

Microsoft Dynamics <sup>TM</sup> AX

## Feature for Norway (Electronic banking)

White Paper

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# Table of Contents

<b>Introduction .....</b>	<b>3</b>
Payment ID .....	3
eInvoice.....	5
Receive payments from customers .....	8
Make payments to vendors using electronic payments.....	15
File format and payment specifications for customers and vendors .....	17
Archive and analyze files.....	18
Forms for this feature .....	19
Forms that are modified for this feature.....	29

## Introduction

This information provides an overview of the Electronic banking feature for Microsoft Dynamics™ AX that is specific to users in Norway. It includes a description of the feature, a list of forms and fields used and added for the feature, and procedural information to use the feature. The feature is available only if the configuration key for Norway is selected and the GLS layer for Norway is installed.

Electronic banking is a commonly used method of payment to process customer and vendor payments in Norway. Most banks provide net banking at a low cost or as a free service, so electronic banking has become a popular method of payment.

eInvoice, AvtaleGiro, eGiro, and Optical character read (OCR) are a few examples of electronic banking methods that are used in Norway. You also can archive electronic files to a database and analyze them before sending them to the bank.

You can define a dimension based on which payment proposal can be created for a method of payment.

Refer to the following topics for more information:

- [Payment ID](#)
- [Receive payments from customers](#)
- [Make payments to vendors using electronic payments](#)
- [Archive and analyze files](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

## Payment ID

Payment identification (ID) or Customer ID (KID) is a unique identifier for customer payments that are settled electronically. When you receive a payment from a customer, the payment ID identifies the payment transaction for a sales invoice that is received from the bank.

For more information, refer to the following topics:

- [Set up Payment IDs](#)
- [Attach the payment ID at various levels](#)
- [Update the payment ID for the invoices](#)
- [View the payment ID](#)

### Set up payment IDs

1. Click **Accounts receivable** > **Setup** > **Payment** > **Payment ID** > **Overview** tab.
2. Press **CTRL+N** to create a new payment ID.
3. Enter a code for the payment ID in the **Payment ID type** field and a descriptive name for the payment ID in the **Name** field.
4. Enter the total length of the payment ID in the **Payment ID length** field.

#### Note:

A payment ID can be divided into different parts, such as customer account number, invoice number, prefix, suffix, and external reference.

5. In the **Modulo** field, select the modulo type to calculate the check number. The last digit of a payment ID is reserved for the check number to verify if the payment ID is valid. The following options are available:
  - **None:** No check number is calculated.
  - **Modulo 10:** The total length of the payment ID is divided by 10. The remainder is the check number, which is the sixteenth or the last digit.

- **Modulo 11:** The total length of the payment ID is divided by 11. The remainder is the check number, which is the sixteenth or the last digit.
6. In the **Account from position** field, enter the starting position for the customer or vendor account number in the payment ID.
  7. In the **Account to position** field, enter the ending position for the customer or vendor account number in the payment ID.
  8. In the **Invoice from position** field, enter the starting position for the invoice number in the payment ID.
  9. In the **Invoice to position** field, enter the ending position for the invoice number in the payment ID.
  10. Click the **General** tab. Under the **Prefix** field group, specify the prefix value and prefix position for the payment ID in the **Prefix value** and **Prefix position** fields.
  11. Under the **Suffix** field group, specify the suffix value and suffix position for the payment ID in the **Suffix value** and **Suffix position** fields.

**Note:**

Prefix text value and suffix text values are not included for the calculation of check number.

12. Under the **External reference** field group, enter the starting and ending position for external reference of the payment ID in the **External reference from position** and **External reference to position** fields. External reference is the account number of a vendor who is also a customer.
13. Under the **Text** field group, specify the prefix text value and suffix text value for the payment ID in the **Prefix text value** and **Suffix text value** fields.
14. Click the **Setup** tab. Select the **Blank Payment ID** check box to issue a payment slip without the payment ID.

**Note:**

You can preview the selected payment ID in the **Payment ID test** field.

### Attach the payment ID at various levels

You can attach the payment ID at various levels. The order of priority that is followed to assign a payment ID to a transaction is listed below.

- Payment ID defined for a **Factoring account** customer (**Accounts receivable** > **Customers** > **Payment** tab)
- Payment ID defined for a customer (**Accounts receivable** > **Customers** > **Payment** tab > **Payment ID type** field)
- Payment ID defined at the method of payment level (**Accounts receivable** > **Setup** > **Payment** > **Method of payment** > **Payment control** tab > **Payment ID type** field)
- Payment ID defined at the country/region level (**Basic** > **Setup** > **Addresses** > **Country/region** > **General** tab > **Payment ID type** field)
- Payment ID defined at the customer group level (**Accounts receivable** > **Setup** > **Customer groups** > **Overview** tab > **Payment ID type** field)
- Payment ID defined at the number sequence level (**Basic** > **Setup** > **Number sequences** > **Number sequences** > **General** tab > **Payment ID type** field)
- Payment ID defined at the parameters level (**Accounts receivable** > **Setup** > **Parameters** > **Ledger and sales tax** tab > **Payment ID type** field)

### Update the payment ID for the invoices

1. Click **Accounts receivable** > **Periodic** > **Update Invoice Payment ID**.

2. Under the **Update payment ID** field group, the following check boxes are displayed:
  - **Update Invoice Payment ID:** Select this check box to update payment ID for all sales invoices that do not have any values in the **Payment ID** field.
  - **Update interest note payment ID:** Select this check box to update payment ID for interest notes.
  - **Update collection letter payment ID:** Select this check box to update the payment ID for collection letters.
  - **Update project invoice payment ID:** Select this check box to update payment ID for project invoices.

**Note:**

Select the **Delete Payment ID** check box to delete the payment ID information from all forms.

### View the payment ID

You can view the payment ID for a transaction in the following locations:

- **Sales order** form (**Accounts receivable** > **Sales order** > **Inquiries** button > **Invoice** > **Payment ID** field)
- **Free text invoice** form (**Accounts receivable** > **Free text invoice** > **Inquiries** button > **Invoice** > **Payment ID** field)
- **Projects** form (**Projects** > **Projects** > **Invoice** button > **Invoice** > **Payment ID** field)

### eInvoice

eInvoice or eFaktura is an online B2C banking solution that allows you to send electronic invoices to a customer's online bank account and receive payments with other OCR payments. eInvoice involves low cost because companies do not need to print and send invoices to customers using postal mail.

Only customers who have been approved by the company for the eInvoice service can use the eInvoice service.

For more information, refer to the following topics:

- [Create a method of payment for eInvoice](#)
- [Set up the layout for an eInvoice](#)
- [Set up payment specifications for the eInvoice](#)
- [Set up the types of payment mode change](#)
- [Set up error codes](#)
- [Enrollment process for eInvoice service](#)
- [Export an eInvoice for a customer](#)

### Create a method of payment for eInvoice

1. Click **Accounts receivable** > **Setup** > **Payment** > **Methods of payment**.
2. Press **CTRL+N** to create a new method of payment for eInvoice.
3. On the **File formats** tab, click the **Setup** button. In the **Import formats** tab, move the **BBS eFaktura, AG, OCR, DirRem (NO)** format from the **Selected** list to the **Available** list.
4. In the **Export formats** tab, move the **BBS eFaktura, AG, DirRem (NO)** format from the **Selected** list to the **Available** list. Close the **File formats for methods of payment** form.
5. Select **BBS eFaktura, AG, OCR, DirRem (NO)** option in the **Import format** field and **BBS eFaktura, AG, DirRem (NO)** option in the **Export format** field.
6. Press **CTRL+S** or close the form to save the settings.

### Set up the layout for an elnvoice

1. Click **Accounts receivable > Setup > elnvoice > elnvoice**.
2. Press **CTRL+N** to create a new elnvoice layout. In the **elnvoice** field, enter an identification code for the elnvoice layout and enter a descriptive name in the **Name** field.
3. Select the template for the elnvoice in the **Template** field.

#### **Note:**

The templates are predefined in the system and the formats are based on the Bankenes Betalingssentral (**BBS**) standards.

4. Select the query for the elnvoice in the **Query name** field. The information entered in the elnvoice comes from the tables that are defined in this query.
5. Enter the heading to use for the elnvoice in the **Heading** field.

#### **Note:**

You can specify text titles in the **Phone**, **Telefax**, and **E-mail** fields on the **General** tab.

6. Click the **elnvoice header** tab to define fields for the elnvoice header. In the **elnvoice** field, select the header field for the elnvoice. You must define the layout for the **Invoice amount** and **Payment ID** options in the **elnvoice** field.

#### **Note:**

If you select **Free text top** or **Free text bottom**, you can provide additional details, such as the Web site of your company in the **Text** field.

7. In the **Name of table** field, select the table for the elnvoice field and select the field name for the table in the **Field name** field.
8. Specify a heading for the field in the **Heading** field.
9. Click the **elnvoice lines** tab to define the length and alignment for the field in your elnvoice. Enter the starting position of the text for the field in the **From position** field and the length of the text in the **Length** field.

#### **Note:**

The ending position for the text is the last position in the defined length and it is displayed in the **To position** field.

10. Select the table for the field in the **Name of table** field and select the field name for the table in the **Field name** field.
11. In the **Alignment** field, select the alignment type for the text in the field. Specify a heading for the field in the **Heading** field.

### Set up payment specifications for the elnvoice

The payment method and the corresponding payment specifications are linked automatically to a customer record when you import a file that has a confirmed agreement from the Bankenes Betalingssentral (**BBS**).

1. Click **Accounts receivable > Payment > Methods of Payment > Overview** tab. Create or select a method of payment for the elnvoice to set up the payment specification for.
2. Click the **Payment specification** button to open the **Payment specification** form.
3. In the **Payment specification** field, enter a name for the payment specification and enter a short description in the **Description** field.
4. In the **Export format** field, select the file export format for the payment specification.
5. In the **elnvoice** field, select the elnvoice to use the payment specification for.

### Set up the types of payment mode change

1. Click **Accounts receivable > Setup > elnvoice > Payment mode change > Overview** tab.
2. Press **CTRL+N** to create a new payment mode. Enter an identification code for the type of payment mode change in the **Type** field and enter a descriptive name in the **Name** field.
3. Click the **Method of payment** tab. In the **Status** field, select the payment mode status for the customer from the following options:
  - **Blank:** Select this option if no change is required for the payment method.
  - **Pending:** Select this option if the enrollment file for elnvoice service is received from the customer and imported, but the customer validation has not been made.
  - **Active:** Select this option if the confirmation file is imported from the BBS after the elnvoice service is approved for the customer. You can change the payment method for elnvoice when the status is **Active**.
  - **Deleted:** Select this option if the notification message has been received and imported to cancel the elnvoice service for the customer.
  - **Rejected:** Select this option if the elnvoice service is rejected for the customer.
4. In the **From payment mode** field, select the current payment method for the customer. Select the current payment specification for the customer in the **From payment specification** field.
5. In the **To payment mode** field, select the customer payment method that is specified in the enrollment file or the modification message.
6. In the **To payment specification** field, select the payment specification that is specified in the enrollment file or the modification message.

### Set up error codes

Error codes are used to identify the reason for rejecting an elnvoice enrollment request that is received from the customer. The rejected record is returned to the BBS with the error code.

1. Click **Accounts receivable > Setup > elnvoice > Error codes > Overview** tab.
2. Press **CTRL+N** to create a new error code. Enter an identification code for the error in the **Error code** field.
3. In the **Error text** field, enter a short description for the error.
4. Click the **General** tab. Select the **Change** check box to modify the error text for an existing error code.

### Enrollment process for elnvoice service

The enrollment file contains information about customers who have requested the elnvoice service or who have requested to terminate the elnvoice service or a combination of both.

1. Click **Accounts receivable > elnvoice enrollment and answer**.
2. Click **Functions** button > **Import enrollment** option to open the **Load diskette** form.
3. In the **Load diskette** form, select the method of payment to import the enrollment file and click **OK** to open the **BBS import elnvoice** form.
4. Select the enrollment file in the **File name** field. Click **OK** to import the file and copy the customer information from the file to the **elnvoice enrollment and answer** form.

#### Note:

Under the **Transfer** field group, select the **Transfer** check box to update the address information for a customer that is received from the elnvoice reference.

5. Validate the customer information to approve or reject the customer enrollment request for the elnvoice service. Select the return status for the enrollment request in the **Return status** field.

6. If the elnvoice reference matches the customer number, click **Status** button > **OK=Yes**.

**Note:**

- If the elnvoice reference does not match with the customer number, click **Functions** button > **Customer account** option to select a customer number.
  - If the customer information is not correct, select the new status as **Rejected** and select an error code in the **Error code** field.
7. Click **Functions** button > **Export** to send the response for the enrollment request.
  8. Click **Status** button > **Sent=Yes**.
  9. Import the confirmation file that is received from BBS for customer enrollment for the elnvoice service. Post the enrollment to activate the elnvoice service for the customer. The **New status** field is set to **Active** status.

### Export an elnvoice for a customer

1. Click **Accounts receivable** > **Sales order** > **Overview** tab.
2. Create a sales order for a customer that the elnvoice service is approved for and post the sales invoice.
3. Click **Accounts receivable** > **Journals** > **Payments** > **Payment journal**.
4. Create a payment journal and click the **Lines** button to open the **Journal voucher** form.
5. In the **Account** field, select the customer account to export the elnvoice for.
6. Click **Functions** button > **Settlement** to open the **Open transaction editing** form.
7. In the **Open transaction editing** form, mark the invoices to be exported and close the form.
8. Click **Payment proposal** button > **Create payment proposal** to create a payment proposal for the journal.
9. Click **Functions** button > **Generate payments** to open the **Generate payments** form.
10. Select the **Export format** option. Select the export format for the elnvoice in the **Export format** field.
11. Click the **Dialog** button to open the **BBS export** form. Select the file in the **File name** field to export the elnvoice for.
12. Click **OK** to export the elnvoice to the file.

### Receive payments from customers

Customer payments are handled using the following methods:

- [OCR payments – Receive electronic payments from customers](#)
- [Avtalegiro \(Direct debit\)](#)
- [eGiro](#)

#### OCR Payments – Receive electronic payments from customers

OCR payment is a process of receiving payments electronically from the customers and has a customer identification (KID) reference.

You must install the electronic banking software on your computer and make an agreement with the bank to use the OCR payment process.

Refer to the following topics for more information:

- [Set up the OCR method of payment](#)
- [Set up the bank accounts and currency](#)
- [Import the OCR payments](#)



### Set up the OCR method of payment

1. Click **Accounts receivable** > **Setup** > **Payment** > **Methods of payments**.
2. Click the **Overview** tab and specify **OCR** as the method of payment to receive payments from the customers.

**Note:**

The methods of payment, **TelePay (NO)**, **TelePay 2.0 (NO)**, and **BBS Direkte Remitting (NO)** can be used for both customer and vendor payments. **TelePay 1.06 (NO)** is created only for vendor payments.

3. Click the **File formats** tab and select **OCR+AG innlesning (NO)** as the import file format for the OCR method of payment.

Refer to the following table for information about the methods of payment and the file formats that you can use for customers and vendors.

	File format	File format	File format
Method of payment	EXPORT	IMPORT	RETURN
<b>OCR</b>		OCR+AG innlesning (NO)	
<b>AVG</b>	Avtalegiro (NO)	OCR+AG innlesning (NO)	
<b>BBS</b>	BBS, eFaktura, AG, DirRem (NO)	BBS, eFaktura, AG, OCR, DirRem (NO)	
<b>DIR</b>	BBS Direkte Remitting (NO)		BBS Direkte Remitting (NO)
<b>TP1</b>	TelePay 2.01 (NO)		TelePay 2.01 (NO)

**Note:**

You can enter the names of the method of payment such as **OCR**, **BBS**, and **AVG**.

4. Click the **Payment control** tab and select the additional validation criterion that is used when posting the journal when the method of payment is used.

**Note:**

When you define the method of payment, it is attached to the customer records and automatically becomes the default method of payment for invoicing. You also can change the method of payment for the record before you settle an invoice.

There are two exceptions where the method of payment attached to the customer does not become the current method of payment.

- When you import the files sent by the bank, you must create and use the method of payment for OCR import and do not need to attach it to the customer record.
- When the reading of an OCR file changes the method of payment to direct debit and eInvoice for the customer.

### Set up the bank accounts and currency

You must define the bank accounts for the company to use electronic payment transactions.

1. Click **Bank > Bank accounts**.
2. Enter the identification for the bank account in the **Bank account** field.
3. Enter the bank account number specified by your bank in the **Bank account number** field.
4. Enter the ledger account in the **Ledger account** field that all the transactions for the bank are posted to.
5. Specify the currency code for the bank account in the **Currency** field.
6. Click the **Setup** tab and select the **Norwegian** option in the **Validate bank account** field.
7. To use multiple currencies for the bank account, select the **More currencies** check box under the **Currency** field group.

#### Define bank accounts for customers

1. Click **Accounts receivable > Customers**.
2. Select a customer account on the **Overview** tab and click the **Setup** button. Select the **Bank account** option to open the **Customers bank accounts** form.
3. Enter the number that identifies the customer bank account in the **Bank account** field and the account number assigned by the bank to the customer in the **Bank account number** field.
4. Click the **General** tab and enter the SWIFT code (Society for Worldwide Inter-bank Financial Telecommunication) for customers from other countries/regions. If the SWIFT code is not available, you must provide the country/region code for the receiver's bank.

#### Note:

For the banks that are not a part of the SWIFT, complete steps 5 through 10.

5. Select the routing number code in the **Routing number type** field. The code identifies the type of routing number when making international payments.
6. Enter the number that the bank uses to identify itself in the **Routing number** field.
7. Click **General ledger > Setup > Exchange rates**.
8. Enter the ISO currency code for each currency in the **ISO-currency code** field. It is the code that is used in the file that is sent to the bank. The code consists of three characters.
9. Click **Basic > Setup > Addresses > Country/region > Overview** tab.
10. Enter the ISO country/region code for the country/region in the **ISO** field. The code consists of two characters and is used in the file that is sent to the bank. The ISO currency code and the ISO country/region code are used for transactions with customers that are in other countries or regions.

#### Import OCR payments

1. Click **Accounts receivable > Journals > Payments > Payment journal**.
2. Click **CTRL+N** to create a new payment journal and click the **Lines** button.
3. Click **Functions > Import payments**.
4. Select **OCR** as the method of payment in the **Method of payment** field.
5. Specify the location and the name of the file to save the import file sent by the bank. Enter other required details in the form and click **OK**. You can view the paid customer transactions that are imported in the **Journal voucher** form.
6. Validate and post the journal.

#### Avtalegiro (Direct debit)

AvtaleGiro is an agreement where your customer gives you the right to directly debit the customer's account for a specified amount on a certain date.

Refer to the following topics for more information:

- [Set up the Avtalegiro method of payment](#)
- [Create the payment proposal and import the OCR payments as Avtalegiro in the payment journal](#)

### Set up the Avtalegiro method of payment

1. Click **Accounts receivable > Setup > Payment > Method of payments**.
2. Click the **Overview** tab and define **AVG** as the method of payment for Avtalegiro.
3. Click the **File formats** tab and select **Avtalegiro (NO)** as the export file format and **OCR+AG innlesning (NO)** as the import file format for the **AVG** method of payment.
4. Click the **Payment control** tab and select the additional validation criterion that is used when posting the journal when the method of payment is used.
5. Click the **Dimensions** tab. Select the **Dimension control** check box to activate the dimension control to create a payment proposal for the method of payment. The **Department**, **Cost center**, and **Purpose** check boxes are activated only when you select this check box.
  - If you select the **Dimension control** check box and do not select a specific dimension, a payment proposal is created for the method of payment.
  - If you select the **Dimension control** check box and select a specific dimension, a payment proposal is created for the method of payment for the dimension. For example, if you select the **Department** dimension, a payment proposal is created per department.

#### Note:

If you clear **the Dimension control** check box, a payment proposal is created, based on the dimensions that are selected on the settled invoice.

6. Select the **Department** check box to create a payment proposal per department for the method of payment.
7. Select the **Cost center** check box to create a payment proposal per cost center for the method of payment.
8. Select the **Purpose** check box to create a payment proposal per purpose for the method of payment.

#### Note:

If you select more than one dimension, a payment proposal is created for the dimension combination.

9. Click the **Bank accounts** button to open a form where you can define the dimension number for the selected dimension or dimension combinations. You also can define a bank account for the dimension line.
10. On the **Overview** tab, enter the information in the following fields:
  - **Department:** Select the number for the department.
  - **Cost center:** Select the number for the cost center.
  - **Purpose:** Select the number for the purpose.
11. Select the currency for the dimension line in the **Currency** field.
12. Select the bank account for the dimension line in the **Account identification** field.
13. Press **CTRL+S** or close the form to save the settings.

### Create the payment proposal and import the OCR payments as Avtalegiro in the payment journal

1. Click **Accounts receivable > Journals > Payments > Payment journal**.

2. Click **CTRL+N** to create a new payment journal and click the **Lines** button.
3. Select the **Overview** tab, and click the **Payment proposal** button > **Create payment proposal** to create a new payment proposal.
4. Select **Per due date** in the **Proposal type** field. Click the **Select** button and define the filter to sort the payments, based on Avtalegiro as the method of payment. Click **OK** to create the proposal.
5. Enter other required details in the **Customer payment proposal** form and click **OK**. You can view all the transactions in the **Edit payment proposal form**, based on the criteria from the **Customer payment proposal** form. Delete any transactions that should not be included in the payment.
6. Click the **Transfer** button in the **Edit payment proposal** form to transfer the proposal lines to the **Journal voucher** form in the payment journal.
7. Click **Functions** > **Generate payments** to export the transaction and create the payment file to the bank, and select **AVG** as the method of payment for the **Avtalegiro (NO)** export file format.
8. Click the **Dialog** button in the **Generate payments** form. Enter the name and the location to save the payment file that is sent to the bank.
9. Click **Functions** > **Import payments**.
10. Select **AVG** as the method of payment in the **Method of payment** field.
11. Specify the location and the name of the file to save the import file sent by the bank.
12. Select the **Summing of bank transactions** check box to total all of the balances for transactions in the ledger for a specific date.
13. Select the customer account in the **Error customer account** field. If the import file cannot find the customer number in the **Customers** form, the customer number defined in this field is used.
14. If there is a difference between the paid amount and the invoiced amount, and if the error account is not defined, the **Rejected** status is displayed for the payment line if you select the **Amount control** check box.
15. Specify the method of payment that is used for new or changed Avtalegiro in the **Method of payment** form.
16. If you set the warning field to **Yes** in the **Payment mode change form (Accounts receivable > Setup > eInvoice > Payment mode change)**, the customer is notified by the bank before the payment is made in the **Payment specification with warning** field.  
If you set the warning field to **No** in the **Payment mode change** form, the customer is not notified before the payment is made in the **Payment specification without warning** field.
17. Select the **Archive the file** check box to archive the import file to the database. You can view the archived file in the **File archive** form.
18. Select the **Analyze the file** check box to analyze the imported payment lines.
19. Select the **Customer bank account test** check box to save the bank account information in the import file as the default bank account information for the customer if the customer bank details are not entered in the **Bank account trap** form.
20. Click **OK**.
21. Validate and post the journal.

## eGiro

eGiro is an electronic method of payment that uses an import format to post the payments that are received from customers automatically. eGiro is a structured EDI file format that is based on international UN standard EDIFACT CREMUL (Multiple Credit Advice Message).

Refer to the following topics for more information:

- [Create eGiro method of payment](#)

- [Set up eGiro parameters](#)
- [Set up free-text interpreter for FTX type of eGiro segments](#)
- [Import the eGiro payment file and view the eGiro segments file](#)

#### Create eGiro method of payment

1. Click **Accounts receivable > Setup > Payment > Methods of payment**.
2. Press **CTRL+N** to create a new line for **eGiro** method of payment.
3. On the **File formats** tab, click the **Setup** button. Move the **eGiro Innbetaling Pluss** format from the **Selected** list to the **Available** list. Close the **File formats for methods of payment** form.
4. Select **eGiro Innbetaling Pluss** format in the **Import format** field.
5. Press **CTRL+S** or close the form to save the settings.

#### Set up eGiro parameters

1. Click **Accounts receivable > Setup > Payment > eGiro > eGiro parameters**.
2. In the **Don't store the segment groups** field, enter the segment groups that should not be imported when an eGiro file is imported. When you type the different segment groups, separate them with a comma.
3. Click the **Counters** tab to view the information in the following fields:
  - **Transactions:** The total number of transactions that are imported using eGiro.
  - **Invoices:** The total number of invoices that are imported using eGiro.
4. Press **CTRL+S** or close the form to save the settings.

#### Set up free-text interpreter for FTX type of eGiro segments

You can define the free-text interpreter for the Free text (FTX) type of segments that are found in the eGiro import file:

1. Click **Accounts receivable > Setup > Payment > eGiro > eGiro free-text analyze**.
2. Select the **Customer** option in the **Account type** field.
3. Select the customer account number to define the free-text interpreter for in the **Account number** field.
4. Enter the segment group, occurrence, and qualifier combination for the FTX segments to use in the eGiro free-text analysis in the **Group**, **Occurrence**, and **Qualifier** fields. Enter the priority that the eGiro free-text analysis for the selected combination in the **Priority** field is based on.
5. Select the **Column search** check box to activate the column search for the eGiro free-text analysis. Enter the total characters to search for in the **Column width of text** field. Enter the string to use for the search criteria in the **Search string** field.
6. Select the **Read the first line** check box to review the first line as payment information in the eGiro free-text analysis. If you clear this check box, the first line is considered as header information.
7. Enter the starting and ending position of the invoice for the eGiro free-text analysis in the **Invoice from position** and **Invoice to position** fields.
8. Enter the starting and ending position of the amount for the eGiro free-text analysis in the **Amount from position** and **Amount to position** fields.
9. Enter the starting and ending position of the account number for the eGiro free-text analysis in the **Account from position** and **Account to position** fields.
10. Press **CTRL+S** or close the form to save the settings.

#### Import the eGiro payment file and view the eGiro segments file

1. Click **Accounts receivable > Journals > Payments > Payment journal > Lines** button.
2. Click the **Functions** button and select **Import payments**.
3. In the **Load diskette** form, select the method of payment with the **eGiro Innbetaling Pluss** import format in the **Method of payment** field.
4. Click **OK** to open the **eGiro import** form. View or modify the information in the following fields:
  - **Bank account:** The bank account.
  - **File name:** Specify the file name and location to import the file from.
  - **Summing of bank transactions:** Select this check box to total all the balance transactions in the ledger for a specific date.
  - **Print import file:** Select this check box to print the import file report.
  - **Print payment lines:** Select this check box to print the payment lines in the report.
  - **Archive the file:** This check box is selected and the import file is archived to the database. You can view the archived file in the **File archive** form.
  - **Analyze the file:** Select this check box to analyze the imported payment lines with **Rejected** status.
  - **Customer bank account test:** Select this check box to save the bank account information in the import file as the default bank account information for the customer if the customer bank details are not entered in the **Bank account trap** form.
5. Click **OK** to start the import process.

**Note:**

The payment lines in the import file are matched with the open customer transactions that are not settled and the status is updated accordingly.

6. After the import process is completed, the status of the payment lines in the **Payment status** field is changed to either **Approved** or **Rejected**. The reason for rejection of a payment line is displayed in the **Note** field.
7. Click the **eGiro** button to view the details in the eGiro import file for a payment line with **Rejected** status. The **eGiro segments** form opens.
8. You can view the segment group that the payment line belongs to in the **Group** field. View the segment type that belongs to the segment group in the **Segments** field, and the qualifier in the **Qualifier** field.
9. View the occurrence of the group, segment, and qualifier combination in the **Occurrence** field.
10. View or modify the description of the segment line in the **Description** field.
11. View the total width of column in the **Column width of text** field.
12. View the reference number for the transaction in the **Reference** field.
13. Analyze and modify the information for the segment line in the **Analyze** field.
14. Analyze and modify the information for the **FTX** segment line in the **Analyze** field.
15. Analyze and modify the information for the segment line in the **Text** field.
16. Click the **Customer** button to view or modify the customer account for the payment line.
17. Click the **Invoice** button to view the invoice details for the payment line.
18. Click the **Payment ID** button to view the payment ID reference for the payment line.
19. Click the **Free text interpreter** button to view the free-text interpreter analysis for the **FTX** segment line.

20. You can validate and post the journal when all the payment lines have the **Approved** status.

## Make payments to vendors using electronic payments

You can use the electronic payment method to make payments to vendors. When the bank completes a payment, you receive a file from the bank. You must import the file and post the journal to post the transactions to the ledger. One of the formats that you can use to make electronic payments to vendors is **Telepay 2.01**.

You can create a payment proposal and export the file using an available export format. You can send the file to the bank using the bank's software and import the return file that is received from the bank to approve or reject the transactions and identify errors, if any.

Refer to the following topics for more information:

- [Set up the Telepay 2.01 method of payment](#)
- [Set up bank account for vendors](#)
- [Create payment proposal for electronic payment](#)

### Set up the Telepay 2.01 method of payment

1. Click **Accounts payable > Setup > Payment > Methods of payments**.
2. Click the **Overview** tab. Create a method of payment for Telepay 2.01.
3. Click the **File formats** tab and select **Telepay 2.01** as the import file format and return file format.
4. Click the **Payment control** tab and select the additional validation criterion that is run in the journal upon posting when the method of payment is used.
5. Click the **Dimensions** tab. Select the **Dimension control** check box to activate the dimension control to create a payment proposal for the method of payment. The **Department**, **Cost center**, and **Purpose** check boxes are activated only when you select this check box.
  - If you select the **Dimension control** check box and do not select a specific dimension, a payment proposal is created for the method of payment.
  - If you select the **Dimension control** check box and select a specific dimension, a payment proposal is created for the method of payment for the dimension. For example, if you select the **Department** dimension, a payment proposal is created per department.

#### Note:

If you clear **the Dimension control** check box, a payment proposal is created, based on the dimensions that are selected on the settled invoice.

6. Select the **Department** check box to create a payment proposal per department for the method of payment.
7. Select the **Cost center** check box to create a payment proposal per cost center for the method of payment.
8. Select the **Purpose** check box to create a payment proposal per purpose for the method of payment.

#### Note:

If you select more than one dimension, a payment proposal is created for the dimension combination.

9. Click the **Bank accounts** button to open a form where you can define the dimension number for the selected dimension or dimension combinations. You also can define a bank account for the dimension line.
10. On the **Overview** tab, enter the information in the following fields:
  - **Department:** Select the number for the department.



- **Cost center:** Select the number for the cost center.
  - **Purpose:** Select the number for the purpose.
11. Select the currency for the dimension line in the **Currency** field.
  12. Select the bank account for the dimension line in the **Account identification** field.
  13. Press **CTRL+S** or close the form to save the settings.

**Note:**

When you define the method of payment, it is attached to the vendor records and automatically becomes the current method of payment to record incoming invoices. You also can change the method of payment for the record before you settle the invoice.

### Set up bank account for vendors

1. Click **Accounts payable > Vendors**.
2. Select a vendor account on the **Overview** tab and click the **Setup** button. Select the **Bank account** option to open the **Vendor bank accounts** form, which you can use to transfer the payment to a vendor.
3. Enter the vendor bank account for the vendor in the **Bank account** field and the account number assigned to the vendor by the bank in the **Bank account number** field.
4. Click the **General** tab and enter the SWIFT code (Society for Worldwide Inter-bank Financial Telecommunication) for vendors from other countries/regions. If the SWIFT code is not available, you must provide the country/region code for the receiver's bank.

**Note:**

For the banks that are not a part of the SWIFT, complete steps 5 through 10.

5. Select the routing number code in the **Routing number type** field. The code identifies the type of routing number when making international payments.
6. Enter the number that the bank uses to identify itself in the **Routing number** field.
7. Click **General ledger > Setup > Exchange rates**.
8. Enter the ISO currency/region code for each currency in the **ISO-currency code** field. It is the code that is used in the file that is sent to the bank. The code consists of three characters.
9. Click **Basic > Setup > Addresses > Country/region > Overview** tab.
10. Enter the ISO country/region code for the country/region in the **ISO** field. The code consists of two characters and is used in the file that is sent to the bank. The ISO currency code and the ISO country/region code are used for transactions with the vendors that are in other countries or regions.

### Create payment proposal for electronic payment

You can use the **Vendor payment proposal** form to pay the vendor invoices.

1. Click **Accounts payable > Journals > Payments > Payment journal**.
2. Click **CTRL+N** to create a new payment journal and click the **Lines** button.
3. Click the **Overview** tab > **Payment proposal** button > **Create payment proposal** to create a new payment proposal.
4. Select the **Per due date** option in the **Proposal type** field. Enter the other required details in the form and click **OK**. You can view all of the transactions in the **Edit payment proposal form**, based on the criteria from the **Vendor payment proposal** form. Delete any transactions that should not be included in the payment.
5. Click the **Transfer** button in the **Edit payment proposal** form to transfer the proposal lines to the **Journal voucher** form in the payment journal.



6. Click **Functions** button > **Generate payments** option. Select the **Telepay 2.01** option in the **Export format** field.
7. Click the **Dialog** button in the **Generate payments** form. Enter the name and the path to save the payment file that is sent to the bank in the **File name** field.
8. When the file is created, the status of the payments is updated to **Sent** in the **Journal voucher** form. You can send the file to the bank using the software of the bank.
9. After the bank receives the file, it will pay the specified invoices and charge your account. The bank sends a return file and confirms if a payment line is approved or rejected.
10. Click **Accounts payable** > **Journals** > **Payment** > **Payment transfer**.
11. Click the **Return file - vendor** button to import the return file.
12. Select the method of payment with **Telepay 2.01** return format in the **Method of payment** field. Click **OK**.
13. After the return file is imported, the status of the payment in the **Payment status** field changes either to **Approved** or **Rejected**.

**Note:**

The status of the payment lines is updated in the **Payment journal**.

14. Click **Accounts payable** > **Journals** > **Payment** > **Payment journal** > **Lines** button to change the payment lines with **Rejected** status to **None**. You can modify the details and resend it to the bank.
15. You can validate and post the journal when all the payment lines have an **Approved** status.

**Note:**

- Create a separate journal with corresponding number series for payment proposals and another journal with a different voucher number series for importing and posting payments. These voucher number series should be different from other voucher number series.
- In certain cases, a vendor might owe you money or you might owe money to a customer. If a vendor owes you money, you can use the OCR import file format for vendors. If you owe money to a customer, you can create a payment proposal for the customer in the **Payment journal** form (**Accounts receivable** > **Journals** > **Payments** > **Payment journal**).

## File format and payment specifications for customers and vendors

Refer to the following table for information about export file formats and payment specifications that you will use for customers and vendors.

File format	Payment specification
BBS, eFaktura, AG, DirRem (NO)	elnvoice with advertisement elnvoice without advertisement elnvoice with advertisement + AG Egen varsling elnvoice with advertisement+ AG Bank varsling elnvoice with advertisement + AG Ingen varsling elnvoice without advertisement + AG Egen varsling elnvoice without advertisement+ AG Bank varsling elnvoice without advertisement + AG Ingen varsling + specifications for Debit Direct (see

	below) + specifications for BBS Direkte Remittering (NO) (see below)
Avtalegiro (NO)	Debit Direct – Egen varsling (Own message) Debit Direct – Bank varsling (Bank message) Debit Direct – Ingen varsling (No message)
BBS Direkte Remittering (NO)	DirRem Giro Anvisning uten kto (Without account) DirRem Overførsel w/KID and specifications DirRem Overførsel with message to receiver DirRem Overførsel without message to receiver
TelePay 2.01 (NO)	Domestic, check Domestic, transfer Foreign, urgent transfer Foreign, transfer (payer pays charges) Foreign, transfer (split charges) Foreign, transfer (receiver pays charges) Foreign, check Foreign, target transfer

## Archive and analyze files

You can archive a copy of the bank files that are received during the electronic banking process to a database. In situations where you need to run the electronic banking process another time, you can use the archived files that are stored in the database.

The analyzing process decodes the format and the information in the file is displayed with leading titles and positions. The bank files that are archived in the database are in a readable format, so you can analyze and review them before they are sent to the bank. You can analyze how the file is structured, the sequence of various fields, and count positions.

Refer to the following topics for more information:

- [Set up the file types and parameters to archive files](#)
- [View and analyze the archived files](#)

### Set up the file types and parameters to archive files

1. Click **Basic > Setup > File archiving > File types**.
2. Enter the extension of the file type to archive to the database in the **File type** field. The file extension must be followed by a period.

**Note:**

Do not leave any spaces between the period and the file extension.

3. Enter a description for the file type in the **Name** field.
4. Enter an alternative file type to open the current file type with in the **Open file type** field.
5. Press **CTRL+S** or close the form to save the settings.
6. Click **Basic > Setup > File archiving > File archive parameters**.
7. Enter the number of the file to be archived next in the **Next file archive number** field.
8. Select the **Automatic file type** check box to use a default file type to open an archived file when a file type is not defined.
9. Select the default file type to use to open an archived file in the **Automatic open file type** field.
10. Press **CTRL+S** or close the form to save the settings.

**View and analyze the archived files**

1. Click **Basic > File archive**.
2. View the details of the archived files in the following fields.
  - **File archive number:** The number of the archived file.
  - **Name:** The name of the archived file.
  - **File name:** The name and location of the archived file.
  - **File type:** The file type of the archived file.
  - **Created date:** The date that the archived file was created.
  - **Created time:** The time that the archived file was created.
  - **Created by:** The user who has created the archived file.
3. Click the **New** button to save other files that have not been archived when the payments were generated. Specify the location of the file in the **File name** field. Enter a name for the file in the **Name** field.
4. Click the **View** button to view and analyze the archived file.
5. Click the **Restore** button to restore a file if two files exist with the same name and the first file is not sent to the bank. In this case, the second file overwrites the first file, so the first file is restored from the database.

**Forms for this feature**

Refer to the following information about new forms that you will use with this feature.

Form name and locator	Description
<b>Payment ID</b> (form) Accounts receivable > Setup > Payment > Payment ID	Create payment IDs and define the structure for the payment ID.
<b>Payment ID</b> (form) Accounts receivable > Setup > Payment > Payment ID > Overview tab	<b>Payment ID type</b> field Enter a code for the payment ID. <b>Name</b> field Enter a descriptive name for the payment ID. <b>Payment ID length</b> field Enter the total length for the payment ID.

Form name and locator	Description
	<b>Modulo field</b> Select the type of modulo to calculate the check number for the payment ID. <b>Account from position field</b> Enter the starting position for account number in the payment ID. <b>Account to position field</b> Enter the ending position for account number in the payment ID. <b>Invoice from position field</b> Enter the starting position for invoice number in the payment ID. <b>Invoice to position field</b> Enter the ending position for invoice number in the payment ID. <b>Payment ID test field</b> Preview of the payment ID structure.
<b>Payment ID (form)</b> Accounts receivable > Setup > Payment > Payment ID > General tab	<b>Prefix from position field</b> Enter the starting position for prefix in the payment ID. <b>Prefix to position field</b> Enter the ending position for prefix in the payment ID. <b>Prefix value field</b> Enter the value to be put in the prefix position of the payment ID. <b>Suffix from position field</b> Enter the starting position for suffix in the payment ID. <b>Suffix to position field</b> Enter the ending position for suffix in the payment ID. <b>Suffix value field</b> Enter the value to be put in the suffix position of the payment ID. <b>External reference from position field</b> Enter the starting position for external reference in the payment ID. <b>External reference to position field</b> Enter the ending position for external reference in the payment ID. <b>Prefix text value field</b> Enter the prefix text for the payment ID. <b>Suffix text value field</b> Enter the suffix text for the payment ID.
<b>Payment ID (form)</b> Accounts receivable > Setup > Payment > Payment ID > Setup tab	<b>Blank Payment ID check box</b> Select this check box to issue a payment slip without a payment ID.
<b>Payment ID (form)</b> Accounts receivable > Setup > Payment > Payment ID	<b>Print button</b> Print the structure setup for the payment ID.
<b>Payment ID (form)</b> Accounts receivable > Setup > Payment > Payment ID	<b>Overview tab</b> Create payment IDs and define the structure. <b>General tab</b>

Form name and locator	Description
	View the information for the payment ID that is selected on the <b>Overview</b> tab and define the prefix, suffix, external reference and prefix and suffix text information. <b>Setup</b> tab Exclude the payment ID for payment slips.
<b>Update Invoice Payment ID</b> (form) Accounts receivable > Periodic > Update Invoice Payment ID	Use this form to update the payment ID for invoices, interest notes and collection letters. You also can delete the payment ID information from all the forms.
<b>Update Invoice Payment ID</b> (form) Accounts receivable > Periodic > Update Invoice Payment ID	<b>Update Invoice Payment ID</b> check box Select this check box to update the payment ID for all sales invoices without a payment ID. <b>Update interest note payment ID</b> check box Select this check box to update the payment ID for interest notes. <b>Update collection letter payment ID</b> check box Select this check box to update the payment ID for collection letters. <b>Update project invoice payment ID</b> check box Select this check box to update the payment ID for the project invoices. <b>Delete Payment ID</b> check box Select this check box to delete the payment ID from all invoices.
<b>eInvoice</b> (form) Accounts receivable > Setup > eInvoice > eInvoice	Set up the eInvoice layout and its contents.
<b>eInvoice</b> (form) Accounts receivable > Setup > eInvoice > eInvoice > Overview tab	<b>eInvoice</b> field Enter an identification code for the eInvoice layout. <b>Name</b> field Enter a description name for the eInvoice layout. <b>Template</b> field Select the template for the eInvoice. The options are <b>01</b> or <b>02</b> . <b>Query name</b> field Select the query type for the eInvoice. <b>Heading</b> field Enter a heading to use in the eInvoice layout.
<b>eInvoice</b> (form) Accounts receivable > Setup > eInvoice > eInvoice > General tab	<b>Phone title</b> field Enter a text title or name for telephone to use in the eInvoice layout. <b>Telefax title</b> field Enter a text title or name for telefax to use in the eInvoice layout. <b>E-mail title</b> field Enter a text title or name for e-mail to use in the eInvoice layout.
<b>eInvoice</b> (form) Accounts receivable > Setup > eInvoice > eInvoice > eInvoice header tab	<b>eInvoice field</b> field Select the field for the eInvoice. <b>Name of table</b> field Select the table for the eInvoice field.

Form name and locator	Description
	<b>Field name</b> field Select the field name in the selected table. <b>Text</b> field If you select <b>Free text top</b> or <b>Free text bottom</b> in the <b>elInvoice field</b> field, enter the additional details, such as the Web site for your company.
<b>elInvoice</b> (form) Accounts receivable > Setup > elInvoice > elInvoice > elInvoice lines tab (tab)	<b>From position</b> field Specify the beginning position for the elInvoice field. <b>Length</b> field Specify the length for the elInvoice field. <b>To position</b> field The ending position of the elInvoice field. <b>Name of table</b> field The table that is defined in the query. <b>Field name</b> field Unique name of the table that is defined in the query. <b>Alignment</b> field Specify the text alignment for the elInvoice field. <b>Heading</b> field Enter the heading for the elInvoice field.
<b>elInvoice</b> (form) Accounts receivable > Setup > elInvoice > elInvoice	<b>Overview</b> tab Create an elInvoice layout and attach the table from the query. <b>General</b> tab Enter the text title or name for phone, telefax and e-mail. You also can view the information for the elInvoice layout that is selected on the <b>Overview</b> tab. <b>elInvoice header</b> tab Define fields for the elInvoice. <b>elInvoice lines</b> tab Set up the length, starting position and alignment of the text for each field.
<b>Payment mode change</b> (form) Accounts receivable > Setup > elInvoice > Payment mode change	Use this form to set up the changes in payment mode for customers.
<b>Payment mode change</b> (form) Accounts receivable > Setup > elInvoice > Payment mode change > Overview tab	<b>Type</b> field Enter an identification code for the type of payment mode change. <b>Name</b> field Enter a descriptive name for the payment mode change.
<b>Payment mode change</b> (form) Accounts receivable > Setup > elInvoice > Payment mode change > Methods of payment tab	<b>Status</b> field Select the status for the payment mode change. <b>Warning</b> field Select one of the following options: <b>Yes:</b> Select <b>Yes</b> if a warning message should be displayed when the payment mode is changed. <b>No:</b> Select <b>No</b> if a warning message should not be displayed when the payment mode is changed. <b>All:</b> Select <b>All</b> if a warning message should be displayed

Form name and locator	Description
	<p>when any payment mode is changed.</p> <p><b>From payment mode</b> field Select the current payment method for a customer.</p> <p><b>From payment specification</b> field Select the current payment specification for a customer.</p> <p><b>To payment mode</b> field Select the customer payment method that is specified in the enrollment file or the modification message.</p> <p><b>To payment specification</b> field Select the payment specification that is specified in the enrollment file or the modification message.</p>
<p><b>Payment mode change</b> (form) Accounts receivable &gt; Setup &gt; eInvoice &gt; Payment mode change</p>	<p><b>Overview</b> tab Create a new payment mode change type.</p> <p><b>General</b> tab View the information for a payment mode change that is selected on the <b>Overview</b> tab.</p> <p><b>Methods of payment</b> tab Define the type of change for the payment mode.</p>
<p><b>Integration type</b> (form) Accounts receivable &gt; Setup &gt; eInvoice &gt; Integration type</p>	<p>Use this form to view the types of payment mode changes that are defined in the <b>Payment mode change</b> form and integrated to the methods of payment.</p>
<p><b>Integration type</b> (form) Accounts receivable &gt; Setup &gt; eInvoice &gt; Integration type &gt; Overview tab</p>	<p><b>Type</b> field The identification code for the type of payment mode change that is integrated to the method of payment.</p> <p><b>Name</b> field The name of the payment mode change type.</p>
<p><b>Integration type</b> (form) Accounts receivable &gt; Setup &gt; eInvoice &gt; Integration type</p>	<p><b>Overview</b> tab View the payment mode change types that are integrated to the methods of payment.</p> <p><b>General</b> tab View the information for the payment mode change type that is selected on the <b>Overview</b> tab.</p>
<p><b>Error codes</b> (form) Accounts receivable &gt; eInvoice &gt; Error codes</p>	<p>Define the error codes to identify the reason that an eInvoice enrollment request that is received from the customer is rejected. You also can change the error text for an existing error code.</p>
<p><b>Error codes</b> (form) Accounts receivable &gt; eInvoice &gt; Error codes &gt; General tab</p>	<p><b>Error code</b> field Enter an identification code for an error.</p> <p><b>Error text</b> field Enter a short description of the error</p> <p><b>Change</b> field Select this check box to modify the error text for an existing error code.</p>
<p><b>Error codes</b> (form) Accounts receivable &gt; eInvoice &gt; Error codes</p>	<p><b>Overview</b> tab Create the error codes to identify the reason for the rejection of enrollment.</p> <p><b>General</b> tab View the information for the error code that is selected on the <b>Overview</b> tab.</p>

Form name and locator	Description
<b>elInvoice enrollment and answer</b> (form) Accounts receivable > elInvoice enrollment and answer	Import the enrollment request file that is received for the elInvoice service from a customer, validate the customer information, and send a response to BBS. You also can import the confirmation file from BBS to enroll a customer to use elInvoice.
<b>elInvoice enrollment and answer</b> (form) Accounts receivable > elInvoice enrollment and answer	<p><b>File archive number</b> field  The archive number of the imported file.</p> <p><b>Type</b> field  Select or view the payment mode change type for a customer.</p> <p><b>Reference</b> field  The customer account number from the customer reference.</p> <p><b>Customer account</b> field  The customer account number.</p> <p><b>Status</b> field  The status of the enrolment request when the file is imported.</p> <p><b>Action</b> field  The specification of the action taken.</p> <p><b>New status</b> field  The status of the enrollment after a confirmation file is imported.</p> <p><b>Return status</b> field  The status of the enrollment when the responses that are received for the enrollment request is exported to BBS.</p> <p><b>Error code</b> field  Select an error code for the enrollment request that is rejected.</p> <p><b>OK</b> check box  Select this check box if the customer reference matches the customer information in the <b>Customers</b> form.</p> <p><b>Sent</b> check box  Select this check box if a return file is sent to the BBS.</p> <p><b>Posted</b> check box  Select this check box if posting of the elInvoice is started for the customer.</p> <p><b>Identification</b> field group</p> <p><b>Reference</b> field  The customer account number from the customer reference.</p> <p><b>Name</b> field  The first name of the customer.</p> <p><b>Surname</b> field  The surname of the customer.</p> <p><b>Address 1</b> field  The first line in the postal address of the customer.</p> <p><b>Address 2</b> field  The second line in the postal address of the customer.</p> <p><b>ZIP/Postal code</b> field</p>



Form name and locator	Description
	<p>The postal code of the postal address.</p> <p><b>City</b> field</p> <p>The name of the city.</p> <p><b>Country/Region</b> field</p> <p>The name of the country or region.</p> <p><b>Telephone</b> field</p> <p>The telephone number of the customer.</p> <p><b>E-mail</b> field</p> <p>The e-mail address of the customer.</p> <p><b>External reference</b> field</p> <p>An external reference of the customer.</p> <p><b>Customer</b> field group</p> <p><b>Customer account</b> field</p> <p>The customer account number in the company's register.</p> <p><b>Name</b> field</p> <p>The full name of the customer.</p> <p><b>Address</b> field</p> <p>The full postal address of the customer.</p> <p><b>Details</b> field group</p> <p><b>File status</b> field</p> <p>The status of the enrollment process.</p> <p><b>Error text</b> field</p> <p>The text of the selected error code.</p> <p><b>Transfer</b> field group</p> <p><b>Transfer</b> check box</p> <p>Select this check box to update the customer address information in the company's register from the customer reference.</p>
<p><b>eInvoice enrollment and answer</b> (form)</p> <p>Accounts receivable &gt; eInvoice enrollment and answer</p>	<p><b>Post</b> button</p> <p>Post the eInvoice for the customer.</p> <p><b>Functions</b> button</p> <p><b>Import enrollment</b> option</p> <p>Import an enrollment request file and return file.</p> <p><b>Export answer</b> option</p> <p>Export an answer for the eInvoice enrollment request.</p> <p><b>Customer account</b> option</p> <p>Select a customer account number</p> <p><b>Show all</b> option</p> <p>View the history of posted enrollments.</p> <p><b>Status</b> button</p> <p><b>OK=Yes</b> option</p> <p>Select this option if the customer reference matches the customer information in the <b>Customers</b> form.</p> <p><b>OK=No</b> option</p> <p>Select this option if the customer reference does not match the customer information in the <b>Customers</b> form.</p> <p><b>Sent=Yes</b> option</p> <p>Select this option if the answer file is exported to the</p>

Form name and locator	Description
	<p>BBS.</p> <p><b>Sent=No</b> option Select this option if the answer is not sent to the BBS.</p> <p><b>Posted=Yes</b> option Select this option if the posting of eInvoice is started for the customer.</p> <p><b>Posted=No</b> option Select this option if the customer enrollment is not posted.</p>
<p><b>Bank accounts</b> (form) Accounts payable &gt; Setup &gt; Payments &gt; Methods of payment &gt; Bank accounts button</p>	<p>Define the dimension number for a dimension or dimension combinations. You also can define a bank account for the dimension line.</p>
<p><b>Bank accounts</b> (form) Accounts payable &gt; Setup &gt; Payments &gt; Methods of payment &gt; Bank accounts button &gt; Overview tab</p>	<p><b>Department</b> field Select the number of the department.</p> <p><b>Cost center</b> field Select the number of the cost center.</p> <p><b>Purpose</b> field Select the number of the purpose.</p> <p><b>Currency</b> field Select the currency for the dimension line.</p> <p><b>Account identification</b> field Select the bank account for the dimension line.</p> <p><b>Name</b> field The name of the selected bank account for the dimension line.</p> <p><b>Account number</b> field The number of the selected bank account.</p>
<p><b>Bank accounts</b> (form) Accounts payable &gt; Setup &gt; Payments &gt; Methods of payment &gt; Bank accounts button &gt; General tab</p>	<p><b>Method of payment</b> field The method of payment that the dimension line is defined for.</p>
<p><b>Bank account</b> (form) Accounts payable &gt; Setup &gt; Payments &gt; Methods of payment &gt; Bank accounts button</p>	<p><b>Overview</b> tab Define dimension numbers and bank accounts to create a payment proposal for the method of payment.</p> <p><b>General</b> tab View information for the dimension line that is selected on the <b>Overview</b> tab.</p>
<p><b>eGiro parameters</b> (form) Accounts receivable &gt; Setup &gt; Payment &gt; eGiro &gt; eGiro parameters</p>	<p>Set up parameters to define segment groups that should not be imported when an eGiro file is imported.</p>
<p><b>eGiro parameters</b> (form) Accounts receivable &gt; Setup &gt; Payment &gt; eGiro &gt; eGiro parameters &gt; General tab</p>	<p><b>Don't store the segment groups</b> field Enter the segment groups that should not be imported when an eGiro file is imported. Separate the segment groups by commas when you type them.</p>
<p><b>eGiro parameters</b> (form) Accounts receivable &gt; Setup &gt; Payment &gt; eGiro &gt; eGiro parameters &gt; Counters tab</p>	<p><b>Transactions</b> field The total number of transactions that are imported using eGiro.</p> <p><b>Invoices</b> field The total number of invoices that are imported using</p>

Form name and locator	Description
	eGiro.
<b>eGiro parameters</b> (form) Accounts receivable > Setup > Payment > eGiro > eGiro parameters	<b>General</b> tab Define the segment groups that should not be imported when an eGiro file is imported. <b>Counters</b> tab View the total number of transactions and invoices that are imported using eGiro.
<b>eGiro free-text analyze</b> (form) Accounts receivable > Setup > Payment > eGiro > eGiro free text analyze	Set up the free-text interpreter for <b>FTX</b> segments that are found in the eGiro import file.
<b>eGiro free-text analyze</b> (form) Accounts receivable > Setup > Payment > eGiro > eGiro free text analyze	<b>Account type</b> field Select the <b>Customer</b> option. <b>Account number</b> field Select a customer account number to define the free-text interpreter for. <b>Group</b> field Enter the segment group for the <b>FTX</b> segments to use in the eGiro free-text analysis. <b>Occurrence</b> field Enter the occurrence for the <b>FTX</b> segments to use in the eGiro free-text analysis. <b>Qualifier</b> field Enter the qualifier for the <b>FTX</b> segments to use in the eGiro free-text analysis. <b>Priority</b> field Enter the priority that the eGiro free-text analysis for the selected combination is based on. <b>Column search</b> check box Select this check box to activate the column search for the eGiro free-text analysis. <b>Column width of text</b> field Enter the total characters to make a search for. <b>Search string</b> field Enter the string to use for the search criteria. <b>Read the first line</b> check box Select this check box to review the first line as payment information in the eGiro free-text analysis. If you clear this check box, the first line is considered as header information. <b>Invoice from position</b> field Enter the starting position of the invoice for the eGiro free-text analysis. <b>Invoice to position</b> field Enter the ending position of the invoice for the eGiro free-text analysis. <b>Amount from position</b> field Enter the starting position of the amount. <b>Amount to position</b> field Enter the ending position of the amount for the eGiro free-text analysis. <b>Account from position</b> field

Form name and locator	Description
	<p>Enter the starting position of the account number for the eGiro free-text analysis.</p> <p><b>Account to position</b> field</p> <p>Enter the ending position of the account number for the eGiro free-text analysis.</p>
<p><b>File types</b> (form)</p> <p>Basic &gt; Setup &gt; File archiving &gt; File types</p>	<p>Define the various types of files to archive to the database.</p>
<p><b>File types</b> (form)</p> <p>Basic &gt; Setup &gt; File archiving &gt; File types</p>	<p><b>File type</b> field</p> <p>Enter the extension of the file type to archive to the database. The file extension must be followed by a period.</p> <p><b>Note:</b></p> <p>Do not leave any spaces between the period and the file extension.</p> <p><b>Name</b> field</p> <p>Enter a description for the file type.</p> <p><b>Open file type</b> field</p> <p>Enter an alternative file type to open the current file type with.</p>
<p><b>File types</b> (form)</p> <p>Basic &gt; Setup &gt; File archiving &gt; File types</p>	<p><b>Overview</b> tab</p> <p>Define the file types to archive to the database.</p> <p><b>General</b> tab</p> <p>View the information of the record that you have selected on the <b>Overview</b> tab.</p>
<p><b>File archive parameters</b> (form)</p> <p>Basic &gt; Setup &gt; File archiving &gt; File archive parameters</p>	<p>Set up the parameters to archive files to the database.</p>
<p><b>File archive parameters</b> (form)</p> <p>Basic &gt; Setup &gt; File archiving &gt; File archive parameters</p>	<p><b>Next file archive number</b> field</p> <p>Enter the number of the file to be archived next.</p> <p><b>Automatic file type</b> check box</p> <p>Select this check box to use a default file type to open an archived file when a file type is not defined.</p> <p><b>Automatic open file type</b> field</p> <p>Select the default file type to open the archived file with.</p>
<p><b>File archive parameters</b> (form)</p> <p>Basic &gt; Setup &gt; File archiving &gt; File archive parameters</p>	<p><b>General</b> tab</p> <p>Set up file archive parameters.</p>
<p><b>File archive</b> (form)</p> <p>Basic &gt; File archive</p>	<p>View and analyze the archived files.</p>
<p><b>File archive</b> (form)</p> <p>Basic &gt; File archive</p>	<p><b>File archive number</b> field</p> <p>The number of the archived file.</p> <p><b>Name</b> field</p> <p>The name of the archived file.</p> <p><b>File name</b> field</p> <p>The name and location of the archived file.</p> <p><b>File type</b> field</p> <p>The file type of the archived file.</p> <p><b>Created date</b> field</p>

Form name and locator	Description
	<p>The date that the archived file was created.</p> <p><b>Created time</b> field</p> <p>The time that the archived file was created.</p> <p><b>Created by</b> field</p> <p>The user who has created the archived file.</p>
<p><b>File archive</b> (form)</p> <p>Basic &gt; File archive</p>	<p><b>View</b> button</p> <p>View and analyze the archived file.</p> <p><b>New</b> button</p> <p>Save other files that have not been archived when the payments were generated.</p> <p><b>Restore</b> button</p> <p>Restore and overwrite an existing file if two files exist with the same name when the first file is not sent to the bank.</p>
<p><b>File archive</b> (form)</p> <p>Basic &gt; File archive</p>	<p><b>Overview</b> tab</p> <p>View the files that are archived to the database.</p> <p><b>General</b> tab</p> <p>View the information of the archived file that you have selected on the <b>Overview</b> tab.</p>

## Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator	Description
<p><b>Customers</b> (form)</p> <p>Accounts receivable &gt; Customers &gt; Payment tab</p> <p><b>Methods of payment</b> (form)</p> <p>Accounts receivable &gt; Setup &gt; Payment &gt; Method of payment &gt; Payment control tab</p> <p><b>Country/region</b> (form)</p> <p>Basic &gt; Setup &gt; Addresses &gt; Country/region &gt; General tab</p> <p><b>Customer groups</b> (form)</p> <p>Accounts receivable &gt; Setup &gt; Customer groups &gt; Overview tab</p> <p><b>Number sequences</b> (form)</p> <p>Basic &gt; Setup &gt; Number sequences &gt; Number sequences &gt; General tab</p> <p><b>Parameters</b> (form)</p> <p>Accounts receivable &gt; Setup &gt; Parameters &gt; Ledger and sales tax tab</p>	<p><b>Payment ID type</b> field</p> <p>Select the default payment ID type.</p>
<p><b>Sales order</b> (form)</p> <p>Accounts receivable &gt; Sales order &gt; Inquiries button &gt; Invoice</p> <p><b>Free text invoice</b> (form)</p> <p>Accounts receivable &gt; Free text invoice &gt; Inquiries button &gt; Invoice</p> <p><b>Projects</b> (form)</p>	<p><b>Payment ID</b> field</p> <p>The payment ID for the transaction.</p>

Form name and locator	Description
Projects > Projects > Invoice button > Invoice	
<b>Payment specification</b> (form) Accounts receivable > Setup > Payment > Methods of payment > Payment specification button > Payment specification > Overview tab	<b>eInvoice</b> field Select the eInvoice layout for the payment specification.
<b>Methods of payment</b> (form) Accounts payable > Setup > Payment > Methods of payment > Dimensions tab	<b>Dimension control</b> check box Select this check box to activate the dimension control to create a payment proposal for the method of payment. The <b>Department</b> , <b>Cost center</b> , and <b>Purpose</b> check boxes are activated only when you select this check box. If you select this check box and do not select a specific dimension, a payment proposal is created for the method of payment. If you select this check box and select a specific dimension, a payment proposal is created for the method of payment for the dimension. For example, if you select the <b>Department</b> dimension, a payment proposal is created per department. <b>Note:</b> If you clear this check box, a payment proposal is created based on the dimensions that are selected for the settled invoice. <b>Department</b> check box Select this check box to create a payment proposal per department. <b>Cost center</b> check box Select this check box to create a payment proposal per cost center for the method of payment. <b>Purpose</b> check box Select this check box to create a payment proposal per purpose for the method of payment.
<b>Methods of payment</b> (form) Accounts payable > Setup > Payment > Methods of payment	<b>Bank accounts</b> button Define the dimension number for the selected dimension or dimension combinations. You also can define a bank account for the dimension line.
<b>Methods of payment</b> (form) Accounts payable > Setup > Payment > Methods of payment > Dimensions tab	<b>Dimensions</b> tab Set up dimension control to create a payment proposal for the method of payment.
<b>eGiro import</b> (form) Accounts receivable > Journals > Payments > Payment journal > Lines button > Functions button > Import payments > OK button	Enter the details to import the eGiro file.
<b>eGiro import</b> (form) Accounts receivable > Journals > Payments > Payment journal > Lines button > Functions button > Import payments > OK button	<b>Bank account</b> field The bank account. <b>File name</b> field Specify the file name and location to import the file from. <b>Summing of bank transactions</b> check box Select this check box to total all the balancing transactions in the ledger for a specific date. <b>Print import file</b> check box

Form name and locator	Description
	<p>Select this check box to print the import file report.</p> <p><b>Print payment lines</b> field</p> <p>Select this check box to print the payment lines in the report.</p> <p><b>Archive the file</b> check box</p> <p>This check box is selected and the import file is archived to the database. You can view the archived file in the <b>File archive</b> form.</p> <p><b>Analyze the file</b> check box</p> <p>Select this check box to analyze the imported payment lines with a <b>Rejected</b> status.</p> <p><b>Customer bank account test</b> check box</p> <p>Select this check box to save the bank account information in the import file as the default bank account information for the customer if the customer bank details are not entered in the <b>Bank account trap</b> form.</p>
<p><b>eGiro segments</b> (form)</p> <p>Accounts receivable &gt; Journals &gt; Payment &gt; Payments journal &gt; Lines button &gt; Journal voucher &gt; eGiro button</p>	<p>View the details in the eGiro import file for a payment line with a <b>Rejected</b> status.</p>
<p><b>eGiro segments</b> (form)</p> <p>Accounts receivable &gt; Journals &gt; Payments &gt; Payments journal &gt; Lines button &gt; Journal voucher &gt; eGiro button</p>	<p><b>Group</b> field</p> <p>The segment group that the payment line belongs to.</p> <p><b>Segments</b> field</p> <p>The segment type in the segment group.</p> <p><b>Qualifier</b> field</p> <p>The qualifier for the segment line.</p> <p><b>Occurrence</b> field</p> <p>The occurrence of the group, segment, and qualifier combination.</p> <p><b>Description</b> field</p> <p>View or modify the description of the segment line.</p> <p><b>Column width of text</b> field</p> <p>The total width of column.</p> <p><b>Reference</b> field</p> <p>The reference number for the transaction.</p> <p><b>Analyze</b> field</p> <p>Analyze and modify the information for the segment line.</p> <p><b>Text</b> field</p> <p>Analyze and modify the information for the <b>FTX</b> segment line.</p>
<p><b>eGiro segments</b> (form)</p> <p>Accounts receivable &gt; Journals &gt; Payments &gt; Payments journal &gt; Lines button &gt; Journal voucher &gt; eGiro button</p>	<p><b>Customer</b> button</p> <p>View or modify the customer account for the payment line.</p> <p><b>Invoice</b> button</p> <p>View the invoice details for the payment line.</p> <p><b>Payment ID</b> button</p> <p>View the payment ID reference for the payment line.</p> <p><b>Free text interpreter</b> button</p> <p>View the free-text interpreter analysis for the <b>FTX</b></p>

Form name and locator	Description
	segment line.



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