EFT Setup (Electronic Funds Transfer Payments to Creditors)

This facility allows electronic payment of Accounts Payables. On selection of invoices to be paid, it creates individual e-mails of remittance advices, exports the Australian Bankers Association standard ABA file and enters the payment into the paying bank account in Xebra.

To activate GO, SETUP, OPTIONS, SYSTEM ENVIRONMENT and tick "BANK TRANSMISSIONS".

Using the Browse facility in the window select where you would like your ABA file to be exported to.
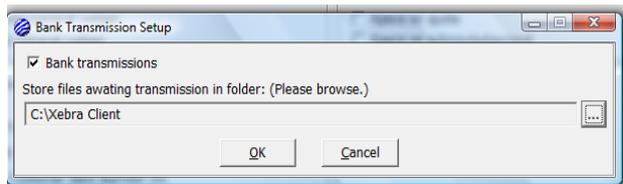
Now set up any payment accounts you will be using for electronic payments. Ask your bank for their 3 digit USER number (This is **not** your BSB) – this is the User Identification Number assigned by APCA and User Financial Institutions – **DO NOT GUESS THIS NUMBER.** Also confirm the Bank 3 character bank identifier (eg Westpac in Austraila is WBC) **This must be an approved financial institution abbreviation – do not guess this.**

Now you are ready to set up your Xebra banking account.

Go to ACCOUNTING, BANKING, SET UP FINANCIAL ACCOUNTS, CHEQUE ACCOUNT SETUP. Select account you wish to set up for electronic payments. Tick 'EFT ACCOUNT'.

In the EFT Account Set up window that appears enter your Bank's 2 character identifier as supplied by your Bank. Enter your BSB and account number. Enter your account name in Remitter name as you would like it to appear on your suppliers statement. Enter the User Name of the person in your organization that is in charge of transmitting this file to the bank. Next to USER NAME enter the 6 digit APCA number. Click OK