Royal Bank EDI Standard 152 Credit File

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

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

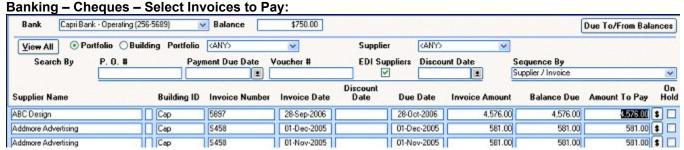
Branch Number Enter Branch number (precedes Bank # on cheque)
Account Number Enter Account number with any dashes, e.g.123-456-7

Handling Code Enter the code provided by the Bank.

If this field is left blank, "A" will be entered on the transfer file.

· Repeat for all suppliers.

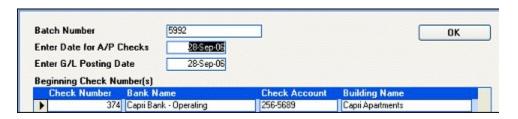
Process EDI Payments:



- 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.

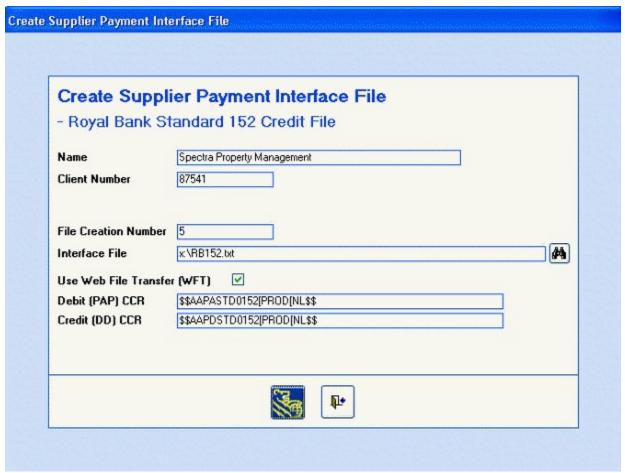


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• Click on the OK button to proceed to the next screen shown below.

Batch Number	5992			Pregiew
Posting Date	September 28, 2006		Ī	Print
Check Date	September 28, 2006		_	OLIOPAS
				Post
Print Current Disbursement Report Preview Current Disbursement Report				Process EDI
		Printer Setup		Cancel
Beginning Check	Number(s)			
Beginning Check Check Numbe	4.5	Check Account	Building Name	

- 1. 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.
- 3. Click on the **Process EDI** button. This will open up the following screen:



Enter the fields based on the information from your bank.

Interface File: Discuss the naming of the file with your bank.

Click on the Royal Bank icon to create the file.

You receive a message "File Created Successfully".



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.
- At this point, you would use your bank software to upload the text file.