Business Automation

Presented by Julianne Bernard

Eligible for 0.8 CPE Credit.

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

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

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

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

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

When I am not working, you’ll often find me on the golf course. My favourite course that I have played is Silver Tip, located in Canmore Alberta.
What will this session cover?

• General Ledger
  • Recurring journal entries
  • Journal entry upload via Excel template

• Accounts Payable
  • EFT Payment Processing
  • EFT Email Remittance
General Ledger Automations

- Recurring journal entries
- Journal entry upload via Excel template
Recurring Journal Entries: Template Entry Setup
Recurring Journal Entries: Template Entry Setup
Recurring Journal Entries: Template Entry Processing
Recurring Journal Entries: Template Entry Processing
Recurring Journal Entries: Template Entry Processing
Recurring Journal Entries: Template Entry Processing
Multiview’s Standard Journal Entry Interface:
Interface Setup

- Note that the JE Interface is typically available on your starter database
Multiview’s Standard Journal Entry Interface: Interface Setup
The Journal Entry interface is a keyword interface, which means when a file is loaded the script is looking for certain keywords, like Account, Unit, etc.

It can be helpful when generating long journal entries, as the details can be populated in an Excel workbook rather than entered manually via the journal entry screen.
Multiview’s Standard Journal Entry Interface: Populating the Template

- The following can be found on our Client Portal:

- **Journal Entry layout and keywords**

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

- **Journal Entry Interface Template**

  GL_Entry_GL8610XL Interface Template – Multiview Customer Support (multiviewcorp.com)
Multiview’s Standard Journal Entry Interface: Populating the Template

### JE Header
- **Company ID**: 01
- **Date**: 20231031
- **Reversing Date**: yyyymmdd
- **Entry Status**: P (O=Open, C=Closed, P=Posted)
- **Comments**: Monthly Credit Card Expense

### JE Transactions
<table>
<thead>
<tr>
<th>Layout</th>
<th>Unit</th>
<th>Account</th>
<th>Amount</th>
<th>Remarks</th>
<th>RAD TYPE</th>
<th>RAD ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail</td>
<td>104</td>
<td>650151</td>
<td>67.32</td>
<td>October Credit Card</td>
<td>CIP</td>
<td>1003</td>
</tr>
<tr>
<td>Detail</td>
<td>130</td>
<td>525015</td>
<td>15.15</td>
<td>October Credit Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>131</td>
<td>650097</td>
<td>4.03</td>
<td>October Credit Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>132</td>
<td>507000</td>
<td>6.77</td>
<td>October Credit Card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Multiview’s Standard Journal Entry Interface: Saving the Template

• Once you have populated the template save the file as a TXT tab delimited file

• Ensure that there are no spaces in the file name or special characters. The only special character that is allowed is the underscore (_)
Multiview’s Standard Journal Entry Interface: Loading the Template

• In Versions 22 and prior, the file is loaded through the Journal Entry Interface in the Portal Environment
Multiview’s Standard Journal Entry Interface: Loading the Template
Multiview’s Standard Journal Entry Interface: Processing the Template

- The file is then processed through the Journal Entry Interface in the Desktop Environment
Multiview’s Standard Journal Entry Interface: Processing the Template
Multiview’s Standard Journal Entry Interface: Handling Load Errors
Multiview’s Standard Journal Entry Interface: Handling Load Errors

• If the file loaded successfully (and did not process), you can correct the error(s) in the system
Multiview’s Standard Journal Entry Interface: Handling Load Errors
Multiview’s Standard Journal Entry Interface: Handling Load Errors
Multiview’s Standard Journal Entry Interface: View Entry

- When a load processes successfully, an entry ID will be assigned
Multiview’s Standard Journal Entry Interface: View Entry

![Multiview’s Standard Journal Entry Interface](image)

<table>
<thead>
<tr>
<th>Fixed Left</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Id</td>
<td>Company</td>
</tr>
<tr>
<td>Entry Id</td>
<td>Accounting Date</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Entry Type</td>
</tr>
<tr>
<td>Source System</td>
<td>Documents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Multiview Medical Inc 10/31/2023 Posted Journal General Ledger Monthly Credit Card Expense</td>
</tr>
</tbody>
</table>
Multiview’s Standard Journal Entry Interface: View Entry

<table>
<thead>
<tr>
<th>Fixed Left</th>
<th>Transaction</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Id</td>
<td>Entry Id</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Unit Id</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account No</td>
<td>Amount</td>
</tr>
<tr>
<td>01</td>
<td>46465</td>
<td>133</td>
</tr>
<tr>
<td>01</td>
<td>46465</td>
<td>130</td>
</tr>
<tr>
<td>01</td>
<td>46465</td>
<td>131</td>
</tr>
<tr>
<td>01</td>
<td>46465</td>
<td>132</td>
</tr>
</tbody>
</table>
Accounts Payable Automations

- EFT generation
- Email EFT remittance
EFT Generation: The Export

• What is an EFT export?

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

• Our Standard EFT export format ID will work for most banks
EFT Generation: The Export

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

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

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

  1. Business Entity Maintenance form
  2. Entity Addresses form
EFT Generation:
Vendor Setup – (1) Business Entity Maintenance
EFT Generation: Vendor Setup – (1) Business Entity Maintenance
EFT Generation:
Vendor Setup – (2) Entity Addresses form
EFT Generation:
Vendor Setup – (2) Entity Addresses form

<table>
<thead>
<tr>
<th>Entity Id</th>
<th>Address Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>JEMUG</td>
<td>A1</td>
</tr>
<tr>
<td>EFT Bank Type</td>
<td></td>
</tr>
<tr>
<td>ABA</td>
<td></td>
</tr>
<tr>
<td>EFT Transit Number</td>
<td>(13-65759)</td>
</tr>
<tr>
<td>EFT Bank Account</td>
<td>641231234</td>
</tr>
<tr>
<td>EFT Bank Account Type</td>
<td>Checking</td>
</tr>
<tr>
<td>EFT Bank Address Line 1</td>
<td></td>
</tr>
<tr>
<td>EFT Bank Address Line 2</td>
<td></td>
</tr>
<tr>
<td>EFT Beneficiary Info</td>
<td></td>
</tr>
<tr>
<td>Pay Method Id</td>
<td>COO</td>
</tr>
<tr>
<td>Pay Method Description</td>
<td>NACHA CCD Transaction</td>
</tr>
<tr>
<td>Custom EFT Addendum Format</td>
<td>Custom EFT Addendum Description</td>
</tr>
<tr>
<td>EFT Transaction Handling Code</td>
<td></td>
</tr>
</tbody>
</table>

Return
EFT Generation: Vendor Defaults Setup

If a vendor always uses EFT, you should set the **Check Type** default to **EFT**.
EFT Generation:Vendor Defaults Setup
If you wish to email a vendor their EFT remittance directly out of the system, you will need to setup an email contact that is flagged as an AP contact type.

Note that only 1 contact ID can be flagged as an AP contact type.
EFT Email Remittance: Vendor Setup

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**Vendor Setup**

1. **Vendor Details**
   - Vendor ID: JENUG
   - Vendor Name: JB JUG VENDOR
   - Vendor Address
   - Bank Information

2. **Entity Contacts**
   - Contact ID: C1
   - First Name: Julanne
   - Last Name: MultiView
   - Email Address: julanne.bernard@multiviewcorp.com

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EFT Email Remittance: Vendor Setup
EFT Email Remittance: Contact Type Setup

- Ensure that the contact type assigned to the vendor is linked to the AP_EMAIL contact type ID
EFT Email Remittance: Contact Type Setup
Email EFT Remittance: Email Role Setup

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

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

- Configure AP Email Options
Email EFT Remittance: Email Options Setup
Email EFT Remittance: Email Options Setup

• You can test that the email is configured correctly by selecting the AP_REMIT email type and then choosing “test email” at the top of the screen.
Email EFT Remittance:  
Email Options Setup

• Enter your email address and test message then hit send
Email EFT Remittance: Email Options Setup

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

This is a Test

IMUG 2023 <NOREPLY-IMUG@MULTIVIEWCORP.NET>

To   Julianne Bernard

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

This email originated from outside of Multiview.

This is a test
Email EFT Remittance: Email Format Setup
Email EFT Remittance: Email Format Setup
Email EFT Remittance: Email Format Setup

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

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[CheckAmount]</td>
<td>Check Amount</td>
</tr>
<tr>
<td>[CheckDate]</td>
<td>Check Date</td>
</tr>
<tr>
<td>[CheckNumber]</td>
<td>Check Number</td>
</tr>
<tr>
<td>[CompanyName]</td>
<td>Name of Company that owns the bank account</td>
</tr>
<tr>
<td>[PayeeName]</td>
<td>Vendor/Payee Full Name</td>
</tr>
<tr>
<td>[RemittanceDetails1]</td>
<td>List of Invoices Paid (Invoice#/Date/Desc/Amount)</td>
</tr>
</tbody>
</table>
Email EFT Remittance: Enable Email Service
Email EFT Remittance: Enable Email Service
EFT Generation: Creating the Export
EFT Generation: Creating the Export
EFT Generation: Creating the Export
EFT Generation: Creating the Export
EFT Generation: Creating the Export

- Like a check run, the EFT generation will return a status of "Ready to Generate" after the run has been created.
EFT Generation: Creating the Export
EFT Generation: Creating the Export

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

• Remember to download and save any files in your temporary file folder to your computer before you close your Multiview session
EFT Generation: The File

- Note that the file may open in a different program depending on your computer settings.
- The file can then be submitted to your bank to initiate payment processing.
EFT Generation: General Ledger Impact

The process of generating an EFT file:

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

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

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

Today Multiview Medical Inc has initiated an electronic funds transfer to your bank account. Details are as follows: Vendor Name/Payee: JB IMUG VENDOR Document Number: 1 Payment Date: 30-SEP-2023 Payment Amount: $79.00 Invoice Number Date Description Amount - TEST EFT 1 14-Sep-2023 Happy IMUG! 15:00 EFT TEST 2 26-Sep-2023 89.00 CMIMUG 02-Oct-2023 Credit Memo -25.00 Thank You. Payor: Multiview Medical Inc

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

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

Payment Confirmation from Multiview Medical Inc

IMUG 2023 <NOREPLY-IMUG@MULTIVIEWCORP.NET>
To: Julianne Bernard

Today Multiview Medical Inc has initiated an electronic funds transfer to your bank account. Details are as follows:
Vendor Name/Payee: JB IMUG VENDOR
Document Number: 1
Payment Date: 30-SEP-2023
Payment Amount: $79.00

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST EFT 1</td>
<td>14-Sep-2023</td>
<td>Happy IMUG!</td>
<td>15.00</td>
</tr>
<tr>
<td>EFT TEST 2</td>
<td>26-Sep-2023</td>
<td>89.00</td>
<td></td>
</tr>
<tr>
<td>CMIMUG</td>
<td>02-Oct-2023</td>
<td>Credit Memo</td>
<td>-25.00</td>
</tr>
</tbody>
</table>

Thank You.

Payor: Multiview Medical Inc

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

Multiview Customer Support (multiviewcorp.com)
Thank you for attending!

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

clientsuccess@multiviewcorp.com
www.multiviewcorp.com