

How to setup Bank E-Payment settings for Maybank 2E-RC?

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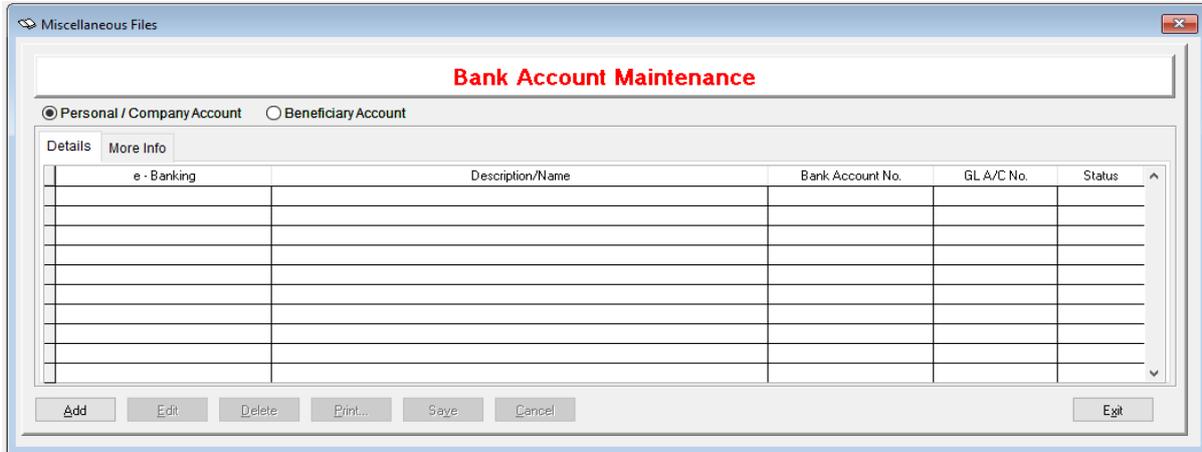
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Document Change Control

Version	Date	Author	Summary of Changes
9.9.3.7	08/05/2018	Steven	Initial Creation

How to setup Bank E-Payment settings for Maybank 2E-RC?

1. You can find settings in: General → Miscellaneous Files → Bank Account Maintenance



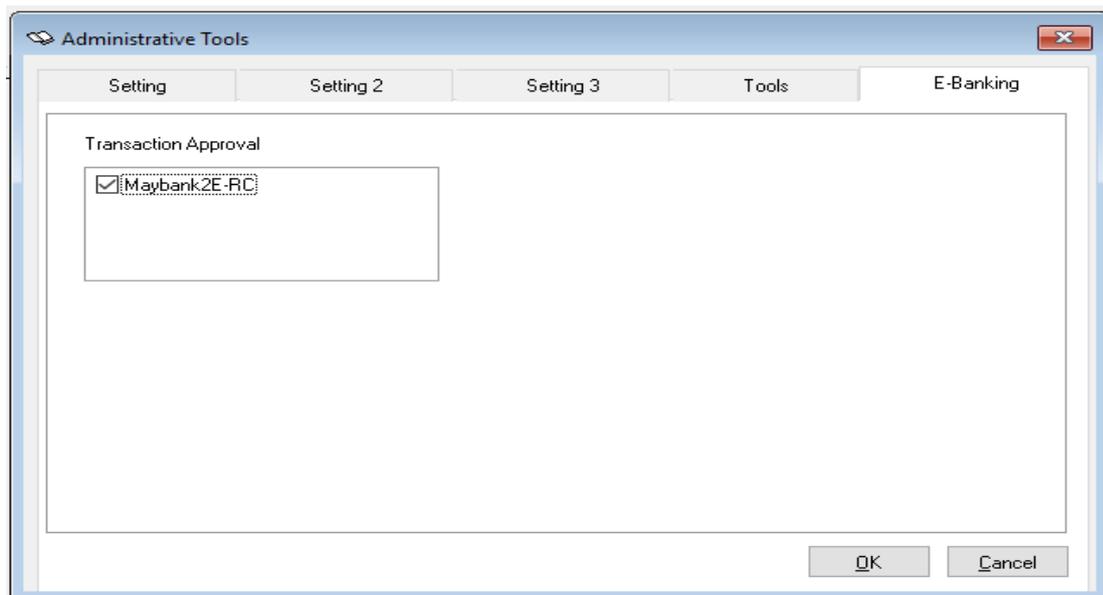
Option 1: Personal/Company Account

- Details & More Info Tab
- [ADD] Click this to insert new bank account details

Option 2: Beneficiary Account

- Details & More Info Tab
- [ADD] Click this to insert new bank account details

2. You can activate Transaction Approval via: Housekeeping → Administrative Tools → E-Banking



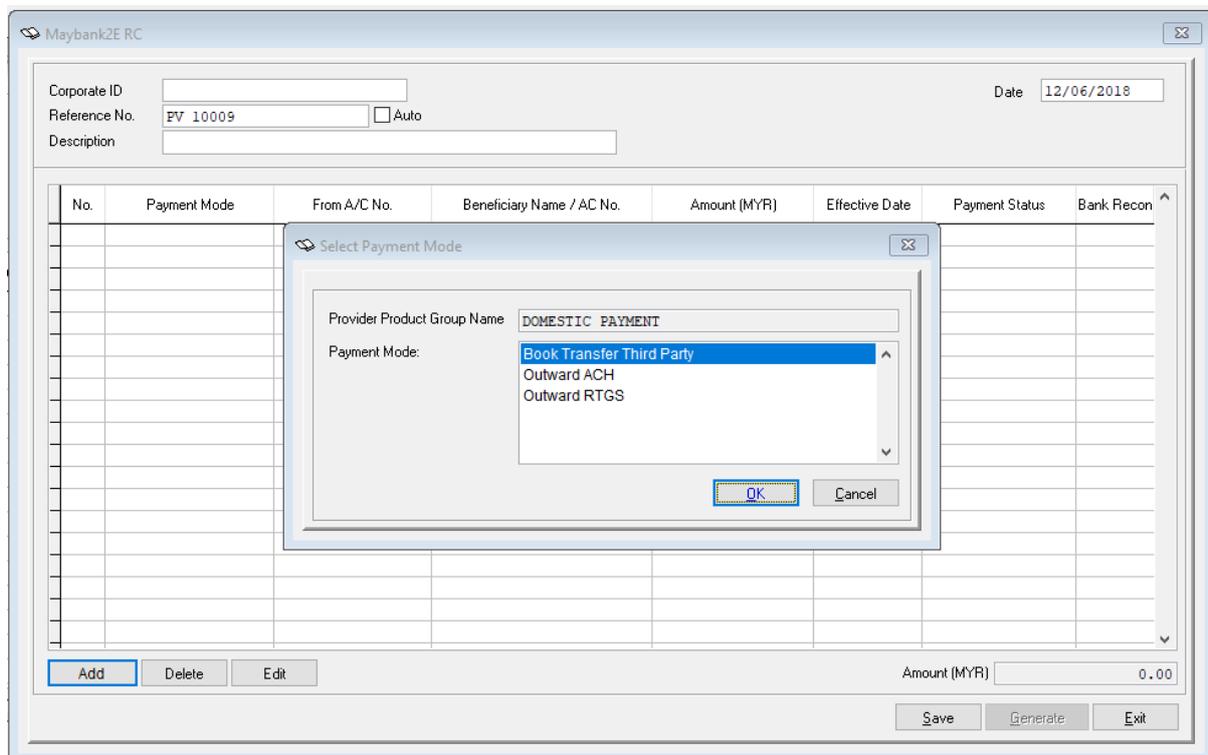
Please tick on Maybank 2E-RC for transaction Approval.

3. Create new payment entry in transaction file maintenance. Debit the expenses GL Account or purchase account and credit the GL Account for Maybank.
4. Go to Creditors → Electronic Banking → Maybank → Maybank 2E → Maybank 2E-RC
Click on [ADD], the will display a menu:

Corporate ID: << this is given to you by the bank >>

Reference No: Use this like in transaction file maintenance [this is mandatory field]

Description: Describe the type of payment that is to be used in the transaction



After you input the Reference No, click [ADD], you will get another menu to select payment mode:

1. Book Transfer Third Party (transfer of funds from one deposit account to another at the same financial institution, intra bank transfer)
2. Outward ACH (Automated Clearing House, using e-payment service via the bank)
3. Outward RTGS (Real Time Gross Settlement, once processed, payments are final and irrevocable)

Click on [ADD]: This menu will appear. From here you can choose the payment which you typed in transaction file maintenance as normal:

Transaction Listing

Period From: 1 Date From: / / Reference No. From: Show Listing

Period To: 6 Date To: 12/12/3069 Reference No. To: zzzzzzzzzz

Bth	Trn	Pd	Date	A/C No.	Ref. No.	Description	Amount	<input checked="" type="checkbox"/>
1	1	6	14/06/2018	3010/M2E	Sage 123	Sage 123 E-Payment Sam	1500.00	<input checked="" type="checkbox"/>

OK Cancel

Click [Ok]. Please fill in Corporate ID as this is Mandatory field. This ID is given by bank.

Maybank2E RC

Corporate ID: Reference No. 12345678989 Date: 21/06/2018

Description: Auto

No.	Payment Mode	From A/C No.	Beneficiary Name / AC No.	Amount (MYR)	Effective Date	Payment Status	Bank Recon
1	Outward ACH	1213434345	aaa / 123445454	1500.00	21/06/2018		<input type="checkbox"/>

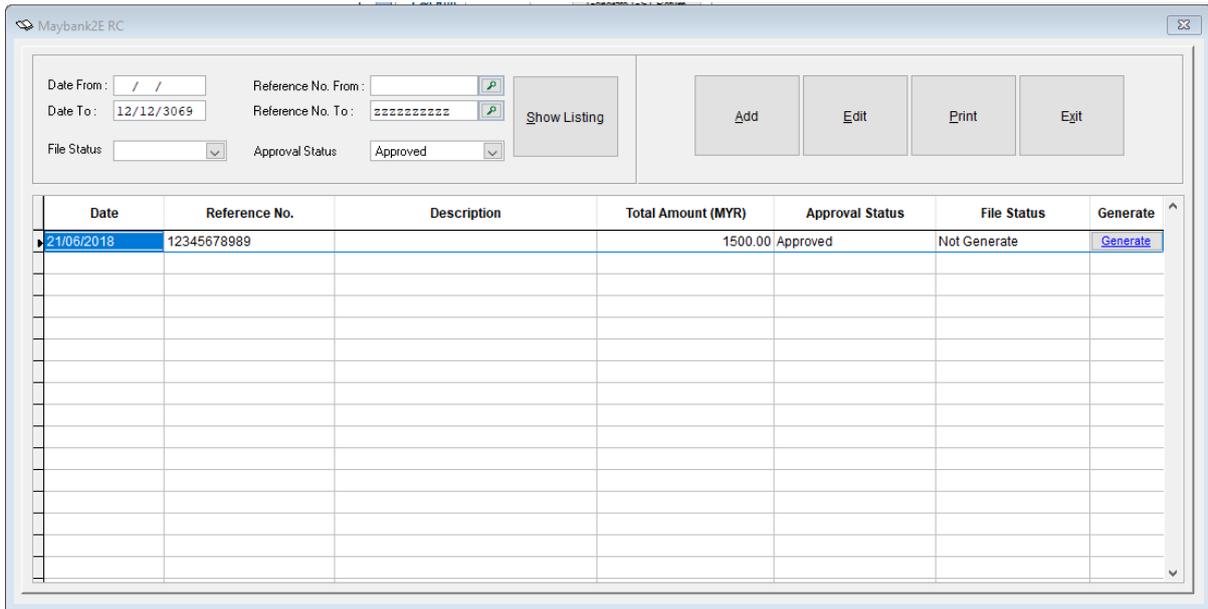
Add Delete Edit

Amount (MYR) 1500.00

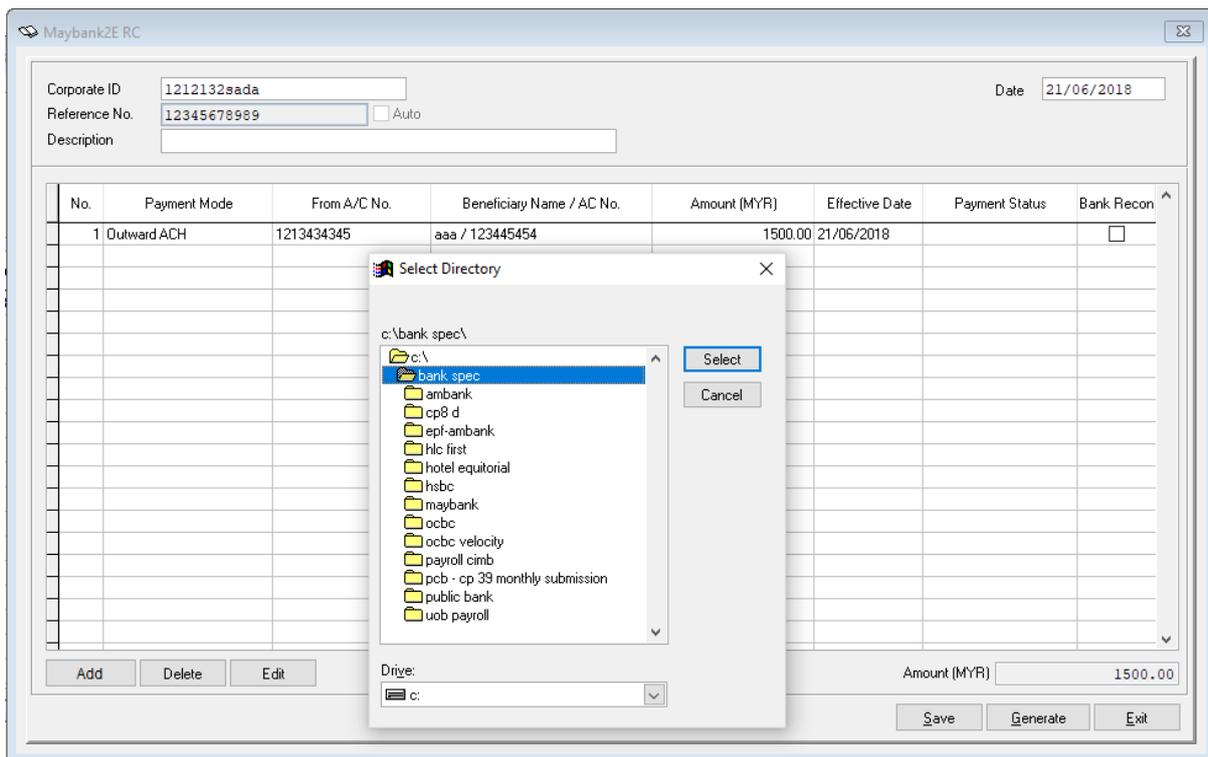
Save Generate Exit

The menu (next page) will be updated once you click [Save].

Then, go back to Click on Creditor → Electronic Banking → Maybank 2E-RC →



1. Select Approval Status to Approved and click in [Show Listing]
2. Click on [Generate](#).



Choose location to save payment file to be uploaded to Maybank Website.