

View EFT Reports

BDIC Sponsors can review their Electronic Fund Transfers (EFT) they have submitted to the Department for each driver who has completed their course. This report could be used when reconciling transactions the sponsors performed. However, this report will not show transactions that were done that day. The EFT payments made that day post the following morning, so this report will be a day behind.

1. Select the **View EFT Reports** hyperlink.

The screenshot shows the BDIC Sponsor interface for HOLT DRIVING SCHOOL. At the top, there is a 'Request Access' panel with two options: 'Request Code' and 'Add Account Access'. Below this is a navigation bar with 'Summary', 'Action Center' (with a notification icon), 'Settings', and 'More...'. The main content area is divided into two sections: 'BDIC Sponsor' and 'Account'. The 'BDIC Sponsor' section contains the school's name and address. The 'Account' section, labeled 'Q3632', has a list of actions: 'Check Driver Eligibility', 'View EFT Reports', 'Submit Course Results', 'Manage Bank Account', and 'More...'. A red arrow points from the 'View EFT Reports' link in the 'Account' section to the 'Request Access' panel above it.

2. Enter the date to be reported on.

The screenshot shows the 'View Daily EFT Reports' form. At the top, there is a back arrow and the text 'HOLT DRIVING SCHOOL'. Below this is a title 'View Daily EFT Reports'. The form has a 'Recap Date' field with a red asterisk and a calendar icon. The text 'Required' is written below the field. A red arrow points from the 'Recap Date' field to the 'View EFT Reports' link in the previous screenshot. To the right of the form is a green button labeled 'Get EFT Recap'.

3. Select the **Get EFT Recap** button.

- 4. The EFT recap for the specified date displays.
 - a. The Payments table displays the payment made, payment confirmation number, and the payment amount.
 - b. The Transactions table displays the transactions done on that specified day. In this table we can see the transaction ID, DLN the transaction was performed on, the date and time the transaction was submitted, and transaction total.
 - c. Sponsors can export either list to Excel by selecting the **Export to Excel** hyperlink.

Transactions



Filter			
Transaction ID	DLN	Date and Time Submitted	Total
421459	d 900 000 300 379	05-Mar-2021 09:30:09	17.00
421459	F 900 000 293 355	05-Mar-2021 09:30:09	17.00
			34.00