

Scotia Bank (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.

Bank Number: Enter the bank number

Branch Number: Enter your branch number.

Account Number: Enter the Account Number.

Originator ID: Your Bank will give you the 10 character Originator ID

File Number: Enter 0 (zero) as the file number (this number will automatically increment).

File: Enter a file name with **.txt** as the extension. If you only enter the file name and extension, the location of the file will usually default to "My Documents". If you would like to store the File in a different location enter the full path and file name. This is the file that you will give to the Bank.

EDI / PAP Info	
Bank Number	<input type="text" value="004"/>
Branch Number	<input type="text" value="16066"/>
Account Number	<input type="text" value="987-654-4"/>
Originator ID	<input type="text" value="1234567890"/>
File Number	<input type="text" value="0"/>
File	<input type="text" value="C:\EDIPayments.txt"/>

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.

EDI Supplier Details	
<input checked="" type="checkbox"/> Pay Supplier by EDI Flag	
Bank Number	<input type="text" value="003"/>
Branch Number	<input type="text" value="54321"/>
Account Number	<input type="text" value="123-456-7"/>

- Select the option to "Pay Supplier by EDI Flag".
- Complete the bank information:

Bank Number: Identifies the Supplier's Bank

Branch Number Enter Branch number (precedes Bank # on cheque)

Account Number Enter Account number with any dashes, e.g.123-456-7

- Repeat for all suppliers.

Process EDI Payments:

Banking – Cheques – 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	
Addmore Advertising	Cap	S458	01-Dec-2005		01-Dec-2005	581.00	581.00	581.00	
Addmore Advertising	Cap	S458	01-Nov-2005		01-Nov-2005	581.00	581.00	581.00	

- **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 Cheque Printing.

Banking – Cheques – Cheque Printing:

- On the first screen, enter the G/L Posting Date and Cheque Date as you would for any regular cheque run. The system will assign a starting "cheque" number for reference purposes. You will not see any reference to EDI on this screen.

Batch Number: 5992 OK

Enter Date for A/P Checks: 28-Sep-06

Enter G/L Posting Date: 28-Sep-06

Beginning Check Number(s)

Check Number	Bank Name	Check Account	Building Name
374	Capri Bank - Operating	256-5689	Capri Apartments

- Click on the OK button to proceed to the next screen shown below.

Batch Number: 5992 Preview

Posting Date: September 28, 2006 Print

Check Date: September 28, 2006 Post

Print Current Disbursement Report Process EDI

Preview Current Disbursement Report Printer Setup Cancel

Beginning Check Number(s)

Check Number	Bank Name	Check Account	Building Name
374	Capri Bank - Operating	256-5689	Capri Apartments

4

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1. Click on the **Process EDI** button first. You receive a message "File Created Successfully".
2. Click on the **Preview** button, this will preview the cheques to the screen, from there you can print a hard copy if you like. If you don't want to preview the cheques, click on the Print button.
3. You should be returned to the Print Recap screen. You may preview or print a listing of the EDI payments.
4. Click on the **Post** button to post this batch of "cheques". **Once you have posted you can not re-create the EDI File.**

Notes:

- Each EDI payment will be assigned a cheque number to enable you to trace it, as usual.

- Your EDI file has been created and is stored where you indicated on the Bank – Bank Edit screen.
- At this point, you would use your bank software to upload the text file.