

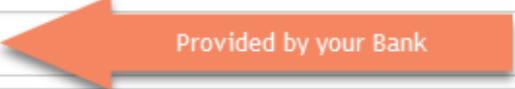
# Electronic Fund Transfer Configurations

## Setup by Tomahawk

If you will be using EFT as a payment method, you must provide Tomahawk with the client number. This is provided by the Royal Bank and will be the identifier they use to deposit to your account.

This information can be setup under the Payments section of the Manage System Settings page.

Electronic Funds Transfer	
Requires Tomahawk to integrate and set up.	
EFT Client Number	1212128989
EFT Client Name	Tomahawk U



## Creating EFT Files to Send to your Bank

Once the subscription is set up and you have performed a rollover, you can export the flat file that contains the EFT information. This file can be sent to your bank for processing. For details about submitting this to your bank, please contact your representative at the Royal Bank of Canada.

1. Go to the payments menu and select **EFT Export**. This will generate the file you need to send to your banking institution.



# Marking EFT Items as Paid

1. Once the payment has been processed at the bank, a report will be made available to you by your Banking institution. This report will contain information about what payments you submitted were successful. You can update the OPS-COM system and mark these as paid or NSF. To do this go to the Payment Menu and select **EFT Process**.



2. The **Electronic Funds Transfer Process** window opens. Here you have the ability to select three states for the payments:
  - **Waiting** - This is the default status of the payment. If the payment has not been processed at the bank leave the payment record in Waiting status.
  - **Paid** - Toggle this state by clicking on the **Paid** checkbox.
  - **Failed** - Select this checkbox if the payment failed for any reason. This will return the item to the user's profile as awaiting payment and archive the record.

Once you have completed this process click **Mark as Indicated** to finalize the process.

# Electronic Funds Transfer Process

Search for EFT payments sent but not yet processed.

Submit Date Starting

Up to and including

1 records found.

Pay ID

Confirm Code

Amount

Date Submitted

First Name

Last Name

Waiting

Paid

Failed

45

5a6a3c59d32d4

\$169.50

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Joseph

Callaghan

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