



The Scheduler Version 12 Manual

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1 Welcome to The Scheduler

About *The Scheduler*

Thank you for selecting *The Scheduler* for your EFT processing requirements.

Version 12 is the latest major update of *The Scheduler* since the original DOS version was released in 1991. The program continues to follow the Microsoft Windows road map and has implemented styles and guidelines outlined for Windows 10 applications. Many of the features implemented are results of feedback from our users. Our goal has been to make *The Scheduler* as easy to use as possible. After all, you are dealing with real money which is stressful enough.

We sincerely hope you enjoy *The Scheduler Experience*.

About this documentation

This help is designed both as a course in using *The Scheduler* and as an ongoing reference while you are working with the program. You can skim it for easy reference, work through it systematically for in-depth knowledge and refer to it for additional information whenever you need it.

This documentation is also on our web site as HTML pages. Bookmark [this link](#) in your favourite browser for future reference.

An Adobe PDF version of this manual is included in the installer and has been saved to the Help location defined on the [Application Libraries](#) form. It can also be downloaded from our Amazon Web Services (AWS) site by clicking [this link](#). All or selected sections can be printed for easier reference.

Getting Started - new users

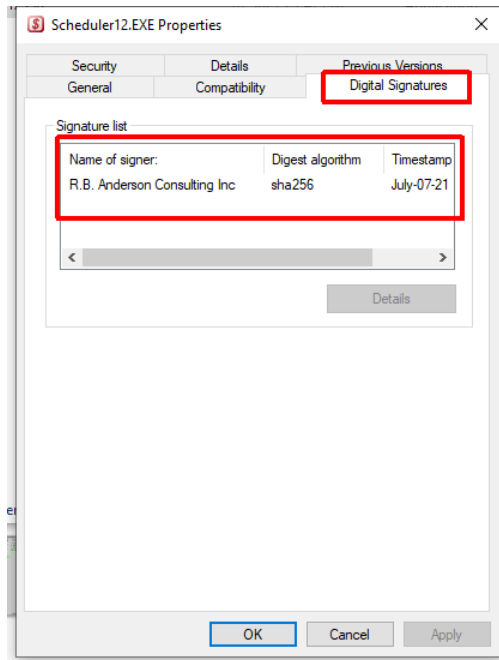
- Study the [Introduction](#) and [Quick Start Tutorial](#) to familiarize yourself with the basics of the app.
- Check out all the links in the [Category Buttons](#) – plenty of help is available!
- We've assembled a [Frequently Asked Questions](#) list of the most common queries we've had. If you're still stuck, [Contact Us](#) and we'll gladly give you some assistance.

2 What's new in Version 12

We've made significant changes to the look and feel of *The Scheduler*. All the forms have undergone a review and overhaul where needed. We take our user feedback seriously and changed those most annoying issues and implemented the most frequently requested features.

- We've implemented additional **user selected styles** designed for the latest Windows versions and we've even provided the option to change your home screen image to your favourite photo. Review the [User Preferences](#)^[114] and [User Images](#)^[27] sections to set up your desired environment. All the screen shots in this documentation have been taken with the "Emerald Light Slate" style implemented.
- We've added a form to make a smoother transition moving to a "home" office because of COVID-19. Many user Windows profiles were not the same as the office setup and caused [User Library Locations](#)^[20] to be invalid.
- *The Scheduler* can now use our [Web Mail Setup](#)^[110] for eMail clients **Office 365** and **GMail** to send [EFT Notifications](#)^[92], [Client Snapshot](#)^[79] report, several other reports and the [System Status Report](#)^[105] to us to help analyze any problems you are having.
- **Quick Start Tutorial:** We've updated the tutorial with bite sized sections that won't overwhelm the new user. Walk before you run. [Quick Start Tutorial](#)^[30].
- We've revamped **displaying folder and client information**. Entry and editing fields is more intuitive. Review the [Folder Information](#)^[65] and [Client Information](#)^[68] sections to see what's new!
- **EFT tasks:** We've put all things associated with managing EFT files on a single panel. The tab progression on the panel is [EFT Preparation](#)^[87], [EFT Notifications](#)^[92] and [EFT Reconciliation](#)^[93].
- Allow a user defined **transmit file name** or let *The Scheduler* generate a name. See the [EFT File Information](#)^[108] to set your preference.
- **Scheduled backups:** Most of our users do not have sophisticated IT backup procedures in place. We've had many a panic call when a user's hard drive has crashed or been the victim of a virus attack... and no backup. We've expanded our original built in backup routine to default to creating a backup after each EFT file has been prepared. Review the [User Preferences](#)^[114] section and select your desired backup parameters.
- Updated **Help System:** We've replaced the application required to read the eBook version with a single executable document. Updates are easier for *The Scheduler* to implement and the updated PDF version is downloaded at the same time. The new layout is more intuitive, the help eBook is smaller, and we think it just looks a whole lot better.

- *The Scheduler* is digitally signed ensuring Windows knows this is a trusted application.



3 Product Information

Some useful general information.

3.1 System Requirements

Before installing *The Scheduler*, verify that you have the correct minimum requirements.

- Microsoft Windows compatible computer. If you wish to run *The Scheduler* on an Apple product, you will either have to have a dual boot system or install a VM (Virtual Machine) app to allow a Windows version to run under the Mac OS.
- Windows 8 or 10 operating system, Microsoft server 2008 or newer.
- WebMail information (SMTP address, port, user id and password) for **GMail** and **Office 365** setup. See [Web Mail Configuration](#)^[110] for more information if you are planning to use a web mail client to send [EFT Notifications](#)^[92].
- The alternative to either a Web Mail or Microsoft Outlook version is a MAPI (**M**essaging **A**pplication **P**rogramming **I**nterface) enabled eMail client if you are planning on sending [EFT Notifications](#)^[92].
- 256MB of RAM (at least 512 recommended).
- 16 or 24 bit display adapter with a minimum 728x1024 screen resolution.

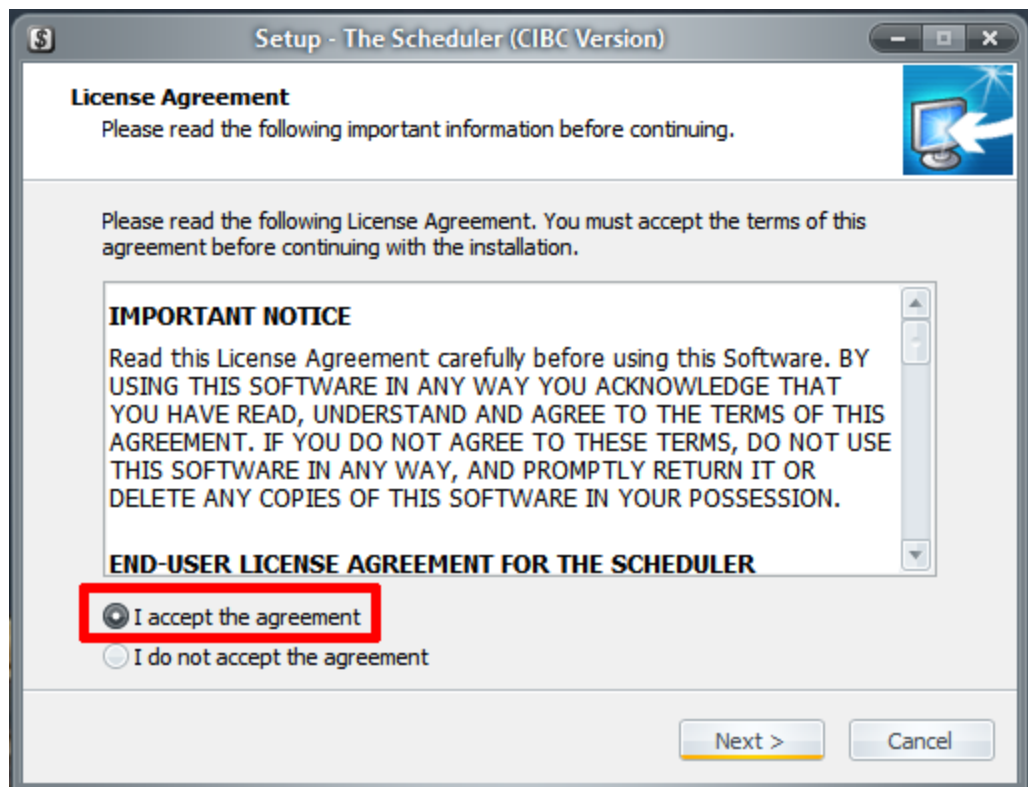
3.2 Installation

Step 1

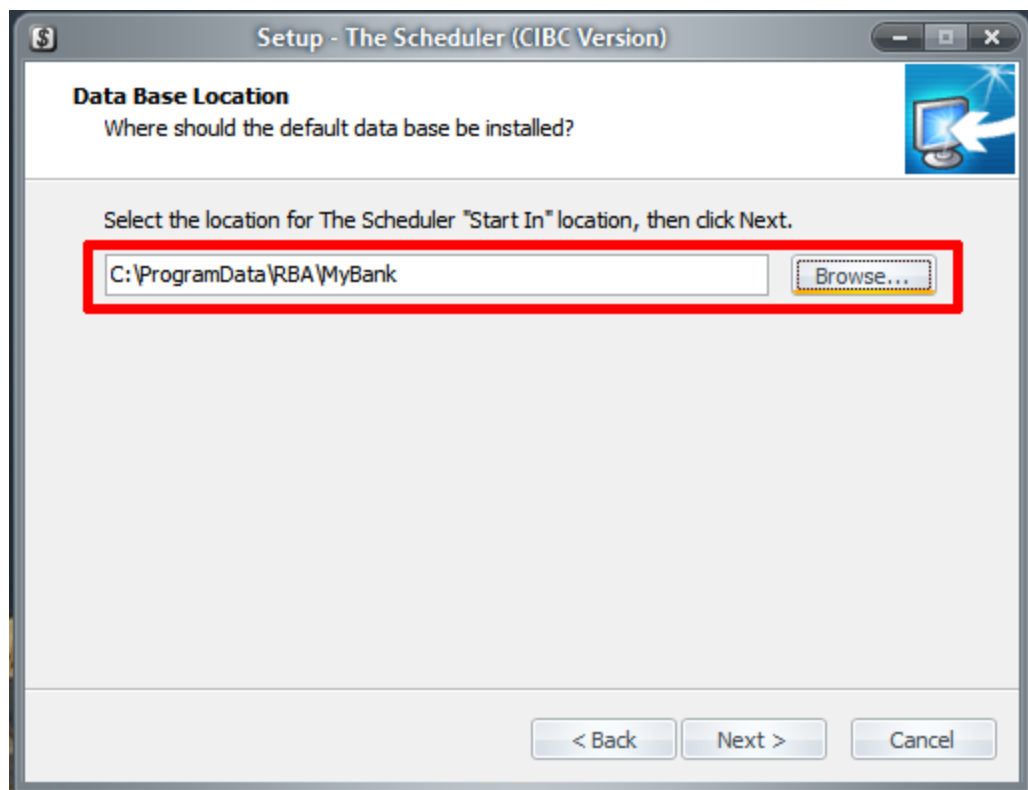
Download *The Scheduler* Windows installation kit from our web site as per the email instructions you received. **SAVE** the install program on your computer. As the link in the instructions will launch your browser, most likely the install program will be saved to your "Download" folder.

Step 2

Locate the saved installation kit on your computer and **RUN** it.



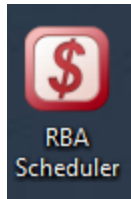
Accept the license agreement to proceed ...



... and choose the "Start In" location where *The Scheduler* data lives.

Step 3

An information panel displays your location parameters. Click the "**Install**" button to proceed. *The Scheduler* will be installed on your computer; Start Menu Items are created and a desktop shortcut is created.



3.3 30 Day Trial Version

A 30 day trial version of *The Scheduler* can be requested by completing the form via the link on our web site:

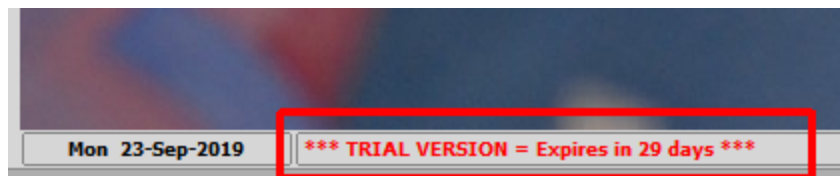
[Download a Trial Version](#)

The trial version is fully functional with only the following restrictions:

- Only **one (1) credit** folder can be created. There is no limit on the number of client and transaction entries.
- Only **one (1) debit** folder can be created.
- **The transmission EFT file can be created. However, the formatting will be invalid and the file will be rejected by the bank.**

We encourage you to use actual client information for testing *The Scheduler*. All transaction information entered into the trial version will be retained on purchasing a license.

You are hereby licensed to make as many copies of the Trial Version as you wish and distribute it to anyone provided that all files are intact. You must distribute the install form of the Trial Version (the original installation file, not the files resulting of an installation). You are not allowed to sell the Trial Version. Please send us an information message each time you distribute the Trial Version by sending us an email from the [Contact Us](#)^[134] panel in *The Scheduler*.



The trial version displays a flashing reminder on the status bar of the number of days left to test drive *The Scheduler*. If you like what you see, [Purchase](#)^[11] [The Scheduler](#)^[11] and [Activate](#)^[11] [The Scheduler](#)^[11].

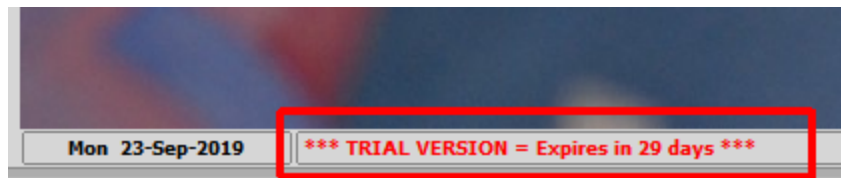
3.3.1 How to purchase The Scheduler

Just [Contact Us](#)^[139]. The purchase price is \$299. We reduce this to \$199 for charitable and non-profit organizations.

3.3.2 Activating The Scheduler

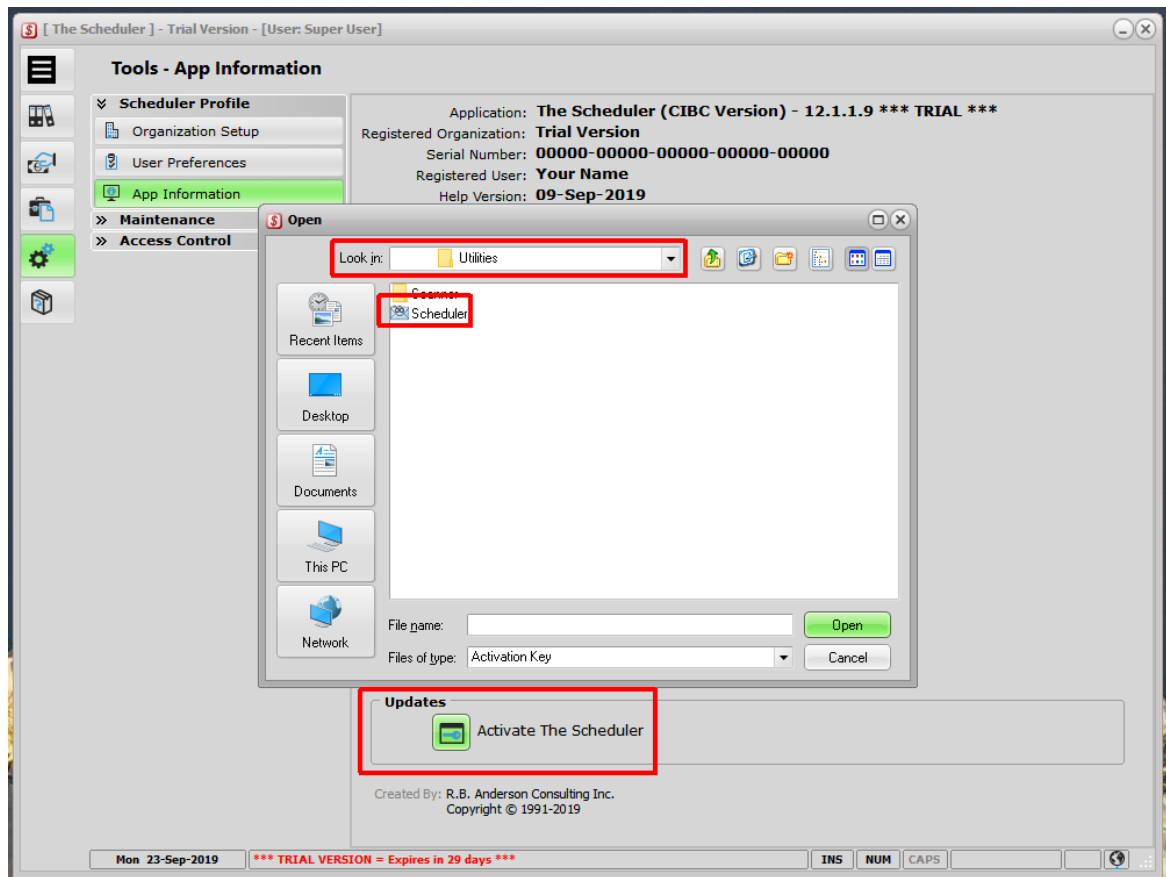
Step 1

To activate *The Scheduler*, click on the flashing message on the status bar or navigate to the [App Information](#)^[118] task panel.

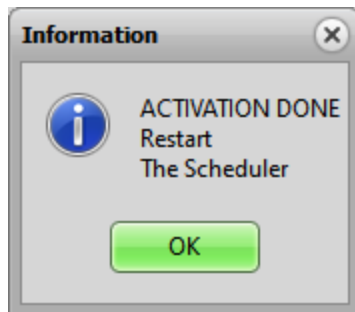


Step 2

Click on the **Activate The Scheduler** button on the Task Panel. The Windows Navigation Dialog form will open. Locate the **Scheduler.DAT** activation key file we emailed to you. The dialog window will only display the file named **Scheduler.DAT**. The sample screen shot below indicates the file is in a folder named "Utilities" on this computer. Select the file and click the **Open** button...



and ... you'll get the following instructions.



Note: *The Scheduler* does some housekeeping and moves the **Scheduler.DAT** file from the location you indicated to find it.

Step 3

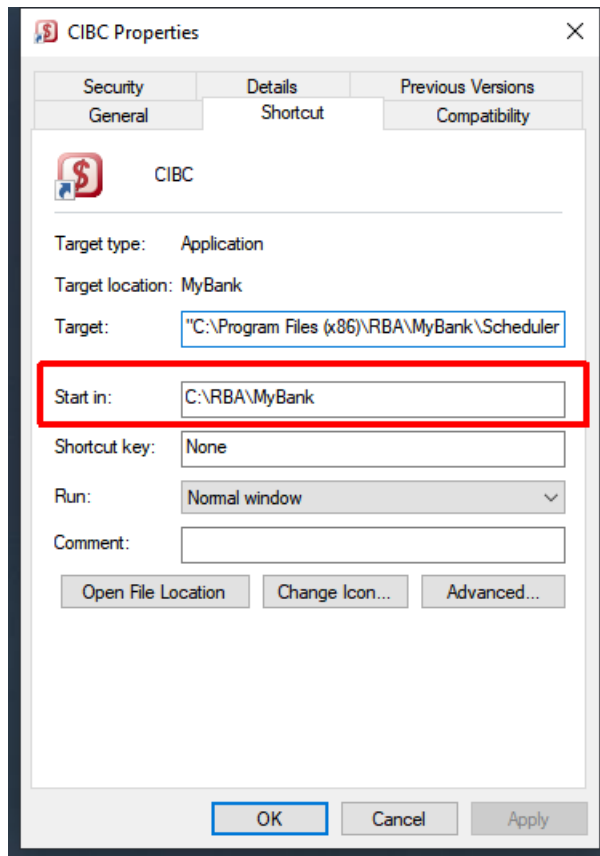
The Scheduler is now activated and will display your registered organization name, user and serial number on the [Logging On](#) splash screen.



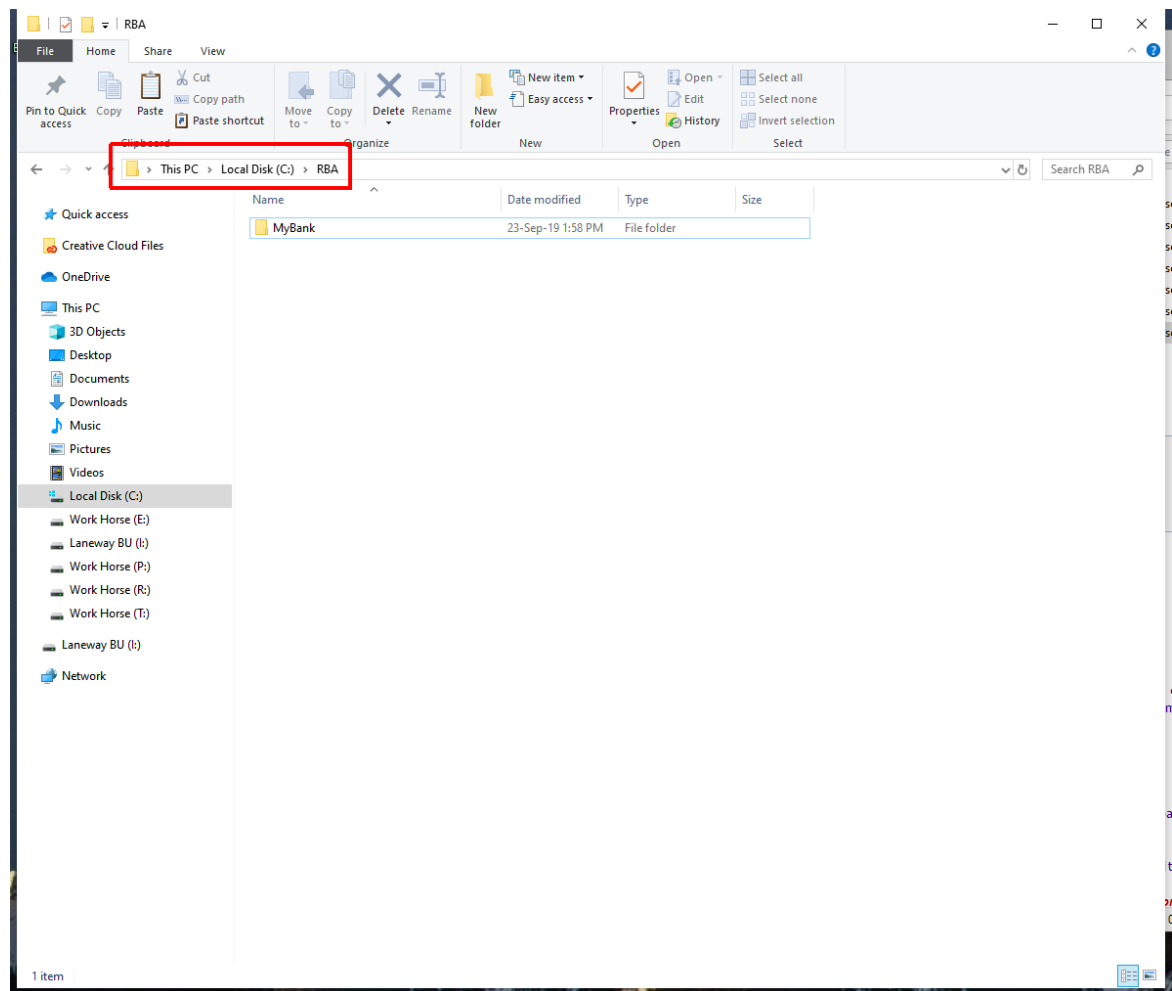
3.4 Network Setup

The Scheduler setup is installed in three segments:

1. The actual application and required modules are installed on the "Local C" drive in the Windows protected folders as recommended by Microsoft.
2. The DATA segment is completely separate from the Windows protected folders. These folders may be moved to a network drive. The location of the DATA segment can be determined by examining the "Start In" location of the desktop shortcut that starts *The Scheduler* or printing the [System Status Report](#)^[105].
3. The Help System, EFT Transmit Files, backup files, and PDF reports reside in the user's "My Documents" \RBA sub folder. Unless there's a specific reason for your configuration, we recommend leaving this area where it has been set up.



Our recommended method is to MOVE the entire "Start In" folder to a network drive. In the sample here, **C:\RBA\MyBank** to the selected shared drive... (i.e. **X:\Finance\RBA\MyBank**). Using this method provides an additional level of security by ensuring only specific work stations have the necessary modules to access the encrypted data files.



The final step is to change the desktop shortcut "Start In" location to match the shared network drive location. Using the example ***X:\Finance\RBA\MyBank***. Note: If the network location has spaces in the description, the "Start In" location must be surrounded by double quotes ("). For example ***"X:\Finance\Common Location\RBA\MyBank"***.

... That's it!

To set up second and subsequent work stations to access the shared data, run the install program on the work station. Change the "Data Location" to the shared drive location (i.e. ***"X:\Finance\Common Location\RBA\MyBank"***). The installer will not overwrite the existing data base setup.

3.5 User License

Important Notice

Read this License Agreement carefully before using this Software. BY USING THIS SOFTWARE IN ANY WAY YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND AGREE TO THE TERMS

OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THESE TERMS, DO NOT USE THIS SOFTWARE IN ANY WAY, AND PROMPTLY RETURN IT OR DELETE ANY COPIES OF THIS SOFTWARE IN YOUR POSSESSION.

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3.6 Uninstalling The Scheduler

During the installation process, an **Uninstall Bank Version** is automatically put on your Windows Start Menu.

Simply click on the menu item to remove *The Scheduler* components from your setup.

Note: Some files may manually have to be removed.

4 Introduction

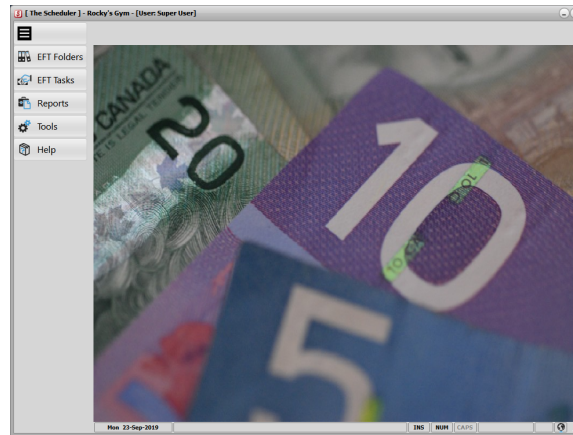
The topics in this section provide some basic information about *The Scheduler*.

4.1 About The Scheduler

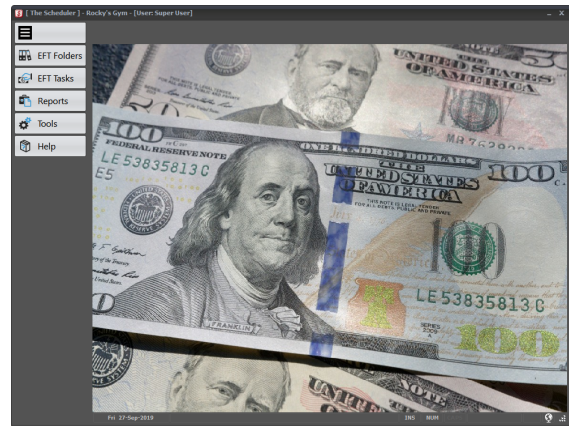
The Scheduler is a standalone EFT (Electronic Funds Transfer) file creation utility. *The Scheduler* is a Microsoft Windows application that prepares and creates EFT files in the required formats specified by each bank.

Initially, *The Scheduler* was developed to debit a specified amount from clients (i.e. club membership dues) on a regular schedule, such as the 15th of the month, starting November 15, 2019 for the next 24 months, hence the application name. *The Scheduler Version 12* has evolved from the original DOS version to accommodate a very broad range of processing requirements.

As well as supporting all the Canadian banks and credit unions, we now have an ACH (American Clearing House) version supporting all US banks.



Canadian Version (Emerald Light Slate [Style](#))^[26]



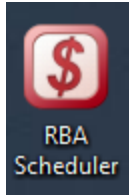
US Version (Obsidian [Style](#))^[26]
- Colin Watts photograph

- Frequencies can be monthly, quarterly, semi-annually, weekly, bi-weekly, specified months or 28 day cycles.
- Multiple transactions can be created for each client.
- Due dates may be set for Payroll/Expense or Accounts Payable processing. See the [Employee Setup - Payroll](#)^[73] for guidance.
- [EFT Notifications](#)^[92] can be prepared; printed and emailed to your clients.
- All reports are first [Previewed](#)^[95], then can be printed or saved as an Adobe PDF document.

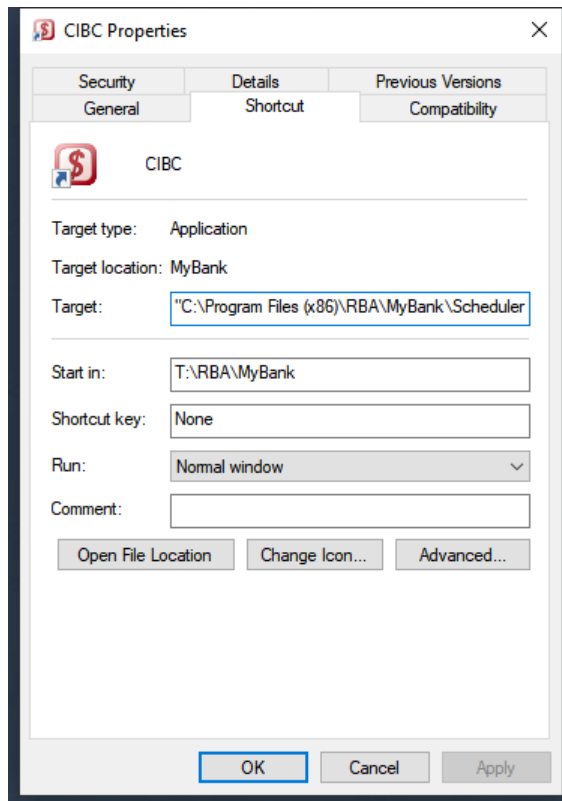
The Scheduler has a built in import facility to read Excel CSV (Comma Separated Value) text files. See the [Import Specifications](#)^[132] for more information on this feature. We have also developed "custom" import routines to read files from various accounting systems.

4.2 Launching The Scheduler

The Scheduler "data" is separate from all the "stuff" required to run it... so a desktop shortcut is required. One is created in the installation routine.



Right clicking on the shortcut and selecting the *Properties* menu option displays something like the image below.



Target:	C:\Program Files (x86)\RBA\MyBank\Scheduler12.exe
Start in:	T:\RBA\MyBank

To create a new desktop shortcut, you'll have to know where the executable program (the *Target*) and where *The Scheduler* data (the *Start in*) locations are.

Hint: The *Target* is usually down the **C:\Program Files (x86)\RBA\...** path and the *Start in* location can be found by searching your data disk for a file **Scheduler.DAT**. The default location selected

by the installer is **C:\RBA\{MyBank}** with "MyBank" referring to the bank specific version of *The Scheduler* you have installed..

4.3 Logging On



Canadian version



US version

- Sharon McCutcheon photograph

Access To *The Scheduler* is controlled by a valid [user authorization](#)^[128]. When *The Scheduler* is launched, the User ID and Password entry fields must be entered.

Enter your user identification and password within the 40 second response time and either press the **<Enter>** key or click on the bank logo button. *The Scheduler* will "beep" if an invalid User ID / Password combination is entered and will allow 3 tries. *The Scheduler* closes if logging on is unsuccessful within the 40 seconds allowed.

Installation default:

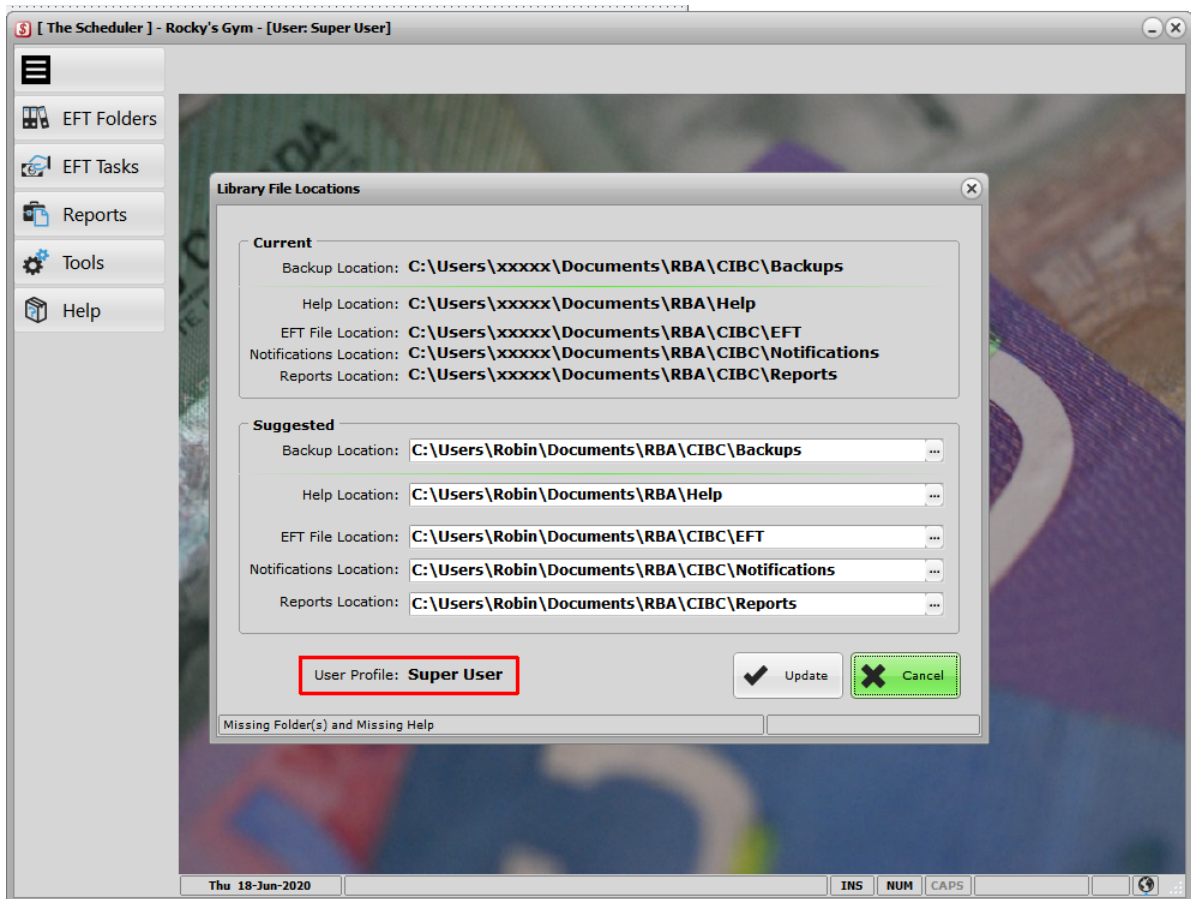
User ID:	ADMIN
Password:	V12

See the [Users](#)^[128] section and [Access Control](#)^[128] information to review options of available features in *The Scheduler* for each user type.

Note: New users must be set up for each user accessing *The Scheduler* as the default location for posting the EFT transmission file is from the user profile's *My Documents* folder ([User Preferences](#)^[114]).

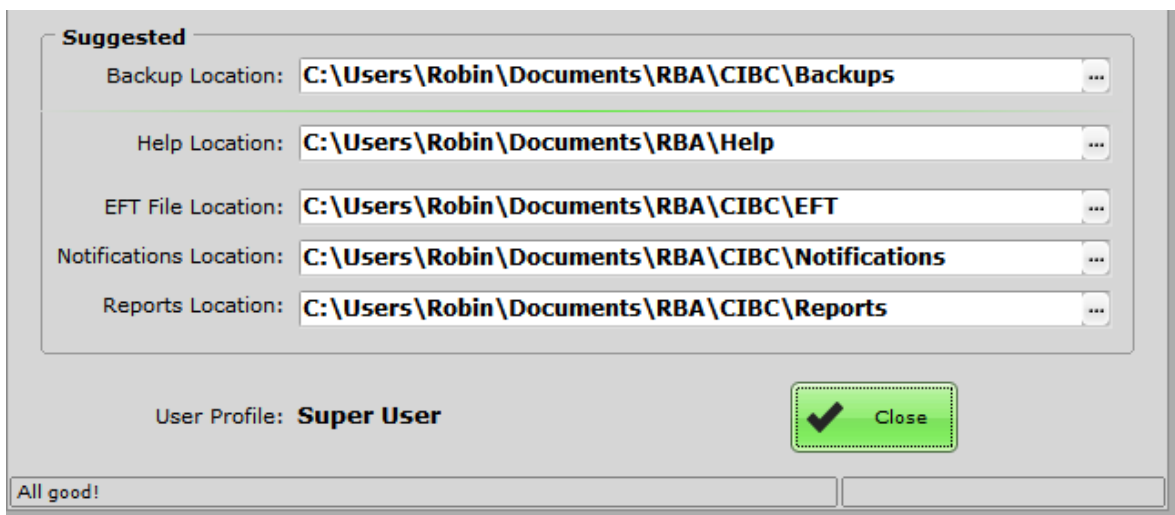
4.4 User Library Locations

If *The Scheduler* [User](#)^[128] log on profile is missing [User Library Locations](#)^[20] or the Help System eBook, the following form will appear when *The Scheduler* is launched.



The Scheduler will suggest folder locations based upon your Windows user profile. This condition may often occur when *The Scheduler* is moved to a new computer and your old credentials are no longer valid. Change the suggested folders as needed and click the **Update** button. *The Scheduler* will create the folders and download the Help System eBook if required.

When done ...



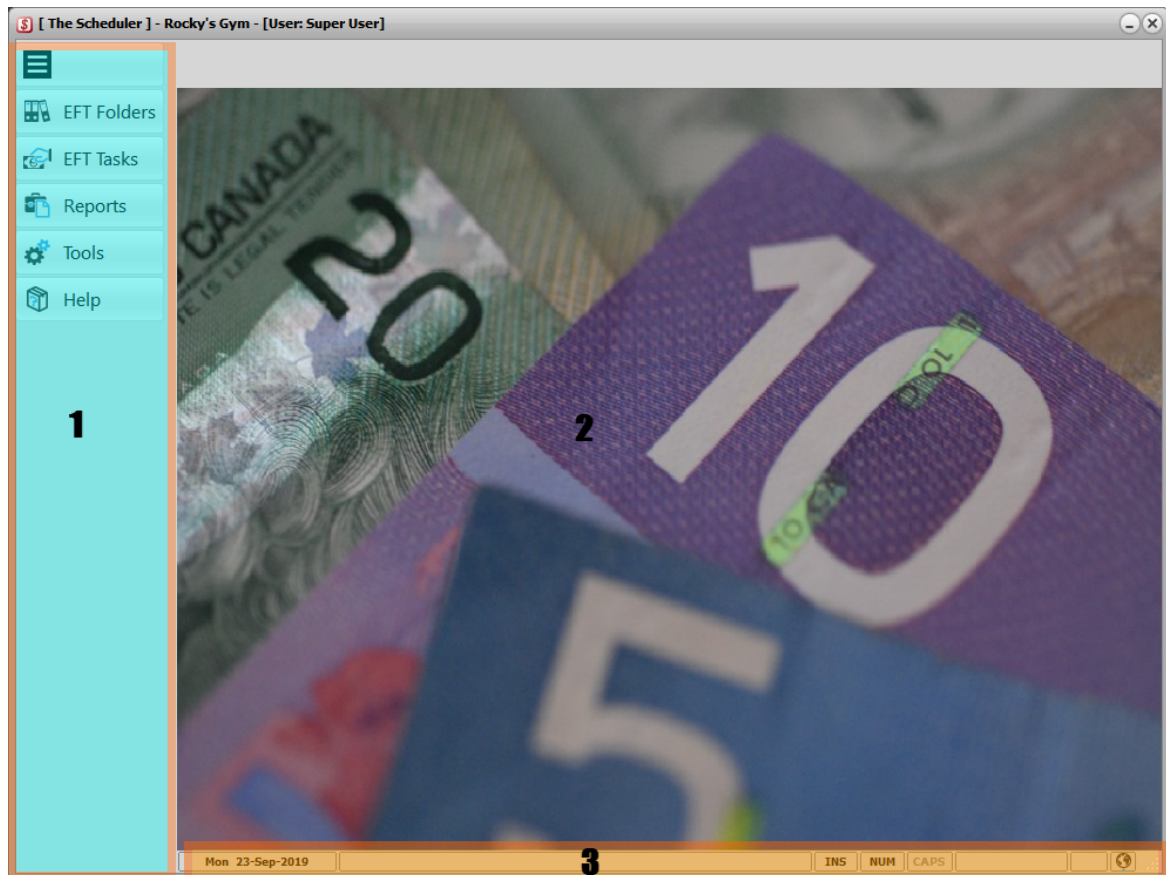
... press the **F1** key to view the Help System or the **Close** button to continue with the updated user profile.

4.5 User Interface

Personalize *The Scheduler*. Each user profile can be configured to your preferences.

4.5.1 The Scheduler Layout

The Scheduler window has three sections:



1 - Category Buttons

Click these buttons to open the **Task Panel**. The default position is on the left side. However, you can change these buttons to the right side by customizing your [User Preferences](#)¹¹⁴.

2 - Task Panel

Clicking a **Category Button** will initiate the desired task. If multiple steps are required to run a task, *The Scheduler* will display only the information required at the step. If you're interested, you can change the default Home page Task Panel image to a favourite photo from your digital shoe box.

See the [User Images](#)^[27] section for more information. Also we've implemented 12 different colour styles to choose from: [User Preferences](#)^[114]... test drive them all to find your favourite,

3 - Status Bars

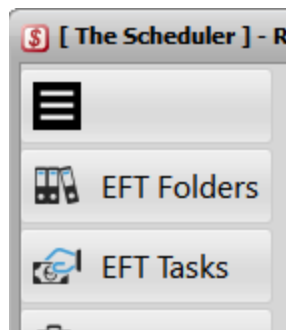
The Scheduler **Status Bar** is always the bottom row of the app window:

- Current date. You can change the format if you don't like the default. See [User Preferences](#)^[114].
- General message area.
- Your keyboard state (INS or OVR, Numeric Lock, Caps Lock).
- Your internet connection state.

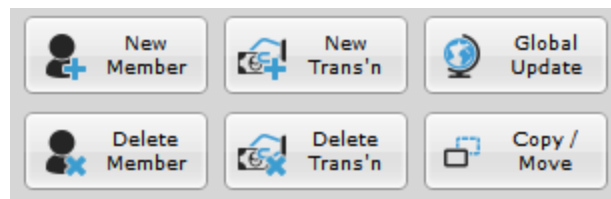
Most of the **Task Panels** have a **Status Bar** as well. The status bar position is also always at the bottom of the panel. The contents for these are explained in the appropriate section.

4 - Panel Elements

- **Buttons:** We've implemented two types of buttons: the **category button** to navigate to the major features of *The Scheduler* and the familiar **task button** to initiate add / change / delete / save / print options. Depending on the user access level, clicking a category button may give an access denied message, or a task button may be disabled. Hovering the mouse over a button will change the state colour.

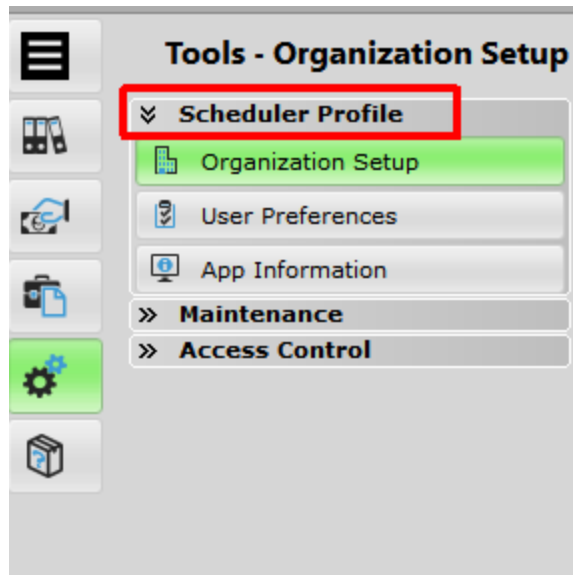


Category Buttons

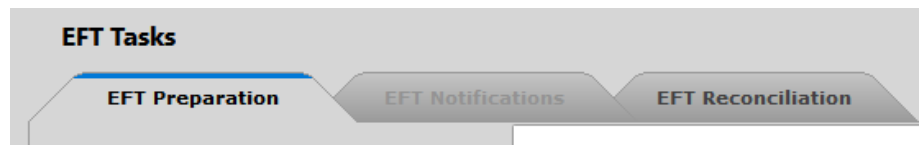


Task Buttons

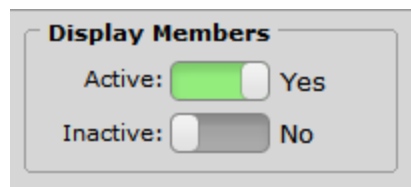
Some category buttons have sub-categories. To access the sub-category items, simply click on the chevron to open the selection list.



- **Tabs:** Similar to the familiar file folder, click on the tab title to display the contents of the folder. The "active" folder will have a coloured horizontal bar across the top. Tabs may be disabled depending on the context and the user access level. Hovering the mouse over an enabled tab will change the state colour.



- **Toggle Switches:** These operate just like light switches. Change the state by clicking on the left side or right side of the switch. The state label will change to reflect the switch position. Toggle switches may be disabled depending on the user access level.



- **Radio Buttons:** Just like the buttons on old car radios - when one of the buttons is pressed, other buttons would pop out. Clicking on a button changes any previously highlighted item to the new one.

File Format
Default:
 80 Byte
 1464 Byte
 US 80
 ACH 94 IAT
 1464 PSO

Prepare Method
Default:
 From Scheduler
 Scheduler Import
 ACH Import
 Custom Import

Prepare Date
Default:
 1st Next Month
 1st This Month
 Today

- **Check Boxes:** These provide the same function as the toggle switches... but take up less space. "Checked" means Yes.

Pay To: Rockys Fitness Emporium

A03940
Reference Number

Andrew Ahuja
Member Name

Active
Status

50.00
Period Amount

Apply P/HST
 Apply GST

- **Date Edits:** Date values can either be entered in the format set up in the [User Preferences](#) ¹¹⁴ panel (i.e. *dd-mmm-yyyy* in sample) or click the drop down button and select the date from the calendar displayed.


From Date: 01-Oct-2019

To Date: 31-Oct-2019


- **Navigator Bar:** Similar to the old VCR and DVD setup, clicking on the buttons will scroll the user through the details of the highlighted grid element. *First*, *Prior*, *Next*, and *Last* buttons are available. Depending on the user access level, the *Edit* button will display.

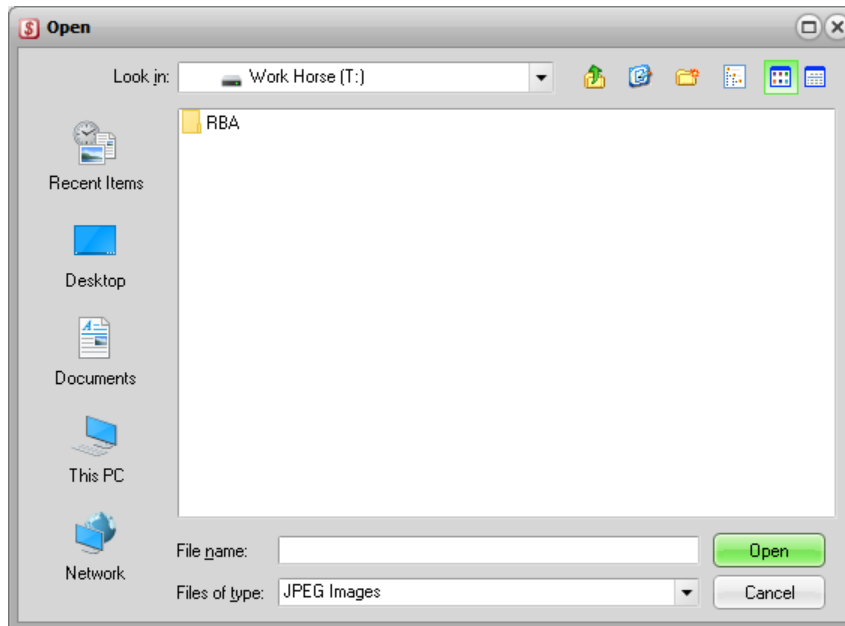


- **List Box:** If there is a list of options for the user to select, click on the "down arrow" at the end of the box to preview the available options. Simply scroll up and down the list and click on the highlighted item to select the option.

Scheduler Style: **Emerald Light Slate** 

- **Ellipsis Selection:** Clicking on the ellipsis (...) button at the end of the field will bring up a Windows Dialog to locate a file or select a directory to use for the request.

Wallpaper: **User Selected** 

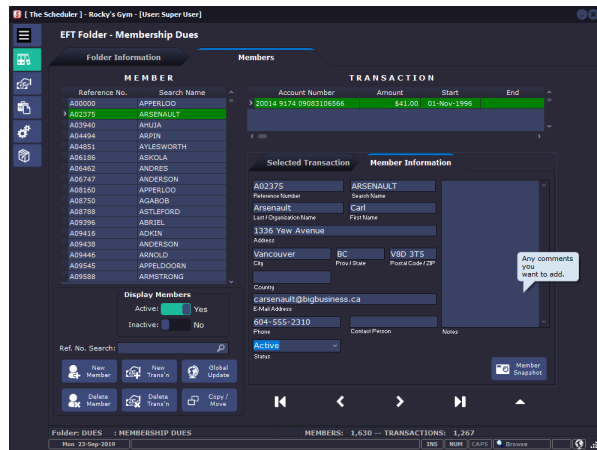


4.5.2 Styles

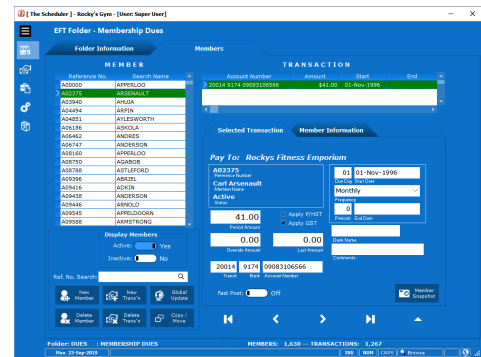
Set the global appearance of *The Scheduler*. We've implemented 12 colour schemes. Each user can implement her personal flavour.

Windows	Lavender Classico
Aqua Graphite	Obsidian
Auric	Ruby Graphite
Cyan Dusk	Sky
Emerald Light Slate	Tablet Dark
Light	Windows 10 Blue

Customize your environment: [User Preferences](#)  ¹¹⁴



Tablet Dark

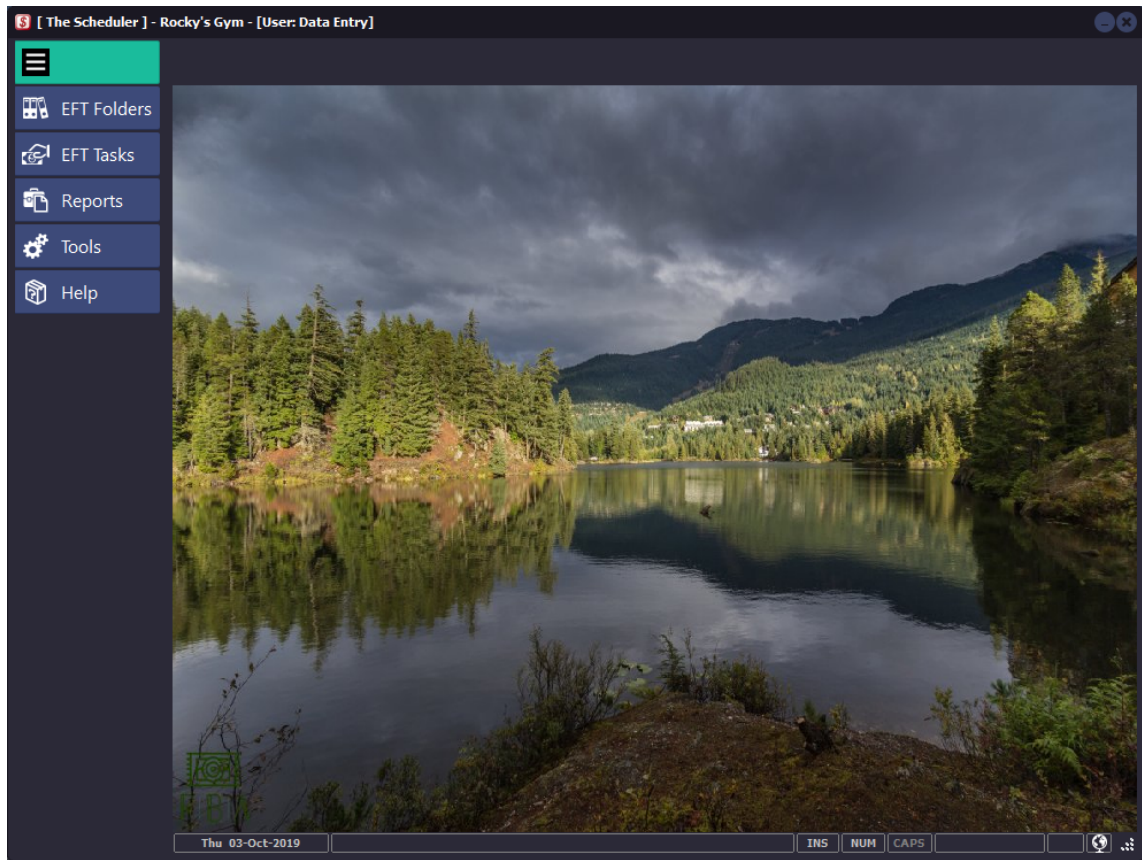


Windows 10 Blue

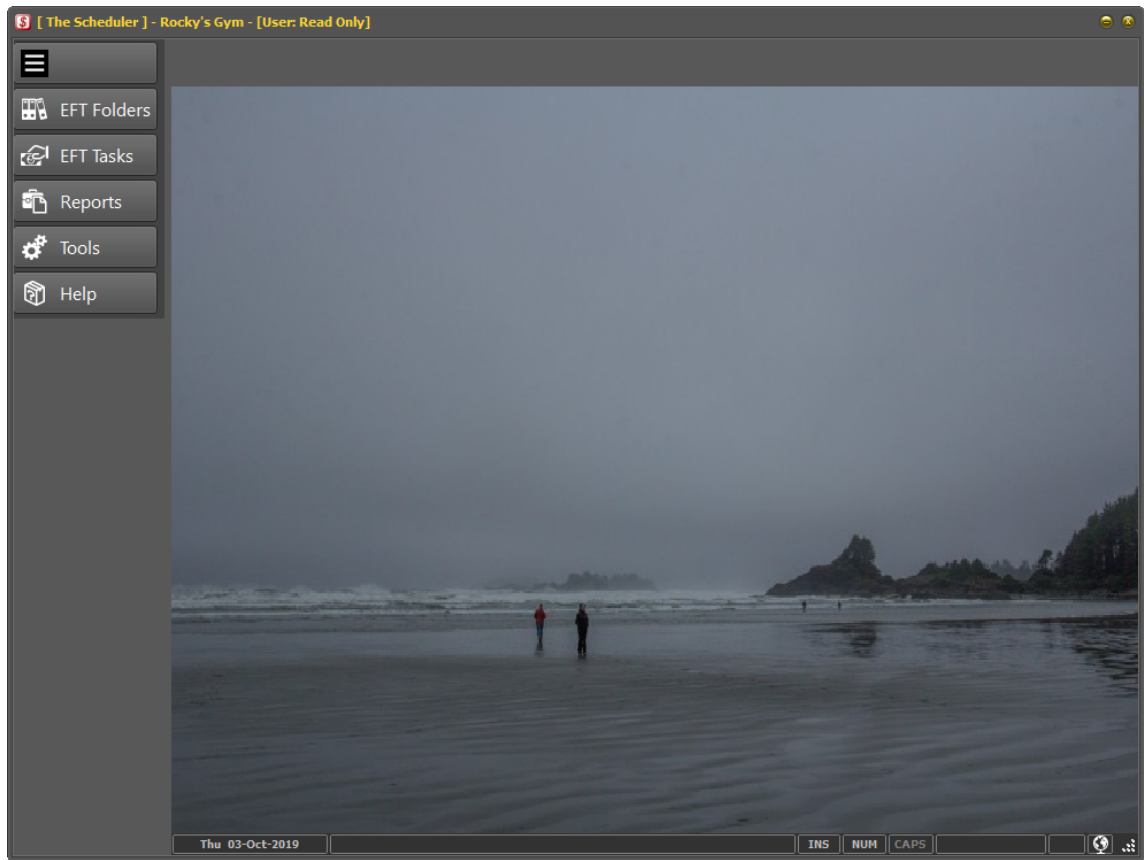
4.5.3 User Images

If you don't like our money image on the "home" screen... choose a favourite photo from your digital shoe box. You may have to use an image editing software to make sure the selected image has a cropped ratio of 1000 pixels wide and 667 pixels high. *The Scheduler* will stretch or compress the image to fit the home screen window. Sample photos are installed for the "Data Entry", "Read Only" and "EFT Supervisor" user IDs.

Change your image on the [User Preferences](#) ¹¹⁴ panel.



A fall view out the weather window of the office here at Whistler (Tablet Dark [Style](#)²⁶),



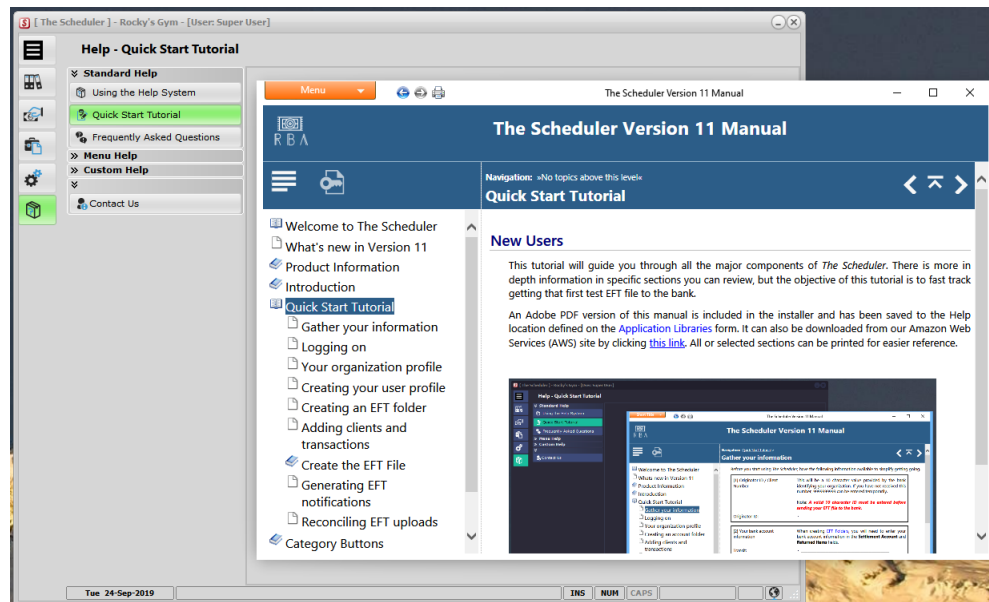
... and a gray day in Tofino (Auric [Style](#))²⁶

5 Quick Start Tutorial

New Users

This tutorial will guide you through all the major components of *The Scheduler*. There is more in depth information in specific sections you can review, but the objective of this tutorial is to fast track getting that first test EFT file to the bank.

An Adobe PDF version of this manual is included in the installer and has been saved to the Help location defined on the [Application Libraries](#) ^[121] form. It can also be downloaded from our Amazon Web Services (AWS) site by clicking [this link](#). All or selected sections can be printed for easier reference.



5.1 Gather your information

Before you start using *The Scheduler*, have the following information available to simplify getting going.

<p>[1] Originator ID / Client Number</p>	<p>This will be a 10 character value provided by the bank identifying your organization. If you have not received this number, 9999999999 can be entered temporarily.</p> <p>Note: A valid 10 character ID must be entered before sending your EFT file to the bank.</p>
<p>Originator ID:</p>	<p>• _____</p>

[2] Your bank account information	When creating EFT Folders ^[65] , you will need to enter your bank account information in the Settlement Account and Returned Items fields. See the Reading cheque MICR code ^[136] section for more information.
Transit / US Routing Number:	• _____
Financial Institution (Cdn Bank):	• _____
Account Number:	• _____

[3] Receiving Centre (Cdn Destination (US)	Your Canadian bank will provide you with this 5 digit number if required or a 10 digit US "Immediate Destination". Some financial institutions refer to this as the "Destination Centre". If you have not received this value, 99999 can be entered temporarily. Note: <i>If your bank requires this field, a 5 character ID must be entered before sending your EFT file to the bank.</i>
Receiving / Destination Centre:	• _____
Location (Cdn Bank Name (US)	• _____

[4] Client Void Cheque	When adding clients in <i>The Scheduler</i> , you will need a void cheque from each client. The Canadian Payment Association (CPA) requires EFT authorization from your clients. We have a CPA approved agreement in <i>The Scheduler</i> . See PAC/PAD Authorization panel ^[96]
Transit / US Routing Number:	• _____
Financial Institution (Cdn Bank):	• _____
Account Number:	• _____

Suggestions from the Help Desk:

- Click [the link](#) to our web site and bookmark this help manual in your browser for future reference.
- Review the [Reading cheque MICR code](#)^[136] section if you need assistance reading the coding on Canadian and US cheques.

5.2 Logging on

Four sample user IDs have been provided in the installation process (one for each access level). See the [Users](#)^[128] section to create user IDs for your organization. The default "administrator" ID provided is:

User ID:	ADMIN
Password:	V12

Familiarize yourself with [The Scheduler](#)^[22] [Layout](#)^[22] and the terms used in this documentation before continuing the tutorial.

5.3 Your organization profile

Click the **Tools > Scheduler Profile > Organization Setup** category button setup sequence to display the panel.

Organization Information

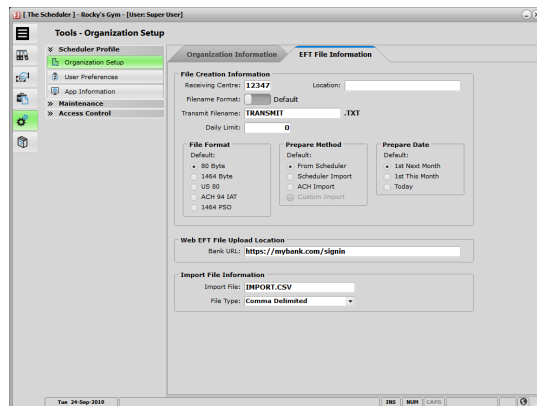
The screenshot shows the 'Tools - Organization Setup' window. The left sidebar contains a tree view with 'Scheduler Profile' expanded, showing 'Organization Setup' selected. The main area has two tabs: 'Organization Information' (active) and 'EFT File Information'. Under 'Organization Information', the organization name is 'Rocky's Gym'. The address fields are: Address: 1234 Alta Lake Road, City: Whistler, Province: BC, Postal Code: VON 1B0, Country: Canada, Contact: Freddy Bloggs, Phone: 604-555-1234, Email: freddy@rockysgym.com, and Tax ID: (empty). There is a checked checkbox for 'Show Tax Entry & Report Columns' and a logo field with the Rocky's Gym logo. The 'Web Mail Setup' section has a checked checkbox for 'Use WebMail', Host: smtp.gmail.com, Port: 587, User Name: freddy@gmail.com, App Password: masked with dots, and Confirmation: (empty). A 'Test Connect' button is highlighted with a red box. The status bar at the bottom shows 'Tue 24-Sep-2019' and 'INS NUM CAPS'.

1. Your organization name is from the registration key file information. This short name identifies your organization and is printed on some reports.
2. Complete the address and contact information for your organization. This information is required for ACH IAT cross border transactions; your [PAC/PAD Authorization Form](#)^[96] and any eMails you send from the [Contact Us](#)^[134] panel in *The Scheduler*.

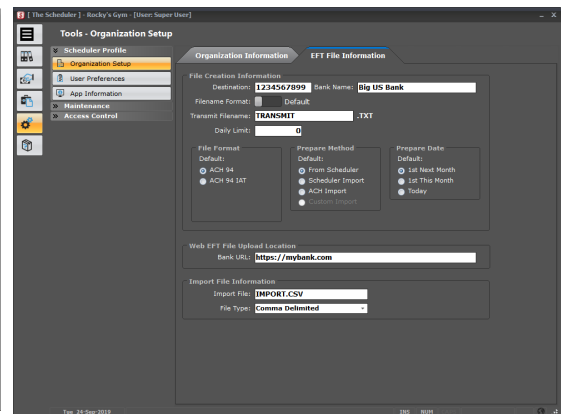
- We've provided the option to hide all the tax entry on the [Folder Information](#)^[65] panel and the PST/HST and GST columns on several reports.
- Your Canada Revenue Agency Tax ID will be required if you are printing official [Client Donation Tax Receipts](#)^[104] for donor payments to your organization.
- If you have a JPEG or BMP organization logo, click on the empty image box to load the logo. Your logo will appear on [EFT Notifications](#)^[92], [PAC/PAD Authorization forms](#)^[96], [Client Donation Tax Receipts](#)^[104] and the [System Status Report](#)^[105].
- If you are not going to be sending [EFT Notifications](#)^[92] to your clients, skip the [Web Mail Setup](#)^[110] section.
- If you are going to use a WebMail (i.e. GMail, or Office 365) setup for [EFT Notifications](#)^[92] you will need your mail logon information. Press the "Test Connect" button to verify your credentials. See the [Web Mail Setup](#)^[110] section for more information.

EFT File Information

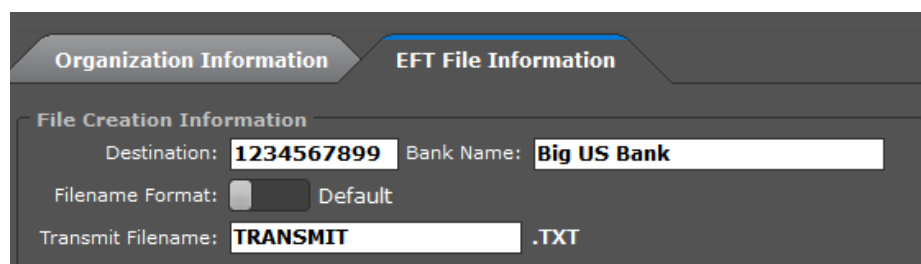
Click the **EFT File Information** tab...



Canadian version



US version



US version with default EFT Transmit File Name.

Scheduler assigned EFT Transmit File Name,

1. Enter the "Receiving Centre" information noted in the [Gather your information](#)³⁰⁾ step for the Canadian version or the "Immediate Destination" for the US version.
2. The "Bank Name" is required for the US version and the "Location" is optional for the Canadian setup.
3. Change the EFT File creation naming setup if desired. This will always be an ASCII text file (.TXT extension) and can be opened and viewed in a text editor like NotePad. This is the EFT file created by *The Scheduler* that you upload to your banking platform. The file location is set on the [User Preferences](#)¹¹⁴⁾ panel.

User Defined	<i>The Scheduler</i> will always use this name and overwrite the file each cycle.
Scheduler Assigned	<i>The Scheduler</i> will assign a file name in the format YY-MM-DD HHMM NNNN . Date/Time/EFT File Number.

4. Enter your "Daily Limit" dollar amount (no decimals) provided by your bank. Leaving the amount as \$0 implies no limit.
5. Click the radio button in the "File Format" group for the EFT file recommended by your bank.
6. Select the "Prepare Method" of how you plan to use *The Scheduler* to create your EFT files.

From Scheduler	<i>The Scheduler</i> will use the client information you have entered into the app.
Scheduler Import	<i>The Scheduler</i> will read import file(s) as per our Import Specifications ¹³²⁾ and setup instructions.
ACH Import	Some applications only produce the ACH (American Clearing House) format EFT files. Select this option if <i>The Scheduler</i> is to read these files.
Custom Import	If RB Anderson Ltd. has provided a custom module to read files created from another application for your organization, this option will be enabled.

7. Select the default date range you wish *The Scheduler* to display when initiating the EFT file preparation process.
8. Enter the URL (Universal Resource Locator) for your bank to upload the EFT file created by *The Scheduler*. *The Scheduler* will automatically launch your browser to the location entered upon completion of the EFT file creation process.
9. The "Import File Information" is only required if you will be using the *The Scheduler* to create the EFT file from an external data file. See *The Scheduler* the [Import Specifications](#)^[132] and [Importing Transactions](#)^[85] sections for more information.

Save Your Entry!

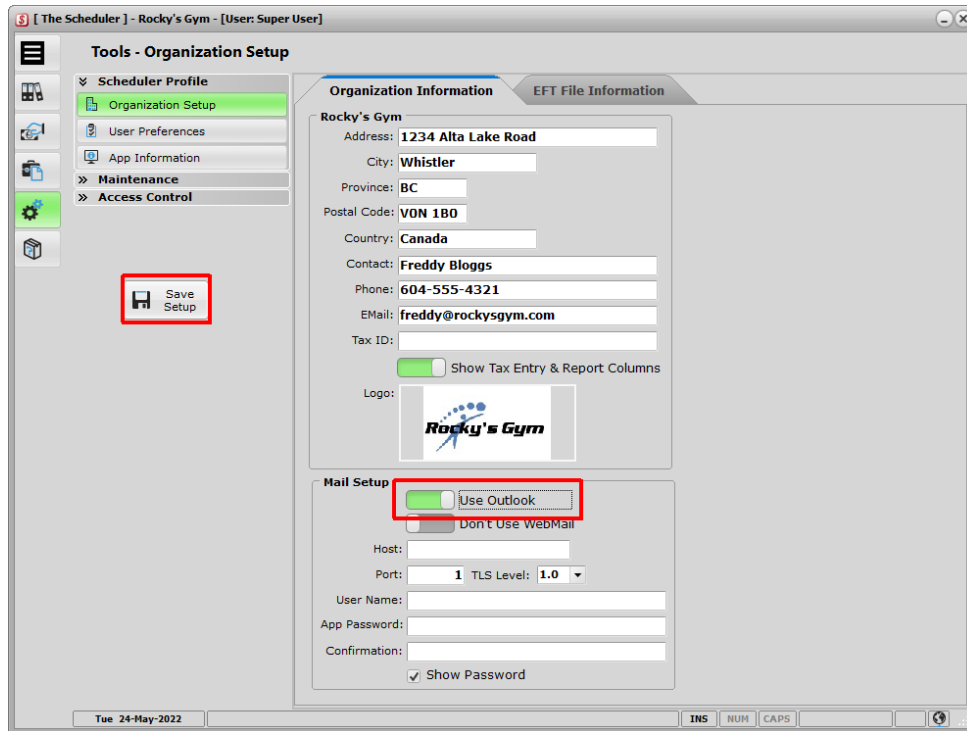
Click the "**Save Setup**" button under the Category Button list to lock in your entry.

5.4 Mail setup

If you are not going to be sending [EFT Notifications](#)^[92] or plan on [Contacting Us](#)^[139] via *The Scheduler*, you can skip this section.

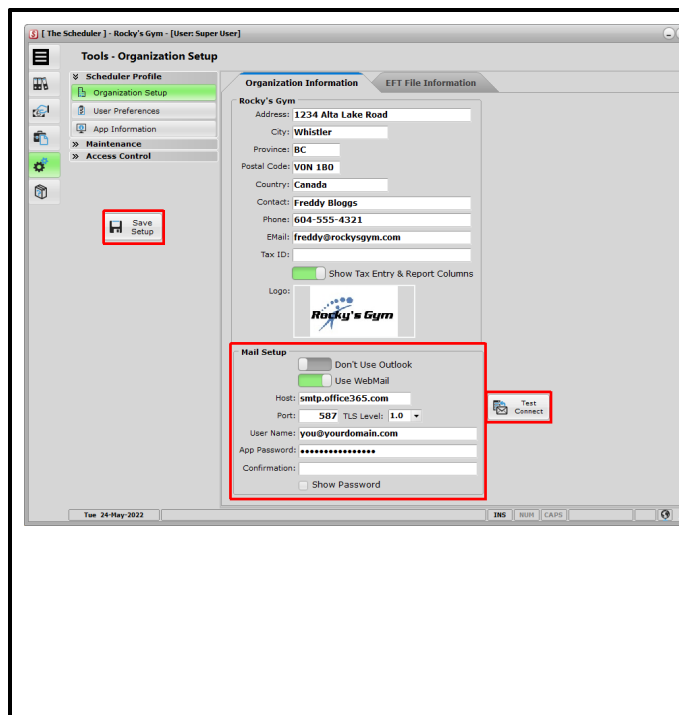
Outlook Setup

If you are using the local version of Outlook in *The Scheduler* all that is required is to toggle the **Use Outlook** switch. *The Scheduler* has a built in link to send emails via Outlook. This will disable the **Web Mail** toggle if it was set.



Office 365 Setup

All that is required to set up *The Scheduler* to access Office 365 is to have your email address and password from the Office 365 environment.

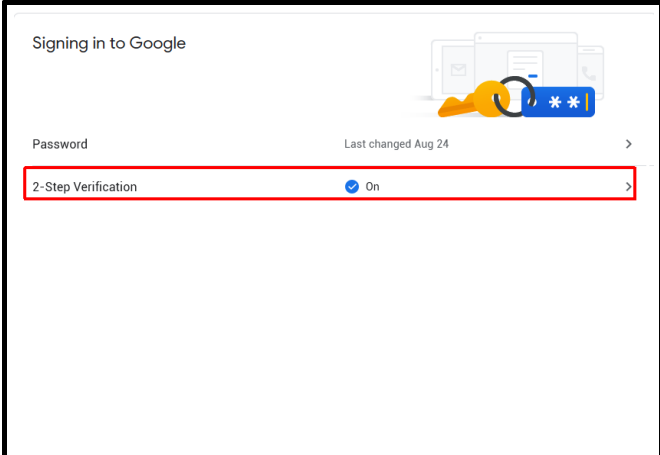
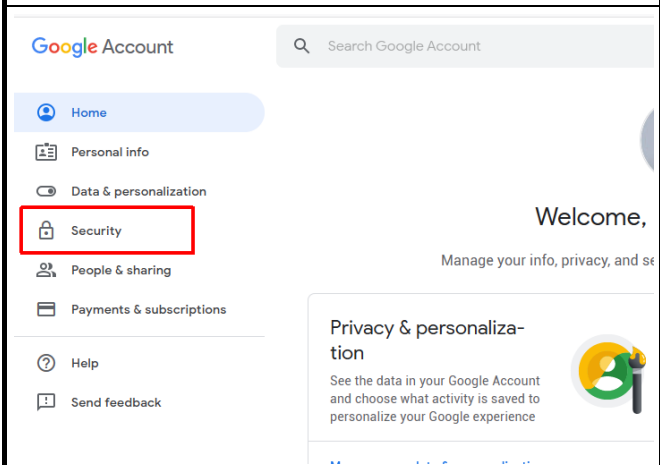


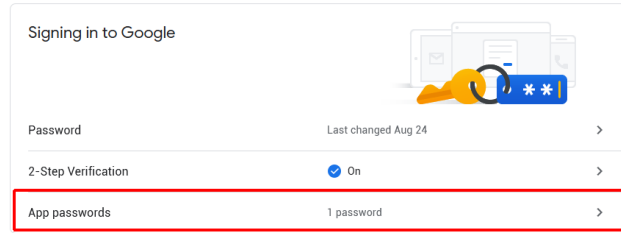
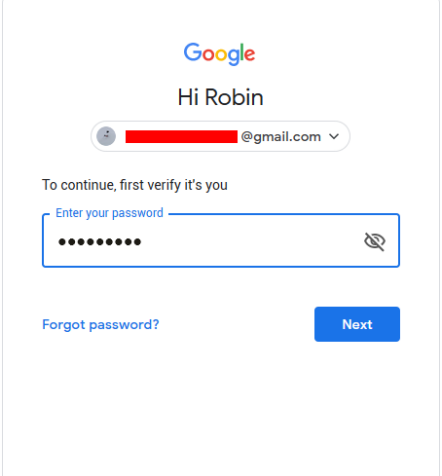
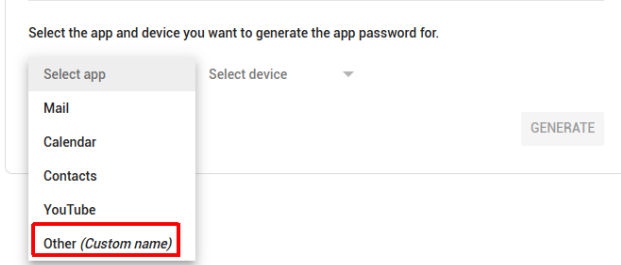
- Activate the **Web Mail** toggle switch.
- Enter the **Host** and **Port** information as recommended by your Office 365 configuration.
- Enter your Office 365 email address.
Note: The eMail address entered in the Organization block will be used as the "reply to" address for emails sent.
- Enter your Office 365 eMail password to the **App Password** and **Confirmation** fields.

	<ul style="list-style-type: none"> • Click the Save Setup button and the give 'er a test... • Enter a valid email address to send the test message... • ... and click the Send eMail button. • The results are displayed in the Event Log. <p>If successful ... <i>The Scheduler</i> is ready to send your notifications by Office 365.</p>
--	--

GMail Setup

Note: 2-Step verification required to set up *The Scheduler* to access your GMail account.

 <p>Signing in to Google</p> <p>Password Last changed Aug 24</p> <p>2-Step Verification On</p>	<ul style="list-style-type: none"> • Sign on to your Google eMail account. • Select the "Google Account" icon on the upper right corner of your browser window. • Click on the "Security" settings menu option. <p>Click on the "2-Step Verification" menu option and follow the instructions. Once this is done, you can continue to create an "App Password" for <i>The Scheduler</i>.</p>
 <p>Google Account</p> <p>Home</p> <p>Personal info</p> <p>Data & personalization</p> <p>Security</p> <p>People & sharing</p> <p>Payments & subscriptions</p> <p>Help</p> <p>Send feedback</p> <p>Welcome, Manage your info, privacy, and se</p> <p>Privacy & personalization</p> <p>See the data in your Google Account and choose what activity is saved to personalize your Google experience</p>	<ul style="list-style-type: none"> • Sign on to your Google eMail account. • Select the "Google Account" icon on the upper right corner of your browser window. • Click on the "Security" settings menu option.

 <p>Signing in to Google</p> <p>Password Last changed Aug 24 ></p> <p>2-Step Verification On ></p> <p>App passwords 1 password ></p>	<p>Click on the "App passwords" row....</p>
 <p>Google</p> <p>Hi Robin</p> <p>[REDACTED]@gmail.com</p> <p>To continue, first verify it's you</p> <p>Enter your password</p> <p>••••••••</p> <p>Forgot password? Next</p>	<p>Verify your identity... and click the "Next" button.</p>
 <p>Select the app and device you want to generate the app password for.</p> <p>Select app Select device</p> <p>Mail</p> <p>Calendar</p> <p>Contacts</p> <p>YouTube</p> <p>Other (Custom name)</p> <p style="text-align: right;">GENERATE</p>	<p>Select "Other (Custom Name)" from the drop down menu....</p>
 <p>Select the app and device you want to generate the app password for.</p> <p>The Scheduler</p> <p style="text-align: right;">GENERATE</p>	<p>... and define "The Scheduler" then click the "Generate" button to have your Google account create a password for <i>The Scheduler</i>.</p>

Generated app password

Your app password for your device

sbin sspc xmqm pwff

How to use it

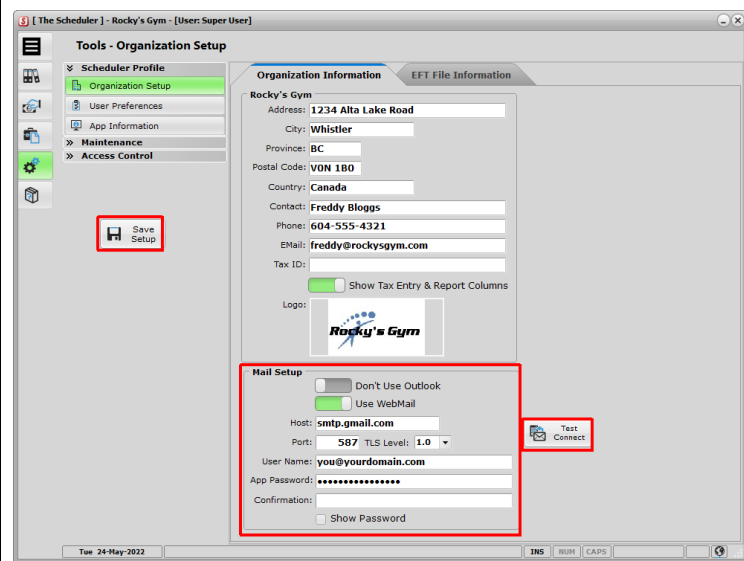
Go to the settings for your Google Account in the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

DONE

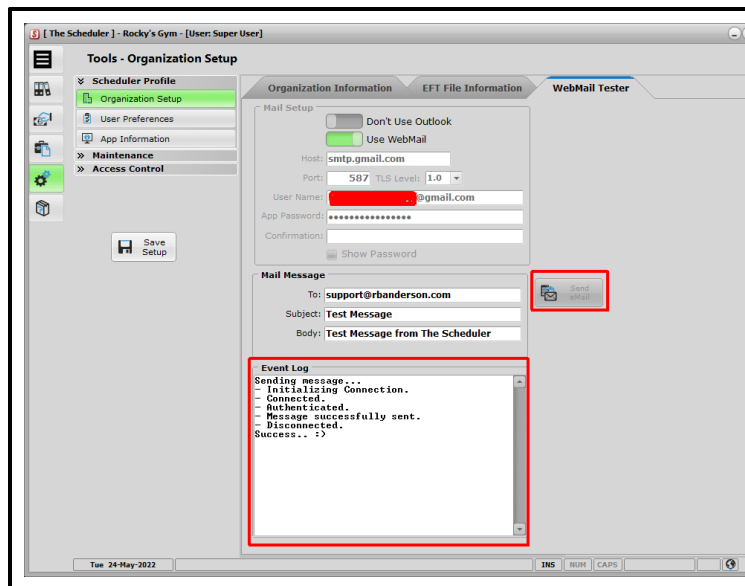
This 16 character text string is your connection from *The Scheduler* to Gmail that will allow you to send [Notifications](#)^[92] and reports such as the [Client Snapshot](#)^[79] to your clients.

Copy & Paste the value displayed into *The Scheduler*.

Now back in *The Scheduler* navigate to the [Organization setup](#)^[106] tab...



- Activate the **Web Mail** toggle switch.
- Enter the **Host** and **Port** information as recommended by your Gmail configuration.
- Enter your Gmail address. **Note:** The eMail address entered in the Organization block will be used as the "reply to" address for emails sent.
- Paste the 16 character generated password string from your Google account to the **App Password** and **Confirmation** fields.
- Click the **Save Setup** button and the give 'er a test...



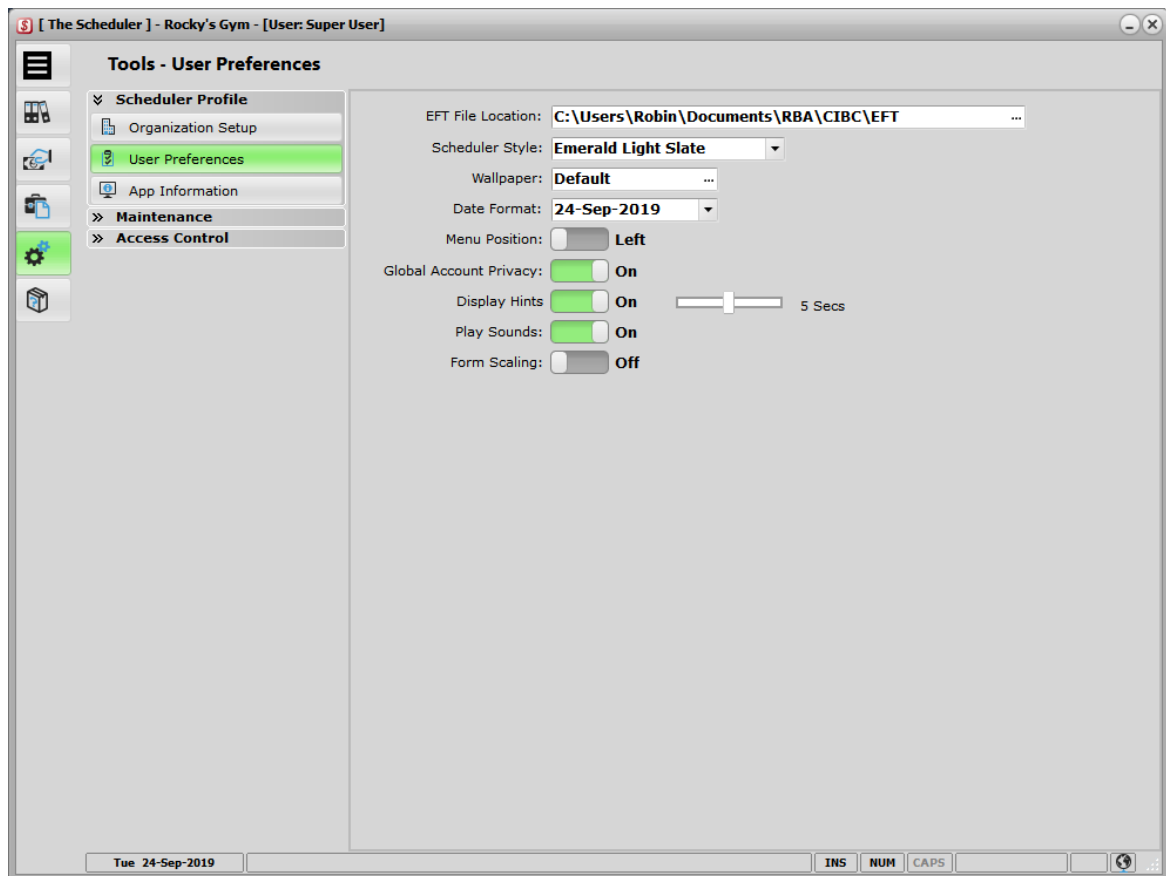
Test eMail

- Enter a valid email address to send the test message...
- ... and click the **Send eMail** button.
- The results are displayed in the **Event Log**.

If successful ... *The Scheduler* is ready to send your notifications by Gmail.

5.5 Creating your user profile

Click **Tools** > **Scheduler Profile** > **User Preferences** category button sequence to display this information.



EFT Transmit File Location:	This is the folder where the EFT Transmit File created by The Scheduler to upload to your bank is stored. Change the location by clicking the ellipsis button to open a Windows Folder Dialog.
Scheduler Style:	Choose a colour scheme that you like. See the Styles ^[26] section for more information.
Wallpaper:	If you have a favourite photo, you can change the wallpaper on the "Home" screen. See the User Images ^[27] section for more details.
Date Format:	Select how you want dates displayed on <i>The Scheduler</i> forms and reports.
Menu Position:	Which side do you want the Category Buttons displayed?
Global Account Privacy:	The default in <i>The Scheduler</i> is to obfuscate banking information on reports. This can be changed only by users with "Administrator" rights. See the Access Control ^[128] section for more information.
Display Hints:	Hovering the mouse over input fields will give more information. Turn off or alter the length of the display message.
Play Sounds:	Turn off <i>The Scheduler</i> confirmation beeps and warbles.
Form Scaling:	Turn this feature on if you want <i>The Scheduler</i> to use Windows form and font size adjustments.

Note: For security and control purposes, RB Anderson Ltd. recommends creating user profiles for each person using *The Scheduler*. See the [Users](#)^[128] section to manage access the *The Scheduler*.

Save your changes

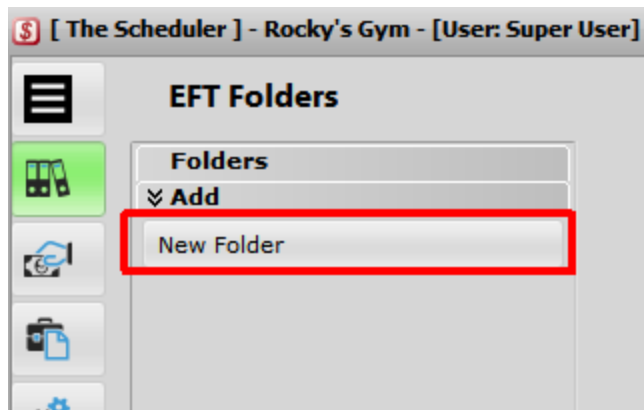
Click the **Save Setup** button!

5.6 Creating an EFT folder

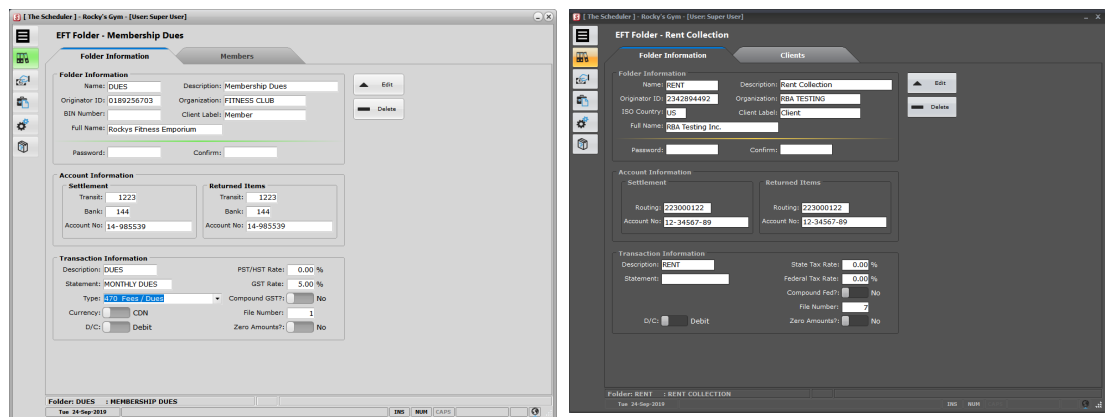
Note: Only *Administrator* or *EFT Supervisor* users may add/edit/delete folders. See the [Access Control](#)^[128] section for more information.

A "Folder" is a file or cabinet drawer. The information on the face page of the folder describes its purpose (i.e. collect club membership dues; deposit employee payroll amounts). The folder face page also has *your organization* banking information. This is where the funds are deposited to or withdrawn from.

Click on the **EFT Folder > New Folder** category button sequence.



Now ... it's fill in the blanks.



Folder Information

Name:	Each folder requires a unique name. If a folder already exists with the name entered. The Scheduler will inform you that another name is required.
Description:	Indicates the purpose of the folder (i.e. Membership Dues) and will appear on reports prepared by <i>The Scheduler</i> .
Originator ID:	Enter the 10 character ID noted in the Gather your information ⁽³⁰⁾ step.
Organization:	Enter a short name of your organization. This 15 character description may appear on your client's bank statement. Note: Characters not allowed by the CPA rules are automatically removed.
BIN Number (Cdn):	This 10 digit number is provided by your bank, and will only be required if you are creating cross border ACH 94 IAT EFT files.
ISO Country (US):	This 2 digit Country Code is required for creating cross border ACH 94 IAT files.

Client Label:	Enter a description for your type of client (i.e. Donor, Member, Employee, etc.).
Full Name:	This longer organization name is used by some EFT file formats. Note: Characters not allowed by the CPA rules are automatically removed.
Password:	This optional field entry will control access to this folder. The entry is accepted by completing the confirm field and the two match. Note: Passwords are printed on the Folder List ^[98] and System Status Report ^[105] if the logged on user has <i>Administrator</i> rights.

Account Information

Settlement Account:	This is the account where funds are deposited to or withdrawn from. Leading zeros will not display on the transit or bank entry and are not required. <i>The Scheduler</i> knows these are 5 and 4 digits respectively. However, if the account number has leading zeros, they must be entered.
Returned Items:	In the majority of cases, this will be the same as your settlement account.

Transaction Information

Description:	Describe the type of credit or debit transaction. This may appear on your client's bank statement.
Statement:	This additional information may appear on your client's bank statement if you have selected the CPA Standard (1464 byte) format for your EFT transmit file.
Type:	Select an item from the list box that best describes the purpose of your client transactions in this folder.
Currency (Cdn):	Canadian or US dollars.
D/C:	Select Credit (depositing funds to your client's account from this folder account) or Debit (depositing funds to this folder account from your client's).
PST/HST Rate (Cdn): State Tax Rate (US):	Enter the percentage rate (i.e. 5.00) if amounts are to be calculated by <i>The Scheduler</i> and added to the transaction period amount.
GST Rate (Cdn): Federal Tax Rate (US):	Enter the percentage rate (i.e. 7.00) if amounts are to be calculated by <i>The Scheduler</i> and added to the transaction period amount.
Compound GST? Compound Fed?	If the GST/Federal calculation is on the period amount plus PST/HST/State Tax, set this to "Yes".

File Number:	This control number is incremented each time an EFT transmit file is created. Some banks require file number zero (0) for testing. Verify the requirements from your bank. If the file number is zero (0), no history details will be posted to the client information.
Zero Amounts?:	Setting this to "Yes" will cause <i>The Scheduler</i> to reset all client period amounts to \$0.00 after the EFT transmit file has been created. This feature is useful for payroll folders where the amounts vary each cycle. See Employee Setup - Payroll ^[73] for more information.

Save what you've entered!

Click the "**Post**" button when you've got it all right!

5.7 Adding clients and transactions

Once a folder has been created, clients can be entered (i.e. club member, tenant, employee, vendor). There is no limit on the number of clients per folder.

Continuing with our sample entry, click the **EFT Folders > Membership Dues** category buttons then the **Members** tab. Replace the category button and tab item values with the setup you've created.

The screenshot shows the 'EFT Folder - Membership Dues' window. The 'Members' tab is selected, displaying two empty tables: 'MEMBER' (with columns Reference No. and Search Name) and 'TRANSACTION' (with columns Account Number, Amount, Start, and End). Below the tables, the 'Member Information' section is visible, showing 'Pay To: Rockys Fitness Emporium' and various input fields for member details. A red box highlights the 'New Member' button in the bottom left corner of the window.

The panel groupings are as follows:

Client Grid:	This is a directory list of clients in the folder. Change the sort order by clicking on the title. The selected row is displayed in the <i>Client / Transaction tabs</i> . If the Display Inactive toggle state is Yes, inactive clients are displayed in italics.
Transaction Grid:	Displays all the transactions for the highlighted row of the <i>Client Grid</i> .
Client / Transaction Tabs:	Displays the details about the highlighted row on the <i>Client Grid</i> .
Action Panel:	The group box below the <i>Client Grid</i> . Toggle switches, search box and task buttons to modify information.
Navigation Panel:	Like the familiar VCR/DVD controls, click the buttons to scroll through the <i>Client Grid</i> : <i>first, prior, next, last</i> . The <i>edit</i> button will display depending on the appropriate user access level.

Client Personal Information

Click on the "**New Client**" button and fill in the blanks, *The Scheduler* reduces the clutter by hiding task buttons, etc. that will keep you focused on completing the *Client Information* tab panel:

The screenshot shows the 'The Scheduler' application window titled 'EFT Folder - Membership Dues'. The interface is divided into several sections:

- Folder Information:** Shows 'EFT Folder - Membership Dues'.
- Members:** Contains two grids:
 - MEMBER:** A table with columns 'Reference No.' and 'Search Name'. One row is highlighted with 'I' in the first column and 'ARSENAULT' in the second.
 - TRANSACTION:** A table with columns 'Account Number', 'Amount', 'Start', and 'End'. It is currently empty.
- Selected Transaction / Member Information:** A detailed form for the selected member:
 - Reference Number:** A00001
 - Search Name:** ARSENAULT
 - Last / Organization Name:** Arsenault
 - First Name:** Carl
 - Address:** 1336 London Lane
 - City:** Whistler
 - Prov / State:** BC
 - Postal Code / ZIP:** V0N 0B0
 - Country:** Canada
 - E-Mail Address:** carsenault@bigbusiness.com
 - Phone:** 604-555-2319
 - Contact Person:** (empty field)
 - Status:** Active
- Action Panel:** At the bottom right of the form, there are three buttons: 'Post' (with a checkmark icon and highlighted by a red box), 'Cancel' (with an 'X' icon), and 'Member Snapshot'.

The status bar at the bottom indicates: Folder: DUES : MEMBERSHIP DUES, MEMBERS: 1 -- TRANSACTIONS: 0, and the date Tue 24-Sep-2019.

Reference Number:	A unique alphanumeric identifier is required for each client (i.e membership, employee number). This identifier is used by the bank to identify any returned items.
Search Name:	Usually the client's last name or a short company name. This is automatically all upper case.
Last/Organization Name:	Enter your client's last name of the organization name. All the remaining fields are case sensitive.
First Name:	Your client's first name. This field may be empty for a company name.
The remaining fields:	This information is mandatory for ACH 94 IAT files or is for your reference only on all other formats. Note: If you plan to send your clients EFT Notifications ⁹² , then enter the eMail address.
Active/Inactive:	If your client is "Inactive", change the status to "Inactive". Inactive client transactions will be ignored in the EFT Preparation ⁸¹ procedure.

Click the **"Post"** button to save your client tombstone information and *The Scheduler* creates a "blank" transaction. leads you to entering the transaction tab information step. Fill in the blanks!

Client Transaction Information

[The Scheduler] - Rocky's Gym - [User: Super User]

EFT Folder - Membership Dues

Folder Information Members

MEMBER		TRANSACTION			
Reference No.	Search Name	Account Number	Amount	Start	End
A00001	ARSENAULT	85432 0884 0157-620	\$41.00	01-Oct-2019	

Selected Transaction Member Information

Pay To: Rockys Fitness Emporium

A00001
Reference Number
Carl Arsenault
Member Name
Active
Status

01 01-Oct-2019
Due Day Start Date
Monthly
Frequency
24 01-Sep-2021
Periods End Date

41.00
Period Amount
0.00
Override Amount
0.00
Last Amount

Apply P/HST
 Apply GST

85432 884 0157-620
Transit Bank Account Number

Bank Name
Comments

Post Cancel Member Snapshot

Folder: DUES : MEMBERSHIP DUES MEMBERS: 1 -- TRANSACTIONS: 1
Tue 24-Sep-2019

Period Amount:	This is the amount to be debited or credited to your client's bank account.
Apply Taxes:	If the folder face page has a rate entered, the check boxes indicate the amounts to be calculated and added to the Period Amount in the Prepare process.
Override Amount:	A value entered in this field will be used instead of the Period Amount for the next transmission file only. This is reset to \$0.00 when the EFT transmit file is created.
Last Amount:	If the last payment for this transaction is different than the Period Amount, <i>The Scheduler</i> will use this amount for the last EFT transmission.
Bank Name:	The name of your client's bank is only required if you are creating cross border (ACH IAT) EFT files.
Bank Account Information:	Enter your client banking information: transit, bank, account number. Leading zeros will not display on transit and bank entries. Account number starting with zeros will display.
Comments:	A short description of your entry.

ACH Transaction Code:	The type of bank account for any US folders.
------------------------------	--

If this is a [Payroll](#)⁷³ type folder, no further entry is required as the payment date will be set during the EFT file preparation process.

Due Day:	Enter the first day of the month to process this transaction.
Start Date:	From the drop down calendar, select the date to process the first transaction.
Frequency:	Select the cycle from the list box. <i>The Scheduler</i> selects a monthly default.
Periods:	If the number of periods to process this transaction is known (i.e 24 months), enter it. A zero (0) entry tells <i>The Scheduler</i> to process this transaction for ever (i.e an open transaction).
End Date:	<i>The Scheduler</i> will calculate this value based on the above entries or you can manually enter the last payment date.

Click the "Post" button to save your transaction entry. Repeat this "New Client" entry for each client.

5.8 Create the EFT File

This is the reason for using *The Scheduler*! Preparing your EFT transmission file is a straight forward process. *The Scheduler* sets the default parameter options based on your [EFT Folders](#)⁶⁵ information and the defaults selected when entering your [Organization setup](#)¹⁰⁶.

Click the **EFT Tasks > EFT Preparation** category button and tab. Now choose the prepare method desired:

- [EFT - Recurring Transactions](#) ⁴⁹
- [EFT - payroll/AP Transactions](#) ⁵³
- [Importing EFT Transactions](#) ⁵⁵

The task panel now provides a cafeteria selection of parameters:

5.8.1 Creating recurring payment EFT files

To create an EFT batch for recurring payments

1. Check the EFT Folder(s) to be included in this EFT batch
2. Select the following from the list boxes:

Method:	From Scheduler Data.
Transaction Due Date:	Select by Due Date from your client transaction records.
From Date:	Enter the left goal post to determine if a transaction should be selected.
To Date:	The right goal post.

EFT Tasks

EFT Preparation

Folders

- Canadian
- US
- All
- Employee Payroll
- Membership Dues
- US Club Membership Dues US\$

From Scheduler Data

Select By Due Date on File

From Date: 01-Oct-2019

To Date: 31-Oct-2019

Prepare Batch

Hide Account Numbers

EFT File: TRANSMIT

Preview Report

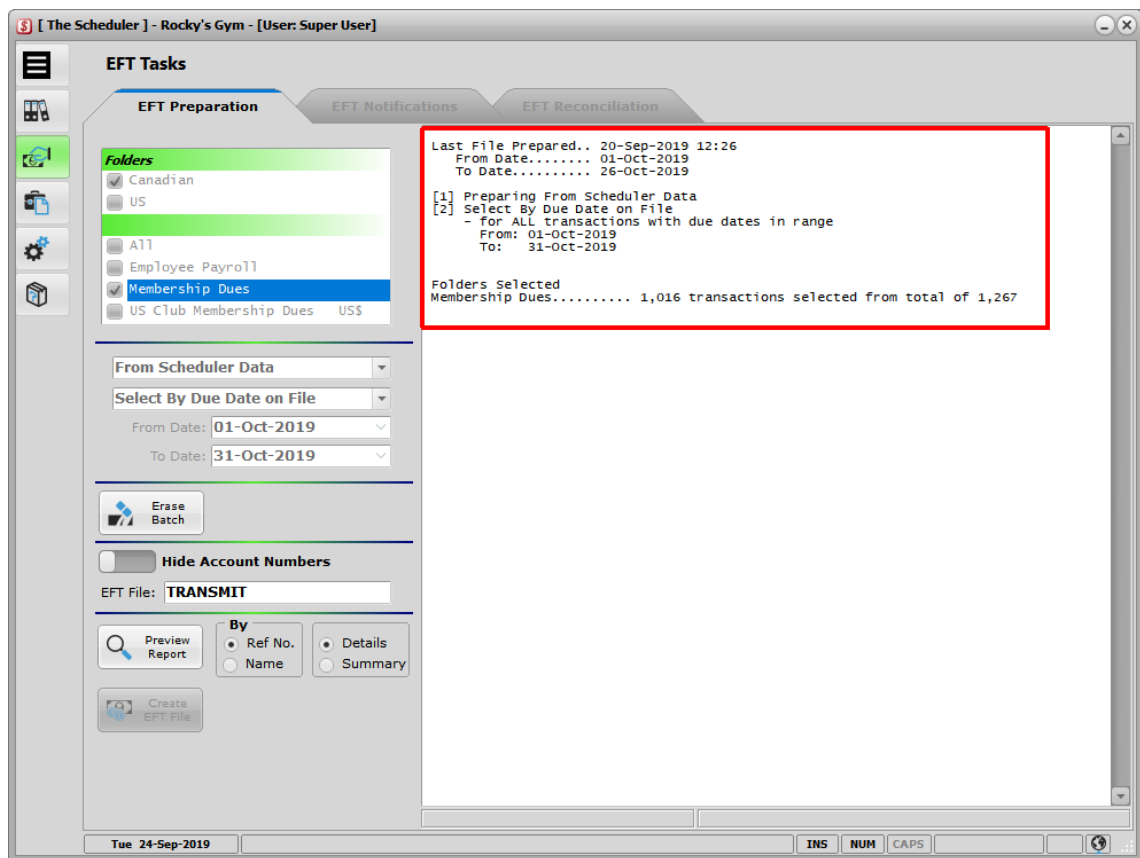
Create EFT File

The screen shot here indicates the following:

1. Prepare an EFT batch for the *Membership Dues* Folder.
2. Select the transactions *From Scheduler Data*. The Scheduler will examine all the transactions in the Folder(s) selected.
3. *Select by Due Date on File*. Determine if a transaction will be included in the EFT batch based on the Start Date and End Date entered in the [Client Information](#) panel.
4. The Scheduler will test that a recurring EFT transaction falls within the *From Date* and *To Date*.

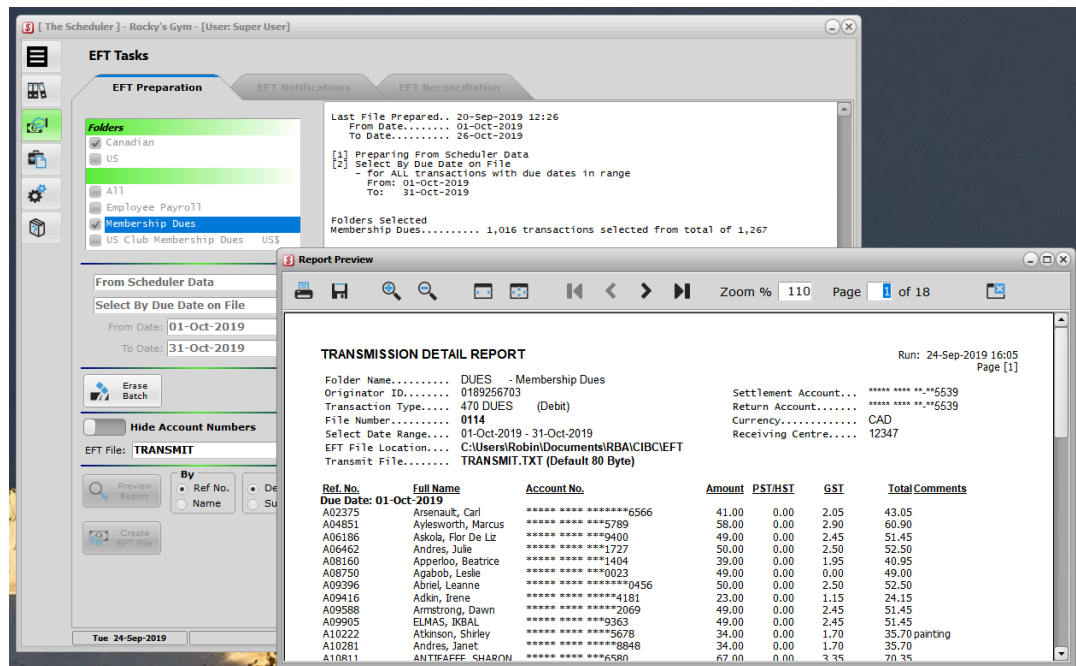
When all your parameters are set... click the **Prepare Batch** task button.

The Scheduler will whirl and grind away and give the results of what it's gathered and show the results as below.

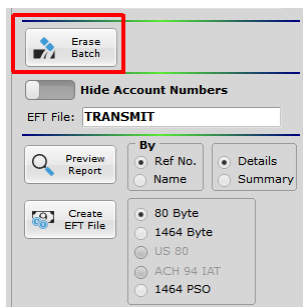


3. Click the **Preview Report** task button to see the selected transactions for the EFT batch to first display the results and optionally print the transaction list collected. The **Create EFT File** button will only be enabled after viewing the report..

Important Note: The "Transmission Detail Report" displays all the transactions that will be included in the EFT transmission file. We recommend that this report be printed and kept as your "audit" record for the file.



4. If there are errors in the report, simply click the **Erase Batch** button; make the necessary corrections in your [Client Information](#)⁶⁸; and repeat this process. None of your client information is altered. The "preview" is just a snapshot of what information has been posted to *The Scheduler* .



5. Click the **Create EFT File** button *only* if the contents of the "[Transmission Detail Report](#)⁶⁷" are correct. You've now committed the results to *The Scheduler* that you are going to upload this file to your banking platform. *The Scheduler* does the following:

- creates the bank specific EFT file in the format selected.
- creates a client history record for each transaction in the EFT file.
- increments the File Creation Number for each Folder selected.
- creates an Excel CSV (Comma Separated Value) file in the EFT location folder.

Second Important Note: User knowledge of navigating Windows file folders is required to locate the transmit file created (i.e. **C:\Users\Your Name\Documents\RBA\CIBC\EFT\TRANSMIT.TXT** in the image above).

The Scheduler now launches the next step in the EFT preparation process: [Generating EFT notifications](#)^[60].

5.8.2 Creating payroll/AP EFT files

To create an EFT batch for payroll / expense / AP payments

1. Check the EFT Folder(s) to be included in this EFT batch
2. Select the following from the list boxes:

Method:	From Scheduler Data.
Transaction Set Due Date:	Set the Due Date here. If the folder has the Zero Amounts set to "Yes", <i>The Scheduler</i> automatically sets the parameter.
Set Date:	Enter the Due Date to process all the transactions.

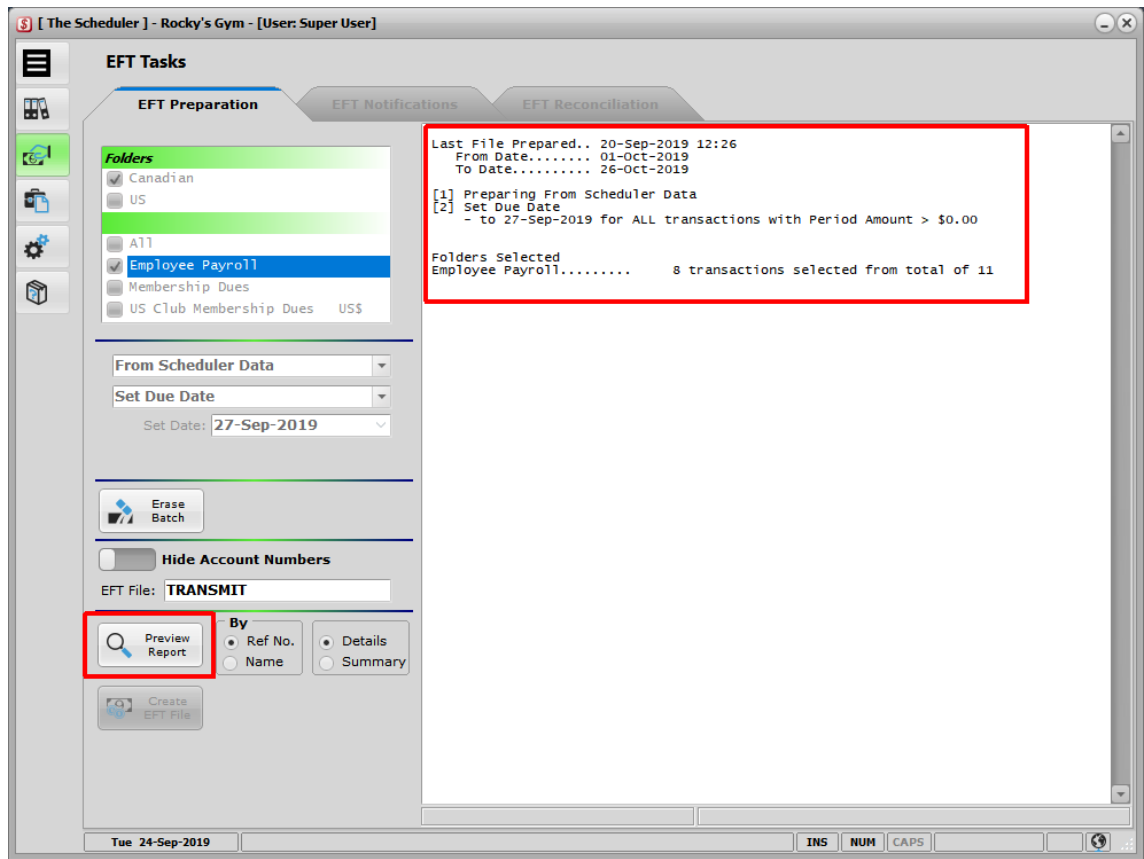
The screenshot shows the 'EFT Tasks' window with the 'EFT Preparation' tab active. Under the 'Folders' section, 'Canadian' and 'Employee Payroll' are checked. The 'From Scheduler Data' dropdown is selected. The 'Set Date' is set to '27-Sep-2019'. The 'Prepare Batch' button is highlighted with a red box. Below it, there is a 'Hide Account Numbers' checkbox, an 'EFT File' field containing 'TRANSMIT', and buttons for 'Preview Report' and 'Create EFT File'.

The screen shot here indicates the following:

1. Prepare an EFT batch for the *Employee Payroll* Folder.
2. Select the transactions *From Scheduler Data*. *The Scheduler* will examine all the transactions in the Folder(s) selected.
3. *Set Due Date*. The Scheduler will determine if a transaction will be included in the EFT batch based on a non zero (\$0.00) Period Amount entered in the [Client Information](#)^[68] panel.
4. *The Scheduler* will set the Due Date for all selected transactions to 27-Sep-2019.

When all your parameters are set... click the **Prepare Batch** task button.

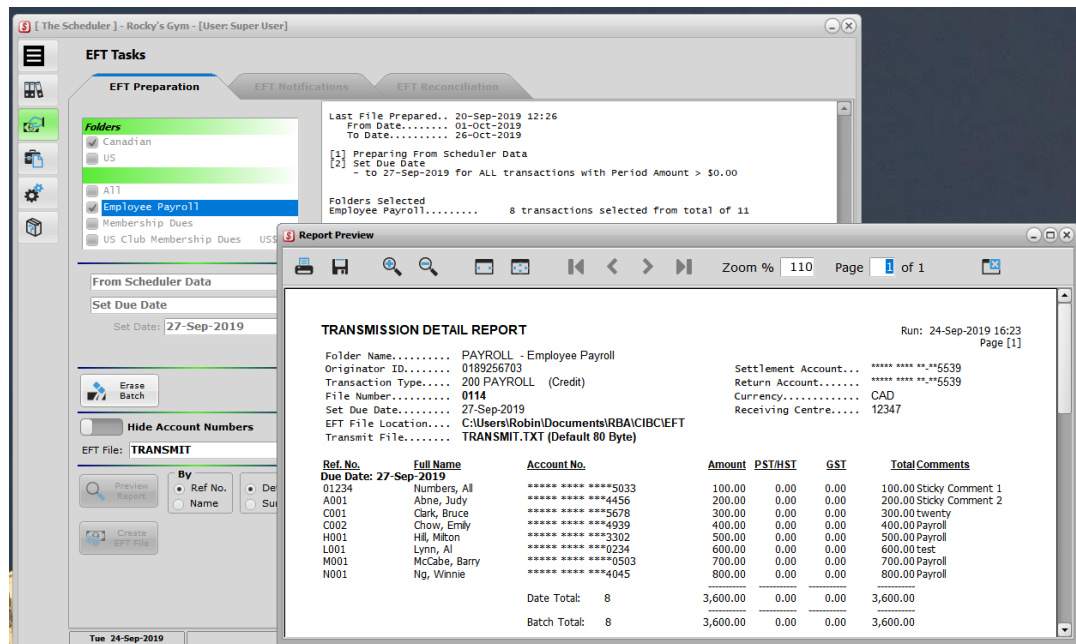
The Scheduler will whirl and grind away and give the results of what it's gathered and show the results as below.



1. Click the **Preview Report** task button to see the selected transactions for the EFT batch to first display the results and optionally print the transaction list collected. The **Create EFT File** button will only be enabled after viewing the report.

Important Note: The "Transmission Detail Report" displays all the transactions that will be included in the EFT transmission file. We recommend that this report be printed and kept as your "audit" record for the file.

If there are errors in the report, simply click the **Erase Batch** button; make the necessary corrections in your [Client Information](#) ⁶⁸, and repeat this process.



2. Click the **Create EFT File** button *only* if the contents of the "Transmission Detail Report" are correct. You've now committed the results to *The Scheduler* that you are going to upload this file to your banking platform. *The Scheduler* does the following:

- creates the bank specific EFT file in the format selected.
- creates a client history record for each transaction in the EFT file.
- increments the File Creation Number for each Folder selected.
- creates an Excel CSV (Comma Separated Value) file of all the transactions in the EFT location folder.

Second Important Note: User knowledge of navigating Windows file folders is required to locate the transmit file created (i.e. **C:\Users\Your Name\Documents\RBA\CIBC\EFT\TRANSMIT.TXT** in the image above).

The Scheduler now launches the next step in the EFT preparation process: [Generating EFT notifications](#)^[60].

5.8.3 Importing EFT transactions

The Scheduler searches the EFT Folder(s) selected for importing transactions. Be sure you've placed your import files as per the [Import file location](#)^[58] instructions.

There are 3 option methods to create an EFT batch from import file(s).

Scheduler Import:	<i>The Scheduler</i> will read file(s) that follow the app Import Specifications ^[132] .
ACH Import:	Many US accounting systems produce ACH 94 (American Clearing House) EFT files. <i>The Scheduler</i> will extract all the important bits to create your bank

	specific EFT file.
Custom Import:	If R.B. Anderson Ltd. has written a plug-in for <i>The Scheduler</i> to read your text file(s). This option will be automatically selected.

1. Check the EFT Folder(s) to be included in this EFT batch.
2. Select the following from the list boxes:

Method:	From the 3 options above.
Transaction Set Due Date:	<i>The Scheduler</i> will read the Due Date in the import files. If there is none, or the format is wrong, the Set Date entered will be used.
Set Date:	Enter the default Due Date to process the transactions,

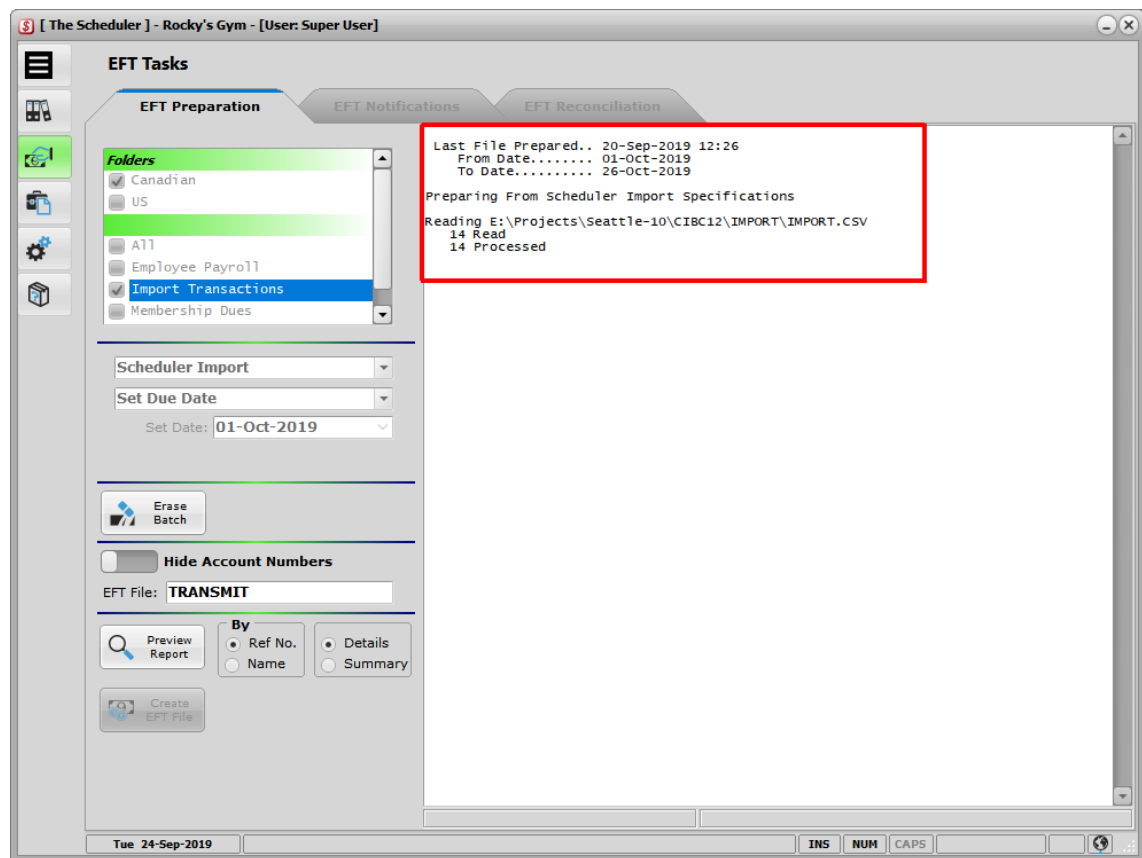
The screenshot shows the 'EFT Tasks' window with the 'EFT Preparation' tab active. Under the 'Folders' section, 'Import Transactions' is checked. The 'Scheduler Import' dropdown menu is highlighted with a red box. Below it, the 'Set Due Date' is set to '01-Oct-2019'. The 'Prepare Batch' button is also highlighted with a red box. Other visible options include 'Hide Account Numbers' (unchecked), 'EFT File: TRANSMIT', 'Preview Report', and 'Create EFT File'.

The screen shot here indicates the following:

1. Prepare an EFT batch for the *Import Transaction* Folder.
2. Import the transactions using *The Scheduler* [Import Specifications](#)¹³².
3. *Set Date*. If there is no dates in the import file, *The Scheduler* will use this date (01-Oct-2019) as the Due Date for the transactions.

When all your parameters are set... click the **Prepare Batch** task button.

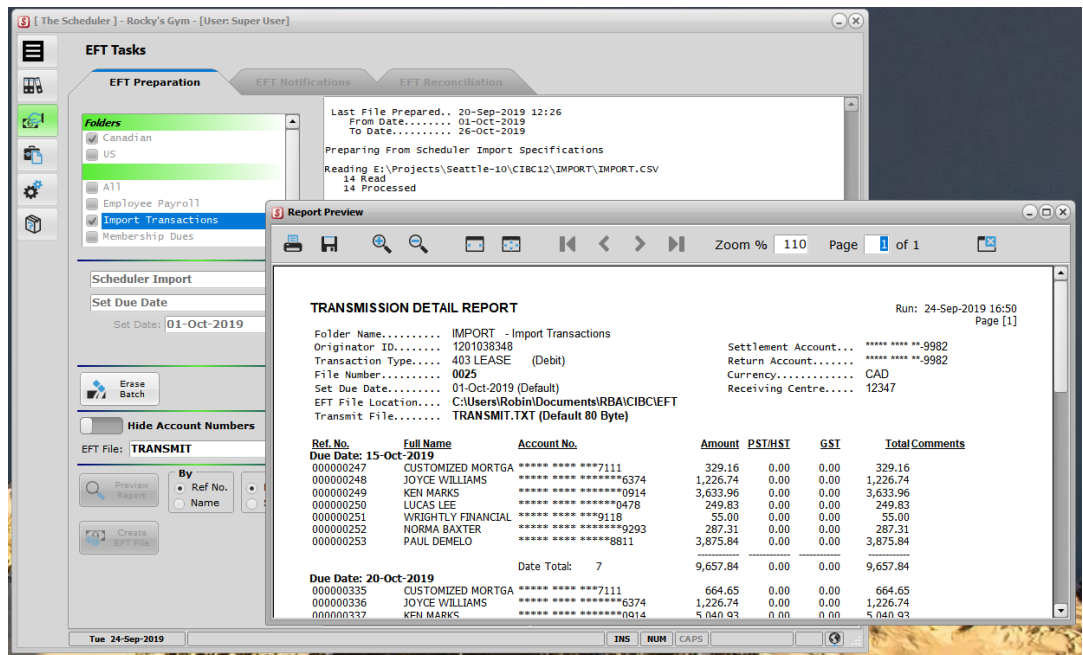
The Scheduler will whirl and grind away and give the results of what it's gathered and show the results as below.



3. Click the **Preview Report** task button to see the selected transactions for the EFT batch to first display the results and optionally print the transaction list collected. The **Create EFT File** button will only be enabled after viewing the report..

Important Note: The "Transmission Detail Report" displays all the transactions that will be included in the EFT transmission file. We recommend that this report be printed and kept as your "audit" record for the file.

If there are errors in the report, simply click the **Erase Batch** button; make the necessary corrections in your import file; and repeat this process.



- Click the **Create EFT File** button *only* if the contents of the "Transmission Detail Report" are correct. You've now committed the results to *The Scheduler* that you are going to upload this file to your banking platform. *The Scheduler* does the following:

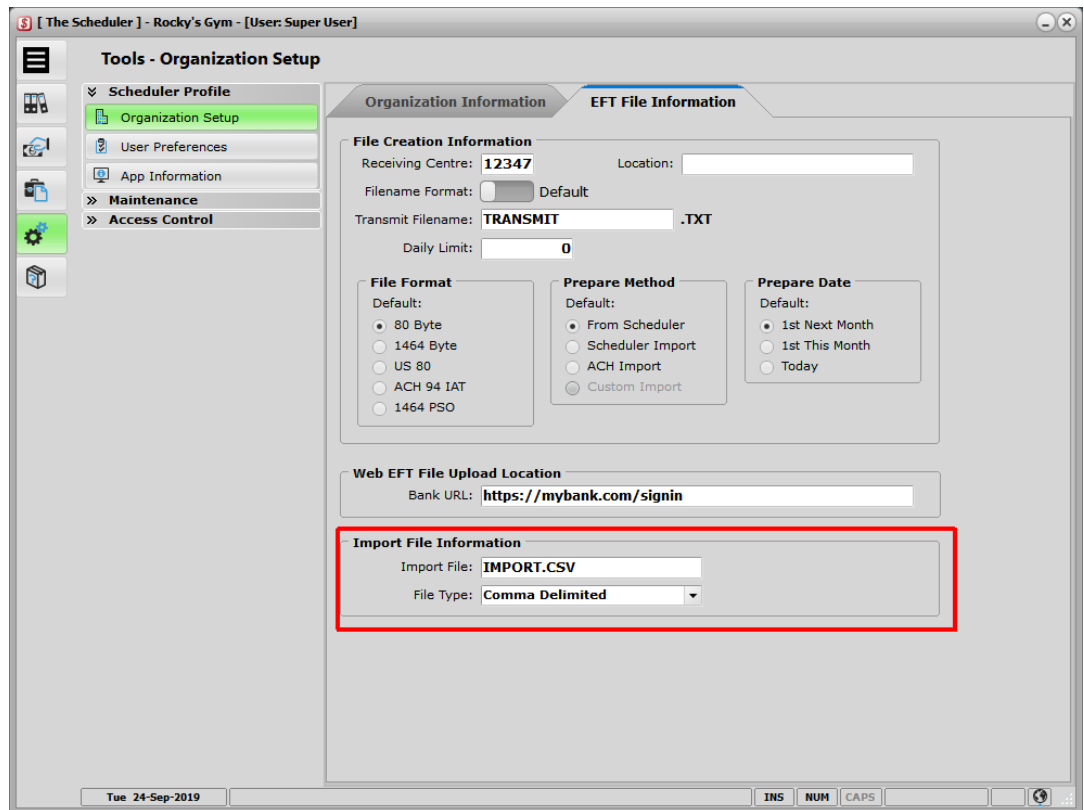
- creates the bank specific EFT file in the format selected.
- creates a client history record for each transaction in the EFT file.
- increments the File Creation Number for each Folder selected.
- creates an Excel CSV (Comma Separated Value) file in the EFT file location folder.

Second Important Note: User knowledge of navigating Windows file folders is required to locate the transmit file created (i.e. **C:\Users\Your Name\Documents\RBA\CIBC\TRANSMIT.TXT** in the image above).

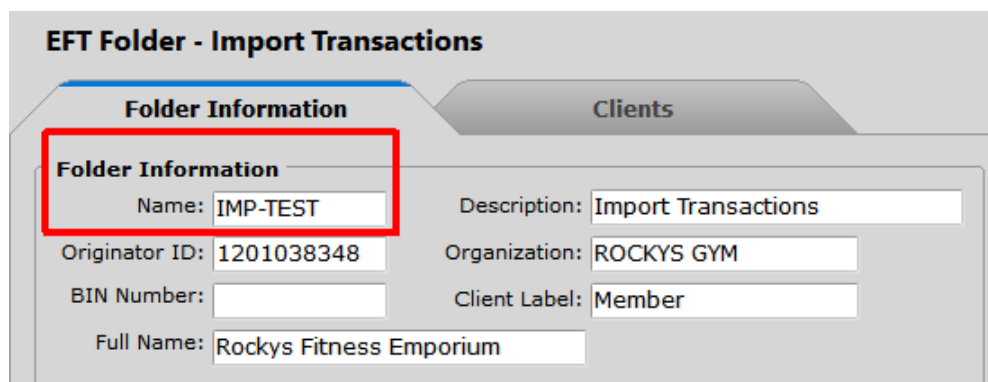
The Scheduler now guides you to the next step in the EFT preparation process: [Generating EFT notifications](#) ⁶⁰

5.8.3.1 Import file location

- Tell *The Scheduler* the name of the file(s) to import. Click the **Tools > Organization Setup** category buttons and the **EFT File Information** tab and enter the file name and type desired.



- Copy your import file (IMPORT.CSV from our example) to the appropriate folder. To determine the name and location of the folder, click the **EFT Folders** category button and select the desired folder for the import transactions.



Now where is this folder? Run either the [Folder List](#)^[98] or [System Status Report](#)^[105] to determine the actual disk location to copy the file.

Repeat steps [1] and [2] for each folder selected to process import transactions.

- You're ready!

Custom Import Instructions

If R.B. Anderson Ltd. has provided you with a custom import routine, we will send specific instructions for handling your import file(s).

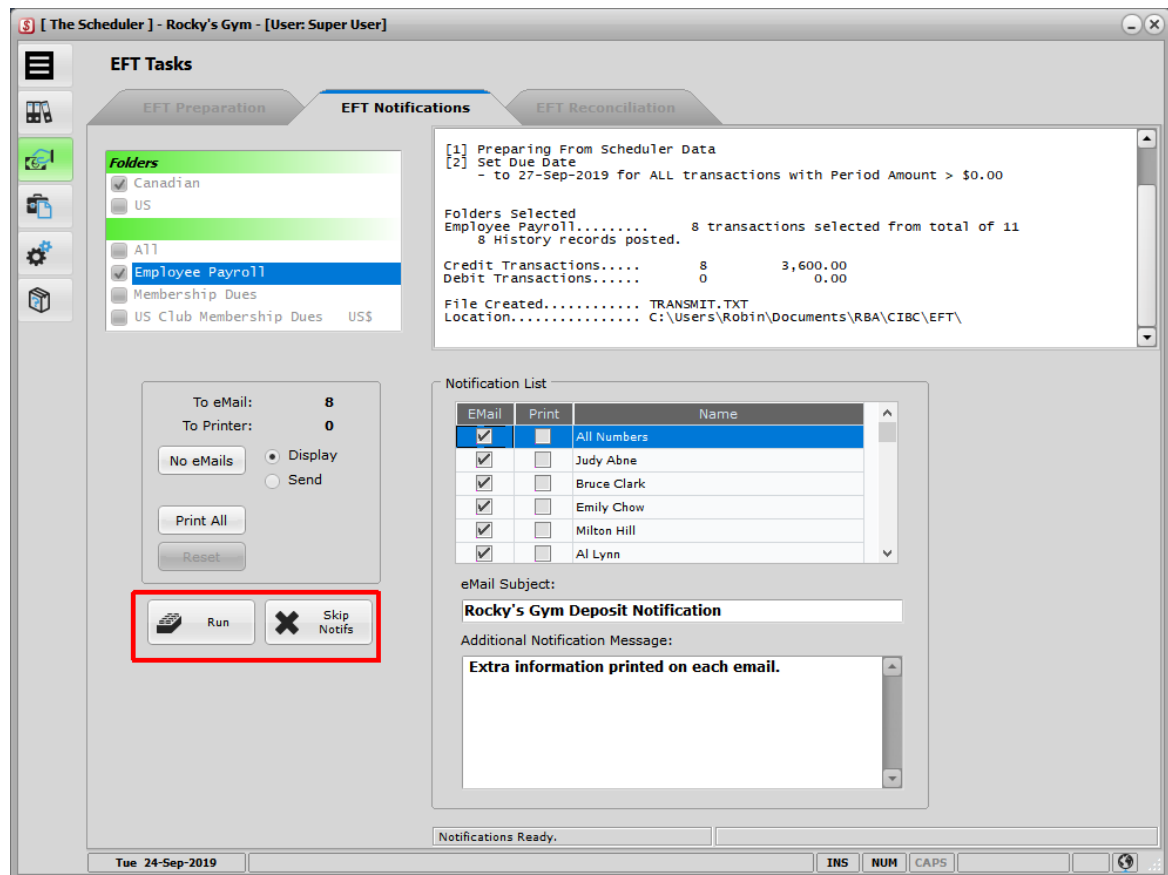
5.9 Generating EFT notifications

If you are using a MAPI (**M**essaging **A**pplication **P**rogramming **I**nterface) enabled eMail client (i.e. Microsoft Outlook, Thunderbird, Eudora), or have set up your Office 365 or GMail [Web Mail](#) account, *The Scheduler* can send notifications to your clients.

The order of mail setup selected is:

1. Web Mail
2. Outlook connector
- 3 MAPI enabled eMail client.

If you are not printing notifications, simply click the **Skip Notifs** button on the form.



The Scheduler displays a summary of the events that occurred to arrive at this stage of the EFT preparation:

- The EFT transmit file has been created. The location of the file to upload to your bank is printed on the [Transmission Detail Report](#)^[87] and is displayed on this panel.
- Client history for the EFT file transactions has been posted.


The intuitive panel allows you to change the notification output; change the default eMail subject; and add a personal note to printed on all the notifications.

Note: the eMail check box option will only be available if your client email address has been entered in the [Client Information](#)^[68].

If you are using Microsoft Outlook, The Scheduler has a secure connection to allow:

Display	Queue the emails in Outlook. You must "Send" each one.
Send	Allow Outlook to send the emails with no user intervention.

When your setup is complete, click the **Run** task button. If no notifications are to be prepared, simply press the **Cancel** button.



Electronic Payment Notification 12-Sep-2019
Attention: Anthony Quinn
 director@rbanderson.com

From: Rocky's Gym
 1234 Alta Lake Road
 Whistler, BC V0N 1B0
 Canada

To: Anthony Quinn

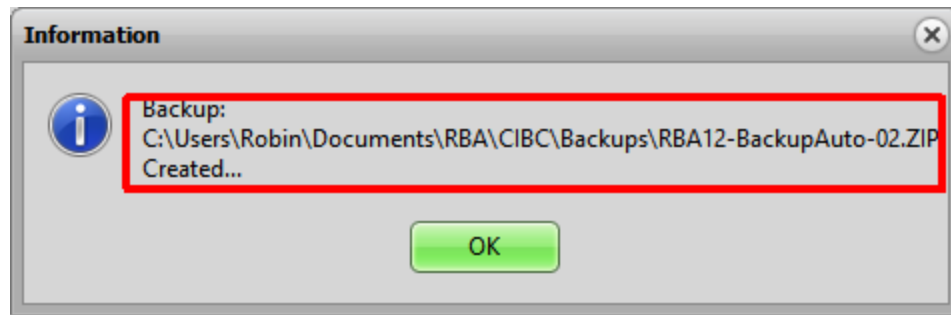
Payment Detail

Date	Comments	Bank Account	Amount
01-Oct-2019	12-Sep-2019 13:13 Payroll Deposit - PAYROLL	***** 3334	\$20.00
		PST / HST	0.00
		GST	0.00
		TOTAL	\$20.00

Thanks for all your support.
With 2d line

Sample Notification

If you've set up the [Automatic Backup](#)^[122] feature to run after each EFT file preparation, you'll be given the following information:

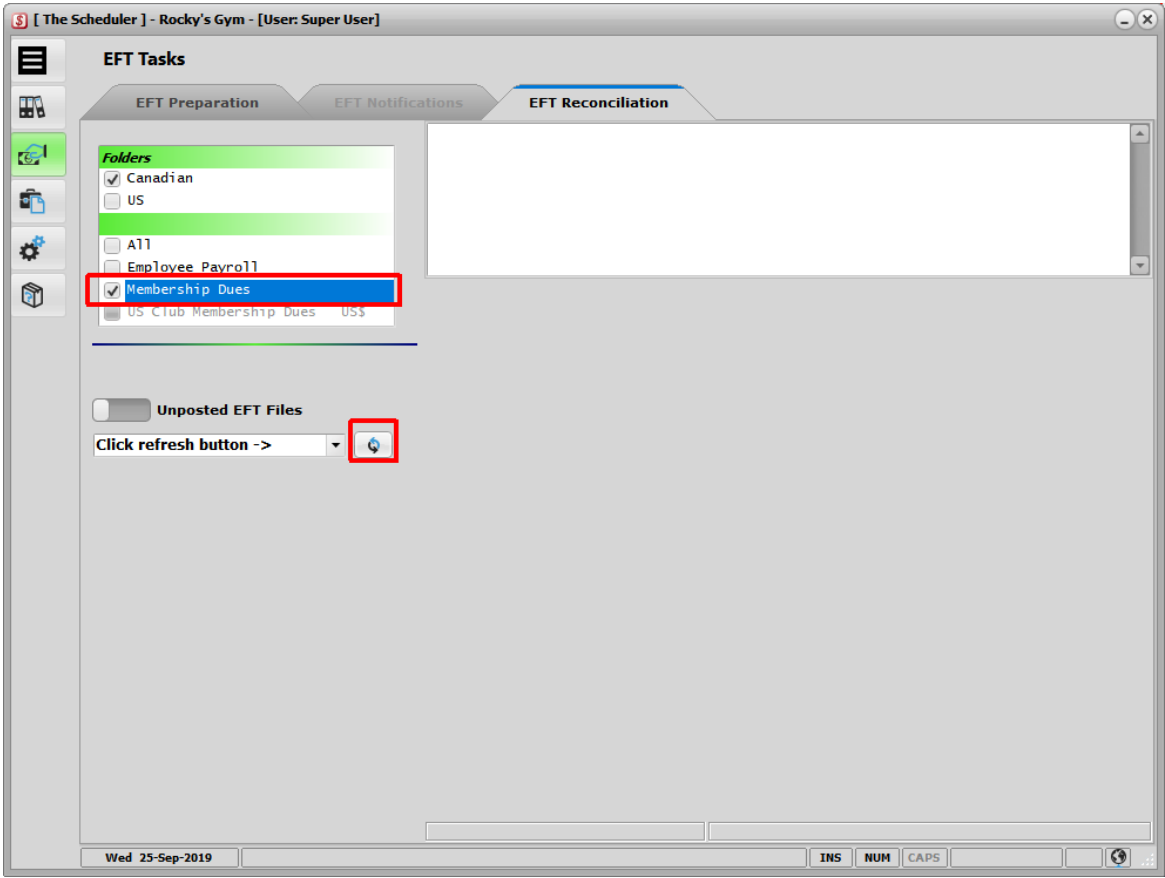


5.10 Reconciling EFT uploads

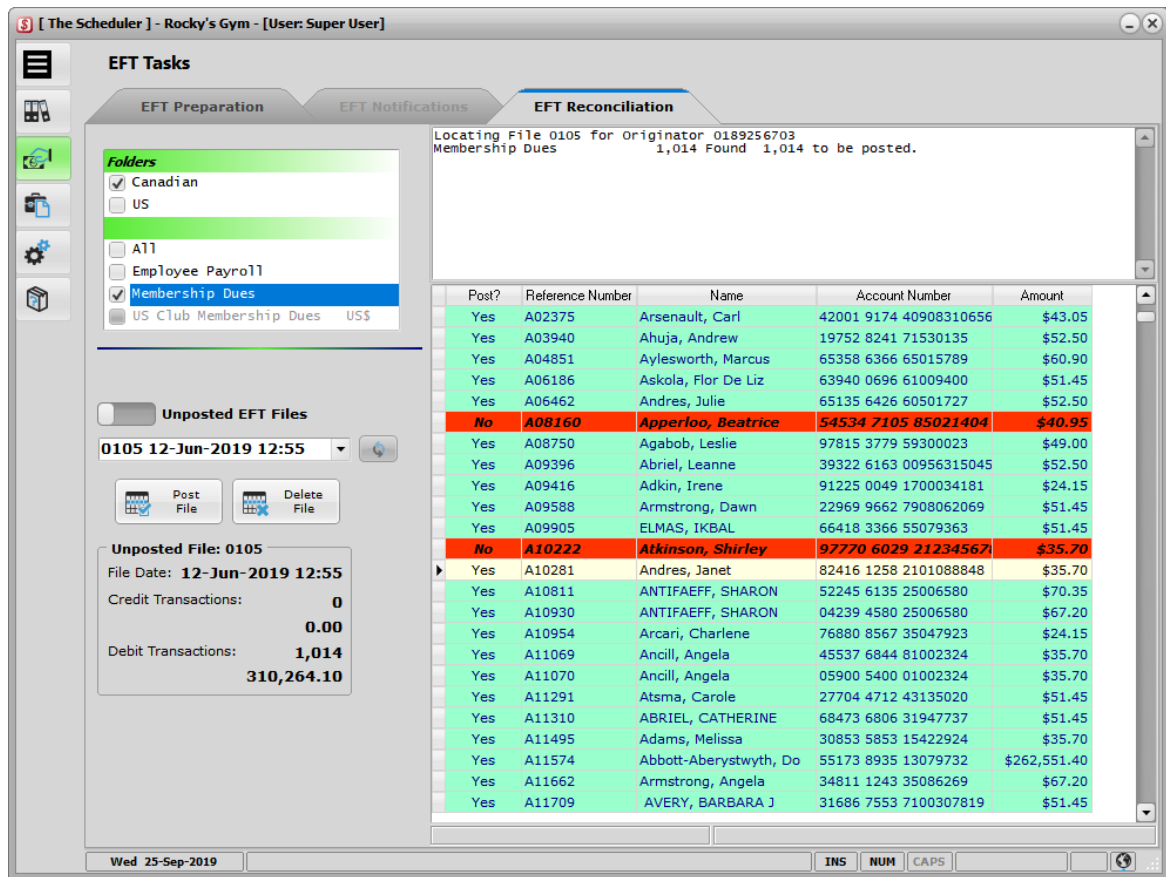
Reconciling an EFT file informs *The Scheduler* of the status of transactions in the EFT file. The entire batch may be deleted or selected transactions can be flagged as returned items.

Click the **EFT Tasks** > **EFT Reconciliation** sequence to display the panel. Select the desired Folder(s) and click the **Refresh** task button to populate the list. The list box has the most recent EFT file first.

Note: Transactions that have not been posted as successfully processed by your bank will not be included in the [Client Transaction Receipts](#)^[103] or [Client Donation Tax Receipts](#)^[104] reports.



Unposted / Posted Toggle:	Change the selection filter.
Selection List:	The drop down list of the filtered EFT files. The most recent file is at the top of the list.



The Scheduler assembles the selected EFT file and displays a summary of the contents. Double clicking on the client transaction row will change the status.

Click the **Post File** task button when done.

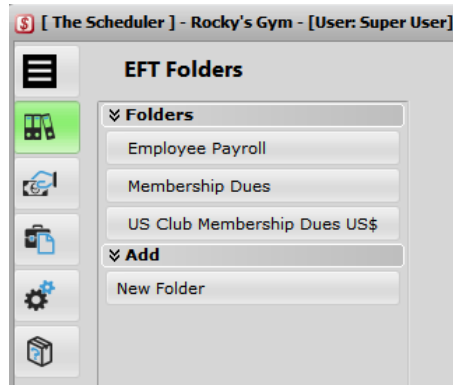
Deleting a File

Simply click the **Delete File** task button to remove the history. The Scheduler will display a confirmation dialog asking if you really want to delete the file.

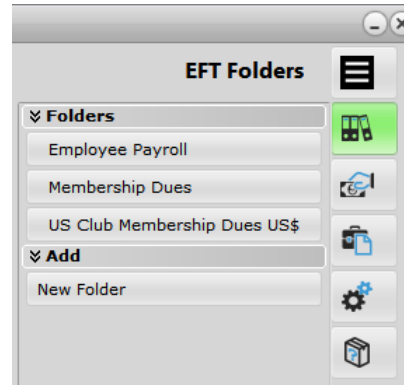
6 Category Buttons

Navigating through *The Scheduler* tasks are all done via a small set of **category buttons**. Familiarize yourself by reviewing the [The Scheduler Layout](#)^[22] section about the structure.

Individual [User Preferences](#)^[114] can be implemented.



Left Side Setup



Right Side Setup

6.1 EFT Folders

All your client information is stored in an appropriate **EFT Folder**.

The **Folder Information** tab shows *your* organization information (originator ID, banking information, etc.) about the type of transactions contained in the folder (pay employees, collect membership dues). When the restrictions of the [30 Day Trial Version](#)^[10] are removed, there is no limit to the number of folders that can be created in *The Scheduler*.

The **Client** tab has all the details of the clients associated with this folder. There is no limit to the number of clients that can be entered.

6.1.1 Folder Information

Note: Only *Administrator* or *EFT Supervisor* users may add/edit/delete folders. See the [Access Control](#)^[128] section for more information.

Click the **EFT Folders** > **Desired Folder** category button sequence to open the Folder. Password access may be required.

EFT Folder - Employee Payroll

Folder Information

Name: PAYROLL Description: Employee Payroll

Originator ID: 0189256703 Organization: FITNESS CLUB

BIN Number: Client Label: Employee

Full Name: Rockys Fitness Emporium

Password:

The opened folder!

EFT Folder - Membership Dues

Folder Information

Name: DUES Description: Membership Dues

Originator ID: 0189256703 Organization: FITNESS CLUB

BIN Number: Client Label: Member

Full Name: Rockys Fitness Emporium

Password: Confirm:

Account Information

Settlement: Trans: 1223 Bank: 144 Account No: 14-985539

Returned Items: Trans: 1223 Bank: 144 Account No: 14-985539

Transaction Information

Description: DUES PBT/HST Rate: 0.00 %

Statement: MONTHLY DUES GST Rate: 5.00 %

Type: 470 Fees / Dues Compound GST?: No

Currency: CDN File Number: 114

D/C: Debit Zero Amount?: No

Canadian version

EFT Folder - Rent Collection

Folder Information

Name: RENT Description: Rent Collection

Originator ID: 2342894492 Organization: RBA TESTING

BIN Number: Client Label: Client

Full Name: RBA Testing Inc.

Password: Confirm:

Account Information

Settlement: Routing: 223000122 Bank: 223000122 Account No: 12-34567-89

Returned Items: Routing: 223000122 Bank: 223000122 Account No: 12-34567-89

Transaction Information

Description: RENT State Tax Rate: 0.00 %

Federal Tax Rate: 0.00 %

D/C: Debit Zero Amount?: No

US version

Folder Information

Name:	Each folder requires a unique name. If a folder already exists with the name entered. The Scheduler will inform you that another name is requires.
Description:	Indicates the purpose of the folder (i.e. Membership Dues) and will appear on reports prepared by <i>The Scheduler</i> .
Originator ID:	Enter the 10 character ID assigned by your bank.
Organization:	Enter a short name of your organization. This 15 character description may appear on your client's bank statement. Note: Characters not allowed by the CPA rules are automatically removed.
BIN Number (Cdn):	This 10 digit number is provided by your bank, and will only be required if you are creating cross border ACH 94 IAT EFT files.

ISO Country (US):	This 2 digit Country Code is required for creating cross border ACH 94 IAT files.
Client Label:	Enter a description for your type of client (i.e. Donor, Member, Employee, etc.).
Full Name:	This longer organization name is used by some EFT file formats. Note: Characters not allowed by the CPA rules are automatically removed.
Password:	This optional field entry will control access to this folder. The entry is accepted by completing the confirm field and the two match. Note: Passwords are printed on the Folder List ^[98] and System Status Report ^[105] if the logged on user has <i>Administrator</i> rights.

Account Information

Settlement Account:	This is the account where funds are deposited to or withdrawn from. Leading zeros will not display on the transit or bank entry and are not required. <i>The Scheduler</i> knows these are 5 and 4 digits respectively. However, if the account number has leading zeros, they must be entered.
Returned Items:	In the majority of cases, this will be the same as your settlement account.

Transaction Information

Transaction Information

Description: DUES

Statement: MONTHLY DUES

Type: 470 Fees / Dues

Currency: CDN

D/C: Debit

File Number: 114

Zero Amounts?: No

The panel view above indicates the **Hide Tax Entry** option has been selected in the [Organization setup](#)^[106].

Description:	Describe the type of credit or debit transaction. This may appear on your client's bank statement.
Statement:	This additional information may appear on your client's bank statement if you have selected the CPA Standard (1464 byte) format for your EFT transmit file.
Type:	Select an item from the list box that best describes the purpose of your client transactions in this folder.
Currency:	Canadian or US dollars.

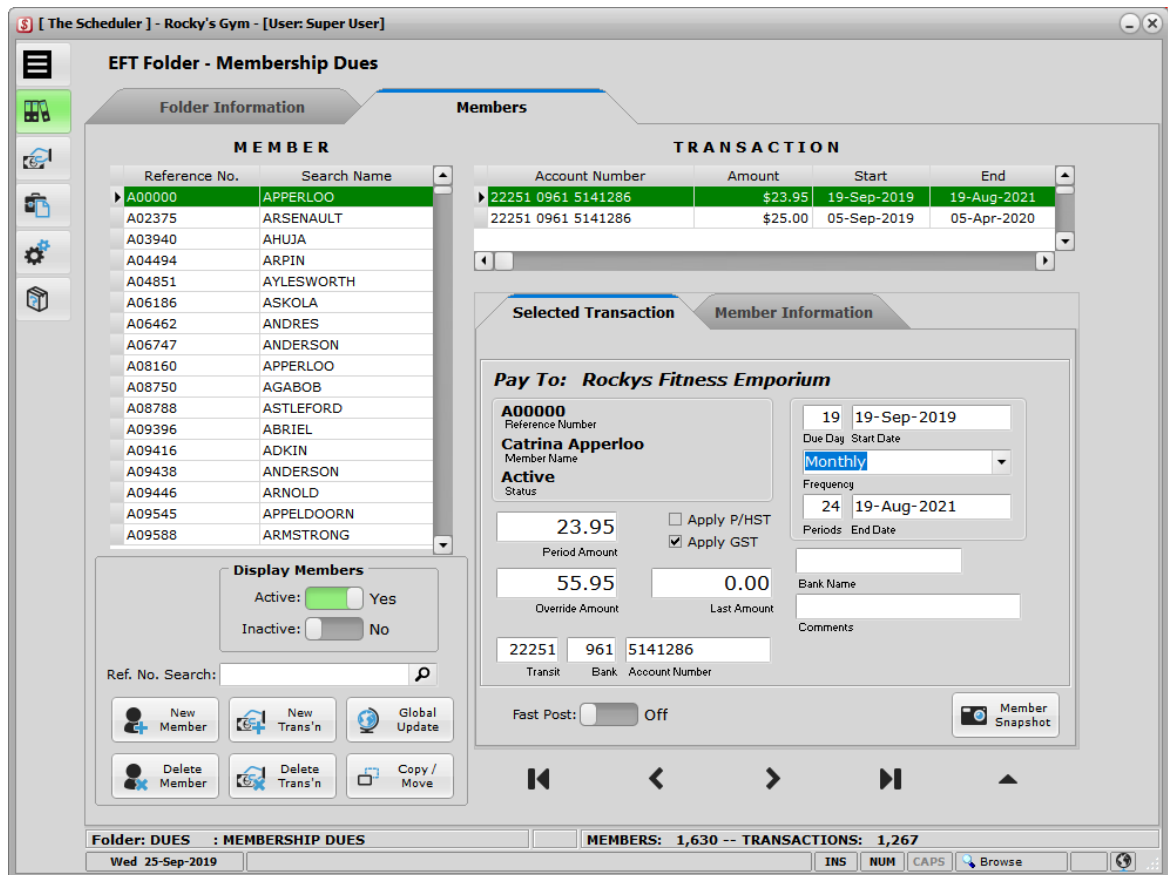
D/C:	Select Credit (depositing funds to your client's account from this folder account) or Debit (depositing funds to this folder account from your client's).
Tax Rate:	Enter the percentage rate (i.e. 5.00) if amounts are to be calculated by <i>The Scheduler</i> and added to the transaction period amount.
GST/Fed Rate:	Enter the percentage rate (i.e. 7.00) if amounts are to be calculated by <i>The Scheduler</i> and added to the transaction period amount.
Compound GST?	If the GST / Federal Tax calculation is on the period amount plus PST/HST/State Tax, set this to "Yes".
File Number:	This control number is incremented each time an EFT transmit file is created. Some banks require file number zero (0) for testing. Verify the requirements from your bank. If the file number is zero (0), no history details will be posted to the client information.
Zero Amounts?:	Setting this to "Yes" will cause <i>The Scheduler</i> to reset all client period amounts to \$0.00 after the EFT transmit file has been created. This feature is useful for payroll folders where the amounts vary each cycle. See Employee Setup - Payroll ^[73] for more information.

See the **Quick Start Tutorial** [Creating an EFT folder](#)^[41] for more information.

6.1.2 Client Information

Note: Only *Administrator* or *Data Entry* users may add/edit/delete client information. *EFT Supervisor* and *Compliance Officer* users have read only rights. See the [Access Control](#)^[126] section for more information.

Click the **EFT Folders** > **Desired Folder** category button sequence then the **Clients** tab to display the Folder contents.



The panel groupings are as follows:

Client Grid:	This is a directory list of clients in the folder. Change the sort order by clicking on the column title. The selected row is displayed in the <i>Client / Transaction tabs</i> . If the Display Inactive toggle state is Yes, inactive clients are displayed in italics. Double click on the highlighted row to edit the client information.
Transaction Grid:	Displays all the transactions for the highlighted row of the <i>Client Grid</i> . Double click on the highlighted row to edit the transaction information.
Client / Transaction Tabs:	Displays the details about the highlighted row on the <i>Client Grid</i> .
Action Panel:	The group box below the <i>Client Grid</i> . Toggle switches, search box and task buttons to modify information.
Navigation Panel:	Like the familiar VCR/DVD controls, click the buttons to scroll through the <i>Client Grid</i> : first, prior, next, last . The edit button will display depending on the appropriate user access level.

Client Transaction

Selected Transaction
Member Information

Pay To: *Rockys Fitness Emporium*

A00000
Reference Number

Catrina Apperloo
Member Name

Active
Status

19 19-Sep-2019
Due Day Start Date

Monthly
Frequency

24 19-Aug-2021
Periods End Date

Bank Name

Comments

23.95
Period Amount

55.95
Override Amount

Apply P/HST

Apply GST

0.00
Last Amount

22251 961 5141286
Transit Bank Account Number

Fast Post: Off

Member Snapshot

Period Amount:	This is the amount to be debited or credited to your client's bank account.
Apply P/HST and GST:	If the folder face page has a rate entered, the check boxes indicate the amounts to be calculated and added to the Period Amount in the Prepare process.
Override Amount:	A value entered in this field will be used instead of the Period Amount for the next transmission file only. This is reset to \$0.00 when the EFT transmit file is created.
Last Amount:	If the last payment for this transaction is different than the Period Amount, <i>The Scheduler</i> will use this amount for the last EFT transmission.
Due Day:	The day of the month this transaction is to be processed. See Payroll/Expenses ^[73] if no field displayed.
Start Date:	Enter the date for the first transaction to be processed.
Frequency:	Select the transaction frequency from the drop down menu. Note: If the folder has been defined as a Payroll/Expenses ^[73] type, <i>The Scheduler</i> will display the "Set on Prepare" value.

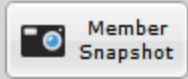
Periods:	Enter the number of periods this transaction is to be processed. 0 implies process the amount for ever. If a value is entered, <i>The Scheduler</i> will calculate the "End Date" based on the frequency and the number of periods entered.
End Date:	Manually enter the date the last transaction is to be processed if the number of periods has been left at 0 .
Bank Name:	The name of your client's bank is only required if you are creating cross border (ACH IAT) EFT files.
Bank Account Information:	Enter your client banking information: transit, bank, account number. Leading zeros will not display on transit and bank entries. Account number starting with zeros will display.
Comments:	A short description of your entry.
ACH Transaction Code:	The type of bank account for any US folders.

A00000 Reference Number
Catrina Apperloo Member Name
Active Status
23.95 Period Amount
<input type="text"/>

View if the **Hide Tax Entry** is set on the [EFT File Information](#) ¹⁰⁸ panel.

Client Personal Information

Selected Transaction		Member Information	
A00000	APPERLOO	Sep 05-19 NSF.	
Reference Number	Search Name		
Apperloo	Catrina		
Last / Organization Name	First Name		
2347 West 84th Street			
Address			
Vancouver	BC	V6L 3V7	
City	Prov / State	Postal Code / ZIP	
Country			
apperloo@hotmail.com			
E-Mail Address			
604-555-9201		Notes	
Phone	Contact Person		
Active			
Status			

 Member Snapshot

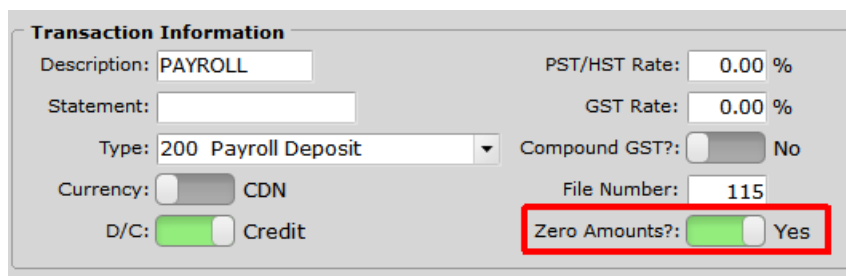
Reference Number:	A unique alphanumeric identifier is required for each client (i.e. membership, employee number). This identifier is used by the bank to identify any returned items.
Search Name:	Usually the client's last name or a short company name. This is automatically all upper case.
Last/Organization Name:	Enter your client's last name of the organization name. All the remaining fields are case sensitive.
First Name:	Your client's first name. This field may be empty for a company name.
The remaining fields:	This information is mandatory for ACH 94 IAT files or is for your reference only on all other formats. Note: If you plan to send your clients EFT Notifications ⁹² , then enter the eMail address.
Active/Inactive:	If your client is "Inactive", change the status to "Inactive". Inactive client transactions will be ignored in the EFT Preparation ⁸⁷ procedure.

6.1.2.1 Employee Setup - Payroll

Folder Setup

Using *The Scheduler* for payroll, accounts payables, expense disbursements, etc. where the period amount changes each cycle and due dates are often different days of the month is very straight forward.

The first step is to configure the [Folder Information](#)^[65] to inform *The Scheduler* of the requirements. Complete the entry of all your Folder information as outlined in [Creating an EFT folder](#)^[41] tutorial with the following alteration:



Transaction Information

Description: PAYROLL PST/HST Rate: 0.00 %

Statement: Statement: GST Rate: 0.00 %

Type: 200 Payroll Deposit Compound GST?: No

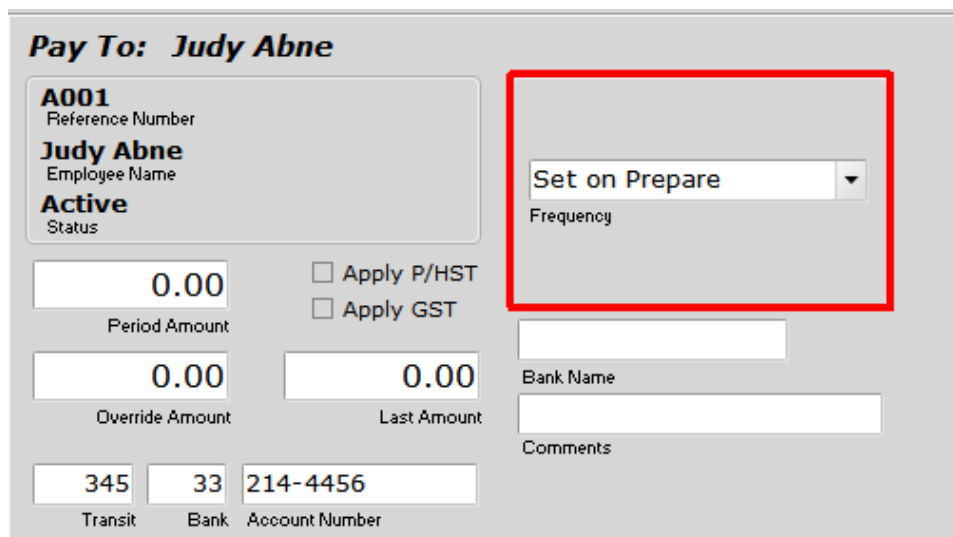
Currency: CDN File Number: 115

D/C: Credit Zero Amounts?: Yes

Set the **Zero Amounts** field to Yes.

Client Setup

This tells *The Scheduler* that the clients in this folder do not have a fixed Due Date. The date of the transactions will be set in the when [EFT - Payroll / Expenses](#)^[83] batches are prepared. The transaction **Period Amount** will be reset to \$0.00 after the EFT file is created. Enter your client information as outlined in the [Adding clients and transactions](#)^[44] tutorial.



Pay To: Judy Abne

A001
Reference Number

Judy Abne
Employee Name

Active
Status

0.00
Period Amount

0.00
Override Amount

0.00
Last Amount

345
Transit

33
Bank

214-4456
Account Number

Apply P/HST

Apply GST

Set on Prepare
Frequency

Bank Name

Comments

See the [Fast Posting](#) ⁷⁴ section for entering the **Period Amounts** each payment cycle.

6.1.2.2 Fast Posting

This feature as the name implies is a fast data entry setup to post only the **Period Amount** for your client transactions.

Pay To: Judy Abne

A001
Reference Number
Judy Abne
Employee Name
Active
Status

Apply P/HST
 Apply GST

0.00
Period Amount

0.00
Override Amount

0.00
Last Amount

345 **33** **214-4456**
Transit Bank Account Number

Fast Post: On

Frequency: Set on Prepare

Bank Name

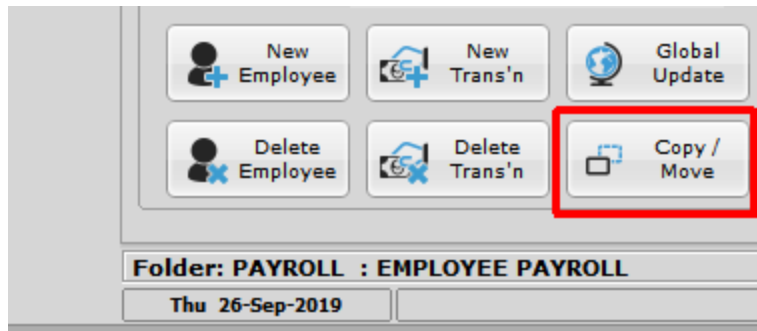
Comments

Employee Snapshot

1. Set the **Fast Post** toggle On.
2. The **Period Amount** is opened for data entry. Simply enter the amount to pay your employee. Leave the \$0.00 value if she is not paid this cycle.
3. Press the **<Enter>** key, and the next employee is displayed. Repeat the input until all the amounts have been entered. *No mouse required!*
4. When the last record in the client list transaction has been posted, *The Scheduler* will automatically turn off fast posting.

6.1.2.3 Move and Copy Clients

Click the **Copy/Move Client** task button to initiate the task.



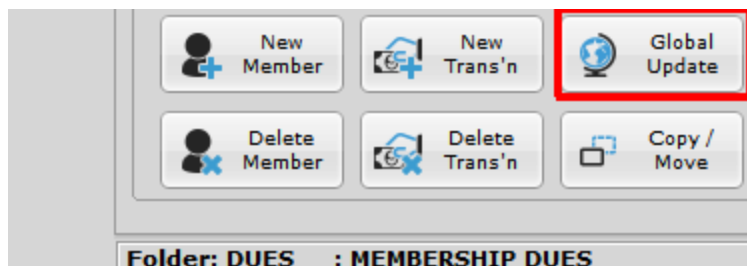
Click the popup menu option desired.

- **Copy** creates a duplicate client record with all transactions in the selected Folder.
- **Move** inserts the client record with all transactions into the selected Folder and deletes the entry from the folder being viewed.

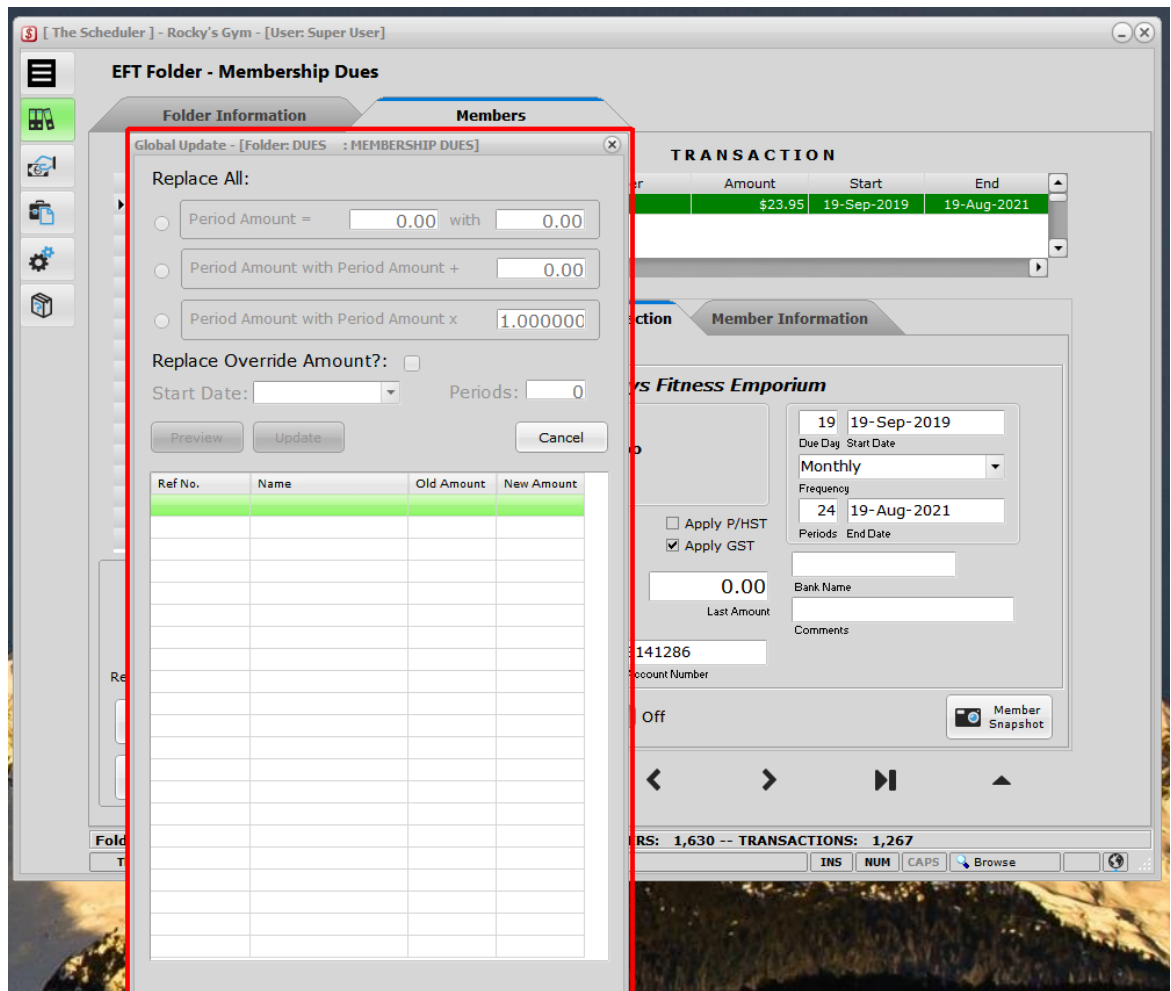
Note: The Scheduler will prevent entries from being copied or moved to the new folder if the reference number already exists.

6.1.2.4 Global Updates

This handy utility will allow you to update a range of Period Amounts. Click the **Global Update** task button.



The following template is displayed. There are several methods of updating client **Period Amounts**,



Replace a Specified Period Amount with a New Value

Global Update - [Folder: DUES : MEMBERSHIP DUES]

Replace All:

Period Amount = with

Period Amount with Period Amount +

Period Amount with Period Amount x

Replace Override Amount?:

Start Date: Periods:

Count: 578

Ref No.	Name	Old Amount	New Amount
A04494	Arpin, Sheila	49.00	55.00
A06186	Askola, Flor De Liz	49.00	55.00
A08750	Agabob, Leslie	49.00	55.00
A09588	Armstrong, Dawn	49.00	55.00
A09905	ELMAS, IKBAL	49.00	55.00
A10222	Atkinson, Shirley	49.00	55.00
A11070	Ancill, Angela	49.00	55.00
A11291	Atsma, Carole	49.00	55.00
A11310	ABRIEL, CATHERINE	49.00	55.00
A11495	Adams, Melissa	49.00	55.00
A11709	AVERY, BARBARA J	49.00	55.00
A11752	Anderson, Carrie	49.00	55.00
A11858	Abendroth, Dianne	49.00	55.00
A11934	Alliston, Sylvia	49.00	55.00
A11938	Anderson, Bev	49.00	55.00
B00409	Blakaburn, Kelly	49.00	55.00
B00997	Burg, Heidi	49.00	55.00
B01540	Barnes, Jennifer	49.00	55.00
B02426	Bergman, Yvonne	49.00	55.00
B02910	Baarda, Nancy	49.00	55.00
B03100	Blyschak, Paula	49.00	55.00

- Click the **Period Amount =** radio button.
- Enter the existing period amount and the new value.
- Click the **Preview** task button.

In this example: *The Scheduler* scans all existing entries and selects only those with a period amount of \$49.00. The preview grid displays the first 25 records found with the proposed changes. The **Count** displays the total number of transactions that met the selection criteria.

Add a Specific Amount to All Entries

Global Update - [Folder: DUES : MEMBERSHIP DUES]

Replace All:

Period Amount = with

Period Amount with Period Amount +

Period Amount with Period Amount x

Replace Override Amount?:

Start Date: Periods:

Count: 1,265

Ref No.	Name	Old Amount	New Amount
A00000	Apperloo, Catrina	23.95	31.20
A02375	Arsenault, Carl	41.00	48.25
A03940	Ahuja, Andrew	50.00	57.25
A04494	Arpin, Sheila	49.00	56.25
A04851	Aylesworth, Marcus	58.00	65.25
A06186	Askola, Flor De Liz	49.00	56.25
A06462	Andres, Julie	50.00	57.25
A08160	Apperloo, Beatrice	39.00	46.25
A08750	Agabob, Leslie	49.00	56.25
A09396	Abriel, Leanne	50.00	57.25
A09416	Adkin, Irene	23.00	30.25
A09588	Armstrong, Dawn	49.00	56.25
A09905	ELMAS, IKBAL	49.00	56.25
A10222	Atkinson, Shirley	49.00	56.25
A10222	Atkinson, Shirley	34.00	41.25
A10281	Andres, Janet	23.00	30.25
A10281	Andres, Janet	34.00	41.25
A10811	ANTIFAEFF, SHARON	67.00	74.25
A10930	ANTIFAEFF, SHARON	64.00	71.25
A10954	Arcari, Charlene	23.00	30.25
A11069	Ancill, Angela	39.00	46.25

- Click the **Period Amount with Period Amount +** radio button.
- Enter the amount to add to the existing Period Amount.
- Click the **Preview** task button.

In the sample: *The Scheduler* adds \$7.25 to all the Period Amounts for all clients. The preview grid displays the first 25 records found with the proposed changes. The **Count** displays the total number of transactions.

Multiply All Period Amounts by a Factor

This method is very useful if there is a change in tax rates and the taxes have been included in the client **Period Amount**.

Ref No.	Name	Old Amount	New Amount
A00000	Apperloo, Catrina	23.95	24.37
A02375	Arsenault, Carl	41.00	41.72
A03940	Ahuja, Andrew	50.00	50.88
A04494	Arpin, Sheila	49.00	49.86
A04851	Aylesworth, Marcus	58.00	59.02
A06186	Askola, Flor De Liz	49.00	49.86
A06462	Andres, Julie	50.00	50.88
A08160	Apperloo, Beatrice	39.00	39.69
A08750	Agabob, Leslie	49.00	49.86
A09396	Abriel, Leanne	50.00	50.88
A09416	Adkin, Irene	23.00	23.41
A09588	Armstrong, Dawn	49.00	49.86
A09905	ELMAS, IKBAL	49.00	49.86
A10222	Atkinson, Shirley	49.00	49.86
A10222	Atkinson, Shirley	34.00	34.60
A10281	Andres, Janet	23.00	23.41
A10281	Andres, Janet	34.00	34.60
A10811	ANTIFAEFF, SHARON	67.00	68.18
A10930	ANTIFAEFF, SHARON	64.00	65.13
A10954	Arcari, Charlene	23.00	23.41
A11069	Ancill, Angela	39.00	39.69

- Click the **Period Amount with Period Amount x** radio button.
- Enter the factor to apply.
- Click the **Preview** task button.

In this example: *The Scheduler* multiplies all client Period Amounts by 1.017650. The preview grid displays the first 25 records found with the proposed changes. The **Count** displays the total number of transactions.

Additional Filters to the Methods.

Replace Override Amount?	Checking this box will post the Override Amount with the new amount. This value is used <i>instead of</i> the Period Amount for the next cycle and is reset to \$0.00 after the EFT file has been created.
Start Date / Periods:	Use this option to update transactions that meet the selection criteria. For example: <i>Update the Period Amount to \$55.00 for those transactions with an existing amount of \$49.00 and set the Start Date to Oct 01-2019 for 12 periods.</i>

6.1.2.5 Client Snapshot

Click the **Client Snapshot** task button to preview a report of all the information and transaction details for the client displayed.

Pay To: Rockys Fitness Emporium

A02375
Reference Number

Carl Arsenault
Member Name

Active
Status

41.00
Period Amount

0.00
Override Amount

0.00
Last Amount

20014 9174 09083106566
Transit Bank Account Number

01 01-Nov-1996
Due Day Start Date

Monthly
Frequency

0
Periods End Date

Apply P/HST
 Apply GST

Bank Name

Comments

Fast Post: Off

Member Snapshot

The [Report Preview](#) ⁹⁵ form is presented.

Report Preview

MEMBER INFORMATION SNAPSHOT

Run: 26-Sep-2019 07:38
Page [1]

Rocky's Gym

Reference No. A02375 Status..... Active
Search Name.. ARSENAULT
Label..... Carl Arsenault
1336 Yew Avenue
Vancouver, BC V8D 3T5

Contact.....
Phone..... 604-555-2310
Email..... carsenault@bigbusiness.ca
Last Update.. 23-Sep-2019 15:59 Super User

-- Debit Transaction

Acct No. *****6566 Prd Amount... 41.00 Start..... 01-Nov-1996
Type..... 470 Fees / Dues Final Amt.... 0.00 Periods..... 0
Comments.... Add P/HST?... No Frequency.... Monthly
Add GST?.... Yes End.....

-- EFT History Details

EFT File Date	FCN	Prd Date	Prd Amount	PST/HST	GST	Total
12-Jun-2019 12:55	0105	01-Jul-2019	41.00	0.00	2.05	43.05
09-Sep-2019 07:56	0106	01-Sep-2019	41.00	0.00	2.05	43.05 Posted
20-Sep-2019 12:26	0113	01-Oct-2019	41.00	0.00	2.05	43.05 Posted
			123.00	0.00	6.15	129.15

Note: The Scheduler can eMail this report to your client if you've entered his address.

6.2 EFT Tasks

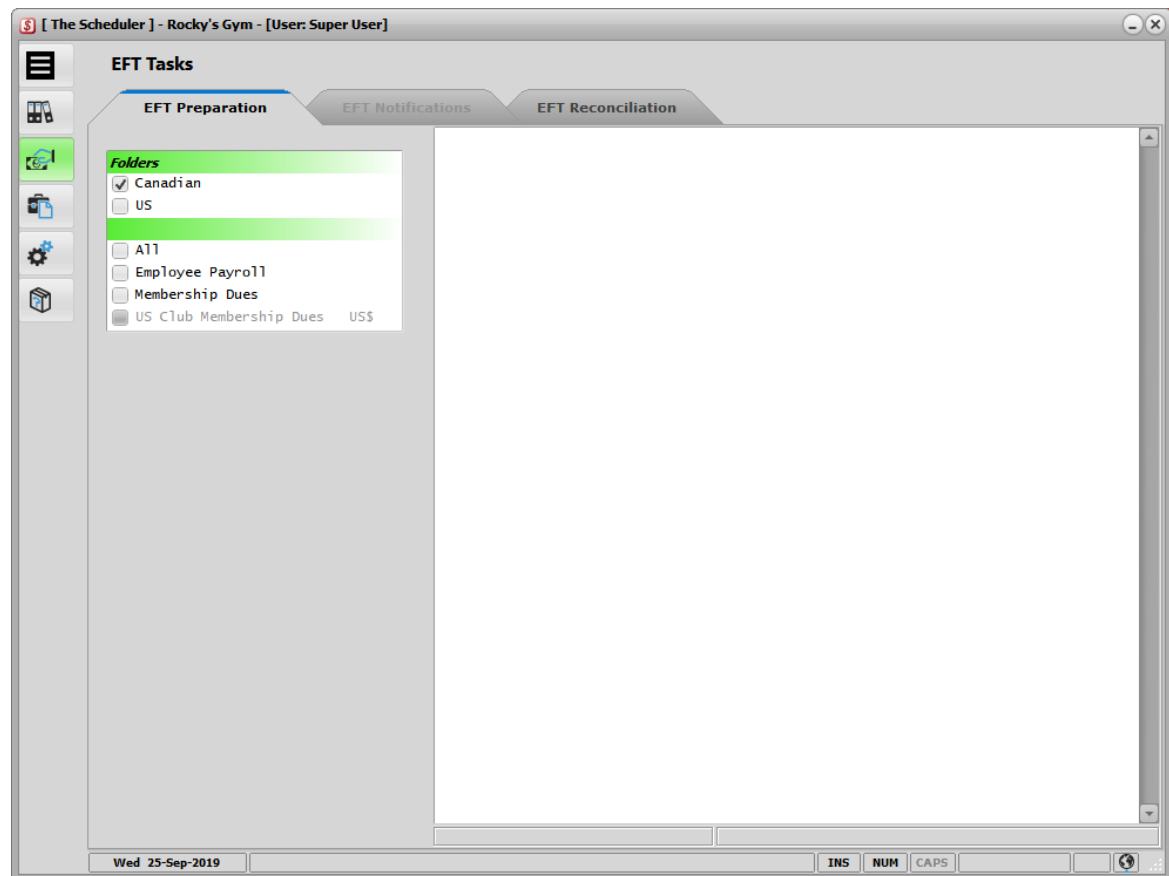
This is the reason for using *The Scheduler*! The three elements of the tasks:

- [EFT Preparation](#) ⁸¹. Generate your EFT transmit file to upload to the bank.
- [EFT Notifications](#) ⁹². Optionally prepare notifications for your clients.

- [EFT Reconciliation](#)^[93]. Based on the Returned Items report received from the bank, update client transaction history (i.e. Invalid Account, NSF, Stop Payment.).

6.2.1 EFT Preparation

Click the **EFT Task** category button and the **EFT Preparation** tab to initiate the process.



Preparing your EFT transmission file is a straight forward process. There are four methods:

1. From *The Scheduler* data. *The Scheduler* determines EFT transactions from the client information you have entered into the app.
2. From an import file as per *The Scheduler* specifications. See the [Import Specifications](#)^[132] section and the [Importing EFT transactions](#)^[55] tutorial for more information.
3. from a US ACH 94 format file. Many accounting systems have EFT File creation capabilities, but don't produce Canadian bank format files. We've built in a routine to read this format and prepare the the EFT file format required by your bank. See the [Importing EFT transactions](#)^[55] tutorial for more information.
4. From a *Custom Import* routine. We provide a development service creating links to various accounting and property management systems. If we've provided a plug-in for your organization, this will appear as a list box option for creating the EFT file.

How are you going to prepare your EFT batch?

- [EFT - Recurring Transactions](#)⁸²?
- [EFT - Payroll / Expenses](#)⁸³?
- [Importing Transactions](#)⁸⁵?

6.2.1.1 EFT - Recurring Transactions

This setup is the most common use of *The Scheduler*: having the app analyze the client information you've entered into the app to select transactions for the EFT batch.

Alter the drop down selection lists. *The Scheduler* assists by checking the folder type and your preferences selected when you defined the [EFT File Information](#)¹⁰⁸ setup.

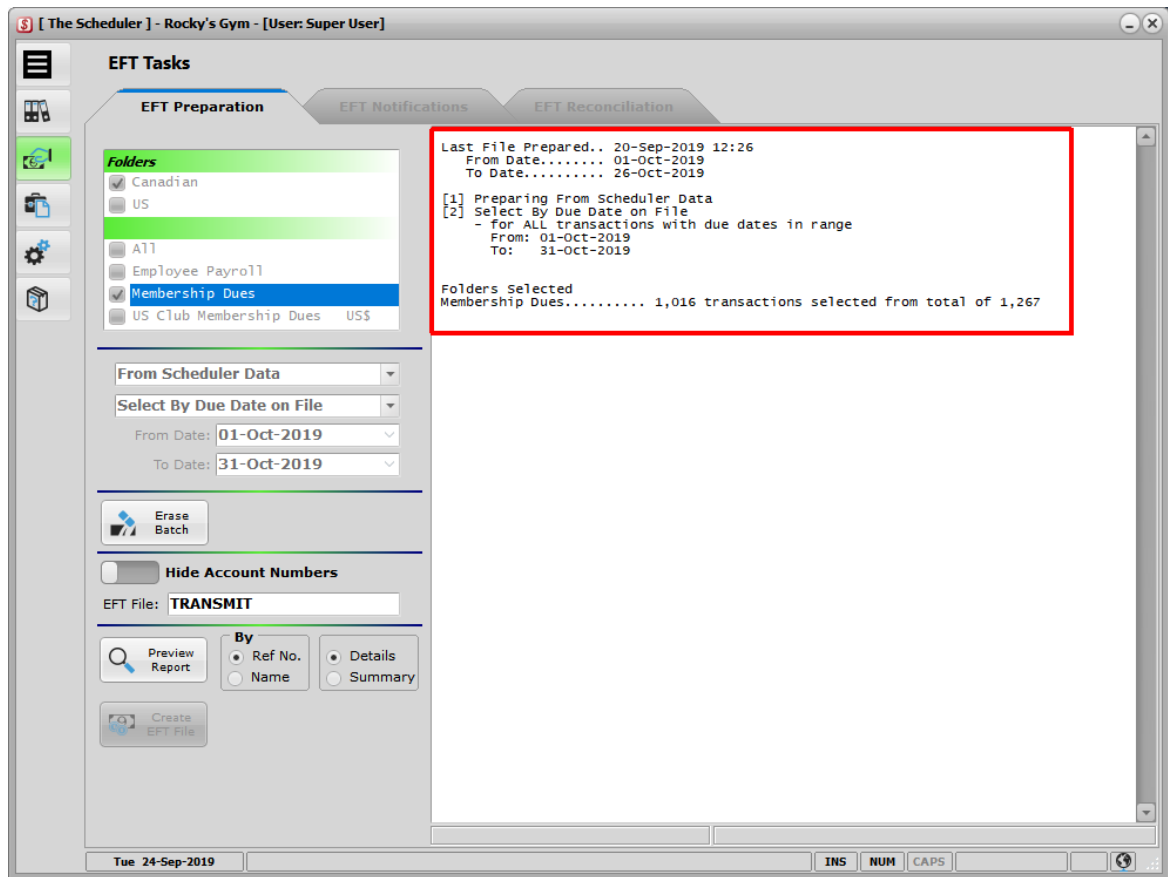
In the sample here:

- Select transactions from your client information in *The Scheduler* [Client Information](#)⁶⁸.
- Analyze the Due Date on File to determine if a transaction should be included if it meets the criteria ...
- ... of falling within the date 01-Oct-2019 to 31-Oct-2019.

When all is ready, click the **Prepare Batch** task button. *The Scheduler* grinds through each folder selected and:

- displays a summary of the task.
- changes and opens up the next task button options.

Note: The form below will display if the user clicks the EFT Preparation task button and there is an **EFT Tasks** category button and an previously prepared batch exists.



Erase Batch:	After previewing the batch, you discover there are errors in your client transactions, simply click the Erase Batch task button; make your corrections and repeat the process. No information is altered or deleted from <i>The Scheduler</i> .
EFT File:	If the EFT Filename Format is set to the "Default" on the EFT File Information ^[108] form, you can modify the entry. Note: Changes are posted to the configuration file.
Preview Report:	Change the sort and display options as required and click the Preview Report task button. Note: The Create EFT File task button will only be enabled after you have reviewed your batch contents.

Now... [Preview the Batch Results](#)^[87] and verify the batch selection contents.

6.2.1.2 EFT - Payroll / Expenses

If you are using *The Scheduler* to create EFT batches for employee payroll, a/p vendor payments, expense disbursements, etc. where the amounts and payment dates regularly change... this is the method for you. See the [Employee Setup - Payroll](#)^[73], [Fast Posting](#)^[74] sections and the [Creating payroll/AP EFT files](#)^[53] tutorial for more information.

EFT Tasks

EFT Preparation | EFT Notifica

Folders

- Canadian
- US
- All
- Employee Payroll
- Membership Dues
- US Club Membership Dues US\$

From Scheduler Data ▼

Set Due Date ▼

Set Date: **27-Sep-2019** ▼

Prepare Batch

Hide Account Numbers

EFT File: **TRANSMIT**

Preview Report

Create EFT File

Alter the drop down selection lists. *The Scheduler* assists by checking the folder type and your preferences selected when you defined the [EFT File Information](#)¹⁰⁸ setup.

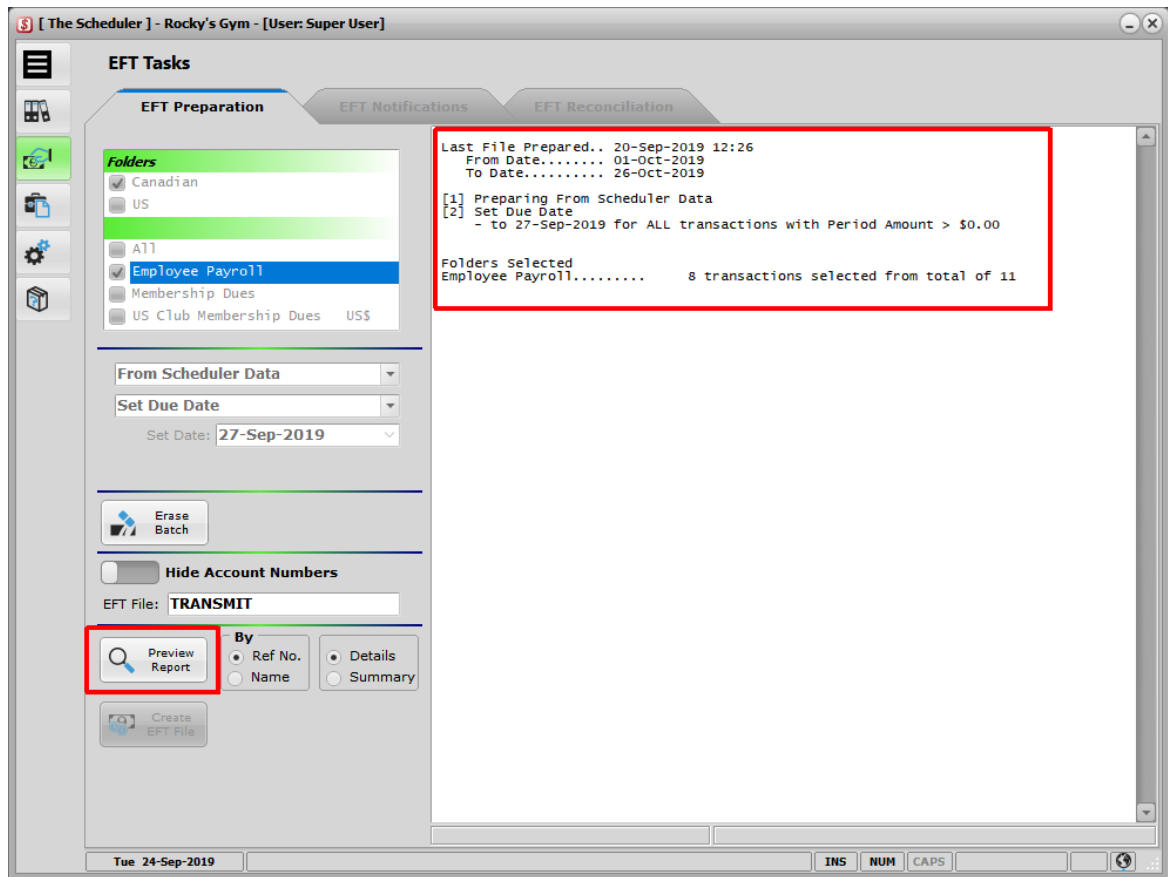
In the sample here:

- Select transactions from your client information in *The Scheduler* [Client Information](#)⁶⁸.
- Examine the Period Amount and if it's greater than \$0.00 include the transaction in the batch and ...
- ... set the Due Date to 27-Sep-2019.

When all is ready, click the **Prepare Batch** task button. *The Scheduler* grinds through each folder selected and:

- displays a summary of the task.
- changes and opens up the next task button options.

Note: The form below will display if the user clicks the EFT Preparation task button and there is an **EFT Tasks** category button and an previously prepared batch exists.



Erase Batch:	After previewing the batch, you discover there are errors in your client transactions, simply click the Erase Batch task button; make your corrections and repeat the process. No information is altered or deleted from <i>The Scheduler</i> .
EFT File:	If the EFT Filename Format is set to the "Default" on the EFT File Information ^[108] form, you can modify the entry. Note: Changes are posted to the configuration file.
Preview Report:	Change the sort and display options as required and click the Preview Report task button. Note: The Create EFT File task button will only be enabled after you have reviewed your batch contents.

Now... [Preview the Batch Results](#)^[87] and verify the batch selection contents.

6.2.1.3 Importing Transactions

Use this method if you are using *The Scheduler* to read CSV (Comma Separated Value) or other text files to prepare your EFT batches. See the [Import Specifications](#)^[132] and the [Import file location](#)^[58] section for more information.

There are 3 option methods to create an EFT batch from import file(s).

Scheduler Import:	<i>The Scheduler</i> will read file(s) that follow the app Import Specifications ^[132] .
ACH Import:	Many US accounting systems produce ACH 94 (American Clearing House) EFT files. <i>The Scheduler</i> will extract all the important bits to create your bank specific EFT file.
Custom Import:	If R.B. Anderson Ltd. has written a plug-in for <i>The Scheduler</i> to read your text file(s). This option will be automatically selected.

EFT Tasks

EFT Preparation

Folders

Canadian

US

All

Employee Payroll

Membership Dues

US Club Membership Dues US\$

Scheduler Import

Set Due Date

Set Date: 01-Oct-2019

Prepare Batch

Alter the drop down selection lists. *The Scheduler* assists by checking the folder type and your preferences selected when you defined the [EFT File Information](#)^[108] setup.

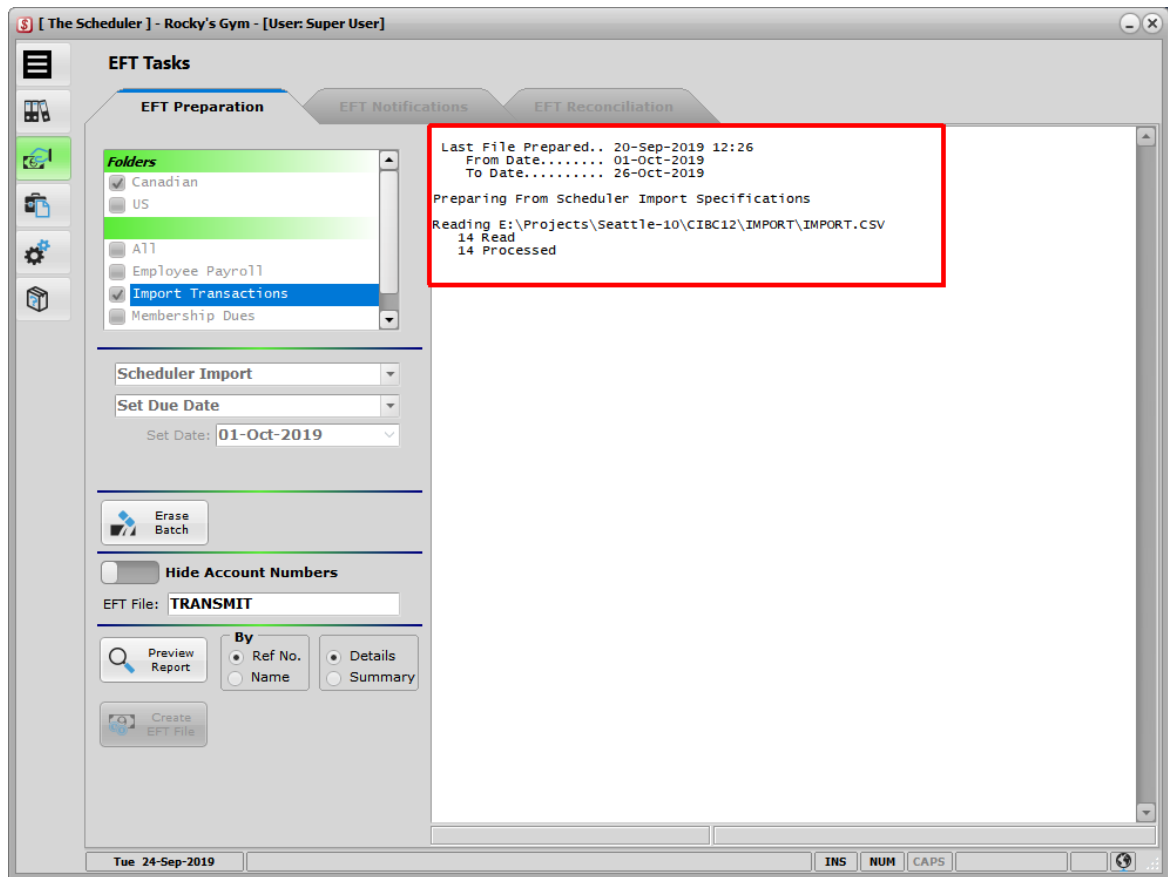
In the sample here:

- Read a file conforming to *The Scheduler* [Import Specifications](#)^[132]...
- ... and if there is no Due Date in the import file, set the Due Date to 01-Oct-2017.

When all is ready, click the **Prepare Batch** task button. *The Scheduler* grinds through each folder selected and:

- displays a summary of the task.
- changes and opens up the next task button options.

Note: The form below will display if the user clicks the EFT Preparation task button and there is an **EFT Tasks** category button and an previously prepared batch exists.

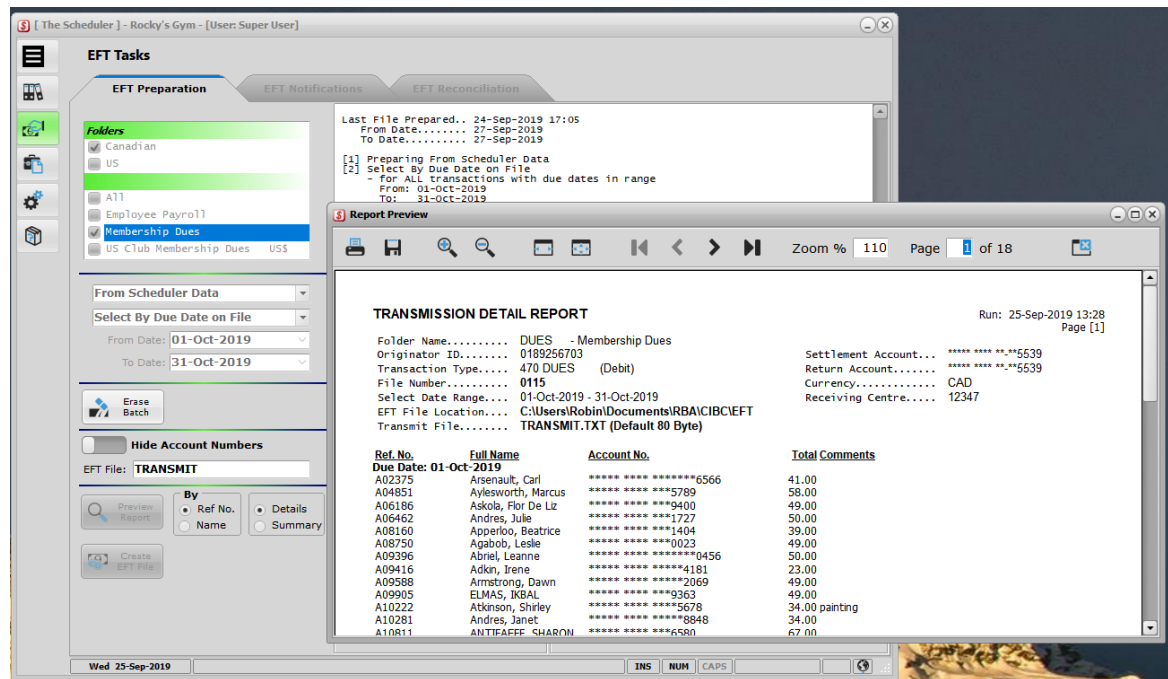


Erase Batch:	After previewing the batch, you discover there are errors in your client transactions, simply click the Erase Batch task button; make your corrections and repeat the process. No information is altered or deleted from <i>The Scheduler</i> .
EFT File:	If the EFT Filename Format is set to the "Default" on the EFT File Information ^[108] form, you can modify the entry. Note: Changes are posted to the configuration file.
Preview Report:	Change the sort and display options as required and click the Preview Report task button. Note: The Create EFT File task button will only be enabled after you have reviewed your batch contents.

Now... [Preview the Batch Results](#)^[87] and verify the batch selection contents.

6.2.1.4 Preview the Batch Results

Important Note: The "[Transmission Detail Report](#)^[88]" displays the transaction information that will be included in the EFT transmission file. **RB Anderson Ltd. recommends that this report be printed and kept as your "audit" record for the file.** As well as your client transaction information, the header on each page of the report provides important information about the file creation number; location; and name of the EFT file to upload to your bank.

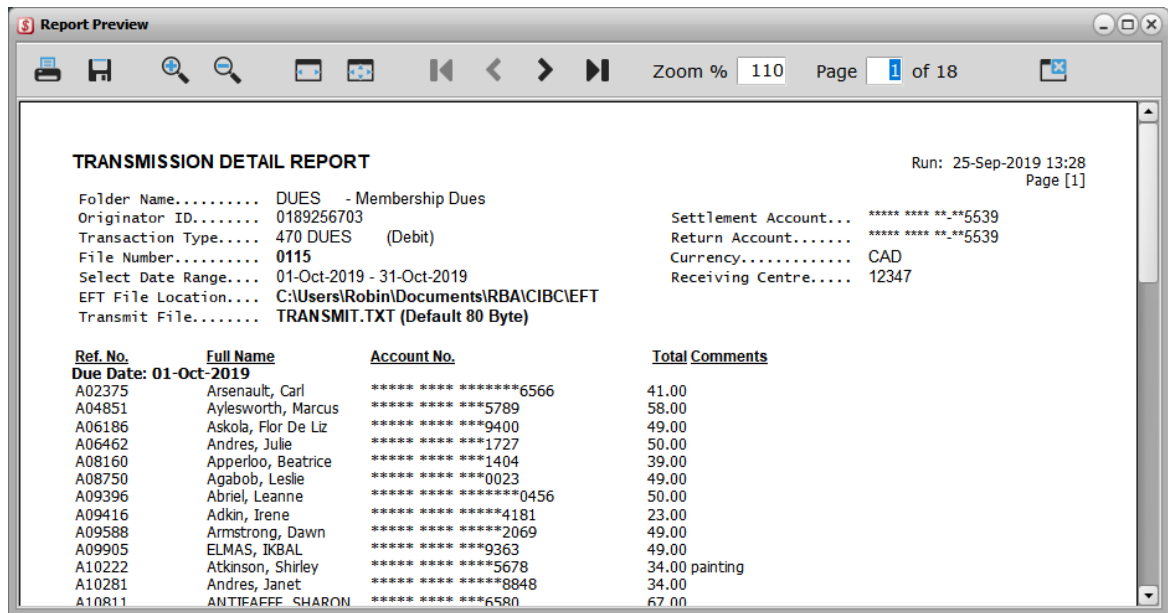


If the [Transmission Detail Report](#)⁸⁸ is correct, continue to the next step in the process: [Create the EFT File](#)⁹⁰. If there are errors in your report:

1. Make the corrections as required.
2. Restart the Prepare process (click the **Erase Batch** task button).

6.2.1.5 Transmission Detail Report

Important Note: The "Transmission Detail Report" displays the transaction information that will be included in the EFT transmission file. **RB Anderson Ltd. recommends that this report be printed and kept as your "audit" record for the file.** As well as your client transaction information, the header on each page of the report provides important information about the file creation number; location; and name of the EFT file to upload to your bank.



Important Header Information...

Folder Name:	The name and description of the folder where these transactions were selected.
Originator ID:	The Originator or Client ID assigned by your bank.
Transaction Type:	The CPA transaction code assigned to the transactions from this folder.
File Number:	The next file number (FCN) to be used for transactions with the above Originator ID. This and the above three fields can be reviewed or modified in the Folder Information ^[65] section.
Select Date Range:	Transactions are selected if they fall within the date range selected. If the folder is set as a Payroll/Expense ^[73] type, the Due Date will be set to the date entered.
EFT File Location:	The computer location where the EFT Transmit File will be posted. See important note below.
Transmit File:	The name of the EFT file. All EFT files have a TXT extension and can be opened and viewed in your favourite text editor (i.e. Notepad).
Settlement Account:	The folder account entered where the funds will be deposited (Debit transactions) or withdrawn (Credit Transactions) from. Also from the Folder Information ^[65] section.
Returned Items Account:	If your bank has provided you with a different account for returned items, this account will be used.
Currency:	The designated transaction currency.
Receiving Centre:	If required by your bank, this number from the EFT File Information ^[108] entry will be used.

Important Note: User knowledge of navigating Windows file folders is required to locate the EFT transmit file created. RB Anderson Ltd. cannot provide any Windows training.

6.2.1.6 Create the EFT File

EFT Tasks

EFT Preparation | EFT Notifica

Folders

- Canadian
- US
- All
- Employee Payroll
- Membership Dues
- US Club Membership Dues US\$

From Scheduler Data

Select By Due Date on File

From Date: 01-Oct-2019

To Date: 31-Oct-2019

Erase Batch

Hide Account Numbers

EFT File: TRANSMIT

Preview Report

By

- Ref No.
- Name
- Details
- Summary

Create EFT File

- 80 Byte
- 1464 Byte
- US 80
- ACH 94 IAT
- 1464 PSO

The **Create EFT File** button and EFT format radio buttons are enabled **only** if you've reviewed the [Transmission Detail Report](#)^[87].

If there are errors or omissions in the batch, click the **Erase Batch** task button and make your corrections. No client information is altered or deleted.

If all is correct, click the **Create EFT File** task button. *The Scheduler* does the following:

1. creates the bank specific EFT file in the format selected.
2. creates a history record of each transaction in the EFT file for this file creation number.
3. increments the file creation number for each folder selected.
4. creates a companion Excel CSV (Comma Separated Value) file. See specifics below.

The last step in the EFT file preparation is to optionally prepare and send [EFT Notifications](#)^[92] to your clients.

Important Note: User knowledge of navigating Windows file folders is required to locate the EFT transmit file created. RB Anderson Ltd. cannot provide any Windows training. Use the information in the section below as a guideline.

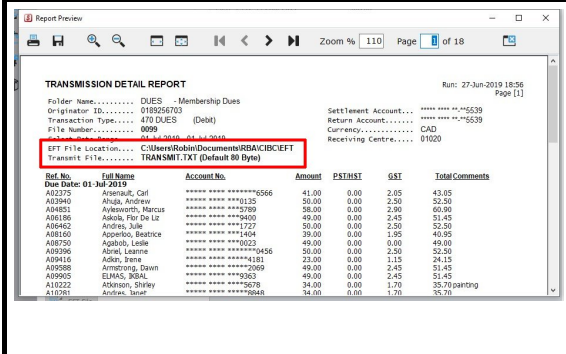
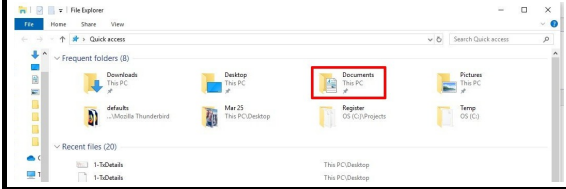
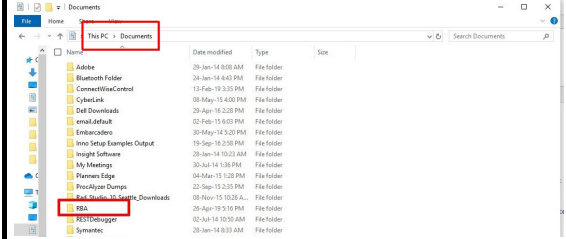
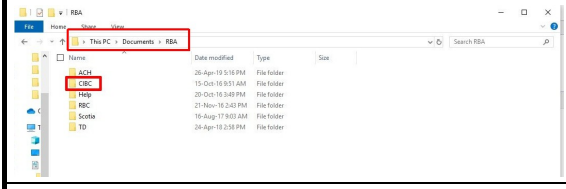
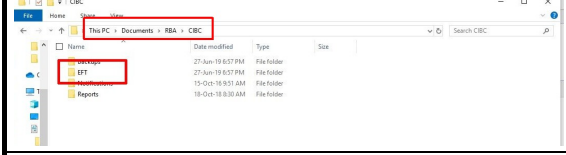
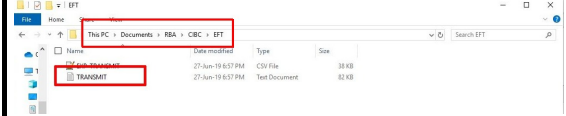
The Scheduler creates an Excel CSV (Comma Separated Value) file in the EFT folder location indicated on the "Transmission Detail Report". The file name is EXP-{eft file name}.CSV where {eft file name} is printed on the report.

Sample:

```
"ID", "LAST NAME", "FIRST NAME", "AMT", "COMMENTS"
"A02375", "Arsenault", "Carl", 43.05, "Painting"
"A03940", "Ahuja", "Andrew", 52.50, "Last Payment"
"A04851", "Aylesworth", "Marcus", 60.90, "Special"
```

[Contact Us](#)¹³⁹ if you require additional information in the file. We can write a "custom export" routine to match your specifications.

Windows navigation sample

	<p>The Transmission Detail Report⁸⁸ indicates the following:</p> <ol style="list-style-type: none"> File location: C: Users\Robin\Documents\RBA\CIBC\EFT File name: TRANSMIT.TXT <p>Now ... Open "My Computer" or a Windows Dialog screen and with your Transmission Detail Report follow the sample report...</p>
	<p>The dialog shows the "Documents" folder which is a nice Windows provided shortcut to C: Users\Robin\Documents</p>
	<p>Documents show the folders there ... now navigate ... C:\Users\Robin\Documents\RBA</p>
	<p>C:\Users\Robin\Documents\RBA\CIBC</p>
	<p>C:\Users\Robin\Documents\RBA\CIBC\EFT</p>
	<p>... and there is your TRANSMIT.TXT file to upload to the bank.</p>

6.2.2 EFT Notifications

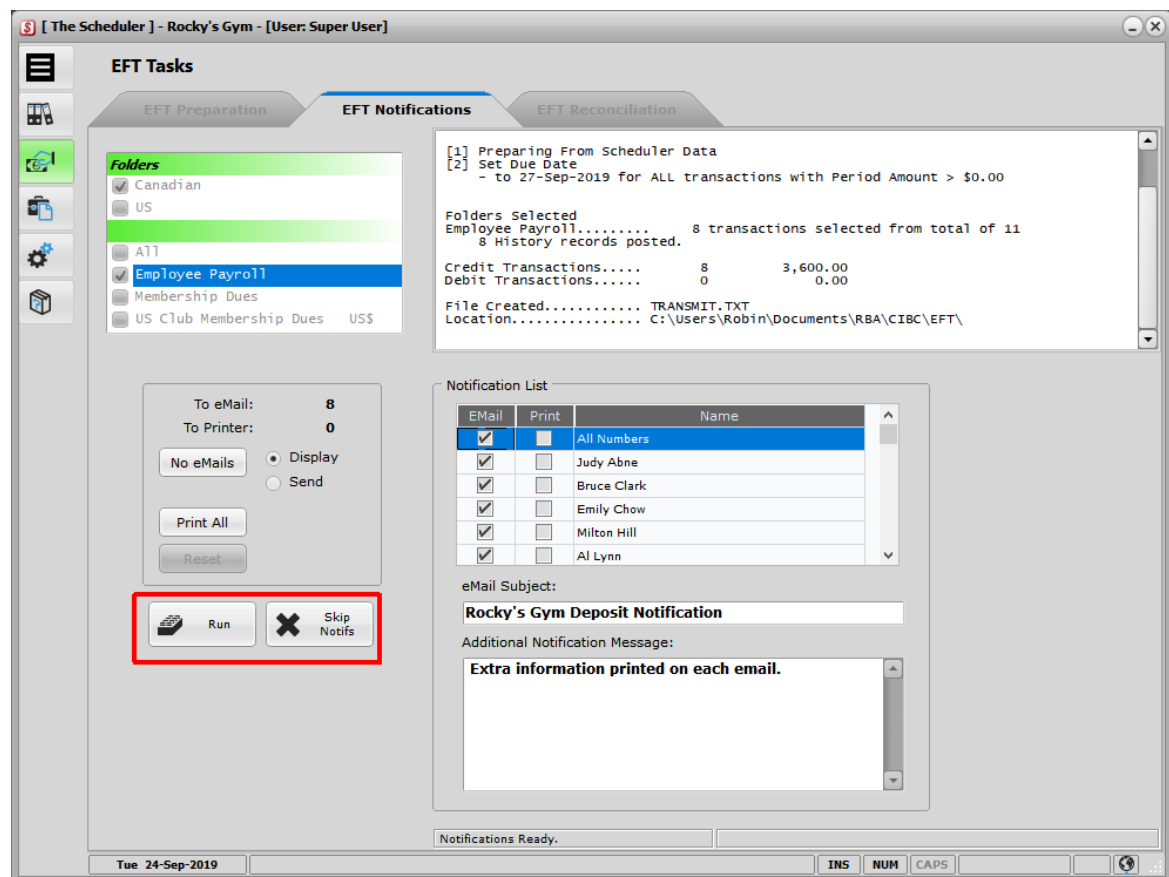
This is optional. If you are not sending any notifications to your clients, simply click the **Skip Notifs** task button.

If you are using a MAPI (**M**essaging **A**pplication **P**rogramming **I**nterface) enabled eMail client (i.e. Microsoft Outlook, Thunderbird, Eudora), *The Scheduler* can send notifications to your clients.

Note: Web mail clients like GMail and Office 365 are not MAPI enabled but can be set up in the [Web mail setup](#)^[35] section. The order of eMail setup selected will be:

1. Web Mail is set up.
2. Outlook if present.
3. Any MAPI enabled eMail client.

If you are not creating notifications, simply click the **Skip Notifs** button.



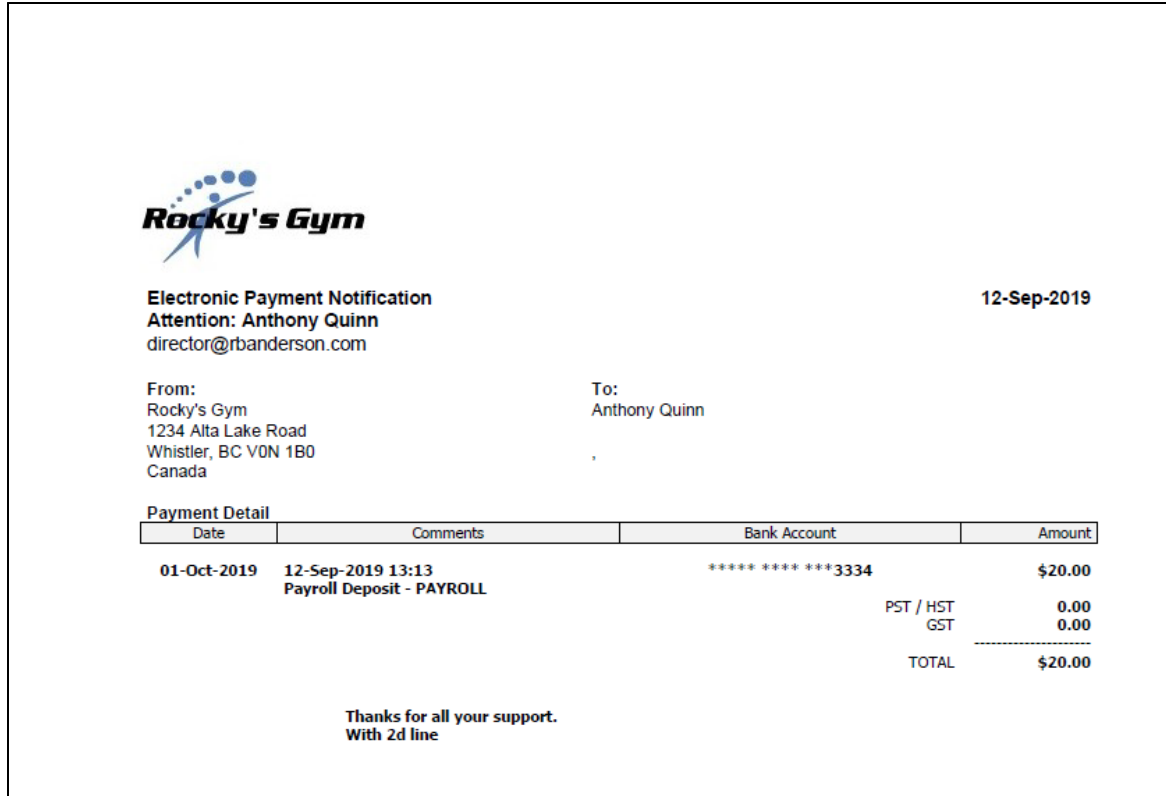
The intuitive panel allows you to change the notification output; change the default eMail subject; and add a personal note to be printed on all the notifications.

Note: the eMail check box option will only be available if your client email address has been entered in the [Client Information](#)^[68].

If you are using Microsoft Outlook, *The Scheduler* has a secure connection to allow:

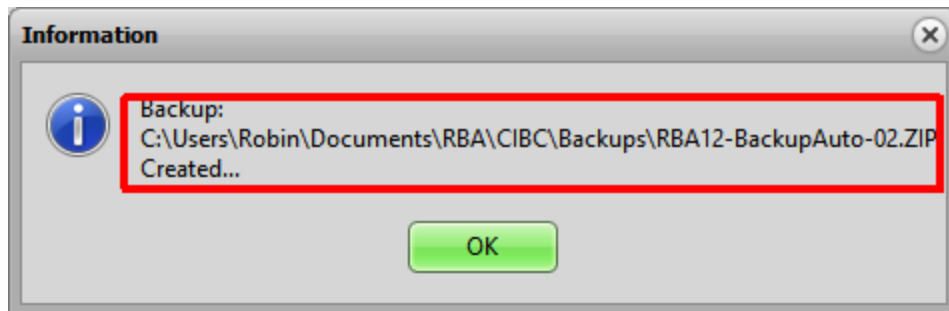
Display	Queue the emails in Outlook. You must Send each one.
Send	Outlook will send the emails with no user intervention.

When your setup is complete, click the **Run** task button.



Sample Notification

If you've set up the [Automatic Backup](#)¹²² feature to run after each EFT file preparation, you'll be given the following information:



6.2.3 EFT Reconciliation

Reconciling an EFT file informs *The Scheduler* of the status of transactions in the EFT file. The entire batch may be deleted or selected transactions can be flagged as returned items.

Click the **EFT Tasks** > **EFT Reconciliation** sequence to display the panel. Select the desired Folder(s) and click the **Refresh** task button to populate the list. The list box has the most recent EFT file first.

Note: Transactions that have not been posted as successfully processed by your bank *will not* be included in the [Client Transaction Receipts](#)^[103] or [Client Donation Tax Receipts](#)^[104] reports.

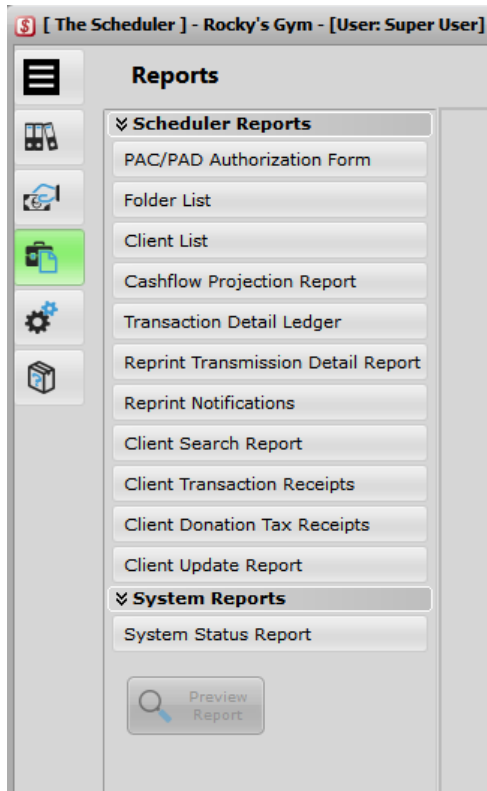
The screenshot shows the 'EFT Reconciliation' tab in the software. On the left, under 'Folders', 'Canadian' and 'Membership Dues' are selected. Below that, 'Unposted EFT Files' is toggled on, and file '0105' is selected with a refresh button. A summary box for 'Unposted File: 0105' shows a file date of '12-Jun-2019 12:55', 0 credit transactions, and 1,014 debit transactions totaling 310,264.10. The main grid lists transactions with columns for Post?, Reference Number, Name, Account Number, and Amount. Some rows are highlighted in red, indicating they are not posted.

Post?	Reference Number	Name	Account Number	Amount
Yes	A02375	Arsenault, Carl	42001 9174 40908310656	\$43.05
Yes	A03940	Ahuja, Andrew	19752 8241 71530135	\$52.50
Yes	A04851	Aylesworth, Marcus	65358 6366 65015789	\$60.90
Yes	A06186	Askola, Flor De Liz	63940 0696 61009400	\$51.45
Yes	A06462	Andres, Julie	65135 6426 60501727	\$52.50
No	A08160	Apperloo, Beatrice	54534 7105 85021404	\$40.95
Yes	A08750	Agabob, Leslie	97815 3779 59300023	\$49.00
Yes	A09396	Abriel, Leanne	39322 6163 00956315045	\$52.50
Yes	A09416	Adkin, Irene	91225 0049 1700034181	\$24.15
Yes	A09588	Armstrong, Dawn	22969 9662 7908062069	\$51.45
Yes	A09905	ELMAS, IKBAL	66418 3366 55079363	\$51.45
No	A10222	Atkinson, Shirley	97770 6029 21234567	\$35.70
Yes	A10281	Andres, Janet	82416 1258 2101088848	\$35.70
Yes	A10811	ANTIFAEFF, SHARON	52245 6135 25006580	\$70.35
Yes	A10930	ANTIFAEFF, SHARON	04239 4580 25006580	\$67.20
Yes	A10954	Arcari, Charlene	76880 8567 35047923	\$24.15
Yes	A11069	Ancill, Angela	45537 6844 81002324	\$35.70
Yes	A11070	Ancill, Angela	05900 5400 01002324	\$35.70
Yes	A11291	Atsma, Carole	27704 4712 43135020	\$51.45
Yes	A11310	ABRIEL, CATHERINE	68473 6806 31947737	\$51.45
Yes	A11495	Adams, Melissa	30853 5853 15422924	\$35.70
Yes	A11574	Abbott-Aberystwyth, Do	55173 8935 13079732	\$262,551.40
Yes	A11662	Armstrong, Angela	34811 1243 35086269	\$67.20
Yes	A11709	AVERY, BARBARA J	31686 7553 7100307819	\$51.45

Folder List:	Select the folder(s) to search for posted EFT transactions.
Transmit File Status Filter:	Toggle the filter to scan for posted or unposted history.
File List:	Click the refresh button to generate the list of selected files. The newest file will be at the top of the list.
Action Task Buttons:	Post the history or delete the history for this EFT file.
Selected File Summary:	A preview of the transaction information in the EFT file.
Transaction Grid:	Displays the transactions in the EFT file and the status. Double click on a row to change the state.

See the [Reconciling EFT uploads](#)^[62] tutorial for more information.

6.3 Reports



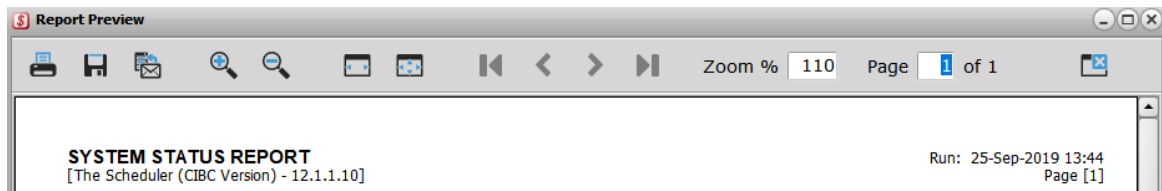
Click the **Reports** category button to display the list of reports available in *The Scheduler*.

Selecting a report will display the appropriate parameter list. Click the Preview Report button when the cafeteria filters have been entered.

All reports prepared in *The Scheduler* are displayed on a preview screen. The tool bar buttons on the preview screen are explained below.







Reports may be saved in the Adobe PDF document format. Opening these documents require a PDF viewer, such as the free one provided by Adobe. Click [this link](#) to download a copy if required.

Note: Some reports require the correct user authorization level. See the [Access Control](#)¹²⁶ matrix for more information.



The Report Preview header.

	Print: Opens the Windows dialog to set the options for a selected printer.
	Save: Opens the Windows dialog to setup the options for saving the report as a PDF document.
	eMail as Attachment: Several reports can be eMailed to your clients. The System Status Report ¹⁰⁵ can be sent to RB Anderson Ltd.
	Zoom In: Each click increments the displayed image by 10%.
	Zoom Out: Each click decrements the displayed image by 10%
	Fit Width: Will force the page view to display as the width of the panel.

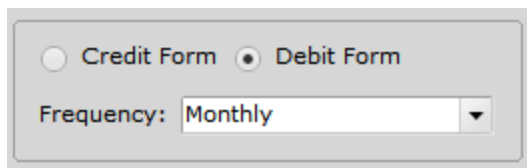
	Full Page: Will force the page view to display as the height of the panel.
	First Page: Go to the first page of the report displayed.
	Previous Page: Go to the previous page of the report displayed.
	Next Page: Go to the next page of the report displayed.
	Last Page: Go to the last page of the report displayed.
Zoom %	User specified zoom percent.
Go to Page	Enter the page to display.
	Close: Close the report preview form. Pressing the <ESC> key will also close the form.

6.3.1 PAC/PAD Authorization Form

Click the **Reports > PAC/PAD Authorization Form** category button sequence.

All users can print this form. *The Scheduler* produces CPA (Canadian Payment Association) certified PAC/PAD (Pre-Authorized Credit/Pre-Authorized Debit) Authorization forms.

Your organization [Tombstone Information](#)¹⁰⁶ must be entered in *The Scheduler* to ensure this form complies to the CPA rules. Your company logo will also print on the form.

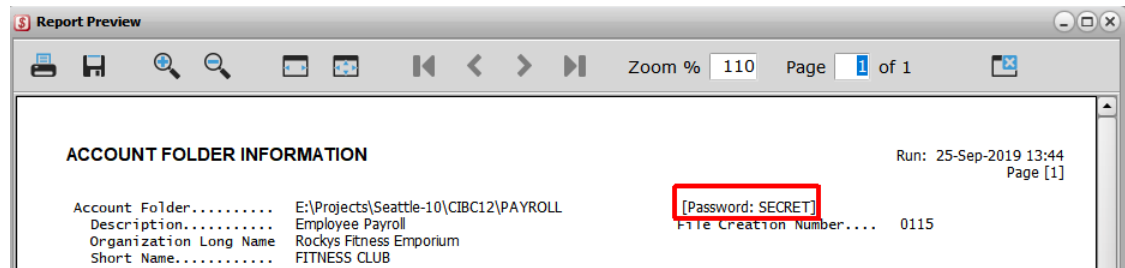


Set the parameters and click the **Preview Report** task button.

6.3.2 Folder List

Click the **Reports** > **Folder List** category button sequence.

All users can print this report. If the logged on user is and [Administrator](#)¹²⁶, passwords to protected folders are displayed on the report.



6.3.3 Client List

Note: Access to this report is restricted. See the [Access Control](#)¹²⁶ matrix for more information.

Click the **Reports** > **Client List** category button sequence.

Folders

- All
- Employee Payroll
- Membership Dues
- US Club Membership Dues US\$

Short List - by Ref. Number

Ref. Number:

Include Clients

Active: Yes

Inactive: No

Hide Account Numbers

Create Excel CSV File

Select the Folder(s) to list clients.

Select the desired format of the report

- Short List by Reference Number
- Short List by Search Name
- Full List by Reference Number
- Full List by Search Name

If a Full list option is selected..

- Detail
- Summary

Enter a client Reference Number if you only want a single client entry.

Include

- Active
- Inactive

Obfuscate or Display Account Numbers.

Create a CSV (Comma Separated Value) file that can be read by Microsoft Excel. See the sample below.

Sample CSV file rows:

```
"ID","FULL NAME","TRANSIT","FI","ACCT NO","AMOUNT","FREQUENCY","START DATE","END DATE"
"A02375","Carl Arsenault",20014,9174,"09083106566",41.00,"Monthly",2019-04-01,2021-03-
"A02375","Carl Arsenault",20014,9174,"09083106566",100.00,"Monthly",2017-01-01
"A04494","Sheila Arpin",04883,0110,"7026859",49.00,"Monthly",2019-09-01,2019-09-01
```

6.3.4 Cashflow Projection Report

Note: Access to this report is restricted. See the [Access Control](#)¹²⁶ matrix for more information.

Click the **Reports** > **Cashflow Projection Report** category button sequence.

The screenshot shows a configuration window for the Cashflow Projection Report. It features a 'Folders' list with the following items: 'All', 'Employee Payroll', 'Membership Dues' (which is selected and highlighted in blue), and 'US Club Membership Dues US\$'. Below the list, there are radio buttons for 'Weekly' and 'Monthly', with 'Monthly' being selected. At the bottom, there is a 'From:' label followed by a date selector showing 'October 1' and a year selector showing '2019'.

Select the Folder(s) to list clients.

Select the range option

- Weekly
- Monthly

The *From* date will project either 12 weeks or 12 months.

6.3.5 Transaction Detail Ledger

Note: Access to this report is restricted. See the [Access Control](#)¹²⁶ matrix for more information.

Click the **Reports** > **Transaction Detail Ledger** category button sequence.

Folders

All

Employee Payroll

Membership Dues

US Club Membership Dues US\$

All Expiring Transactions

After Date: 01-Oct-2019

Select the Folder(s) to list clients.

Select the range option

- All - list all transactions
- Expiring - list only those transactions with an end date within 60 days of the *After Date* entered.

6.3.6 Reprint Transmission Detail Report

Note: Access to this report is restricted. See the [Access Control](#)¹²⁶ matrix for more information.

Click the **Reports** > **Reprint Transmission Detail Report** category button sequence.

Folders

All

Employee Payroll

Membership Dues

US Club Membership Dues US\$

File Number: 113

Col. Break: 0

By

Ref No.

Name

Due Date

Select the Folder(s) to list clients.

File Number - *The Scheduler* will locate the last EFT file created. Change as required.

Select options

- A Column Break value will group sub totals by a portion of the client "Reference Number".
- Set the desired report sort order.

6.3.7 Reprint Notifications

Note: Access to this report is restricted. See the [Access Control](#)¹²⁶ matrix for more information.

Click the **Reports** > **Reprint Notifications** category button sequence.

The screenshot shows a software interface with a 'Folders' section. It contains a list of folders with checkboxes: 'All' (unchecked), 'Employee Payroll' (checked), 'Membership Dues' (unchecked), and 'US Club Membership Dues' (unchecked) with 'US\$' to its right. Below the folders is a 'File Number' field containing '114'. A control panel includes 'To eMail: 0' and 'To Printer: 0', a 'No eMails' button, radio buttons for 'Display' (selected) and 'Send', and 'Print All' and 'Reset' buttons. At the bottom are 'Prepare' and 'Cancel' buttons.

Select the Folder(s) to list clients.

File Number - *The Scheduler* will locate the last EFT file created. Change as required.

Click the **Prepare** task button to take you to the next step outlined below.

The intuitive panel allows you to change the notification output; change the default eMail subject; and add a personal note to printed on all the notifications.

Note: the eMail check box option will only be available if your client email address has been entered in the [Client Information](#)⁶⁸.

If you are using Microsoft Outlook, *The Scheduler* has a secure connection to allow:

Display	Queue the emails in Outlook. You must "Send" each one.
Send	Allow Outlook to send the emails with no user intervention.

When your setup is complete, click the **Run** task button.

6.3.8 Client Search Report

Note: Access to this report is restricted. See the [Access Control](#)¹²⁶ matrix for more information.

Click the **Reports** > **Client Search Report** category button sequence.

The screenshot shows a software interface with a 'Folders' section and search filters. The 'Folders' section has a green header and a list of folders with checkboxes: 'All' (unchecked), 'Employee Payroll' (unchecked), 'Membership Dues' (checked and highlighted in blue), and 'US Club Membership Dues US\$' (unchecked). Below the folders is a search filter section with the following fields: 'Ref. Number:' with the value 'A*', 'Transit:' with the value '0', 'Bank:' with the value '0', and 'Account No.:' which is empty.

Select the Folder(s) to list clients.

Fill the field(s) desired to filter the search. All entries must be matched to select the client.

Note: Wild card searches may be done on the *Ref. Number* field. (i.e **A*** entry will display only those client records beginning with "A").

6.3.9 Client Transaction Receipts

Note: Access to this report is restricted. See the [Access Control](#)¹²⁶ matrix for more information.

Click the **Reports > Client Transaction Receipts** category button sequence.

This report will provide the details of all transactions successfully processed by your bank for the date range specified. See the [EFT Reconciliation](#)⁹³ process about posting EFT transactions as being completed.

The screenshot shows a 'Folders' section with three items: 'All', 'Employee Payroll', and 'Membership Dues' (which is selected with a checkmark and highlighted in blue). Below this is a 'US Club Membership Dues' item with 'US\$' next to it. At the bottom, there are three input fields: 'Ref. Number:' (empty), 'From Date:' (01-Aug-2018), and 'To Date:' (31-Aug-2019).

Select the Folder(s) to list clients.

Enter the Ref. Number if you want a single client receipt.

Enter the Date Range.

Note: *The Scheduler* sets the default range as the year from the prior month.

6.3.10 Client Donation Tax Receipts

Note: Access to this report is restricted. See the [Access Control](#)^[126] matrix for more information.

Click the **Reports** > **Client Donation Tax Receipts** category button sequence.

This report will provide a tax receipt summary of all transactions successfully processed by your bank for the date range specified. See the [EFT Reconciliation](#)^[93] process about posting EFT transactions as being completed.

This screenshot is identical to the one above, showing the 'Folders' section with 'Membership Dues' selected and the date range filters set to '01-Aug-2018' to '31-Aug-2019'.

Select the Folder(s) to list clients.

Enter the Ref. Number if you want a single client receipt.

Enter the Date Range.

Note: *The Scheduler* sets the default range as the year from the prior month.

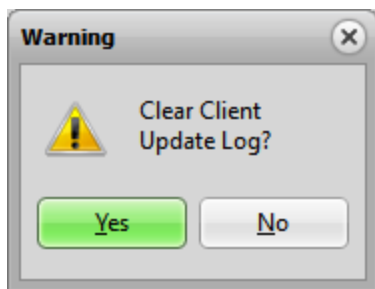
6.3.11 Client Update Report

Note: Access to this report is restricted. See the [Access Control](#) matrix for more information.

Click the **Reports > Client Update Report** category button sequence. This report lists all the client records that have had changes since the last log reset.

Reference No.	Full Name	Account Number	Prd Amount	Changed
Folder:	PAYROLL	Employee Payroll		
01234	Numbers, All	***** **_5033	0.00	24-Sep-2019 17:05 Super User
A001	Abne, Judy	***** **_4456	0.00	24-Sep-2019 17:05 Super User
C001	Clark, Bruce	***** **_5678	0.00	24-Sep-2019 17:05 Super User
C002	Chow, Emily	***** **_4939	0.00	24-Sep-2019 17:05 Super User
H001	Hill, Milton	***** **_3302	0.00	24-Sep-2019 17:05 Super User
L001	Lynn, Al	***** **_0234	0.00	24-Sep-2019 17:05 Super User
M001	McCabe, Barry	***** **_0503	0.00	24-Sep-2019 17:05 Super User
N001	Ng, Winnie	***** **_4045	0.00	24-Sep-2019 17:05 Super User
P001	Penn, Rick	***** **_5677	0.00	12-Sep-2019 12:57 Super User
Q001	Quinn, Anthony	***** **_3334	0.00	12-Sep-2019 12:57 Super User
Total Changes:	10			
Folder:	DUES	Membership Dues		
A00000	Apperloo, Catrina	***** **_1286	23.95	25-Sep-2019 13:12 Super User
		***** **_1286	25.00	
A02375	Arsenault, Carl	***** **_6566	41.00	23-Sep-2019 15:59 Super User
A04494	Arpin, Sheila	***** **_6859	49.00	Sep-24-2013 12:42 Supervisor
M07904	McLean, Donna	***** *252	15.00	20-Sep-2019 15:10 Super User
Total Changes:	4			

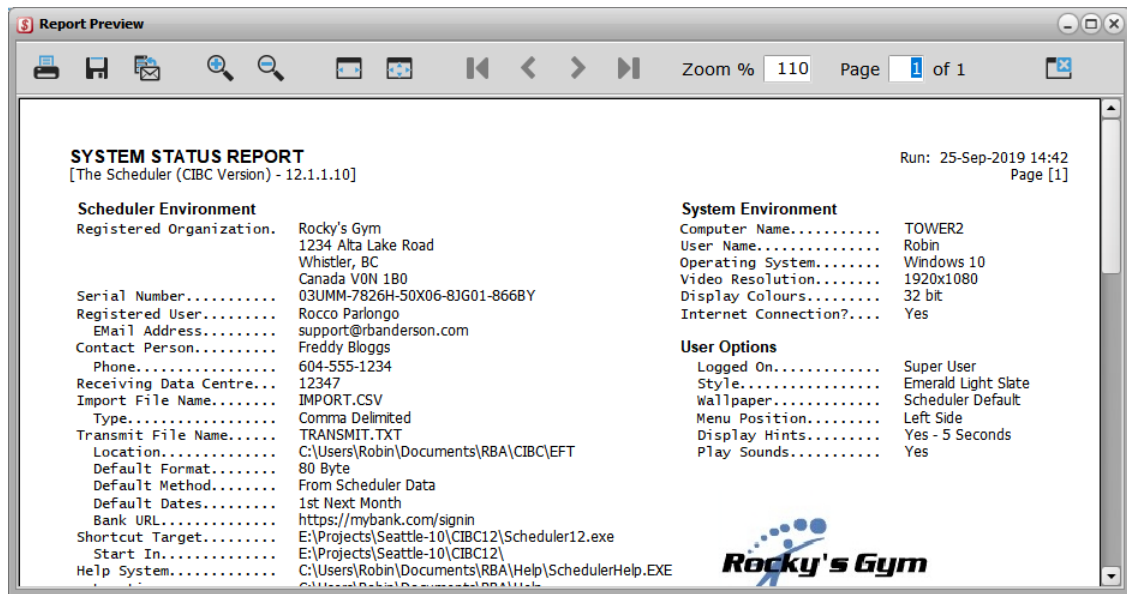
After reviewing the report, clicking **Yes** to the dialog prompt will reset all the changes tracked.



6.3.12 System Status Report

All users may access this report.

This report is useful for our help desk to assist resolving any technical problems you are having with *The Scheduler*. The report can be emailed to us as an attachment by clicking the Mail as Attachment toolbar button.



Note: If the user is an [Administrator](#)^[126] or [EFT Supervisor](#)^[126], the Folder Passwords are printed on the header title for each folder in the app.

6.4 Tools

You'll use most of the forms in this section when you set up *The Scheduler* for your organization and possibly never look at them again.

However, we do hope you use our built in [Backup EFT World](#)^[122] regularly in case one of those disk crash and virus attack disasters happens. That encrypted ZIP file created by *The Scheduler* will have you back in operation with a couple of mouse clicks.

6.4.1 Scheduler Profile

Tell *The Scheduler* about your organization and set up your EFT management requirements.

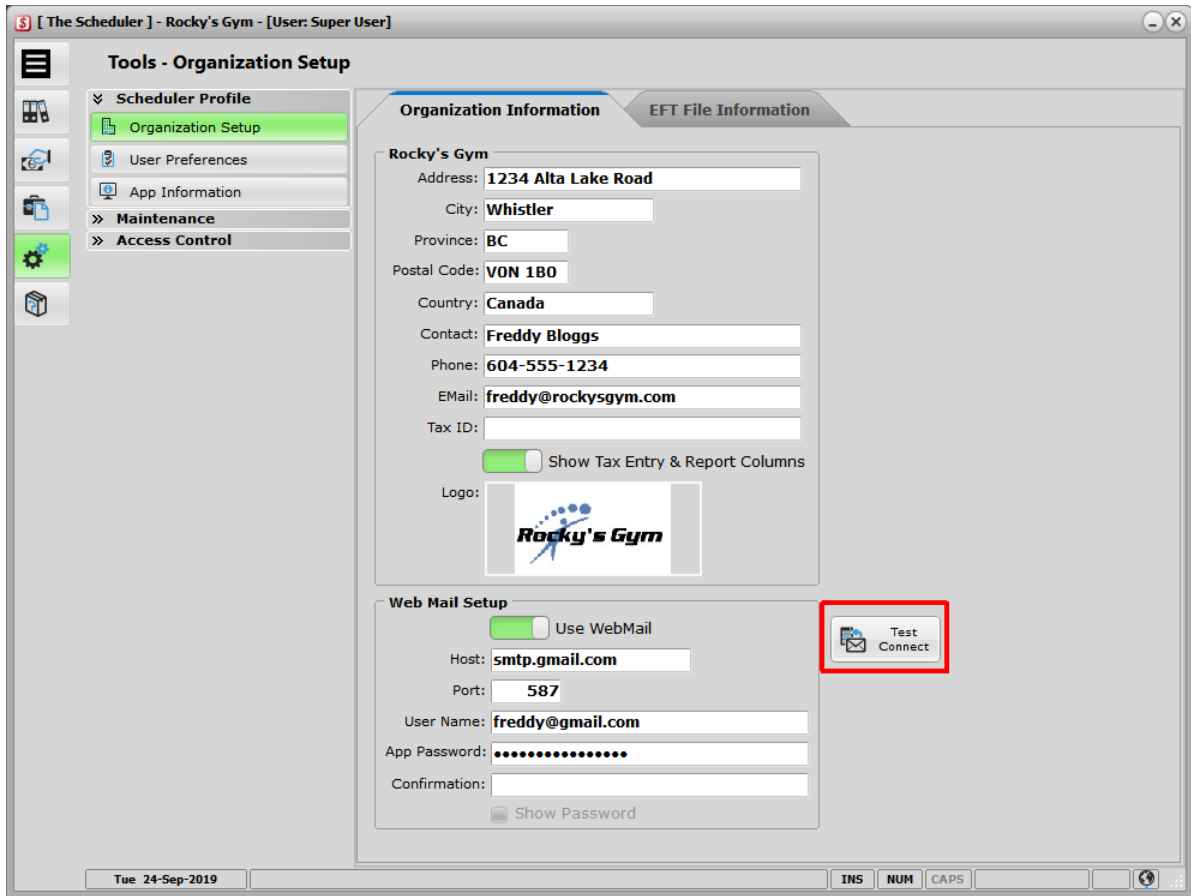
6.4.1.1 Organization setup

Click the **Tools > Scheduler Profile > Organization Setup** category button sequence.

Complete the information in this section about your organization and set up the "default" parameters for preparing your EFT file.

6.4.1.1.1 Organization Information

Click the **Tools > Organization Setup** category buttons and the **Organization Information** tab to view and enter your information.



Organization Address:	This information is required if you are using our PAC/PAD Authorization Form ^[96] and for cross border ACH 94 IAT EFT format files.
Contact Info:	Add your contact information if you're not the "registered" user displayed on the Logging On ^[20] splash screen, and any emails you send using our Contact Us ^[134] panel we will use this reply to address.
Tax ID:	Required if your are printing Client Donation Tax Receipts ^[104] in <i>The Scheduler</i>
Tax Display:	If you do not want to allow tax rate entry on the Folder Information ^[65] for calculations or display the PST/HST and GST columns on several reports, change the toggle state.
Logo:	Click in the frame to use your organization logo on several reports in <i>The Scheduler</i> .. The image may be a JPG or BMP file amd is reduced to a 75x175 pixel layout.

Use WebMail?	Set the toggle state (Yes/No).
Host:	The SMTP address of your eMail setup.
Port:	Recommended port from your eMail provider.

User Name:	The eMail address to send Notifications ^[92] , etc.
App Password:	The password generated by your eMail provider to allow <i>The Scheduler</i> to send messages.

Clicking the **Test Connect** button will allow you to send a message (with a small file attached) using the parameters entered.

6.4.1.1.2 EFT File Information

Click the **Tools > Organization Setup** category buttons and the **EFT File Information** tab to display the panel. This information is usually entered when doing the [Quick Start Tutorial](#)^[30] and referred to again only if your requirements change.

The screenshot shows the 'Tools - Organization Setup' window with the 'EFT File Information' tab selected. The window title is '[The Scheduler] - Rocky's Gym - [User: Super User]'. The left sidebar contains a navigation menu with 'Organization Setup' highlighted. The main content area is divided into two tabs: 'Organization Information' and 'EFT File Information'. The 'EFT File Information' tab contains the following fields and options:

- File Creation Information:**
 - Receiving Centre: Location:
 - Filename Format: Default
 - Transmit Filename: .TXT
 - Daily Limit:
- File Format:**
 - Default:
 - 80 Byte
 - 1464 Byte
 - US 80
 - ACH 94 IAT
 - 1464 PSO
- Prepare Method:**
 - Default:
 - From Scheduler
 - Scheduler Import
 - ACH Import
 - Custom Import
- Prepare Date:**
 - Default:
 - 1st Next Month
 - 1st This Month
 - Today
- Web EFT File Upload Location:**
 - Bank URL:
- Import File Information:**
 - Import File:
 - File Type:

The status bar at the bottom shows 'Wed 25-Sep-2019' and 'INS NUM CAPS'.

The screenshot shows a software interface with two tabs: "Organization Information" and "EFT File Information". The "EFT File Information" tab is active. Underneath, there is a section titled "File Creation Information". It contains the following fields:

- Receiving Centre:** A text box containing the value "12347".
- Location:** An empty text box.
- Filename Format:** A radio button that is currently selected (highlighted in green), followed by the text "YY-MM-DD HHMM NNNN.TXT".
- Daily Limit:** A partially visible text box at the bottom of the section.

Scheduler assigned EFT Transmit File Name,

Receiving Centre:	If required, your bank will provide you with this 5 digit number, The Location field entry is optional.
Transmit File Name:	This is the EFT file created by <i>The Scheduler</i> to upload to your bank. <ul style="list-style-type: none"> • User defined file name. <i>The Scheduler</i> will always use this name and overwrite the file for each EFT cycle. • <i>The Scheduler</i> defined. <i>The Scheduler</i> will assign a file name in the format "YY-MM-DD HHMM NNNN.TXT". Date/Time/EFT File number. The file location is set on the User Preferences ^[114] panel.
Daily Limit:	This is the dollar amount limit in your EFT transmit file. A \$0 entry implies there is no limit.
File Format:	Select the EFT file format recommended by your bank. See note at bottom of this page for Royal Bank setup.
Prepare Method:	<ul style="list-style-type: none"> • <i>From Scheduler</i> - the app will use the client transaction information you have entered. • <i>Scheduler Import</i> - read import file(s) as per the Import Specifications^[132]. • <i>ACH Import</i> - read ACH (American Clearing House) EFT file(s) created by another application. • <i>Custom Import</i> - If RB Anderson Ltd. has provided your organization with a plug-in to read your specific files, this option will be enabled.
Prepare Date:	Choose the default date range for the EFT Tasks ^[80] .
File Upload Location:	Enter the WWW address provided by your bank to sign on to their EFT services. <i>The Scheduler</i> will launch your default internet browser to the URL (Universal Resource Locator) entered.
Import File Information:	This information is only required if you are using <i>The Scheduler</i> to create EFT transmit files from external data files. See the Import Specifications ^[132] for more information.

File Format

Default:

152 S

152 M

CPA

ACH 94 IAT

Include Header

Royal Bank users may require a header record to be included in the EFT file. Check with your business banking representative about this requirement.

6.4.1.1.3 Mail Setup

If you are not going to be sending [EFT Notifications](#)⁹² you can skip this section.

Outlook Setup

If you are using the local version of Outlook in *The Scheduler* all that is required is to toggle the **Use Outlook** switch. *The Scheduler* has a built in link to send emails via Outlook. This will disable the **Web Mail** toggle if it was set.

Tools - Organization Setup

Scheduler Profile

- Organization Setup
- User Preferences
- App Information
- Maintenance
- Access Control

Save Setup

Organization Information | EFT File Information

Rocky's Gym

Address: 1234 Alta Lake Road

City: Whistler

Province: BC

Postal Code: V0N 1B0

Country: Canada

Contact: Freddy Bloggs

Phone: 604-555-4321

E-Mail: freddy@rockysgym.com

Tax ID:

Show Tax Entry & Report Columns

Logo:

Mail Setup

Use Outlook

Don't Use WebMail

Host:

Port: 1 TLS Level: 1.0

User Name:

App Password:

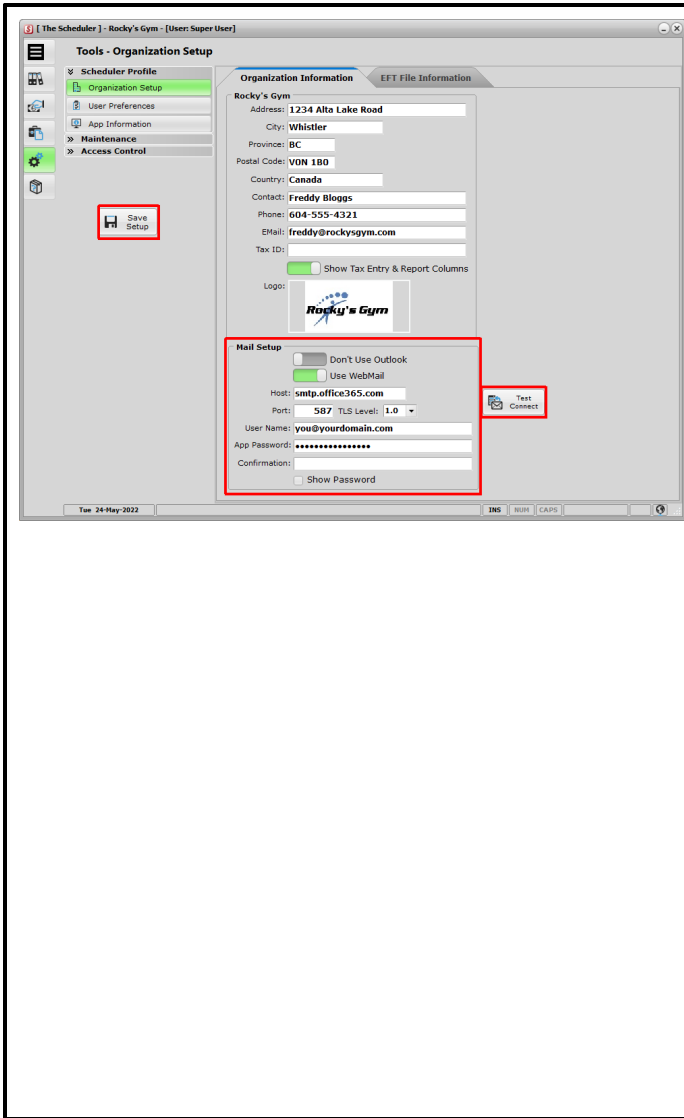
Confirmation:

Show Password

Tue 24-May-2022 | INS NUM CAPS

Office 365 Setup

All that is required to set up *The Scheduler* to access Office 365 is to have your email address and password from the Office 365 environment.

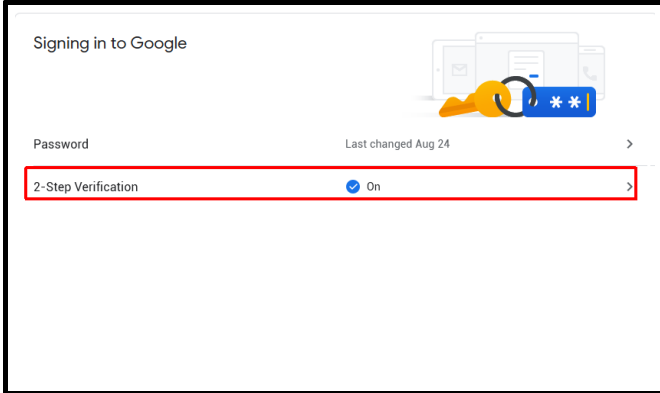


- Activate the **Web Mail** toggle switch.
- Enter the **Host, Port** and **TLS Level** information as recommended by your Office 365 configuration.
- Enter your Office 365 email address.
Note: The eMail address entered in the Organization block will be used as the "reply to" address for emails sent.
- Enter your Office 365 eMail password to the **App Password** and **Confirmation** fields.
- Click the **Save Setup** button and the give 'er a test..
- Enter a valid email address to send the test message...
- ... and click the **Send eMail** button.
- The results are displayed in the **Event Log**.

If successful ... *The Scheduler* is ready to send your notifications by Office 365.

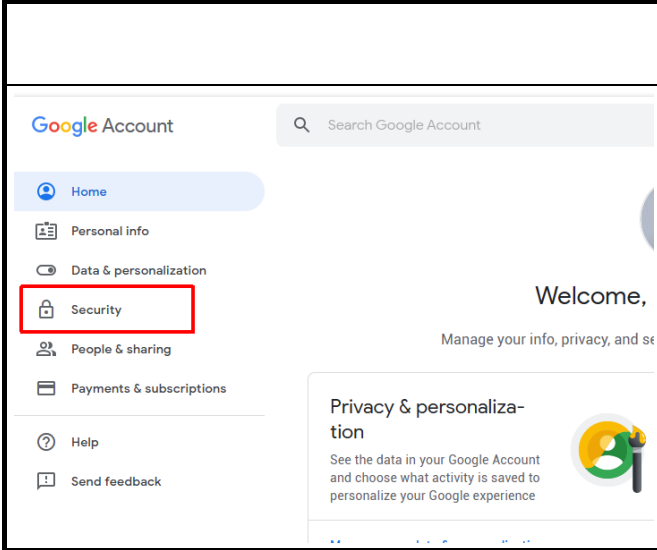
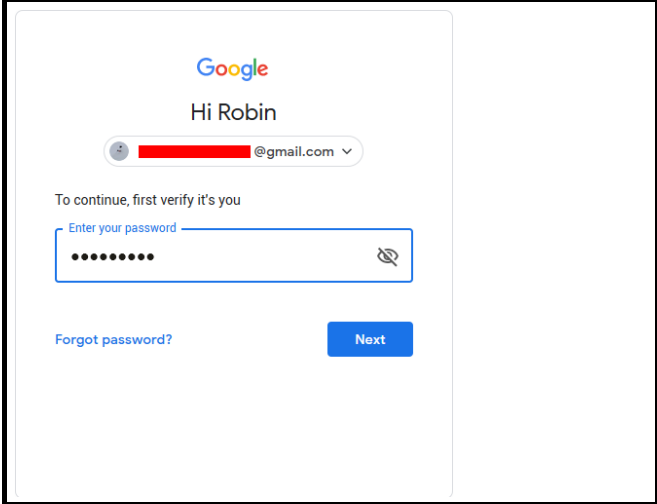
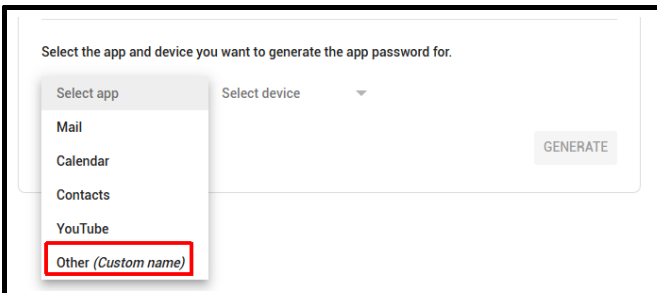
GMail Setup

Note: 2-Step verification required to set up *The Scheduler* to access your GMail account.



- Sign on to your Google eMail account.
- Select the "**Google Account**" icon on the upper right corner of your browser window.
- Click on the "**Security**" settings menu option.

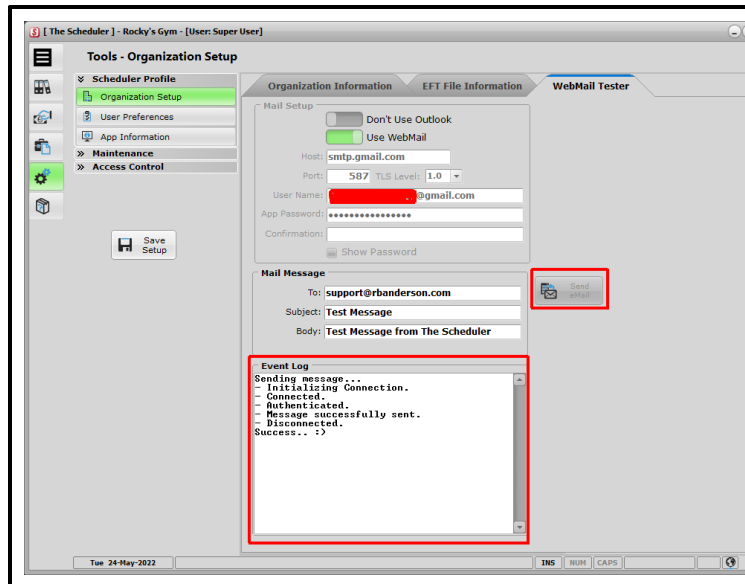
Click on the "**2-Step Verification**" menu option and follow the instructions. Once

	<p>this is done, you can continue to create an "App Password" for <i>The Scheduler</i>.</p> <ul style="list-style-type: none"> • Sign on to your Google eMail account. • Select the "Google Account" icon on the upper right corner of your browser window. • Click on the "Security" settings menu option.
	<p>Click on the "App passwords" row....</p>
	<p>Verify your identity... and click the "Next" button.</p>
	<p>Select "Other (Custom Name)" from the drop down menu....</p>

<p>Select the app and device you want to generate the app password for.</p> <p>The Scheduler <input type="text"/></p> <p>GENERATE</p>	<p>... and define "The Scheduler" then click the "Generate" button to have your Google account create a password for <i>The Scheduler</i>.</p>
<p>Generated app password</p> <p>Your app password for your device</p> <p><code>sbin sspc xmqm pwff</code></p> <p>How to use it</p> <p>Go to the settings for your Google Account in the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.</p> <p>DONE</p>	<p>This 16 character text string is your connection from <i>The Scheduler</i> to Gmail that will allow you to send Notifications^[92] and reports such as the Client Snapshot^[79] to your clients.</p> <p>Copy & Paste the value displayed into <i>The Scheduler</i>.</p>

Now back in *The Scheduler* navigate to the [Organization setup](#)^[106] tab...

	<ul style="list-style-type: none"> • Activate the Web Mail toggle switch. • Enter the Host, Port and TLS Level information as recommended by your Gmail configuration. • Enter your Gmail address. Note: The eMail address entered in the Organization block will be used as the "reply to" address for emails sent. • Paste the 16 character generated password string from your Google account to the App Password and Confirmation fields. • Click the Save Setup button and the give 'er a test...
--	--



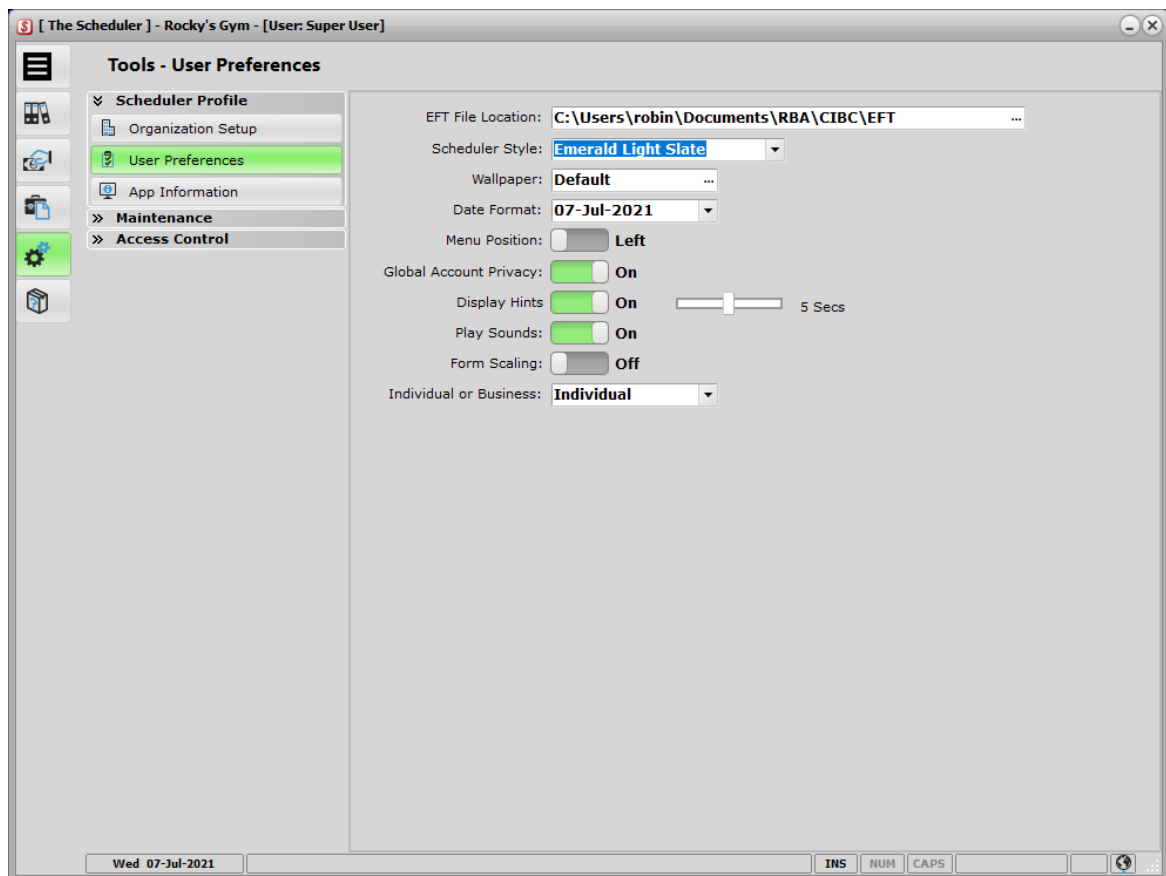
Test eMail

- Enter a valid email address to send the test message...
- ... and click the **Send eMail** button.
- The results are displayed in the **Event Log**.

If successful ... *The Scheduler* is ready to send your notifications by Gmail.

6.4.1.2 User Preferences

Click the **Tools > Scheduler Profile > User Preferences** category button sequence to display this information.



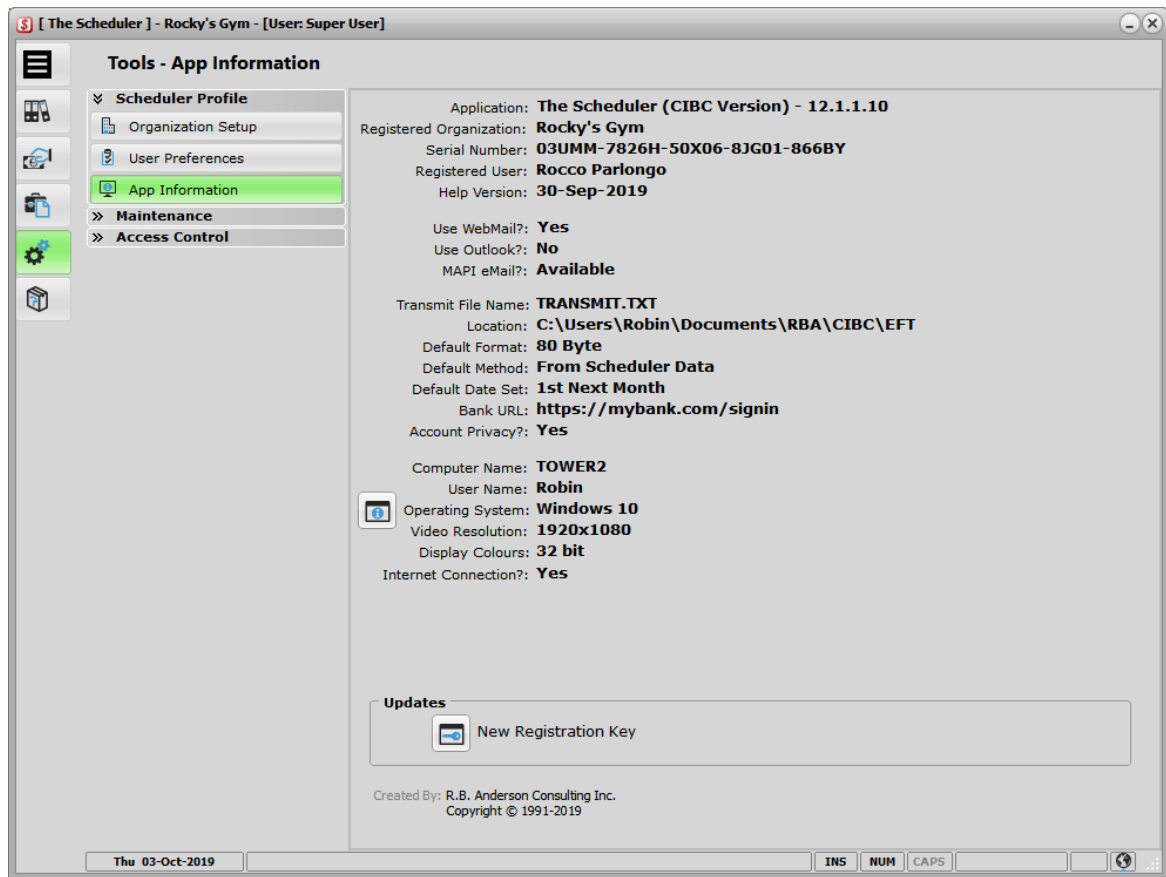
EFT Transmit File Location:	This is the folder where the EFT Transmit File created by <i>The Scheduler</i> to upload to your bank is stored. Change the location by clicking the ellipsis button to open a Windows Folder Dialog.
Scheduler Style:	Choose a colour scheme that you like. See the Styles ^[26] section for more information.
Wallpaper:	If you have a favourite photo, you can change the wallpaper on the "Home" screen. See the User Images ^[27] section for more details.
Date Format:	Select how you want dates displayed on <i>The Scheduler</i> forms and reports.
Menu Position:	Which side do you want the Category Buttons displayed?
Global Account Privacy:	The default in <i>The Scheduler</i> is to obfuscate banking information on reports. This can be changed only by users with "Administrator" rights. See the Access Control ^[126] section for more information.
Display Hints:	Hovering the mouse over input fields will give more information. Turn off or alter the length of the display message.
Play Sounds:	Turn off <i>The Scheduler</i> confirmation beeps and warbles.
Form Scaling:	Turn this feature on if you want <i>The Scheduler</i> to use Windows form and font size adjustments.
Individual or Business:	Select the Standard Entry Class (SEC) Code as per NACHA rules if ACH 94 EFT file format selected.

Save your changes

Click the **Save Setup** button!

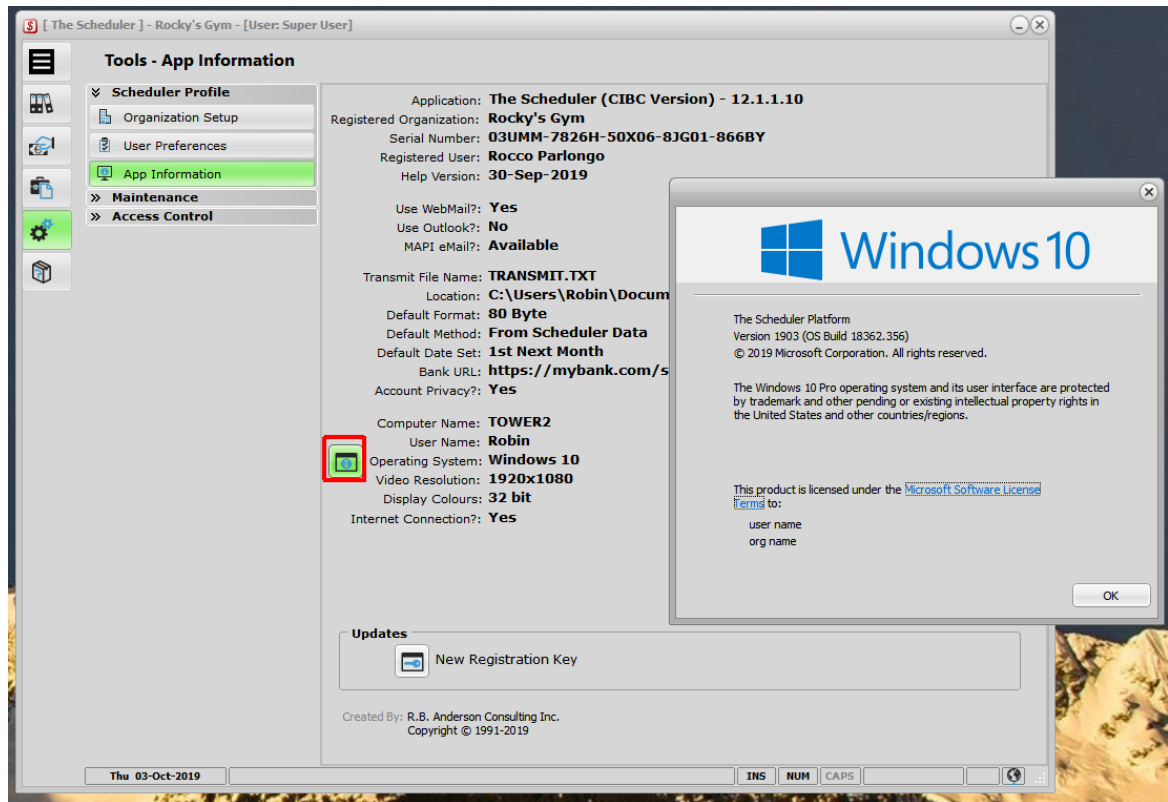
6.4.1.3 App Information

Click the **Tools > Scheduler Profile > App Information** category button sequence to display a summary of *The Scheduler* setup.



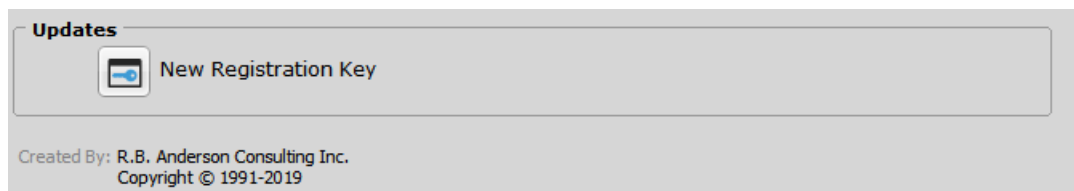
6.4.1.3.1 Windows Version

The Scheduler can display more information about your Windows version installed.



6.4.1.3.2 New Registration Key

If we've misspelled something or you need to change any of the registration information, we've implemented a smoother method to do this.



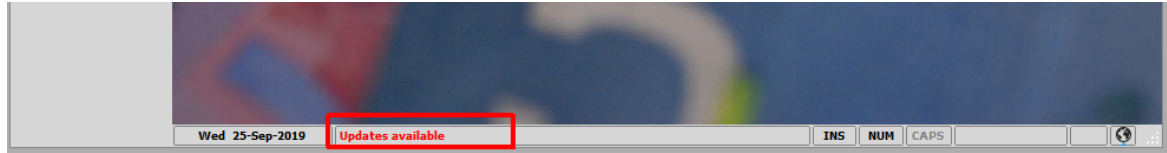
Simply click the **New Registration Key** task button on the App Information panel and follow the [Activating The Scheduler](#) instructions.

6.4.1.3.3 Version Updates

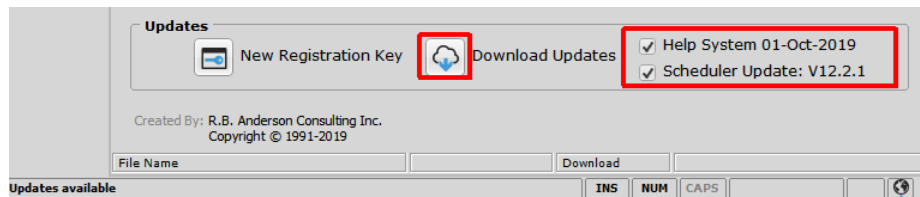
The Scheduler Component Updates - Easy as 1-2-3

The Scheduler "phones home" each time it is started and checks to see if any updates are available. These updates are free for the current "major" release. For example, all registered users of *Version 12* should download the no charge update.

The **status bar** flashes information about the available updates.



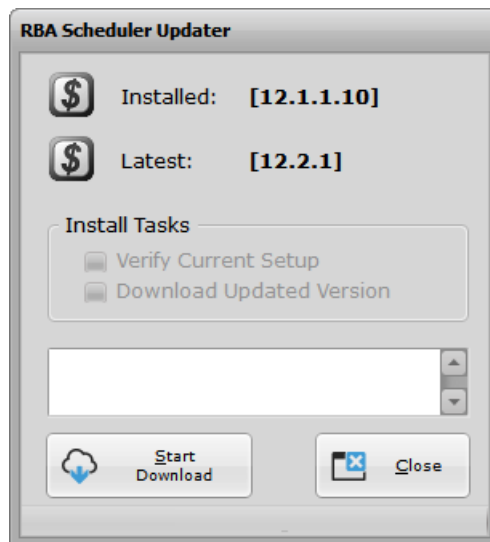
1. Click on the flashing *Updates available* message or navigate the **Tools > App Information** category buttons. *The Scheduler* indicates the component updates available.



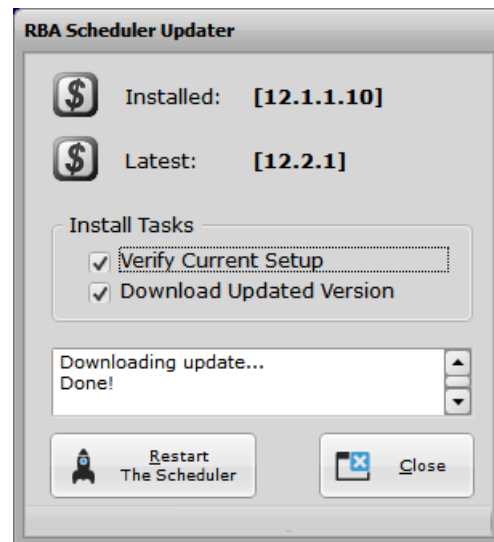
2. Click the **Download Updates** task button to start the process.

If the **Help System** check box is ticked, *The Scheduler* fetches the new version (both eBook and Adobe PDF copies) and changes the box state when done. Access to the updated help is now available.

3. *The Scheduler* closes when a version update is available and our update routine is started.

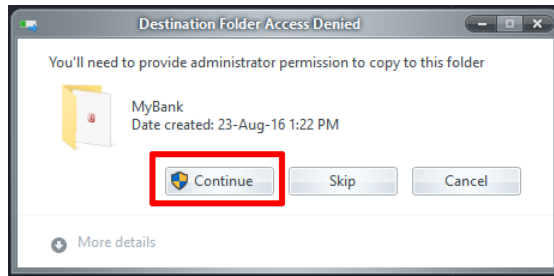


click the **Start Download** button



click **Restart The Scheduler**

The downloaded files are being copied to Windows "protected" folders, so be sure to allow Windows to **Continue** with the task.



That's it... the upgrade process is done!

6.4.1.3.4 Update History

We will regularly release free maintenance updates for *Version 12*. These updates will resolve annoying problems our users have found or fix some bone-headed mistakes we've made.

Version 12.1.1 (updates since the last V11 version)

- Implement [Web Mail Setup](#)^[110] for using **GMail** or **Office 365** for sending [EFT Notifications](#)^[92].
- Add two new [Styles](#)^[26] and clean up icon colours displayed on all forms.
- Polish form display and fix failed form closures discovered testing updated modules.
- Include [My Help](#)^[134] notes in [Backups](#)^[122].
- Download Adobe PDF version of the Help as well as updated Help eBook in the [Version Updates](#)^[117] procedure.

Version 12.1.2

- Don't prompt to replace registration key from V11 [Backups](#)^[122].
- Adjust column widths on [Transmission Detail Report](#)^[88] and [Reprint Transmission Detail Report](#)^[100] to display \$99,999,999.99 properly..
- Correct Due Date display on [Transmission Detail Report](#)^[88] and [Reprint Transmission Detail Report](#)^[100] on folder change page breaks.
- Set client read only state on [Client Information](#)^[68] tab on first time access.

Version 12.1.3

- Don't change Windows 10 date settings on a Microsoft update. Always use the current settings in *The Scheduler*.
- ACH 94 IAT EFT file format implemented in the Scotia version.

Version 12.1.4

- With COVID-19 causing many users to move to a "home" office, restoring *The Scheduler* backup caused [Library Locations](#)^[121] to often be invalid with the changed Windows user profile. *The Scheduler* now checks the validity of folders when launched and if anything is amiss, the [User Library Locations](#)^[20] form is displayed for the user to update the values.
- We updated a math rounding routine used to calculate PST/HST and GST when a user discovered a penny error on a large debit amount. Sheesh!
- Updated addenda field in RBC version ACH IAT EFT file to the two character ISO Country Code.
- Completed the help instructions for the [Office 365](#)^[110] eMail setup.

Version 12.1.5

- Allow the user to select [Outlook](#)^[110] eMail setup for sending [EFT Notifications](#)^[92] instead of having *The Scheduler* attempt to determine if Outlook is installed.

Version 12.2.1

- Updated EFT work file eMail address field to accommodate 40 character length values.
- Modified EFT file structures to handle variable number of transaction detail items printed on [EFT Notifications](#)^[92] for several "Custom Import" routines.

Version 12.2.2

- Updated CIBC 80 byte EFT file format to newer specifications.
- Correct Due Date display on [Transmission Detail Report](#)^[88] and [Reprint Transmission Detail Report](#)^[100] on folder change page breaks (again!).

Version 12.2.5 --- yes we skipped a few.

- Updated ACH processing requirements for US bank to US bank EFT transactions.
- *The Scheduler*, the updater module, this help system and all versions of the installers a digitally signed meeting Microsoft's requirements for authenticating the provider of applications for Windows 10 and future Windows versions.

Version 12.2.6

- Updated financial library routine the calculates GST and PST/HST amounts.
- Adjust [Mail Setup](#)^[110] form group boxes alignment removing slight overlap when clicking on the "Test Connect" button.

- Cleaned up [Mail Setup](#)^[110] sections missing Office 365 setup and duplicate GMail setup instructions in the [Quick Start Tutorial](#)^[30]... Sheesh!

Version 12.2.7

- Ensure "Receiving Centre" entry is 5 digits on [EFT File Information](#)^[108] form.

Version 12.2.8

- Correct eMail length to 50 characters on [Importing EFT transactions](#)^[55].

Version 12.2.9

- Update [Mail Setup](#)^[110] from TLS 1.0 to TLS 1.2 authentication.

Version 12.3.1

- Change [Mail Setup](#)^[110] to allow user to select Transport Layer Security (TLS) to 1.0, 1.1 or 1.2 authentication.
- Only show Display / Send radio buttons on [EFT Notifications](#)^[92] if the local version of Outlook is being used.

6.4.2 Maintenance

Important housekeeping tasks.

6.4.2.1 App Environment

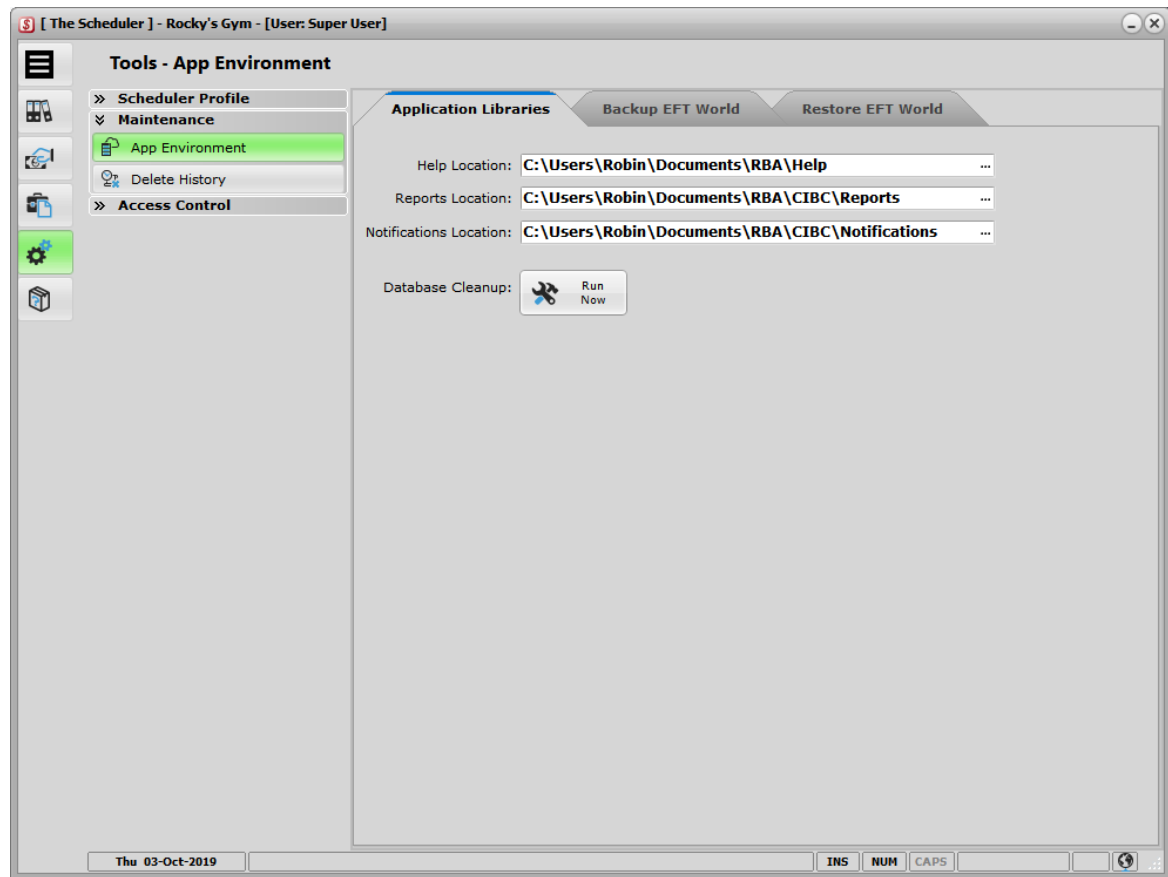
Click the **Tools** > **Maintenance** > **App Environment** category button sequence. There are 3 tabs on the panel.

- [Application Libraries](#)^[121]
- [Backup EFT World](#)^[122]
- [Restore EFT World](#)^[124]

Note: The Backup and Restore tabs are only enabled for users with *Administrator* or *EFT Supervisor* access level authorization. See the [Access Control](#)^[126] and [Users](#)^[128] sections for more information.

6.4.2.1.1 Application Libraries

Click the **Tools** > **Maintenance** > **App Environment** category button sequence to display the **Application Libraries** tab.

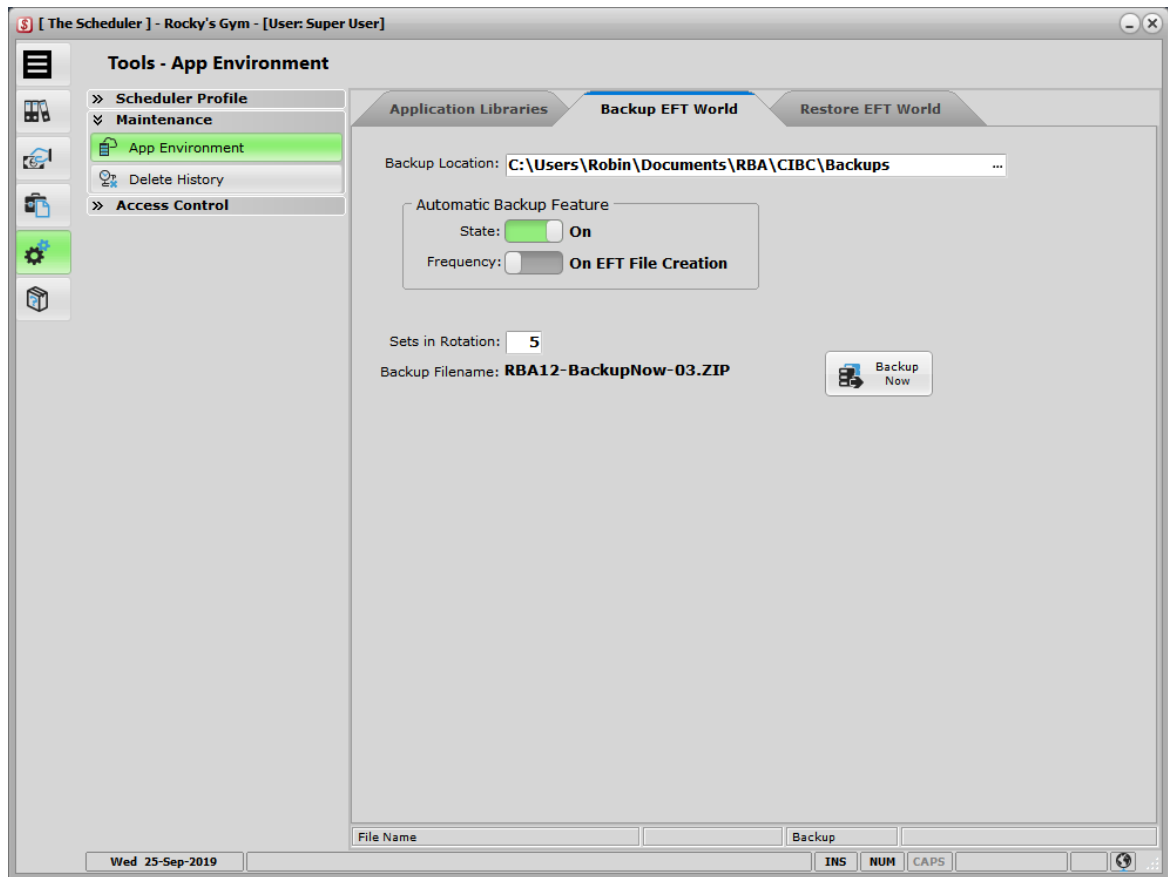


Help Location:	Each user can specify where this help file should be located.
Reports Location:	Any reports saved as PDF documents will be stored in this folder.
Notifications Location:	The PDF Notifications to be sent as eMails are stored in this folder.
Database Cleanup:	Client records "marked" for deletion, although not visible, are included in the total counts displayed. This task button does the housekeeping of physically cleaning up all <i>The Scheduler</i> folders.

6.4.2.1.2 Backup EFT World

Note: Only *Administrator* and *EFT Supervisor* type users have access to this module.

Click the **Tools > Maintenance > App Environment** category button sequence then the **Backup EFT World** tab.



Backup Location:	Specify the location where the backup files are to be stored.
Automatic Backup Feature:	<ul style="list-style-type: none"> • State: On or Off • Frequency
Sets In Rotation:	Tell <i>The Scheduler</i> how many backups to keep.
Backup Now:	Run the task now!

Important Note!

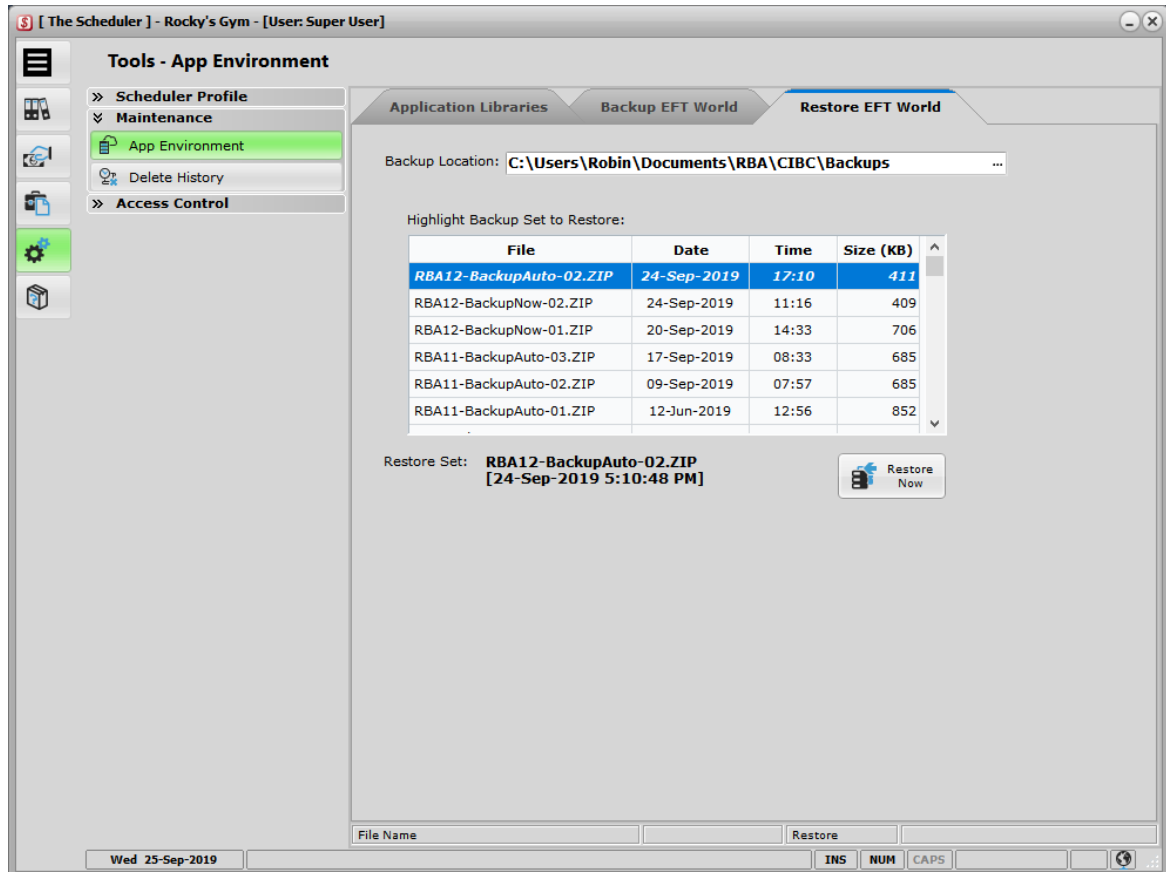
If your organization does not have a backup procedure in place to protect your data files, RB Anderson Ltd. recommends using this backup facility. The encrypted ZIP file created contains all your client information and user profiles. Store your backup media in a secure place in case you have to re-install The Scheduler on your computer or move the application to another work station.

Failure to do this will result in a lot of unnecessary work and stress to re-enter all your client information.

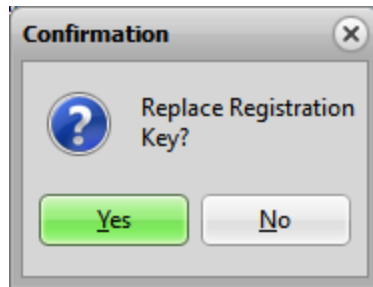
6.4.2.1.3 Restore EFT World

Note: Only *Administrator* and *EFT Supervisor* type users have access to this module.

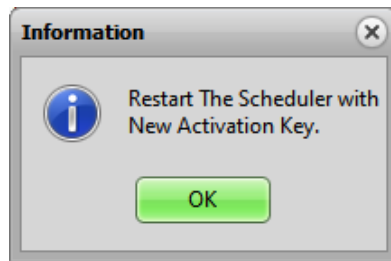
Click the **Tools > Maintenance > App Environment** category button sequence then the **Restore EFT World** tab.



Backup Location:	Change the location to find your backup(s) as required by clicking on the ellipsis button and navigating to the folder with <i>The Scheduler</i> backups.
Backup Set Grid:	The list of backups at the specified location. Highlight the row you wish to restore. Note: <i>Version 10 and 11 backups can be restored.</i> Right click on a row, and you can delete the backup file selected.
Restore Now:	Run the task. <i>The Scheduler</i> will confirm that the process has been completed.



If you are restoring a Version 12 backup you will be asked if you wish to replace the current activation key. This feature ensures that if you are moving your setup to a new computer, your current registration information is restored into the "Trial" version installed on the new computer.



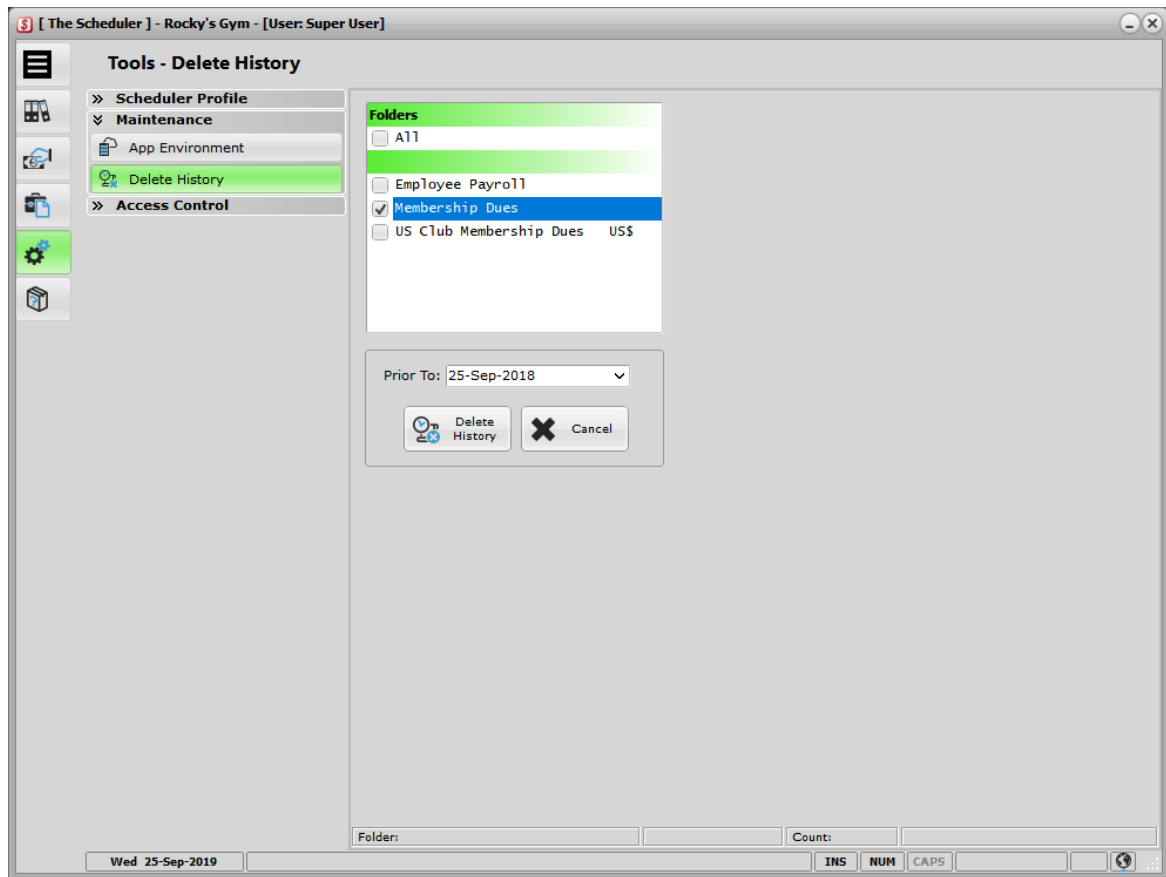
The Scheduler will close if you chose to replace the current activation key.

Restart the app with the new registration information.

6.4.2.2 Delete History

Note: Only Administrator type users have access to this module.

Click the **Tools > Maintenance > Delete History** category button sequence.



Folder List:	Click the desired Folder check box(es) to delete history.
Prior To:	Delete all EFT transaction history prior to the date selected.
Delete History / Cancel:	Run or Cancel.

6.4.3 Access Control

The Scheduler has four levels of user access setup. Only users with "administrator" authorization have full access to all the features in *The Scheduler*.

Administrator	Has complete access to all <i>The Scheduler</i> functions.
Data Entry	This user type will have access to update client information within a folder. There is limited access to reports and setup information. This user type cannot prepare EFT files.
EFT Supervisor	This user type cannot update client information but does have access to prepare EFT files for uploading to the bank.
Compliance Officer	Has read only access to client client information and cannot prepare EFT files. This user type has full access to all reports in <i>The Scheduler</i> .

Four IDs are included in the Version 12 installer. User ID/Password combinations are as follows:

- **ADMIN / V12** - Super User (Administrator)

- **DE / DE** - Data Entry
- **RO / RO** - EFT Supervisor
- **CO / CO** - Compliance Officer

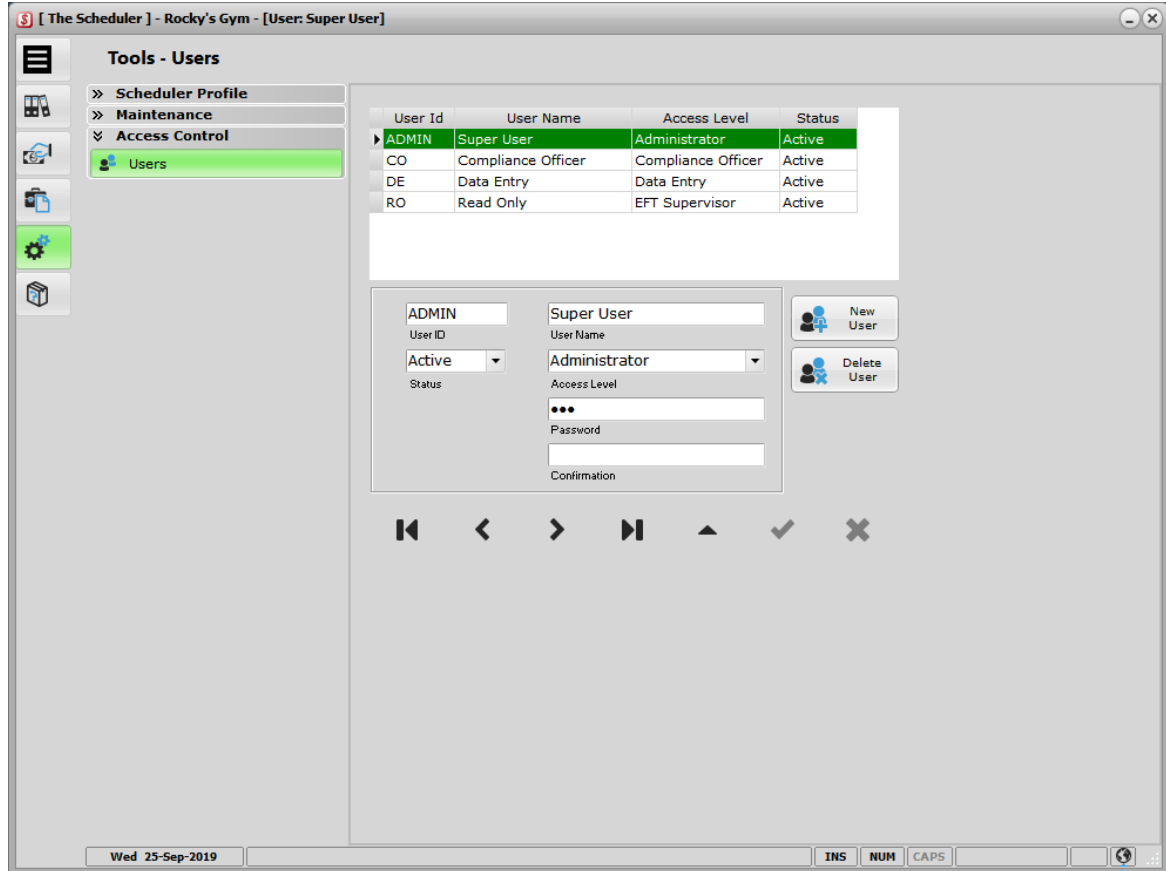
Access Matrix

Category Button	Administrator	Data Entry	EFT Supervisor	Compliance Officer
EFT Folders: Add/Edit/Delete	✱		✱	
- Client: Add/Edit/Delete	✱	✱		
EFT Tasks: Preparation	✱		✱	
- Notifications	✱		✱	
- Reconciliation	✱		✱	
Reports	✱	✱	✱	✱
- PAC/PAD Authorization Form	✱	✱	✱	✱
- Folder List	✱	✱	✱	✱
- Client List	✱		✱	✱
- Cashflow Projection Report	✱		✱	✱
- Transaction Detail Ledger	✱		✱	✱
- Reprint Transmission Detail Report	✱		✱	✱
- Reprint Notifications	✱		✱	✱
- Client Search Report	✱		✱	✱
- Client Transaction Receipts	✱		✱	✱
- Client Donation Tax Receipts	✱		✱	✱
- Client Update Report	✱		✱	✱
- System Status Report	✱	✱	✱	✱
Tools	✱	✱	✱	✱
- Organization Setup	✱			
- User Preferences	✱	✱	✱	✱
- App Information	✱	✱	✱	✱
- App Environment	✱	✱	✱	✱
- Database Cleanup	✱	✱	✱	✱
- Backup / Restore	✱		✱	
- Delete History	✱			
- Users	✱			
Help	✱	✱	✱	✱

6.4.3.1 Users

Note: Only *Administrator* type users have access to this module.

Click the **Tools > Access Control > Users** category button sequence.



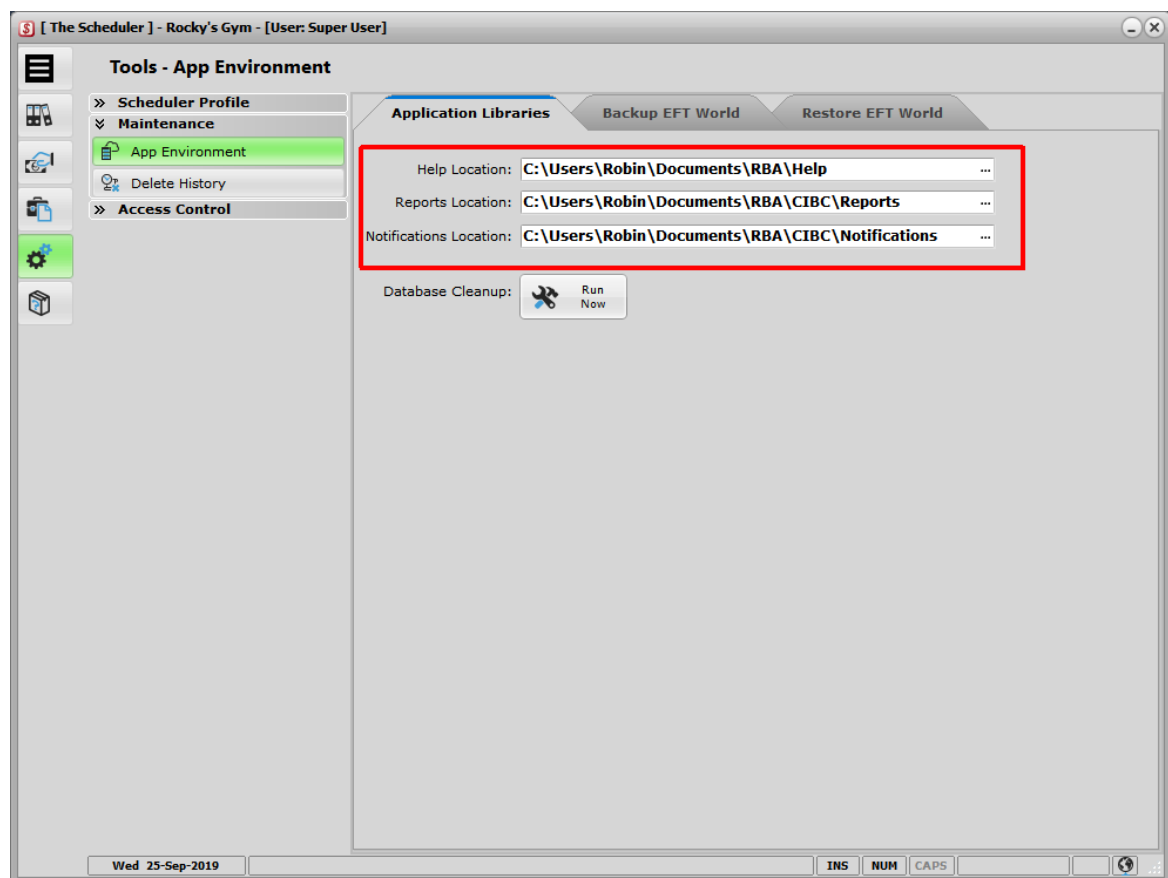
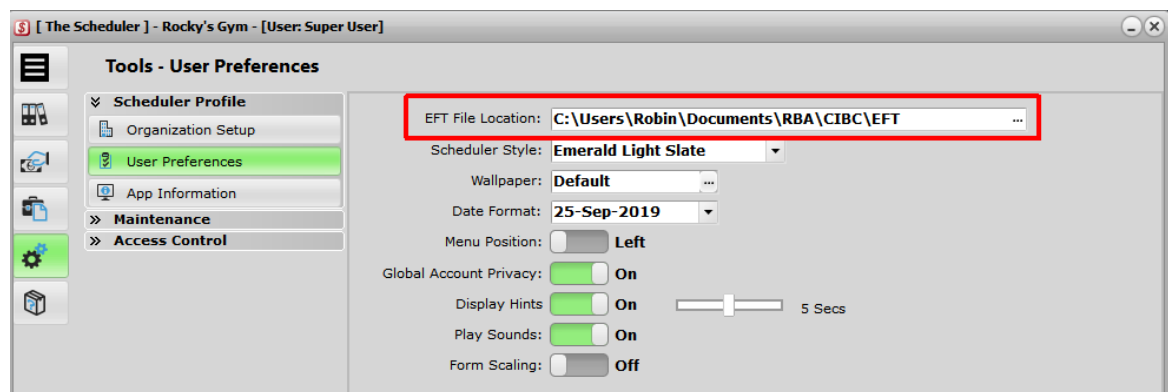
User List Grid:	Users currently set up in <i>The Scheduler</i> .
User Profile:	A unique User ID is required for each user. <i>The Scheduler</i> must always have at least one user with <i>Administrator</i> access level. See the Access Control ¹²⁶ matrix for more information.
New User / Delete User:	Add a new user or delete the highlighted record.
Navigator Bar:	Scroll the grid items; <i>First</i> , <i>Prior</i> , <i>Next</i> , <i>Last</i> , Edit , <i>Post</i> , <i>Cancel</i> .

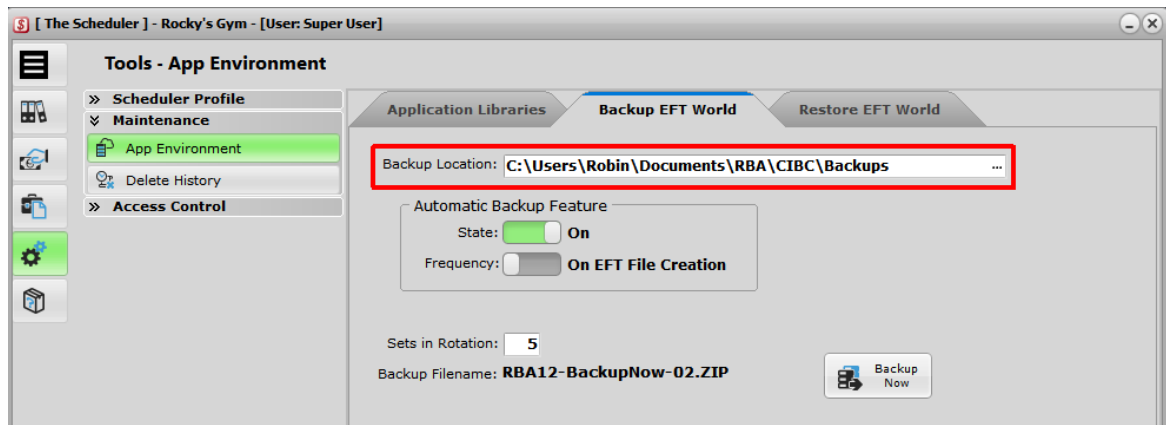
Location of EFT Files, Help, Reports, Backups and Notifications

It is important to note that each user profile points to the "local" Documents folder as the base for storing all the above files. User profiles should be created for each network user work station, as the *MyDocuments* folder will be different for the user's Windows credentials. Problems will occur if

the "default" administrator ID/password combination is shared for [Logging On](#)^[20] onto *The Scheduler*, as Documents folder(s) will not be accessible.

When a "new user" logs on for the first time a profile is created using the default locations of the "My Documents" folder. These can all be changed to a "common" location for each user ID in the setup.





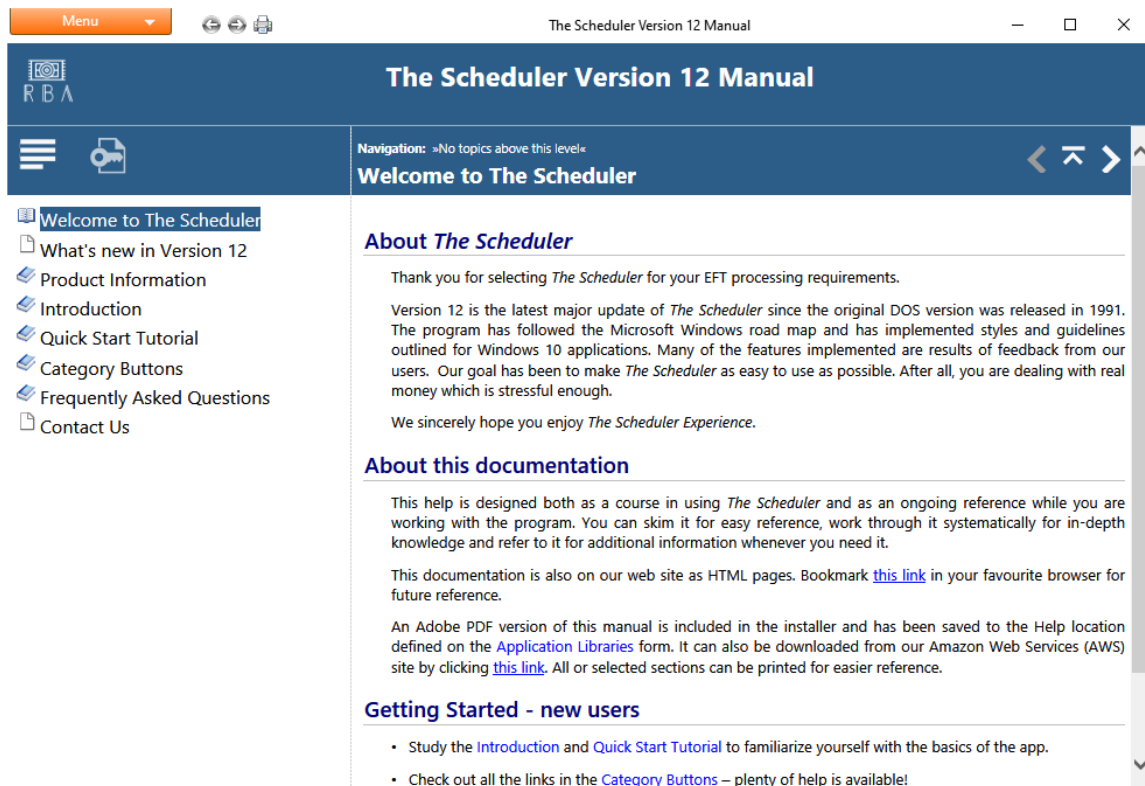
6.5 Help

If the **Display Hints** is set in the [User Preferences](#)¹¹⁴, hovering the mouse over an entry field will give some information about the field.

The Help System can be launched by pressing the **<F1>** key on any panel in *The Scheduler*, or clicking the desired category button sequence from the home screen. The help section displayed will be the relevant table of contents entry.

This documentation is also on our web site as HTML pages. Bookmark [this link](#) in your favourite browser for future reference.

An Adobe PDF version of this manual is included in the installer and has been saved to the Help location defined on the [Application Libraries](#)¹²¹ form. It can also be downloaded from our Amazon Web Services (AWS) site by clicking [this link](#). All or selected sections can be printed for easier reference.



Navigate the help via the **table of contents** or **keyword** search selection.

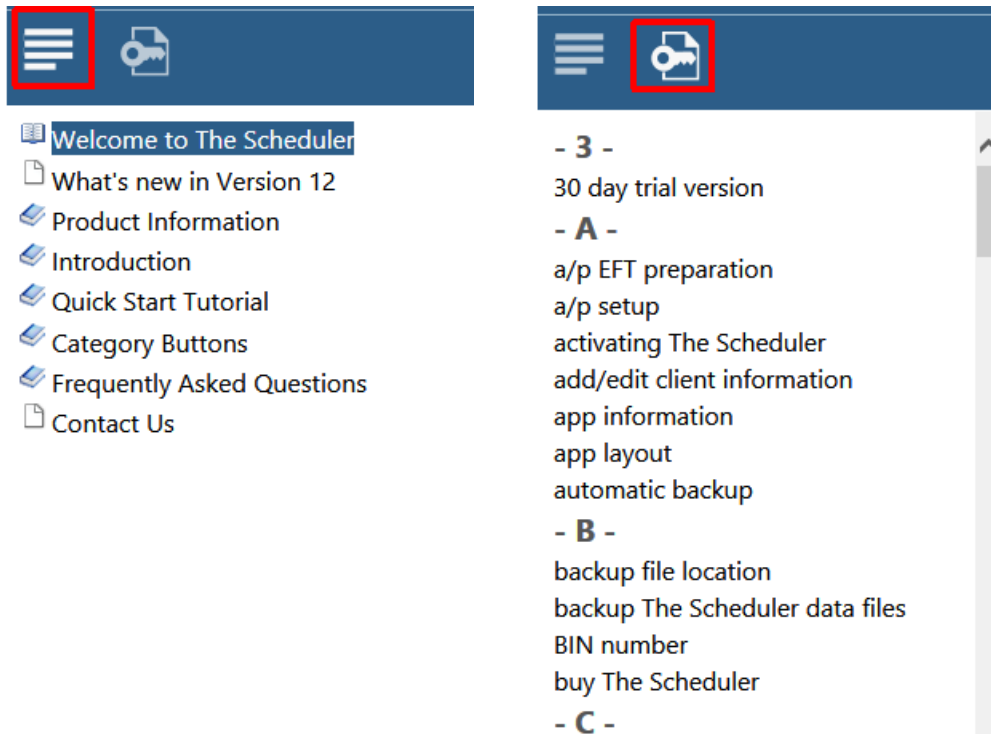


table of contents search

keyword search

6.5.1 Import Specifications

The Scheduler can read transaction files in the following formats. The ASCII file information required may be in a "comma delimited" or "sequential" data file. Each row must be terminated with carriage return and line feed characters.

Canadian File

Field	Description	Max Lgth	Format	Example
1.	Bank / Institution	4	Numeric	10
2.	Transit / Branch	5	Numeric	724
3.	Account Number	17	Alphanumeric	01-453939
4.	Amount	13	Numeric	100.00
5.	Cross Reference Number	15	Alphanumeric	A1545
6.	Payee/or's Name	22	Alphanumeric	R. Smith
7. *	Due Date	6	Numeric	200201
8. *	Payee/or's eMail	50	Alphanumeric	rsmith@mymail.com

US File

Field	Description	Max Lgth	Format	Example
1.	Routing Number	9	Alphanumeric	086209876
2.	Account Number	17	Alphanumeric	218954321089723
3.	Amount	13	Numeric	200.00
4.	Cross Reference Number	15	Alphanumeric	8-22A
5.	Payee/or's Name	22	Alphanumeric	N. Jones
6.	Due Date	6	Numeric	200201
7.	Payee/or's eMail	50	Alphanumeric	rjones@mymail.com
8. *	Payee/or's Address	35	Alphanumeric	1234 West 45th Avenue
9. *	Payee/or's City	35	Alphanumeric	New York City

10. *	Payee/or's State	2	Alphanumeric	NY
11. *	Payee/or's ZIP Code	10	Alphanumeric	20134-3285
12. *	ISO Payee/or's Country	2	Alphanumeric	US
13. *	Payee/or's Bank Name	19	Alphanumeric	Bank of America

- Fields 7 and 8 in the Canadian format file (6 and 7 in the US file) are optional. If no Due Date is in the file, the "Set Date" prompt in the "Prepare Task" will be used.
- Date format must be YYMMDD.
- Fields 8 to 13 are mandatory for the US ACH IAT cross border EFT file format.
- **Important Note:** If the Amount field of the first row has no decimal (i.e 10000), 2 decimal places are implied and subsequent rows are processed following the first row rule (i.e. 250 would become 2.50). Not the results desired!

Save the import file(s) in the appropriate EFT Folder in *The Scheduler*. Print the [System Status Report](#)¹⁰⁵ to identify the location of the folders. For example if the EFT Folder name is "PAYROLL" and the default installation "Start In" folder was implemented, the import file would be copied to **C:\RBA\MyBank\PAYROLL**. The default import file name is IMPORT.CSV, but may be changed on the [EFT File Information](#)¹⁰⁸ tab.

Sequential (SDF) Format Notes:

The numeric information does NOT require leading zeros and ALL information may be positioned anywhere within the field definition layout. *The Scheduler* will remove commas from the amount field. This accommodates some report writers that format numeric fields with punctuation.

Custom Import File

We've written plug-ins to *The Scheduler* to read a variety of accounting system files (raw TXT, Excel spread sheets) if users cannot produce *The Scheduler* import specification file. [Contact Us](#)¹³⁹ and we'll see what we can do for you.

6.5.2 My Help

You own this page.

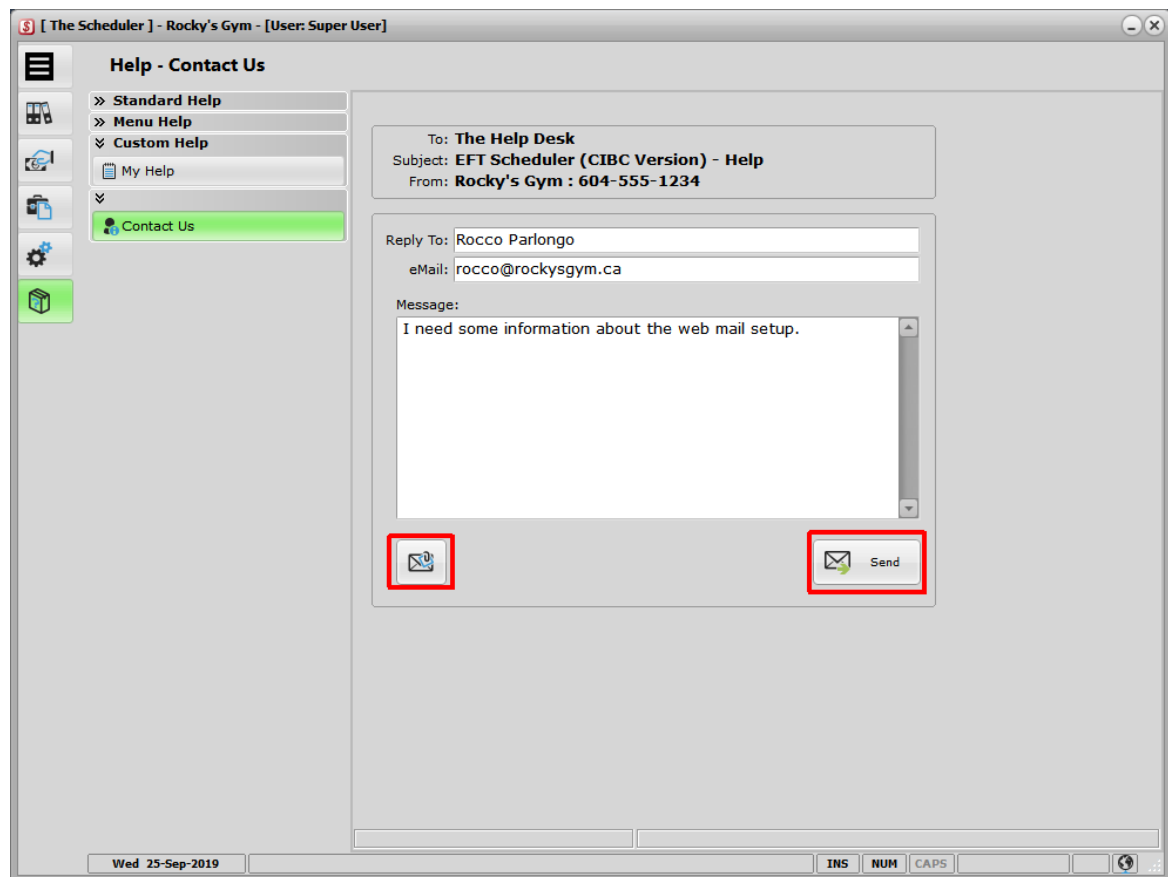


Write what ever notes that will help make life easier to use *The Scheduler* for you. Share your tips with colleagues who may be covering for you while you're on holidays.

Print or **Save** your reference material.

6.5.3 Contact Us

Click the **Help** > **Contact Us** category buttons and have The Scheduler eMail us your message.



Tell us what we can do for you.

Note: You must be using a MAPI (**M**essaging **A**pplication **P**rogramming **I**nterface) enabled eMail client like Microsoft Outlook 2007 or later to send us messages. *Outlook Express and any web based eMail client like Gmail or Hotmail are not MAPI eMail clients.*

7 Frequently Asked Questions

The EFT file I uploaded was rejected because the transaction amounts do not match the information in the file total. What did I do wrong?

The trial version of *The Scheduler* does not create a valid EFT transmit file. See the information on [30 Day Trial Version](#)^[10] and [Activating The Scheduler](#)^[11].

The EFT file I uploaded was rejected because the Destination/Receiving Centre was invalid. How do I correct this?

This information is located on your Organization setup panel. Click on the [EFT File Information](#)^[108] category button update the information as required.

The EFT file I uploaded was rejected because the "File Creation Number" was incorrect. Where do I enter the correct value?

The file number is located on the [Folder Information](#)^[65] panel.

How do I locate the EFT transmit file created by The Scheduler?

The EFT transmit file is posted to the location specified in your [User Preferences](#)^[114] setup. The name and location of the file is also printed on the [Transmission Detail Report](#)^[87] generated during the EFT file preparation task.

Note: User knowledge of Windows navigation methods for locating files is required.

How do I reprint a previously transmitted EFT file?

The [Reprint Transmission Detail Report](#)^[100]. You will need to know the File Creation Number of the desired report.

How do I read the bank account information on my client's cheque?

Review the [Reading cheque MICR code](#)^[136] section for guidance.

I've forgotten the password to open a folder. How can I retrieve it?

If you're logged on as an *Administrator* type user, folder passwords are printed on the [Folder List](#)^[98] and [System Status Report](#)^[105]. See the [Users](#)^[128] section about access levels.

I've forgotten my User ID and Password to log onto The Scheduler. How do I retrieve them?

See [Logging On](#)^[20] for the default information set up during installation. If you've replaced the defaults, you will have to [Contact Us](#)^[139] about retrieving the information.

eMailing Notifications doesn't work. What am I doing wrong?

The Scheduler can only send emails to MAPI enabled email clients like Outlook or Thunderbird you have set up your [WebMail](#)^[110] incorrectly.

My hard drive crashed or I've got a new computer. How do I get The Scheduler re-installed and restore all my client information?

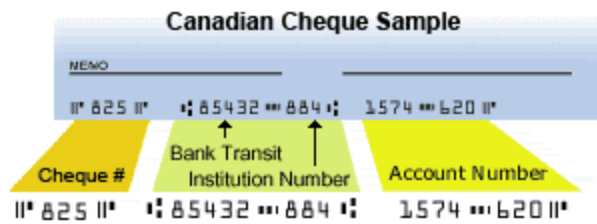
Simply reinstall the trial version of *The Scheduler* from the original [Installation](#)^[8] instructions. [Restore EFT World](#)^[124] from your most recent backup. You are prompted to replace the "trial" registration key with the embedded registration key in the backup ... Say "Yes".

7.1 Reading cheque MICR code

Canadian Cheques

If you are interested in detailed information about the MICR (**M**agnetic **I**nk **C**haracter **R**ecognition) coding on cheques, we have a useful reference document from the Canadian Payments Association that can be downloaded from our web site by clicking the link below.

[Specifications for MICR Encoded Cheques](#)



Reading the code on cheques is very straight forward. From left to right on the above sample:

825 The cheque number. Ignore this value.

85432 Transit or Bank Branch.

884 Bank or Financial Institution.

1574-620 Account Number.

Note: excluding dashes, this must be 7-12 digits. If the account number has more than 12 digits, it is not a type of account that may be used for EFT processing.

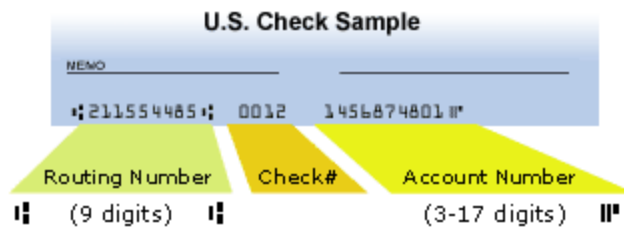
The image below shows the sample information entered into *The Scheduler*. Leading zeros in the Transit and Bank will not be displayed. *The Scheduler* knows the values are 5 and 4 digits respectively (even though only 3 digits show for the Bank on the cheque). If the Account number starts with a zero, this will display.

The screenshot shows a software interface for entering payment information. The title is "Pay To: Rockys Fitness Emporium". The form contains the following fields and values:

- Reference Number: A02375
- Member Name: Carl Arsenault
- Status: Active
- Period Amount: 41.00
- Override Amount: 0.00
- Last Amount: 0.00
- Due Day: 01
- Start Date: 01-Apr-2016
- Frequency: Monthly
- Periods: 12
- End Date: 01-Mar-2017
- Bank Information (highlighted with a red box):
 - Transit: 85432
 - Bank: 884
 - Account Number: 1574-620
- Bank Name: (empty field)
- Comments: (empty field)
- Tax options: Apply P/HST, Apply GST

US Cheques

As well as spelling cheque wrong... the US layout is different.



2115544 *Routing Number* (always 9 digits).
85

0012 The check number. Ignore this value.

1456874 *Account Number* (3-17 digits ignoring dashes).
801

Pay To: Rockys Fitness Emporium

F06856
Reference Number

Katerina Floros
Member Name

Active
Status

36.00
Period Amount

Apply P/HST

Apply GST

01 **01-Oct-2012**
Due Day Start Date

Monthly
Frequency

0
Periods End Date

0.00 **0.00**
Override Amount Last Amount Bank Name

211554485 **1456874801** **27 - Chequing**
Routing Number Account Number ACH Transaction Code

8 Contact Us

User knowledge of Windows navigation methods for locating files is required... like where is the EFT transmission file created by *The Scheduler*. We cannot provide Windows training for our users.

We recommend that you read this documentation as you are using *The Scheduler*. Hopefully you'll find the answers to your questions. If not, then please contact us. If the answer is in the help, we will direct you to the section to review.

If you find an "undocumented feature" (i.e. bug), please describe the scenario with the step by step process to your discovery. Also send us a copy of the [System Status Report](#)^[105] and any additional information you think may be important.

eMail [The Help Desk](#)

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