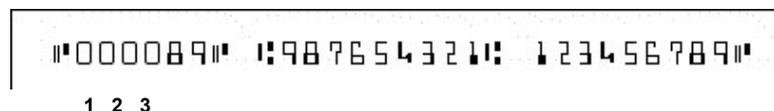


NACHA Electronic Data Interchange (EDI) Processing

If you are interested in licensing this additional module, please contact Spectra Marketing.

Set up Bank

- 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.



From the bottom of one of your checks, use the MICR encoding to determine these fields:

Bank Number: Identifies your Bank. Enter the first 4 digits from Section 2.

Branch Number Enter Branch number. Enter the last 5 digits from Section 2.

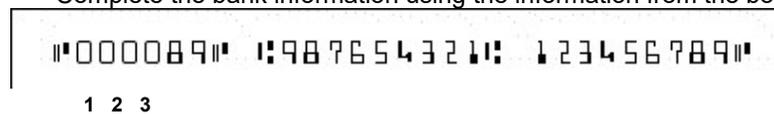
Account Number Enter Account number from Section 3

EDI / PAP Info	
Bank Number	<input type="text" value="1220"/>
Branch Number	<input type="text" value="16066"/>
Account Number	<input type="text" value="111017791"/>

Set up Suppliers

- Go to the Find section of the Navigation Pane and click on Suppliers.
- Select the first supplier to incorporate this feature and click on the Accounting button.
- At the bottom of the screen, you should now see a section entitled: EDI Supplier Details.
- Select the option to "Pay Supplier by EDI Flag".

Complete the bank information using the information from the bottom of a supplier's check:



Bank Number: Identifies the Supplier's Bank. Enter the first 4 digits from Section 2

Branch Number Enter Branch number. Enter the last 5 digits from Section 2

Account Number Enter Account number from Section 3

Important: Do not enter the symbols or dashes.

EDI Supplier Details		Pay Supplier by EDI Flag	
<input checked="" type="checkbox"/>	Pay Supplier by EDI Flag	Bank Number	<input type="text" value="9876"/>
		Branch Number	<input type="text" value="54321"/>
		Account Number	<input type="text" value="123456789"/>

- Repeat for all suppliers.

Process EDI Payments:

Banking – Checks – Select Invoices to Pay:

Bank: Capri Bank - Operating (256-5689) Balance: \$750.00 Due To/From Balances

View All Portfolio Building Portfolio: <ANY> Supplier: <ANY>

Search By: P. O. # Payment Due Date Voucher # EDI Suppliers Discount Date Sequence By: Supplier / Invoice

Supplier Name	Building ID	Invoice Number	Invoice Date	Discount Date	Due Date	Invoice Amount	Balance Due	Amount To Pay	On Hold
ABC Design	Cap	5897	28-Sep-2006		28-Oct-2006	4,576.00	4,576.00	4,576.00	<input type="checkbox"/>
Addmore Advertising	Cap	5458	01-Dec-2005		01-Dec-2005	581.00	581.00	581.00	<input type="checkbox"/>
Addmore Advertising	Cap	5458	01-Nov-2005		01-Nov-2005	581.00	581.00	581.00	<input type="checkbox"/>

- **Important: Deselect All invoices** and then select the "EDI Suppliers" option.
- Select the Bank and select invoices to pay.
- Close this screen and go to Check Printing.

Banking – Checks – Check Printing:

- On the first screen, enter the G/L Posting Date and Check Date as you would for any regular check run. The system will assign a starting "check" number for reference purposes. You will not see any reference to EDI on this screen.
- Click on the OK button to proceed to the next screen shown below.
- The 2013 General Release included the option to email remittance advices to the suppliers paid by electronic funds transfer.

Supplier Cheques - Print Recap

Batch Number: 8207 Preview EFT Advice Preview

Posting Date: December 18, 2013 Print EFT Advice **Print**

Cheque Date: December 18, 2013 Process EDI Post

Print Current Disbursement Report Email EFT Advice Cancel

Preview Current Disbursement Report

Beginning Cheque Number(s)

Cheque Number	Bank Name	Cheque Account	Building Name
▶ 3175	National Bank	03-745812	Gateway Holdings Inc.(Financial De

Type of Cheque: MICR Laser Printer Setup

Dollar Amount of Invoices Selected: \$88.00

Discount to Take for Selected Invoices: \$0.00

Dollar Amount of Cheques to be Written: \$88.00

The order of processing is important:

1. **Preview or Print EFT Advice** the remittance advices for your records.
2. **Process EDI** to create the file to be uploaded to your bank.
3. **Email EFT Advice** will generate emails to be sent to the suppliers based on the information recorded on the Supplier – Accounting screen (see above). If an email address does not exist on the Supplier – Accounting screen, the remittance advice will be sent to the printer.
4. **Post:** This must be the last function, as you will not be able to print or email the remittance advice after the batch has been posted. The Post button will be grayed out until the EFT Advice has been previewed or printed.

Immediate Destination: Bank-assigned number that identifies the destination bank (9 or 10 characters)

Note: This field normally requires 9 characters as specified by your bank.

Immediate Destination Name: Name of Destination Bank (23 alphanumeric characters)

Immediate Origin: Bank-assigned number that identifies your company (9 or 10 characters).

Note: This field normally requires 9 characters as specified by your bank.

Immediate Origin Name: Company Name (23 characters)

File Creation Date and Time: Entered by *SPECTRA* program

File ID Modifier 1 character. Check with your bank, as this field is used to distinguish among multiple input files. Label the first (or only) file "A" or "0" and continue in sequence with UPPER CASE A-Z or 0 to 9, depending upon your bank.

File Name Enter the file name of the .txt file to be created.

Reference Code Use this field to describe the input file for internal purposes. (8 characters)

Company Name Your company name (Up to 16 characters, including spaces)

Company Discretionary Data Your company's internal use (Up to 20 characters)

Company Identification Your company number assigned by the bank. (10 digits)

Company Entry Description Purpose of the entries, e.g. "Payment" (10 characters)

Originating DFI Identification Bank-assigned number. (8 characters)

Originating Batch Number Assign ascending batch numbers sequentially (7 numbers)

Transaction Discretionary Data BP for Bill Payment is automatically entered (2 characters)

1. When you have finished entering the fields, click on the Process button ! to create the file.
2. You will be notified that the file was successfully created. Click OK.
3. You will be returned to the Print Recap Screen.
4. Click on the Post button to post this batch of "checks". Each EDI payment will be assigned a check number to enable you to trace it.