

Manually Settling EFT Transactions in SedonaOffice

01/03/2024 4:52 pm EST

How To Settle EFT/ACH Transactions

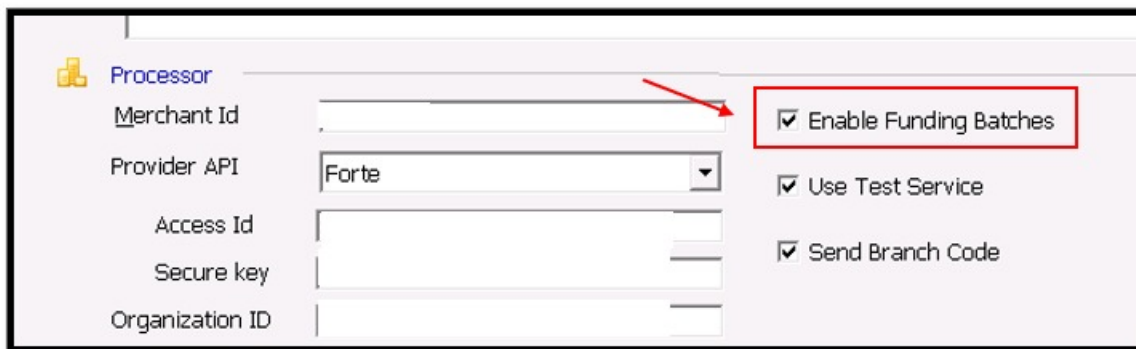
On occasion in a Batch in Payment Processing there will be an EFT/ACH Transaction(s) that cannot be Deposited because it is still showing "Approved" but is showing "Settled" In DEX and has been deposited into your Bank Account.

To "Settle" the Transaction(s) follow the steps below:

SedonaSetup

Select "EFT Setup" under AR

Select "Enable Funding Batches" and Apply.



Processor	
Merchant Id	
Provider API	Forte
Access Id	
Secure key	
Organization ID	

☒ Enable Funding Batches
☒ Use Test Service
☒ Send Branch Code

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).

Batch List for 210778_CC20230202

Check #	Customer #	Name	Amount	Payment Method	Description	Trace #	Authorization	Status
ACH Processing	48977	Elizabeth Arrington	116.00	MAST - 1732	Invoice 425244	f3ce50bf...	9ZR171	APPROVED
ACH Processing	48977	Elizabeth Arrington	280.00	MAST - 1732	Invoice 453384	65b059d...	5PO672	VOIDED

Check Count 2
Total Amount 396.00

Settle EFT Export Save Close

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

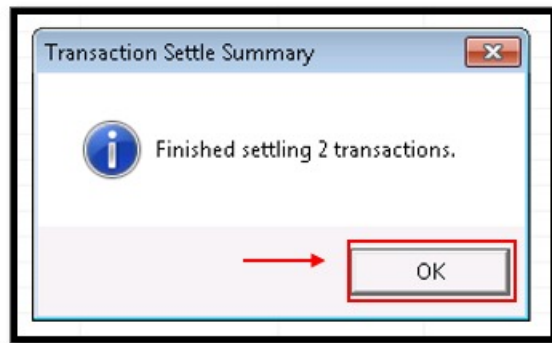
A message will pop up asking you to confirm if you want to "Settle" the Transaction(s). Select "Yes".

Confirm Settlement

 You have selected 2 transactions to settle.
Are you sure you want to continue?

Yes No

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.