Manually Settling EFT Transactions in SedonaOffice

01/03/2024 4:52 pm EST

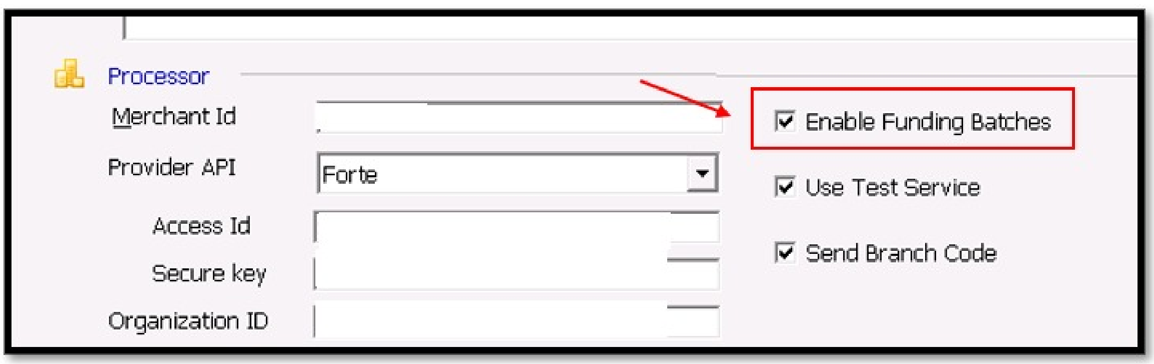
How To Settle EFT/ACH Transactions

On occasion in a Batch in Payment Processing there will be an EFT/ACH Transaction(s) that cannot be Deposited because it is still showing “Approved” but is showing “Settled” In DEX and has been deposited into your Bank Account.

To “Settle” the Transaction(s) follow the steps below:

SedonaSetup

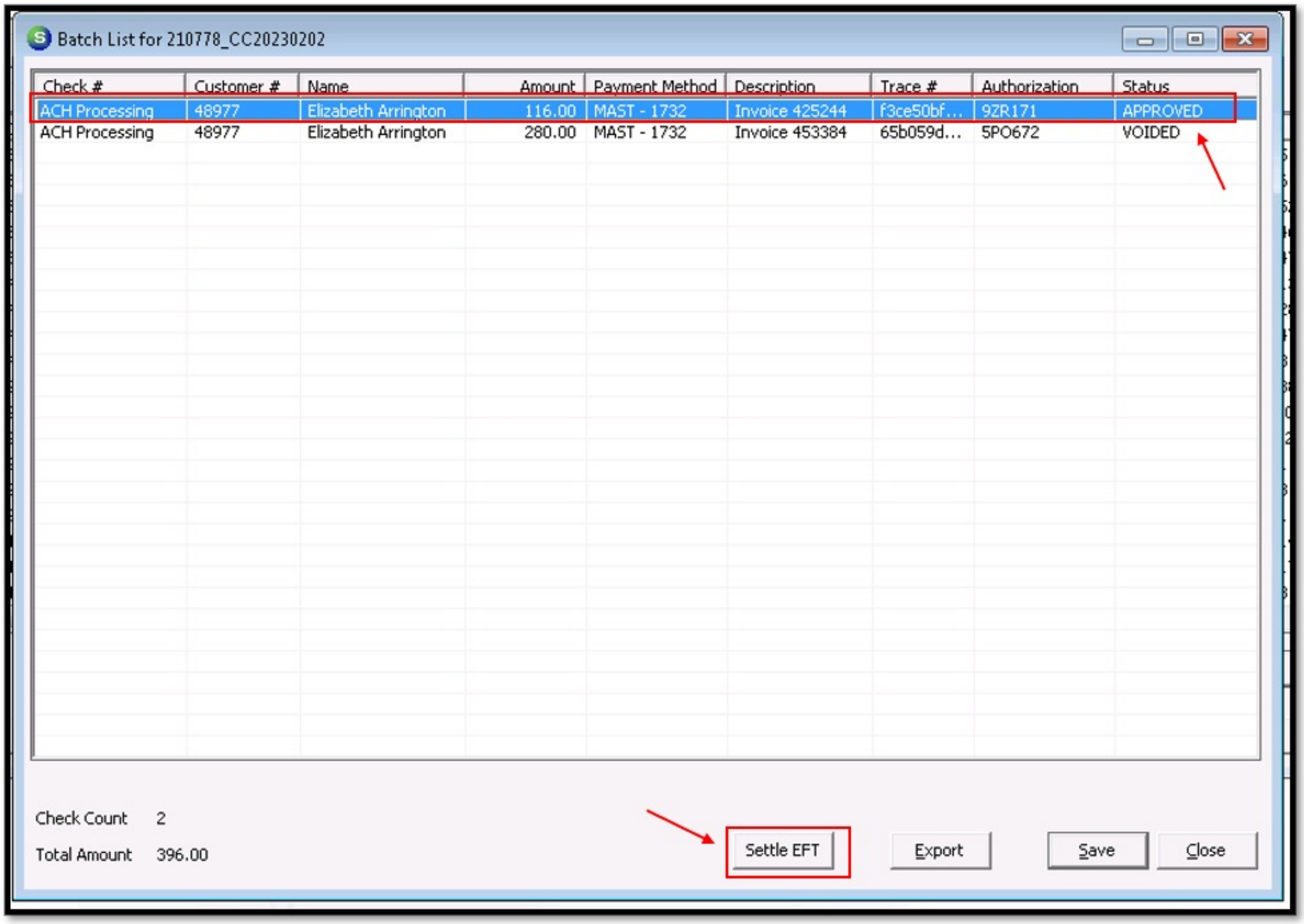
Select “EFT Setup” under AR
Select “Enable Funding Batches” and Apply.



Payment Processing

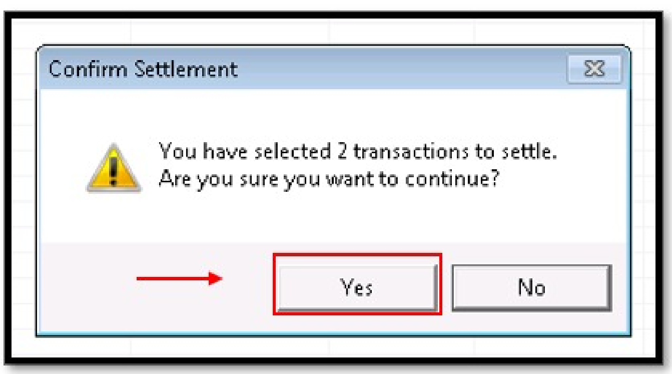
Open the Batch with the Transaction(s) that needs to be “Settled.”

**IMPORTANT: Before updating a Transaction(s) to “Settled” verify through DEX that the payment is “Settled”, and it has been received in your Bank Account. If it is not showing in both DEX and your Bank Account – DO NOT MANUALLY SETTLE THE TRANSACTION(S).

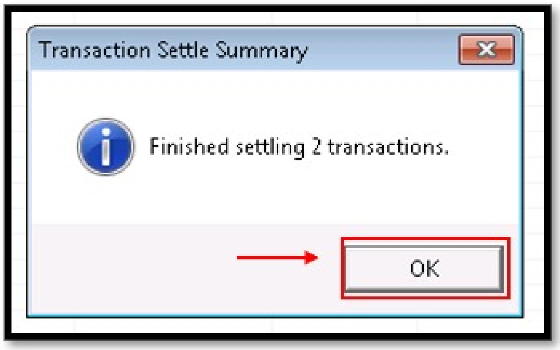


Once the Transaction(S) has been verified, select “Settle EFT”.

A message will pop up asking you to confirm if you want to “Settle” the Transaction(s). Select “Yes”.



Once the Settlement Process has been completed a Message will pop up confirming the Transaction(s) have been Settled. Select “OK”.



Re-Open the Batch and the Transaction(s) will now show “Settled” and can be deposited.