

**Scotiabank Bank Pre-Authorized Payments Interface**

**Setup**

1. If you have the **Scotiabank Clearing Account Distribution to Multiple Accounts**, ensure that each building has its own individual bank account set as the default receipts bank for the building. Go to Find - Buildings – Accounting – Banking/Control tab.

<b>Accounting</b>	<b>Banking / Control</b>	<b>Building</b>	<b>Other</b>	<b>Residential Complex</b>	<b>Abstract</b>	<b>MPAC Control</b>	<b>MPAC XRef</b>
Building	M102	Best Warehousing Inc.	<input checked="" type="checkbox"/>	Active Building			
Receipts Bank	National Bank		<input checked="" type="checkbox"/>	Enforce Bank			

Go to Find – Banks – Bank Edit screen to enter this bank’s PAP deposit information. (This only applies to the Multiple Accounts version – not the Single Bank version.)

<b>EDI / PAP Info</b>			
Bank Number	1111	Originator ID	1234567890
Branch Number	22222		
Account Number	44-444444		

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

**Edit Pre-Payments** Anderson, Paula

Lease Building/Unit Capri Apartments / 0202

<input checked="" type="radio"/> Pre-authorized Payment	Starting Date	01-Aug-10
<input type="radio"/> Postdated Cheques	Payment based on Tenant Share	100.00%
	Payment Amount	\$992.80
	Ending Date	31-Jul-11

Name on Account if Different Than Tenant Name Above: Pamela J. Scott

Bank Name: ABC Bank

Bank Transit Number: 03039-030

Bank Account Number: 03-745812

Bank Transaction Code: 400

Apply this payment to specific charge codes?

Code	
Res Rent	Rent Residential
Parking	Parking

Date of Last Posted Payment

**Notes:**

1. **Ending Date** to automatically stop the Pre-authorized Payment.
2. **Name on Account if Different than the Tenant Name Above:** This field has been added because the tenant on the lease may not be the payee of the rent
3. **Bank Transaction Code** – The default description code is 400 Rent/Leases, but you may select an alternate code for condo owners or other types of payments.
4. **Apply this payment to specific charge codes:** This optional field enables you to specify that payments are to be applied to specific charge codes.

**Tip:** You may set up multiple pre-authorized payment records and designate one to be for a limited period to be applied to a specific charge, e.g. Special Assessments.

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. The first section is the check number (not needed).
2. The second section is the transit and bank number. Enter this in the "Bank Transit Number" field.
3. 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**

<b>Batch</b>	<input type="text" value="5923"/>		<b>Date Entered</b>	<input type="text" value="18-Sep-06"/>	
<b>Status</b>	<input type="text" value="New Batch"/>			<b>Entered By</b>	<input type="text" value="Spectra Demonstration"/>
<b>Posting Date</b>	<input type="text" value="18-Sep-06"/>			<b>As Of Date</b>	<input type="text" value="18-Sep-06"/>
<b>Select Bank</b>	<input checked="" type="checkbox"/>			<b>DCR Number</b>	<input type="text" value="186"/>
<b>Bank</b>	<input type="text" value="National Bank"/>			<b>Deposit Date</b>	<input type="text" value="18-Sep-06"/>
<b>Session Type</b>	<input type="text" value="Pre-Authorized Payments"/>			<b>Select</b>	<input type="radio"/> Portfolio <input checked="" type="radio"/> Building
			<b>Building</b>	<input type="text" value="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
	Anderson, Paula	0202	\$0.00	<del>\$750.00</del>	Chk Payment
	<b>Check #</b> <input type="text"/>	<b>Description</b> <input type="text"/>			

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.

**Very Important:**

After posting each batch of Rapid Entry – Receipts – Pre-Authorized Payments, proceed to the next step to Create the Pre-Authorized Payments File to be updated to the Bank. The reason is that some, and possibly all, banks will not accept a file with more than one deposit date. You may process multiple batches of pre-authorized payments as long as the deposit date is the same for all these batches.

**Create Bank PAP Interface File**

**(Banking – Start a Task Menu)**

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.

## Create Pre-authorized Payment Interface File

- Scotia Bank

Name

Client Number

File Creation Number

Interface File  

Scotia Bank Data Centre

Unpostable Items - Transit Number (5 digits)

Unpostable Items - Account Number




**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.

**Scotia Bank Data Centre** Select the centre from the dropdown list.

**Unpostable Items**

**Transit # (5 digits)** Enter the Branch Transit number to which unpostable items will be returned. The file will reject if this field is missing or invalid.

**Account #:** Enter the Account number to which unpostable items will be returned.

The file will reject if this field is missing or invalid.



Click on the "Create File" button **once** to create the file.

**Warning:** It's very important that you **click on the Create File button just once**. All your PAP transactions are in a temporary file in *SPECTRA*. If you click on the Create File button a second time with the same Interface File specified, your original file will be overwritten with an empty file, and your bank upload will be empty.

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