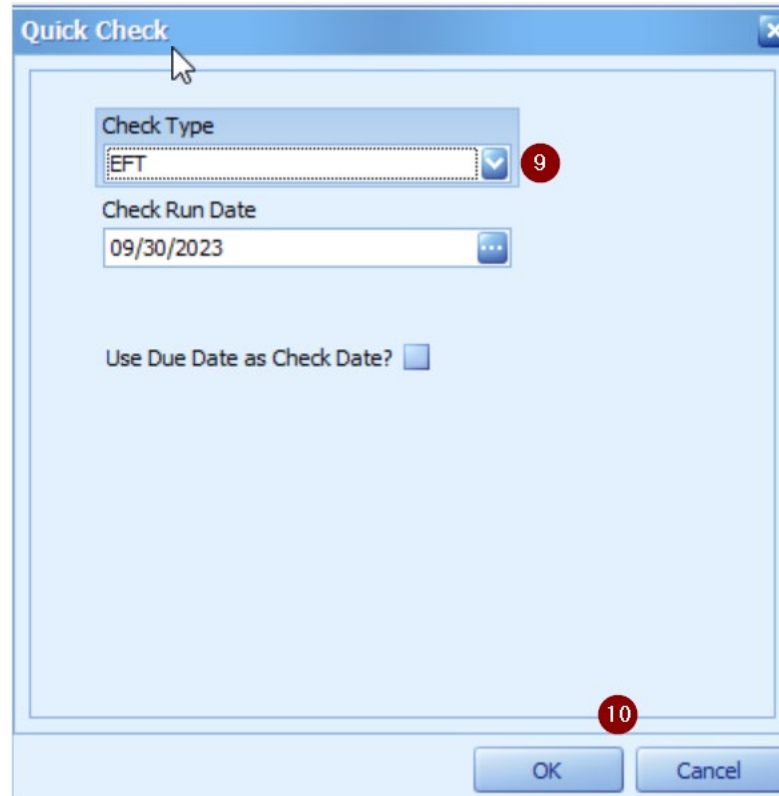
Vouchers 3 of 3

Bank Id	Bank Acco...	Account Name	Pay To Vendor	Pay To Vendor Name	Invoice No	Separate Check	Invoice Date	Due Date	Discount Date	
PNC	01	Bank of America	JBIMUG	JB IMUG VENDOR	TEST EFT 1	<input type="checkbox"/>	09/14/2023	09/14/2023		15.00 EFT
PNC	01	Bank of America	JBIMUG	JB IMUG VENDOR	EFT TEST 2	<input type="checkbox"/>	09/26/2023	09/26/2023		89.00 EFT
PNC	01	Bank of America	JBIMUG	JB IMUG VENDOR	CMIMUG	<input type="checkbox"/>	10/02/2023	10/02/2023		-25.00 EFT

Selection Options

- Select All
- Clear All
- Select Highlighted Rows
- Clear Highlighted Rows

EFT Generation: Creating the Export



Quick Check

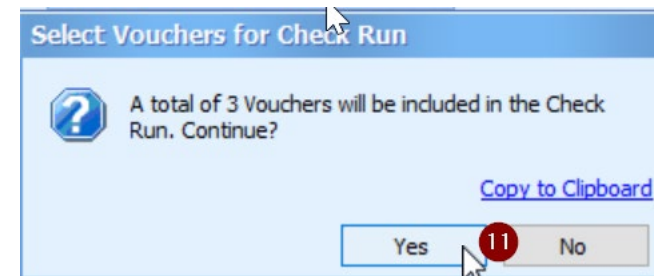
Check Type
EFT 9

Check Run Date
09/30/2023

Use Due Date as Check Date? ☐

10

OK Cancel



Select Vouchers for Check Run

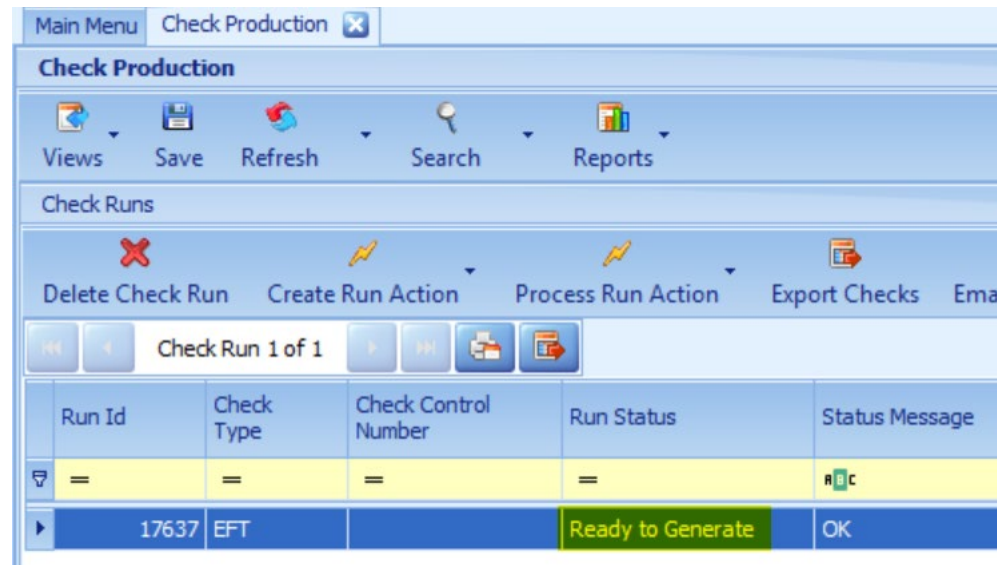
? A total of 3 Vouchers will be included in the Check Run. Continue?

[Copy to Clipboard](#)

Yes 11 No

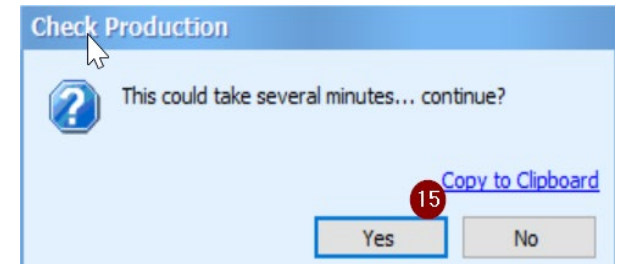
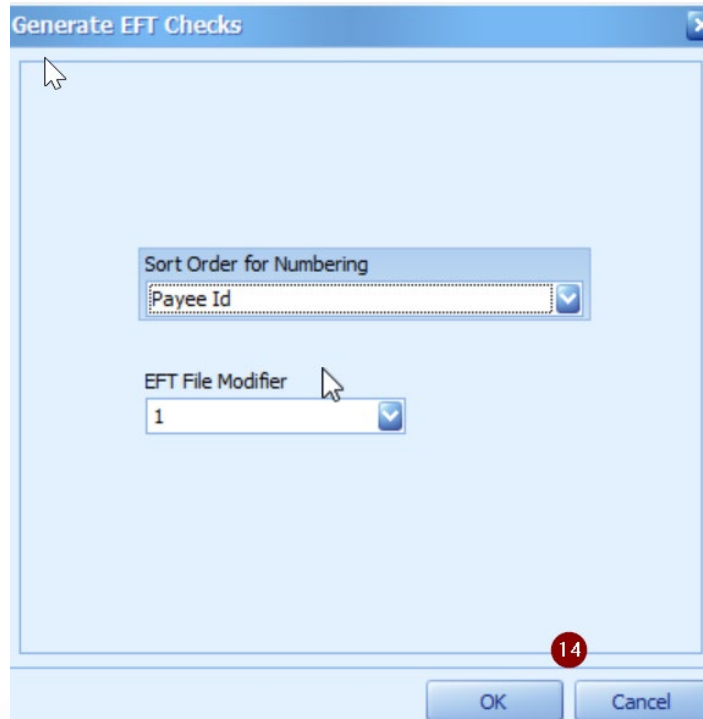
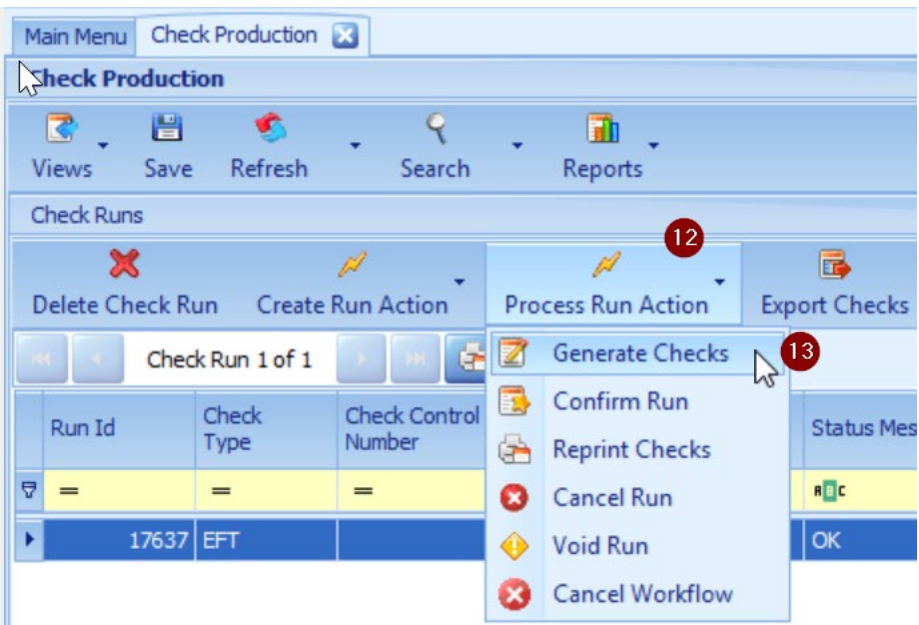
EFT Generation: Creating the Export

- Like a check run, the EFT generation will return a status of "Ready to Generate" after the run has been *created*



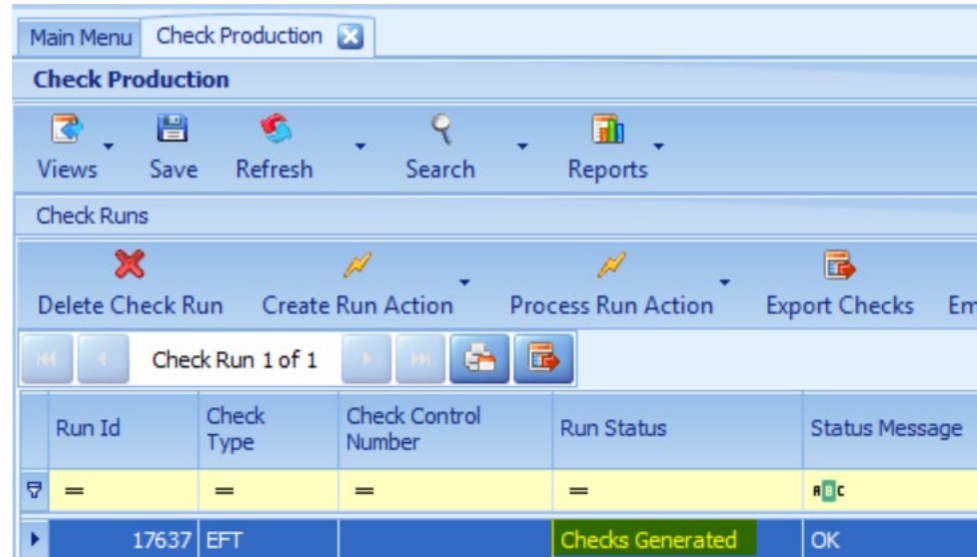
Run Id	Check Type	Check Control Number	Run Status	Status Message
17637	EFT		Ready to Generate	OK

EFT Generation: Creating the Export



EFT Generation: Creating the Export

- The EFT run will return a status of “Checks Generated” after the run has been *processed*



The screenshot shows a software window titled 'Check Production'. It features a menu bar with 'Main Menu' and 'Check Production'. Below the menu is a toolbar with icons for Views, Save, Refresh, Search, and Reports. The main area is titled 'Check Runs' and contains a sub-toolbar with icons for Delete Check Run, Create Run Action, Process Run Action, Export Checks, and Email. Below this is a table with the following columns: Run Id, Check Type, Check Control Number, Run Status, and Status Message. The table contains one row of data with the following values: Run Id: 17637, Check Type: EFT, Check Control Number: (empty), Run Status: Checks Generated, and Status Message: OK.

Run Id	Check Type	Check Control Number	Run Status	Status Message
17637	EFT		Checks Generated	OK

EFT Generation: Exporting the EFT File

The screenshot shows two windows from a software application. The 'Check Production' window on the left has a toolbar with 'Views', 'Save', 'Refresh', 'Search', and 'Reports'. Below this is a 'Check Runs' section with buttons for 'Delete Check Run', 'Create Run Action', 'Process Run Action', and 'Export Checks' (marked with a red circle 1). A table below shows a single check run with the following data:

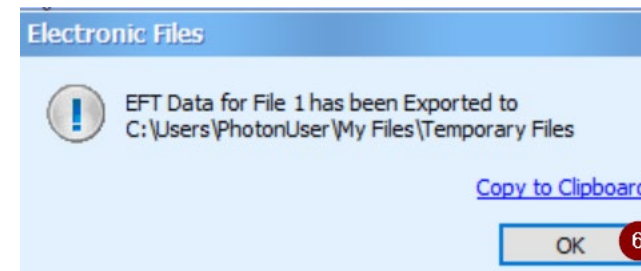
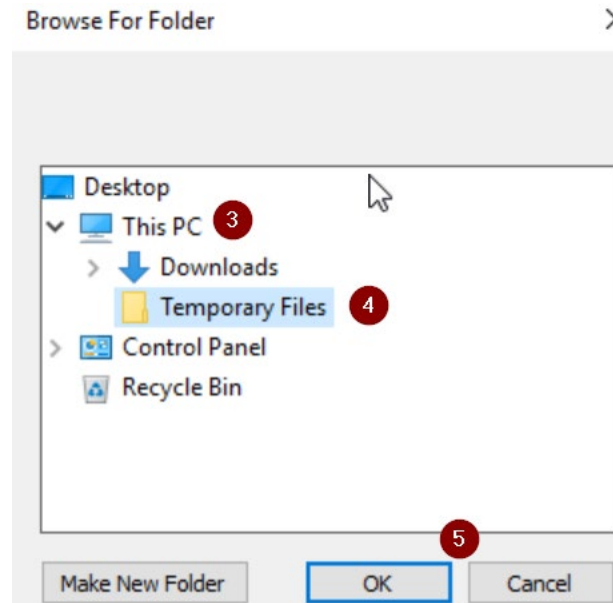
Run Id	Check Type	Check Control Number	Run Status	Status Message
17638	EFT		Checks Generated	OK

The 'Electronic Files' window on the right has a toolbar with 'Help' and 'Exit'. Below is a table with the following data:

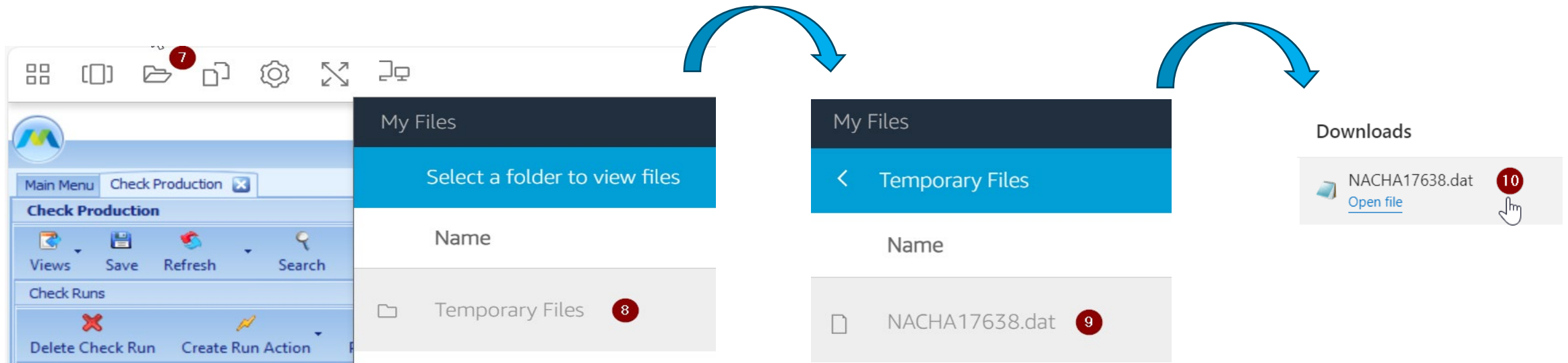
File No.	File Type	File Name	File	EFT Export Id
1	DATA	NACHA17638.dat	NACHA Data File	NACHA
2	LOG	NACHA17638.log	NACHA Summary	NACHA

At the bottom of the 'Electronic Files' window, there are buttons for 'Export All Files' (marked with a red circle 2), 'Export Selected File', 'Regenerate EFT Data', 'View Log', and 'Return'.

EFT Generation: Exporting the EFT File



EFT Generation: Exporting the EFT File



- Remember to download and save any files in your temporary file folder to your computer before you close your Multiview session

EFT Generation: The File



File Edit Format View Help

[illegible]

- Note that the file may open in a different program depending on your computer settings
- The file can then be submitted to your bank to initiate payment processing

EFT Generation: General Ledger Impact

The process of generating an EFT file:

- Closes or partially closes all vouchers included in the EFT run
- Creates a system generated entry:
 - Debit Multiview AP Control Account
 - Credit Cash

EFT Email Remittance: Sending a Remittance Email

Main Menu Check Production X

Check Production

Views Save Refresh Search Reports

Check Runs

Delete Check Run Create Run Action Process Run Action Export Checks **Email Remittance** Get Status

Check Run 1 of 208

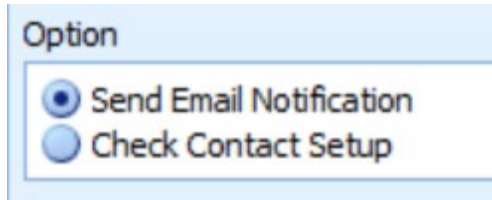
Run Id	Check Type	Check Control Number	Run Status	Status Message
=	=	=	=	ABC
17638	EFT		Checks Printed	OK

EFT Email Remittance: Sending a Remittance Email

The screenshot shows a software window titled "AP Email Remittance Submission". It has two tabs: "Parameters" and "Options", with "Options" currently selected. The window contains the following elements:

- Run Id:** A dropdown menu showing the value "17638".
- Option:** A group box containing two radio buttons:
 - ☒ Send Email Notification (marked with a red circle containing the number 2)
 - ☐ Check Contact Setup
- Checks To Process:** A group box containing two radio buttons:
 - ☒ Only Checks that have not had Emails Sent (marked with a red circle containing the number 3)
 - ☐ All Checks
- Buttons:** At the bottom right, there are "Submit" and "Cancel" buttons. The "Submit" button is marked with a red circle containing the number 4.

EFT Email Remittance: Sending a Remittance Email



Option

☒ Send Email Notification

☐ Check Contact Setup

- **Send Email Notifications** - This is the normal mode and will send an email to each payee contact of each check in the check run that has email contact information setup
- **Check Contact Setup** - This will NOT send any email messages; it will simply check if there are any contact emails missing

EFT Email Remittance: Sending a Remittance Email

Checks To Process

☒ Only Checks that have not had Emails Sent

☐ All Checks

- **Only Checks that have not had Emails Sent** – Sends email for payments that have not had email sent
- **All Checks** – Sends emails for all payments, ignoring if an email has already been sent

EFT Email Remittance: Sending a Remittance Email

Main Menu | Check Production | AP Email Remittance Submission Output

Batch Reference

Views | Save | Refresh | Reports | Details | Request Params | Print All Output

Run Request | Cancel Request | Hold Request | Edit Request | Resubmit | Show Queue/Status | Batch Controller

Request Module: AP Email Remittance Submission

Output

Options 1 of 3

File

- AP Remittance Email
- Request Results
- Request Log

View/Send Emails

Email Batch 1 of 1

Email Batch Id	Email Type	Batch Status	Num Msgs	Num Sent
2106	AP_REMIT	Open	1	

Email Message 1 of 1

Email Message	Email Status	Description	Email Type Id
Draft		Remittance Email for JBIMUG	AP_REMIT

EFT Email Remittance: Sending a Remittance Email

Main Menu | Check Production | AP Email Remittance Submission Output | Email Batch Status

Email Batch Status

Views | Save | Refresh | Search | Reports | Panels | QuickAccess | Help

Email Batch | Messages

Send All | 6 Cancel All | Options

Message 1 of 1

Email Id	Description	To	Email Status
2105	Remittance Em...	julianne.bernard@multiviewcorp.com	Draft

Email Message

Email Message | Batch Details | Attachments | Email Details

Send/ReSend Message | Cancel Email Message

Message 1 of 1

Email Status: Draft | Error Msg

To: julianne.bernard@multiviewcorp.com

CC:

From: "IMUG 2023" <NOREPLY-IMUG@MULTIVIEWCORP.NET>

Subject: Payment Confirmation from Multiview Medical Inc

Today Multiview Medical Inc has initiated an electronic funds transfer to your bank account. Details are as follows: Vendor Name/Payee: JB IMUG VENDOR Document Number: 1 Payment Date: 30-SEP-2023 Payment Amount: \$79.00 Invoice Number Date Description Amount -
----- TEST EFT 1 14-Sep-2023 Happy IMUG! 15.00 EFT TEST 2
26-Sep-2023 89.00 CMIMUG 02-Oct-2023 Credit Memo -25.00 Thank You. Payor: Multiview Medical Inc
***** This email message is confidential
to the intended recipient and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is
unauthorized. Any unauthorized use, dissemination of the information, or copying of this message is prohibited. If you are not the intended
addressee, kindly notify the sender by return e-mail and delete this message.

EFT Email Remittance: Sending a Remittance Email

- **Send All** – Sends email to all AP contacts included in the EFT run
- **Send/ReSend Message** – Sends email to email contact selected

The screenshot displays the EFT Email Remittance interface. On the left, the 'Email Batch' tab is active, showing a 'Messages' table with one entry: ID 2105, Description 'Remittance Em...', To 'julianne.bernard@multiviewcorp.com', and Status 'Draft'. Above the table are buttons for 'Send All' (highlighted in green), 'Cancel All', and 'Options'. On the right, the 'Email Message' tab is active, showing a 'Send/ReSend Message' button (highlighted in green) and a 'Cancel Email Message' button. Below these are fields for 'Email Status' (Draft), 'To' (julianne.bernard@multiviewcorp.com), 'CC', 'From' ('IMUG 2023' <NOREPLY-IMUG@MULTIVIEWCORP.NET>), and 'Subject' (Payment Confirmation from Multiview Medical Inc).

Email Id	Description	To	Email Status
2105	Remittance Em...	julianne.bernard@multiviewcorp.com	Draft

EFT Email Remittance: The Remittance Email

Payment Confirmation from Multiview Medical Inc



IMUG 2023 <NOREPLY-IMUG@MULTIVIEWCORP.NET>

To ● Julianne Bernard

Today Multiview Medical Inc has initiated an electronic funds transfer to your bank account. Details are as follows:

Vendor Name/Payee: JB IMUG VENDOR

Document Number: 1

Payment Date: 30-SEP-2023

Payment Amount: \$79.00

Invoice Number	Date	Description	Amount
TEST EFT 1	14-Sep-2023	Happy IMUG!	15.00
EFT TEST 2	26-Sep-2023		89.00
CMIMUG	02-Oct-2023	Credit Memo	-25.00

Thank You.

Payor: Multiview Medical Inc



- For any outstanding questions, please refer to our Client Portal to access documentation on the topics discussed during today's Business Automation Session!

[Multiview Customer Support \(multiviewcorp.com\)](https://multiviewcorp.com)



Thank you for attending!

To reach out to our Client Success team, please email or visit:

clientsuccess@multiviewcorp.com

www.multiviewcorp.com

