

How to Export certain Dates from Rejected EFT Tab

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Overview

There are times when more than normal rejected EFT transactions happen after processing invoices. These steps will show how to export that list for easier verification. The steps cover for SedonaOffice version 6.2.x.

Steps:

All steps will be completed in the EFT Processing

Prior to Search to Export:

Transactions listed goes by the Process Date showing in filters and prior to that date. So if transactions needed are after that date to be included, then the later date will need to be entered as Process Date to see them listed.

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Exporting Data:

In the EFT Processing: Enter the Processing Date to use for search

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In the Rejected Tab: Click on the Submitted Column to order the transactions by date

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Click on the Tools located in the top left corner

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Click on Export To Excel

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Select the path where the report is to be saved – click on Save button

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Click on Export all data matching the filters – then click OK button

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Click OK when Data export is complete pops up

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Go to the path where the export was saved to open the spreadsheet and will show the same dates as what was in the EFT Processing Rejected Tab

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Export for specific dates:

However, if you only want bad transactions from a specific date, then you will need to add that date in Submitted search to show ONLY that dates rejected.

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Any of the columns in the tabs can be used to search for specific data

Save the export just like above steps, starting at Step #3

NOTES: It is best to clear transactions reviewed by marking the ones verified by checking the box and then clicking on Hide to remove from view, if not Recreated.

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Keeping the tabs clear of old transactions help to catch issues easier when problems arise with payments.