

Viewing Future Dated EFT Transactions in SedonaOffice

12/28/2023 2:45 pm EST

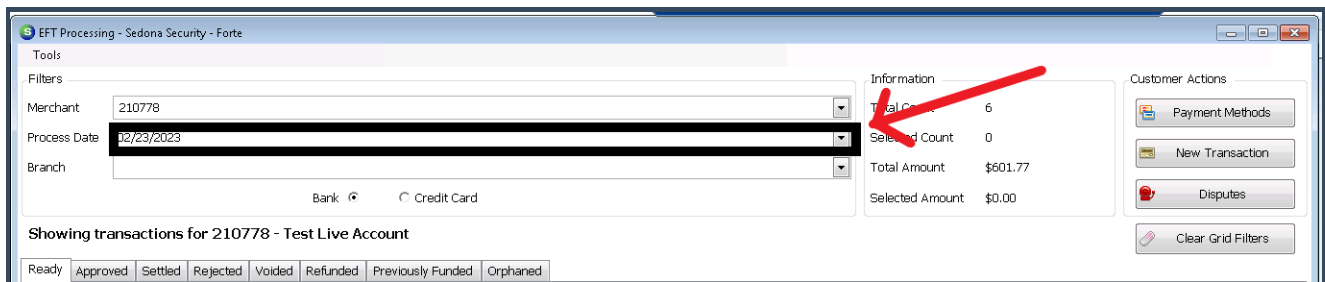
How to Change the EFT Process Date

“Where is my transaction?”

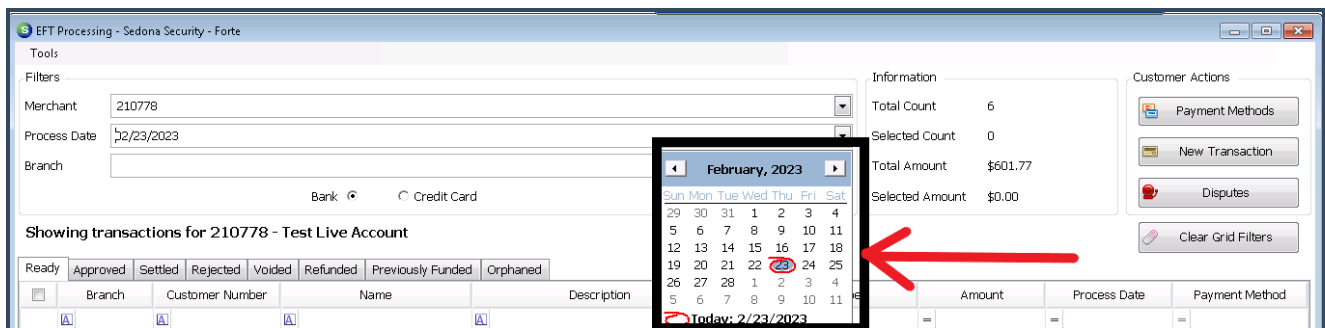
When an EFT transaction is entered in SedonaOffice, it can have an ACH hold date in the future. The system will only show you transactions as of the current date by default. If you need to see if there is a transaction in the Ready tab for a future transaction, you will need to change the process date to that future date for it to display.

Changing the EFT Processing Date.

In the EFT Processing screen, select the processing date:



This should open a date menu:



Change the date to the date in the future you need that matches or exceeds the ACH hold date of the transaction.

The transaction should now appear in the Ready tab.