Standard 005 EDI Processing

The EDI Multi Standard 005 module enables you to enter all the banking information without requiring custom programming. Before requesting this add-on module, confirm with your Canadian bank that it will accept the Standard 005 format. If you are interested in licensing this additional module, please contact Spectra Marketing.

Setup

- Go to **System Tasks – Spectra Utilities – Configuration File (Extras)** to enter your banking information. This information will be available from your banking representative.

If you have the Multi account module you will see the below fields and must select the Logical File Format.

This will usually be the Single Logical file with payment distribution.

- Go to Find – Banks – Bank Edit screen to enter each bank's EDI information. You must update each bank that is used as the default disbursement bank for each building.

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".
- Select the "Email EFT Payment Advice" and enter the "Email Address". If these fields aren't selected, the remittance advice will be printed when you process your EDI payments.
- 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:

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.

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

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.

Click on the **Process EDI** button first.

**Create Supplier Payment Interface File**

Create Supplier Payment Interface File
- Standard 005 Format Multi-Account Credit File

Name	Spectra Property Management
Client Number	87541
File Creation Number	2
Interface File	C:\Users\Public\Documents\Multi EFT.txt

Process File for Bank

Notes:

- Each EDI payment will be assigned a cheque number to enable you to trace it, as usual.
- The File Creation Number will be assigned by the system and is part of the file that is uploaded.
- Your EDI file will be created and stored where you indicated on the Configuration File, or you can use the Browse button to select a different location for your Interface File.

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.

You should be returned to the Print Recap screen. You may preview or print a listing of the EDI payments.

Click on the **Post** button to post this batch of "cheques". **Once you have posted you can not re-create the EDI File**.

After completing the posting of the cheques, use your bank software to upload the text file.

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 Cents $ *******1,812.37

To The
Order Of   **Addmore Advertising**
45 - 89th Avenue
Reseda, CA 36524   Gateway Holdings Inc.

EFT Payment Advice Details

Company: Gateway Holdings
Supplier: Addmore Advertising   Account # 123456

EFT Payment Date: December 11, 2013
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	Chic Office Tower	Advertising	$662.35
84445	01-Feb-13	C=4445 LM	Langley Mall	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.