# **B.C. Credit Union (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.

ank Number 004	4	Originator ID	1234567890
anch Number 160	066	File Number	0
count Number 987	7-654-4	File C:\EDIP	aymentstxt
-	ink Number 00 anch Number 16 scount Number 98	ink Number 004 anch Number 16066 count Number 987-654-4	Ink Number 004 Originator ID anch Number 16066 File Number Icount Number 987-654-4 File C:\EDIP

## 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	Pay Supplier by EDI Flag	Bank Number	003
		Branch Number	54321
		Account Number	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		والمعادية المتحج المال	(	Due To/From Balances
View All   Porti	folio 🔾 Building Portfolio	(ANY) 💌	Supplier	(ANY)		
Search By	P. 0. # Payr	nent Due Date Voucher #	EDI Suppliers	Discount Date	Sequence By	
			×	1	Supplier / Invoice	*
Supplier Name	Building ID	Invoice Number Invoice Dat	Discount e Date Due	Date Invoice Amour	nt Balance Due	On Amount To Pay Hold
ABC Design	Сар	5897 28-Sep-2006	28-0	ct-2006 4,576.0	4,576.00	8.576.00 \$
Addmore Advertising	Сар	\$458 01-Dec-2005	5 01-D	ec-2005 581.0	0 581.00	581.00 💲 🗌
Addmore Advertising	Cap	\$458 01-Nov-2005	5 01-N	ov-2005 581.0	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.

Bat	ch Number	5992			OK
Ent	er Date for A/P Checks	28-Sep-06			
Ent	er G/L Posting Date	28-Sep-06			
Beg	inning Check Number(s)				
Beg	jinning Check Number(s) Check Number Bank N	ame	Check Account	Building Name	

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

Batch Number	5992			Preview
Posting Date	September 28, 2006		Ē	(Print)
Check Date	September 28, 2006		(	Post
Print Currer	t Disbursement Report			Process EDI
Preview Curr	ent Disbursement Report	Printer Se	tup	Cancel
eginning Check	Number(s)			
Beginning Check Check Numbe	Number(s) r _ Bank Name	Check Account	Building Name	

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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 recreate 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.