



Automated Funds Transfer Service (AFT Service)

Libro offers an automated funds transfer (AFT) service to our Owners (sometimes also referred to as electronic funds transfer (EFT)). The AFT service can be used by your business for a number of purposes:

- Direct deposit for in-house payroll
- Accounts payable – payments to suppliers/vendors
- Collecting payments from customers
- Donation collection (collecting funds from donors)
- Monthly Rent or maintenance fee collection

Libro's AFT service works in conjunction with the web-based platform, PaymentStream™ AFT, provided by Central 1 Credit Union (Central 1) to facilitate the processing and settlement of electronic pre-authorized debits and direct deposit transactions.

PaymentStream™ AFT offers you 2 different service options to choose from to best fit your business needs.

File Upload – Upload a file created by your accounting, payroll or property management software directly to the secure site. Files must be created in CPA005 standard format*.

*Some of the more common compatible softwares include:

Simply Accounting/Simply Sage/ Sage 50, 100

Jonas, ACCPAC, QuickBooks (may require additional software levels)

CanPay, RBA Scheduler, EasyPay, GoldCare, Paymate

Condo Manager

Please contact your software service provider to confirm if your software has the function to create AFT files as well as confirming compatibility.

Date Entry – Enter and maintain data (records) on the secure site with the web-based application. Reports are generated and available to download from the secure site. Data entry also allows you to select further service levels on how the data (records) are release and processed.

-Automatic Release- the system scans the data entered(records) and releases the information automatically, four business days ahead of the scheduled due date. This option eliminates the need to log into the system unless record information (amounts, bank account information, etc.) needs updating.

-Manual Release -log into the site and create or release the batch (file) before each due date. Multiple due dates can be released at one time, up to a maximum of 14 days in advance.



Other PaymentStream™ AFT Features include:

- *Multi-step user authentication; user ID, unique password and 2-Step Security**
- *Transaction, settlement day and monthly limits set for debit and/or credit to assist with risk mitigation*
- *Risk controls for dual authorization*
- *Risk threshold controls*
- *Canadian or U.S. dollar transactions can be originated as long as the recipient's account is held at a Canadian financial institution*
- *Real-time validation during file upload process and manual release process – Automatic release will receive an email confirmation if a release rejects*
- *Email confirmations sent when a file is validated successfully*
- *Ability for individual record release*
- *Record retention - up to 18 months of history*
 - *Reports are able to be printed and/or saved as text, PDF or CSV files*

**2-Step Security is an extra layer of security added to the platform. It authenticates a user by confirming two factors of authentication: A password and either a “hard” (physical) token or “soft” (mobile app installed on user's trusted mobile device) token which randomly generate a one-time code that must be entered before log in can occur.*

Key Notes:

You will assign individuals within your organization (staff, bookkeepers, accountants etc.) as Administrators and/or Users who are to be given access to and have the ability to process the AFT information through PaymentStream AFT on your behalf.

An “**Administrator**” means an individual, you approve either alone or with one or more Administrators, to make User Changes. “User Change” means a change made relating to Users, including the appointment of a new User; the removal of a User; or the establishment or modification of a User’s permissions.

“**User**” means an individual authorized you or an administrator to view/and or process information under the AFT Service.

Usually a User would be whoever is responsible for entering /maintaining the items for AFT processing.

An Administrator may also be a User.

Specific permission levels can be set for each user.

We recommend assigning at least 2 people as Users.

Users will be provided with site access and user guides once the set-up with the AFT service is complete.



Additional Resources/Information for AFT processing:

[Guide to Pre-Authorized Debits from Payments Canada \(CPA\)](#)

[Business Guide to the power of Pre-Authorized Debit](#)

[CPA Rule H1 Pre-Authorized Debits \(PAD\)](#)

[CI's CPA File specs](#)

[PaymentStream AFT Training Videos](#)