

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.

EDI Supplier Details	<input checked="" type="checkbox"/> Pay Supplier by EDI Flag	Bank Number	003
		Branch Number	54321
Handling Code	<input type="checkbox"/>	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

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:

Banking – Cheques – Select Invoices to Pay:

Bank	Capri Bank - Operating (256-5689)	Balance	\$750.00	Due To/From Balances					
View All	<input checked="" type="radio"/> Portfolio <input type="radio"/> Building	Portfolio	<ANY>	Supplier	<ANY>				
Search By	P. O. #	Payment Due Date	Voucher #	EDI Suppliers	Discount Date	Sequence By			
				<input checked="" type="checkbox"/>		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	5992	OK
Enter Date for A/P Checks	28-Sep-06	
Enter G/L Posting Date	28-Sep-06	
Beginning Check Number(s)		
Check Number	Bank Name	Check Account
374	Capri Bank - Operating	256-5689
	Building Name	
	Capri Apartments	

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

Check Number	Bank Name	Check Account	Building Name
374	Capri Bank - Operating	256-5689	Capri Apartments

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- 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 **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 re-create 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.