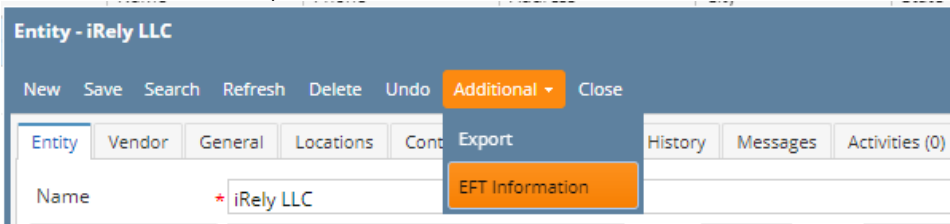


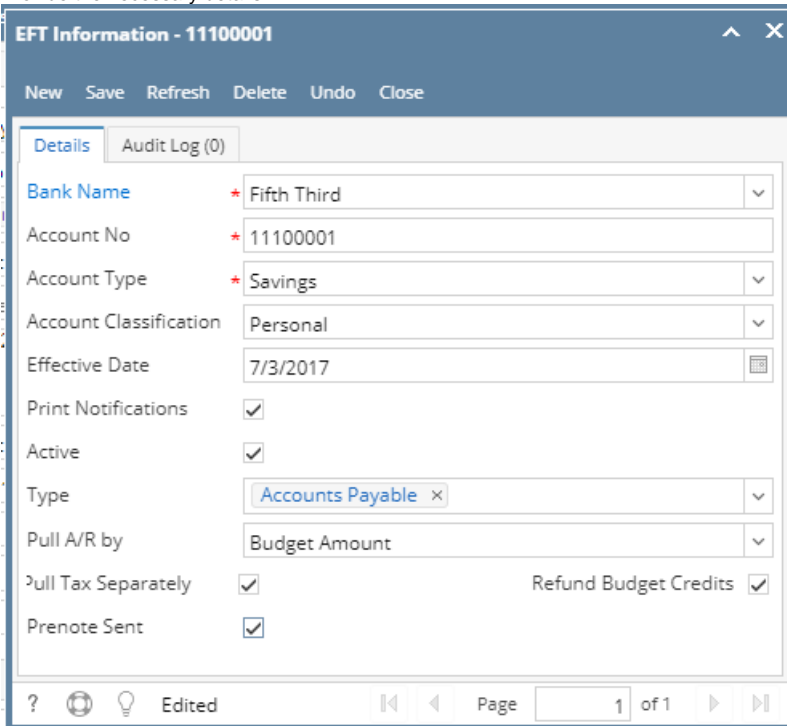
How to Create EFT Information

1. Open an existing entity
2. Click on **Additional** button drop down then select **EFT Information**



The screenshot shows the 'Entity - iRely LLC' form. At the top, there is a toolbar with buttons: New, Save, Search, Refresh, Delete, Undo, Additional (highlighted with a dropdown arrow), and Close. Below the toolbar is a tabbed interface with tabs: Entity, Vendor, General, Locations, Cont, Export, History, Messages, and Activities (0). The 'Entity' tab is active, showing the 'Name' field with the value 'iRely LLC'. A dropdown menu is open from the 'Additional' button, showing the option 'EFT Information' highlighted in orange.

3. Provide the necessary details



The screenshot shows the 'EFT Information - 11100001' form. At the top, there is a toolbar with buttons: New, Save, Refresh, Delete, Undo, and Close. Below the toolbar is a tabbed interface with tabs: Details (active) and Audit Log (0). The 'Details' tab is active, showing the following fields:

- Bank Name: Fifth Third
- Account No: 11100001
- Account Type: Savings
- Account Classification: Personal
- Effective Date: 7/3/2017
- Print Notifications: ☒
- Active: ☒
- Type: Accounts Payable
- Pull A/R by: Budget Amount
- Pull Tax Separately: ☒ Refund Budget Credits: ☒
- Prenote Sent: ☒

At the bottom of the form, there is a status bar with icons for help, refresh, and lightbulb, followed by the text 'Edited', a page indicator 'Page 1 of 1', and navigation arrows.

4. If Pull A/R by is Budget Amount is checked, Refund Budget Credits check box will be available check box.
5. Click the Save button once done.

Notes:

1. There can only be 1 active Accounts Payable type of EFT in an entity
2. There can only be 1 active Accounts Receivable type of EFT in an entity