

EDI Document List

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Synopsis:

The EDI Document List navigates you to a list of available EDI Documents. From here, you can create a new EDI Document or Edit existing Documents. This portion of the manual is intended to guide you to the appropriate area to manage EDI reports as well as provide some basic explanations of key 'Page Actions'. This manual will not detail how to create an EDI report since that is completely dependent on the reporting parameters.

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[Access EDI Document List](#)

In the 'Full Payroll Menu' select 'Periodic Processing' at the top of the 'Periodic Activities' column and then click 'EDI Document List'

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Employer Tax Rate / Limit Update	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	Local Tax Rate / Limit Update	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Payroll Adjustments	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Custom Deduction / Employer Cont.	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	EDI Document List	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Auto-Email Report	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances

The 'EDI Documents' list will open. If there are existing documents you would like to adjust, click 'Edit'. If you would like to create a new document click 'New'

← EDI DOCUMENTS | WORK DATE: 10/10/2019

Search

No. ↑	Description	Version ↑	File Name
→ *			

Create a New EDI Document

- Click 'NEW'

← EDI DOCUMENTS | WORK DATE: 10/10/2019

Search **+ New** Edit List Delete Edit View Export Copy ...

No. ↑	Description	Version ↑	File Name
→ *			

- The EDI Document Setup will open

← +

EDI Document

Export Copy EDI Function List Segments More options

General [Show more](#)

No. *		File Name	
Description		Benefit Category	v
Version		FTP Address	

- Enter a File #
- Enter a Description
- Enter a Version (if applicable)
- Enter a File Name
- Select a Benefit Category (if applicable)
- Enter an FTP address (if applicable)

←    ✓ SAVED  

EDI Document

 Export  Copy  EDI Function List  Segments | More options

General [Show more](#)

No.	834-001	File Name	834
Description	834 File	Benefit Category	
Version	00001	FTP Address	

- You can then edit the the 'EDI Function List' or adjust the 'Segments' by clicking on the corresponding page actions

←    ✓ SAVED  

EDI Document

 Export  Copy  EDI Function List  Segments | More options

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No.	834-001	File Name	834
Description	834 File	Benefit Category	
Version	00001	FTP Address	

EDI Functions List