

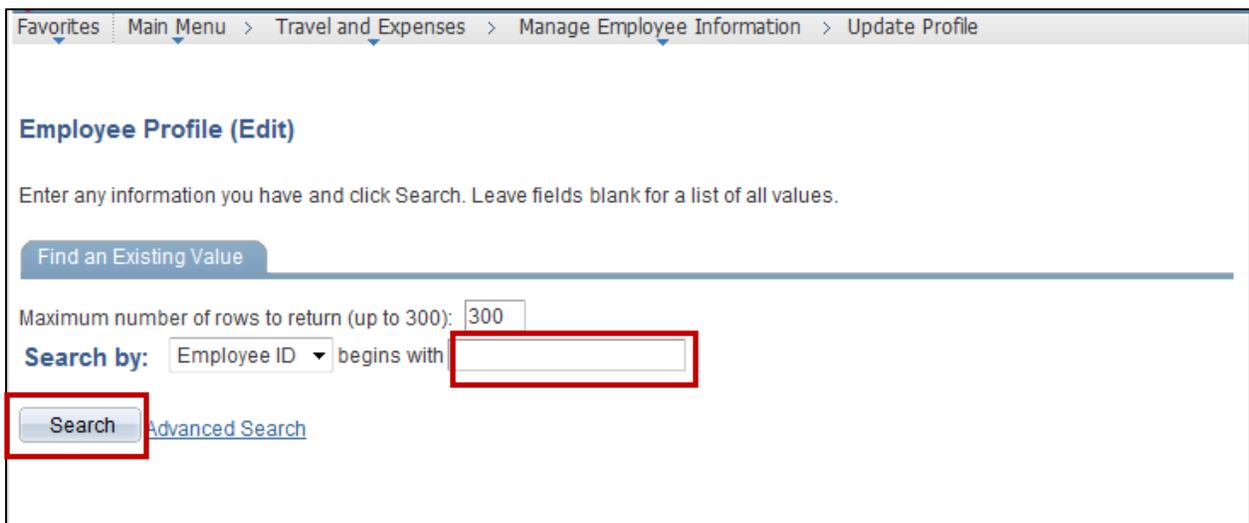
Entering and Updating EDI Information for Employees

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Employee profile, in the Expense module, contains the employee 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.

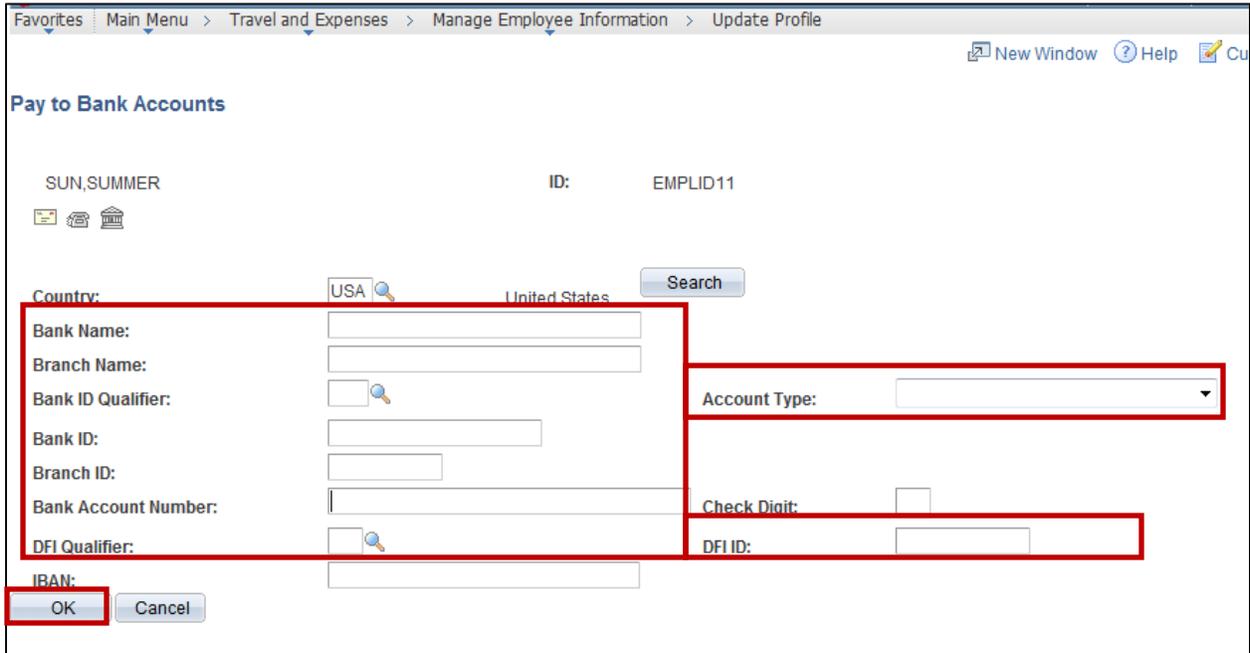
Updating EDI information on the employee record:

- 1 Navigate to **Travel and Expenses > Manage Employee Information > Update Profile.**



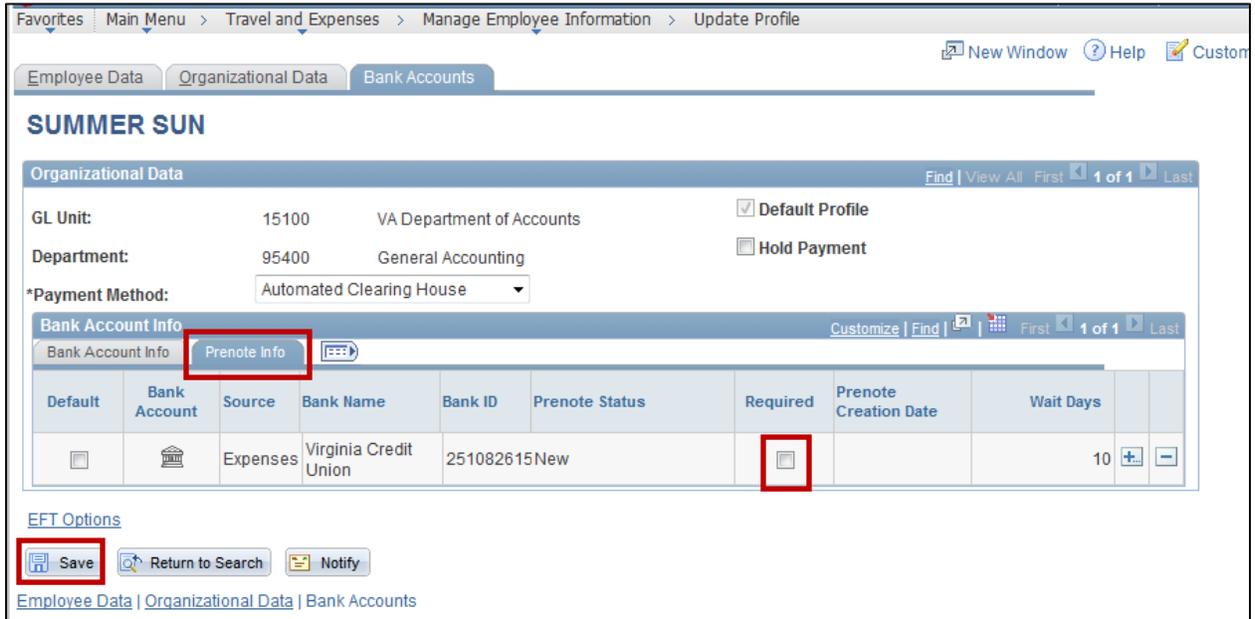
- 2 The **Employee Profile (Edit)** search page displays.
- 3 Enter the **Employee ID**.
- 4 Click the **Search** button.

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- 9 The **Pay to Bank Accounts** page displays. 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
- 10 Click the **OK** button.

Entering and Updating EDI Information for Employees



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	251082615New		<input checked="" type="checkbox"/>		10 <input type="button" value="+"/> <input type="button" value="-"/>

EFT Options

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

- 11 The **Bank Accounts** page displays. Click the **Prenote Info** tab.
- 12 Check the **Required** box to indicate prenote is required.
- 13 Click the **Save** button.

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.