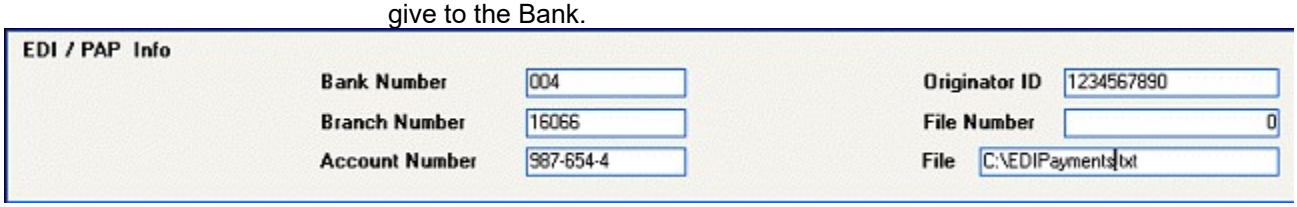
Scotia Bank (EDI) Processing

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.



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.

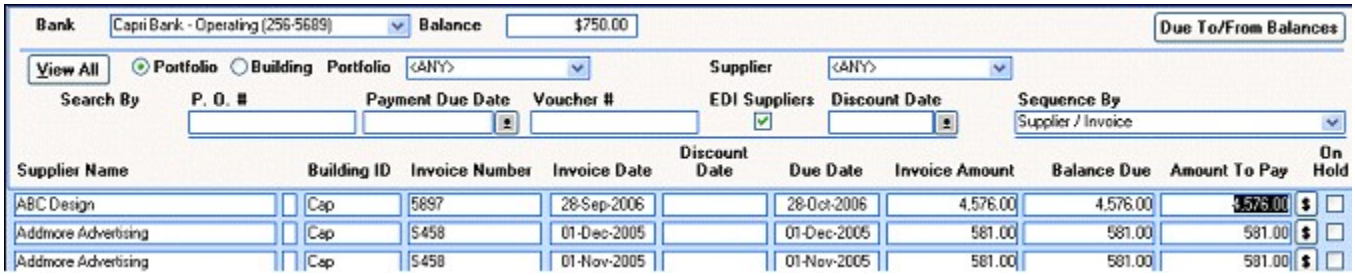
- Select the option to "Pay Supplier by EDI Flag".
- Complete the bank information:

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:

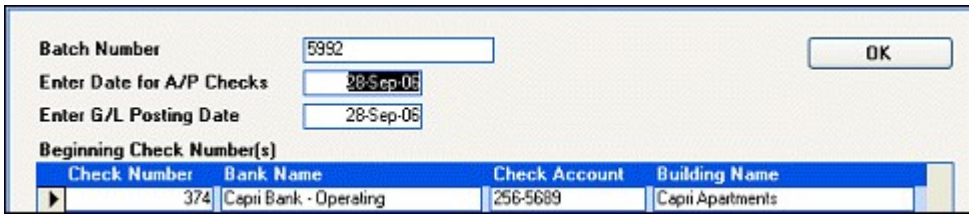
Banking – Cheques – Select Invoices to Pay:



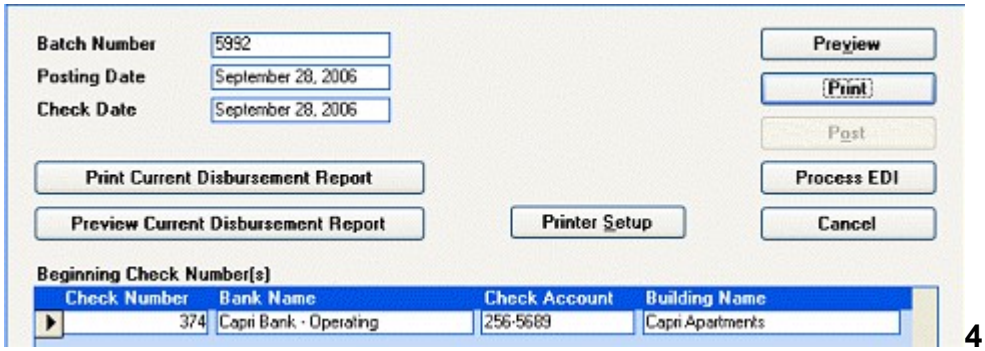
- **Important: Deselect All invoices** and then select the "EDI Suppliers" option.
- Select the Bank and select invoices to pay.
- Close this screen and go to Cheque Printing.

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.



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



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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.