

Scotia Bank Multi-Bank EDI Processing

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

Set up

Building:

- Each building must have its own individual bank account set up as the default disbursement bank for each building. Go to Find – Building – Accounting – Banking/Control tab.

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"/>	Originator ID	<input type="text" value="1234567890"/>
Branch Number	<input type="text" value="16066"/>	File Number	<input type="text" value="0"/>
Account Number	<input type="text" value="987-654-4"/>	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 (256-5693) 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 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: 8207 OK

Enter Date for A/P Cheques: 18-Dec-13

Enter G/L Posting Date: 18-Dec-13

Beginning Cheque Number(s)

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

- 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.
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Supplier Cheques - Print Recap

Batch Number: 8207
 Posting Date: December 18, 2013
 Cheque Date: December 18, 2013

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 Laser

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.

Example of EFT Payment Advice attached to supplier email:

EFT Payment Advice

3177

Gateway Holdings
 2765 - 8th Avenue
 Winnipeg, MB
 R3F 8U7

EFT Payment Date: December 11, 2013

Deposit One Thousand Eight Hundred Twelve Dollars and Thirty Seven Cenn

\$ *****1,812.37

To The Order Of **Addmore Advertising**
 45 - 89th Avenue
 Reseda, CA 96524

Gateway Holdings Inc.

EFT Payment Advice Details

Company: Gateway Holdings
 Supplier: Addmore Advertising

EFT Payment Date: December 11, 2013
 Account # 123456 **3177**

Invoice Number	Date	Identification	Building	Description	Amount Paid
8856	01-Dec-12	C856 BW	Best Warehousing Inc.	Monthly Adver Account	\$760.02
8007	01-Dec-12	Cot	Chris Office Tower	Advertising	\$662.35
84445	01-Feb-13	C=4445 LM	Langley/Mill	Advertising Contract LM	\$390.00

Paid by Electronic Funds Transfer

Please allow 7 days for this payment to show in your bank account.
 If not received in 10 business days please contact company shown above.

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.