

Processing EFTs for Non-Recurring Invoices

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Invoices for jobs, tickets and miscellaneous invoices may be sent to Forte using the Auto Process Non-Recurring Invoices program. If a customer credit card or customer bank setup was flagged for Non-Recurring Payments, you are able to process a payment for all non-cycle invoices up to the dollar amount limit set on the credit card or bank account.

For example if the Non-Recurring dollar limit is set to \$2,000.00, when processing the Non-Recurring from the EFT Processing form, the application will select invoices with open balances, beginning with the oldest invoice first, until the total of \$2,000.00 is reached. This may result in a partial payment of the last invoice selected.

If no dollar limit is set, when using this option, an EFT transaction will be added to the Ready tab for each selected unpaid non-cycle invoice for the customer.

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1. From the main SedonaOffice menu, navigate to the Accounts Receivable module and select the Auto Process Non-Recurring Invoices menus option.

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2. The Create Auto Non Recurring form will be displayed.

- In the header area, select either Credit Cards or ACH. If you have customers flagged for Non-Recurring for both credit cards and customer bank accounts, you will need to repeat this process for each payment method.
- The Process Group will default to 1. The process group has the same meaning as the Hold Date setup on the customer's credit card or bank account. You can only select one group at a time. This means that if you have credit cards or bank accounts flagged for non-recurring and your company uses multiple hold dates, you will need to repeat this process for each unique hold date.
- The grid area will populate with any transactions ready to be created. If there are certain customers for which you do not want to create an EFT payment, un-check the box to the left of the customer number.

When finished, click the Create EFTs button located at the lower right of the form.

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3. The EFT's created by the Non-Recurring program will add transactions to the Ready tab of the EFT Processing form.

Note: EFT transactions created by the Non-Recurring program will be automatically marked with the processing date of today's date; the hold date on the credit card or bank account is not used for these types of transactions. If you want to honor the hold date on the credit card or bank account, then do not process the transactions until that day of the month has arrived.

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