

Information Capsules for Using the EFT Platform

Topic: Link between EFT and your accounting platform

Link between EFT and the accounting platform

Before importing your first file into the EFT platform, you must link your accounting platform to the EFT platform.

Each accounting platform has its own specific characteristics. However, below are some shared elements that can help you.

Key elements



Welcome letter*

Please keep it since it contains the following key elements:

- Originator ID
- User ID
- Access to EFT application



Originator ID and code

Its name may vary depending on the accounting platform (e.g. original number).

10-digit alphanumeric code provided by our institution.



Data centre no.

5-digit code that identifies your financial institution.
The number for Laurentian Bank is 03910.



Importing a transaction file

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Step 1

In the Transactions section, click **Import transactions file**.



The screenshot displays the Banque Laurentienne web interface. At the top, the logo and name 'BANQUE LAURENTIENNE' are visible. Below the logo is a navigation bar with three tabs: 'Administration', 'Transactions', and 'Reports'. The 'Transactions' tab is selected. On the left side, there is a vertical menu labeled 'Transactions'. On the right side, there is a panel titled 'Action' containing a list of options: 'Add transaction', 'Search transaction', 'Template Management', 'Import transaction file', and 'Closing Files'. The 'Import transaction file' option is highlighted with a yellow border.



For additional support, call 514-522-6355 or 1-855-591-4797.

Importing a transaction file

Step 2

You will be redirected to the page below. Click “**Browse**” to select the transaction file to import into the platform.



Administration | Transactions | Reports

Transactions

Back

Import transaction file

File to import

Browse...

Import Cancel

Tip:
The file must comply with Standard 005.

The file name and location will appear in the **File to be imported** box. Click “**Import.**”



Appendix: Sample Welcome Letter



WELCOMING LETTER
WITH DIRECT DEPOSIT
AND PRE-AUTHORIZED
DEBIT

Montreal, **Wednesday, July-14-21**

Mr. Client

Dear

We are pleased to inform you that your account was successfully created in the new Electronic Funds Transfer ("EFT") application.

Here is the information that will allow you to access the website EFT Application:

Originator ID CT:

Originator ID DT:

Username:

Name of Super Administrator:

E-mail:

EFT website: <https://tef.banquelaurentienne.ca/tef>

Direct deposit maximum limit by due date.

When you login to the EFT application for the first time, please enter your username and the temporary password which will be forwarded shortly by separate e-mail. You will then be asked to replace the temporary password by one of your choice.

If you wish to create a hyperlink to the EFT application, please make sure that it points to the login page «<https://tef.banquelaurentienne.ca/tef>», otherwise you will not be able to access the application.

Please note that all transactions (credit or debit) must be sent at least 48 hours (open days) prior to the date on which it is payable (due date).

You will receive shortly, by separate e-mail, a short start up guide to help with your first login and transaction upload.

For more information, do not hesitate to contact our EFT support service at 514-522-6355 or 1-855-591-4797, available Monday to Friday between 8:00 ET 17:00.