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1 Payment Management

In this chapter we will take a general look at Payment Management. You will find a short description of the functionality presented by PM and an overview of relevant links.

This chapter contains the following sections:

2.1 Payment Management
2.2 Payments
2.3 Cash Receipt
2.4 Bank account reconciliation.

1.1 Payment Management

Payment Management is first and foremost a bank integration product, meant to ease and simplify the transfer of payment details between Dynamics NAV and your banks payment system. Payment Management consists of 3 major modules:

- Cash Receipt and Payments.
- Cash Receipt only
- Bank account reconciliation

The module Payment Management **Cash Receipt and Payments** contains functionality and tools to handle your Company’s Cash receipts and Payments. The module supports all formats for the Danish Bank Book Branches with regards to importing and exporting payments.

**Cash Receipt only** is a part of "Cash Receipt and Payments" and exclusively handles Card Form payments. This module is created for the customers who solely wish to be able to import payments from customers.

The Module Payment Management "**Bank Account Reconciliation**" enables you to import account statements from your bank. The module can automatically match bank ledger entries with the statement lines and contains functionality to automatically generate cost entries such as interest and fees.
1.2 Payments

1.2.1 Vendor

For vendors that you wish to pay electronically you need to enter basic information like Account No., Vendor No., and preferred payment method.

The creation of Vendor Payment Information can be aided by entering a Vendor Payment Group Code to which is attached default values. Amongst others; Payment Method and Advice Method meaning that you only need to enter a few Vendor Specific details since everything else is transferred from the values entered on the Vendor Payment Group.

![Vendor Payment Information](image)

1.2.2 Entering Purchase Documents

When you enter purchase documents like; Purch. Invoice Header, Purch. Order Header or a line in the purchase journal payment information will be attached according to what has been entered in the Vendor Payment Information.

The payment information can then be altered to reflect the current purchase invoice. I.e. the payment method can be changed if for example you need to select a payment method that is executed faster than the regular payment method.

You can also attach payment information to the Purch. Header without actually having entered any on the Vendor.

When the Purchase Document is posted the Payment information will be validated to ensure that correct information has been entered to enable electronic payment of the Document. An error log will be created if additional information is needed. This validation can be controlled via Payment Setup where you can disable it. In which case the information will be validated in the Payment Journal only.
The payment information is transferred to the posted invoice during posting. That ensures that the payment information is unique for each invoice once the payments are entered in the payment journal instead of just being a general set of payment info taking from the Vendor.

1.2.3 Payment Suggestion

In the payment journal you can suggest payments in order for invoices to be paid on their due dates. Payment can be prioritized according to vendors or your current available liquidity. Several tools exist to easily handle the open entries.

The Payment Suggestion can be set up according to a number of criteria. There exists a Setup page for each Payment Journal where the most common parameters for creating the payment suggestion can be entered.

Among others things you can specify whether you want to find and utilize any available cash discount. For each invoice with a possible cash discount the system will calculate whether it is beneficial to make use of it or not. The size of the cash discount will be compared to the internal interest rate on the bank account and the number of days prior to the due date that we need to pay the invoice to get the discount.

When the Payment Suggestion is complete a statistical view is available showing the status of liquidity before and after the execution of the payments.

When the Payment Suggestion is created a validation is performed of the individual payments. Errors will be entered in the error log. This log can then aid in correcting the payment information on the affected lines enabling correct payments to be transferred to the bank for processing.

A number of tools exist in the Payment Journal that be used to prioritize or collect payments as well as determining why two payments cannot be collected as well as others.
1.2.4 Prioritizing

Payment Management can prioritize your payments for you and in this fashion control your company’s liquidity. You can prioritize according to Vendor, Available liquidity and so on.

Payment Prioritizing - Here you can enter an available amount for each bank account that will limit the number of payments that are sent for each Balance Account.

1.2.1 Collecting Payments

Collection Payments and collect numerous payments for the same Vendor. This can be especially beneficial if there are any bank fees associated with each payment. The collecting of payments can be done after the payment suggestion has been run. If two payments cannot be collected you can run the collection analysis to get the system to tell you why that is.

In this fashion you can work with the payment journal after the suggestion has been created. So you don’t have to worry about how to prioritize and collect payments before the suggestion is created. To further control the collection of payment a Collection Setup exists where you can determine what must be upheld for the payments to be collected.

1.2.2 The Payment List

Payment Management add Payment Ledger Entries to Dynamics NAV. In earlier versions the payment information was added directly to the Vendor Ledger Entry but the sheer scope of payment information means that a separate place to store this was more suited to the system. This also enables us to store history regarding each payment and the status of each can be monitored more easily.

The Payment Ledger Entry is created when the Payment Suggestion is run and is attached to each payment journal line. This also differentiates the work flow where the terminology in the payment journal is more related to Dynamics NAV and the terminology in the Payment List is directed at the Bank.

The Payment List

In the list of payment you can control what payments should be approved for payment and you can send the payments to the bank. The status of the individual payments can be tracked via this list. The status will show how far along the payment is. I.e. Approved, Sent, Paid etc.

You can track the history of individual payments in this list and an error log also exists to help you quickly identify faulty payment information and to assist in correcting any errors.
When the entries have been checked they need to be approved before they can be sent to the banks payment system. If procuration is required (Set up) then this is also where procuration is done during the approving process.

### 1.2.3 Procuration

You can set up individual procuration for each of our bank accounts determining who can approve payments. In what order and to what degree individual users can approve payments. The status of the payments can reflect at what stage the payment is in the procuration process.

### 1.2.4 Advice

Payment Management will make it easy and simple to create advice through Advice Def. Codes and various templates. All of which will be touched on later in this documentation.

Not only are you able to send advice through the bank but you can also create email advice with more detail if you wish. Some of the advantages of email advice is that you can advise an unlimited number of documents whereas advice through the bank is often limited by the number of advice lines allowed on the individual Payment Methods. It is almost free and in most cases faster than through the bank.

### 1.3 Cash Receipts

In receivables you can print invoices, account statements, reminders and finance charge memos with a standard card form for payment. When your customers perform payment a file with payments can be exported from your bank and imported in the cash receipt journal and posted.

The Cash Receipts will be automatically applied via the Payment Identification from the Card Form.

![Cash receipt journal - After import of payment file from the bank.](image)

### 1.4 Account Statements

With the module "Bank Account Reconciliation" Payment Management now offers the possibility of automatically reconciling bank accounts. All it requires is the ability to receive an electronic bank account statement from your bank. The statement is then imported into Payment Management that will reconcile the entries for you and/or give you the information needed to easily determine how to reconcile the entries that cannot be matched by the system.

Additionally journal lines will be created for entries that do not have a corresponding bank entry to reconcile. This could be payments form customers or fee and interest entries from the bank.
Account Statement - After import of statement file from the bank.
2 Payment Management Setup

In this section you will be introduced to the basic setup of payment management:

3.1 Basic Setup
3.2 Collecting Payments Setup
3.3 Bank and Bank Book Branch
3.4 Bank Account
3.5 Balance Account according to Currency Code
3.6 Bank Holidays
3.7 Vendor Payment Group

Additional setup of Vendor- and Payment Method Groups, Vendor Payment Information and Advice also exists. This will be explained further in chapters 4, 5 and 6.

2.1 Basic Setup

This section will go through the part of the basic setup that is needed or advisable to have done before you start using Payment Management. Most of the setup will be done via the installation procedure where the most common setup will be performed for you.

2.1.1 Payment Management

Basic setup of Payment Management is performed from the Administration menu. Choose the menu item; Financial Management. Here you can choose Payment Management which will show you a number of menu items.

The Payment Management Setup Page contains information regarding i.e. the company’s FIK/Giro no. IK card type and a number of functionality choices.

Check before Post. Purch Doc.

Here you determine whether purchase documents should be validated before posting. If you do not enable this check mark then the payment information will not be validated until the payment journal is created. Here validation will always be performed. Validation will also be performed if you change the payment information in the payment journal before payments are sent to the bank.

Customer Account Statement No.

If payments are to be made from Customer Bank Account Statements then you must enter a No. Series that should be used for issuing customer statements. When issuing statements numbers will be pulled from this “no. series” and will be the basis for the Payment Identification used on the Payment Card Form of the account statement. Additionally information will be stored regarding
which customer ledger entries are to be applied by the payment. This enables Payment Management to perform automatic application when the payments are imported in the Cash Receipt Journal.

**Additional Payment Methods**

This determines what options are presented when looking up a payment method on a purchase document if you wish to change payment method from the default method on the vendor. If i.e. you wish for a faster payment then you could change form payment via traditional Card Type 71-75 and to an account transfer instead. You are given 3 options in this field:

- None: Chose only between Payment Methods entered on the Vendors Payment Information.
- Related: Chose between payment methods that are related to the ones entered on the vendor Payment information.
- All: Chose freely between all supported payment methods.

**Move Pmt. Discount Date**

Here you chose what should be done when a pmt. Discount date falls on a bank holiday. There are 3 options:

- Forward: Discount date will be moved forward.
- Back: Discount date will be moved back.
- Give Warning: A warning will be issued to enable you to decide how to handle the fact that the discount date is on a bank holiday.

**Vendor Payment Group Code**

Here you enter the vendor payment group that you wish to use to determine default values when entering payment information for the first time on a vendor.

**Synchronize with Vendor**

If you want to have the information shared between a vendor and the attached payment information synchronize then you put a check mark in this field. This means that if i.e. You alter the name and address of a vendor then the corresponding fields on the Vendor Payment Information will automatically be updated as well and vice versa.

Normally you would set a check mark in this field but sometimes you would not want data to be synched. i.e. If you have entered another invoicing address on the vendor payment information.

**FIK/GIRO-No.**

Here you enter your company’s PBS vendor no. or BG Bank (Giro) no. the Vendor Number will be printed on card forms sent to Customers.

**IK Card Type**

Your company’s The IK Card used on the payment card forms that you send to your customers. The most common ones are Card Type 71 and the newer versions; 73 and 75. The following illustrates the differences between them:

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Senders name included</th>
<th>Advice included</th>
<th>Payment Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>73</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>75</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Payment Identification is the PaymentID in the OCR line of the Payment Card.

**PaymentID Mask**

This feature is only used in conjunction with Xtend-Link module. Here you can enter an alternative method of creating the Payment ID if you wish to use another method that what is standard in Payment Management. (Document No., Document Type digit and Modulus Check Digit). You enter the mask as follows:
A = Customer No.
B = Document No. (Invoice No.)
C = Document Type
D = Modulus Check Digit
X = Ignore during import

If i.e. you have a payment id that looks like this: 123456005432105 where the first 6 digits is the customer no. and the next 7 digits are the document no., 2\textsuperscript{nd} to last digit is the document type and the last digit is the modulus check digit (must always be the last digit) then mask should look like this:

AAAAAXXBBBBBCD

Version

On the setup page you are able to see the exact version of Payment Management, Bank Setup and the integration component. If you have imported setup for several banks then an * will be shown. You are then able to click “B. B. Branches” to see the setup version of each branch.

Payment Management has tables for all control- and validation rules. These are not hard coded into the program which means that updating these rules is fast and easy through the import of a bank setup file provided by Continia Software A/S.

Import and export of payment files to and from various banks are performed through an external integration component. This component transforms data from Payment Management format to the format used by the banks that are set up in the system.

2.2 Collecting Payments Setup

Here you determine what to collect when collecting payments is used in the payment journal.

In order to collect payments certain criteria must be met. Some of which are hard wired into the system. That would be information regarding bank account, currency code and vendor which are required to match before a collection of payments can be performed. There you can enter other values that you deem needed to match before collection is performed.

Basically it is a question of what information you want to preserve when collection payments. If the value of a field is marked to be required to be identical then only payments with the same value in these fields will be collected.

This means that i.e. if “Additional Notification” is meant to be identical then “Transfer by trucks” is NOT the same as “Transfer by truck”.

If the fields are not identical and are not required to be then the value will be cleared from these fields.
2.3 Bank and Bookkeeping Central

In Payment Management the Bank part is divided into 3 parts. Bank Bookkeeping Central, Bank and Bank Account. In order to understand what "Bank" covers in Payment Management we will firstly explain what a "Bank Bookkeeping Branch" is.

2.3.1 Bank Bookkeeping Branch

The top layer is the Bank Bookkeeping Central. In Denmark we have 5 Bookkeeping Centrals.

- DBTS (Danske Bank)
- Corporate Netbank (Nordea)
- BEC (Bankernes EDB Central)
- BD (Bankdata)
- SDC (Sparekassernes Datacenter)

One or more banks utilize each Bank bookkeeping central. In the HTML Menu in Payment Management product package you can see a list of which banks belong to which Bookkeeping Central.

Payment Management is supplied with all 7 bank bookkeeping centrals. This enables you to quickly and easily switch from one bank to another no matter what bank bookkeeping branch the bank uses.

This page shows which Bank Bookkeeping Branches have been imported and what version of the Setup they are using. Program Version only shows the active version at the time where the Setup was released.

2.3.2 Bank

Under this item in the Setup menu you need to create a card of each Bank that is to be used in Payment Management. This is only the Bank. The Bank Account itself is the 3rd level belonging to the “Bank” and is not created here.

When you create a bank you must name it. After that you need to tell the system where you want to export files to on your hard drive/network. Most payment systems have a standard folder where it can be beneficial to export simply because it is the default folder for the payment system that your bank uses. But it is not required and if you wish to store the files in another location you can.

One of the Bank bookkeeping branches require a separate file for payment abroad and if your particular bank requires it you need to also enter a filename for “Foreign payments”.

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To enable Payment Management to validate your payment data and export in the correct format for your bank you need to tell the system which Bank Bookkeeping Central your bank uses. As stated above there is a list in the HTML Menu that shows what bank uses which Central. It is vital that you enter the correct Bank Bookkeeping Branch. Failing to do so will result in your bank not being able to interpret the file you send to them.

When all this has been done the last thing you need to do is to put a check mark in the “In Use” field on the bank card. This will enable all the validation and all the Payment Methods that are supported by your chosen bank. If at some point you stop using this particular bank you just remove the check mark and thus the bank can no longer be used to issue payments.

2.4 Bank Account

The 3rd regarding “Bank” in Payment Management” is the Bank Account itself.

You must create a Bank Account for all the account that you use in your chosen Bank to be able to transfer payments to them. Bank Accounts are maintained under “Financial Management” in Dynamics NAV and not under the Administration Menu.

The first 3 tabs; General, Communication and Posting are standard tabs in Dynamics NAV. These will not be covered in this document. If you want more information regarding these tabs we refer you to the online help in Dynamics NAV.

The ”Transfer” tab is solely about payments.

Bank Branch No.

This field is pulled over the General Tab and contains the Branch No. of the bank account.
Bank Account No.
This field is also pulled from the General tab and contains the Account No. of your bank account. This must be filled to enable payments to be transferred.

Transit No.
This is a standard Dynamics NAV field and is not used by Payment Management.

SWIFT Code
SWIFT is an international paying agency that covers more than 7000 banks in 192 countries. All members of SWIFT get their own address; The SWIFT Code. Not very many payment methods require this field to be filled so if you do not have the info then it is fine to leave it blank. If at some point you use a Payment Method that requires it the validating will throw an error in the error log at which point you just need to enter the SWIFT Code.

IBAN
This is your bank account’s international account number. Normally this is not needed for the senders bank account but if it is required the system will show it in the error log.

Bank Code
To enable Payment Management to validate your payments and export them in the correct format you must attach a Bank Code. Your choices here are the banks that you created in the previous section (3.3) and should reflect the banks that you use. It is vital that you enter the correct bank code and that the correct bank bookkeeping branch on the chosen bank is also correct. Otherwise your payments will not be transferred correctly.

Sender Ref.-def.Code
When you transfer a payment it will become a transaction on your account statement. You can control what text should be used on your account statement by filling out the “Sender Ref.-def.Code”. How these are created will be explained later.

If you have access to Bank Account Reconciliation within Payment Management you should almost always select the UPR-Code for this field as it contains a unique payment reference that makes it possible to automatically reconcile your account statement.

Internal Interest
Here you enter the interest that you receive on your bank account.

The internal interest rate on the account will be used to enable Payment Management to calculate whether you utilize Payment Discounts or not. In case you will earn more interest (or pay more interest) than what you gain by obtaining the Payment Discount Payment Management will postpone the payment until the actual due date. If the payment discount is big enough to be worth it the system will issue payment on the Payment Discount Date instead. This feature is controlled by putting a check mark in “Find Payment Discount” in the setup of the payment journal.

Attention!
If you have to pay interest when issuing payments from your account (i.e. Overdraft) then you set the internal interest rate to 0.00.

Allowed Bal. When Prioritizing
When you use payment prioritizing in the payment journal by using “Available amount” then Available Amount will be calculated as the balance on the bank account deducted by the minimum allowed balance on the Bank Account. The field “Allowed Bal. when Prioritizing” ensures a further buffer to ensure that the last payments during the prioritizing process are not excluded if the difference between minimum allowed and the actual balance is not too great. The “Allowed Bal. when Prioritizing” is entered for each bank account in the currency of the bank account.

In example:
A bank account as 500.000 available. Prioritizing is run and payments in total 495.000 are selected. The last payment is of 7.500 is not selected as it would exceed the 500.000 available. In this case if
you set i.e. 10 000 in the field “Allowed Bal. when prioritizing” the last payment will be selected as well as it is within the allowed balance when prioritizing.

Bank Agreement No.

Here you must enter the agreement no. that you have from your bank. If you do not have an agreement no. you can require the information from your bank. This is primarily used for Bankgirot, Plusgiro and Svenska Handelsbanken and is not utilized by banks in Denmark.

2.5 Balance Account per Currency

The menu item "Balancing Account" in the setup menu enables you to tell the system which balancing account to choose based on the currency of the payment in question. This setup will be used when “Suggest Vendor Payments” is executed in the payment journal.

You should always enter at least one balancing account otherwise the validation of purchase documents will not be possible as Payment Management will be unaware as to what bank will handle the resulting payments.

You can override this general setup on the Vendor via a similar setup of balancing accounts. Just vendor specific. This can be performed on the Vendor Payment Information card under the menu item; “Vendor, Balancing Accounts”.

Balancing Accounts according to Currency Code. When you lookup bank accounts only bank accounts supporting the entered Currency Code will be shown.

2.6 Bank Holidays

In Payment Management we have a record of all bank holidays in Denmark. This info is used when determining the Payment Date in the Payment Journal and in calculating whether a payment discount should be utilized or not.

You can enter your own dates in this table if there are certain dates that you do not want to issue payments on.

Or if you wish to use bank holidays in other countries than Denmark.

2.7 Vendor Payment Group

To make it fast and easy to attach vendor payment information to your vendors you can setup a vendor payment group with default values for the most common setup that your vendors use. Then when creating payment information on a vendor you just start by choosing the vendor payment group that most matches the info you have to enter and default values will be filled in according the vendor payment group that you choose.

In the General Tab you give a value for the Payment Group Code and a description. If you want to create your own Vendor Payment Group you can find inspiration in the standard payment groups that are shipped with Payment Management. I.e. IN-KK-LANG that is a domestic account transfer with long advice.

The tab "Default Values" is where you setup the information that is shared across vendors in this payment group.

When this payment group is chosen on a Vendor all values from the "Default Values” tab will be pulled to the Vendor Payment information on the Vendor.
### Payment Method

First you have to select a Payment Method. This Payment Method will be entered on the Vendor and set as the default payment method when you select Vendor Payment Group on the Vendor Payment Information card.

#### Allow Collecting Payments

This controls whether payments in this payment group are allowed to be collected. Collecting payments can reduce any fee that you might have to pay to your bank.

Payments can be collected when the following criteria is met; Same Vendor, Same Posting Date, Same Payment Method and Currency Code.

#### Example

A Company has the following 7 payments to be made:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Currency</th>
<th>Payment Method</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredborg Lamper A/S</td>
<td>RV</td>
<td>Card Type 71</td>
<td>6.</td>
</tr>
<tr>
<td>Schmeichel Mebler A/S</td>
<td>RV</td>
<td>Account Transfer</td>
<td>20.</td>
</tr>
<tr>
<td>Fredborg Lamper A/S</td>
<td>RV</td>
<td>Card Type 71</td>
<td>30.</td>
</tr>
<tr>
<td>Koekamp Leerindustrie</td>
<td>USD</td>
<td>Foreign Account Transfer</td>
<td>10.</td>
</tr>
<tr>
<td>Schmeichel Mebler A/S</td>
<td>RV</td>
<td>Account Transfer</td>
<td>20.</td>
</tr>
<tr>
<td>Fredborg Lamper A/S</td>
<td>RV</td>
<td>Card Type 71</td>
<td>6.</td>
</tr>
<tr>
<td>Koekamp Leerindustrie</td>
<td>USD</td>
<td>Foreign Account Transfer</td>
<td>10.</td>
</tr>
</tbody>
</table>

By collecting the payments you can reduce that to 4 payments:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Currency</th>
<th>Payment Method</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredborg Lamper A/S</td>
<td>RV</td>
<td>Card Type 71</td>
<td>6.</td>
</tr>
<tr>
<td>Schmeichel Mebler A/S</td>
<td>RV</td>
<td>Account Transfer</td>
<td>20.</td>
</tr>
<tr>
<td>Fredborg Lamper A/S</td>
<td>RV</td>
<td>Card Type 71</td>
<td>30.</td>
</tr>
<tr>
<td>Koekamp Leerindustrie</td>
<td>USD</td>
<td>Foreign Account Transfer</td>
<td>10.</td>
</tr>
</tbody>
</table>
There is no limit to the amount of payments that can be collected and earlier in this chapter (3.2 Collect Payments Setup) we explained how you can setup further criteria for collecting payments.

**Do not Collect Credit Memos**

If you do not wish to collect credit memos in the in the payment suggestion then put a check mark in this field. Be aware though that this might make it so some invoices do not get paid if the credit memo amount exceeds the total due amount on invoices.

You have to manually apply these invoices by either getting paid for credit memos or using them to apply an invoice.

**Exch. Rate Type Code**

Here you enter the Exh. Rate Type Code that you wish to use on the payments.

**Purpose Code**

This field is no longer in use. Except for rare occurrences with local payments in Norway and Sweden

**Calculate Entry Based on**

Field is obsolete.

**Entry Date Calc.**

Field is obsolete.

**Cost Type Code**

Cost Type Code is used in conjunction with foreign payments. When you issue a payment to another country fees apply in both sending and receiving bank. The Cost Type Code specifies how these fees are divided between you and the recipient of the payment.

Click the Assist button to lookup the available Cost Type Codes.
3 Payment Methods

In this chapter we describe the basic setup of payment methods and groups.

4.1 Payment Method Plan
4.2 Setup of Payment Group

3.1 Payment Method Scheme

One of the fundamentals of Payment Management is the Payment method scheme. Here you will find all supported payment methods. The payment methods are ordered in groups of relationships in various levels just like the General Ledger; Chart of Accounts. It is possible to create your own payment methods if you so wish. But of course they need to adhere to the requirements of the bank you wish to use for making payments and generally it is very rare that you would have to create your own payment method. But you have the ability to do so here. But we will not go further into how this is accomplished in this document.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
<th>Active</th>
<th>Payment Method</th>
<th>Amount (LCY)</th>
<th>Post (LCY)</th>
<th>No. of Pa.</th>
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<tr>
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<td>Direct Transfer</td>
<td>From</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Code

As you can see in the illustration above each payment method have a unique code.

Description

We have tried to make it as easy as possible to find the exact payment method you need in Payment Management by giving them as precise a description as possible. The Description is chosen to match the description of the payment system your bank uses as close as we can while still having a generic description.

Common groups of payment methods are:

- Account Transfer
- Check
- Payment Card

Type

Type is used as an aid to order the payment methods in the scheme to make it easy to find the correct payment method for any given type of payment. Type can take on these values:

- Payment Method
- Header
- From Payment Method (Start of a group)
- To Payment Method (End of a group)

Active

This field shows whether a payment method is ready for use or not.

Activation and deactivation of payment methods happens automatically when you activate or deactivate a bank by putting a checkmark in "In Use" on the bank card.
If you deactivate a payment method that is currently used in an open purchase document the error log will contain an error saying that the payment method is inactive and you will not be able to execute a payment using this method.

Some payment methods are not supported by all banks and all methods start out being inactive.

Payment Method Group Code
This shows what Payment Method Group the current payment method is a part of.

Payment Method Groups can aid you when creating Vendor Payment Information since default values will be transferred from the Payment Method Group to the corresponding fields on the Vendor Payment Info. A number of standard Payment Method Groups are shipped with Payment Management but you can also create your own groups to match your particular needs.

For further information on what fields can be set up please see Appendix A.

3.1.1 Statistics
On the Payment Method Scheme you are able to pull up a page showing statistics for the selected Payment Method. The statistics page contains the fields; "Amount, Fee, No. Of Payments and No. of Collected Payments. This can be used when i.e. you are negotiating a new agreement with your bank with regards to fees on the most used payment methods.

Pressing F9 will invoke the statistics page.

3.1.2 Entries
By pressing CTRL+F5 or selecting the menu item; “Payment Method, Ledger Entries” you will get an overview of the entries for this payment method. This will include both entries that are posted and entries that are awaiting payment.

Entries for the Payment Method; "Acc. Transfer - Long statmnt. Advice"
This makes it possible to quickly see who is using i.e. Expensive foreign payments and what they have been used for.
3.1.3 Fees

On the Payment Method button you will find the menu item “Fees”. Here you can set up fees for the selected payment method.

You first select which bank the fee is used for. It is possible to setup one fee per bank account on the same payment method.

Then you enter the fee amount per payment. In Fee Pct. You enter the size fee compared to the amount. Especially on foreign payments it is common to add a fee that varies in size with the amount to be transferred. If you enter both fee pct. And fee then the amount entered in Fee will be added to the fee amount calculated based on the Fee Pct. field.

You can also enter a minimum fee amount. This will be taken into account if the fee calculated based on the other 2 fields are less than what is entered here. Otherwise it will be ignored.

The fee information will be attached to every payment entry and is the basis for the fee statistics. This is only used to track fees that you pay to your bank. There will be made no posting of fees in the system based on this. Posting fees will not take place until you receive the exact fee amount info from the bank and needs to be handles separately. This is only meant for statistics and reconciliation.

3.2 Setup of Payment Method Group

Payment Method Groups can aid in creating Vendor Payment information. Default values from the Payment method group will be transferred to the Vendor Pmt. Info. when you enter the Payment Method Group.

There are 2 tabs on the Payment Method Group page; “General” and “Default Values”. On the General tab you must fill in Code and Description. Next tab contains the standard information that you want attached to the vendor when you add a payment method from this group on the Vendor Payment Info.
Example of a standard letter in Payment Management

**Pmt. Ident. Def. Code**

This is where you supply the payment id def. Code which in turn describes how your Vendor has built his Payment ID on the documents you receive.

Payment Management uses this Pmt. Ident. Def. Code to automatically create a correct Payment ID on the purchase documents that are registered.

**Sender Advice**

If you wish to get a receipt from your bank when the payments have been executed then you put a check mark in this field. Be aware that most banks will charge a fee for this service so do not enable it unless you really need it.
4 Vendor Payment Information

In this chapter you will primarily find information about Vendor Payment Information and Vendor Banks and how these are transferred to purchase documents.

4.1 Vendor Payment Information Card
4.2 Information on the Vendor’s Payment Method.
4.3 Vendor Bank
4.4 Purchase payment information.

4.1 Vendor Payment Information Card

As mentioned earlier you need to setup payment information on the vendor to tell the system how to issue payments for this vendor. You need to enter what payment method to use. What bank to use and how advice should be created etc? This is one of the most important points in Payment Management since this is where the most time can be gained when all vendors have payment information attached.

To see a vendor payment information you press CTRL+F11 on the Vendor Card:

![Vendor Payment Information Card](image)

4.1.1 General

**Vendor Payment Group**

By choosing a vendor payment group you get the default values from the chosen group transferred to the vendor payment information. If a lot of vendors are paid in the same fashion then Vendor Payment Groups are a great way to speed up the process of creating vendor payment information.

See appendix A for learn more about how this works.

**Alt. Sender Name**

You only need to fill out this information if you need to issue payments on behalf of another company than the one registered in Dynamics NAV.

**Our Account No.**

This is our account no. with the selected Vendor.

**Sender Reference**

Sender reference is the text that will be shown on your own account statement. It could be the Vendor Name which will be the default value used by Payment Management if nothing is entered in this field.

**Allow Collecting Payments**

This determines whether payments for this vendor can be collected or not. This could potentially save on fees for your bank.
Do not collect Credit Memos
If you do not want Credit memos to be pulled into your payment journal then you need to put a check mark in this field. Then Credit Memos will not be collected when collection of payments is run.

4.1.2 Foreign Trade
If the Vendor is based in another country you need to fill out the field on this tab correctly. It contains the following fields:

Exch. Rate type Code
You can make an agreement with your bank with regards to what exchange rates are used when performing payments to foreign vendors. There can be difference terms for this agreement and those terms can be entered in Exch. Rate Type Code.

Purpose Code
Obsolete in most countries. Rarely used in Norway and Sweden.

Recipient Country Code
Obsolete.

Calculate Entry Based on.
Obsolete.

Entry Date Calc.
Obsolete.

Additional notification
Obsolete.

Cost Type Code
When transferring payments abroad there are usually costs associated with the transfer. In this field you specify how this cost is divided between you and your vendor.

You can create your own cost type codes but must be aware that if what you specify does not comply with your banks payment system then your payments will likely be rejected by your bank. So if you DO decide to create your own you must make sure they comply with what your bank supports.

Only enter values that always apply for this vendor. If i.e. Additional Notification varies from document to document then do not enter a value here.

4.1.3 Payment Method
On this page you are also able to enter Payment Methods for the selected vendor. Based on what you entered in the “Additional Pmt. Methods” field in the Payment Management setup you will be able to choose between these payment methods when creating documents from this vendor.

Put a check mark in the “Standard” column on the Payment Method that you want the system to attach when creating purchase documents. If you only have one payment method this will always be used.

4.2 Pmt. Info. on Vendor Payment Method
Selecting a Payment method in the subpage and pressing SHIFT+F7 will show you the Payment Information for the selected payment method.
Here you can enter vendor specific payment information regarding this particular payment method. Any setup here will be transferred automatically when you issue payments using this method. This setup is available since there are different ways to advise vendors between different payment methods.

Most of these fields will be pre-filled when you select Vendor Payment Group on the Vendor payment info. card.

Advice Method
You can choose between the following methods:

- **Bank**, Advice is sent via the bank.
- **E-Mail**, You send a separate email to the recipient.
- **Letter**, You print the advice and send it separately

Bank Advice Def. Code
When sending advice along with your payment this is the field where you can define what the advice should look like. How to create this template is explained in another chapter.

Manual Advice Def. Code
If you have chosen "Letter" in Advice Method then this is where you enter the Manual Advice Def. Code that you wish to use as a template. Payment Management contains a few standard templates that you can use for inspiration or alter to suit your needs.

Payment ID Def. Code
Building a template that matches the structure of the payment id used by your vendors enables Payment Management to automatically build the payment id when you register purchase documents and thus you don’t have to rely on user input to enter the correct payment id.

Recipient Reference
Here you can enter a reference to the recipient that will be shown on their bank account statement.

If the vendor has stated a certain reference to accompany the payment then this is where you enter that reference. The value of the field can also be controlled via the Bank Advice Def. Code.

Standard
A check mark here indicates that this is the payment method that should be used when creating payment information for documents from this vendor.

Sender Advice
Sender advice is a receipt you can get from your bank as proof of payment.
Vendor No. (PBS/BGC)
This field can contain 2 difference numbers:
For Regular Payment Cards you enter the vendors FIK-number.
For Giro Cards you enter then vendors Giro-Number.

4.3.1 Balance Account based on Currency
On the Vendor button you will find the menu item; ”Balancing Accounts”. Here you can determine what balance account should be used based on the currency of the payment. This setup is vendor specific and overrides the general setup in Payment Management. If an account should be used for a specific currency across all vendors then this is not the place to set that up. That should be done in the general setup of PM.
Enter currency code and choose what bank account should be used to issue payments.

4.4 Vendor Bank
Vendor Bank is part of standard Dynamics NAV. Payment Management adds 5 fields to Vendor Bank Card. These 5 fields will be explained here. For documentation on the other field we refer you to the standard help in Dynamics NAV.

4.4.1 Standard info on Vendor Bank
Name and address is important for some payment methods. Especially foreign payments have requirements for these fields.
If the account is used for a specific currency then this should also be entered here.
Bank Account No. and Bank Branch No. are important for account transfer payments but can be left out for FIK payments.
Bank Registration Code and Bank Number
Bank Registration Code is used to identify vendor’s bank abroad. This serves the same purpose as the Danish Bank Branch No. SWIFT Code is more commonly used and will most likely be what you should use.
Bank registration Code consists of 2 letters:
AT Bankleitzahl (Austria) 5 digits
BL Bankleitzahl (Germany) 8 digits
CC Canadian payment association (Canada) 9 digits
CP CHIPS participant id (USA) 4 digits
CH CHIPS code (UID no.) (USA) 6 digits
FW FEDWIRE (ABA no.) (USA) 9 digits
SC Sort Code (Great Britain/Ireland) 6 digits
The Bank Number field relates to the Bank Registration code. Then number has a different of digits according to the Registration Code used as can be seen by the above list.

SWIFT Code
Here you must specify the Swift Code for the vendor’s bank.
SWIFT is an international paying agency that covers more than 7000 banks in 192 countries. All members of SWIFT gets their own address; The SWIFT Code.
For certain Payment Methods the SWIFT Code is required to get a lower price for the payment transfer.
If the Vendor’s Bank has a SWIFT Code then it will normally be printed on the invoice from the Vendor.
IBAN

The IBAN Number is an international bank account number. Most countries within the EU will use IBAN numbers.

Standard for Currency

You put a check mark in this field if the bank account should be used as default balancing account for the currency stated on the bank card.

4.5 Purchase Payment Information

For all relevant purchase documents you can view and attach payment information by pressing the shortcut; CTRL+F11.

Payment information will automatically be added to all relevant purchase documents when they are created. The Payment information will be taken from the payment information entered on the Vendor whom the purchase document involves. The information will be copied to the purchase document where it can be altered if needed and will be transferred to the vendor ledger entry when the document is posted. This ensures that payment information can be individualized for each vendor entry.

It is important to note that the payment information entered on the purchase document is also the payment information that will ultimately be used in the payment journal. If you post a purchase document and then proceed to alter the vendor payment information from the vendor card. Then the information used in the payment journal will NOT be the new vendor payment information from the vendor card, but will be the payment information that was entered on the purchase document.

However. The way Payment Management handles this can be changed by the field “Use Vend. Pmt. Info.” on the Payment Suggestion, Setup.

Attention!

Individual fields will not be described in the following since they have already been covered elsewhere in this document. Documentation for how to create advice templates is explained in chapter 5. Field on the Payment Card that cannot be used for a given payment method will be inactive.

4.5.1 The Purchase Payment information Card

General

On the General tab you will find information regarding the payment method and the vendors name etc. This will rarely be altered by the user.

Advice

The Advice tab contains all advice concerning the document. Different fields can contain values based on the payment method chosen. The fields are; “Payment Identification”, “Recipient Reference”, “Manual Advice Reference”, “Document Reference” etc. Long advice will NOT be created until the Payment Suggestion is run in the payment journal.

On the right in the Advice tab you can see the various advice definition codes that are used to create the advice itself. These will be explained further in the next chapter.

Payment

The payment tab contains all the information pertaining to the bank account including Account No. and Branch No. You will also find the field “Vendor number”. Her you must enter the vendors FIK- or Giro-number if the payment method is a payment card.

Here you can also specify a balancing account. The account from which the payment should be made. The chosen bank account will also determine how the payment information is validated.

Foreign Trade

When issuing foreign payments this tab is where you enter the information needed with regards to currency and how the Cost should be divided (Cost Type Code).
4.5.2 Other features of the Purchase Payment Information

Validation

The payment information will be validated when it is created for a purchase document. The validation rules are bank specific and will be selected based on the balancing account chosen for the document. This is controlled by the setup in payment management setup and/or on the vendor itself.

If errors exist in you will be unable to post the document. The error log will contain information as to what errors exist. You invoke the error log by pressing CTRL+F5 on the Purchase Payment Information card that you open by pressing CTRL+F11.

If you do not wish for the system to validate the payment information prior to posting you can alter the behavior by removing the check mark in the field; “Check before Post. Purch. Doc.” on the Payment Management Setup card. The default value here is that there IS a check mark in this field and we recommend to always check before posting to ensure that the payment information is as correct as possible as early in the process as possible.

Remove the check mark in "Check before Post. Purch. Doc." if you do not wish to validate before posting is performed.

Payment Methods

If you wish to choose another payment method than the standard method from the Vendor Payment Information then you must pay attention to the setup of “Additional Payment Methods” in the Payment Management Setup. Default setup is that you can only see the payment methods that have been entered on the vendor’s payment information card. If you wish to be able to choose other payment methods you must alter this setup to reflect which methods you wish to be able to choose from.

4.5.3 Example

This example illustrates how Payment Management handles validation of different payment methods. Perform the following steps:

Create an invoice for vendor nr. 20000.

Press CTRL+F11 to open Vendor Payment Information.

Note that the fields "Payment Identification" and "Vendor number" are active and contains data.
On the Advice tab the Payment identification has been set and on the Payment tab vendor number has been set automatically.

Payment Management will always adapt to whatever payment method has been chosen on the vendor. Now go back to the General Tab and change the payment method to 1110100; Account Transfer - Short advice.

Now you will notice that the Tabs (Advice and Payment) have adapted to the new payment method by enabling/disabling relevant fields to match what can be used on the chosen payment method.

When using an Account Transfer the field Payment Identification has been disabled and the Recipient reference has been enabled instead.

The Advice Tab has now been changed to match the payment method; Account Transfer - Short advice and the Recipient Reference has been filled according to the template chosen in “Bank. Advice Def. Code”.
The Payment Tab has also undergone major changes. FIK number has been removed from the Vendor Number field and the Vendor Bank information has been filled with Bank Name and Account number.

This flexibility makes it easy to see exactly what fields are relevant for the chosen payment method and much of the information is pre-filled by copying the info from the Vendor Payment Information or the Vendor Group.
5 Advice

This chapter will explain how to create and use advice definitions and foreign advice designations.

6.1 Bank advice
6.2 Manual advice
6.3 Payment definitions (Payment ID)
6.4 Foreign advice designations

5.1 Bank advice

Your vendor should be informed what invoices are covered by your payment. To do this 1 or more lines of text are sent along with the electronic payment. This is called “advice”.

Payment Management enables you to get advice created automatically with information taken from the entries covered by the payment. The following will explain how you can control the creating of said advice.

Short Advice

There are several ways to send advice to your vendor. There is the short advice that will be shown on the Vendor Bank Account as posting description. This field is called Recipient Reference in Payment Management. The short advice can normally be 20 characters long. This does however vary slightly from bank to bank.

Long advice

You can also send "long advice" along with your payments. This is normally 41 lines of 35 characters each. This advice can be shown on the Advice Page that you can find under the Payment button on the Payment Information page.

The templates for the long advice can be created/ altered under ”Administration, Application Setup, Financial Management, Payment Management, Advice”. The advice definitions you create here will be used on payment information on Vendors, Purchase Documents and on entries in the payment journal.

This page is used to handle advice definitions.

Give your advice definition a unique code and a description showing what kind of advice it will create. Then you need to decide whether to compress the advice you send with the payments or not. This will look like this;

Sample 1: Advice with no compressing:

Invoice 1 Invoice 2 Invoice 3 Invoice 4

Will look like this if compressed:

Invoice 1 2 3 4

In other words. You can save a lot of space on the advice lines if it is compressed and this enables you to advise many more documents in one payment than would otherwise be possible. This is used for collecting payments and the more payments you can collect the lower the cost. Especially for foreign payments. By default "Compress advice" is always active.

Creating an advice Template

Whether you are creating a short of long advice template the method to do so is the same. Only difference is that the long advice template usually contains more information.
To create a long advice template you must press the Look up button located on the right side of the "Long advice"-field. Another page will be shown where you can choose the first field in your template. If you want more than one field in the template you just repeat this process.

In NAV 2013 you should first make a Ctrl+c of your Advice starting point. After adding a new field you can add your starting point by Ctrl+v.

List of fields you can use in the advice template. Mark the field and press OK.

Please know that you can also enter manual text in the advice template. I.e. to put spaces between fields or add text to the template.

If you press the AssistEdit button you can enter format options for each field in the template.

Here you enter format options for the fields in the advice template.

No. of Positions: This determines the size of the field.
Place before: Here you can enter a character that will be placed before the content of the field to make sure the field contains the number of characters chosen in the “No. of Positions” field.
Place after: Here you can enter a character that will be placed after the content of the field to make sure the field contains the number of characters chosen in the “No. of Positions” field.

At the bottom of the first page you will see an example of the advice that will be created based on the template you have made.

5.2 Manual advice

Payment Management also supports sending advice via letter or email. To do this you can create manual advice definitions. How to do that will be explained in this section.

Next section will describe how to print this advice when transferring payments.
You will find the manual advice templates under "Finance, Setup, Payment Management, Advice. This is where you create the manual advice templates.

This page enables you to create/alter manual advice templates.

**Code and description**
Enter a code and a description to enable you to determine what this template does.

**E-mail Subject Template**
This contains a template to create the subject line of an email.

Click the LookUp button the right side of the field to get a list of fields you can use in the template. Press ENTER on the field you wish to use. Repeat until you have all the fields you need in the template.

You can also enter text manually in the field or combine manual text and template fields.

**Manual advice ref. Template**
This will be used as reference for the manual advice. The reference will be sent to the recipient through bank enabling your vendor to see that the payment has been issued just as the manual advice does.

Press the ‘LookUp’ button on the right side of the field to see what template fields are available.

You can also enter any text here that you need.

**File format**
This determines the format of the advice that you send.

**Text**
If you chose text then a plain text document will be attached to the email that is sent.

**HTML**
If HTML is chosen then and HTML formatted file will be created and attached to the email or you can print it and send it in a regular letter.

**XML**
Choosing the XML format gives your vendor the option of importing the advice in his ERP system provided that the system used by the vendor supports it.

**Type**
Press the lookup button to choose what type the correct line should be. You can choose between, Header or Footer.

The advice sent to the recipient will be created as follows:

- Header lines
- One or more advice lines.
- Footer lines

You can determine how headers and footers should be created. The creation of advice lines is determined by the Bank Advice Def. Code.
Formatting
Here you can set whether a line should be bold or not. Could be used for headers.

Template
Another template field where you can enter text and/or select template fields to determine how the line should be created.

5.3 Payment Definitions (Payment ID)

Payment Cards attached to invoices that you receive typically contains a Payment ID. This ID typically contains info either knows by you or printed on the invoice itself. This enables Payment Management to automatically create a payment id for you (in most cases) eliminating the need to enter it manually.

Ie. the payment id could contain “Our account no.” followed by the invoice no. This is data that payment management knows and thus the payment id can be filled automatically.

You can create payment definitions here: “Financial Management, Setup, Payment Management, Advice, Payment Definitions”.

The creation of a payment definition is similar to the other advice templates.

Enter a code and a description and chose the fields suitable for your template. Also make sure to set the format of the various template fields as this is normally important for this template type.

On this page you format the content of the payment id.

Text
Shows the template field name. Each of the fields can be formatted by entering appropriate content in the next 3 fields.

No. of Positions
The length of the template field.

Place before
If you need to fill out a field by ie. padding it with the number 0 then you enter 0 in this field and it will then be padded with 0’s until it matches the length entered in “No. of Positions”.

Place after
Similar to ”Place Before” but the character will placed after the template field instead of before.

5.3.1 Example
You receive an invoice.

The invoice contains Account No./Customer No.: 244 811 744
Invoice no. is: 15

The payment id on the payment card looks like this:
024481174400151
You then need to create a Payment Definition looking like this one:

<table>
<thead>
<tr>
<th>Text</th>
<th>No. of Positions</th>
<th>Place before</th>
<th>Place after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Account No.</td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Invoice No.</td>
<td>4</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Modulus 10 control digit</td>
<td>1 (or don’t fill it)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

The modulus 10 control digit is calculated by Payment Management to get the payment id to match modulus 10. Otherwise it will not be accepted by the bank once the payment is issued.

5.4 Foreign advice designations

Advice designations are used to translate the Danish words for Invoice, Credit Memo, Reminder, Finance Charge Memo as well as Payment and Our Account No. into the language appropriate for your vendor.

The vendor language code will determine what advice designation is used for the creation of the advice for the vendor.

Payment Management contains designations for English and German and you can create designations for any other languages as needed.

This page enables you to create/alter foreign advice designations.
6 Payments

This chapter will explain how to suggest, collect and prioritize payments as well as sending the payments to your bank.

7.1 Suggest Payments
7.2 Collecting Payments
7.3 Payment Priority
7.4 Create Free
7.5 The Payment List

6.1 Suggest Payments (The Payment Journal)

When installing Payment Management you get access to an additional Payment Journal menu item. This one is called: “Payment Journals PM”. This is for electronic payments and is the journal that we will use in the following.

What we have registered on the Vendors and on our purchase documents will now be the basis for the payments suggested via; “Suggest Vendor Payments”.

Before you can use a given payment journal for electronic payments you must create it as a "Journal Template". This is done here: “Financial Management, Setup, General, Journal Templates”.

In the Payment Journal you activate Suggest Vendor Payments and Payment Management will now create a payment suggestion. This will only explain the automatic suggestion of payments and not how to create manual payments in the journal.

Most fields in the journal are standard Dynamics NAV fields and will not be explained further here. Correcting errors on entries will be explained in the following section.

6.1.1 Payment Suggestion Setup

A setup exists for the payment suggestion that makes it possible to set the default values of the payment suggestion prior to activating it. This makes it possible to set most parameters beforehand so you don’t have to do it every time you run; “Suggest Vendor Payments”.

Payment Journal Setup. Standard values used for "Suggest Vendor Payments".

Last Payment Date Calc.

You must state the Last Payment Date when running "Suggest Vendor Payments" to the entries that you want to include.

This field enables you to create a date formula that will be used to calculate “Last Payment Date” when running the suggestion.

If I.e. you want to include payments that are due 16 days into the future you enter ‘16D’ here and the system will then add 16 days to the working date to calculate the “Last Payment Date”.

Find Payment Discount

Putting a check mark here will result in Payment Management including entries with a discount date <= to "Last Payment Date" even if the entries are not due until later. A calculation will be performed taking into account the internal interest on our bank account compared to how much money is saved by obtaining the discount. If that number is bigger than what we could earn in interest by NOT obtaining the payment discount then the entry will be included in the payment suggestion.

Summarize per Vendor

This will result in payments being collected according to the rules inherent in Payment Management and the setup made in "Collect Payments Setup". Pre-requisite is that the payment method must be allowed to be collected as well as payments for the particular vendor must also be allowed to be collected.

Attention

Whether or not it is allowed to collect payments with a certain payment method is to some degree dependent on the Bank Bookkeeping Central that is used.

Posting Date Calculation

This field works much the same way that "Last Payment Date Calc." does. It just affects the Posting Date instead. So entering 16D here will put the posting date used in the payment journal 16 days into the future.

If you do not fill this field then Payment Management will use the Due Date as the Posting Date in the journal.

New Document No. per

This field determines how Document No’s are creating on each line in the payment journal when the "Suggest Vendor Payments" is activated.

Use Vend. Pmt. Info.

In some cases you will have created a number of purchase documents with a certain set of Vendor Payment Info attached. Then before actually issuing payments you have altered the Vendor Payment Information resulting in the info on the vendor not matching what has been posted on the purchase documents. Now when running “Suggest Vendor Payments” you can determine what info will be used on the lines in the resulting journal. You do this via this field.

- **Modified** - Will use the Vendor Payment Info instead of the info on the entry IF the vendor payment information has been altered after the purchase document has been posted.

- **Always** - Always uses the vendor payment information regardless of what is on registered on the entry.

- **Blank** - Will always use the information attached to the entry regardless of what is entered on the vendor.

Description Template

This template determines how the posting description is created when running "Suggest Vendor Payments". Press F6 to get a list of fields that you can use in the template. As with other templates in Payment Management you can alter the length and format of the individual fields as well as entering free text.

Posting Status Needed

This field determines the status needed prior to posting of payments. This is especially useful if you import payment status information from your bank.

Bank Payment Type

If using Bank Account as Balance Account this is where you choose the Payment Type (Type of Check) you wish to use. To see what options are available; Press the drill down button.
Recurring Jnl. Template Name

Here you set up which recurring journal is supposed to be used when running “Suggest Vendor Payments”. If you have recurring payments you should create them in this journal and the system will then remind you to that there are lines in the recurring journal that needs to be posted.

Recurring Journal Name

The batch name of the recurring journal.

Fee Account

This is the G/L Account that you wish to use for cost associated with currency transfers.

When you activate the “Create Fee” function this is the G/L Account that will be used on the lines that will be created in the journal.

Create Negative Amounts

If you wish to have lines created in the payment journal for vendors that actually owe you money then you must put a check mark in this field. This means that if the sum of Credit Memos exceeds the Sum of the invoices that are due for payment you will still get lines created in the journal.

If there is no check mark then the lines will not be created.

Ignore Previous Application

Put a check mark here if you want to include entries that are already marked for application in other journals.

6.1.2 Suggest Vendor Payments

To create a payment suggestion you must select ”Payments, Suggest Vendor Payments”. The first Tab will let you filter on fields from the Vendor Payment Group.

The tabs contain filters to limit the number of payments suggested.

On the first tab you can select which Vendor Payment Groups you wish to include in the suggestion.

The Payment Method PM tab lets you select which payments methods to include and the 3rd tab “Vendor” lets you filter on which Vendors you want to include in the suggestion.

The Options tab is where you enter ”Date of Last Payment, Posting Date and Start Document No. These fields have been described earlier.

If you have selected to collect payments and/or find cash discounts there are two fields indicating the choice you have made. These fields are set up in the “Payment Suggestion Setup” that was explained earlier in this chapter.
6.2 Collect Payments

When you have suggested vendor payments, you are able to collect the payments if you haven’t done so already. The rules applied to collecting payments were explained earlier (Chapter 2.2). The advantages of collecting payments primarily exists on foreign payments where you can save a fair amount of money on the cost of transferring money.

Analysis

If you wish to collect one or more payments but the system won’t let you. Then it can sometimes be difficult to determine why the payments are not being collected. To find out why the system will not collect a given number of payments, you can run a collection analysis. This will tell you exactly why collection is not allowed. If you wish to run an analysis, then you must mark the lines that you want to check. Then select; “Payments, Collect Payments, Analysis”. You will then be shown a form containing the reasons why the payments cannot be collected or be told that everything is ok for collecting the payments and you can then go ahead and do so. If the payments cannot be collected, you can choose to not collect them OR correct the setup for collecting payments and rerun the analysis to see if it has solved the problem.

Collect Payments

To collect payments, you must select the lines that you want to collect and if the requirements for collecting are met, then it will be performed. You must allow collecting payments on the vendor as well as on the payment method and the rules applied in “collecting payments setup” must be met. However, this way is only necessary if you haven’t put a check mark in “Summarize per Vendor” on the Payment Suggestion Setup.

Advice will also be “collected” when payments are collected; it is beneficial to select “Compress Advice” on the “Bank Advice Def. Code” to be sure to be able to collect as many payments as possible without exceeding the number of advice lines allowed by the bank.

When payments have been collected, you proceed as normal to actually perform the payment.

6.3 Payment Prioritizing

Sometimes after having performed a “Suggest Vendor Payments” you will need to prioritize the payments based on available funds or other factors. To do this, you select; “Payments, Payment Prioritizing” to activate the prioritizing.
Payment Prioritizing

This page shows all lines in the payment journal. The column on the left determine whether the entry should be paid or not.

There are several ways to prioritize payments both manual and automatic and we will go through them in the following section.

6.3.1 Available Amount

If a limited amount is available for payments you need to prioritize your payments to get the “correct” entries paid.

Go to “Actions” Press button “Available Amount”.

Payment Prioritizing form. Here you can enter available amount.

Top of this form presents you with ”Use Vendor Priority”. Putting a check mark here will prioritize payments according to Vendor Priority. The higher the priority the more likely that vendor will be paid. Vendor Priority is set on the Vendor Card in the Payments tab. If you do not enter a priority number then the payments will be prioritized according to vendor no.

The only other field you can alter is “Available amount”. Putting an amount in this field and pressing OK will prioritize the payments automatically and select as many payments as possible within the amount given.

Putting a check mark in ”Carry Out” will prioritize payments for the given bank account. If there is no check mark all payments will be issued.
After the automatic prioritization has been run you can alter the suggested payments by simply adding or removing a check mark in the “Pay” column on the extreme left. Adding and removing marks will update the fields at the bottom of the page showing the total amount to be paid and the total amount suggested.

6.3.2 Select Payments

When selecting "Function, Select Payments” you will be presented with another way to select which payments you want carried out.

This dialog lets you select/deselect payments.

Choose the action you wish to perform. Then filter which payments to perform it on.

Current Line
Only applies the action to the selected line.

All lines
Apply action to all lines in the form.

Vendor
Select all payments for the chosen vendor (The Vendor on the selected line prior to activating this function).

Balance Account
Same as above just for the Balance Account on the line chosen.

6.4 Create Fee

This function enables you to handle the cost associated with foreign exchange payments before posting the payments in the payment journal and is an alternative to posting the payment right away and then handle cost and exch. Rate differences later.

You must have stated a GL/Account in Payment Suggestion Setup.

The payment must have status ”Sent” before this function can be used and it is not available on Bank accounts with an associated currency.

When the bank has informed you of the exact amount withdrawn from your account you can state this in the “New Amount” field followed by the associated cost into the “Fee” field.

If you have stated a Fee on the Payment Method used then this fee will be the default value here. You can enter the default fee either in the “Payment Method Scheme” or on the Bank Account.

When you press OK the currency exch. Rate will be recalculated and a line contain the fee entered will be created.

6.5 The Payment List

When a line is created in the payment journal an accompanying line is also created in the payment list. This will also be deleted if you decide to delete a line in the journal.

When you are done working in the Payment journal, by collecting payments, prioritizing payments etc, it is time to handle electronic payments themselves.
First and foremost you should look at the status of the payment in the field to the extreme left in the payment list. This must read “valid” for you to be able to actually send the payment. When you have set up all the relevant payment information on your vendors then all lines should have the valid status right after you have run “Suggest Vendor Payments”.

The following will explain what the various menu items do.

6.5.1 Payments

Card
This is the payment information card. If you need to correct the payment is must be done here. When changing payment information the data you enter will be validated and the status of the payment will show “Valid” or “error” according the validation rules for the particular payment method/bank. If an error exists you can invoke the error log from this form to see what the problem is and a possible solution.

If you need information on the various fields in this card form you should look in the chapter regarding "Vendor Payment Information". (4.1).

Advice
This is where the long advice is located. You can alter the advice here if needed to ensure that your vendor is informed as to what this payment is in regards to. There is normally a limit on the amount of text you can enter. It varies according to the payment method/bank.

If you want to revert the advice to what is automatically created you can “Create Advice Lines” in this form. This can be useful if you have deleted all the advice lines and want to have them recreated.

Comment
Here you can see and enter a comment for the payment. This will NOT be sent to the Vendor and is for use by your company only.

Error Log
When payments have the status “Error” this is where you can see what errors exist on the payment. Once a payment has reached the status “Valid” there will be no errors in this log. Warnings might exist though but that is rare. When working with the payments you can also print a “Test report” from the payment journal. This will show all errors that exist on all payments.

To correct and error you alter the payment information and if it is something that has been entered in error on the Vendor Payment Information you should make sure correct it on the Vendor as well to make sure that future payments will not contain this error.

Please pay attention to the ”AssistEdit Button” present on fields like ”Name”. Pressing this will give you access to additional information like Vendor Address and Vendor Bank Information.

![Payment Information Card](image)

Pressing the AssistEdit button will give you more information. The above is the Vendor Bank Info.

History
You select this menu item to see the history of a particular payment. You can see what has transpired with the payment since it was first created in the payment journal.
Payment entry history.

Statistics

The payment Statistics windows shows no. Of payment for a given payment method and the amount transferred using it. You can also see the number of collected payments and any cost associated with the payments.

All payments in a journal are represented in this window even if it hasn’t attained a Valid status yet.

Entries

The entries menu item gives you access to:

- Vendor ledger entries.
- Applied vendor ledger entries
- Bank ledger entries.
- Procuration entries
- General ledger entries

Under each of these menu items you gain access to entries related to the payment you currently have selected in the form.

Dimensions

Dimension as knows from Standard NAV.

Procuration

Here you find:

- **Payment procuration entries**
  
  When you set up procuration for a bank account you will get procuration entries associated with the payment entry when you approve the payment entry. The entries will show who has approved the entry and by how much (percentage wise).

  If a payment entry has the status; “Partly Approved” it means that a procuration setup exists on the bank account. You will be able to see who is next in line for approving the entry. This is determined by looking at the procuration setup and the procuration entries that exist.

  - Show possible procurist.
    
    Selecting this menu item will show you who the next procurist is based on the setup on the bank account.

6.5.2 Function

Validate

Selecting this function will validate the payments in the payment list according to the rules for the chosen bank bookkeeping branch. If the payment validates without errors the status will be changed to “Valid” otherwise it will be set to “Error”.

Payments are validated when they are first created and subsequently every time payment information is changes. Only valid payments can be approved and after they have been approved it is no longer possible to change the payment information. You will very rarely need to validate the payments manually. Only a change of the basic bank account information or validation rules would require you to activate this function.
Approve

Valid payments can be approved after which it will be possible to send the payments.

Send

When sending payments you will be shown which bank(s) you are sending payments to and the payments will be saved in a file matching the banks file format for each bank you are sending payments to. The file will be created in the folder set up on the “Bank” in the payment setup menu. You can change folder and filename before exporting if you wish.

Set status

'Set status’ is used to change the status of payments in the list. Certain rules exist for changing status and the system will inform you if you are unable to change from one status to one another.

Create manual advice

If you are using manual advice you must select this menu item to create said advice. It can be either e-mail advice or printed advice. The advice will be created according to the template entered in the “Manual advice. Def. code” entered on the Vendor payment information.

Primary focus in the payment list should be to make sure all payments are valid. If they are not then check the error log and correct what is needed to get a valid status. Then approve and send the payments.
7 Bank account reconciliation

Payment Management bank account reconciliation is a separate module for payment management. It is an alternative to the standard reconciliation that exists in Dynamics NAV. This chapter will explain how to reconcile bank ledger entries based on an electronic account statement from your bank.

8.1 Account reconciliation
8.2 Reconciliation setup
8.3 Importing account reconciliation
8.4 Reconciliation logic
8.5 Practical example

7.1 Account reconciliation

The reconciliation module for Payment Management gives you the opportunity to automatically reconcile your bank account provided that your bank can send you an electronic account statement.

The account statement is imported and a reflection of the statement will be created. Payment Management will reconcile as much as possible without you having to do anything. If a direct match is not found then a set of choices will be saved and you can later choose which of these is the correct entry to reconcile.

![Bank account reconciliation screenshot](image)

Bank account statement after import.

If an entry is a payment from a customer that has not been posted in NAV yet the reconciliation process will create an entry in the Cash Receipt Journal entered on the bank account. Locating the correct due entry to apply on the customer will be done by looking for an invoice number in the description or the advice on the statement line.

FI Card payments will be automatically matched based on the payment id provided and these will also be created in the cash receipt journal.

Reconciliation rules can be created enabling the system to create lines in the general journal based on the description. This could be used to identify lines containing interest or various fees from the bank. These rules are setup in the reconciliation rules table.
Most likely there will be lines that cannot be reconciled automatically but then you can assign the correct entries manually.

7.2 Setting up Account Reconciliation

To be able to use the reconciliation feature you have to set up a few things.

- Journal template name and batch name for cash receipts must be setup on the bank account.
- Journal template name and batch name for the general journal must be setup on the bank account for creating entries with interest and fees.
- You can also provide a maximum amount that the entry can deviate while still being used for automatic reconciliation. This is for finding due entries when creating customer ledger entries for payments received via the account reconciliation module.

This is all set up under the Posting tab on the Bank Account Card.

- You must also enter a "Sender ref. def. code" on the bank account which is used to create the Sender Reference when sending payments. This reference will be returned in the description field on the reconciliation line. We highly recommend using the “AFSEND” code to do this as it will provide a UPR No. that uniquely identifies each vendor payment.

This is also done on the bank account card. On the "Payments" Tab.

- To enable payment management to automatically create entries in the general journal to post interest and fees regarding your bank account you must first set up a set of reconciliation rules. You can specify how the search should be done. I.e. exact match or the text entered in the rule should be contained in the description on the reconciliation line.

Reconciliation rules are set up here.

- You access this table from the Bank Account card via the button "Bank account". If you have rules that apply across all bank accounts you can create these under “Administration, Application setup, Financial Management, Payment Management, Reconciliation, General
reconciliation rules”. This is especially useful if you have several bank accounts in the same bank.

- If a customer name has been entered in the description field then this can be translated into a customer no. by entering customer name and number under: “Administration, Application setup, Financial Management, Payment Management, Reconciliation, General reconciliation rules”

  After setting this up the system will be able to search open customer ledger entries even if the customer has not entered a document number. It is however much preferred that customers enter document no. or payment id to uniquely identify what payments to apply / reconcile.

Reconciliation 'tweaks’

Some action performed during reconciliation can be tweaked via the reconciliation tab on the payment management setup and the Bank Card.

On the Payment Management Setup form you have the following options:

![Payment Setup](image)

**Cash Rcp. Jnl. Lines - Create**

Here you determine how positive entries in the bank account statement should be handles. You have the following options:

- **Doc. Found** - This is the default option. The cash receipt journal line will be created if a customer ledger entry is found that matches a document no. from the reconciliation line or the attached advice. If there is more than one customer ledger entry matching it or there is an amount deviation then you must determine which cust. Ledger entry to apply the payment to.

- **None** - Cash receipt journal lines will not be automatically created.

- **All positive on import** - All entries with a positive amount will result in a cash receipt journal line and you must check and delete the lines that you do not wish posted.

- **All positive manual** - This works exactly like the "Doc. Found" option but adds the possibility of creating lines manually via "Manual Handling".

**Lock Statement Lines**

If you put a check mark here it means that users will be unable to change the imported reconciliation lines unless they have access to a certain function. Making it possible to control what users can alter lines on the statement.

**Allow Partial Bank Acc. Stmts.**

This makes it possible to post part of statement. Meaning that you don’t have to handle all statement lines prior to posting and you are able to continue working in the same “statement” with the next Acc. Statement imported from your bank.
You can access the bank card under Financial Management, Setup, Payment Management, Bank. The reconciliation tab contains the following options:

**Skip Date/Amount Search**

During automatic reconciliation a search will be performed on the date and amount from the statement line. If you do not wish to do this you must put a check mark in this field and then handle the reconciliation yourself.

**Tolerance Days - Before/After**

By entering a number of days here you allow Payment Management to mark entries for reconciliation even though the date is not the same on the entry as on the statement line. The number of days determines how much of a difference you will allow.

**Recon. Method**

If several entries on the bank account have the same date and amount you need to decide how they should be handled. You have the following options:

- **Manual** - Means that automatic reconciliation will NOT be performed if more than one entry matches the date and amount. You will have to reconcile it manually.
- **Apply to Oldest** - This will allow the system to reconcile the first post found that matches the statement lines date and amount. If more than one entry/line exists with the same date and amount they will be applied consecutively.
  
  **Attention** - Be aware that mixing tolerance days with apply to oldest can produce undesirable results.

To be able to automatically reconcile a bank account statement you need to have had payment management in use for some time to make sure that they information you get back on your bank account statement contains the information needed. This makes it imperative that you have set up a “Sender Ref. Def Code” on the payments you send to your bank and a proper payment id on the invoices sent to your customers.

### 7.3 Import of electronic Acc. Stmt.

The statement is often delivered as a file that you receive from you bank. Most bank deliver this to your inbox in the banks online system and you will likely need to inform your bank that you wish for them to deliver an electronic statement.

When you have received the file containing the account statement you can import it by selecting the Bank Account Card for the bank account that you wish to reconcile. This is located here: “Financial Management, Cash Management, Bank Accounts”.

Now select the “Bank Acc.” button and the menu item: “Reconciliation”.

Chose: "Functions, Import Account Statmnt." and select the file to import.
Select file and press OK to import the account statement.

Pressing OK will start the reconciliation process. The statement will be imported and Payment Management will reconcile as many entries as possible. On the Reconciliation Card you can see the start and ending balance as well as how many lines have been created in the cash receipt journal and the general journal.

Each line contains data regarding "Posting date", "Account Statement Amount" and so on and so forth. Other important fields are:

- "Warning". This informs you about the status of the statement line.
- "No. Of recon suggestions found". This tells you how many hits the system got when trying to find the customer ledger entry that matches the info on the statement line. You can then choose between the hits found. It is also possible to enter a customer no. in the corresponding field and then the Apply function to manually select the customer ledger entries to apply to.
- "Selected Recon. Found by". Informs you whether reconciliation was done based on Payment ID, Document No. or Customer No. Provided that a reconciliation has been done.
- "Advice". Shows whether additional advice exists on the line or not.

The bottom of this page shows you the status of the current statement line. Status can be: "OK, Unsolved, Awaiting Cash Rcpt. Jnl., Awaiting G/L Jnl., and more".
• By selecting "Recon., General Journal" you can check and alter the lines that have been created in the general journal. These typically consist of various fee and interest entries from the bank and the bal. Account will be set to the bank account that you are currently reconciling. When you are satisfied that the general journal lines are correct you can post the lines and when you leave the journal Payment Management will re-run the reconciliation process to catch the new bank account ledger entries that were created during posting and which match lines in the account statement.

• The same thing should be done for the Cash Receipt Journal that you can invoke via "Recon., Cash Rcpt. Journal".

• After having performed the above you will have most if not all of your statement lines reconciled and status should be OK. Any remaining lines will have to be handled manually before the bank account statement can be posted.

Reconciliation is run after importing the account statement and will be performed according the algorithm that will be described in the following section 7.4 and an example is shown in section 7.5

7.4 The Reconciliation Algorithm

3 reference fields exist on the statement lines; "Own reference, Posting description and sender reference". The reconciliation is performed as follows.

Each statement lines is processed individually and if more than one reconciliation suggestion is found the line will reflect it and you will have to choose which suggestion to use for reconciling the line.

The first action is to see if any bank account ledger entries exist that match the statement line. For payments issues by us the Sender reference field should ideally contain a UPR no. that we can match with a Pmt. Ledger entry in Payment Management. The reference is created using the template given in the “Sender Ref. Def. Code” on the bank account card. When/if a Pmt. Ledger entry is found the corresponding bank account ledger entry will be marked for reconciliation.

If an entry hasn’t been found the customer ledger entries will be searched trying to find one that matches the information on the account statement line with regards to Document No., Customer No or Payment ID and Date and Amount. If a closed customer ledger entry is found the corresponding bank account ledger entry will be marked for reconciliation.

Next the system will look for bank acc. Ledger entries that match the value from the reference fields on the statement line and finally it will look for entries with match amount and posting date.

If the system still hasn’t been able to reconcile the statement the next step is to look at open customer ledger entries to find an entry that match Payment ID, Document No. or Customer No. This is done to try to find the Customer Ledger Entries that has been paid but where the payment has not yet been posted in Dynamics NAV.

If open Customer Ledger Entries are found a line ready for posting will be created in the Cash Receipt Journal. When the line has been posted the resulting Bank Account Ledger Entry will be reconciled by the account statement line.

The remaining not yet reconciled account statement lines will be searched through to find the lines that match any Bank Reconciliation Rule and such lines will be used to create lines in the General Journal. Much like what is done for open Customer Ledger Entries. Posting the General Journal will produce the Bank Acc. Ledger Entries that are needed to reconcile the Acc. Statmt. Lines.

Any remaining statements lines must be handles manually by either reconciling the correct bank account ledger entry or by creating general journal lines to post the missing entries. This is done via “Manual Handling”. Put a check mark in the field and run the function: “Create Journal Lines” to get the General Journal lines created.

7.5 Real World Example

Here we will look at an example provided in the Demonstration Company provided with Navision.

You can use this as a task to educate yourself in Bank Account Reconciliation and its features.
• Find the bank account; "KB-KASSEKREDIT" under "Financial Management", "Cash Management".

• Choose the menu item; "Bank Acc., Reconciliation"

• Now choose "Functions, Import Account Statmnt." and select the accompanying demo account statement (konto.xml) that you find in the Payment Management Product Package".

• Press OK and the account statement will be imported and reconciliation done.

• The account statement header will contain balance information and the number of lines created in the cash receipt journal and the general journal.

• The statement lines will have a status attached and all lines with a yellow marker will need to be looked at to see what can be done to reconcile the line.

• When selecting the various lines you can see the status of the line at the bottom of the form.

• Look at the status of the lines with the posting description "Renter" and "Gebyr" (Interest and fee). Status of both lines is “Awaiting G/L Jnl.”. You can see the lines by selecting “Recon., General Journal”. Post the journal and go back to the account statement (Press ESC). Notice that the warnings will disappear on these 2 lines.

• Below these 2 lines there are more lines with the status "Awaiting Cash Rcpt. Jnl.". Choose “Recon., Cash Receipt Journal”. Post the journal and return to the account statement. Notice the warning markers disappearing.

• Look at the line with the posting description "Invoice 103005" and status "Unsolved". Choose the menu item "Line, Choose Reconciliation (CTRL+F9)" and notice that the line has not been reconciled due to an amount difference of 1. Choose the entry anyway and press ok. Status will now change to “Awaiting Cash Rcpt. Jnl”. Now go to the cash rcpt. Journal. You will get a warning that some lines exist where there is a difference in amount on the entry and the amount on the statement line. Create a line with the remaining amount to get the journal to balance. Use the “Loss account” with the bank account as the balance account. Post the journal and go back to the account statement. The warning on the statement line is now gone.

• The 2 remaining lines have the status "Unsolved" and further investigation will be needed to determine how to reconcile them.
8 Payment Management Cash Receipts

This chapter will describe how the cash receipt module in Payment Management works.

To be able to utilize the cash receipt module you must send a Payment Card to your customers along with Invoices, Reminders, Finance Charge Memos and Account Statements. When your customers have issued payments you will then be able to import those payments from your online banking system into the Cash Receipt Journal in Payment Management. All payments will be automatically applied to the correct documents provided you have sent a proper Payment ID along with your payment card.

The chapter contains the following sections:

9.1 How to use FI/Giro Cards
9.2 Importing FIK/GIK payments

8.1 How to use FI/Giro Cards

Before you are able to get information from your bank regarding payments made via Payment Cards to you need to do the following:

- Sign up for "Det Fælles Indbetalingssystem".
- Make sure you have an agreement with your bank with to enable you to electronically receive data regarding card payments from your banking system.
- Make sure to attach payment cards to your documents to enable your customer to use this information to issue payment to you. If you don’t want to attach payment cards you can settle for including information on the documents containing; Card Type, Payment ID and Vendor Number (PBS).
- Payments must be made using the information provided on the payment card or the invoice.

You can use payment cards on Invoices, Reminders, Finance Charge Memos and Account Statements.

8.1.1 FI / Giro Payment Card

Before being able to use Payment Cards you must, as already mentioned, sign up for "Det Fælles Indbetalingssystem". This will get you a "Vendor Number (PBS)". If you are wish to use GIRO payment cards you will need to sign up with BG Bank to get permission to use GIRO Payment Cards.

When using Payment Cards it is important to comply with the rules regarding these cards. Every time a faulty Payment Card is used you will have to pay a fee otherwise. This means that prior to actually using the cards you should get them approved by your bank.

FI/Gl cards consist of a main part and a receipt. On the main part information is given regarding who is paying the card and information for the bank to instruct where to transfer the payment. The latter must be identical to what is shown on the OCR-line at the bottom of the main part.
8.1.2 Basis FI/GI setup

Since the system needs your FIK/Giro number and the type of card you are going to use you need to enter this into the payment management setup form. You do this here: Administration, Application Setup, Financial Management, Payment Management, Setup.

Here you can enter your FIK/GIRO-No. that must be used on invoices and account statements etc.

The reports delivered with Payment Management support card type; 71, 73 and 75.

8.1.3 How the OCR Line is created on the FI/GI Card

When Customers issue payments with FIK/GIK cards the OCR Line on the card is what you use to identify the document that the payment covers.

- The OCR Line will be constructed like this on an invoice; InvoiceNo + 0 + Check Digit.

Account statements, reminders and finance Charge memos have the 0 replaced with 1, 2 and 3 respectively.

Constructing the Payment ID (OCR Line) like this enables us to automatically find the customer ledger entries covered by the payment.

You are now ready to print FIK/GIK invoices and account statements. You can read more about it in the following section.
**Xtend-Link only:** If you wish to have the OCR Line created differently then you need to alter the Invoice report as well as set up the Payment ID Mask on the Customer tab of the Payment Setup.

I.e. If your Payment ID looks like this; 123456005432105 where the first 6 digits is the customer no., the next 7 is the Document No., 2nd to last digit is document type and the last is the check digit. Then you need to set up the Payment ID Mask as follows:

```
AAAAAAXXBBBBBCD
```

### 8.1.4 Printing the FI Card

When printing invoices you need to be able to select the reports in the sales menu under "Documents".

#### For Navision version 2.50-3.70

To add the report "Invoice PM w/FI-Card" which is one of the reports shipped with Payment Management the sales documents you need to do the following:

- From the main menu choose; Sales, Documents
- Click Modify.
- Press F3
- Click the lookup button on the Report ID field.
- Now select the report "Invoice PM w/FI-Card" and click OK.
- Now press F3 again and repeat the above for the other reports you wish to add.

Perform the following steps if you want to use the report "Invoice PM w/FI-Card" as the default report for printing invoices:

- From the main menu select; Sales, Setup, Report Selections Sales.
- Select invoice in the "Usage" field. (Press the Drilldown button)
- Now click the lookup button the "Report ID" field.
- Find and select "Invoice PM w/FI-Card" and click OK.

#### For Navision version 4.00 and higher

Perform the following steps if you want to use the report "Invoice PM w/FI-Card" as the default report for printing invoices:

- Select 'Administration', 'Application Setup', 'Sales & Marketing', 'Report Selections'.
- Select invoice in the "Usage" field. (Press the Drilldown button)
- Now click the lookup button the "Report ID" field.
- Find and select "Invoice PM w/FI-Card" and click OK.

#### All versions

In order to print the FI-Card in the correct position on the printed page you will most likely have to alter the margin on the report; "Invoice PM w/FI-Card".

You only need to do this once before using the report and again if you alter the report.

- To print an invoice or other document with FI-Card you need to select it under "Financial Management, Receivables, Documents.
- When activating the report you get 2 tabs:
Now select the menu item "File, Page Setup".

Set the left margin to 9. This is just a suggestion and depending on the printer you use you may have to adjust this number.

Set the bottom margin to 6. Again you may have to alter this depending on your printer.

Pager Setup now look like this:

- Click 'OK'.

Be aware that you need to repeat the above if you chose to change something in the report.

You are now ready to use Payment Management Cash Receipts with FI-Cards on your documents.
8.2 Importing FIK/GIK Payments

You need to download a file containing FIK/GIK Payments from your banks online system before you can import them into the Cash Receipt Journal.

In Payment Management you need to have created the bank account containing the FI-Card payments. To be able to use the bank account as a balance account for your payments you must state “Bank Branch No.” and “Bank Account No.” on the Bank Account Card.

When downloading the file from your bank you need to make sure it is in the correct format. How you do this varies from bank to bank. But you must make sure the file is PBS Format for GIK payments and Fixed Format for FIK payments. Payment Management supports the following:

- "Det fælles indbetalingsformat" - PBS format (DK)
- OCRgiro (NO)
- Indbetalningsservice OCR (SE)
- BGMAX (SE)
- Total IN (SE)

Remember:

Please take note as to where the online system saves the file on your computer as you need this information when you are importing it into the Cash Receipt Journal.

8.2.1 This is how to perform a check of the FIK/GIK file

Select "Receivables, Cash Receipt Journal" from the Financial Management menu.
Click the "Payment" button and select; Check FIK/GIK File.

![Check FIK/GIK File]

Enter the name of the file you wish to check and then Print or the Preview button.

The report will check that the file is in the correct format and whether the bank account exists in Dynamics NAV. Furthermore a check is performed on the Payment ID to determine if we can find the correct document and if the amount paid corresponds with the due amount of the document.

If the file format is correct you will be able to import it into the cash receipt journal even if the bank account does not and/or the payment id is incorrect. After the import you are able to change the entries that are not yet ready for posting. I.e. the document hasn’t been found or the bank account is missing from Dynamics NAV.

8.2.2 Fee Account (G/L)

If the payment id on the FI/GI-Card is incorrect (The OCR Line) with regards to placement or Modulus 10 check digit your bank will charge you a fee for expediting the payment.
This fee will be deducted on your bank account and information regarding the fee will be imported alongside the payment itself. When import the system will create a line in the journal containing the fee. In order to determine which G/L Account to post the fee to you must enter this information on the “Bank Acc. Posting Group” that has been entered on the Bank Account Card. To enter the fee account you go to the bank account in question by selecting “Financial Management, Cash Management, Bank Accounts”. Locate the account and on the Posting tab of the bank account card you perform a lookup on the “Bank Acc. Posting Group” field. Now perform a lookup on the Fee Account field and select the G/L Account that you want the fee posted to and click the OK button.

Bank Acc. Posting Groups

8.2.3 Import FIK/GIK from file

Click the Payment button in the cash receipt journal select ”Import FIK/GIK from file” to import the file downloaded from your bank.

This is the import form:

Enter Path and Filename in the filename field.

In the Journal Date field you choose which date to use as posting date in the cash receipt journal. You can choose between “Cash Receipt Date” or “Posting Date”.

The Description field allows you to control the description on the journal line. If you do not enter a description here then the customer name will be used.

If you put a check mark in ”No appln. For cust. With Appln. Method = Apply to Oldest” then application will not be performed for entries belonging to customers that have the application method ”Apply to Oldest”.

In case you need one balance entry per cash receipt journal instead of a balance entry per line, then you need to put a check mark in “Collection of Ba. Acc. Per Day”.

When the import has been set up to your liking you press OK to import the payment file:
Balance Entries will be created per line (Bal. Account will be stated per line) or you will get one balance entry per date.

The Document No. on the lines in the journal will be filled automatically according to the No. Series stated on the Batch name or you can state it manually.

8.2.4 Manual Application of payments

Application will be done automatically on all lines where a corresponding entry can be found. However the following conditions will mean the application will not be done:

- Customer has application method; “Apply to oldes” and you have set up the import to NOT apply entries with this is the case.
- Customer has application method;” Apply to oldes” and the amount paid does not match the due amount on the document entry.
- Document has already been applied.

8.2.5 Posting the Cash Receipt Journal

After import and correction of the imported lines you are now ready to post the journal:

- Click the posting button and chose Post or Post and Print if you want to print the journal as well.
Data Structure for Payment Management Setup (App. A)

This appendix describes the structure of the payment management setup. The appendix contains the following sections:

A.1 Table structure for Payment Management setup.
A.1 Table structure for Payment Management Setup.

A number of default values will be added to the vendor payment information when you specify a vendor payment group. These values are transferred from the tables; Vendor Payment Group and Payment Method Group (taken from the payment method specified on the vendor payment group).
Installation (App. B)

Here you will found installation instructions for Payment Management and an instructional video is also supplied with the product package that shows how the installation process is performed.

B.1 System requirements

Before installing Payment Management you need to ensure that the requirements specified in this section are met.

B.1.1 Dynamics NAV Requirements

It is imperative that the version of Payment Management that you are installing matches the version of the Dynamics NAV that you are using. Furthermore the features available to you in Payment Management is dependent on the modules (Granules) you have purchased.

Payment Management for Dynamics NAV consists of 2 granules:

- Payment Management - Basic (Payments and Cash Receipts)
  This granule is the basic Payment Management functionality and enables you to issue payments to your vendors via your banks online payment system and import payments from your customers (FI/GI Card payments only).

- Payment Management - Reconciliation
  This is used for reconciling your bank account against an electronic statement imported from your banks online system. This will also be able to create and apply payments from your customers (issued to your bank account) if sufficient information is present to locate the customer invoices.

Each granule has its own set of requirements regarding the Dynamics NAV granules that must be included in your Dynamics NAV license for Payment Management to function correctly. They will be stated in the following section.

Payment Management - Basic (Payments and Cash Receipts)

The Granule "Payment Management - Basic" is the basic granule for Payment Management as it needed to be able to use Payment Management. This enables you to pay your vendors electronically and import FI/GI card payments from your customers.

The Granule is the same no matter what Bank you are using assuming of course that it is a Danish Banks or one of the foreign banks that Payment Management supports. You can use more than one bank if needed.

**Standard granules**

For "Payment Management - Basic" to function correctly you need access to the following Dynamics NAV granules:

- Finance, Basic
- Bank, Basic
- Purchase, Basic
- Purchase, Invoicing. (Not needed but recommended).
- Sales, Basic
- Sales, Invoicing
- General, Currency. (Needed for foreign payments)
- System, Security (Needed for Procuration)
- System, User rights and access control (Not needed but recommended if you wish to use procuration)
Prerequisites
Your printer needs to support the OCR-B font if you want to be able to print Payment Cards for your customers on the Invoices, Account Statements, Reminders, Finance charge memo reports.

The two required sales granules are only needed if you want to be able to import FIK/GIK payments from your banks online system.

Payment Management - Reconciliation
To be able to import account statements exported from your banks online system you must have access to the following granules:

- Payment Management - Basic
- Payment Management - Reconciliation

Standard granules
The following Dynamics NAV granule is required for “Payment Management - Reconciliation”:

- Bank, Reconciliation

Prerequisite
Your bank must support electronic account statements and it must be supported by Payment Management.

The online banking systems that payment management supports with regards to account reconciliation is specified in the following section:

Online Payment Systems
To be able to use Payment Management properly it is a requirement that your bank has an online banking system that supports import of payment orders to one or more banks.

Banks
Payment Management has been developed in close cooperation with the banks supported and is fully integrated with Dynamics NAV and the banks online systems.

Electronic payments in Denmark is performed through Bank Bookkeeping Branches. The Readme section shows a list of the bank bookkeeping branches that are supported by Payment Management.

The following list shows whether the bank bookkeeping branch supports electronic account statements and whether Payment Management supports the bank bookkeeping branch:

<table>
<thead>
<tr>
<th>Payment System</th>
<th>Export</th>
<th>Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankdata</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Bankernes Erhvervsservice</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>DanskeBank TeleService</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sparekassernes Data Center</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Unitel Betalinger</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Versions
Payment Management will support the latest version of the format used by the Bank Bookkeeping Branches. It can happen that a format is updated without our knowledge and in those cases we will issue a hotfix as soon as possible.

Requirements for your banks online system can be obtained from your bank.
B.2 Installation

When Dynamics NAV has been installed you can proceed with installation of Payment Management. This section will give instructions on how to install Payment management in an existing Dynamics NAV.

- Continia Integration Component
- Payment Management Objects
- Payment Management online help
- Payment Management Reports
- Payment Management Roles / Permissions

B.2.1 Continia Integration Component

Payment management uses the "Continia Bank Integration Component Intern DK" to exchange payment information with the banks online systems.

1. The product package contains the following folder \CBIC\ 
2. Execute the installation program; ..\Setup.exe. The installation will install the online help files at the same time.
3. The installation program will present you with the following:

   Click Ok

4. Next step:

   The installation program will try to locate the correct install path for you but if you have Dynamics NAV installed in another location you need to specify the correct folder before proceeding.
Click Next once you have determined that the folder is correct.

5. Next Step:

![Image: Completing the Continia Bank Integration Component Setup Wizard]

Installation is complete. Click Finish.

The help files for Payment Management has now been installed in the folder specified and a subfolder (PM) has been created where the Bank Integration Component has been installed. An entry in the windows registry has also been created enabling Dynamics NAV to use the Integration Component (CBICIndk.dll).

If for some reason the integration component hasn’t been correctly registered with Dynamics NAV you need to perform the following steps manually:

- In Dynamics NAV chose: Tools, Custom Controls, Control, Browse.
- Locate the CBICIndk.dll file. Located in the folder you specified under the installation process and then in the PM subfolder.
- Click Open.

The Component is now registered correctly with Dynamics NAV and after restarting the NAV client it will be ready for use.

If it still does not work then you are using a wrong combination of PM objects and Integration Component in which case you should recheck that the version of PM matches the version of the CBICIndk.dll file. Generally just make sure that the objects and component you are using are from the same Payment Management product package.

### B.2.2 Payment Management Objects

Objects for Payment Management consist of new objects and modified standard Dynamics NAV objects.

Be aware that any modifications to standard objects can be overwritten by importing the Payment Management objects.

If needed please expand the database with about 15 000 KB before importing the objects. You do this here in the menu under File, Database, Expand.

1. If no modifications have been made in the standard objects please install Payment Management like this:
   - Select Tools, Object Designer
   - Select File, Import
   - Locate the folder ..\FOB from the product package
   - Select the file PM.fob
   - Click Open to import PM.fob

2. Following dialog will appear:
If there are modifications in the standard objects you will be brought to the import worksheet instead and here you can see which objects have been modified. You need handle these differences manually otherwise the modifications you already have will be lost.

If there are no modifications just click yes and all objects will be imported.

3. You will then see the following dialog:

Click OK

The number of objects shown here is just an example and will vary from one version of Payment Management to the next. So it is not a problem if you do not see the same numbers.

4. Now compile all objects containing the letters PM in the Version List and you are done.

B.2.3 Payment Management Help Files

The help files will have been installed alongside the Integration Component if the above install procedure has been followed. If you want to install the help files manually you need to do the following:

Navision Financials

1. Locate the files PMHelp.hlp, PMHelp.hh and PMOps.hlp from the product package. They are in the \HLP folder.

2. Copy the files to the folder containing Navision Financials.

3. Restart Navision Financials

Navision Attain/Dynamics NAV

1. Locate the files pm_a.chm, pm_a.hh, pm_m.chm and pm_a.hh from the product package. They are in the \HLP folder.

2. Copy the files to the DAN folder in the Navision program folder. Usually located here: “c:\Program files\Microsoft Dynamics NAV\60\Classic\DAN”

3. Restart Navision Attain/Dynamics NAV

The online help for payment management is now ready for use.

B.2.4 Payment Management Reports

The following procedure will add the Payment Management reports to the report menu:

1. Select Tools, Object Designer

2. Find codeunit 6016835 "Opret Rapportliste PM"
3. Click Run

**B.2.5 Payment Management Roles / Permissions**

Various roles and their permissions for Payment Management can be created. When that is done you can set up your user’s roles as needed.

**Attention** - When converting from NAVIBanking to Payment Management the roles and permissions will not be converted but the roles from NAVIBanking will be deleted.

You create Roles/Permission for Payment Management like this:

1. Select Tools, Object Designer
2. Find codeunit 6016834 "Opret Roller/Rettigheder"
3. Click Run

You can now add PM roles to your user’s roles and permissions. The following table shows the minimum requirements for user roles for PM to function correctly:
<table>
<thead>
<tr>
<th>PM-role</th>
<th>Description</th>
<th>Min. standard roles required for Navision Financials</th>
<th>Min. standard roles required for Navision Attain / Navision</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK-UDBETAL.</td>
<td>Maintain payment information, create purchase documents, create and send payments.</td>
<td>ALLE</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td>Module: Basic</td>
<td>FIN-BANK, FIN-KLADDE</td>
<td>G/L-BANK ACC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KØB-KREDITOR</td>
<td>G/L-JOURNAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KØB-KREDITOR, RED.</td>
<td>P&amp;P-VENDOR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KØB-R/O/F/K</td>
<td>P&amp;P-VENDOR, EDIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KØB-R/O/F/K, BOGF.</td>
<td>P&amp;P-Q/O/I/R/C, POST</td>
</tr>
<tr>
<td>BANK-UDBETAL./OPSÆT</td>
<td>Same as 'BANK-UDBETAL.', but is also able to import and modify bank setup.</td>
<td>Same as 'BANK-UDBETAL.'</td>
<td>Same as 'BANK-UDBETAL.'</td>
</tr>
<tr>
<td></td>
<td>Module: Basic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BANK-KONTOAFSTEM.</td>
<td>Importing bank acc. Statements, perform reconciliation and regular G/L posting.</td>
<td>ALLE</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td>Module: Acc. Reconciliation</td>
<td>FIN-BANK, RED.</td>
<td>G/L-BANK ACC, EDIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN-KLADDE</td>
<td>G/L-JOURNAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN-KLADDE, BOGF.</td>
<td>G/L-JOURNAL, POST</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN-KONTO</td>
<td>G/L-ACCOUNT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN-PERIDISKE AKT.</td>
<td>G/L-PERIODIC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SALG-DEBITOR</td>
<td>S&amp;R-CUSTOMER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SALG-OPSÆTNING</td>
<td>S&amp;R-SETUP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SALG-KLADDE, BOGF.</td>
<td>S&amp;R-JOURNAL, POST</td>
</tr>
<tr>
<td>BANK-INDBETAL.</td>
<td>Import and posting cash receipts.</td>
<td>ALLE</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td>Module: Basic</td>
<td>FIN-BANK</td>
<td>G/L-BANK ACC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN-KLADDE</td>
<td>G/L-JOURNAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN-KONTO</td>
<td>G/L-ACCOUNT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SALG-DEBITOR, RED.</td>
<td>S&amp;R-CUSTOMER, EDIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SALG-KLADDE, BOGF.</td>
<td>S&amp;R-JOURNAL, POST</td>
</tr>
</tbody>
</table>