

# E-Transfer Step by Step Guide

## PREPARED FOR

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## E-Transfer Process

There are two potential processes depending on the type of E-Transfer request:

- Reimbursement Via E-Transfer on a Single Receipt
- Reimbursement Via E-Transfer on Multiple Payees for the Same Purpose

### Step 1 – Reimbursement Via E-Transfer on a Single Receipt

- User logs into the Continia Portal or Mobile Phone Application and creates a new request by:
  - Click on “New”
  - Enter a description for the request
  - Use Admin Comments for any comments concerning the request

Continia Expense Portal Report

SUBMIT SAVE DELETE NEW EXPENSE

Report

Description: E-Transfer Request

Admin Comment: Please expedite.

Type	Date	Description
------	------	-------------

- Add a new Expense by:
  - Click on “New Expense”.
  - Enter the amount to be transferred.
  - Select the date of the request.
  - Enter “E-TRANSFER as the Payment Type.
  - Select the appropriate Club-Dept.
  - Enter the appropriate Account Code.
  - Enter the recipient email address into the description for the request.
  - Add comments under “Admin Comment” if needed (Optional).
  - Enter the reason for the request in the E-Transfer Memo field.
  - Enter the recipient email address in the E-Transfer
  - Enter the Recipient name
  - Select an appropriate Security Question Option
  - Enter the correct Security Answer
- Drag and drop the receipt for the expense
- Click on “Save”
- Add another expense until all expenses have been added
- Click on “Submit”

Continia Expense Portal Report

SAVE DELETE REPORT HANDLING ALLOCATE SAVED IMAGES ZOOM IN ZOOM OUT PAGE 3/24

### Expense

Report Name: [Text Field]

Amount: 48.5

Currency: CAD

Document Date: 19 October 2022

Payment Type: E-TRANSFER

Club-Dept: 4053-01

Account Code: 60010

Description: james@goto.net

Admin Comment: [Text Field]

E-Transfer Memo: Course material

E-Transfer Email: james@goto.net

E-Transfer Recipient Name: James Long

E-Transfer Security Option: LAST 6 CELLPHONE

E-Transfer Security Number: 551212

TEST EFT REQ 1... VIEW DOWNLOAD DELETE

Drag and drop files here to add them or click here to browse

Fwd: Purchase Receipt

Camila Sancho <camillasancho@gmail.com>  
Tue 10/24/22 8:20 PM

To: camillasancho@gmail.com; james@continia.com; james@continia.com

[CAUTION: Non-UBC Email]

----- Forwarded message -----  
From: Coastal Reg. Printing CAD <camila@continia.com>  
Date: Tue, 10/21/2022 at 5:57 PM  
Subject: Purchase Receipt  
To: "camillasancho@gmail.com"

**PURCHASE RECEIPT**

Order Date: 2022-08-21 8:20:11 PM  
Order Number: 11257  
Bank Auth Number: 102056  
Order Total: 1288.00 CAD  
Name on Card: Camila Sancho  
Card Type: VISA  
Email Address: camillasancho@gmail.com

Company Information:  
Coastal Reg. Printing CAD  
1885-2-10-371  
<https://continia.com>

2191 Camila Street  
Vancouver BC  
V6P4J9  
CA

Bill to: Ship To:

## Step 1 – Reimbursement Via E-Transfer on Multiple Payees for the Same Purpose

- User logs into the Continia Portal or Mobile Phone Application and creates a new request by:
  - Click on “New”
  - Enter a description for the request
  - Use Admin Comments for any comments concerning the request

Continia Expense Portal Report

SUBMIT SAVE DELETE NEW EXPENSE

### Report

Description: E-Transfer Request

Admin Comment: Please expedite.

Type	Date	Description
------	------	-------------

- Add a new Expense by:
  - Click on “New Expense”
  - Enter the amount to be transferred
  - Select the date of the request
  - Enter “E-TRANSFER as the Payment Type
  - Select the appropriate Club-Dept

- Enter BULK E-TRANSFER for the Account Code
- Enter a description for the request
- Add comments under “Admin Comment” if needed
- Drag and drop the Bulk E-Transfer Spreadsheet
- Click on “Save”
- Click on “Submit”

Continia Expense Portal Report

SAVE DELETE REPORT HANDLING ALLOCATE SAVED IMAGES

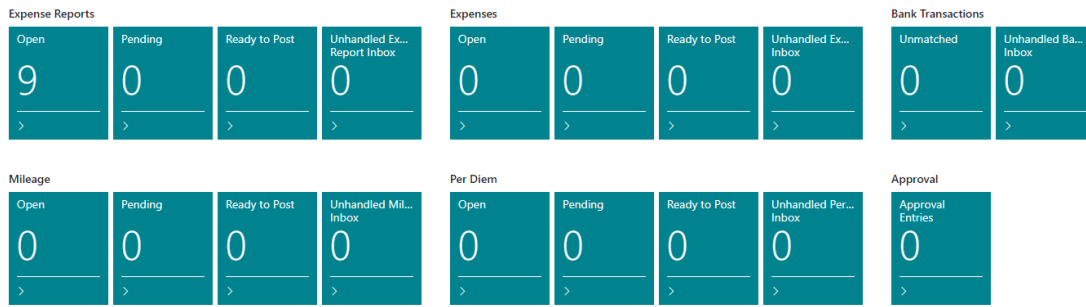
## Expense

<p>Report</p> <p>Amount</p> <p>Document Date</p> <p>Payment Type</p> <p>Club-Dept</p> <p>Account Code</p> <p>Description</p> <p>Admin Comment</p> <p>E-Transfer Memo</p> <p>E-Transfer Email</p> <p>E-Transfer Recipient Name</p> <p>E-Transfer Security Option</p> <p>E-Transfer Security Number</p>	<p>test</p> <p>103.80</p> <p>13 October 2022</p> <p>E-TRANSFER</p> <p>4053-00</p> <p>BULK E-TRANSFER</p> <p>Subsidy Oct 2022</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>0</p>	<p style="text-align: center; color: #ccc;">Drag and drop files here to add them or click here to browse</p> <p style="font-size: small; color: #ccc;">13-SUS-SUBSIDY-TEMPLAT... <span style="float: right;">DOWNLOAD DELETE</span></p>
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## Step 2 – Request Reviewed in Business Central and Sent for Approval

- Accounts Payable will open the submitted Expense reports by clicking on the “Open” expense reports on the home page under the Continia Expense Management Activities

Continia Expense Management Activities



- This will display the Open Expense Reports list page where you can view all expenses with the status of "Open".

Dynamics 365 Business Central | ENC\_CONTINIA\_TRAIN\_MH\_30AUG22

Alma Mater Society of UBC - TEST | Finance | Cash Management | Sales | Purchasing | Shopify

Expense reports: Search + New Delete Process Expense Reports Administration More options

No.	Continia User ID	Name	Description	Details	Status	On Hold	Approval by	Date Created	Amount (LC)	Fund-dept Code
EM-STL-10009	ADMINSUP	Elaine Zhao	Reimbursement for Social ...		Open			10/12/2022		
EM-STL-10010	ADMINSUP	Elaine Zhao	PHUS E-transfer Bulk Requ...	1 Expense	Open			10/12/2022	2,655.17	
EM-STL-10011	MIKE.HARRIS	Mike Harris	E-Transfer Request	1 Expense	Open			10/13/2022	328.75	
EM-STL-10012	MIKE.HARRIS	Mike Harris	SUBSIDY 10/13/22	2 Expenses	Open			10/13/2022	73.50	4053
EM-STL-10013	MIKE.HARRIS	Mike Harris	test	1 Expense	Open			10/14/2022	103.80	4053
EM-STL-10014	MIKE.HARRIS	Mike Harris	E-Transfer Test	2 Expenses	Open			10/14/2022	73.25	4053
EM-STL-10005	ADMINSUP	Elaine Zhao	OCT ZOOM INVOICE	3 Expenses	Open			10/11/2022	103.80	4053
EM-STL-10006	NADEEMKAL...	Nadeem Kijani	test1		Open			10/11/2022		

- You can open each submitted expense report by clicking on the "No." on the expense line.
- If an expense is not a BULK E-TRANSFER then you will review each line and receipt to ensure all E-Transfer fields are populated and the line and receipts are correct. After validation, the report can be submitted for approval by clicking on "Process" -> "Send for Approval"

Expense Report Card Saved

## Expense Report EM-STL-10012

Process Expense Reports Administration More options

Send to Expense User  
  Send for Approval  
  Post  
  Force Approval  
  Post Batch...

No.:	EM-STL-10012	Posting Date:	10/13/2022
Continia User ID:	MIKE.HARRIS	Fund-dept Code:	4053-00
Name:	Mike Harris	Global Dimension 2 Code:	
Description:	SUBSIDY 10/13/22	On Hold:	
Description 2:		Status:	Open
Admin Comment:		Approval by:	
Country/Region Code:		Approval Comments:	
Currency Code:			

Attachment 1/1 | 30%

**Expenses** | Manage | More options

Co...	Payment Type	Document Date	Expense Type	Description	Currency Code	Amount	Amount (LCY)	Allocated Amount (LCY)	Mat... to Bank Tran...	Fund-dept Code	Glob. Dime Code	
→	<input checked="" type="checkbox"/>	E-TRANSFER	10/13/2022	60015	Coffee's for everyone		48.50	48.50	-	<input type="checkbox"/>	4053-01	
	<input type="checkbox"/>	E-TRANSFER	10/13/2022	60045	TEST		25.00	25.00	-	<input type="checkbox"/>	4053-00	

**Mileage** | Manage | More options

Co...	Registration Date	Description	From Address	To Address	Total Distance	Calculated Distance	Amount (LCY)	Fund-dept Code
→					0	0	0.00	4053-00

- If the expense report is for a BULK E-TRANSFER then you would download the Bulk E-Transfer spreadsheet by clicking on the view attachment message on the right.
- Click on “Functions”->” Import Bulk Template”, then click on “Yes” and then “Choose”.
- Browse for the downloaded spreadsheet under your downloads folder and select it.

Expense Report Card Saved

## Expense Report EM-STL-10013

Process Expense Reports Administration More options

No.:	EM-STL-10013	Posting Date:	10/14/2022
Continia User ID:	MIKE.HARRIS	Fund-dept Code:	4053-00
Name:	Mike Harris	Global Dimension 2 Code:	
Description:	test	On Hold:	
Description 2:		Status:	Open
Admin Comment:		Approval by:	
Country/Region Code:		Approval Comments:	
Currency Code:			

**Expenses** | Manage | Line | Functions | Bulk Template | Fewer options

Co...	Payment Type	Document Date	Expense Type	Description	Currency Code	Amount	Amount (LCY)	Allocated Amount (LCY)	Mat... to Bank Tran...	Fund-dept Code	Glob. Dime Code	
→	<input checked="" type="checkbox"/>	E-TRANSFER	10/13/2022	BULK E-TRA...	Subsidy Oct 2022		103.80	103.80	-	<input type="checkbox"/>	4053-00	
	<input checked="" type="checkbox"/>	E-TRANSFER	5/19/2022	70200	dbratu0000@gmail.com		48.80	48.80	-	<input type="checkbox"/>	1068-00	
	<input checked="" type="checkbox"/>	E-TRANSFER	5/19/2022	70200	cata.ionescu2000@yahoo...		50.00	50.00	-	<input type="checkbox"/>	1068-00	
	<input checked="" type="checkbox"/>	E-TRANSFER	5/19/2022	70075	Celinechen1114@gmail.c...		5.00	5.00	-	<input type="checkbox"/>	1068-00	

- Verify that the Bulk – E-Transfer spreadsheet and support attachment has transferred to each line.
- Validate that the imported lines are correct and if so, then delete the top “BULK E-TRANSFER” expense line
- After validation is successful, submit the expense report for approval by clicking on “Process” -> “Send for Approval”. The status of the expense report will change to “Pending Approval”
- If validation is not successful, update the admin comment at the top of the expense report with a message back to the expense user and click on “Process” -> “Send to Expense User”

## Step 3 – Approvers Process Requests

The approver will receive an email with a link to enable them to open the expense report that needs approved.

### Approvals

- After validating that the expense report is correct, click on “Approve”. This will move the document to the “Ready to Post” queue.

### Rejections

- If the document fails validation, click on “Reject”. You will be prompted to enter a comment that will show for the user and then the document will be sent back to the expense user.

### Forwarding

- After validating that the expense report is correct, but if someone else also needs to approve the report, click on “Forward”, select “Forward without approval”, and click on “OK”. This will forward the report to the next user for review and approval.

### Force-Approve

- If you need to force an approval on a report due to the approver not being available to approve then click on the document under the “Pending” queue and click on “Related” -> “Functions” -> “Reopen”. This will change the status from Pending to Open. You will then need to find the same expense report under the “Open” queue and select it and click on “Process” -> “Force Approval”. This changes the status from Open to Released and moves the document to the “Ready to Post” queue.



## Step 4 – Accounts Payable Posts Requests

Accounts Payable will open the “Ready to Post” queue and select the expense reports that are ready to post and click on “Process” -> “Post”

## Step 5 – Accounts Payable Process Payment for Requests

- Navigate to “Cash Management” -> “Payment Journals”
- Select the “E-TRANSFER” batch by clicking on it
- Prepare the batch by clicking on “Prepare” -> “Suggest Vendor Payments”
- Last Payment Date – This date indicates that you want to pay any e-transfer that is due on or before this date.
- Find Payment Discounts – leave this turned off
- Payment Method Code – select “E-TRANSFER”
- Use Vendor Priority – leave this turned off
- Available Amount (LCY) – leave this at 0.00
- Skip Exported Payments – Ensure this is turned on
- Check Other Journal Batches – Ensure this is turned on
- Summarize per vendor – Ensure this is turned off
- By Dimension – leave this blank
- Posting Date – enter the date of the payment (usually today's date)
- Calculate Posting Date from Apply Date – Leave this turned off
- Applies-to-Doc. Due Date Offset – Leave this blank
- Starting Document No. – Leave this with the default
- New Doc. No. Per Line – Ensure this is turned on
- Bal. Account Type – Select “Bank Account”
- Bal. Account No. – Select “RBC OPERATING”
- Bank Payment Type – Select “Manual Check”
- Payment Method Code – Select “E-Transfer”
- Leave the rest of the filters empty
- Click on “OK”

**ENC Suggest Vendor Payments**

**Find Payment**

Last Payment Date: 10/11/2022

Find Payment Discounts:

Payment Method Code: E-TRANSFER

Use Vendor Priority:

Available Amount (LCY): 0.00

Skip Expended Payments:

Check Other Journal Batches:

**Summarize Results**

Summarize per Vendor:

By Dimension:

**Fill in Journal Lines**

Posting Date: 10/18/2022

Calculate Posting Date from Ap...:

Applies-to-Doc, Due Date Offset:

Starting Document No.: PJM00007

New Doc. No. per Line:

Bank Account Type: Bank Account

Bank Account No.: RBC CPESA07ING

Bank Payment Type: Manual Check

**Filter: Vendor**

Payment Method Code: E-TRANSFER

No.:

+ Filter...

Filter totals by:

+ Filter...

Advanced >

OK Cancel

This will create the batch to be paid:

Batch Name: E-TRANSFER

Posting Date	Document Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description	Currency Code	Payment Method Code	Payment Reference	Debit Amount	Credit Amount	Bal. Account Type	Bal. Account No.
10/18/2022	10/18/2022	Payment	PJM00007		Vendor	ETRANSFER		E-Transfer Vendor		E-TRANSFER		48.00		Bank Acco...	RBC OPE
10/18/2022	10/18/2022	Payment	PJM00008		Vendor	ETRANSFER		E-Transfer Vendor		E-TRANSFER		15.00		Bank Acco...	RBC OPE
10/18/2022	10/18/2022	Payment	PJM00009		Vendor	ETRANSFER		E-Transfer Vendor		E-TRANSFER		48.80		Bank Acco...	RBC OPE
10/18/2022	10/18/2022	Payment	PJM00010		Vendor	ETRANSFER		E-Transfer Vendor		E-TRANSFER		50.00		Bank Acco...	RBC OPE
10/18/2022	10/18/2022	Payment	PJM00011		Vendor	ETRANSFER		E-Transfer Vendor		E-TRANSFER		5.00		Bank Acco...	RBC OPE

- Validate that the information displayed is correct and these all need to be paid.
- Click on “Bank” -> “Export RBC File”. This creates the file to be uploaded to the bank.
- After uploading the file, click on “Post/Print” -> “Post”

### Cancellations:

- If you receive a cancellation request from the bank, navigate to “Check Ledger Entries” in the search window.
- Locate the entry to void by either filtering the “Check No” field or entering the transaction number into the “Search” field.
- After selecting the transaction and before voided the entry, click on “Entry” -> “Find Entries”
  - This will open the Find Entries Window
  - Click on the number next to “Vendor Ledger Entry”. This shows you the payment and the assigned vendor.
  - Click on “Entry” -> “Applied Entries”. This will show you the invoice number that the payment is applied to.

- Now go back to the check ledger entry window and select the transaction that needs voided, click on “Process” -> “Void Check”
- The void date will be the same date as the original transaction. Leave the option set to “Unapply and void check”
- Click on “Yes” to void. The transaction Entry Status will then change from “Posted” to “Financially Voided”
- After voiding the check, navigate to the vendor card for the vendor identified above.
- Click on Balance (LCY) – this will open the vendor ledger entries showing all open entries.
- Select the invoice identified above and click on “Entry” -> “Find Entries”. This will open the Find Entries window.
  - Click on the number next to “Expense Report”. This will show you the original expense report where you can find out the expense account that was hit for this invoice.
- Enter a Credit Memo against the expense account above and apply it to the invoice above.