

How to Set up the EFT Returned Payment Invoice Item for Previously Funded Transactions (formerly Z-Transaction)

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When an EFT Payment is returned as Previously Funded a negative payment batch is created to reverse the payment and unapply the payment from the invoices to which was originally applied. The system will also create an invoice for the amount of the payment using the EFT Return Invoice Item.

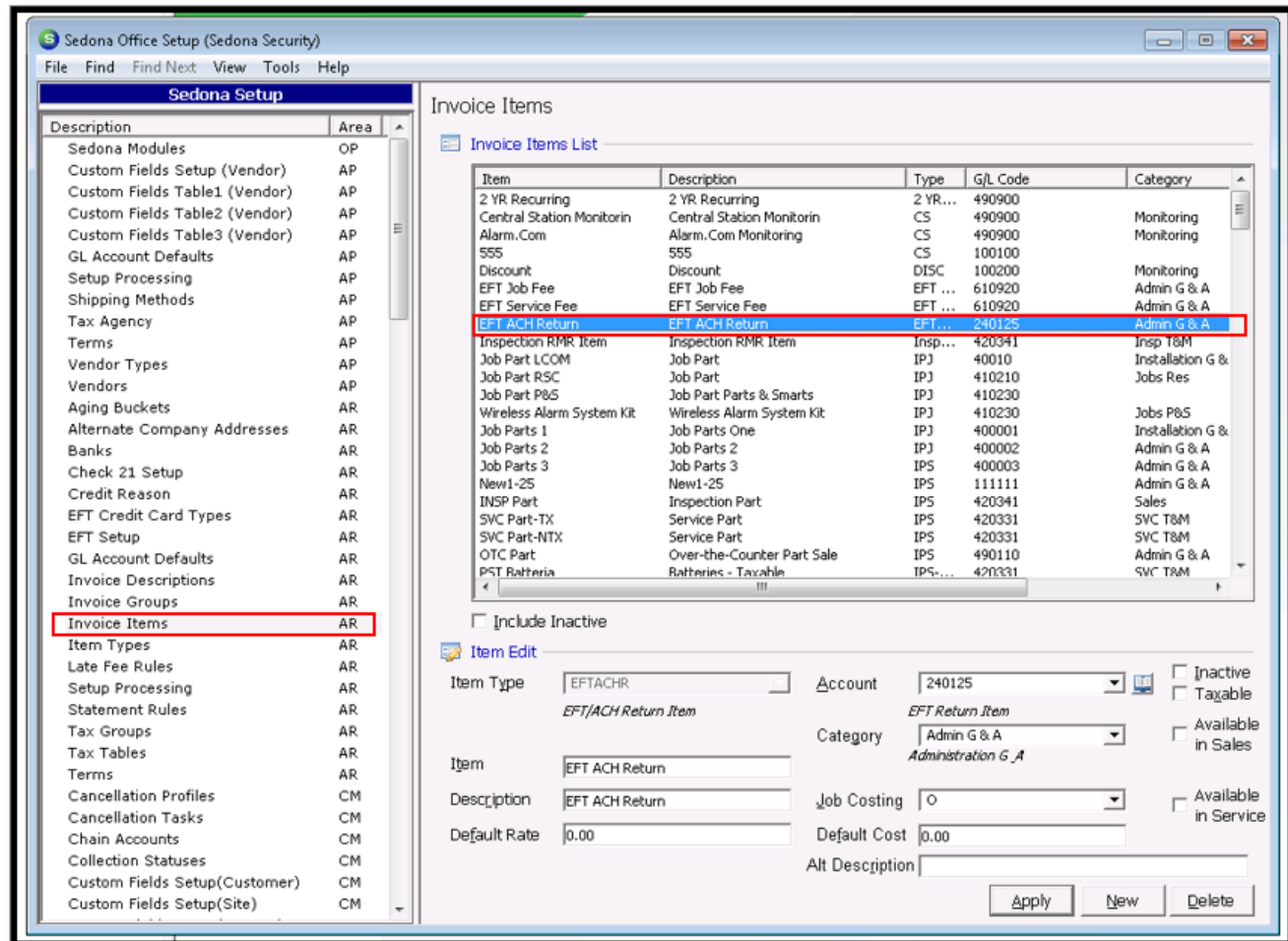
Sedona Setup

Under Sedona Setup or under the General Ledger Module go to the Chart of Accounts and make sure there is a GL Account setup for EFT Returned Items or ACH Z-transactions, etc. If you do not find a GL Account already set up then you will need to create one.

The screenshot shows the 'Sedona Office Setup (Sedona Security)' window. On the left, the 'Sedona Setup' tree has 'Chart of Accounts' selected and highlighted with a red box. The main area displays the 'Chart Of Accounts' list. The list includes columns for 'Account', 'Description', and 'Account Type'. The account '240125' with description 'EFT Return Item' and account type 'OCA' is highlighted with a red box. Below the list, there are fields for 'Account Code' (240125) and 'Description' (EFT Return Item), and a dropdown for 'Account Type' (OCA). At the bottom right, there are buttons for 'Apply', 'New', and 'Delete'.

Account	Description	Account Type
230120	Accrued Interest	OCL
230130	Accrued Late Fees	OCL
230210	Local Tax Payable	OCL
230220	Property Tax Payable	OCL
230230	Real Estate Tax Payable	OCL
234110	Federal Tax (Corp.) Payable	OCL
234120	State Tax (Corp.) Payable	OCL
234130	Goods Services Tax	OCL
234131	Provincial Sales Tax	OCL
240100	Distributions	DIST
240110	Prepaid A/R*	OCL
240120	Customer Refunds*	OCL
240125	EFT Return Item	OCA
240130	EFT Refunds	OCL
240140	CC Refunds	OCL
240210	Unapplied Credit Memos*	OCL
240220	Unapplied Cash*	OCL
244110	Advanced Job Deposits*	OCL
244120	Unearned Job Billings	OCL
244500	Deferred Revenues*	OCL
248100	Deferred Commissions	OCL
248200	Deferred Royalties-Employee	OCL
248210	Deferred Royalties-Vendor	OCL
249999	Deferred Royalties-Vendor	OCL

Once you have the GL Account then you will need to go to Sedona Setup and select AR - Invoice Items. Look for an Invoice Item that references a Returned Check, Z-transactions, EFT Returned Payment, Etc. If you do not see one then you will need to create one and link it to the GL Account from above. Do not select Taxable, Available in Sales or Available in Service



Go to Invoice Descriptions in Sedona Setup and if there is not already an invoice description for the Returned Item, you will need to create one.

Sedona Office Setup (Sedona Security)

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Sedona Setup

Description	Area
Sedona Modules	OP
Custom Fields Setup (Vendor)	AP
Custom Fields Table1 (Vendor)	AP
Custom Fields Table2 (Vendor)	AP
Custom Fields Table3 (Vendor)	AP
GL Account Defaults	AP
Setup Processing	AP
Shipping Methods	AP
Tax Agency	AP
Terms	AP
Vendor Types	AP
Vendors	AP
Aging Buckets	AR
Alternate Company Addresses	AR
Banks	AR
Check 21 Setup	AR
Credit Reason	AR
EFT Credit Card Types	AR
EFT Setup	AR
GL Account Defaults	AR
Invoice Descriptions	AR
Invoice Groups	AR
Invoice Items	AR
Item Types	AR
Late Fee Rules	AR
Setup Processing	AR
Statement Rules	AR
Tax Groups	AR
Tax Tables	AR
Terms	AR
Cancellation Profiles	CM
Cancellation Tasks	CM
Chain Accounts	CM
Collection Statuses	CM
Custom Fields Setup(Customer)	CM
Custom Fields Setup(Site)	CM

Invoice Description

Invoice Description	Description	Inactive
Conv Bal Fwd	Conversion Balance Fwd	N
Credit on Account	Credit on Account	N
Equipment Sales	Equipment Sales	N
FC	Finance Charge	N
Inspection	Inspection	N
Installation Services	Installation Services	N
NSF Returned Item	NSF Returned Item	N
Recurring	Contracted Services	N
Retention	Retention Billing	N
Service Call	Service Call	N
Shipping	Shipping & Handling	N
Site Survey	Site Survey	N
Technical	Technical Services	N
Test Description	Text Text Text	N

☐ Include Inactive

Invoice Description Edit

Invoice Description: ☐ Inactive

Description:

Apply New Delete

Go to AR- Setup Processing and you will see a section "EFT Returned Payment Invoice" that requires you to select an Invoice Item and depending on the version of Sedona that you are on, it may also require you to select an Invoice Description. If there is nothing entered in these fields then select the Invoice Item you created and also the Invoice Description, if needed, and select Apply.

Sedona Office Setup (Sedona Security)
File Find Find Next View Tools Help

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Tax Agency	AP
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Vendor Types	AP
Vendors	AP
Aging Buckets	AR
Alternate Company Addresses	AR
Banks	AR
Check 21 Setup	AR
Credit Reason	AR
EFT Credit Card Types	AR
EFT Setup	AR
GL Account Defaults	AR
Invoice Descriptions	AR
Invoice Groups	AR
Invoice Items	AR
Item Types	AR
Late Fee Rules	AR
Setup Processing	AR
Statement Rules	AR
Tax Groups	AR
Tax Tables	AR
Terms	AR
Cancellation Profiles	CM
Cancellation Tasks	CM
Chain Accounts	CM
Collection Statuses	CM
Custom Fields Setup(Customer)	CM
Custom Fields Setup(Site)	CM

Setup Processing

Numbering

Auto Invoice ☒
Next Invoice 478422

Auto Customer ☒
Next Customer 49896

Auto Job Number ☒
Next Job Number 3885

Require System Account ☐
Require Unique System Account Company Wide ☐

Invoicing and Credits

Cycle Beginning Day
☒ First Day of Month
☐ Day of Service Start

EFT Returned Payment Invoice

Item EFT ACH Return
Description NSF Returned Item

☒ Print Customer Number on Invoices and Statements
☒ Allow Printed Invoices to be Edited
☒ Enter Separate Posting Date for Invoices and Credits
☒ Allow direct invoicing to Master Account
☒ Use Credit Request Processing
☒ Require Credit Reason on Credit Memos

Other

☒ GL Categories required for Income and Expenses
☐ Activate Customer Group Security by User
Customer Group MI

☒ Enable Activity Tracking
☒ Screen Employees by Type
☒ Allow Site Only RMR
☐ Allow Quantity Based RMR

Group Deferred Revenue By
☐ GL Account
☒ Item Type

☒ Require Tape Totals to Match Deposit Amount in order to Make Deposit

Apply