

Electronic Data Interchange (EDI)



Virginia Department of Accounts

Financial Accountability. Reporting Excellence.



(FINANCIAL) ELECTRONIC DATA INTERCHANGE

EDI is used for General Warrant payments processed in CARS (batch types 2, 3, X, R, and P)

Payments and the associated Remittance Data (including Invoice Number, Invoice Date, Customer Account Number and Description) are processed electronically. Money is deposited directly in the payee's bank account.



RESPONSIBILITIES

DOA

- Application software and bank interface
- Forms and documents
- Setup and maintain Trading Partner (payees enrolled in EDI) accounts
- Assist Trading Partners

State Agency Personnel

- Solicit new Trading Partners, refer them to EDI information on DOA's website
- Process CARS payments using correct Vendor ID Number
- Select Employee EDI Coordinator (primary contact for employees, disseminate EDI information and answer questions)
- Enroll employees who travel more than twice a year
- Access CARS Vendor Edit Table (screen 23 under Agency 000) to research EDI payments and Trading Partners
- Research and resolve EDI payee questions



RESPONSIBILITIES (continued)

Trading Partners

- **Enroll using DOA forms**
- **Confirm 1 ¢ test deposit (if requested)**
- **Use EDI remittance data to post payments/logon to REDI Virginia website**
- **Submit timely bank and payee changes to DOA (use appropriate “Notification of Change” form from DOA’s website)**
- **Update e-mail address and other information in REDI Virginia**

EDI TRADING PARTNER CATEGORIES

Vendors

State Employees (travel reimbursements)

State Agencies (usually Petty cash)

Localities

Grantees

Non-state agencies

IRS

DOA has different versions of enrollment forms for many of these categories



FORMS AND DOCUMENTS ON DOA'S EDI WEB PAGE

Trading Partner Information:

[EDI Guide for Vendors, Localities, Grantees, State Agencies and Non-State Agencies](#)

[REDI Virginia Procedure Guide](#)

[Trading Partner Agreement and Enrollment Form for Vendors](#)

[Trading Partner Agreement and Enrollment Form for Localities and Grantees](#)

[Trading Partner Agreement and Enrollment Form for Non-State Agencies](#)

[Trading Partner Agreement and Enrollment Form for State Agencies](#)

Trading Partner Notification of Change Form

- [PDF Version](#)
- [Microsoft Word Version](#)



FORMS AND DOCUMENTS ON DOA'S EDI WEB PAGE (continued)

[Department of Accounts Contact Information](#) [State Agency Memorandum of Understanding](#)

State Employee Information:
State Employee Enrollment Form

- [PDF Version](#)
- [Microsoft Word Version](#)

[State Employee EDI Guide](#)

State Employee Notification of Change Form

- [PDF Version](#)
- [Microsoft Word Version](#)

[EDI for Agency Accounts Payable Personnel](#) [Travel EDI – Change in fee](#)



EMPLOYEE EDI

Agency staff key ALL travel reimbursements with Vendor ID Suffix 33

Agency Employee EDI Coordinator

- Contact DOA EDI staff for information and instructions
- Disseminate and collect forms to/from employees
- Provide EDI information and assistance to employees
- Refer agency personnel to Employee EDI documents on DOA's website
- May have employees confirm receipt of one cent test deposit
- Liaison for your agency's employees with DOA EDI staff
- Receives report detailing charges for travel reimbursements not processed via EDI

EMPLOYEE EDI (continued)

Employee completes and submits Trading Partner Agreement

DOA staff key and initiate a 1¢ test deposit

EDI account is activated



EMPLOYEE EDI (continued)

Employee may use the REDI Virginia website to obtain remittance data (use "REDI Virginia Procedure Guide" from DOA's website to assist logon). Employee can logon once the 1¢ test deposit has been received.

Employee must submit Employee version of "Trading Partner Notification of Change Form" when bank information changes.

If e-mail address changes, employee must update e-mail address registered in REDI Virginia. At the Main Menu click the Personal Options button, click Edit, update appropriate fields, and then click Accept.

The charge for missed Employee EDI payments is \$5.00. Employee EDI Coordinator receives a detailed quarterly report from DOA staff.



WHEN RESEARCHING AN EDI PAYMENT

USE CARS, NOT YOUR AGENCY'S ACCOUNTING SYSTEM

CARS reflects the actual result of payment processing and data that DOA staff can access. Agency-based systems may reflect information that is translated or changed when it enters CARS and therefore reflect the expected (not actual) outcome of payment processing.



For CARS Research, use

CARS screens:

- 65 – Vendor Payment Detail
- 66 – Vendor Payments Display
- 23 – Vendor Edit Table (key Agency 000)

CARS Report:

- ACTR1303 – Report of Payments Made



CARS Vendor Edit Table

CARS screen 23 (under agency 000)

Provides an EDI contact name and phone number for each Trading Partner (payee) – except those registered under a social security number.

At least 2 people AT EACH AGENCY should have access to research payments made via EDI. Other appropriate staff should be informed to contact those with Vendor Edit Table access for assistance when responding to a question about a payment transmitted via EDI.

Reflects multiple/different Vendor ID suffixes when a Trading Partner has more than one EDI account.

If your agency paid the wrong entity, it's your agency's responsibility to get the money back. Call the entity's contact listed in their Vendor Edit Table EDI record.



CARS - Financial On-line Inquiry – Screen 66

ACTL0660

C A R S - VENDOR PAYMENTS DISPLAY S660

ENTER FUNCTION: S (S=START READ, N=NEXT RECORD, C=CLEAR, PF13=MENU)

SEARCH TYPE: 2 (1=VENDOR-ID, 2=AGY-VOUCHER, 3=VENDOR-NAME)

AGY	VENDOR-ID/SFX	AGY-VOUCHER	VENDOR-NAME	INV-NO	AMOUNT
STATUS	CHECK-ID	DUE-DATE	CHECK-DATE		
151	T12345678901	10031254	XYZ CORPORATION		
3	3046 T0083550	07/30/2008	07/30/2008		0020727
892.00					
151	T12345678901	10031254	XYZ CORPORATION		
3	3046 T0083550	07/30/2008	07/30/2008		0020727
652.00					

The fields highlighted in green are the Check Number and Check Date fields in CARS. When the Check Number begins with a "T", the payment was transmitted via EDI and deposited in the trading partner's bank account. The Check Date field in CARS of an EDI payment reflects the Deposit Date of the EDI payment.



Virginia Department of Accounts

ACTL0650C A R S - VENDOR PAYMENT FILE INQUIRY/SELECTION

S650

ENTER FUNCTION: S (S=START READ, N=NEXT RECORD, C=CLEAR, U=UPDATE,
PF13=MENU)

SEARCH TYPE: 1 (1=VENDOR-ID, 2=AGY-VOUCHER, 3=VENDOR-NAME)

AGY: 151 VEND-ID/SFX: S987654321 33 CUSTOMER ACCOUNT: A123

AGY-VOUCHER: 10001259

VENDOR-NAME: JANE DOE

ADDR1: 9719 LINCOLN DRIVE

ADDR2:

CITY: RICHMOND

ST: VA ZIP: 23288

TRANS-ID: 151 07 12 2008 3 325 00006 0 STATUS: 3 CHECK WRITE COMPLETE

DUE-DATE: 07/30/2008 CHECK-NO: **T0083468** CHECK-DATE: **07/30/2008** BANK: 3046
TYPE:

INV-DATE: INV-NO: 381 INV-DESC: REGISTRATION

TRANSACTION AMOUNT: 270.00 EIN/SSN: S 987654321 1099-IND:

The above EDI payment (CHECK-NO begins with "T") was deposited in the trading partner's bank account on 7/30/2008 (see CHECK-DATE field).



REDI VIRGINIA WEBSITE

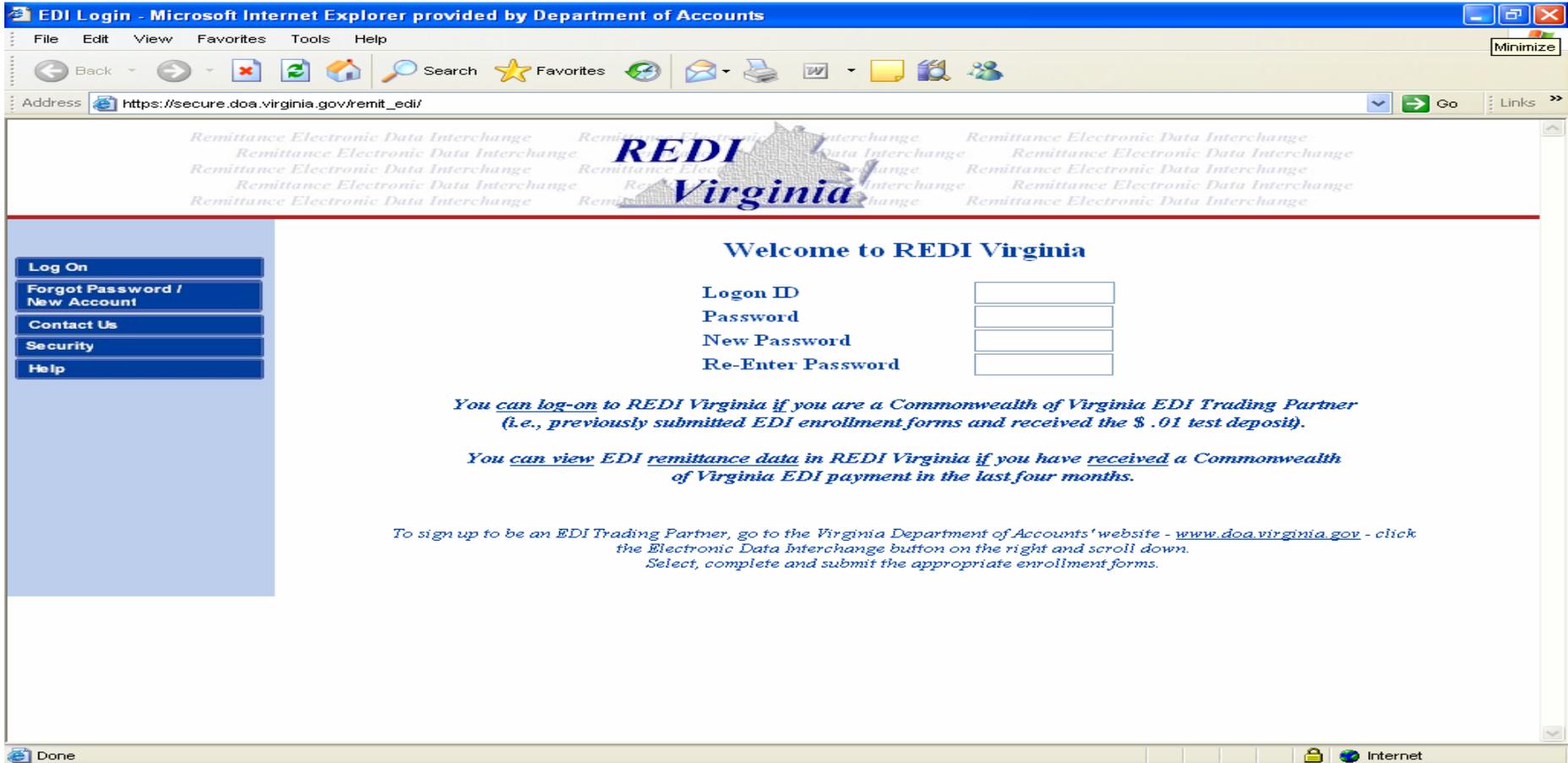
Reflects remittance data at the transaction level (agency by agency, invoice by invoice) that supports the electronic payments

Reflects the last 4 months of EDI payments

Data is posted to the website 1 day before money is deposited in the bank



REDI VIRGINIA WEBSITE (continued)



Log on at <http://redivirginia.doa.virginia.gov>. The "REDI Virginia Procedure Guide" from DOA's EDI web page provides instructions and information.



Virginia Department of Accounts

Broadcast Messages - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Search Virginia.gov GO

Financial Accountability. Reporting Excellence.

DOA Virginia Department of Accounts

REDI Virginia

> Logoff/Home > Broadcast Messages

Contact Us | Search DOA Entire Site CAPP Only GO

Broadcast Messages

Welcome to REDI Virginia -

If you are using **spam filtering software** make sure that emails from **REDIVirginia@doa.virginia.gov** are authorized to be received.

Login Successful
You have personal messages.
There is a special announcement.

Special Announcement
 Personal Message
 Main Menu
 Help
 Logoff

start [Internet Explorer] [CD-ROM] [Folder] [Clock] [Play] [Mail] [Word] [Broadcast Messages ...] 10:24 AM Tuesday

Click the "Main Menu" button to access remittance data.



Remittances - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts REDI Virginia Financial Accountability. Reporting Excellence.

> Broadcast Messages > Main Menu > Remittances Contact Us Search DOA Entire Site CAPP Only GO

Remittances Main Menu Help Logoff

EDI Remittance Summary

Trading Partner: Maiden D Dairy

	Deposit Date	Trace Number	Total Amount
Detail	07/29/2008	T146496	795.00
Detail	07/25/2008	T146404	1,297.63
Detail	07/23/2008	T146262	366.66
Detail	07/18/2008	T146059	6,357.18
Detail	07/16/2008	T145870	2,185.21
Detail	07/11/2008	T145676	1,382.71
Detail	07/09/2008	T145523	2,118.60
Detail	07/03/2008	T145323	786.45
Detail	07/02/2008	T145249	73.83
Detail	06/27/2008	T144990	8,258.47
Detail	06/26/2008	T144878	11,086.80
Detail	06/25/2008	T144784	898.00

start [Taskbar icons] Remittances - Virginia... 10:11 AM Tuesday

Click the word "Detail" to see the remittance detail of a payment.



Remit Detail - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

Financial Accountability. Reporting Excellence.

DOA Virginia Department of Accounts REDI Virginia

> Main Menu > Remittances > Remit Detail Contact Us | Search DOA Entire Site CAPP Only GO

Printer Friendly Remittances Main Menu Help Logoff

EDI Remittance Detail

Agy No: Customer Account: Invoice Number:

Records 1 - 3 of 3

Total Amount: 1,297.63 Deposit Date: 07/25/2008 Trace Number: T146404

Agy No	Amount	Offset Amt	Invoice Number	Invoice Date	Customer Account #	Voucher Number	Description
207	238.33	0.00	1056	06/13/2008	1119	051268N	1119
207	529.65	0.00	1059	06/23/2008	1132	051268N	1132
207	529.65	0.00	1059	06/23/2008	1132	051268N	1132
Total 207 :	1,297.63						

Records 1 - 3 of 3

start [Internet Explorer] [CD-ROM] [Folder] [CPU] [Remit Detail - Virginia ...] 10:11 AM Tuesday

Remittance details are reflected agency by agency, invoice by invoice.



Virginia Department of Accounts

ED I Remittance Detail - Trace Number T1464046 - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

[Return to Remit Detail](#) [Print](#)

ED I Remittance Detail

Total Amount: **1,297.63** Deposit Date **07/25/2008** Trace Number: **T146404**

Agy No	Amount	Offset Amt	Invoice Number	Invoice Date	Customer Account #	Voucher Number	Description
207	238.33	0.00	1056	06/13/2008	1119	051268N	1119
207	529.65	0.00	1059	06/23/2008	1132	051268N	1132
207	529.65	0.00	1059	06/23/2008	1132	051268N	1132
Total 207 :	1,297.63						

start | Internet Explorer | CD-ROM | Mail | Clock (3:20) | ED I Remittance Detail... | 10:12 AM Tuesday

Access (to print) this screen with the "Printer Friendly" button.

References

Internet at www.doa.virginia.gov, click the Electronic Data Interchange button and scroll down to:

- EDI for Agency Accounts Payable Personnel
- REDI Virginia Procedure Guide
- EDI Guide for State Employees
- EDI Guide for Vendors, Localities, Grantees, State Agencies and Non-state Agencies

Contacts

EDI@doa.virginia.gov

804-692-0473 – voice

804-225-4250 – facsimile

U.S. Mail:

General Accounting Unit

Virginia Department of Accounts

P.O. Box 1971

Richmond, VA 23128-1971