



User Guide

Electronic Banking for Dynamics 365

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1. ABOUT



The Electronic Banking for Dynamics 365 app is an out-of-the-box bank data integration tool that allows Microsoft Dynamics 365 Business Central to communicate with your bank and automatically process payments. With its intuitive interface, you can export payment files with the data and format required by your bank to process with ease.

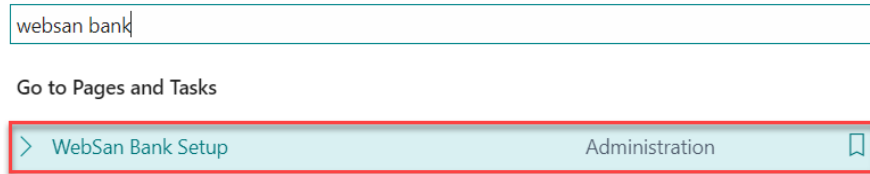
For more information, please go to <https://www.websan.com/electronic-banking-for-dynamics-365> .

2. BASIC SETUP

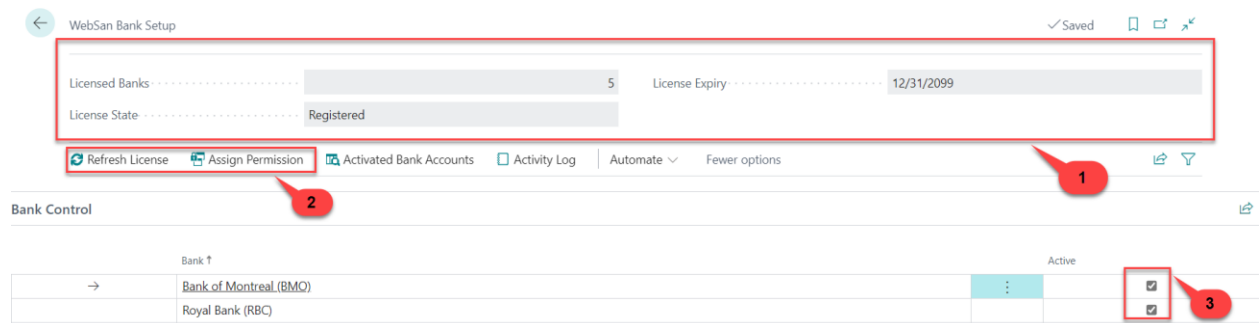
This section covers the basic system setup needed to use the Electronic Banking for Dynamics 365 app. These steps should be completed prior to using the app.

Licenses, User Permissions, and Bank Activation

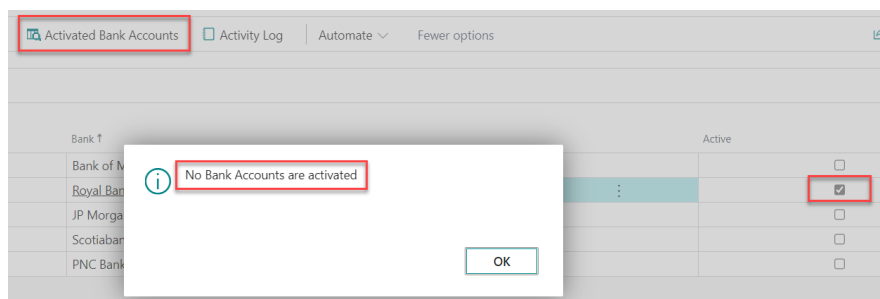
To begin the app setup process, search for WebSan Bank Setup.



In the WebSan Bank Setup window, users can:



1. Find how many Licenses they have, the state of such licenses, and their expiry date.
2. Assign WebSan permissions to all users loaded to Business Central by clicking Assign Permission. To update license information, click Refresh License.
3. Activate the *bank(s)* that will be used by the app. Note that marking the box in the Active column, next to a specific bank, will not activate a *bank account*. This can be confirmed by clicking the Activated Bank Accounts button.



Instead, this action will enable the appropriate fields in the Bank Account Card, Vendor Card, and the respective Journals. Since the “Active” boxes for Royal Bank (RBC) and BMO were checked in this example, the corresponding PAP/EFT sections appear at the bottom of the Bank Account Card.

BMO PAP/EFT

Enabled Destination Data Centre Code

Test Mode File Creation No.

Originator ID Company Name Override

RBC EFT

Enabled Subsidiary Number

Test Mode File Creation No.

Note that if users reduce the number of licenses to a point where there are more activated bank accounts than licenses, the app will stop working for all bank accounts until the situation is resolved. The number of Licensed Banks corresponds to all companies within your tenant. Licenses used in one company will reduce the number of licenses available for other companies.

Assign a License to a Bank Account

After activating the appropriate bank(s), users need to assign a free license to each bank account that they will use to generate EFT or PAP files; in other words, bank *account(s)* must be activated in the app.

To assign a license to a Bank Account, search for Bank Accounts.

Go to Pages and Tasks Show all (7)

[> Bank Accounts](#) Lists

In the Bank Accounts list, select the bank account you wish to license.

No.	Name	Bank Account Linking Status	Phone No.	Contact	Balance	Balance (LCY)	Created By	Created At 4	Company Code
B030	RBC ELECTRONIC BANKING TEST	Not Linked			0.00	0.00	Oscar CuevaBravo	12/14/2022 1:03 ...	
B010	RBC Test EFT	Not Linked			0.00	0.00	Naser Altaf	2/25/2022 5:07 PM	

Scroll to the bottom of the Bank Account Card that appears. You will find a section corresponding to each of the banks activated in the WebSan Bank Setup window – in this example, BMO and Royal Bank (RBC). To license a bank account, activate the Enabled toggle found under your desired bank’s PAP/EFT section.

BMO PAP/EFT

Enabled	<input checked="" type="checkbox"/>	Destination Data Centre Code	123
Test Mode	<input checked="" type="checkbox"/>	File Creation No.	129
Originator ID	1234567890	Company Name Override	

RBC EFT

Enabled	<input type="checkbox"/>	Subsidiary Number	
Test Mode	<input checked="" type="checkbox"/>	File Creation No.	

Next, users need to register their banking client information. This information must be entered before any EFT or PAP files can be generated. If the Bank Account Card is missing fields required by your bank, the app will return an error trying to generate a file.

Refer to the following information to populate the Bank Account Card fields that are generally required to generate EFT files.

General section:

General Show less

No.	B030	Bank Name	
Name	RBC ELECTRONIC BANKING TEST	Bank Clearing Standard	
Bank Branch No.	333	Bank Clearing Code	
Bank Account No.	666666	Use as Default for Currency	<input checked="" type="checkbox"/>
Balance	0.00	Check Date Format	
Balance (LCY)	0.00	Check Date Separator	
Our Contact Code		Bank Account Linking Status	Not Linked
Blocked	<input type="checkbox"/>	Last Date Modified	12/23/2022
SEPA Direct Debit Exp. Format	SEPACT	Payment Matching	
Credit Transfer Msg. Nos.		Disable Automatic Payment Matching	<input checked="" type="checkbox"/>
Direct Debit Msg. Nos.		Matching Tolerance	
Creditor No.	TEST	Match Tolerance Type	Percentage
		Match Tolerance Value	0

- Bank Branch No. = provided by bank
- Bank Account No. = provided by bank
- Creditor No. = provided by bank

Transfer section:

- Country Export Format = country of the company
- E-Pay Export File Name = manually input DD000001.txt
- Client No. = provided by bank
- Client Name= provided by bank
- Input Qualifier = manually enter any value
- Transit No. = provided by bank

Transfer Show more

Country Export Format	CA	Transit No.	460
E-Pay Export File Name	DD000001.txt	Bank Statement Import Format	BANKSTMTCV
Last E-Pay File Creation No.	0	Payment Export Format	BANKDATACONVSERVCT
Client No.	123456	Positive Pay Export Format	
Client Name	TESTCOMPANY	EFT IAT Export Format	
Input Qualifier	ABC-DEF-123		

Refer to the following information to populate the Bank Account Card fields that are generally required to generate PAP files.

- Bank Branch No. = provided by bank
- Bank Account No. = provided by bank
- Transit No. = provided by bank
- Country Export Format = country of the company
- Client No. = provided by bank
- Client Name = provided by bank

Next scroll to the PAP Bank Tab and set the following:

- File Creation Number
- Destination Data Centre Code = provided by bank
- Originator ID = provided by bank
- Company Name Override = optional

Note that information requirements may vary by bank. For more information, please contact your bank.

Vendor Card Settings

In order to generate EFT files, users need to enter the appropriate settings in their vendors' Vendor Cards.

To configure vendor settings, search for vendors.



From the Vendors List, select the vendor of your interest.

Vendors

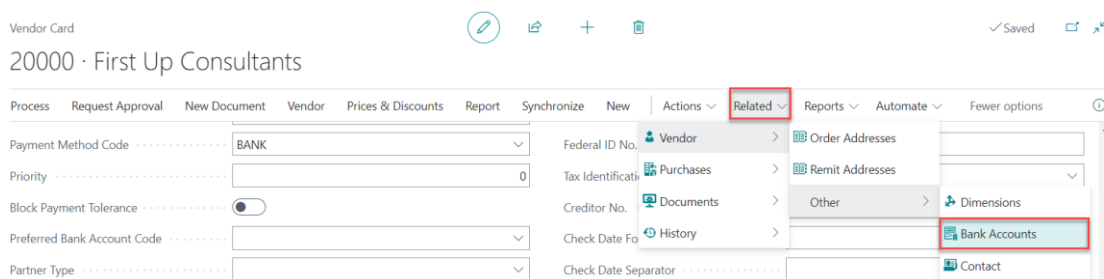
No. ↑	Name	Location Code	Phone No.	Contact	Search Name	Balance (LCY)	Balance Due (LCY)	Payments (LCY)	Cou... to Dat...
10000	Fabrikam, Inc.			Krystal York	FABRIKAM, ...	73,690.69	73,690.69	40,881.36	
20000	First Up Consultants			Evan McIntosh	FIRST UP C...	192,787.62	192,787.62	109,647.13	

In the Vendor Card, scroll down to your desired banking section, RBC for this example. Remember that the EFT sections that users will find depends on the banks enabled in the WebSan Bank Setup window.

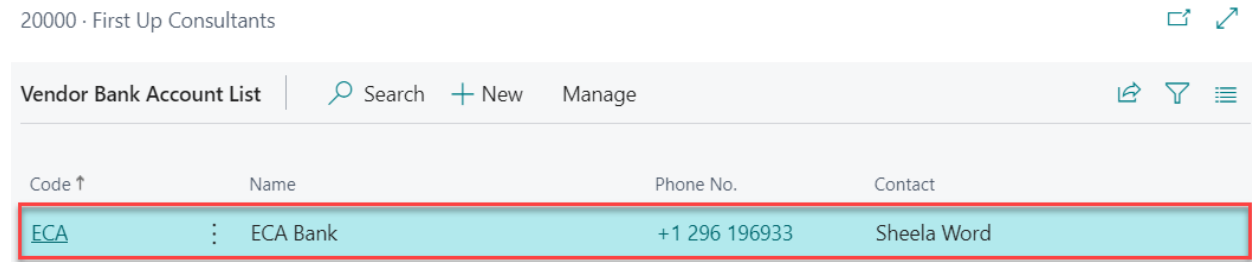
RBC EFT

RBC Transaction Code Default	027	RBC Company Entry Default	
RBC USA Trans. Type Code Default	Business/Commercial		

To enter an RBC Transaction Code Default, expand the field's drop-down menu and select your preferred option. Users also have the option to populate the RBC USA Trans. Type Code Default and RBC Company Entry Default fields. Note that the values entered in this section will default to the Payment Journal lines generated for this vendor. Next, open the Vendor Bank Account.



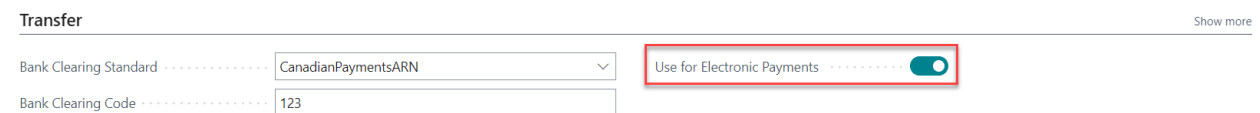
From the Vendor Bank Account List, select the bank that will be used by the Electronic Banking for Dynamics 365 app to generate EFT files.



In the Vendor Bank Account Card window that appears, ensure that the following fields are populated:

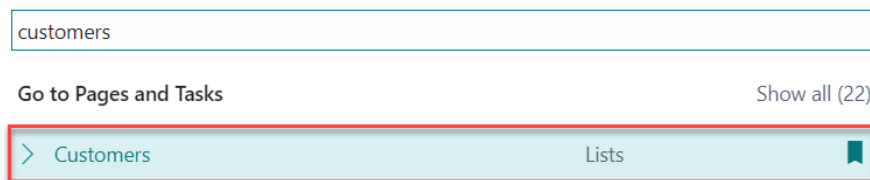
- Bank Code
- Bank Branch No.
- Bank Account No.
- Transit No.
- Country/Region Code
- Bank Clearing Standard
- Bank Clearing Code

Scroll down to the Transfer section and enable the toggle Use for Electronic Payments.



Customer Card Settings

Users need to enter the appropriate settings in their customers' Customer Cards in order to generate PAP files. To configure customers settings, search for customers.



From the Customers List, select the customer of your interest.

Customers

Search + New Manage Process New Document Customer Prices & Discounts Report Synchronize More options

No. ↑	Name	Responsibility Center	Location Code	Phone No.	Contact	Balance (LCY)	Balance Due (LCY)	Sales (LCY)	Payments (LCY)
10000	Adatum Corporation			9059620462 - 123	Robert Townes	527,571.82	527,571.82	825,069.90	372,000.00
20000	Trey Research				Helen Ray	266,983.87	265,769.87	342,859.65	96,000.00

In the Customer Card that appears, open the Customer Bank Account List.

Customer Card

10000 · Adatum Corporation

Process Request Approval New Document Prices & Discounts Customer Report Synchronize Actions Related Reports Automate Fewer options

General

No. 10000

Name Adatum Corporation

Customer Bank Account List

Shipping Agent Accounts

Other

Dimensions

Bank Accounts

From the list, select the Bank account that you will be used by the app.

10000 · Adatum Corporation

Customer Bank Account List

Search + New Manage

Code ↑	Name	Phone No.	Contact
ECA	ECA Bank	+1 296 196933	Sheela Word

In the Customer Bank Account Card window that appears, ensure that the following fields are populated:

- Bank Code
- Bank Branch No.
- Bank Account No.
- Transit No.
- Country/Region Code
- Bank Clearing Standard
- Bank Clearing Code

Enable the toggle Use for Electronic Payments.

Transfer

Show more

Bank Clearing Standard CanadianPaymentsARN

Bank Clearing Code 123

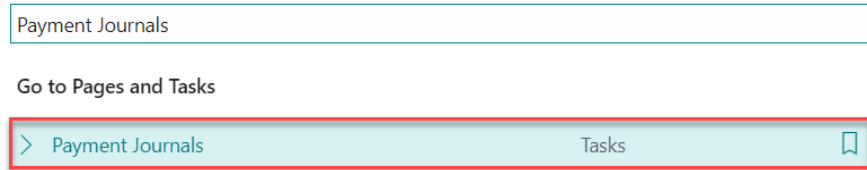
Use for Electronic Payments

3. FUNCTIONALITY

The Electronic Banking for Dynamics 365 app allows users to generate payment files with the data and format required for easy bank processing.

Generating EFT Files

To generate an EFT file, search for Payment Journals.



Locate the entry for which a payment file will be generated and make sure that the field Bal. Account Type is set to Bank Account. The bank account selected must be configured to generate EFT files. To learn more about bank account configurations, refer to the Basic Setup section of the present user guide.

Note that the RBC CPA Trans Code and RBC USA TxnType fields defaulted to the values entered in the Vendor Card – refer to Vendor Card Settings in the Basic Setup section of the present user guide to learn more about default values.

Batch Name: EFT												
Company Code	Payment Method Code	Payment Reference	Amount	Debit Amount	Credit Amount	Bal. Account Type	Bal. Account No.	RBC CPA Trans Code	RBC USA TxnType	RBC Company Entry Description	EFT File Generated	Appl (Yes)
	BANK		250.00	250.00		Bank Account	B030	027	Business/Co...		<input type="checkbox"/>	

Expand the Actions menu, select Functions, and then the bank you wish to use to generate the EFT file. In this case, users will find the options RBC EFT and BMO EFT as these were the two banks activated in the WebSan Bank Setup window.

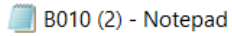
Legal Entity Code	Posting Date	Document Date	Document Type	Document No.	Vendor	Actions	Related	Automate	Fewer options
	12/1/2022	12/1/2022	Payment	G04027		<ul style="list-style-type: none"> Functions > <ul style="list-style-type: none"> Insert Conv. LCY Rndg. Lines Generate EFT File Generate RBC EFT Generate BMO EFT Request Approval > Workflow > Other > 			Description: st Up Consultants Currency Code: BANK Payment Method Code: BANK
	12/1/2022	12/1/2022	Payment	G04028					Description: brikam, Inc. Currency Code: BANK Payment Method Code: BANK
	12/1/2022	12/1/2022	Payment	G04028					Description: st Up Consultants Currency Code: BANK Payment Method Code: BANK

Batch Name GENERAL

Legal Entity Code	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Bal. Account Type	Bal. Account No.	EFT File Gen...
	G02008	Customer	20000	Trey Research	500.00		Bank Acco...	B010	<input type="checkbox"/>

If the file generation is successful:

1. A plain text file will download to your computer.



File Edit Format View Help

A123456789000002303300123

XD430023033CRONUS Canada, CRONUS Canada, Inc.

099900460666666

D0000-500000120006661200 100002

Trey Research

20000

YD0000000100000000-50000

Z00000000-5000000001000000000000000000000000

2. The EFT File Generated box will have a check mark.

Batch Name GENERAL

Legal Entity Code	Document No.	Account Type	Account No.	Description	Amount	Amount (LCY)	Debit Amount	Credit Amount	Bal. Account Type	Bal. Account No.	EFT File Gen...	App. Yes.
	G02008	Customer	20000	Trey Research	500.00	500.00	500.00		Bank Acco...	B010	<input checked="" type="checkbox"/>	<input type="checkbox"/>

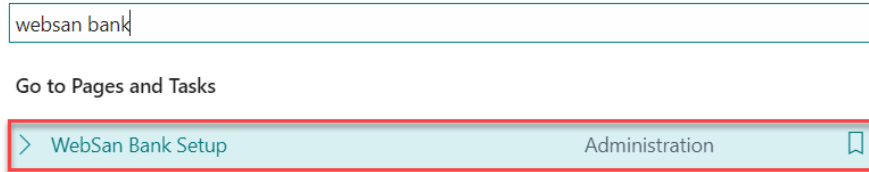
The EFT file generated by this application is ready to be submitted to the bank by the user.

4. REPORTING

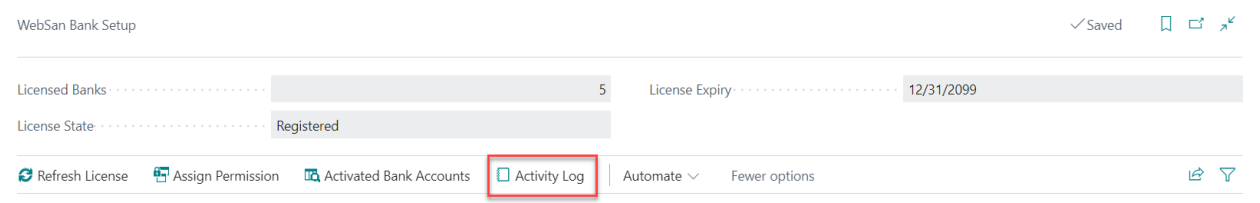
The Electronic Banking for Dynamics 365 app allows users to access the list of operations that were performed using the app. This reporting tool also shows the type of event, date, user, etc.

Activity Log

To access the app Activity Log, go to the WebSan Bank Setup window.

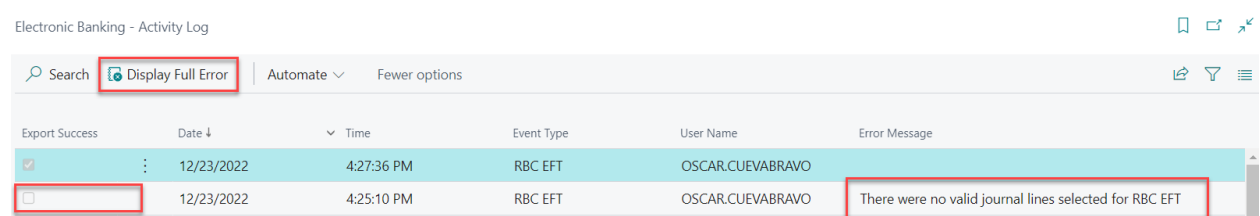


In the WebSan Bank Setup window, select Activity Log.

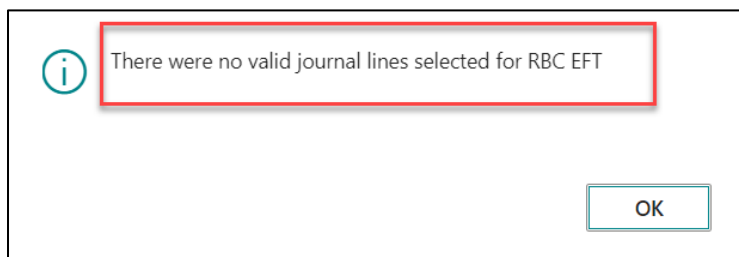


ontrol

In the Activity Log window, users will find a record of the operations performed with the app. Transactions can be filtered by Date, Time, Event Type, User Name, Error Message, and Export Success status.



When a file is not exported successfully, users can select the entry in question and click the Display Full Error button located at the top of the screen. This will open a window displaying the full error message for that entry.

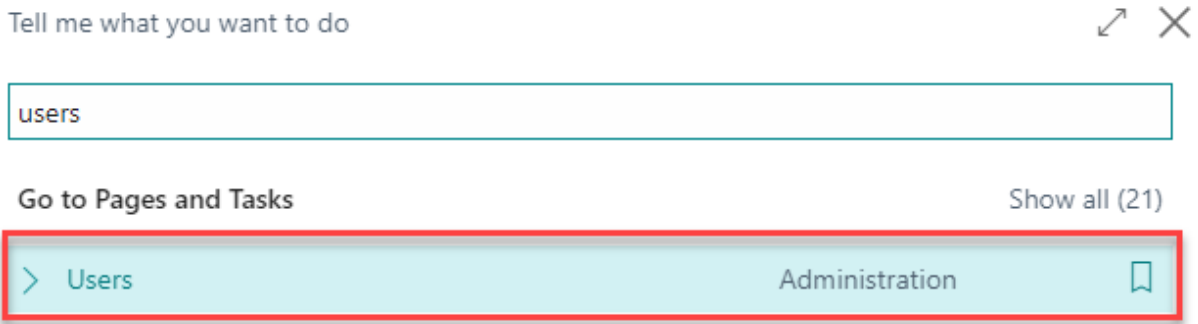


5. SECURITY

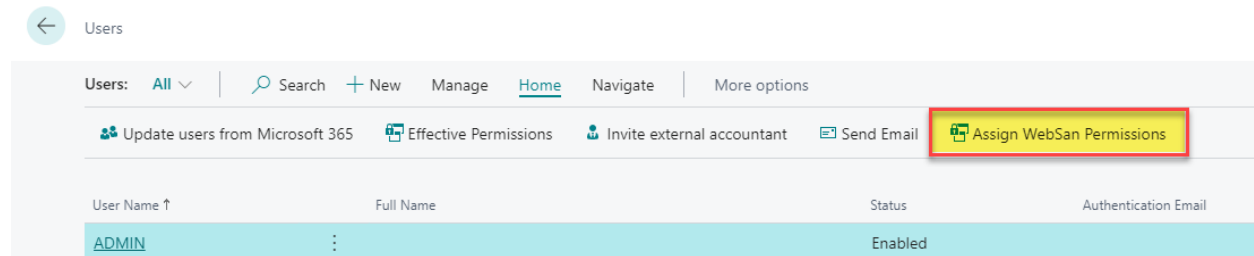
The Electronic Banking for Dynamics 365 App, along with the rest of WebSan Inc.'s Dynamics 365 apps, have a built-in AutoPermission security functionality. When a user with the proper credentials installs an App, the AutoPermission function automatically triggers and assigns or updates the user's permissions. No other action is needed from the user.

When a user without the proper credentials installs an App, the AutoPermission function allows the installation, but user permissions are not changed. In this case, a user with the proper security credentials can change the user's permissions later.

To change user permissions, search and go to the User list.



In the Users window, select Assign WebSan Permissions to assign all users the WebSan Permission Set.



6. REGISTRATION

To register a WebSan Inc.'s application, in Business Central, search WebSan Client Information and select WebSan Client Information – Administration.








Tell me what you want to do ↗ ✕

websan client information


Go to Pages and Tasks

> WebSan Client Information Administration 🔖

In the WebSan Client Information window, enter your company's contact and billing information. After your information is complete, select Transmit Data.

    ✓ Saved   

WebSan Client Information

 Transmit Data

General

MS Client ID On Hold

Active

Contact Information

Company *	PostalCode / ZipCode *
Name *	Country *
Address *	Phone
Address2	Email
City *	Email CC
Province / State *	Billing is Same as Co... <input checked="" type="checkbox"/>