

Entering and Update EDI Information for Employees Overview

Employee profile, in the Expense module, contains the Employee Electronic Data Interchange (EDI) information. Access to enter and update EDI information is restricted since it is sensitive data. Those who have access are responsible for handling source documents with care complying with state and agency policies and procedures.

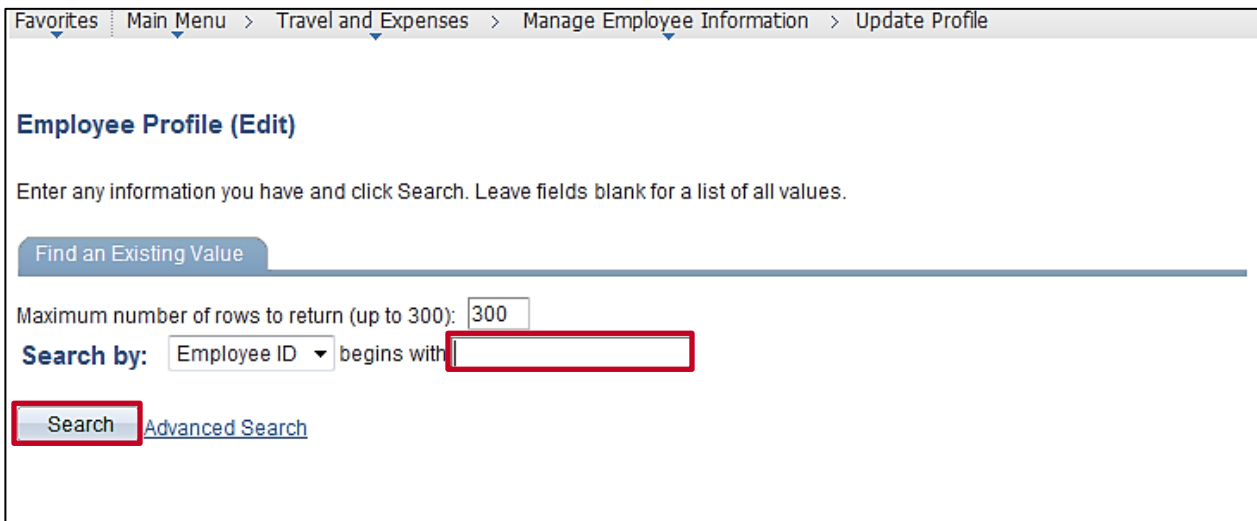
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Updating EDI information on the employee record

1. Navigate to the **Employee Profile (Edit)** page using the following path:

Travel and Expenses > Manage Employee Information > Update Profile



The screenshot shows a web browser window with the breadcrumb path: Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile. The page title is "Employee Profile (Edit)". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A blue button labeled "Find an Existing Value" is visible. Below this, there is a field for "Maximum number of rows to return (up to 300):" with the value "300" entered. The "Search by:" section has a dropdown menu set to "Employee ID" and the text "begins with" followed by an empty text input field. At the bottom, there is a "Search" button and a link for "Advanced Search".

2. The **Employee Profile (Edit)** search page displays.
3. Enter the **Employee ID**.
4. Click the **Search** button.

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Data | Organizational Data | **Bank Accounts**

SUMMER SUN

Employee Information

| | | | |
|-------------------|----------|-------------------|--|
| Last Name: | SUN | First Name: | SUMMER |
| Telephone: | | Employee Base: | <input type="radio"/> Home <input checked="" type="radio"/> Office |
| Personnel Status: | Employee | Payments Sent To: | <input checked="" type="radio"/> Home Address <input type="radio"/> Mailing Address |

Home Address

| | | |
|------------|-------------|---------------|
| Country: | USA | United States |
| Address 1: | 123 Gaskins | |
| Address 2: | | |
| Address 3: | | |
| City: | Midlothian | |
| County: | | Postal: 23114 |
| State: | VA | Virginia |

Mailing Address

| | | |
|------------|-----|---------------|
| Country: | USA | United States |
| Address 1: | | |
| Address 2: | | |
| Address 3: | | |

5. The **Employee Data** page displays.
6. Click the **Bank Accounts** tab.

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

New Window | Help | Customi

Employee Data | Organizational Data | **Bank Accounts**

SUMMER SUN

Organizational Data Find | View All First 1 of 1 Last

GL Unit: 15100 VA Department of Accounts Default Profile

Department: 95400 General Accounting Hold Payment

*Payment Method: **Automated Clearing House**

Bank Account Info Customize | Find | 1 of 1 First 1 of 1 Last

Bank Account Info Prenote Info

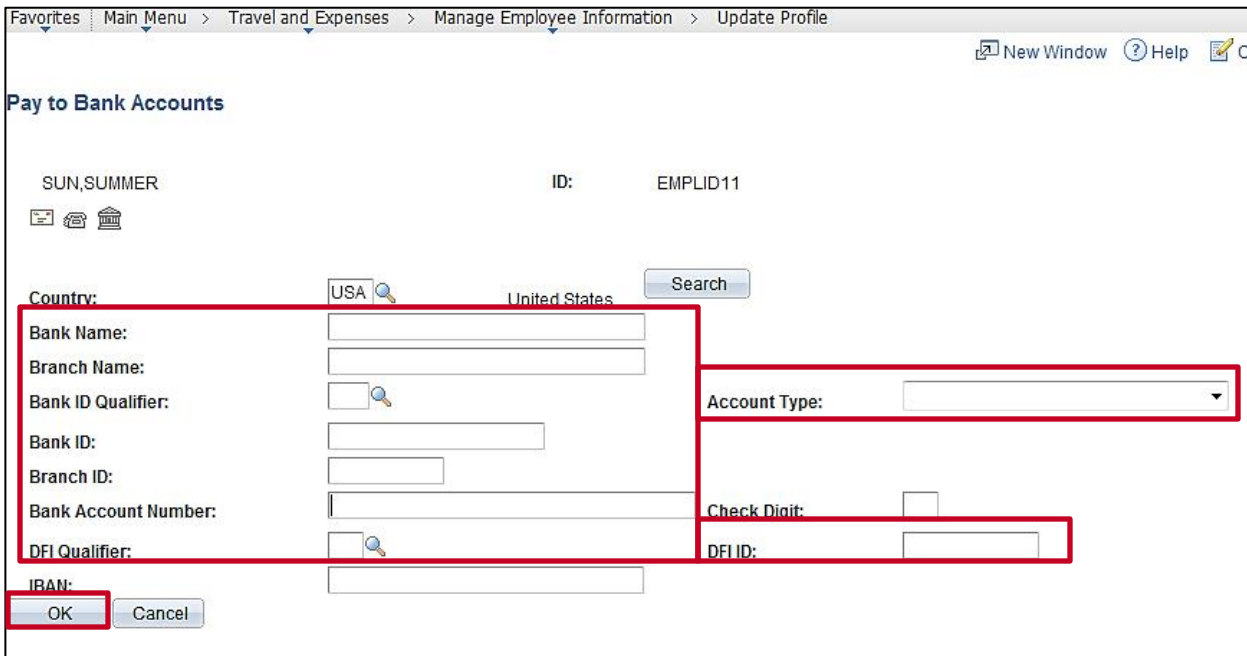
| Default | Bank Account | Source | Bank Name | Bank ID | Branch Name | Branch ID | Bank Account # | | |
|--------------------------|-------------------------------------|----------|-----------|---------|-------------|-----------|------------------|------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Expenses | | | | | 4174126262488098 | +... | - |

EFT Options

Save | Return to Search | Notify

[Employee Data](#) | [Organizational Data](#) | [Bank Accounts](#)

7. The **Bank Accounts Info** page displays.
8. Change **Payment Method** to **Automated Clearing House**.
9. Click the **Bank Account** icon.



Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

New Window ? Help

Pay to Bank Accounts

SUN,SUMMER ID: EMPLID11

Country: USA United States Search

Bank Name:

Branch Name:

Bank ID Qualifier: Account Type:

Bank ID:

Branch ID:

Bank Account Number: Check Digit:

DFI Qualifier: DFI ID:

IBAN:

OK Cancel

10. The **Pay to Bank Accounts** page displays.
11. Enter the appropriate banking information off the Commonwealth of Virginia State Employee Electronic Data Interchange Program form.
 - a. **Bank Name:** as listed on the form
 - b. **Branch Name:** as listed on the form
 - c. **Bank ID Qualifier:** 001
 - d. **Account Type:** select from drop down menu (i.e., checking, saving, etc.)
 - e. **Bank ID:** routing number on the documentation attached to the form
 - f. **Bank Account Number:** bank account number on the documentation attached to the form
 - g. **DFI Qualifier:** 01
 - h. **DFI ID:** routing number on the documentation attached to the form
12. Click the **OK** button.

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Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

New Window | Help | Custom

Employee Data | Organizational Data | **Bank Accounts**


SUMMER SUN

Organizational Data Find | View All First 1 of 1 Last

GL Unit: 15100 VA Department of Accounts Default Profile
 Department: 95400 General Accounting Hold Payment
 *Payment Method: Automated Clearing House

Bank Account Info Customize | Find | First 1 of 1 Last

Bank Account Info Prenote Info

| Default | Bank Account | Source | Bank Name | Bank ID | Prenote Status | Required | Prenote Creation Date | Wait Days |
|--------------------------|---|----------|-----------------------|-----------|----------------|--------------------------|-----------------------|--|
| <input type="checkbox"/> |  | Expenses | Virginia Credit Union | 251082615 | New | <input type="checkbox"/> | | 10 <input type="button" value="+"/> <input type="button" value="-"/> |

EFT Options

[Employee Data](#) | [Organizational Data](#) | [Bank Accounts](#)

13. The **Bank Accounts** page displays.
14. Click the **Prenote Info** tab.
15. Check the **Required** box to indicate prenote is required.
16. Click the **Save** button.
17. The Employee Profile is updated with banking information.
 In 10 days, as long as no changes are made to the EDI information because of a needed correction, the **Prenote Status** will change to **Confirmed** and future payments will be made by EDI method.