About EFT Automation

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The CC/eCheck Transactions provides the ability to perform functions and view transaction information. There are four tabs on the page, each of which is described in a separate article.

EFT transactions can be automatically submitted for funding or your company can submit transactions manually. If choosing to use the automated feature, any transactions on the Open tab [CC/eCheck Transactions] are automatically be submitted for funding at 8:00 AM and 5:00 PN local time. If you have turned on the automated submission process, you can still manually submit transactions at any time from the Open tab.

Automated EFT Processing is setup in Setup > Utilities > Automation. In the second panel of the page are the EFT settings; there are three options.

- **Forte Payment Submit**: If this toggle button is set to On, transactions on the Open tab [CC/eCheck Transactions] will automatically be submitted for funding at 8:00 AM and 5:00 PM local time.
- **Forte Funding**: Clicking the Run Now button automatically submits all transactions for funding. This can also be accomplished from the Open tab of CC/eCheck Transactions and clicking the Submit All button.
- **Expiring Credit Card Summary**: If you would like a list of all credit cards expiring in the current month as of the first of the month, set this toggle button to On. The list will be emailed to the email address entered in the Company Setup.

