

# EDI Support Services

## PC-ACE Pro32 Quick Start Guide for Remittance Advice

### Import and Translate 835 Remittance Advices

1. Download the remit from EDISS' Bulletin Board System into the corresponding staging directory. Link:  
[www.edissweb.com/docs/shared/bbs.pdf](http://www.edissweb.com/docs/shared/bbs.pdf)

Institutional Staging Directory     x:\WINPCACE\Etraub92\Ansi835\*

Professional Staging Directory    x:\WINPCACE\Etra1500\Ansi835\*

\* 'x' represents the drive PC-ACE Pro32 software is installed.

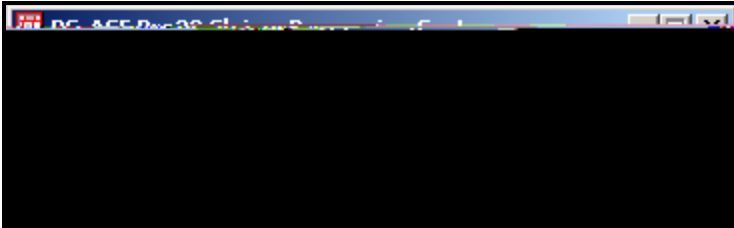
#### In this document:

- Import 835 remittance advices using PC-ACE Pro32
- Translate 835 remittance advices using PC-ACE Pro32

2. Double click on the PC-ACE Pro32 shortcut to open the PC-ACE Pro32 software.

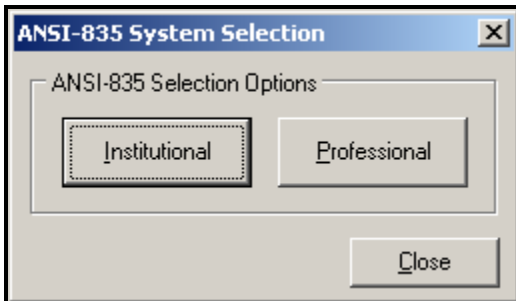


3. Click on the ANSI-835 Functions icon on the toolbar.



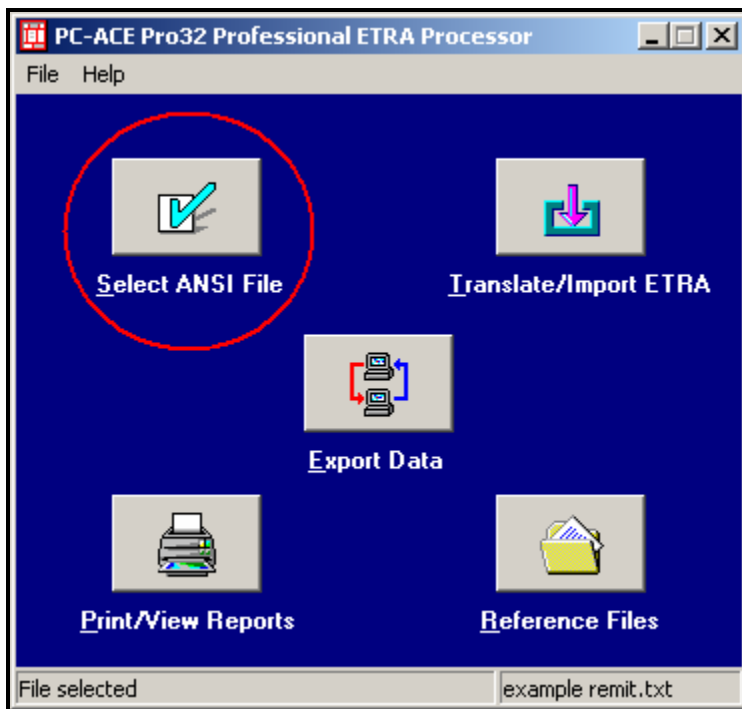
**Note:** The Sign On box may display.

4. Click on the option corresponding to the line of business from the ANSI-835 Selection Options box.



5. Click on the Select ANSI File icon.

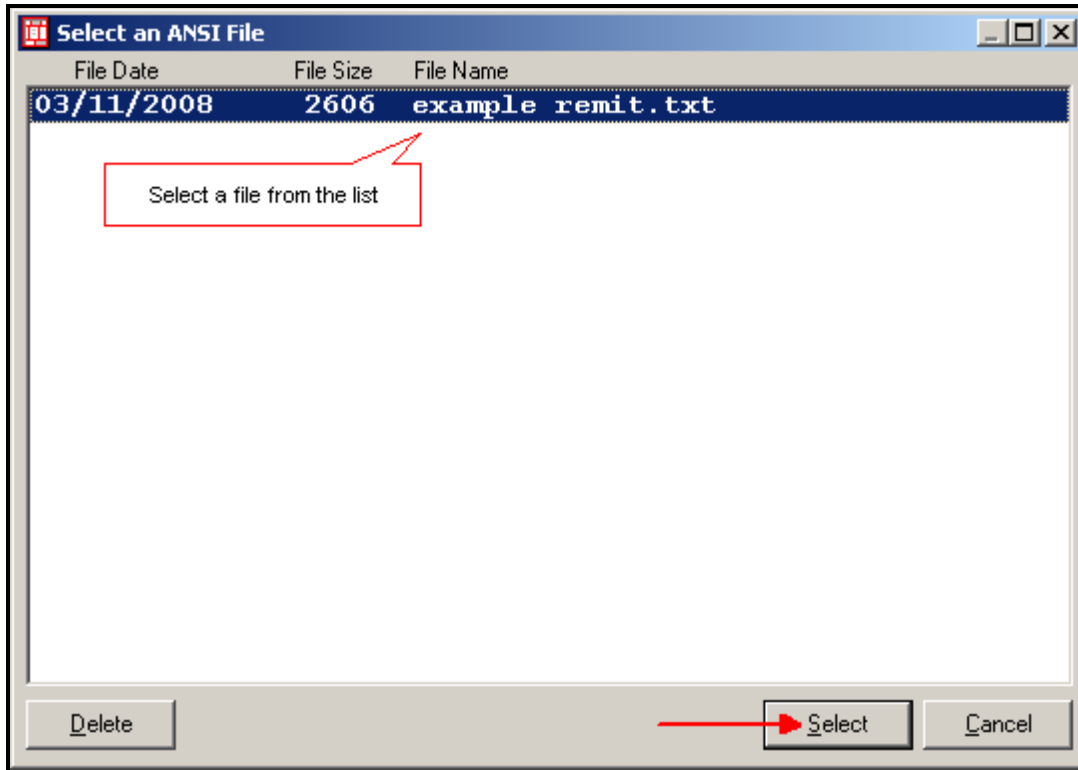
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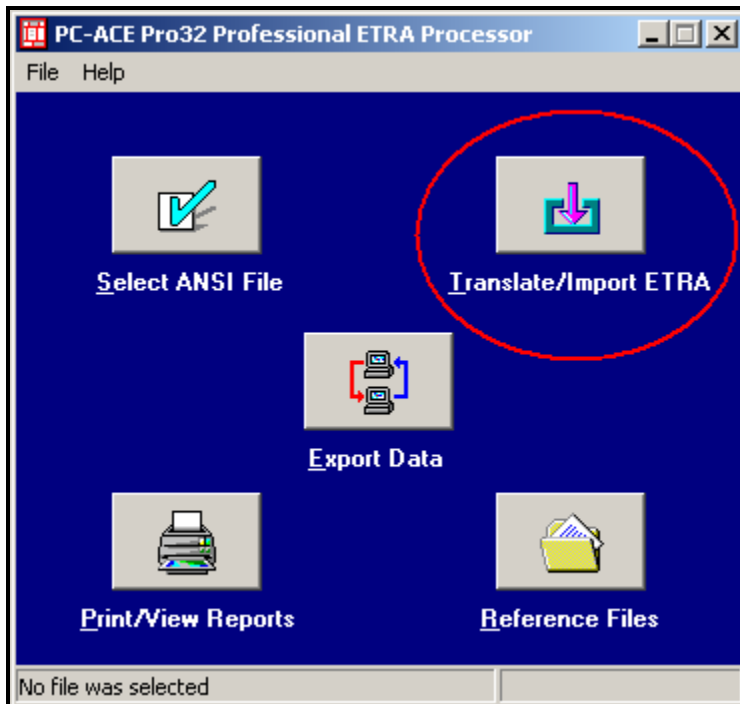
The Select an ANSI File box displays listing all 835s placed in the staging directory.

6. Click the File Name of an 835 from the list and select the Select button.

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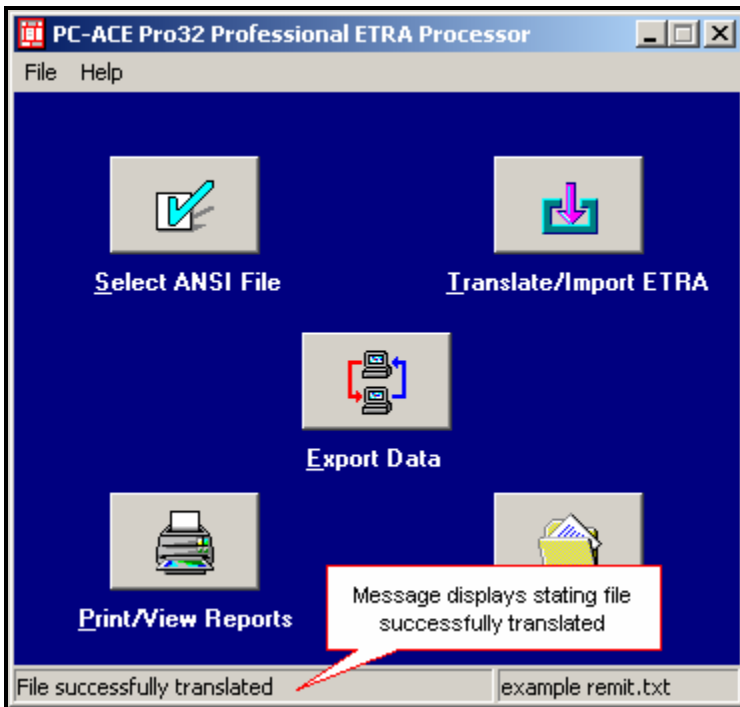


7. Click on the Translate/Import ETRA icon.

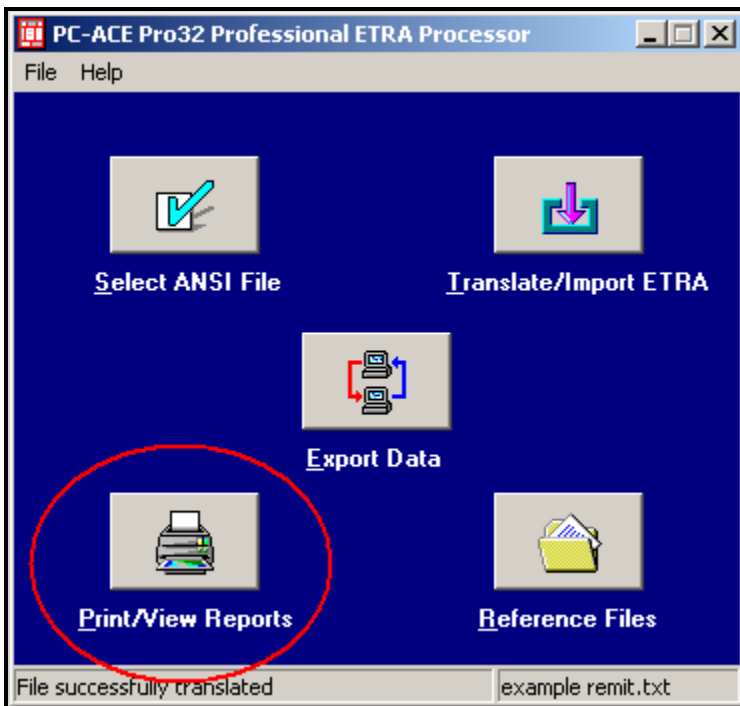


8. The 835 is successfully translated.

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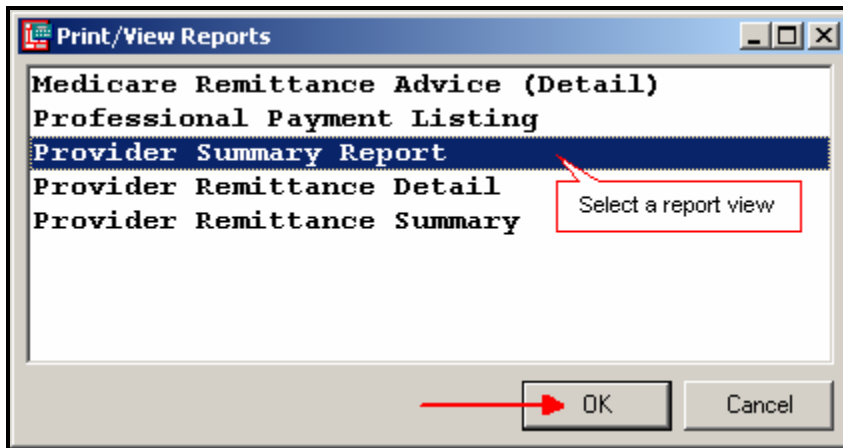


Click the Print/View Reports icon.

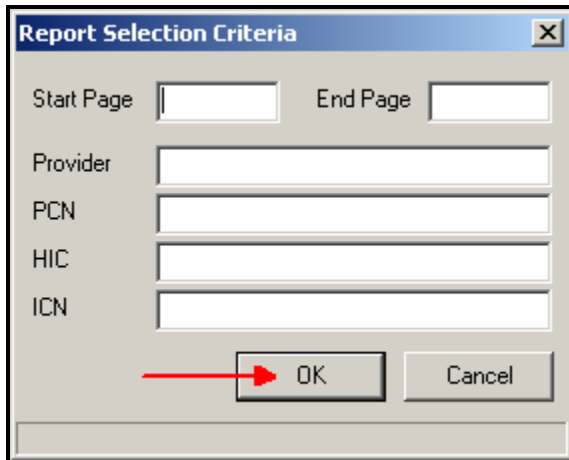


Click a report view from the list and then select OK.

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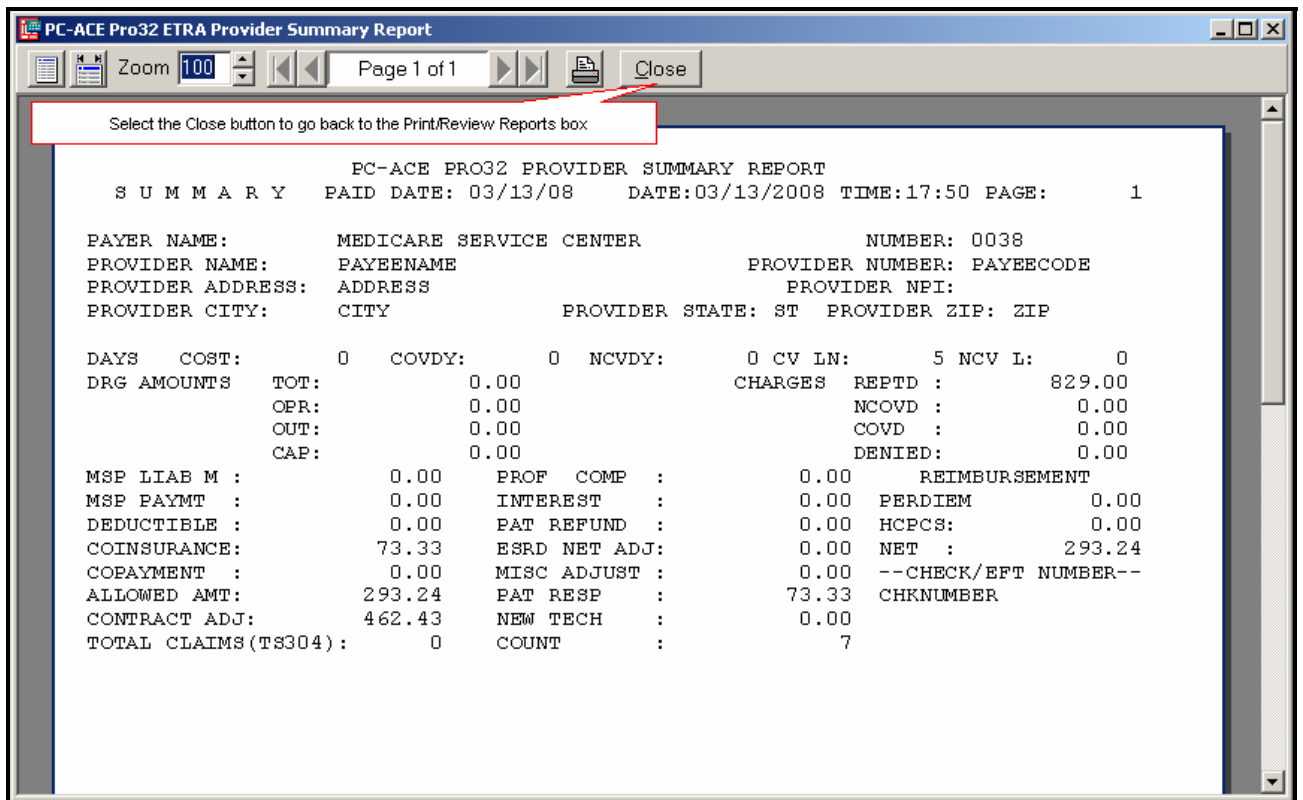


Click OK to display the entire selected report.



The selected report displays.

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**Note:** Select Close to return to the Print/Review Reports box to select another report view.