

## Pap Royal Bank 152 Multi

### Setup

- Go to the Find section of the Navigation Pane and click on Banks.
  - Select the specific bank to incorporate this feature and click on the Bank Edit button.
  - At the bottom of the screen, you should now see a section entitled: EDI / PAP Info.

Bank Number: Identifies the Bank. Enter "003" for Royal Bank  
 Branch Number: Enter the 5-digit number that precedes the Bank number on your cheque.  
 Account Number: Enter the account number with any dashes, e.g. 03-745812  
 Originator ID: Enter the number supplied by the Royal Bank

EDI / PAP Info	
Bank Number	003
Branch Number	17258
Account Number	03-745812
Originator ID	1234567890

- Set up tenant PAP information on the Tenant Pre-Payments screen. Click on the Add button to add a new PAP record.

Pre-Authorized Payment <input checked="" type="radio"/>	Starting Date	18-Sep-06
Postdated Checks <input type="radio"/>	Payment Amount	\$750.00
Bank Name	Royal Bank	
Bank Transit Number	03039-030	
Bank Account Number	03-745812	

Record the preauthorized payment information for your tenants as shown above. Below is a sample of the MICR line at the bottom of a cheque.

1	2	3
⑈000360⑈	⑆03039⑆030⑆	03⑆745812⑆

- The first section is the check number (not needed).
- The second section is the transit and bank number. Enter this in the "Bank Transit Number" field.
- The third section is the account number, enter it in the "Bank Account Number" field.

**Do not enter the symbols, and dashes are optional.**

#### IMPORTANT:

If this is the first time you are creating the Bank PAP Interface file, go to Banking – Create Bank PAP Interface File menu item once to clear whatever is in the file. This must be done before you post your pre-authorized payments through Rapid Receipts that you want to send to the Bank.

### Backup

If this is your first time creating a batch session type of Pre-authorized payments, take a **Backup** first. Then, if the outcome is not correct, you can simply restore your files.

## Rapid Receipts

### (Banking – Receipts – Rapid Receipts).

Enter the posting date for the payments.

Select a bank and the system will automatically assign a DCR number.

Select "Pre-Authorized Payments" as the batch session type.

Add Batch		Rapid Receipts	
Batch	5923	Date Entered	18-Sep-06
Status	New Batch	Entered By	Spectra Demonstration
Posting Date	18-Sep-06	As Of Date	18-Sep-06
Select Bank	<input checked="" type="checkbox"/>	DCR Number	196
Bank	National Bank	Deposit Date	18-Sep-06
Session Type	Pre-Authorized Payments	Select	<input type="radio"/> Portfolio <input checked="" type="radio"/> Building
		Building	<All Available Buildings>

Click on the Enter Detail button to process the receipts. You will be prompted to confirm the dates of the payments and continue with processing.

Rapid Entry Receipts		Pre-Authorized Payments				
Tenant	Unit	Current Balance	Amount	Payment Type	Date	
Anderson, Paula	0202	\$0.00	3750.00	Chk Payment	18-Sep-06	
Check #	Description					

Each tenant that has a pre-payment dated the posting date of the batch will then show. The tenant's current balance and the amount of the pre-payment, as entered on the tenant, will show.

The pre-payment amount can be modified to equal the balance owing if required.

If the payment is required to be applied against specific outstanding charges, click on the pencil button to the left of the tenant's name to open the receipt detail.

Once the information has been reviewed, click on the Close Window button to return to the batch screen. The batch should then be printed and reviewed for accuracy, and then posted. The information required for the PAP interface file is automatically created when the batch is posted.

## Create Bank PAP Interface File

### (Banking – Start a Task Menu)

When you have set up all the PAP's for all banks, run the Create Bank PAP Interface File program to create the text file to send to the bank. One text file is created for all the individual bank accounts.

**Bank PAP Interface**

**Create Pre-authorized Payment Interface File**  
- Royal Bank Multiple Logical Files

**Name**

**Client Number**

**File Creation Number**

**Interface File**  

**Currency**  
 US Dollar  
 Canadian Dollar

**Use Web File Transfer (WFT)**

**Debit (PAP) CCR**

**Credit (DD) CCR**

 

**Name** (defaults to the name on your configuration file)

**Client Number** Enter the Client number supplied to you by the Bank

**File creation number:** (automatically assigned by Spectra)

**Interface File:** Anywhere you specify, must have a ".txt" extension and you need to specify the directory where the file is to be located.

**Currency** Select US or Canadian dollars

**Use Web File Transfer (WFT)**

If you select this option, the system will create the required Communication Control Records (CCR).

Click on the "Create File" button (exclamation mark) to create the file.

At this point, use your bank software to upload the PAP for processing.