Electronic Data Interchange User Guide

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CHAPTER 1

Electronic Data Interchange Overview

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The Electronic Data Interchange (EDI) module provides an optimum means by which documents may pass between you and your customers/vendors with the speed and accuracy needed in today's business environment. To provide for this function, the EDI module has been added to and fully integrated with Distribution A+. The documents that you can pass between you and your customers/vendors are listed in the following table:

Infor Distribution A+ EDI Documents

Document	EDI Document Number	Send	Receive
Acknowledgment	855	x	
Advanced Shipping Notice	856	x	x
Invoice	810	x	x
Price Catalog	832		x
Purchase Order	850	x	x
Purchase Order Change	860		x
Remittance Advice/Payment	820		x
Product Activity Data	852	x	
Product Transfer & Resale Report	867	x	

The passing of each document is tracked and monitored until completion, ensuring that a document has been received or sent. History is also maintained for EDI documents.

Additionally, as with most software management systems which integrate EDI into their realm of functionality, a third party EDI software package is required. This third party package will actually perform the transfer of data from Distribution A+ to the intended customer/vendor or from the customer/vendor to Distribution A+, in the standard EDI document format.

Because Distribution A+ must work with a third party package, and since each package has its own method of transferring EDI documents, it is important that the data to include with those documents is prepared appropriately for transfer, according to that package's requirements.

While you can use Distribution A+ with a number of third party packages, file conversion data and user file definitions that you need to work with Inovis have already been created and provided. In other words, if you have EDI and Inovis, the links between the two systems are available and ready for your tailoring upon installation of the EDI module.

Important

Since some of the software components necessary for Distribution A+ to interface with Inovis have been developed and provided for you with EDI, this document includes a brief description of those components. This in no way indicates that Inovis is the only third party package available for use. The components necessary for interfacing Distribution A+ with another package, while fundamentally the same, will most likely have different file creation and development processes. It is required that you establish all needed conversion definitions, field specifications, and so forth, if your site is not using Inovis.

EDI is geared towards reducing the handling and mailing of certain business documents created during order entry, or when performing certain accounts receivable or purchasing tasks. Using Distribution A+, which has a dedicated EDI Transaction Processor, and a third party EDI software package (e.g., Inovis), selected documents can be electronically sent to and received from a customer/vendor while adhering to that customer's/vendor's requirements.

EDI Document Transfer Process

This section describes the process of using EDI to send and receive a document.

Sending

When sending a document, Distribution A+ identifies:

- the requisition's purchase order (PO) to process via EDI and print that purchase order.
- an order's invoice to process via EDI and print that invoice.
- an order's acknowledgment to process via EDI. (You are required to make a selection to actually print the acknowledgment.)
- an order's advance shipping notice (ASN) to process via EDI.

During Day-End Processing (MENU XAMAST), Distribution A+ creates the Product Activity Data (852) document and/or the Product Transfer & Resale Report (867) for each vendor you have set up to receive them through Vendors Maintenance (MENU POFILE).

At this point, each document (PO, invoice, acknowledgment, ASN, Product Activity Data, and Product Transfer & Resale Report) is assigned an EDI status of pending.

NOTE: The receipt of a customer's PO is in fact the receipt of an order on your side, and as such, will eventually be loaded into Distribution A+ by the same process used in Off-line Order Entry.

Then, the system uses default setup or manual selections to send a pending document to the Distribution A+ user files (referred to as loading the user files). During the send, the EDI status changes to active. A successful send changes the EDI status to user (user files). If not successful, error notices display and the status reverts back to pending.

The third party package you are using, uses default setup or manual selections to send data from the user files to the third party package's mailbox and clear out the user files. (If you use manual selections to send data, you must manually clear out the user files through Distribution A+). Successful translation changes the EDI status to complete. If not successful, error notices display and the status remains user. The files do not clear if an error occurs when you use the default setup available for Inovis which results in the automatic clearing of user files.

Then the interface uses default setup (in Distribution A+) or manual option selection to initiate communications with EDI network to send documents to the applicable recipient's network address.

Receiving

In Distribution A+ incoming documents can be received through manual selection, or automatically through an auto release process. Regardless of the method used, receiving incoming documents involves having data from the user files converted into Distribution A+ database files through an "offline" type process. While the conversion is taking place, the EDI status is changed to active. Successful completion of the conversion from the user files to the Distribution A+ database changes the EDI status to completed. If not successful, error notices display and the status reverts back to pending.

If the document being received is:

- a purchase order or purchase order change, the documents are processed automatically as off-line orders, resulting in new orders. Refer to Off Line Order Entry (MENU OEMAIN) in the Order Entry manual for further details regarding offline PO processing.
- a price catalog, the document is transferred from the user files to the database where it can be applied by Price Maintenance. Refer to Apply Future Prices By Date (MENU OPMAIN) in the Price Maintenance manual for further details regarding application of prices from price catalogs.
- an advance shipping notices (ASNs), the document is transferred from the user files, pre-edited for errors, and loaded into offline receiver files where it can be maintained. From these offline receiver files, ASNs can be received into receivers that can be modified, approved, and posted. Refer to Enter or Change Receivers or PO Receipts (MENU POMAIN) in the Purchasing manual for further details regarding receiver processing.
- a remittance advice/payment, the document is transferred from the user files, pre-edited for errors, and loaded into offline cash entry files, from which it can be edited and posted. Refer to Cash Entry/ Edit (MENU ARMAIN) in the Accounts Receivable manual for additional information.

- an invoice, the document is transferred from the user files, pre-edited for errors, and loaded into offline voucher entry groups, from which it can be maintained. If the vendor who sent the invoice is set up for offline receipt validation through Vendors Maintenance (MENU POFILE), the voucher will be automatically receipt validated. From the offline voucher group files, invoices can be edited and posted. Refer to Voucher Entry (MENU APMAIN) in the Accounts Payable manual for additional information about voucher entry.

The third party package you are using uses manual selection to establish communications with the network, transferring any awaiting documents from the applicable network address to its mailbox and then from its mailbox into Distribution A+ user files. Successful transfer of documents from the mailbox to the user files creates an EDI status of pending in Distribution A+.

User Files

When sending documents, data to transfer must pass from Distribution A+ to the third party package and through the network to the intended recipient's software system. During this transfer, the data must be translated from its files in Distribution A+ to the EDI standard format in the third party package, through the network, and finally to its files in the recipient's software system.

User files are used in this translation and transfer process. User files are defined in Distribution A+ to capture the data available to include in your EDI documents. Since the layout and structure of these user files have been defined, no manual file maintenance is necessary on your part. You can display record layout information about these Distribution A+ user files to establish an interface with the third party package through MENU EIMAST.

NOTE: Distribution A+ user files have been designed to simplify the process of mapping to the standard ANSI X12 layouts. This does not mean the package cannot support the EDIFACT standard. It simply means that the mapping process is easier if you are using ANSI X12.

The third party package determines how this data is read and translated into the EDI standard format. For this translation to occur, the third party package must know the layout and contents of the user files from which the data will be taken and into which the data will be placed. This information is provided for you, if you are using Inovis. If you use a different third party package, you must provide that information accordingly.

Trading Partners

To accurately transfer the data from one person to the next, you must establish links between you and the customers/vendors with whom you will exchange documents. These customers/vendors are known as trading partners. Trading Partner IDs are defined in the third party package and assigned in Distribution A+. Vendors are assigned Trading Partner IDs through Vendor Master Maintenance (MENU POFILE). Customers are assigned Trading Partner IDs through Customer/Ship to Master Maintenance (MENU ARFILE).

Document Settings in Distribution A+

In addition to assigning trading partner IDs to customers/vendors, there is additional set up for how documents will be handle for each customer/vendor. For both customers and vendors, you can specify whether

- the document physically prints in addition to or, instead of being sent via EDI
- the document will be held in the EDI queue until manually released

For customers only, you must also identify the store number associated with this customer, allowing you to specifically identify the location from which the document was received.

In addition to these defaults, you may override the sending of these documents at the document level itself. In other words, even if you set the default for a particular vendor so that a specific document is always sent via EDI, you may, while “printing,” select not to use EDI for that particular document.

For purchase orders, you can override printing on the

- End Requisition Screen during PO entry through Enter or Change Requisitions (MENU POMAIN)
- End Purchase Order Changes Screen during PO maintenance through Open Req/PO’s Inquiry (MENU POMAIN)

Printing or reprinting purchase orders uses the selections made on either of these two screens (the End Requisition Screen or the End Purchase Order Changes Screen). You cannot change the printing/processing selections through this option.

For invoices, you can override printing on the End Order Screen during order entry through Enter, Change & Ship Orders (MENU OEMAIN). Printing or reprinting invoices uses the selections made on the End Order Screen. You cannot change the printing/processing selections through this option.

For acknowledgments, you can override printing on the End Order Screen during order entry through Enter, Change & Ship Orders (MENU OEMAIN). The printing of an Acknowledgment is not required to process that acknowledgment through EDI; only the EDI indication for printing/processing is required on the End Order Screen.

For ASNs, you can overriding printing on the End Order Screen during order entry through Enter, Change & Ship Orders (MENU OEMAIN). You can change the EDI or hold status on the End Order Screen.

EDI Setup Checklist

Most options for EDI can be changed at any time. Note that depending on the EDI third-party software (e.g., Inovis) purchased and installed in addition to your Distribution A+ software, system wide options and features must be established. For details about the EDI third-party software package, refer to the User Guides supplied with that third-party software package.

EDI uses Infor A+ maintenance options and functionality to enable electronic transaction processing. Before you can process these types of transactions, you must set up the Infor A+ system to perform the processing. Use the following checklist to be certain that all of the requisite maintenance is completed. This checklist assumes that Infor A+ has already been installed and configured.

After installing EDI, you must establish some rules to govern the processing and functionality of EDI. The next step is to update the Vendor Master File and Customer Master File for each of your trading partners. Finally, you must become familiar with the activities involved in processing documents through EDI. Three menus are available for performing such activities: MENU EIMAIN, MENU EIFIL1, and MENU EIMAST.

Setup Steps

1. **Set Up Outside Software (e.g. Inovis) Options (required)**

   Set up the third-party software package's options (and files) necessary for EDI. Refer to the EDI User Guide and the User Guides provided with the applicable third-party software package (e.g., Inovis) for details.

2. **Set up system-wide EDI options (required)**

   EDI system-wide options are defined through EDI Options (MENU EIMAIN). Refer to the EDI User Guide for the EDI Options Maintenance Selection Screen, EDI System Options Maintenance Screen, the EDI Company Options Maintenance Screen 1, and the EDI Company Options Maintenance Screen 2, for detailed information.

3. **Set up/update the Transaction Processor definition (required)**

   Run option 1 off MENU XACFIG to create the APEDICTL subsystem and APEDICTL user profile.

4. **Set up company specific EDI options (required)**

   NOTE: You must set up company options for all companies that you plan to use in EDI.

   EDI company options are specific to each company. Before defining options for a company through this option, the company must have been created for Distribution A+ through Company Name Maintenance (MENU XAFILE).

5. **Define EDI Reference Units of Measure (optional)**

   If you wish to trade EDI documents with a customer or vendor, define EDI reference units of measure. A link will be created between the EDI reference unit of measure and the Distribution A+ unit of measure. These units of measure (both for Distribution A+ and EDI) will be used for incoming and outgoing documents in the following manner:

   - For incoming documents, any EDI reference units of measure will be translated to the Distribution A+ unit of measure.
   - For outgoing documents, the Distribution A+ unit of measure will be translated to the EDI reference unit of measure. (If more than one EDI reference unit of measure exists for the Distribution A+ unit of measure, then the Distribution A+ unit of measure will be translated to the first defined EDI reference unit of measure.)

6. **Define EDI Adjustment Numbers (optional)**

   If you want to receive EDI Remittance Advice/Payments and you are using Accounts Receivable adjustment numbers, use EDI Adjustment Numbers Maintenance (MENU EIFIL1) to define EDI adjustment numbers. A link will be created between the EDI adjustment number and the AR

adjustment number. This link allows a smooth translation of information from the incoming EDI Remittance Advice/Payment and Distribution A+.

You can print a list of EDI adjustment numbers through EDI Adjustment Number Listing (MENU EIFIL1).

7. **Define EDI Currency Codes (optional)**

   Most incoming EDI documents reflect the currency of the receiving company (the Distribution A+ currency). However, the Remittance Advice/Payment (820) document reflects the currency of its sender. To reconcile the difference in favor of the Distribution A+ currency, you can define a link between the EDI currency code and the Distribution A+ currency code in EDI Currency Codes Maintenance (MENU EIFIL1). Currency transfers between the incoming Remittance Advice/Payment (820) document and Distribution A+ then occur automatically during processing.

   You can print a list of EDI currency codes through EDI Currency Codes Listing (MENU EIFIL1).

8. **Define EDI Allowance/Charge Codes (optional)**

   If you want to send invoices and you are using Order Entry special charges, define EDI allowance/charge codes. A link is created between the EDI allowance/charge code and the Order Entry special charge code. This link allows a smooth translation of information from Distribution A+ to the outgoing EDI invoice.

   You can print a list of defined EDI allowance/charge codes through EDI Allowance/Charge Codes Listing (EIFIL1).

9. **Define EDI Alw/Chg PO Landing Factors (optional)**

   If you want to receive invoices and you are using Purchasing landing factors, define EDI allowance/charge PO landing factor codes. A link will be created between the EDI allowance/charge PO landing factor code and the Purchasing landing factor code. This link allows a smooth translation of information from the incoming EDI invoice to Distribution A+.

   You can print a list of defined EDI allowance/charge PO landing factor codes through EDI Alw/Chg PO Landing Factors Listing (EIFIL1).

10. **Define EDI trading partner configuration custom programs (optional)**

    If you wish to have your own EDI custom programs run when certain EDI documents are either sent or received for certain trading partners, use this option to define the names of your EDI custom programs.

Important

To ensure that required entry parameters are passed to and from each of your EDI custom programs, it is highly recommended that you copy the existing Distribution A+ EDI program to use as a basis, modify it to suit your needs, and save it under a different program name.

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11. **Update Customer/Ship To Master File (required)**

    If you wish to trade EDI documents with a customer (or specific ship-to), you must establish the EDI-related defaults for that customer (or ship-to). These defaults include the type of EDI documents to be exchanged with the customer; the default trading partner ID for this customer; the default store number for this customer; and whether or not EDI documents will be automatically placed on hold when submitted for processing.

Update the Customer/Ship To Master File with this EDI data through Customer/Ship to Master Maintenance (MENU ARFILE) and review that data via the Customer/Ship to Master Listing (MENU ARFILE).

12. **Update Vendor Master File (required)**

    If you wish to trade EDI documents with a vendor, you must establish the EDI-related defaults for that vendor. These defaults include the type of EDI documents to be exchanged with the vendor, the default trading partner ID for this vendor; and whether or not EDI documents will be automatically placed on hold when submitted for processing. If you want to send the Product Activity Data (852) document to a vendor, you must enter some additional data, including how often you want this document sent, which item quantities to report (e.g., quantity sold, quantity on-hand), and how you want the vendor to respond.

    Update the Vendor Master File with this EDI data through Vendor Master Maintenance (MENU POFILE) and review that data via the Vendor Master Listing (MENU POFILE).

13. **Update warehouse information (required/optional)**

    This step is required if you want to send Product Activity Data (852) documents to vendors; otherwise, this step is optional.

    If you want to send Product Activity Data (852) documents to vendors for the items stocked in a warehouse, you must key a Y in the Send Product Activity Data field for that warehouse through Warehouse Number Maintenance (MENU IAFILE).

    Review warehouse options through Warehouse Number Listing (MENU IAFILE).

14. **Update User Security (required)**

    This step is required to identify what users will have access to the Electronic Data Interchange menu options.

Electronic Data Interchange Setup Checklist

What To Do	Menu and Option
SYSTEM SPECIFIC OPTIONS	
☐ 1. Set up third-party software package (e.g. Inovis) options (required) - This step is performed outside of Distribution A+.	N/A
MODULE SPECIFIC OPTIONS	
☐ 2. Set up system wide EDI options (required)	MENU EIMAIN - EDI Options Maintenance
☐ 3. Set up/update the Transaction Processor definition (required)	XACFIG Option 1
☐ 4. Set up company specific EDI options (required)	EIMAIN - Option 20
☐ Identify what users will have access to the Electronic Data Interchange menu options	MENU XASCTY - Application Authority Maintenance

Electronic Data Interchange Setup Checklist

What To Do	Menu and Option
☐ 5. Define EDI reference units of measure (optional).	MENU EIFIL1 - EDI Unit of Measures Maintenance
☐ 6. Define EDI Adjustment Numbers (optional)	MENU EIFIL1 - EDI Adjustment Numbers
☐ 7. Define EDI Currency Codes (optional)	MENU EIFIL1 - EDI Currency Codes Maintenance
☐ 8. Define EDI allowance/charge Codes (optional)	MENU EIFIL1 - EDI Allowance/ Charge Codes Maintenance
☐ 9. Define EDI Alw/Chg PO Landing Factors (optional)	MENU EIFIL1 - EDI Alw/Chg PO Landing Factors Maintenance
☐ 10. Define EDI trading partner configuration custom programs (optional)	MENU EIFIL1 - EDI Trading Partner Configurations Maintenance
☐ 11. Update Customer/Ship To Master File (required).	MENU ARFILE - Customer Master Maintenance
☐ 12. Update Vendor Master File (required)	MENU APFILE/MENU POFILE - Vendor Master Maintenance
☐ 13. Update warehouse information (required/optional)	MENU IAFILE - Warehouse Numbers Maintenance
☐ 14. Update User Security (required)	MENU XASCTY - Application Authority Maintenance

EDI Options

You can use EDI Options (MENU EIMAIN) to establish system and company level EDI processing options. System level options are used to specify global processing parameters, while company level options are used to tailor EDI for each company.

System options are used to define the following:

- Whether or not data will load from your pending outgoing documents into your Application Plus user files automatically at Day-End. Separate selections can be made for each of your outgoing document types. Documents on hold will not be included in the load.

NOTE: If you choose to automatically load data into user files at Day-End, you do not have to manually “send” your outgoing documents from the applicable Pending Outgoing EDI Screen.

- The output queue used for Off-Line Order Entry reports. These reports are generated when incoming purchase orders are received through EDI. Incoming purchase orders are received as off-line orders.
- The output queue used for Off-Line Receiver Edit reports. These reports are generated when incoming Advance Shipping Notices are received through EDI. Incoming Advance Shipping Notices are received as receivers.
- The option to automatically load (auto release) one or more types of incoming or outgoing documents from or to the user files at a user-defined time interval. Using the Auto Release option removes the need to manually select documents for receipt or sending. Incoming and outgoing documents will be changed from pending to completed status automatically at the regularly defined interval. The auto release process does not release pending documents that contain errors. Those documents must be received or sent manually through Incoming Documents (MENU EIMAIN) or Outgoing Documents (MENU EIMAIN).
- (Inovis users only) Whether or not to use an unattended interface between Distribution A+ and Inovis, or if manual intervention is required (If you do not use Inovis, only manual intervention is allowed). Using the unattended interface results in the automatic translation of data from the user files into EDI standard documents in the Inovis mailbox, and the clearing of user files after the successful translation. At the completion of the process, the sent documents display on the applicable completed documents screen.

  If you do not use the unattended interface, you must manually initiate the translation from the user files into the EDI standard documents and the clearing of user files. The translation of the user file data will be initiated from within the third-party package. The clearing of the user files will be initiated through Outgoing User Files (MENU EIMAIN).
- (Inovis users only) When the outgoing communications between Inovis and the EDI network will occur. This will be at Day-End, for each send, or when you manually initiate the process through the third-party package (If you do not use Inovis, only manual intervention is allowed).
  - Selecting to initiate outgoing communications at Day-End causes Application Plus to store each document “sent” during the day until Day-End is run. At that time, communication initiates and a batch job will be sent, containing all the documents stored during the day.
  - Selecting to initiate outgoing communications for each send forces Inovis to link to the network each time you “send” a document to EDI.
  - Selecting to initiate outgoing communications manually will result in the storing of each document “sent” during the day until a manual selection is made to initiate the communication. This selection is made through the third-party package. At that time, a batch job, containing all the documents that had been stored since the last communication, will be sent.

Company options are used to specify the following:

- The Trading Partner ID to associate with this company. This ID will be used to uniquely identify the company for any EDI processes.
- (For incoming purchase orders only) Hold codes, error codes, and source codes to associate with the off-line order created from an incoming Purchase Order.
- (For incoming documents only) The number of days between each automatic purge of received incoming documents that are still in the incoming user files. At the specified number of days since the receipt of an incoming document, it is automatically cleared from the incoming user files. You can clear documents individually from the incoming user files at any time through Incoming Documents (MENU EIMAIN).

- (For incoming Price Catalogs only) If unknown items contained an incoming Price Catalog will print on the Unknown Item Report.
- (For incoming Price Catalogs only) The output queue used for any off-line future price reports. These reports are generated when incoming Price Catalogs are received into the database from the user files.
- (For incoming ASNs only) Whether to bypass lot and/or serial errors. If these options are selected, any lot or serial errors in an incoming ASN will be ignored and a receiver will be created.
- (For incoming Remittance Advice/Payments only) The maximum percent of an invoice balance and the maximum amount of an invoice balance to be automatically written off as an adjustment after payments have been received and applied to the customer's account. These values apply to all customers. To override values for a particular customer, use Customer/Ship To Master Maintenance (MENU ARFILE).
- (For incoming Remittance Advice/Payments only) The output queue to which the Off-line Cash Entry Edit Report will be sent when it is generated through Incoming Documents (MENU EIMAIN) or Off-line Cash Entry (MENU ARMAIN).
- (For incoming invoices only) The output queue used for the Off-line Voucher Entry Report, when it is generated, and the number of days between automatic purges of the user files. At the specified number of days since the receipt of an incoming document, it is automatically cleared from the incoming user files. You can clear documents individually from the incoming user files at any time through Incoming Documents (MENU EIMAIN).

Interface with Inovis

The third party package used for EDI processing must know the exact record layout of the Distribution A+ user files being used. For Inovis, identification of this layout is accomplished by establishing user file definitions and translation formats. User file definitions specify the makeup and composition of the user files into which EDI incoming documents will be sent and from which outgoing documents will be extracted. Translation formats specify the makeup and composition of the EDI documents themselves, according to selected data and element fields. Additional user files for segments in the outgoing Purchase Order Acknowledgement (855) are also available.

Inovis Requirements

This section briefly describes the Inovis requirements and terms. Details about the creation process for user file definitions and translation formats are provided in the Inovis documentation.

Inovis User File Definitions

A user file definition is established to identify exactly what a user file will look like when it finally contains data received or sent through EDI. Creating user file definitions requires that you identify, for each file that will be used, the file level and record level information.

Inovis Trading Partners

Trading partners are defined in Inovis to specify all identification data, including location network address. The identification of the trading partner must be provided in the header record for each user file created. This ensures, for each document sent or received, that the intended recipient or sender is easily identified. Additionally, to allow for unique trading partner requirements, you create not only the desired user file definitions identifying what the user files needed will look like, but also translation formats which identify the relationships between the defined user files and the actual data included on the EDI standard documents. Then, you create a trading partner relationship, to associate the desired user files and the desired translation format, ensuring the specific requirements for that trading partner are taken into consideration.

Inovis Translation Formats

A translation format is used to define the relationship between data in a user file and the actual EDI document exchanged (containing certain data fields). Translation formats are used to determine the fields included in an EDI document (in addition to the required fields) and may be tailored for individual customers/vendors. At least one translation format is required to utilize EDI, and more than one user file can use the same translation format.

Refer to the Infor Distribution A+ Installation and Software Update Guide for more information on the process to import Translation Formats.

Inovis Trading Partner Relationship

Each user file must be associated with a translation format. This is accomplished with the creation of a trading partner relationship. This relationship specifically identifies which translation format is to be used, for which trading partner, when working with documents.

When a document is loaded into a user file, the trading partner for whom the document is intended is retained in the header file. Knowing who the trading partner is, Inovis will find and read the applicable trading partner relationship, and the desired translation format will be used to create the EDI standard document.

Components for Inovis

This section describes the components that are provided and available when EDI is installed, if you use Inovis with EDI.

User File Definitions and Translation Formats

Provided to identify the layout of the Distribution A+ user files and the mapping of the data fields in those files to the EDI standard format through Inovis.

Unattended Interface

The interface between Distribution A+ and Inovis which, from a one-step “send” of a document, automatically sends data to the Distribution A+ user files, from Distribution A+ user files to Inovis, and then, clears the data from the Distribution A+ user files.

Outgoing Batch Communications

If you use the unattended interface, this additional feature allows you to have Inovis automatically initiate network communications with each send or during Day-End Processing (MENU XAMAST).

CHAPTER 2 Working with Incoming Documents 2

Incoming documents are those that have been received or are to be received from one or more trading partners:

- Purchase Order (PO)
- Purchase Order Change
- Price Catalog
- Advance Shipping Notice (ASN)
- Remittance Advice/Payments
- Invoice
- Acknowledgement

Using the Incoming Documents option on the Electronic Data Interchange Main Menu (MENU EIMAIN), you can review incoming documents and, if appropriate, receive documents into Distribution A+ manually for processing. Incoming documents can also be received automatically, through the auto release process. Refer to CHAPTER 7: *Setting the EDI Options* for information about setting up auto release for incoming documents.

You can also review errors, modify, and delete documents through this option.

Incoming documents can be in one of two states: pending, completed, or active. Pending incoming documents are those brought from the network station through the third-party's mailbox and placed into Distribution A+ user files, but have not been translated into the Distribution A+ database. Incoming documents have a status of active (ACT) as they are being translated from the user files to the Application Plus database. Completed incoming documents are those documents that have been brought successfully into the Distribution A+ database. Incoming documents are active as they are being translated from the user files to the Distribution A+ database.

Pending and completed incoming documents are listed on their corresponding screens. For example, you can view pending incoming price catalogs on the Pending Incoming EDI Price Catalogs Screen, and completed incoming invoices on the Completed Incoming EDI Invoices Screen.

You can limit the list of documents that display on each screen by setting specific criteria, such as:

- Trading Partner ID
- Customer Name
- PO Number

- Requested Ship Date
- Vendor Number
- Vendor Name
- Vendor Ship Date
- Item Number
- Catalog Number
- Price Effective Date
- Transaction ID
- Transaction Date

You can select a single document or a list of documents to view, modify, process, or delete.

For pending incoming documents, you can:

- change the status from pending to active to completed by submitting them to the EDI Transaction Processor (TP). During transaction processing, data is translated from the user files into the Distribution A+ database.

  For selected documents, the transaction processor performs the following additional functions:
  - For a purchase order or purchase order change, EDI transaction processing results in the creation of an order.
  - For an ASN, EDI transaction processing results in the creation of a receiver.
  - For a remittance advice/payment, EDI transaction processing results in the creation of a completed remittance advice/payment.
  - For an invoice, EDI transaction processing results in the creation of a voucher group.
- put pending incoming documents on hold or release them from hold. This function prevents further processing until documents are manually released from hold.
- delete pending incoming documents that have not been loaded into the Distribution A+ database from the user files. After an incoming document is deleted, it is no longer available for viewing or processing.
- view error messages for errors that occurred during transaction processing.

For completed incoming documents, you can:

- select completed incoming documents to be deleted from the Distribution A+ database. After you delete the documents, their status changes from completed back to pending.
- view error messages for errors that occurred during transaction processing.
- select a completed incoming purchase order to review or change.
- view line items associated with a completed incoming purchase order.
- view line items and lot/serial information (if applicable) associated with a completed incoming ASN.
- change payment information on a completed incoming remittance advice/payment.

Incoming Documents

Because this option is so large, it has been organized by the type of incoming documents with which you can work. This section describes how to select the type of document with which you want to work.

Selecting the Incoming Documents Type

This section describes the Incoming EDI Document Selection Screen (p. 2-4), which is used to select the incoming document type in the Incoming Documents (MENU EIMAIN) option. You can select to work with purchase orders, purchase order changes, price catalogs, advanced shipping notices, remittance/advice payments, invoices, and/or acknowledgements.

If you want to work with incoming:

- purchase orders, refer to “Incoming Purchase Orders (850)” on page 2-5.
- purchase order changes, refer to “Incoming Purchase Order Changes (860)” on page 2-32.
- price catalogs, refer to “” on page 2-42.
- advance shipping notices, refer to “Incoming Advance Ship Notice (856)” on page 2-62.
- remittance/advice payments “Incoming Remittance Advice/Payment (820)” on page 2-94.
- invoices, refer to “Incoming Invoices (810)” on page 2-119.
- acknowledgements, refer to Incoming Acknowledgement (855) (p. 2-137).

Incoming EDI Document Selection Screen

```
                    INCOMING EDI DOCUMENTS

Place a "Y" beside the document(s) you wish to work with:

              ..   Incoming Purchase Orders (850)

              ..   Incoming Purchase Order Changes (860)

              ..   Incoming Price Catalog (832)

              ..   Incoming Advance Shipping Notice (856)

              ..   Incoming Remittance Advice/Payment (820)

              ..   Incoming Invoice (810)

              ..   Incoming Acknowledgement (855)

                                                   F3=Exit
```

This screen displays after you select the Incoming Documents option from the Electronic Data Interchange Main Menu (MENU EIMAIN). Use this screen to select the type of incoming document with which you want to work.

Incoming EDI Document Selection Screen Fields and Function Keys

Field/Function Key	Description
(Document Types)	Use this field to determine which document types you want to select for review, change or deletion. At least one document type must be selected. Key Y in the fields before the document types with which you want to work. For those types of documents you do not currently want to work with, leave the corresponding fields blank. (A 1) Required
F3=Exit	Press F3=EXIT to exit this option and return to the menu.

Incoming EDI Document Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed Y in the • *Incoming Purchase Orders (850)* field to work with purchase orders, the Pending Incoming EDI Purchase Orders Screen (p. 2-7) will appear. • *Incoming Purchase Order Changes (860)* field to work with PO Changes, the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33) will appear. • *Incoming Price Catalog (832)* field to work with Price Catalogs, the Pending Incoming EDI Price Catalogs Screen (p. 2-46) will appear. • *Incoming Advance Shipping Notice (856)* field, the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64) will appear. • *Incoming Remittance Advice/Payment (820)* field, the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96) will appear. • *Incoming Invoice (810)* field, the Pending Incoming EDI Invoices Screen (p. 2-121) will appear. • *Incoming Acknowledgement (855)* field, the Pending Incoming EDI Acknowledgements Screen (p. 2-139) will appear. If you keyed Y in one or more fields, the appropriate screens appear in the sequence selected.

Incoming Purchase Orders (850)

This section describes the screens and reports in the Incoming Documents (MENU EIMAIN) option that are used when you select to work with incoming purchase orders on the Incoming EDI Document Selection Screen (p. 2-4).

Title	Purpose
Pending Incoming EDI Purchase Orders Screen	Lists pending, in-process, and held purchase orders.
EDI Purchase Orders Maintenance Screen	Used to change the trading partner ID or purchase order number on an incoming purchase order.
PO Bill/Ship Maintenance Screen	Used to review and/or change the purchase order bill/ship store information.
Store List By Trading Partner ID Screen	Lists stores associated with a trading partner ID.
PO Detail Selection Screen	Displays the items on the incoming purchase order.

Title	Purpose
Line Item Maintenance Screen	Used to change line items on the purchase order.
PO Store Maintenance Screen	Used to change store information for a selected item.
Delete EDI Purchase Order Screen	Used to confirm the deletion of a pending incoming document.
Incoming 850 Error Messages Screen	Displays errors that occurred during the receipt of the document into the user files.
Completed Incoming EDI Purchase Orders Screen	Lists completed incoming purchase orders.
EDI Price Discrepancy Report	Prints price discrepancies between the purchase order and the final price of the item in order entry.

Pending Incoming EDI Purchase Orders Screen

```
                    PENDING INCOMING EDI PURCHASE ORDERS

  Trad Partner Id Customer Name                Store   Items Req Ship Sts Err
_ 1400-01180      Mays Department Store                 6  9/11/08 PND
.. 1400-01180     Mays Department Store                 4  9/06/08 PND
.. 1700-0290      Retail Systems of Castro Val          4  8/26/08 PND  E
.. 200-01170      Jones Department Store                6  8/26/08 PND
.. 200-01170      Jones Department Store                4  8/26/08 PND

.. 300-01290      Retail Informations                   6  9/01/08 PND



_____________________________________________________________ Last

 Actions                      Limits
 1=Select     4=Delete        Trad Partner Id: ................
 2=View/Chg   6=Release       Customer Name:   ................................
 3=Hold       7=Error Msgs    P.O. Number:     ..........................
                              Req Ship:  From: .........  To: .........

                         F2=PO           F5=Refresh        F15=Receive
                         F4=Completed    F12=Return        F17=Receive All
```

This screen appears after you press ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you keyed Y for *Incoming Purchase Orders* or pressing F4=PENDING on the Completed Incoming EDI Purchase Orders Screen (p. 2-26). This screen also displays after keying Y before incoming purchase orders and pressing ENTER on the EDI Status Display Screen (p. 4-2).

This screen lists all of the pending purchase orders. This list includes purchase orders that are “in-process” of being received.

For each document, this screen displays the

- trading partner ID of the customer that sent the purchase order.
- customer name or customer purchase order number, based on your selection with the F2 function key.
- the store number assigned to the purchase order’s customer, indicating the location from which the purchase order originated. If the customer is defined as a “headquarters” customer through Customer/Ship to Master Maintenance (MENU ARFILE), *MULT will display instead of a store number.
- number of items requested in the purchase order.
- requested ship date.
- document status. The document status can be:
  - PND: the document has been converted from EDI standard document format into the Distribution A+ user files, but has not yet been received into the database.
  - HLD: The document has been put on hold. No processing will occur until it is removed from hold.

- ACT: The document is currently being converted from the user files into the database. When processing is complete, the document will be listed on the appropriate completed incoming documents screen with a status of CMP.
- SPD: Indicates that the document is currently being moved from the EDI mailbox into the Distribution A+ user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the Distribution A+ user files. That is, Distribution A+ detected that the value of the CTT01 segment of the header file is not equal to the actual number of detail lines in the detail file for the transaction. This error may occur either because the document is still in the process of being moved from the EDI mailbox into the Distribution A+ user files (in which case, you will have to wait until processing has completed) or an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the Distribution A+ user files (in which case, you will need to delete the transaction).

- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Pending Incoming EDI Purchase Orders Screen Fields and Functions Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform on a listed pending document. You can key a number in front of a single document or several documents. If you indicate and action for multiple documents, processing occurs sequentially for each selected document. Key 1 to indicate that you want to select the document for receipt into Distribution A+. Refer to the F15 key for information about receiving the selected documents. Key 2 to indicate that you want to review or change the document. Key 3 to indicate that you want to place the document on hold which prevents its receipt into Distribution A+. Distribution A+ suspends processing until you manually release the hold. Key 4 to indicate that you want to delete the document from the user files. Key 6 to indicate that you want to remove the hold from a document with a status of HLD. Key 7 to indicate that you want to review error messages for a document with an E in the *Err* column. (N 1,0) Required
Limits: Trading Partner ID	Use this field to limit the purchase orders that display by trading partner ID. Enter all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional

Pending Incoming EDI Purchase Orders Screen Fields and Functions Keys

Field/Function Key	Description
Limits: Customer Name	Use this field to limit the purchase orders that display by customer. Enter all or part of the customer name to limit the list. *Valid Values:* A customer defined through Customer/Ship to Maintenance (MENU ARFILE) (A 30) Optional
Limits: P.O. Number	Use this field to limit the purchase orders that display by purchaser order number. (A 22) Optional
Limits: Req Ship	Use this field to limit the purchase orders that display by the requested ship date. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=PO / Name	Press F2=PO / F2=NAME to toggle between the purchase order number associated with the document displayed and the name of the customer associated with the trading partner identification, as retrieved from the Customer/Ship-To Master File.
F4=Completed	Press F4=COMPLETED to review the completed purchase orders. the Completed Incoming EDI Purchase Orders Screen (p. 2-26) will appear.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents or new statuses occurring since you last accessed this screen will appear. Pressing this key only refreshes the screen in the area that is visible on the screen. In other words, you must page up or page down and refresh the screen in other areas.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4). However, if on that screen you keyed Y for multiple documents types, the next document that you selected to review will be shown instead.

Pending Incoming EDI Purchase Orders Screen Fields and Functions Keys

Field/Function Key	Description
F15=Receive	Press F15=RECEIVE to process the change documents with a status of pending (PND) that were selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data translates from the user files to offline customer orders. A message will appear if pre-edit errors are detected. If no errors are detected, then the item prices on the purchase order are compared to the final price in Order Entry. Price discrepancies will generate the EDI Price Discrepancy Report (p. 2-30).
F17=Receive All	Press F17=RECEIVE ALL to receive all displayed documents with a status of pending (PND). A job is submitted to the EDI Transaction Processor and the data translates from the user files to the offline customer orders. A message will appear if pre-edit errors are detected. If no errors are detected, then the item prices on the purchase order are compared to the final price in Order Entry. Price discrepancies will generate the EDI Price Discrepancy Report (p. 2-30).
Enter	Press ENTER to confirm your selections. If you keyed an action of • 2 before one of more purchase orders and press ENTER, the EDI Purchase Orders Maintenance Screen (p. 2-11) will appear. • 3 before one or more purchase orders with a status of PND and press ENTER, you place those purchase orders on hold. The status of the purchase orders, indicated in the Sts column, changes to HLD. No further processing can occur for these purchase orders until these holds are manually released (by keying a 6 before the same purchase orders and pressing ENTER). • 4 before one or more purchase orders and press ENTER, the Delete EDI Purchase Order Screen (p. 2-22) will appear for each document. • 6 before one or more purchase orders that have a status of HLD and press ENTER, you remove the hold. The status of the purchase order, indicated in the Sts column, returns to PND. Only after a hold has been removed from a purchase order is it available for processing. • 7 before one or more purchase orders that have an E in the Err column and press ENTER, the Incoming 850 Error Messages Screen (p. 2-24) will appear. Error messages which occurred during any portion of the purchase order's receipt process are displayed for review. A purchase order remains on this screen with a status of PND if an unsuccessful attempt was made to "receive" it using the F15 or F17 function key.

EDI Purchase Orders Maintenance Screen

```
                    EDI PURCHASE ORDERS MAINTENANCE

                 Trad Partner Id:  1400-01180
                       PO Number:  1671302


               Trad Partner Id:  1400-01180.....

                    PO Number:  1671302...............

F4=Bill/Ship     F5=Detail     F10=Update     F12=Return
```

This screen displays after you select to view/change a purchase order and press ENTER on the Pending Incoming EDI Purchase Orders Screen (p. 2-7).

Use this screen to view/change the trading partner ID associated with the purchase order and/or the customer's purchase order number. All EDI user files which contain these fields are updated with the changed information associated with the selected purchase order once F10 is pressed.

EDI Purchase Orders Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	Use this field to change the trading partner ID of the customer that is sending the order. *Default Value:* The trading partner ID for the selected purchase order. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A 15) Required
PO Number	Use this field to change the customer's purchase order number associated with the trading partner ID. Key the customer's purchase order number for the order being received. (A 22) Optional
F4=Bill/Ship	Press F4=BILL/SHIP to display the PO Bill/Ship Maintenance Screen (p. 2-13), where you may view/change PO bill/ship store information.

EDI Purchase Orders Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F5=Detail	Press F5=DETAIL to display the PO Detail Selection Screen (p. 2-16), where you may view/change item detail information which makes up the customer's purchase order.
F10=Update	If you make any changes to this screen, press F10=UPDATE to confirm your entries. The EDI user files are updated to reflect the changes associated with the selected trading partner ID and purchase order.
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33), without updating this screen.

PO Bill/Ship Maintenance Screen

```
PO BILL/SHIP MAINTENANCE T/P Id: 1400-01180        PO: 1671302

 (N101)  (N102)                                (N103)   (N104)
   ID     Name                                  Qual    Description
   ST     Mays Department Store..............    01     7455953374..........

                                                                    Bottom
_____________________________________________________________________________
                                F6=Store List     F10=Update     F12=Return
```

This screen displays after pressing F4=Bill/Ship on the EDI Purchase Orders Maintenance Screen (p. 2-11). Use this screen to view/change PO bill/ship store information associated with the selected trading partner ID and PO. All EDI user files which contain these fields are updated with the changed information associated with the selected PO once F10 is pressed.

PO Bill/Ship Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(N101) ID	This field displays the two-character identification code qualifier (i.e., ST) of the store identified in the *Name* field. A qualifier is an element that identifies the type of data in another element. Usually qualifiers are fixed values, as this field indicates with ST. Display
(N102) Name	This field displays the name of the store associated with the selected trading partner ID and PO number. Use this field to change the store description associated with the trading partner ID and PO. Key the store name. (A 35) Optional

PO Bill/Ship Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(N103) Qual	This field displays the Identification Code Qualifier. This code designates the system/method of code structure used for the identification code in the *Description* field of the N1 segment. Use this field to change the qualifier code, if needed. Key the qualifier code that identifies the type of data in another element. Usually qualifiers are fixed values. (A 2) Optional
(N104) Description	This field displays the descriptive information associated with the Identification Code Qualifier displayed in the *Qual* field of the N1 segment. Use this field to change the description, if needed. Key the appropriate description. (A 17) Optional
F6=Store List	Press F6=STORE LIST to display the Store List By Trading Partner ID Screen (p. 2-15), where you may review a list of stores by trading partner ID.
F10=Update	If you make any changes to this screen, press F10=UPDATE to confirm your entries. All EDI user files which contain these fields are updated with the changed information (i.e., the fields of the N1 segments in the Distribution A+ user file EI850H25 are updated.)
F12=Return	Press F12=RETURN to return to EDI Purchase Orders Maintenance Screen (p. 2-11), without updating this screen.

Store List By Trading Partner ID Screen

```
STORE LIST BY TRADING PARTNER ID          Trading Partner ID: 1400-01180

 Store #   Co   Customer #   Customer Name                    Ship #
 _     1    1          180   Mays Department Store            1

                                                                  Bottom

                                                          F12=Return
```

This screen displays after you press F6=STORE LIST on the PO Bill/Ship Maintenance Screen (p. 2-13) or PO Store Maintenance Screen (p. 2-20). Use this screen to review a list of stores associated with the trading partner ID.

This screen lists the following information for the stores associated with the selected trading partner ID:

- store number associated with the trading partner ID and assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE), indicating the location from which the customer's PO originated. If the customer is defined as a "headquarters" customer through Customer/Ship to Master Maintenance (MENU ARFILE), *MULT will display instead of a store number.
- number of the company associated with the store.
- system assigned customer number.
- name of customer.
- customer's ship-to number, if any.

Store List By Trading Partner ID Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	After reviewing the stores associated with the trading partner ID, press F12=RETURN to return to the PO Bill/Ship Maintenance Screen (p. 2-13) or PO Store Maintenance Screen (p. 2-20).

PO Detail Selection Screen

```
PO DETAIL SELECTION      T/P Id: 1400-01180      PO: 1671302

Sel  Assign ID            Item Number                    Quantity    U/M
 -   001                  A100                             10.000     EA
          Sharp Fax Machine Model SX-765
 ..  002                  A110                              2.000     EA
          Sharp Copier Model Z-57
 ..  003                  A200                             12.000     EA
          Sharp Copier Toner SF-7200
 ..  004                  A240                            100.000     EA
          Single Subject Wire Bound Notebook
 ..  005                  A270                             50.000     BX
          #10 White Envelopes 20# Woven Bond 500/Box
 ..  006                  A360                             25.000     EA
          Waste Basket - Gray 24" tall, 2 gallon

                                                                     Bottom
 ____________________________________________________________________________

 Actions
 1=Change Item          Find (F6): ............................
 2=Change Stores
                                                F6=Find Item     F12=Return
```

This screen displays after you press F5=DETAIL on the EDI Purchase Orders Maintenance Screen (p. 2-11). Use this screen to review the item information that makes up the customer's PO, or, to change line item information for the purchase order. The appropriate EDI user files are updated with the changed information.

The following purchase order detail information is provided:

- The currently assigned numeric identifier for the selected item.
- The item number. The item's description displays below the item number.
- The quantity of the purchased item.
- The item's purchasing unit of measure.

NOTE: If an "S" displays after the line item on this screen, it indicates that the item is suspended. You may suspend an item via the F24 function key on the Line Item Maintenance Screen (p. 2-18). Once an item is suspended, you may un-suspend the item by selecting it for change on this screen and then pressing F24 on the Line Item Maintenance Screen (p. 2-18).

PO Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select the action you want to perform. The actions available are displayed at the bottom of this screen and are identified as numbers 1 and 2. You may key a number before one or several items and processing will occur one at a time for each of those selected. Also, if the a record is not found for update for the action you want to perform (e.g., no store records exist for the item you select with a 2), a message displays indicating that there are no records to update. Key 1 and press ENTER to display the Line Item Maintenance Screen (p. 2-18), where you can make changes as needed to the selected line items. Key 2 and press ENTER to display the PO Store Maintenance Screen (p. 2-20), where you can modify detailed store information. (A 1) Optional
Find (F6)	Use this field to locate an item and position the cursor on the first occurrence of the item you are trying to locate. Key the item number you want to find and press F6. See F6 for details. (A27) Optional
F6=Find Item	After keying an item number you wish to locate in the *Find F6* field on this screen, press F6=FIND ITEM to locate the item. All fields in the appropriate EDI users files which could contain the item number are searched, and when the first occurrence of the item is found the cursor is positioned at that item on this screen. Press F6 again to position the cursor at the next occurrence of the item, if any. Also, a message displays informing you that the screen is positioned to the record containing the find string. If the item is not found, a message displays informing you that the record was not found before the end of the search.
F12=Return	Press F12=RETURN to return to the EDI Purchase Orders Maintenance Screen (p. 2-11).
Enter	If you selected to change an item and/or store, press ENTER to confirm your selections. If you keyed 1 to change an item, the Line Item Maintenance Screen (p. 2-18) displays. If you keyed 2 to change store information associated with an item, the PO Store Maintenance Screen (p. 2-20) displays. If you keyed both 1 and 2, the first number that you keyed determines which screen displays first. The second screen displays when you press F12=RETURN from the first screen that displayed (i.e., if you keyed 2 then 1, the PO Store Maintenance Screen (p. 2-20) appears first and when you press F12=RETURN on that screen, the Line Item Maintenance Screen (p. 2-18) appears).

Line Item Maintenance Screen

```
LINE ITEM MAINTENANCE  T/P Id: 1400-01180       PO: 1671302
              Asn Id: 003                      Item: A200

Assigned Id:  003 ................ (PO101)
Quantity:     ......12.000         (PO102)   Unit/Basis: EA  (PO103)
Unit Price:   ........13.99000     (PO104)   Basis Unit: PE  (PO105)

        Prod/Srv Qual          Product/Service Id
        PO106:   VP            PO107: A200 ....................................
        PO108:   UP            PO109: FG-7200 .................................
        PO110:   ...           PO111: .........................................
        PO112:   ...           PO113: .........................................
        PO114:   ...           PO115: .........................................
        PO116:   ...           PO117: .........................................
        PO118:   ...           PO119: .........................................
        PO120:   ...           PO121: .........................................
        PO122:   ...           PO123: .........................................
        PO124:   ...           PO125: .........................................

              F10=Update     F12=Return     F22=Item Inq     F24=Suspend
```

This screen appears after you select to change an item and press ENTER on the PO Detail Selection Screen (p. 2-16) or after you press F12=RETURN on the PO Store Maintenance Screen (p. 2-20), if applicable. For the selected item, this screen displays the

- trading partner ID of the vendor associated with the item
- customer's PO number
- assigned numeric identifier associated with the item
- item number

Use this screen to change item detail information for the order.

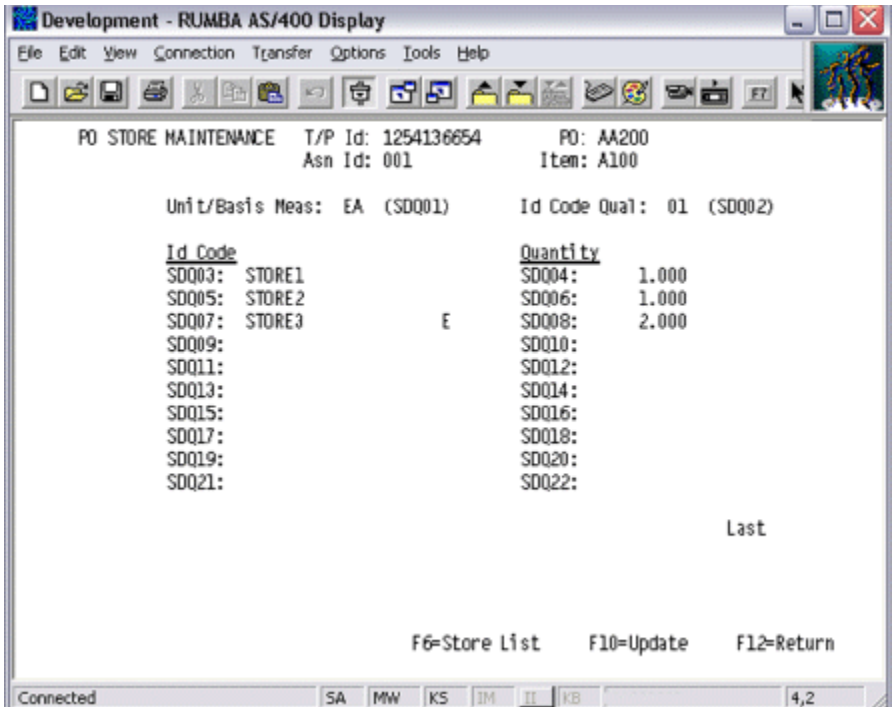
Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Assigned Id	This field displays the assigned numeric identifier for the item. Use this field to change the item's assigned ID. (A 11) Optional
Quantity	This field displays the quantity of the purchased item. Use this field to change the quantity of the purchased item, if needed. (N 8,3) Optional
Unit/Basis	This field displays the unit/basis code of the quantity ordered for this item. Use this field to change the unit/basis of the item, if needed. Key the new unit/basis of this item. (A 2) Optional

Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Unit Price	This field displays the unit price of the item. Use this field to change the price, if needed. (N 8, 5) Optional
Basis Unit	This field displays the basis unit code of the price for the item being ordered. Use this field to change the basis unit of the price, if needed. (A 2) Optional
Prod/Srv Qual	This field displays the qualifiers/identifiers of the Product/Service IDs. For example, "VN" for vendor's item number. Use this field to change the two-character IDs, if needed. A qualifier is an element that identifies the type of data in another element. Usually qualifiers are fixed values. (A 2) Optional
Product /Service ID	This field displays a representation of the Product/Service Qualifier IDs in the *Prod/Srv Qual* field. For example, if the Product/Service Qualifier contains "VN," meaning vendor item number, then this field would contain the vendor's item number for the product being ordered. Use this field to change the product/service IDs, if needed. (A 30) Optional
F10=Update	If you make any changes to this screen, press F10=UPDATE to confirm your entries and return to the PO Detail Selection Screen (p. 2-16). All EDI user files which contain these fields are updated with the changed information once this key is pressed.
F12=Return	Press F12=RETURN to return to the PO Detail Selection Screen (p. 2-16), without updating this screen. If you also selected to change a store on the PO Detail Selection Screen (p. 2-16), the PO Store Maintenance Screen (p. 2-20) appears instead.
F22=Item Inq	F22=ITEM INQ allows you to access the Item Inquiry (MENU IAFILE) option to review the inventory status for the item. Refer to the Inventory Accounting manual for a description of the Item Inquiry option.
F24=Suspend/ Un-Suspend	This key displays as F24=SUSPEND if the item you are working with is not in a suspend mode. Press F24=SUSPEND to suspend the item. You are returned to the PO Detail Selection Screen (p. 2-16) and an S appears to the right of the *U/M* field for the selected item. To un-suspend the item, select it for change on the PO Detail Selection Screen (p. 2-16). This key displays as F24=UN-SUSPEND if the item you are working with is in a suspend mode. Press F24=UN-SUSPEND to un-suspend the item. You are returned to the PO Detail Selection Screen (p. 2-16) and the "S" that appeared to the right *U/M* field for the selected item no longer displays.

PO Store Maintenance Screen



This screen displays after you selecting to change store information associated with an item and press ENTER on the PO Detail Selection Screen (p. 2-16), or after pressing F12=RETURN on the PO Store Maintenance Screen (p. 2-20), if applicable. For the selected item, this screen displays the

- trading partner ID of the vendor associated with the item
- PO number
- assigned numeric identifier associated with the item
- item number

Use this screen to change detail store information relating to the selected item.

PO Store Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Unit/Basis Meas	This field displays the unit/basis code of the quantity ordered for this item. Use this field to change the unit/basis code of the item, if needed. (A 2) Optional
Id Code Qual	This field displays the identifier code qualifier that designates the system/method of code structure used for the *Id Code* associated with the item. Use this field to change the identification code qualifier. (A 2) Optional

PO Store Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Id Code	This field displays the identification codes for the selected item. This code represents the store number associated with the trading partner ID you are working with. Use this field to add new ID codes to be associated with the item, or change existing codes already assigned to the item. (A 17) Optional
Quantity	This field displays the quantities associated with the store numbers shown in the *Id Code* field. Use this field to add to or change the quantity of the item associated with the store, if needed. (N 8,3) Optional
F6=Store List	Press F6=STORE LIST to display the Store List By Trading Partner ID Screen (p. 2-15), where you may review a list of stores by trading partner ID.
F10=Update	If you make any changes to this screen, press F10=UPDATE to confirm your entries and return to the PO Detail Selection Screen (p. 2-16). All EDI user files which contain these fields are updated with the changed information once this key is pressed.
F12=Return	Press F12=RETURN to return to the PO Detail Selection Screen (p. 2-16), or display the Line Item Maintenance Screen (p. 2-18), if you selected to change an item on the PO Detail Selection Screen (p. 2-16).

Delete EDI Purchase Order Screen

```
                    DELETE EDI PURCHASE ORDER

                Trad Partner Id: 1400-01180
                Customer Name:   Mays Department Store
                PO Number:  1671302

                Store:
                Number of Items:      6
                Requested Ship Date:  9/11/08
                Status:     PND

     622: Press F24 to confirm delete or press F12 to return
                                    F12=Return      F24=Delete
```

This screen displays after you select to delete a purchase order and press ENTER on the Pending Incoming EDI Purchase Orders Screen (p. 2-7) or Pending Incoming EDI Purchase Order Changes Screen (p. 2-33). Use this screen to confirm the deletion of a pending incoming document from your Distribution A+ user files. Once deleted, that incoming document may no longer be viewed or processed.

NOTE: Since the document was still in a “pending” status, the incoming document was never converted into the Distribution A+ order files; it only existed in the EDI user files.

Delete EDI Purchase Order Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	The identification of the trading partner from whom you received this EDI document. Display
Customer Name	The name associated with the trading partner identification, as retrieved from the Customer/Ship-To Master File. Display
PO Number	The number associated with the document as converted from the EDI standard document format. Display

Delete EDI Purchase Order Screen Fields and Function Keys

Field/Function Key	Description
Store	The identification of the store number, assigned in the Store Number field through Customer/Ship to Master Maintenance (MENU ARFILE), for the customer from whom you received this EDI document. Display
Number of Items	The number of the items requested in the customer's PO. Display
Requested Ship Date	The requested ship date of the customer's PO. Display
Status	The current status of the customer's PO. The following status's are available: • PND: This customer's PO has been converted from EDI standard document format into the Distribution A+ user files, but has not yet been converted to an off-line order. • HLD: This customer's PO has been put on hold. • SPD: This customer's PO is currently being moved from the EDI mailbox into the Distribution A+ user files, OR an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the Distribution A+ user files. Display
F12=Return	Press F12=RETURN if you do not want to delete this document from the Distribution A+ user files. The Pending Incoming EDI Purchase Orders Screen (p. 2-7) or Pending Incoming EDI Purchase Order Changes Screen (p. 2-33) will appear.
F24=Delete	Press F24=DELETE twice to delete this document from the Distribution A+ user files. The Pending Incoming EDI Purchase Orders Screen (p. 2-7) or Pending Incoming EDI Purchase Order Changes Screen (p. 2-33) will appear. The deleted document will no longer be included in the list of pending incoming documents.

Incoming 850 Error Messages Screen

```
                          850 ERROR MESSAGES

Trading Partner:  1700-0290        Retail Systems of Castro Valle
PO Number:  3173159

Error Message Text


                    (No Errors Found for this PO)


                                                          F12=Return
```

This screen displays after you select to view error messages associated with an incoming document that had an E displaying in the **Err** column and pressing ENTER on the Pending Incoming EDI Purchase Orders Screen (p. 2-7). Use this screen to review the errors that occurred during the receipt of this document into the Distribution A+ user files.

Incoming 850 Error Message Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The identification of the trading partner from whom you received this EDI document. Display
PO Number	The number associated with the document as converted from the EDI standard document format. Display
Error Message Text	The text of the error that occurred during the receipt of this document into your Distribution A+ user files. However, if an attempt was made to convert this document into an Distribution A+ off-line order and errors resulted, the message displayed here refers you to the Off-line Order Entry Report for errors. For a description of an Off-line Order Entry Report, refer to Off Line Order Entry (MENU OEMAIN) in the Order Entry manual.

Incoming 850 Error Message Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	After you review the error text, press F12=RETURN to return to the Pending Incoming EDI Purchase Orders Screen (p. 2-7) or Pending Incoming EDI Purchase Order Changes Screen (p. 2-33)

Completed Incoming EDI Purchase Orders Screen

```
                    COMPLETED INCOMING EDI PURCHASE ORDERS

  Trad Partner Id Customer Name          Store   Order Items Req Ship Sts Err
_ 100-01190       Jordans Department Sto         02167     3  8/24/08 CMP


                                                                        Last
Actions                          Limits
1=Select      5=Dsp Order        Trad Partner Id: ................
              7=Error Msgs       Customer Name:   ................................
                                 P.O. Number:     ..............................
                                 Req Ship:  From: .........  To: .........

                                 F4=Pending       F9=Entry Dt      F12=Return
                 F2=PO           F5=Refresh       F11=Chg Ord      F15=Unreceive
```

This screen displays after pressing F4=COMPLETED on the Pending Incoming EDI Purchase Orders Screen (p. 2-7). A status line displays for each completed purchase order received into Order Entry.

For each purchase order, this screen displays the

- trading partner ID of the customer that sent the purchase order.
- customer name or customer purchase order number, based on your selection with the F2 function key.
- the store number assigned to the purchase order's customer, indicating the location from which the purchase order originated. If the customer is defined as a "headquarters" customer through Customer/Ship to Master Maintenance (MENU ARFILE), *MULT will display instead of a store number.
- order number of the offline order created for the purchase order.
- number of items requested in the purchase order.
- requested ship date or the order entry date (converted date), based on your selection with the F9 function key.
- document status. The document status can be CMP for complete. Completed transactions will be purged during day-end processing based on the options for the number of purge days. A completed incoming EDI Purchase Order 850 is one brought from the network station through the third-party's "mailbox," and into the Distribution A+ user files. It then is converted from the user files into the Distribution A+ database as a customer order.
- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Completed Incoming EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform on a listed "completed" incoming purchase order. You can key a number before one or several purchase orders and processing will occur for each of those selected, one at a time. Key 1 in front of purchase orders that you want to select for an action. If you key 1 and press F11, you can review and/or modify the purchase order. If you key 1 and press F15, you can unreceive the purchase order. Key 5 in front of purchase orders for which you want to review items on orders which have been created for the completed incoming purchase orders Key 7 in front of purchase orders that have an E indicated in the *Err* column for which you want to review error messages. (N 1,0) Required
Limits: Trading Partner ID	Use this field to limit the purchase orders that display by trading partner ID. Enter all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional
Limits: Customer Name	Use this field to limit the purchase orders that display by customer. Enter all or part of the customer name to limit the list. *Valid Values:* A customer defined through Customer/Ship to Maintenance (MENU ARFILE) (A 30) Optional
Limits: P.O. Number	Use this field to limit the purchase orders that display by purchaser order number. (A 22) Optional
Limits: Req Ship	Use this field to limit the purchase orders that display by the requested ship date. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Completed Incoming EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
F2=PO / Name	Press F2=PO / F2=NAME to toggle between displaying the PO number associated with the document as converted from the EDI standard document format, and the name of the customer associated with the trading partner identification as retrieved from the Customer/Ship-To Master File.
F4=Pending	Press F4=PENDING to display the Pending Incoming EDI Purchase Orders Screen (p. 2-7) where you may review pending purchase orders that have been loaded into Distribution A+ user files via EDI and that are pending receipt into Order Entry.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents, converted into off-line orders occurring since you last accessed this screen, will be presented. NOTE: Pressing this key only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F9=Entry Dt / Ship Dt	Press F9=ENTRY DT / F9=SHIP DT to toggle between displaying the requested ship date on the original PO sent from the customer, and the order entry date (creation date) of the newly created order at the top of the screen. This key also controls the toggle of the *Req Ship / Entry Dt* data entry fields, located at the bottom of the screen, which you can use for limiting criteria. • F9=ENTRY DT: Press to display the customer's order entry date. This is the date that the pending incoming PO was converted to this completed incoming PO. Pressing this key also allows for the keying of an order entry date (or range of dates) at the bottom of the screen for use as limiting criteria. • F9=SHIP DT: Press to display the requested ship date associated with the customer's PO, now converted to an order. Pressing this key also allows for the keying of a requested ship date (or range of dates) at the bottom of the screen for use as limiting criteria.
F11=Chg Ord	Press F11=CHG ORD to display and, if necessary, modify the order selected with an action number of 1. The Start Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) will display. Refer to this screen as described in the Order Entry manual.
F12=Return	Press F12=RETURN to return to the previous screen.

Completed Incoming EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
F15=Unreceive	Press F15=UNRECEIVE to unreceive the completed incoming purchase order selected with an action number of 1. The Delete Open Orders Screen will display from Delete Open Orders (MENU OEMAIN). Refer to this screen as described in the Order Entry manual. After you delete the order, the status of the purchase order will change from completed to pending and the order will no longer exist in the order entry files. In other words, the data translates back from the order entry database files to the user files from which it was extracted.
Enter	Press ENTER to confirm your selections. If you keyed an action of • 5 before one or more purchase orders, pressing ENTER displays the Open Orders Inquiry (MENU OEMAIN). Refer to this inquiry as described in the Order Entry manual. • 7 before one or more purchase orders that have an E indicated in the Err column, pressing ENTER displays the Incoming 850 Error Messages Screen (p. 2-24). If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed acknowledgements. The word ACTIVE will display to the right of the **Limits** heading.

EDI Price Discrepancy Report

```
OE130  9/19/96  17.07.53                EDI PRICE DISCREPANCY REPORT                EB/CINDYJ    Page  1

 ---------------------------------------------------------------------------------------------------------------------------
 Company  Order    Type     Customer  Name                        Entry    Req Ship  Customer PO Number   Warehouse  Order
  No.    Number            Number                          Date     Date                      ID      Source

  01    05713/00  Order        1000  Smith Street Dairy          9/19/96   9/19/96  01-EDI001              1

   Seq  Item Number              Description                U/M     Order Qty    Sell Price     Dsc Price     Cust Price

  00004  A100                  Sharp Fax Machine            EA        10.000     471.60836                 456.10000
  00005  A200                  Sharp SF-7200 Copier Toner      EA        15.000      10.49300                  15.12321
  00006  A400                  Office Tool  V/I MFG # A400   EA        10.000      21.95000                  12.60000
```

This report is generated in the EDI Output Processor's spool file after pressing F15 or F17 on the Pending Incoming EDI Purchase Orders Screen (p. 2-7) if, when receiving a purchase order, the Off-line Order Entry process detects that a price on the PO differs from the "final" price presented in Order Entry. To review this report online, select F10 in the EDI Processor Inquiry (MENU EIMAIN). It is recommended that after you create orders from purchase orders, you regularly check for this report in the EDI processor's output spool file.

EDI Price Discrepancy Report Fields and Function Keys

Report/Listing Fields	Description

(Header Information)	The following price discrepancy PO information prints in the header of this report:
	• Company No.: The company number associated with the price discrepancy.
	• Order Number: The order number associated with the price discrepancy.
	• Type: The order type:
	  • Order
	  • Invoice
	  • Return
	• Customer Number/Name: The customer number/name who you just processed pending incoming purchase orders for.
	• Entry Date: The original entry date for the order.
	• Req Ship Date: The date of shipment requested by the customer for the order.
	• Customer PO Number: The customer's PO number.
	• Warehouse ID: The identification of the warehouse for which the PO was created.
	• Order Source: The two character code used in G/L to specify which general ledger accounts are to be updated for the order, based on how or why the order was generated.

(Price discrepancy information on the PO)	The following incoming PO price discrepancy information prints below the header information: • Seq: The number of the line item or its original order. • Item Number: The item numbers associated with the PO. • Description: The description of the items. • U/M: The items purchasing units of measure. • Order Qty: The quantity ordered of the items. • Sell Price: The final price of the items as determined in Enter, Change & Ship Orders (MENU OEMAIN). • Dsc Price: Price discount, if one has been assigned to the customer. • Cust Price: The price that was sent by that customer for the item.

Incoming Purchase Order Changes (860)

This section describes the screens and reports in the Incoming Documents option that are used when you select to work with incoming purchase order changes on the Incoming EDI Document Selection Screen (p. 2-4).

Title	Purpose
Pending Incoming EDI Purchase Order Changes Screen	Lists pending and held purchase order changes.
Incoming 860 Error Message Screen	Use to review the error message for a selected purchase order change
Completed Incoming Purchase Order Changes Screen	Lists completed purchase order changes.
Incoming PO Changes Report	Prints a list of the changes from the original purchase order.

Pending Incoming EDI Purchase Order Changes Screen

```
                    PENDING INCOMING EDI PURCHASE ORDER CHANGES

  Trad Partner Id Customer Name                Store    Items Req Ship Sts Err
_ 200-01170       Jones Department Store                  2  9/13/09 PND

                                                                        Last

  Actions                        Limits
  1=Select     4=Delete          Trad Partner Id: ................
  3=Hold       6=Release         Customer Name:   ...............................
               7=Error Msgs      P.O. Number:     ..........................
                                 Req Ship:  From: .........  To: .........

                            F2=PO           F5=Refresh         F15=Receive
                            F4=Completed    F12=Return         F17=Receive All
```

This screen appears after you press ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you selected to work with Incoming PO Changes. This screen also displays after keying Y before incoming Purchase Order Change and pressing ENTER on the EDI Status Display Screen (p. 4-2). This screen displays all purchase order changes awaiting processing. Use this screen to review pertinent PO changes and select a function you wish to perform.

NOTE: Since this screen displays similar actions, function keys, and information to that found on the Pending Incoming EDI Purchase Orders Screen (p. 2-7), only the unique features to this screen are provided here. For details regarding the fields on this screen not described here, refer to the Pending Incoming EDI Purchase Orders Screen (p. 2-7).

Pending Incoming EDI Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform on a listed pending document. You can key a number in front of a single document or several documents. If you indicate and action for multiple documents, processing occurs sequentially for each selected document. Key 1 to indicate that you want to select the document for receipt into Distribution A+. Refer to the F15 key for information about receiving the selected documents. Refer to the F17 function key for information about receiving all listed documents. Key 3 to indicate that you want to place the document on hold which prevents its receipt into Distribution A+. Distribution A+ suspends processing until you manually release the hold. Key 4 to indicate that you want to delete the document from the user files. Key 6 to indicate that you want to remove the hold from a document with a status of HLD. Key 7 to indicate that you want to review error messages for a document with an E in the *Err* column. (N 1,0) Required
F4=Completed	Press F4=COMPLETED to display a list of completed purchase order changes. The Completed Incoming Purchase Order Changes Screen (p. 2-38) will appear.
F15=Receive	Press F15=RECEIVE to process the change documents with a status of pending (PND) that were selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data translates from the user files to the Incoming PO Changes Report (p. 2-42). NOTE: A message will appear if pre-edit errors were detected for the "receiving" process of the EDI PO Changes.
F17=Receive All	Press F17=RECEIVE ALL to receive all displayed documents with a status of pending (PND). A job is submitted to the EDI Transaction Processor and the data translates from the user files to the Incoming PO Changes Report (p. 2-42).

Pending Incoming EDI Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed an action of • 3 before one or more purchase order changes with a status of PND and press ENTER, you place those changes on hold. The status of the purchase orders, indicated in the Sts column, changes to HLD. No further processing can occur for these purchase orders until these holds are manually released (by keying a 6 before the same purchase orders and pressing ENTER). • 4 before one or more purchase order changes and press ENTER, the Delete EDI Price Catalog Screen (p. 2-53) will appear for each document from which you can perform the deletion. • 6 before one or more purchase order changes that have a status of HLD and press ENTER, you remove the hold. The status of the purchase order changes, indicated in the Sts column, returns to PND. Only after a hold has been removed from a purchase order changes is it available for processing. • 7 before one or more purchase order changes that have an E in the Err column and press ENTER, the Incoming 832 Error Messages Screen (p. 2-55) will appear. Error messages which occurred during any portion of the purchase order changes's receipt process are displayed for review. A purchase order changes remains on this screen with a status of PND if an unsuccessful attempt was made to "receive" it using the F15 or F17 function key.

Incoming 860 Error Message Screen

```
                          860 ERROR MESSAGES

Trading Partner:  200-01170
Store Number:     62           PO Number:  1452

Error Message Text
Invalid Store Number

                                                        F12=Return
```

This screen displays after you select to view error messages associated with an incoming document that had an E displaying in the **Err** column and pressing ENTER on the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33). Use this screen to review the errors that occurred during the receipt of this document into the Distribution A+ user files.

Incoming 860 Error Message Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The identification of the trading partner from whom you received this EDI document. Display
PO Number	The number associated with the document as converted from the EDI standard document format. Display
Error Message Text	The text of the error that occurred during the receipt of this document into your Distribution A+ user files. However, if an attempt was made to convert this document into an off-line order and errors resulted, the message displayed here refers you to the Off-line Order Entry Report for errors. For a description of an Off-line Order Entry Report, refer to Off Line Order Entry (MENU OEMAIN) in the Order Entry User Guide.
F12=Return	After you review the error text, press F12=RETURN to return to the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33)

Completed Incoming Purchase Order Changes Screen

```
                 COMPLETED INCOMING EDI PURCHASE ORDER CHANGES

  Trad Partner Id Customer Name          Store         Items Req Ship Sts Err
_ 200-01170       Jones Department Store                 2  9/13/09 CMP

                                                                      Last

 Actions                          Limits
 1=Select                         Trad Partner Id: ................
                7=Error Msgs      Customer Name:   ................................
                                  P.O. Number:     ..............................
                                  Req Ship:  From: .........  To: .........

                                  F4=Pending       F9=Entry Dt      F12=Return
                  F2=PO           F5=Refresh                        F15=Unreceive
```

This screen displays after pressing F4=COMPLETED on the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33). For each document, this screen displays the

- trading partner ID of the customer that sent the purchase order.
- customer name or customer purchase order number, based on your selection with the F2 function key.
- the store number assigned to the purchase order's customer, indicating the location from which the purchase order originated. If the customer is defined as a "headquarters" customer through Customer/Ship to Master Maintenance (MENU ARFILE), *MULT will display instead of a store number.
- number of items requested in the purchase order.
- requested ship date.
- document status. The document status can be CMP for complete. A completed incoming EDI Purchase Order Changes 860 document is one brought from the network station through the third-party's "mailbox," and into the Distribution A+ user files. It then is converted from the user files into the database as a customer order.
- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Completed Incoming Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform on a listed "completed" incoming purchase order changes document. You can key a number before one or several purchase orders changes and processing will occur for each of those selected, one at a time. Key 1 in front of purchase order changes that you want to select for an action. If you key 1 and press F11, you can review and/or modify the purchase order. If you key 1 and press F15, you can unreceive the purchase order. Key 7 in front of purchase orders that have an E indicated in the *Err* column for which you want to review error messages. (N 1,0) Required
Limits: Trading Partner ID	Use this field to limit the purchase orders that display by trading partner ID. Enter all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional
Limits: Customer Name	Use this field to limit the purchase orders that display by customer. Enter all or part of the customer name to limit the list. *Valid Values:* A customer defined through Customer/Ship to Maintenance (MENU ARFILE) (A 30) Optional
Limits: P.O. Number	Use this field to limit the purchase orders that display by purchaser order number. (A 22) Optional
Limits: Req Ship	Use this field to limit the purchase orders that display by the requested ship date. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=PO / Name	Press F2=PO / F2=NAME to toggle between displaying the PO number associated with the document as converted from the EDI standard document format, and the name of the customer associated with the trading partner identification as retrieved from the Customer/Ship-To Master File.

Completed Incoming Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
F4=Pending	Press F4=PENDING to display the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33) where you may review information which is different from the original purchase order.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents, converted into off-line orders occurring since you last accessed this screen, will be presented. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F9=Entry Dt / Ship Dt	Press F9=ENTRY DT / F9=SHIP DT to toggle between displaying the requested ship date on the original purchase order change sent from the customer, and the order entry date (creation date) of the newly created order at the top of the screen. This key also controls the toggle of the *Req Ship / Entry Dt* data entry fields, located at the bottom of the screen, which you can use for limiting criteria. • F9=ENTRY DT: Press to display the customer's order entry date. This is the date that the pending incoming PO was converted to this completed incoming PO. Pressing this key also allows for the keying of an order entry date (or range of dates) at the bottom of the screen for use as limiting criteria. • F9=SHIP DT: Press to display the requested ship date associated with the customer's PO, now converted to an order. Pressing this key also allows for the keying of a requested ship date (or range of dates) at the bottom of the screen for use as limiting criteria.
F11=Chg Ord	Press F11=CHG ORD to display and, if necessary, modify the order selected with an action number of 1. The Start Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) will appear. Refer to this screen as described in the Order Entry manual.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Unreceive	Press F15=UNRECEIVE to unreceive the completed incoming PO change selected with an action number of 1. The Delete Open Orders Screen will display from Delete Open Orders (MENU OEMAIN). Refer to this screen as described in the Order Entry manual. This will delete the off-line order from open orders, but will leave it as pending in the Distribution A+ user files.

Completed Incoming Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed an action of 7 before one or more purchase order changes that have an E indicated in the Err column, pressing ENTER displays the Incoming 860 Error Message Screen (p. 2-36). If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed acknowledgements. The word ACTIVE will display to the right of the **Limits** heading.

Incoming PO Changes Report

```
EIP860B  07/29/09   9.18.30                    INCOMING PO CHANGES REPORT                                  APEDICT     Page   1
-----------------------------------------------------------------------------------------------------------------------------------
Company      Customer  Name                          Customer P/O Number   Ship     Req Ship Not Befr Req Delv  Cancel  Not Aftr
  No.        Number                                                        Number     Date     Date     Date     Date     Date
  01             170  Jones Department Store        1452                           09/14/04 00/00/00 00/00/00 09/15/04 00/00/00
  BILL TO:
      235 E. Penn Street  Norristown  PA  19401-0235
  SHIP TO:
  CONTACT:
-----------------------------------------------------------------------------------------------------------------------------------
Store # Item Number              Description              U/M  Order Qty     Rcv Qty           Price Code
        A140                 3 Ring Binder Red 1 inch     EA      20.000      20.000
        /                    Cancel if not Ship:09/15/04
FOB  Terms Cd Terms Disc Terms Disc   Terms Disc     Terms Net  Terms Net    Terms Disc
Code   Type      Perc     Due Date     Days Due       Due Date    Days         Amt
                           00/00/00                    00/00/00
```

This report prints after pressing F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33), after the job has completed processing in the EDI Transaction Processor. To review this report online, key EDIJOBS on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

This report prints those changes that have occurred from the original purchase order.

Incoming PO Changes Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY). The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
Customer Number and Name	The customer number and name from whom the PO Change was sent.
Customer PO Number	The customer's PO number.
Ship Number	The ship-to number of the customer, if any.
Req Ship Date	The requested ship date of the customer's PO Change.

Incoming PO Changes Report

Report/Listing Fields	Description
Not Befr Date	The date that the shipment should not be received before.
Req Delv Date	The requested delivery date of the customer's PO Change.
Cancel Date	The date the order will be canceled, if any, if the order is not received before the requested delivery date.
Not Aftr Date	The date the order will no longer be accepted. If the order is delivered after the date in this field, the order will not be accepted.
BILL TO	The address where the bill is to be sent for the order.
SHIP TO	The ship-to address for the order.
CONTACT	The name and phone number of the customer's contact person.

Incoming PO Changes Report

Report/Listing Fields	Description
(Incoming PO Changes Information)	The following incoming PO change information prints below the header information: • Store #: The identification of the store numbers for the customer from whom you received the EDI document. • Order Comments: If there are any order level comments, they print to the right of the store number. • Item Number: The item numbers associated with the PO. • Description: The description of the items. • U/M: The items purchasing units of measure. • Order Qty: The quantity ordered of the items. • Rcv Qty: The quantity received of the items. • Price Code: The price code of the items. • Item Comments: If there are any item level comments, they print directly below the line for that item. • Reference ID: The EDI transaction set identifier that is associated with the item level comment. • FOB Code: The shipment method of payment code for this order. This code is used to determine the FOB code for the order. • Terms Cd Type: The Accounts Receivable terms code for this customer order. • Terms Disc Perc: The percent discount that applies if the customer pays for this order by the date shown in the *Terms Disc Due Date* field. • Terms Disc Due Date: The date by which payment must be received to qualify for the discount shown in the *Terms Disc Perc* and *Terms Disc Amt* fields. • Terms Disc Days Due: The number of days for which the discount applies. • Terms Net Due Date: The date by which full payment must be received for this order. • Terms Net Days: The total number of days the customer has to pay the invoice in full before payment is considered overdue. • Terms Disc Amt: The monetary value of the discount. Display

Incoming Price Catalog (832)

This section describes the screens and reports in the Incoming Documents option that are used when you select to work with incoming price catalogs on the Incoming EDI Document Selection Screen (p. 2-4).

Title	Purpose
Pending Incoming EDI Price Catalogs Screen	Lists pending, in-process, and held price catalogs.
Price Catalogs Warehouse Selection Screen	Used to select the warehouses to which the price catalog prices apply.
Delete EDI Price Catalog Screen	Used to confirm the deletion of a pending incoming document.
Incoming 832 Error Messages Screen	Displays errors that occurred during the receipt of the document into the user files.
Completed Incoming EDI Price Catalogs Screen	Lists complete incoming price catalogs.
Off-line Future Price Edit Report	Review this report to determine the information in the pending groutp of price catalog changes.
Off-line Future Price Error Report	Review this report for error conditions affectimg the data import.

Pending Incoming EDI Price Catalogs Screen

```
                    PENDING INCOMING EDI PRICE CATALOGS

  Trad Partner Id Vendor Name                Catalog Number  Eff Date Sts Err
_ 200-01170       K & M CORPORATION                                  PND

                                                                      Last

 Actions                        Limits
 1=Select     4=Delete          Trad Partner Id: ................
 3=Hold       6=Release         Vendor Name:     ................................
              7=Error Msgs      Catalog Number:  ................
                                Effective: From: .........  To: .........

                                          F5=Refresh          F15=Receive
                          F4=Completed    F12=Return          F17=Receive All
```

This screen appears after you press ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you selected to work with incoming price catalogs or pressing F4=PENDING on Completed Incoming EDI Price Catalogs Screen (p. 2-57). A status line displays for each pending price catalog and price catalogs that are “in-process” of being received.

NOTE: A pending incoming Price Catalog is one brought from the network station through the third-party’s “mailbox.” This Price Catalog is placed into the user files, but not transferred into the database. At this point, data from an incoming EDI 832 document has been translated from the EDI standard document format and has been written to the Distribution A+ user files.

For each document, this screen displays the

- trading partner ID of the customer that sent the purchase order change.
- name of the vendor to whom the trading partner ID is assigned.
- catalog number for the incoming price catalog. A catalog number is assigned by the vendor to differentiate one catalog from another.
- date on which the prices in the catalog take effect.
- document status. The document status can be:
  - PND: the document has been converted from EDI standard document format into the user files, but has not yet been received into the database.
  - HLD: The document has been put on hold. No processing will occur until it is removed from hold.
  - ACT: The document is currently being converted from the user files into the database. When processing is complete, the document will be listed on the appropriate completed incoming documents screen with a status of CMP.

- SPD: Indicates that the document is currently being moved from the EDI mailbox into the user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the user files. That is, Distribution A+ detected that the value of the CTT01 segment of the header file is not equal to the actual number of detail lines in the detail file for the transaction. This error may occur either because the document is still in the process of being moved from the EDI mailbox into the user files (in which case, you will have to wait until processing has completed) or an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the user files (in which case, you will need to delete the transaction).
- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform on a listed pending document. You can key a number in front of a single document or several documents. If you indicate and action for multiple documents, processing occurs sequentially for each selected document. Key 1 to indicate that you want to select the document for receipt into Distribution A+. Refer to the F15 key for information about receiving the selected documents. Refer to the F17 function key if you want to receive all of the displayed documents. Key 3 to indicate that you want to place the document on hold which prevents their receipt into Distribution A+. Distribution A+ suspends processing until you manually release the hold. NOTE: However, you can delete a held price catalog. Key 4 to indicate that you want to delete the document from the user files. Key 6 to indicate that you want to remove the hold from a document with a status of HLD. Key 7 to indicate that you want to review error messages for a document with an E in the *Err* column. (N 1,0) Required
Limits: Trading Partner ID	Use this field to limit the price catalogs that display by trading partner ID. Key all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional

Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
Limits: Vendor Name	Use this field to limit the price catalogs orders that display by vendor. Key all or part of the vendor name to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Catalog Number	Use this field to limit the price catalogs that display by catalog number. Key all or part of a price catalog number. (A 15) Optional
Limits: Effective	Use this field to limit the price catalogs that display by the effective date. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F4=Completed	Press F4=COMPLETED to review completed price catalogs. The Completed Incoming EDI Price Catalogs Screen (p. 2-57) will appear.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents or new status(es) occurring since you last accessed this screen will display. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F12=Return	Press F12=RETURN to return to the previous screen or the next applicable screen if a Y was entered for more than one type of document on the Incoming EDI Document Selection Screen (p. 2-4).

Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
F15=Receive	Press F15=RECEIVE to receive the documents with a status of pending (PND) that were selected with an action number of 1. If you have the *Update Vendor/Item/Warehouse File with Price Catalog (832)* field set to Y on the Vendor Master Additional Information Maintenance Screen (MENU POFILE), the Price Catalogs Warehouse Selection Screen (p. 2-51) will appear. Warehouse choices will be displayed only if you have the *Separate Cost* field set to Y on the Vendor/Item File Screen (MENU POFILE). If you have *Update Vendor/Item/Warehouse File with Price Catalog (832)* field set to N on the Vendor Master Additional Information Maintenance Screen (MENU POFILE), the data translates from the user files to the database by submitting a job to the EDI Transaction Processor. If no errors are found, the Price Catalog will be deleted from this screen and displayed on the Completed Incoming EDI Price Catalogs Screen (p. 2-57). The Off-Line Future Price Edit Report, Unknown Item Report, and Off-Line Future Price Error Report will be print to the output queue you defined in the *Offline Future Price Rpt Output Queue* field on the EDI Company Options Maintenance Screen 2 (p. 7-23).
F17=Receive All	Press F17=RECEIVE ALL to receive all displayed documents with a status of pending (PND) and an Err code of blank. The data then translates from the user files to the database. If you have the *Update Vendor/Item/Warehouse File with Price Catalog (832)* field set to Y on the Vendor Master Additional Information Maintenance Screen (MENU POFILE), the Price Catalogs Warehouse Selection Screen (p. 2-51) will appear. Warehouse choices will be displayed only if you have the *Separate Cost* field set to Y on the Vendor/Item File Screen (MENU POFILE). If you have *Update Vendor/Item/Warehouse File with Price Catalog (832)* field set to N on the Vendor Master Additional Information Maintenance Screen (MENU POFILE), the data translates from the user files to the database by submitting a job to the EDI Transaction Processor. If no errors are found, the Price Catalog will be deleted from this screen and displayed on the Completed Incoming EDI Price Catalogs Screen (p. 2-57).

Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed an action of • 3 before one or more Price Catalogs with a status of PND, pressing ENTER places those Price Catalogs on hold. The status of the Price Catalogs, indicated in the Sts column, changes to HLD. No further processing occurs for these Price Catalogs until these holds are manually released (by keying a 6 before the same Price Catalogs and pressing ENTER). • 4 before one or more Price Catalogs, pressing ENTER displays the Delete EDI Price Catalog Screen (p. 2-53) where you may delete the Price Catalog from the user files. • 6 before one or more Price Catalogs that have a status of HLD, pressing ENTER removes the hold status. The statuses of the Price Catalogs, indicated in the *Sts* column, return to their prior status of PND. Only after a hold has been removed from a Price Catalog is that Price Catalog available for processing. • 7 before one or more Price Catalogs that have an E in the Err column, pressing ENTER displays the Incoming 832 Error Messages Screen (p. 2-55). Any error messages associated with the Price Catalog, which occurred during any portion of that Price Catalog's receipt process, are displayed. If an unsuccessful attempt was made to "receive" a pending Price Catalog, using the F15 or F17 function key, that Price Catalog remains on this screen with a status of PND and an Err code of E. If you keyed an action number before more than one Price Catalog, processing will occur for each of those selected, one at a time. If you keyed a value in any of the *Limits* fields, press this key to limit the display of the pending incoming Price Catalogs. The word ACTIVE will display to the right of the *Limits* heading.

Price Catalogs Warehouse Selection Screen

```
                    PENDING INCOMING EDI PRICE CATALOGS

  Trad Partner Id Vendor Name                Catalog Number  Eff Date Sts Err
1 200-01170                                                         PND  E
                 Trd Part: 200-01170       K & M CORPORATION
                 Ctlg No:

                 X WH Warehouse Name
                 _ 2  Los Angeles, CA
                 ..
                 ..
                 ..
                 ..
                 ..
                 ..                                                  Last
                 ..
 Actions         ..
 1=Select        ..
 3=Hold          ..                                          Last
                 X-Select      F9=Sel All F10=Update F12=Return

                                          F5=Refresh         F15=Receive
                          F4=Completed    F12=Return         F17=Receive All
```

This screen appears after you press F15=RECEIVE or F17=RECEOVE ALL on the Pending Incoming EDI Price Catalogs Screen (p. 2-46), if the *Update Vendor/Item/Warehouse File with Price Catalog (832)* field is set to Y on the Vendor Master Additional Information Maintenance Screen (MENU POFILE). Warehouse choices will be available only if the *Separate Cost* field is set to Y on the Vendor/Item File Screen (MENU POFILE).

This screen displays the number and name of warehouses that you can select. Use this screen to select the warehouses to which the prices contained in the incoming Price Catalog will be applied. If you do not select any warehouses on this screen, then no warehouse specific Vendor/Item/Price Files will be updated with the new price information contained in the received Price Catalog.

Price Catalogs Warehouse Selection Screen Fields and Function Keys

Field/Function Key	Description
X	Key an X in this field for each warehouse to which you want to apply the prices of the incoming Price Catalog. Optional
F9=Sel All	Press F9=SEL ALL to automatically place an X in the X column for all the displayed warehouses. Use this key when you want to apply the prices in the incoming Price Catalog to all displayed warehouses.

Price Catalogs Warehouse Selection Screen Fields and Function Keys

Field/Function Key	Description
F10=Update	Press F10=UPDATE to receive the selected Price Catalogs into the database for the warehouses you have selected. The data translates from the user files to the database by submitting a job to the EDI Transaction Processor. If no errors are discovered, the Price Catalogs will be deleted from the Pending Incoming EDI Price Catalogs Screen (p. 2-46) and displayed on the Completed Incoming EDI Price Catalogs Screen (p. 2-57). The Off-Line Future Price Edit Report, Unknown Item Report, and Off-Line Future Price Error Report will be print to the output queue you defined in the *Offline Future Price Rpt Output Queue* field on the EDI Company Options Maintenance Screen 2 (p. 7-23).
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Price Catalogs Screen (p. 2-46) without updating this screen and without receiving the selected Price Catalogs.

Delete EDI Price Catalog Screen

```
                    DELETE EDI PRICE CATALOG

                Trad Partner Id:  200-01170
                Vendor Name:      K & M CORPORATION
                Catalog Number:
                Catalog Version:
                Catalog Revision:
                Effective Date:
                Status:           PND

     622: Press F24 to confirm delete or press F12 to return
                                        F12=Return      F24=Delete
```

This screen displays after selecting to delete an incoming Price Catalog and pressing ENTER on the Pending Incoming EDI Price Catalogs Screen (p. 2-46). Use this screen to confirm the deletion of a pending incoming Price Catalog document from your user files. Once deleted, that incoming document may no longer be processed.

NOTE: Since the document was still in a “pending” status, the incoming document was never transferred to the database; it only existed in the EDI user files.

Delete EDI Price Catalog Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	The identification of the trading partner from whom you received this EDI document. Display
Vendor Name	The vendor name associated with the trading partner identification is retrieved from the Vendor Master File. Display
Catalog Number	The catalog number of the incoming Price Catalog. This number is assigned by the vendor to differentiate one Price Catalog from another. Display
Catalog Version	If provided by the vendor, this field displays the version number of the incoming Price Catalog. Display

Delete EDI Price Catalog Screen Fields and Function Keys

Field/Function Key	Description
Catalog Revision	If provided by the vendor, this field displays the revision number of the incoming Price Catalog. Display
Effective Date	The date upon which the prices in the associated Price Catalog go into effect. Display
Status	The current status of the incoming Price Catalog. The document status can be: • PND: This incoming Price Catalog has been converted from EDI standard document format into the user files, but has not yet been transferred to the database. • HLD: This incoming Price Catalog has been put on hold. Display
F12=Return	Press F12=RETURN if you do not want to delete this document from the user files. The Pending Incoming EDI Price Catalogs Screen (p. 2-46) will appear.
F24=Delete	Press F24=DELETE to delete this document from the user files. The Pending Incoming EDI Price Catalogs Screen (p. 2-46) will appear. The deleted document will no longer be included in the list of pending incoming documents and may no longer be processed.

Incoming 832 Error Messages Screen

```
                          832 ERROR MESSAGES

Trading Partner:  200-01170
Catalog #:                Version #:                Revision #:

Error Message Text
SEE OFF-LINE FUTURE PRICE ERROR REPORT.

                                                    F12=Return
```

This screen appears after selecting to view error messages associated with

- an incoming Price Catalog document with an E in the Err column and pressing ENTER on the Pending Incoming EDI Price Catalogs Screen (p. 2-46)
- a completed Price Catalog document with a E in the Err column and pressing ENTER on the Completed Incoming EDI Price Catalogs Screen (p. 2-57)

Depending upon which screen you came from, use this screen to review the errors that occurred during the receipt of this document into the user files and offline receiver files or to review the errors that occurred with a completed price catalog.

Incoming 832 Error Messages Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The identification of the trading partner from whom you received this EDI document. Display
Catalog #	The catalog number of the incoming Price Catalog. This number is assigned by the vendor to differentiate one Price Catalog from another. Display
Version #	If provided by the vendor, this field displays the version number of the incoming Price Catalog. Display

Incoming 832 Error Messages Screen Fields and Function Keys

Field/Function Key	Description
Revision #	If provided by the vendor, this field displays the revision number of the incoming Price Catalog. Display
Error Message Text	This field displays the text of the error that occurred during the receipt of this document into your user files, or a reference to the report where the error can be viewed. Display
F12=Return	After you review the error text, press F12=RETURN to return to the Pending Incoming EDI Price Catalogs Screen (p. 2-46).

Completed Incoming EDI Price Catalogs Screen

```
                    COMPLETED INCOMING EDI PRICE CATALOGS

  Trad Partner Id Vendor Name                Catalog Number  Eff Date Sts Err
_ 200-01170       K & M CORPORATION                                  CMP  E

_____________________________________________________________________ Last

 Actions                      Limits
 1=Select                     Trad Partner Id: ................
 7=Error Msgs                 Vendor Name:     ................................
                              Catalog Number:  ................
                              Effective: From: .........  To: .........

                              F4=Pending       F9=Entry Dt      F12=Return
                              F5=Refresh                        F15=Unreceive
```

This screen appears after you press F4=COMPLETED on the Pending Incoming EDI Price Catalogs Screen (p. 2-46). A status line displays for each completed Price Catalog received into the database. For each document, this screen displays the

- trading partner ID of the customer that sent the purchase order change.
- name of the vendor to whom the trading partner ID is assigned.
- catalog number for the incoming price catalog. A catalog number is assigned by the vendor to differentiate one catalog from another.
- date on which the prices in the catalog take effect.
- document status. The document status can be CMP. A completed incoming EDI Price Catalog 832 document is one brought from the network station through the third-party's "mailbox," and into the user files. It is then transferred from the user files into the database.
- indicator E for documents that had errors during the receipt process.

Completed incoming Price Catalogs will remain on this screen until "unreceived" using the F15 key, or until the number of days is reached that you specified in the *User File Purge Days* field on the EDI Company Options Maintenance Screen 2 (p. 7-23). When a Price Catalog has been received complete for that number of days, it will be automatically deleted from this screen and its associated information will be deleted from the user files.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Completed Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform on a listed "completed" incoming price catalog document. You can key a number before one or several price catalogs and processing will occur for each of those selected, one at a time. Key 1 in front of price catalogs that you want to select to unreceive. Refer to the F15 function key for more information about unreceiving. Key 7 in front of price catalogs that have an E indicated in the *Err* column for which you want to review error messages. (N 1,0) Required
Limits: Trading Partner ID	Use this field to limit the price catalogs that display by trading partner ID. Key all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional
Limits: Vendor Name	Use this field to limit the price catalogs orders that display by vendor. Key all or part of the vendor name to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Catalog Number	Use this field to limit the price catalogs that display by catalog number. Key all or part of a price catalog number.
Limits: Effective/Entry	Use this field to limit the price catalogs that display by the effective date or the date the price catalog was transferred into the database, based on your selection with the F9 function key. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F4=Pending	Press F4=PENDING to display the Pending Incoming EDI Price Catalogs Screen (p. 2-46), where you may review a status line for each pending incoming Price Catalog.

Completed Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any newly completed incoming Price Catalog documents since you last accessed this screen, will be presented. NOTE: Pressing this key only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F9=Entry Dt / Eff Dt	Press F9=ENTRY DT / F9=EFF DT to toggle between displaying the date that the Price Catalog prices were transferred into the database, and the date upon which the prices in the associated completed Price Catalog go into effect. This key also controls the toggle of the *Entry / Effective* data entry fields, located at the bottom of the screen, which you can use for limiting criteria.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4).
F15=Unreceive	Press F15=UNRECEIVE to unreceive the completed incoming price catalogs selected with an action number of 1. When you unreceive the price catalog, the status of the price catalog will change from completed to pending. The price catalog information will be deleted from the database, but the information in the user files will remain, and the associated price catalog will be deleted from this screen and displayed on the Pending Incoming EDI Price Catalogs Screen (p. 2-46) with a status of PND.
Enter	Press ENTER to confirm your selections. If you keyed an action of 7 before one or more completed price catalogs that have an E indicated in the *Err* column, pressing ENTER displays the Incoming 832 Error Messages Screen (p. 2-55). Error messages for each selected completed price catalog and the errors associated with that price catalog which occurred during any portion of that price catalog's receipt process, or a reference to the report where the error can be viewed, are displayed. If you keyed an action number before more than one price catalog, processing will occur for each of those selected, one at a time. If you keyed a value in any of the *Limits* fields, press this key to limit the display of the completed incoming Price Catalogs. The word ACTIVE will display to the right of the *Limits* heading.

Off-line Future Price Edit Report

```
OP160   07/29/09   19:29:01                OFF-LINE FUTURE PRICE EDIT REPORT          AM/ APDEMO   PAGE:   1
-----------------------------------------------------------------------------------------------------------
        TR EFFECTIVE VENDOR ITEM NUMBER/                PROMO   PROMO
        CD   DATE    NUMBER DESCRIPTION            WH   CODE    DATE
-----------------------------------------------------------------------------------------------------------
THERE WERE SOME UNKNOWN ITEMS IN ERROR!
** SUMMARY OF 832 DOCUMENTS PROCESSED **
TRADING PARTNER    EDI LINK                    CATALOG NUMBER     CATALOG VERSION    VENDOR NAME SENT
---------------    --------                    --------------     ---------------    ----------------
200-01170          200
```

This report prints after F15=RECEIVE or F17=RECEIVE ALL is pressed on the Pending Incoming EDI Price Catalogs Screen (p. 2-46). To review this report online, key EDIJOBS on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

For each price catalog, this report prints the company, effective date, vendor number, item number and description, warehouse, promotional code and date. It also shows the trading partner and then lists the specific errors found including the catalog number and version when available.

Off-line Future Price Error Report

```
OP160    07/29/09    19:29:01                OFF-LINE FUTURE PRICE ERROR REPORT            AM/  APDEMO    PAGE:    1
-----------------------------------------------------------------------------------------------------------------------
TR/ EFFECT. VENDOR ITEM NUMBER/                ITEM CHANGE # OF PROMO   PROMO       STANDARD COST          VENDOR/ITEM
CO#  DATE   NUMBER DESCRIPTION            WH U/M CODE  CODE  DEC. CODE   DATE           USER COST              COST
-----------------------------------------------------------------------------------------------------------------------
```

This report prints after the Off-line Future Price Edit Report (p. 2-60). To review this report online, key EDIJOBS on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

For each price catalog, this report prints the company, effective date, vendor number, item number and description, warehouse, unit of measure, item code, change code, number of decimals, promotional code and date, standard, user and vendor item cost.

Off-line Future Price Error Report Unknown Item Report

```
OP160    07/29/09     19:29:01                    OFF-LINE FUTURE PRICE ERROR REPORT              AM/  APDEMO     PAGE:    1
                                                       UNKNOWN ITEM REPORT
-----------------------------------------------------------------------------------------------------------------------------
TR/ EFFECT. VENDOR ITEM NUMBER/                    ITEM CHANGE # OF PROMO   PROMO        STANDARD COST            VENDOR/ITEM
CO#  DATE   NUMBER DESCRIPTION              WH U/M CODE  CODE  DEC. CODE   DATE             USER COST                COST
-----------------------------------------------------------------------------------------------------------------------------
 V 07/29/09 200    A220                        ?    $     0       00/00/00              .00000                    .00000
 1                                                                                       .00000
                                            LIST PRICE 1:            .00000  QTY BREAK COST 1:              .00000
                                                       2:            .00000                2:              .00000
                                                       3:            .00000                3:              .00000
                                                       4:            .00000                4:              .00000
                                                       5:            .00000                5:              .00000
 V 07/29/09 200    A240                        ?    $     0       00/00/00              .00000                    .00000
 1                                                                                       .00000
                                            LIST PRICE 1:            .00000  QTY BREAK COST 1:              .00000
                                                       2:            .00000                2:              .00000
                                                       3:            .00000                3:              .00000
                                                       4:            .00000                4:              .00000
                                                       5:            .00000                5:              .00000
```

This report prints after the Off-line Future Price Error Report (p. 2-61). To review this report online, key EDIJOBS on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

For each price catalog in error, this report prints the company, effective date, vendor number, item number and description, warehouse, unit of measure, item code, change code, number of decimals, promotional code and date, standard, user and vendor item cost, followed by pricing and cost break information. Question marks print in the fields that are in error.

Incoming Advance Ship Notice (856)

This section describes the screens and reports in the Incoming Documents option that are used when you select to work with incoming advance ship notices on the Incoming EDI Document Selection Screen (p. 2-4).

Title	Purpose
Pending Incoming EDI Advance Shipping Notices Screen	Lists pending, in-process, and held advance ship notices.
EDI ASN Shipment Maintenance Screen	Used to review and/or change shipment information.
EDI ASN Items Selection Screen	Used to review and/or change item information.
EDI ASN Items Maintenance Screen	Used to review and/or change line item information.
EDI ASN Lot/Serial Maintenance Screen	Used to review and/or change lot/serial information.

Title	Purpose
Delete EDI Advance Shipping Notice Screen	Used to confirm the deletion of a pending incoming document.
Incoming 856 Error Message Screen	Displays errors that occurred during the receipt of the document into the user files.
Completed Incoming EDI Advance Shipping Notices Screen	Lists completed incoming advance ship notices.
Off-Line Receiver Edit Report	Prints the content of each successfully created receiver.

Pending Incoming EDI Advance Shipping Notices Screen

```
                    PENDING INCOMING EDI ADVANCE SHIPPING NOTICES

  Trad Partner ID Vendor Shipment ID                    Items Shp Date Sts Err
_ 200-01170       200    P0100144                         4  4/03/09 PND  N
_____________________________________________________________________ Last

 Actions                        Limits
 1=Select     4=Delete          Trad Partner ID: ................
 2=View/Chg   6=Release         Vendor No.:      .......
 3=Hold       7=Error Msgs      Vendor Name:     ..........................
                                Ship Date: From: .........  To: .........

                                     F14=Pre-edit Only        F15=Receive
    F2=Vendor Name   F4=Completed    F5=Refresh   F12=Return  F17=Receive All
```

This screen appears after you press ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you selected to work with incoming advance shipping notices (ASNs) or pressing F4=PENDING on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-88). A status line displays for each pending ASN that has been loaded into user files via EDI and that is pending receipt into a receiver.

For each listed document, this screen displays the

- trading partner ID of the vendor that sent the ASN
- number of the vendor
- name of the vendor or the shipment ID, based on your selection with the F2 function key
- number of items in the shipment
- the vendor's ship date
- document status. The document status can be:
  - PND: the document has been converted from EDI standard document format into the user files, but has not yet been received into the database as a receiver.
  - HLD: The document has been put on hold. No processing will occur until it is removed from hold.
  - ACT: The document is currently being converted from the user files into the database. When processing is complete, the document will be listed on the appropriate completed incoming documents screen with a status of CMP.
  - SPD: Indicates that the document is currently being moved from the EDI mailbox into the user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the user files. That is, Distribution A+ detected that the value of the CTT01 segment of the header file is not equal to the actual number of detail lines in the detail file for the transaction. This error may occur either because the document is still in the process of being moved from the EDI mailbox into the user files (in which case, you will have to wait until

processing has completed) or an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the user files (in which case, you will need to delete the transaction).

- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Pending Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform on a listed pending document. You can key a number in front of a single document or several documents. If you indicate and action for multiple documents, processing occurs sequentially for each selected document. Key 1 to indicate that you want to select the document for a pre-edit check or for receipt into Distribution A+. Refer to the F14 key for information about running a pre-edit check. Refer to the F15 key for information about receiving the selected documents. Key 2 to indicate that you want to review or change the document. You can only review/change ASNs that have an *Err* code of N or E (indicating that pre-edit was run). Key 3 to indicate that you want to place the document on hold which prevents their receipt into Distribution A+. Distribution A+ suspends processing until you manually release the hold. Key 4 to indicate that you want to delete the document from the user files and the offline receiver files. Key 6 to indicate that you want to remove the hold from a document with a status of HLD. Key 7 to indicate that you want to review error messages for a document with and E in the *Err* column. (N 1,0) Required
Limits: Trading Partner ID	Use this field to limit the ASNs that display by trading partner ID. Key all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional

Pending Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
Limits: Vendor Number	Use this field to limit the ASNs that display by vendor number. Key all or part of the vendor number to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Vendor Name	Use this field to limit the ASNs that display by vendor name. Key all or part of the vendor name to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Ship Date	Use this field to limit the ASNs that display by the vendor ship date. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=Shipment ID / Vendor Name	Press F2=SHIPMENT ID / F2=VENDOR NAME to toggle between the shipment ID associated with the document displayed and the name of the vendor associated with the trading partner identification, as retrieved from the Vendor Master File.
F4=Completed	Press F4=COMPLETED to display the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-88), where you may review a status line for each completed ASN received into a receiver.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents or new status(es) occurring since you last accessed this screen will display. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F12=Return	Press F12=RETURN to return to the previous screen or the next applicable screen if a Y was entered for more than one type of document on the Incoming Incoming EDI Document Selection Screen (p. 2-4).

Pending Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
F14=Pre-edit Only	Press F14=PRE-EDIT ONLY to run a pre-edit process to check for errors on incoming ASNs that were selected with an action number of 1, and then load the selected incoming ASNs from the user files into offline receiver files. If errors were discovered in an ASN, an error code of E will be displayed in the *Err* column for that incoming ASN. If no errors were discovered for an ASN, an error code of N will be displayed in the *Err* column for that incoming ASN.
F15=Receive	Press F15=RECEIVE to receive the documents with a status of pending (PND) that were selected with an action number of 1. You cannot receive a pending incoming ASN that has lot or serial errors (indicated by an E in the *Err* column) unless you have *Bypass Lot Errors* and/or *Bypass Serial Errors* fields set to Y on the EDI Company Options Maintenance Screen 2 (p. 7-23). If this ASN had not been pre-edited, the data translates from the user files to the offline receiver files, and if no errors are found, to a receiver. If this ASN had been pre-edited and no errors exist, the data translates from the offline receiver files to a receiver. The data translates to a receiver by submitting a job to the EDI Transaction Processor. As long as no errors are discovered with the ASN, a receiver is created, and the ASN will be deleted from this screen and displayed on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-88). NOTE: If no errors are discovered in the transfer from the off-line receiver files to the receivers, the Off-Line Receiver Edit Report (p. 2-92) will print.
F17=Receive All	Press F17=RECEIVE ALL to receive all displayed documents with a status of pending (PND) and an *Err* code of N or blank. If an ASN had not been pre-edited (i.e., *Err* code is blank), the data translates from the user files to the offline receiver files, and if no errors are found, to a receiver. If an ASN had been pre-edited and no errors exist (i.e., *Err* code is N), the data translates from the offline receiver files to a receiver. You cannot receive a pending incoming ASN that has lot or serial errors (indicated by an E in the *Err* column) unless you have *Bypass Lot Errors* and/or *Bypass Serial Errors* fields set to Y on the EDI Company Options Maintenance Screen 2 (p. 7-23). The data translates from the user files to off-line receivers by submitting a job to the EDI Transaction Processor. As long as no errors are discovered with an ASN, a receiver is created, and the ASN will be deleted from this screen and displayed on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-88). NOTE: For ASNs in which no errors are discovered in the transfer from the off-line receiver files to the receivers, the Off-Line Receiver Edit Report (p. 2-92) will print.

Pending Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed an action of • 2 before one or more ASNs with an Err code of E or N, pressing ENTER the EDI ASN Shipment Maintenance Screen (p. 2-69) will appear where information regarding each ASN can be reviewed or changed, if necessary. • 3 before one or more ASNs with a status of PND, pressing ENTER places those ASNs on hold. The status of the ASNs, indicated in the *Sts* column, changes to HLD. No further processing occurs for these ASNs until these holds are manually released. • 4 before one or more ASNs, pressing ENTER displays the Delete EDI Advance Shipping Notice Screen (p. 2-84) where you may delete the ASN from the user files and offline receiver files. • 6 before one or more ASNs that have a status of HLD, pressing ENTER removes the hold status. The statuses of the ASNs, indicated in the *Sts* column, return to their prior status of PND. Only after a hold has been removed from an ASN is that ASN available for processing. • 7 before one or more ASNs that have an E in the *Err* column, pressing ENTER displays the Incoming 856 Error Message Screen (p. 2-86). Any error messages associated with the ASN, which occurred during any portion of that ASNs receipt process, are displayed. If you keyed an action number before more than one ASN, processing will occur for each of those selected, one at a time. If you keyed a value in any of the *Limits* fields, press this key to limit the display of the pending incoming ASN line items. The word ACTIVE will display to the right of the *Limits* heading.

EDI ASN Shipment Maintenance Screen

```
PENDING                EDI ASN SHIPMENT MAINTENANCE                CHANGE

          Trad Partner ID: 200-01170
          Shipment ID:     P0100144

          Company?          _.
          Warehouse?        ...
          Vendor:           .......
          Ship Date:        .........
          Receipt Date:     .........
          Bypass Lot Err:   Y       (Y/N)
          Bypass Serial Err: Y      (Y/N)

                                   F5=Items   F12=Return   F24=Delete
```

This screen appears after you

- select to view/change a pending incoming ASN and press ENTER on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64)
- press F5=VIEW/CHANGE on the Incoming 856 Error Message Screen (p. 2-86)
- select to view a completed ASN and press ENTER on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-88)

Use this screen to view/change the shipment information associated with the ASN. Any changes made on this screen will be reflected in the offline receiver file.

NOTE: If this screen is being displayed after selecting to view a completed ASN, all fields on this screen are display-only.

When this screen is displaying information for an ASN that has not yet been received into a receiver, the word PENDING will appear in the upper left corner of the screen and the word CHANGE will appear in the upper right corner of the screen. When this screen is displaying information for an ASN that has been received into a receiver, the word COMPLETE will appear in the upper left corner of the screen and the word VIEW will appear in the upper right corner of the screen.

EDI ASN Shipment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to view/change the company number associated with the ASN that you selected to view/change on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64). *Valid Values:* A company number that has been created through Company Name Maintenance (MENU XAFILE). NOTE: If you have tailored Distribution A+ to be multi-company through System Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is display-only. (N 2,0) Display/Required
Warehouse	Use this field to view/change the warehouse number associated with the ASN that you selected to view/change on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64). *Default Value:* The warehouse indicated on the associated purchase order for this ASN. *Valid Values:* A warehouse number that has been defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Display/Required
Vendor	Use this field to change the vendor number of the vendor that sent the incoming ASN. *Valid Values:* A valid vendor number assigned to a vendor through Vendor Master Maintenance (MENU POFILE). (A 6) Display/Required
Ship Date	Use this field to change the vendor's ship date associated with this ASN. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Display/Required
Receipt Date	Use this field to enter or change the expected date of receipt of the items on the incoming ASN. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Display/Optional

EDI ASN Shipment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Bypass Lot Errors	Use this field to determine if lot errors in an incoming ASN will prevent it from being released to a receiver. NOTE: This field is display-only if the *Bypass Lot Errors* field is set to N in EDI Company Options Maintenance Screen 2 (p. 7-23). Key Y to have lot errors ignored in an incoming ASN. Key N to have lot errors in an incoming ASN cause the ASN to not be released to a receiver. *Default Value:* The value selected for this company in EDI Company Options Maintenance Screen 2 (p. 7-23). (A 1) Display/Required
Bypass Serial Errors	Use this field to determine if serial number errors in an incoming ASN will prevent it from being released to a receiver. NOTE: This field is display-only if the *Bypass Serial Errors* field is set to N in EDI Company Options Maintenance Screen 2 (p. 7-23). Key Y to have serial number errors ignored in an incoming ASN. Key N to have serial number errors in an incoming ASN cause the ASN to not be released to a receiver. *Default Value:* The value selected for this company in EDI Company Options Maintenance Screen 2 (p. 7-23). (A 1) Display/Required
F5=Items	Press F5=ITEMS to display the EDI ASN Items Selection Screen (p. 2-73), where you may view/change item information contained on the ASN.
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64), without updating this screen.
F24=Delete	F24=DELETE does not appear if you are reviewing a completed ASN. Press F24=DELETE to delete this pending incoming ASN from the offline receiver files. A confirmation message will appear. You must use the ENTER key to respond to the confirmation message. The ASN will be deleted from the offline receiver files and its *Err* code will be blank.

EDI ASN Shipment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	If you accessed this screen from the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-88), press ENTER to return to that screen. If you have made changes to this screen, press ENTER to enter your changes into the offline receiver files. A confirmation message will display. Pressing ENTER a second time will confirm your changes and return you to the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64). If you pressed F24=DELETE and a delete confirmation message is displayed, press the ENTER key to either confirm or deny the deletion. If you answer Y to the confirmation message, this ASN will be deleted from the offline receiver files, its *Err* code will be blank, and you will be returned to the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64). If you answer N to the confirmation screen, this ASN will not be deleted.

EDI ASN Items Selection Screen

```
PENDING                 EDI ASN ITEMS SELECTION                      CHANGE

                Trad Partner ID: 200-01170
                Vendor:   200    K & M CORPORATION
                Shipment ID:     PO100144

   Seq Co PO No. WH Ln Sg Item Number                  Quantity  U/M  Err

                         NO RECORD

                                                                     LAST

   Actions                          Limits
   2=View/Chg   7=Error Msgs        PO Number:  _.....
   4=Delete                         Item Number: ............................

                                       F2=Mfg No.    F5=Refresh   F12=Return
```

This screen appears after you press F5=ITEMS on the EDI ASN Shipment Maintenance Screen (p. 2-69), or F12=RETURN or ENTER on the EDI ASN Items Maintenance Screen (p. 2-76). Use this screen to view/change item information for the incoming ASN. The appropriate EDI offline receiver files are updated with the changed information.

When this screen is displaying information for an ASN that has not yet been received into a receiver, the word PENDING appears in the upper left corner of the screen and the word CHANGE appears in the upper right corner of the screen. When this screen is displaying information for an ASN that has been received into a receiver, the word COMPLETE appears in the upper left corner of the screen and the word VIEW appears in the upper right corner of the screen.

For each item, this screen displays the

- line sequence number of the item within the incoming ASN
- company associated with the purchase order in which the line item was ordered
- number of the purchase order
- warehouse number of the warehouse associated with the purchase order
- line sequence number of the item within the purchase order
- item number or manufacturer's item number, based on your selection with the F2 function key
- quantity being shipped
- unit of measure

A Y in the *Err* column indicates that an error occurred during the pre-edit process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

EDI ASN Items Selection Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform on an item. You can key a number before one or several ASN line items and processing will occur one at a time for each of those selected. Key 2 in front of ASN line items that you want to review/change. Key 4 in front of incoming ASN line items that you want to delete from the EDI User Files for this ASN. If you are viewing item information for a completed incoming ASN, action 4 is not available, (i.e., you cannot delete an item from an ASN that has already been received into a receiver). Key 7 in front of incoming ASN line items that have a Y indicated in the *Err* column for which you want to review any error messages. (N 1,0) Required
Limits: P.O. Number	Use this field to limit the items that display on this ASN by the number of the purchase order associated with the ASN. Key all or part of a purchase order number. Item Number: Key a partial item number to display only those line items on this incoming ASN whose item numbers begin with those keyed digits or letters. Key a complete item number to display only that specific item. Optional
Limits: Item Number	Use this field to limit the items that display on this ASN by the number of the item. Key all or part of an item number. Optional
F2=Mfg No. / Item No.	Press F2=MFG NO. / F2=ITEM NO. to toggle between displaying our item number or the manufacturers item number.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents or new status(es) occurring since you last accessed this screen will display. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F12=Return	Press F12=RETURN to return to the EDI ASN Shipment Maintenance Screen (p. 2-69) without updating this screen.

EDI ASN Items Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed action • 2 to view/change a line item or if you keyed the EDI ASN Items Maintenance Screen (p. 2-76) will appear • 4 to delete a line item, the EDI ASN Items Maintenance Screen (p. 2-76) will appear. • 7 to review an error message (for line items that have a Y indicated in the *Err* column), the Incoming 856 Error Message Screen (p. 2-86) will appear. If you keyed an action number before more than one ASN line item, processing will occur for each of those selected, one at a time. If you keyed a value in either of the *Limits* fields, press ENTER to limit the display of the pending incoming ASN line items. The word ACTIVE will display to the right of the Limits heading.

EDI ASN Items Maintenance Screen

```
PENDING                 EDI ASN ITEMS MAINTENANCE                    CHANGE

                Trad Partner ID:   200-01170
                Shipment ID:       PO100004
                Company:            1     A & C Office Supply
                Warehouse:         1     Hartford, CT
                Vendor:            200   K & M CORPORATION


                PO Number:         _.....
                Line Sequence:     ...0

                Item Number:       A140.......................
                Mfg Number:        ..........................
                GTIN:              00012643748874.............

                Quantity:          .....10.000..       CA..



                                     F5=Lot/Serial   F12=Return
```

This screen appears after you select to view/change or delete an incoming ASN line item and pressing ENTER on the EDI ASN Items Selection Screen (p. 2-73). Use this screen to view/change the line item information associated with this incoming ASN. The appropriate EDI offline receiver files are updated with the changed information.

When this screen is displaying information for an ASN that has not yet been received into a receiver, the word PENDING appears in the upper left corner of the screen. After selecting to view/change on the EDI ASN Items Selection Screen (p. 2-73), the word CHANGE appears in the upper right corner of the screen. After selecting to delete on the EDI ASN Items Selection Screen (p. 2-73), the word DELETE appear in the upper right corner of the screen. When this screen is displaying information for an ASN that has been received into a receiver, the word COMPLETE appears in the upper left corner of the screen and the word VIEW appears in the upper right corner of the screen.

NOTE: The fields on this screen are display-only if you selected to delete an incoming ASN line item, or if you are viewing a completed incoming ASN. They are required when you have chosen to view/change an incoming ASN line item.

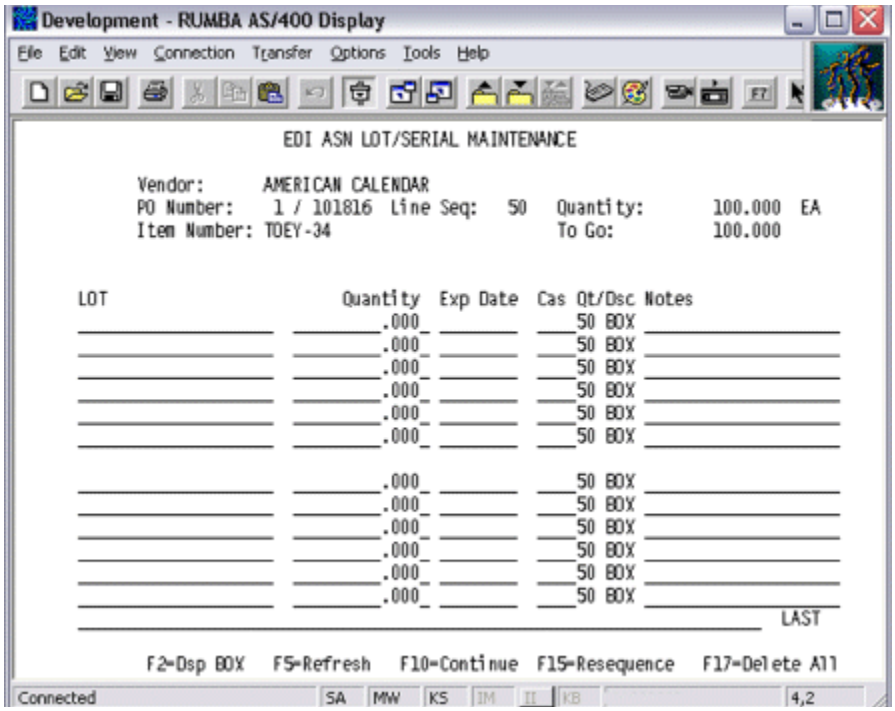
EDI ASN Items Maintenance Screen Fields and Function Keys

Field/Function Key	Description
PO Number	This field displays the ID of the incoming ASNs PO number that you selected to view/change/delete. (N 6,0) Display/Required

EDI ASN Items Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Line Sequence	This field displays the line sequence number from the purchase order of the item that you selected to view/change/delete. (N 1,0) Display/Required
Item Number	This field displays the item number of the line item that you selected to view/change/delete. (A 27) Display/Required
Mfg Number	This field displays the manufacturer's number of the line item that you selected to view/change/delete. (A 27) Display/Required
GTIN	If the GTIN identifier was sent with the document, this field displays the Global Trade Item Number (GTIN) of the line item that you selected to view/change/delete. (A 27) Display/Required
Quantity	This field displays the quantity being shipped for the line item that you selected to view/change/delete. The item's unit of measure is also shown. (N 10,3) Display/Required
(U/M)	This field displays the unit of measure for the line item that you selected to view/change/delete. (A 3) Display/Required
F5=Lot/Serial	F5=LOT/SERIAL appears only if you have Warehouse Management installed. Additionally, it is displayed only when viewing/changing and only if the incoming ASN line item is a lot/serial item. Press F5=LOT/SERIAL to display the EDI ASN Lot/Serial Maintenance Screen (p. 2-79) where you can view/change lot item or serial item information associated with the incoming ASN.
F12=Return	Press F12=RETURN to return to the EDI ASN Items Selection Screen (p. 2-73), without updating this screen.
F24=Delete	F24=DELETE appears only when deleting a line item from a pending incoming ASN. Press F24=DELETE to delete the line item from the incoming ASN. A confirmation message will appear. Pressing F24=DELETE a second time will confirm your deletion, update the EDI offline receiver files to reflect the deletion you have made, and return you to the EDI ASN Items Selection Screen (p. 2-73).
Enter	If you make any changes to this screen, press ENTER twice to confirm your entries. The EDI offline receiver files are updated to reflect the changes you have made. The EDI ASN Items Selection Screen (p. 2-73) will appear.

EDI ASN Lot/Serial Maintenance Screen



This screen appears only if you have Warehouse Management installed. The screen pictured here is displaying information for a lot item. This screen will differ slightly if displaying a serial item.

This screen displays after pressing F5=LOT/SERIAL on the EDI ASN Items Maintenance Screen (p. 2-76). Use this screen to view/change lot item or serial item information associated with the incoming ASN. The EDI offline receiver files associated with the selected incoming ASN are updated with the changed information once ENTER is pressed.

This is a roll screen. Refer to the Cross Applications User Guide for instructions about roll screens.

NOTE: If you are viewing lot/serial information for a completed incoming ASN, all fields are display-only.

EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
To Go	This field displays the number of items left that require maintenance due to missing lot information or due to missing serial numbers. Display

EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Starting Serial No	This field displays only if the item is a serial item. When using this menu option to assign serial numbers, use this field to select a starting serial number to assign to the items on the incoming ASN that are currently lacking serial numbers. When used together with the *Inc By* field and ENTER key, this menu option uses the value entered in this field as a starting serial number and will increment this value by the value in the *INC BY* field to assign succeeding serial numbers. This process of assigning serial numbers will continue until the number of items identified in the *To Go* field has been reached. If the number of items identified in the *To Go* field is zero (i.e., no items are lacking serial numbers), then any value keyed in this field will be ignored and cleared when ENTER is pressed. (A 20) Optional
Inc By	This field displays only if the item is a serial item. When using this menu option to assign serial numbers, use this field to select an increment value. When used together with the *Starting Serial No* field and ENTER key, this menu option uses the value entered in the *Starting Serial No* field as a starting serial number and will increment that value by the value in this field to assign succeeding serial numbers. This process of assigning serial numbers will continue until the number of items identified in the *To Go* field has been reached. If the number of items identified in the *To Go* field is zero (i.e., no items are lacking serial numbers), then any value keyed in this field will be ignored and re to 1 when ENTER is pressed. *Default Value:* 1 (N 3,0) Optional
SERIAL	This field displays only if the item is a serial item. Use this field to view, change, or assign serial numbers of items for this line item on the incoming ASN. (A 20) Optional
LOT	This field displays only if the item is a lot item. Use this field to view, change, or assign lot numbers of items for this line item on the incoming ASN. (A 20) Optional
Quantity	This field displays only if the item is a lot item. Use this field to view, change, or assign a quantity for this line item on the incoming ASN. (N 12,3) Optional

EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Exp date	This field displays only if the item is a lot item. Use this field to view, change, or assign an expiration date for this line item on the incoming ASN. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Cas Qt/Dsc	This field displays only if you have Warehouse Management installed and only if the item is a lot item and is a case quantity item. Use this field to view, change, or assign a case quantity for this line item on the incoming ASN. The Dsc portion of this field is display only. *Default Value:* The case quantity and description defined for this lot item on the Balance File Maintenance Screen (MENU IAFILE). (N 6,0 / A 3) Optional/Display
Notes	Use this field to view, change, or assign a note for this line item on the incoming ASN. (A 20) Optional
F2=Dsp U/M / Dsp Case Qty U/M	F9=U/M / F9=Case Qty U/M displays only if you have Warehouse Management installed and only if the item is a case quantity lot item. The word following Dsp in the name of this toggle function key will vary as follows: • If the *Quantity* column is currently displaying quantities as case quantities, then the word following Dsp in the name of this function key will be the primary stocking unit of measure defined for this item through Item Master Maintenance (MENU IAFILE). • If the *Quantity* column is currently displaying quantities in the primary stocking unit of measure, then the word following Dsp in the name of this toggle function key will be the description of the case defined for this case quantity lot item on the Balance File Maintenance Screen (MENU IAFILE). Press F9=U/M / F9=Case Qty U/M to toggle the *Quantity* column to display in case quantities or in the primary stocking unit of measure. When the *Quantity* column is displaying in the primary stocking unit of measure, all fields on this screen become display only, and the F5=Refresh, F15=Resequence, and F17=Delete All keys are not displayed. If the *Quantity* column is currently displaying quantities in the primary stocking unit of measure, then all fields on this screen will be display-only (i.e., while it is permissible to change the number of cases on this ASN, you cannot change the number of items that make up the case quantity).

EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	F5=REFRESH does not appear if the *Quantity* column is displaying quantities in the primary stocking unit of measure or if you are viewing lot/serial information for a completed incoming ASN Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. If you make any changes or entries to this screen but have not entered the data via the ENTER key, press this key to delete all your entries. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F10=Continue	Press F10=CONTINUE to return to the EDI ASN Items Maintenance Screen (p. 2-76), however any changes made to this screen will be retained.
F15=Resequence	F15=RESEQUENCE does not appear if the *Quantity* column is displaying quantities in the primary stocking unit of measure or if you are viewing lot/serial information for a completed incoming ASN. If you make any changes or entries to this screen and have entered the data via the ENTER key, press F15=RESEQUENCE to resequence and display the lot or serial numbers in alphanumeric order. Any blank lines, due to information that you removed, will be deleted. If you make any changes or entries to this screen but have not entered the data via the ENTER key, press F15=RESEQUENCE to delete all your entries.
F17=Delete All	F17=DELETE ALL does not appear if the *Quantity* column is displaying quantities in the primary stocking unit of measure or if you are viewing lot/serial information for a completed incoming ASN. Press F17=DELETE ALL to delete all lot or serial information from the screen. A confirmation message will display. Use the ENTER key to confirm or deny the deletion.
Enter	If you make any changes to this screen, press ENTER to confirm your entries. The EDI offline receiver files are updated to reflect the changes associated with the selected line item on the incoming ASN. If you press ENTER and the *To Go* field is not zero (which indicates that there are further items that require maintenance), a warning message will display to alert you this fact. If you have pressed F17=DELETE ALL and the delete confirmation message is displayed, enter a Y or N and press ENTER to confirm the deletion or to deny the deletion. If you confirm the deletion, all lot or serial information will be deleted from the screen.

Delete EDI Advance Shipping Notice Screen

```
                    DELETE EDI ADVANCE SHIPPING NOTICE

                Trad Partner ID:     200-01170
                Shipment ID:         PO100144
                Vendor Name:         K & M CORPORATION
                Number of Items:         4
                Ship Date:            4/03/09
                Status:              PND

 DELETE CONFIRMATION                          Are You Sure? N (Y/N)
```

This screen displays after selecting to delete an incoming ASN and pressing ENTER on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64). Use this screen to confirm the deletion of a pending incoming ASN document from your user files and offline receiver files. Once deleted, that incoming document may no longer be viewed or processed.

NOTE: Since the document was still in a “pending” status, the incoming document was never converted into a receiver; it only existed in the EDI user files and, if pre-edited, the offline receiver files.

Delete EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	The identification of the trading partner from whom you received this EDI document. Display
Shipment ID	The shipment number associated with this EDI document as converted from the EDI standard document format. Display
Vendor Name	The vendor name associated with the trading partner identification is retrieved from the Vendor Master File. Display
Number of Items	The number of the items being shipped in this ASN. Display

Delete EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Ship Date	If provided by the vendor, this field displays the vendor's ship date. Display
Status	The current status of the incoming ASN. The following statuses are available: • PND: This incoming ASN has been converted from EDI standard document format into the user files, but has not yet been converted to a receiver. • HLD: This incoming ASN has been put on hold. Display
Are You Sure	Key Y in this field and press ENTER to delete this incoming ASN from the user files and the offline receiver files. Accept the default N and press ENTER to not delete this incoming ASN. *Default Value:* N Required
Enter	Press ENTER to confirm your entry. If you keyed Y in the *Are You Sure* field, this incoming ASN is deleted from your user files and offline receiver files and you are returned to the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64). If you keyed N in the *Are You Sure* field, press ENTER to return to the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64).

Incoming 856 Error Message Screen

```
                          856 ERROR MESSAGES

Trad Partner ID:  200-01170        K & M CORPORATION
Shipment ID:      PO100144

Error Message Text
             SERIAL NUMBERS ARE MISSING FOR SERIAL NUMBER ITEMS

                                                                  LAST

 Limits =>   PO Number: *ALL..      Item Number: *ALL......................

                                        F5=View/Change   F12=Return
```

This screen appears after you select to view error messages associated with:

- an incoming ASN document with an E in the *Err* column and pressing ENTER on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64)
- a line item on an incoming ASN document with a Y in the *Err* column and pressing ENTER on the EDI ASN Items Selection Screen (p. 2-73)
- a completed ASN document with a Y in the *Err* column and pressing ENTER on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-88)

Depending upon which screen you came from, use this screen to review the errors that occurred during the receipt of this document into the user files and offline receiver files or to review the errors that occurred with a completed ASN received into a receiver.

You can use the limits to narrow the error messages that are shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

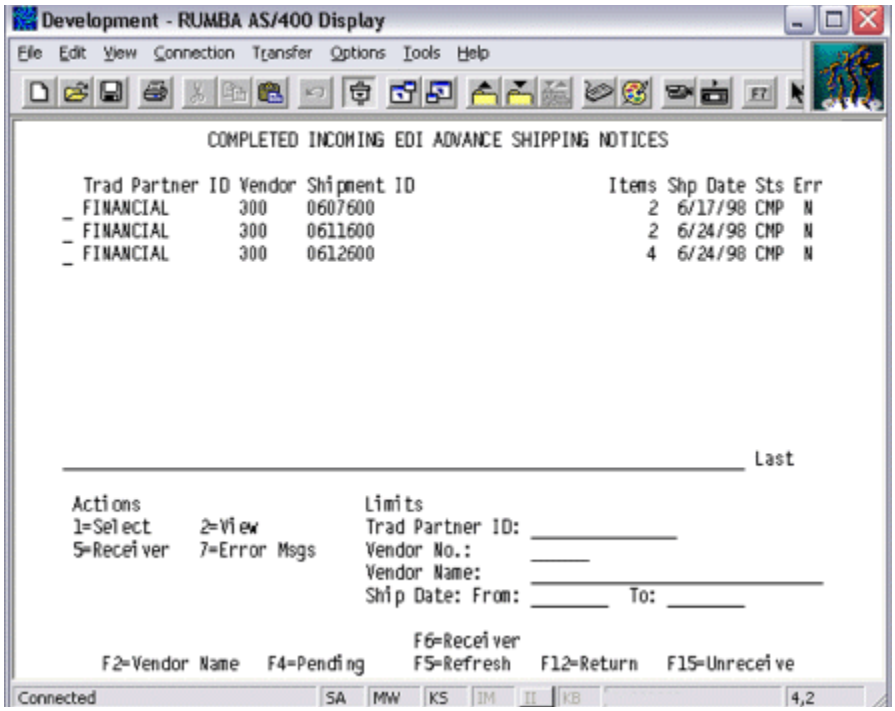
Incoming 856 Error Message Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The identification of the trading partner from whom you received this EDI document. Display

Incoming 856 Error Message Screen Fields and Function Keys

Field/Function Key	Description
Shipment ID	The shipment number associated with this EDI document as converted from the EDI standard document format. Display
Error Message Text	The text of the error that occurred during the receipt of this document into your user files and offline receiver files. Display
Limits: P.O. Number	Use this field to limit the ASNs that display by purchase order number. Key all or part of the purchase order number. (A 22) Optional
Limits: Item Number	Use this field to limit the items that display on this ASN by the number of the item. Key all or part of an item number. Key *ALL to view error message text for all items on the incoming ASN. Optional
F5=View/Change	F5=VIEW/CHANGE appears only when you are viewing error message for pending or completed ASNs; it does not appear for line item errors. Press F5=VIEW/CHANGE to view/change the information associated with the incoming ASN. The EDI ASN Shipment Maintenance Screen (p. 2-69) will appear.
F12=Return	After you review the error text, press F12=RETURN to return to the previous screen.

Completed Incoming EDI Advance Shipping Notices Screen



This screen appears after you press F4=COMPLETED on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64). For each listed document, this screen displays the

- trading partner ID of the vendor that sent the ASN or the company, receiver number, and warehouse number associated with the order created for the ASN, based on your selection with the F6 function key.
- number of the vendor.
- name of the vendor or the shipment ID, based on your selection with the F2 function key.
- number of items in the shipment.
- the vendor's ship date.
- document status. The document status can be CMP. A completed incoming EDI Advance Shipping Notice 856 document is one brought from the network station through the third-party's "mailbox," and into the user files. It is then pre-edited and brought into the offline receiver files to be viewed/maintained, and then it is converted from the offline receiver files into the database as a receiver.
- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Completed Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform on a listed "completed" incoming ASN document. You can key a number before one or several ASNs and processing will occur for each of those selected, one at a time. Key 1 in front of ASNs that you want to select to unreceive. Refer to the F15 function key for more information about unreceiving. Key 2 in front of completed ASNs for which you want to review ASN shipment information. Key 5 in front of ASNs for which you want to review the receiver which has been created for the completed incoming ASN. Key 7 in front of price catalogs that have an E indicated in the *Err* column for which you want to review error messages. (N 1,0) Required
Limits: Trading Partner ID	Use this field to limit the ASNs that display by trading partner ID. Key all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/ Ship to Maintenance (MENU ARFILE) (A 15) Optional
Limits: Vendor Number	Use this field to limit the ASNs that display by vendor number. Key all or part of the vendor number to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Vendor Name	Use this field to limit the ASNs that display by vendor name. Key all or part of the vendor name to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Ship Date	Use this field to limit the ASNs that display by the vendor ship date. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Completed Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
F2=Shipment ID / Vendor Name	Press F2=SHIPMENT ID/F2=VENDOR NAME to toggle between the shipment ID associated with the document displayed and the name of the vendor associated with the trading partner identification, as retrieved from the Vendor Master File.
F4=Pending	Press F4=PENDING to display the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64), where you may review a status line for each pending incoming ASN.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents, converted into off-line receivers occurring since you last accessed this screen, will be presented. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F6=Receiver / Trad Partner ID	Press F6=RECEIVER / F6=TRAD PARTNER ID to toggle between displaying the company number, receiver number, and warehouse number, or displaying the trading partner ID.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4).
F15=Unreceive	Press F15=UNRECEIVE to unreceive the completed incoming ASN selected with an action number of 1. The Receiver Header Information Screen from Receiver/Entry Maintenance (MENU POMAIN) will appear. Refer to this screen as described in the Purchasing manual. This will delete the off-line receiver, but will leave it as pending in the user files.

Completed Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed an action of • 2 before one or more completed ASNs, pressing ENTER displays the EDI ASN Shipment Maintenance Screen (p. 2-69) where you can view shipment information for the completed incoming ASN. • 5 before one or more completed ASNs, pressing ENTER displays the Receiver Header Information Screen (MENU POMAIN) where you can view/change information about the created receiver. Refer to this screen as described in the Purchasing manual. • 7 before one or more completed ASNs that have an E indicated in the *Err* column, pressing ENTER displays the Incoming 856 Error Message Screen (p. 2-86). Error messages for each selected completed ASN and the errors associated with that ASN which occurred during any portion of that ASNs receipt process, are displayed. If you keyed an action number before more than one ASN, processing will occur for each of those selected, one at a time. If you keyed a value in any of the *Limits* fields, press ENTER to limit the display of the completed incoming ASN line items. The word ACTIVE will display to the right of the *Limits* heading.

Off-Line Receiver Edit Report

```
PO770          9/18/98  10:37:42          OFF-LINE RECEIVER EDIT REPORT          DY/BJORDAN          PAGE    1
Company: 01      WH: 1                        Receiver:      20 EDI-ASN:A004900
Trade Partner ID: FINANCIAL                     Vendor:   1500    ZEUS MEDICAL WHOLESALERS
Shipment ID:     A004900                       Ship Date:  9/18/98       Receipt Date:   0/00/00
          Non  Upd                             Cost
PO No.  Seq Stock  Inv  Order Balance  UOM  Receipt Qty       Weight  UOM         PO Cost        Receipt Cost    Receipt Value
  Item Number                MFG Number                    Messages
  Description
-------------------------------------------------------------------------------------------------------------------------------------
100197  10    N    Y        5.000   RL      5.000        .0000   SQF        5.00746            5.00746       1352014.20
  P100                      MFGP100
  White Bond 36" x 6000 yd roll
```

This report is generated after pressing F15 or F17 on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64) for each incoming ASN that is translated to a receiver with no errors. To review this report on-line, key EDIJOBS on any command line in Distribution A+ and press the F10 function key to review EDI output.

This report prints the contents of each receiver that was successfully created from an incoming ASN.

Off-Line Receiver Edit Report

Report/Listing Fields	Description
(Header Information)	The following receiver information prints in the header of this report: • *Company*: The company number associated with the price discrepancy. • *WH*: The ID of the warehouse associated with the receiver. • *Receiver*: The number of the receiver. • *Trade Partner ID*: The ID of the trading partner who sent the ASN that this receiver was created from. • *Vendor*: The ID and name of the vendor who sent the ASN that this receiver was created from. • *Shipment ID*: The vendor's shipment number as provided on the ASN that this receiver was created from. • *Ship Date*: If provided by the vendor, the vendor's ship date. • *Receipt Date*: The expected date of receipt of the items in this receiver.
PO Num	: The purchase order number in which this line item was ordered.
Seq	The sequence number of this line item on the purchase order in which this line item was ordered.
Non Stock	Identifies if this is a non-stock item.

Off-Line Receiver Edit Report

Report/Listing Fields	Description
Upd Inv:	Identifies if inventory counts should be updated when this item is received.
Order Balance	Identifies the original purchase order quantity minus any received and posted quantity.
UOM	The items purchasing unit of measure.
Receipt Qty	The quantity of this line item received in this receiver.
Weight	Identifies the line item weight from the PO for the quantity identified in the Receipt Qty column.
Cost UOM:	The items costing unit of measure.
PO Cos	Identifies the cost, when ordered, of one item in this line item from the PO. When International Currency is installed and the selected vendor is an international vendor, this field displays the cost, in trading currency, of one item of the line item from the purchase order. The currency symbol for the trading currency is displayed to the right. The company’s local currency is displayed below the trading currency. The currency symbol for the local currency is displayed to the right.
Receipt Cost	Identifies the cost, when received, of one item in this line item from the PO. When International Currency is installed and the selected vendor is an international vendor, this field displays the received cost, in trading currency, of one item of the line item from the purchase order. The company's local currency is displayed below the trading currency.
Receipt Value	Identifies the line item value from the PO. When International Currency is installed and the selected vendor is an international vendor, this field displays the line item value from the purchase order in trading currency. The company’s local currency is displayed below the trading currency.
Item Number	Our item number for this line item.
MFG Number	The manufacturers item number for this line item.

Off-Line Receiver Edit Report

Report/Listing Fields	Description
Messages	Notes or messages associated with this line item. • PO LINE ITEM NOT FOUND: This line item does not exist on the Purchase Order. When International Currency is installed and the selected vendor is an international vendor, this field displays notes or messages associated with this line item. • RECEIPT COST TOO LARGE: The number of digits necessary to display the receipt cost in the vendor's trading currency is larger than this field can hold. • RECEIPT VALUE TOO LARGE: The number of digits necessary to display the receipt value in the vendor's trading currency is larger than this field can hold.
Description	The description of the item.
Currency	When the selected vendor is an international vendor, this field displays the currency code for the local currency of the company. Display

Incoming Remittance Advice/Payment (820)

This section describes the screens and reports in the Incoming Documents option that are used when you select to work with incoming remittance advice/payments on the Incoming EDI Document Selection Screen (p. 2-4).

Title	Purpose
Pending Incoming EDI Remittance Advice/ Payment Screen	Lists pending and held incoming remittance advice/ payments.
EDI Invoice Remittance Advice/Payment Screen	Used to review and/or change transaction information.
Remittance Entity Selection Screen	Used to select the remittance entity.
Remittance Detail Selection Screen	Lists the individual payments and adjustments for the selected transaction set.
Remittance Detail Change Screen	Used to change information for the transaction set.

Title	Purpose
Adjustment Detail Change Screen	Used to change information for an ADX transaction.
Delete EDI Remittance Advice/Payment Screen	Used to confirm the deletion of an incoming document.
Incoming 820 Error Messages Screen	Displays errors that occurred during the receipt of the document into the user files.
Completed Incoming EDI Remittance Advice/Payment Screen	Lists completed incoming remittance/advice payments.

Pending Incoming EDI Remittance Advice/Payment Screen

```
                    PENDING INCOMING EDI REMITTANCE ADVICE/PAYMENT

  Trad Partner ID Customer Name            Store  Tot Csh Rcvd Trn Date Sts Er
_ 100-01190       Jordans Department Stor          13937.79  12/28/08 PND
. 1400-01180      Mays Department Store            12328.05  12/28/08 PND
. 1400-01180      Mays Department Store               37.66  12/28/08 PND
. 200-01170       Jones Department Store            8123.31  12/27/08 PND

_____________________________________________________________________ Last

 Actions                        Limits
 1=Select     4=Delete          Trad Partner ID: ................
 2=View/Chg   6=Release         Customer Name:   ................................
 3=Hold       7=Error Msgs      Transaction ID:  ................................
                                Trn Date:  From: .........  To: .........

                        F2=Transaction ID  F5=Refresh         F15=Receive
                        F4=Completed       F12=Return         F17=Receive All
```

This screen appears after you press ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you selected to work with incoming remittance advice/payments or pressing F4=PENDING on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-115). It also appears when you select Remit Advice/Payment (820) on the EDI Status Display Screen (p. 4-2).

For each listed document, this screen displays the

- trading partner ID of the customer that sent the document.
- customer name and store, transaction ID, or trace ID, based on your selection with the F2 function key. Both the transaction ID and trace ID are assigned by the system to identify the transaction.
- total cash received.
- transaction date.
- document status. The document status can be:
  - PND: the document has been converted from EDI standard document format into the user files, but has not yet been received into the database as a receiver.
  - HLD: The document has been put on hold. No processing will occur until it is removed from hold.
  - ACT: The document is currently being converted from the user files into the database. When processing is complete, the document will be listed on the appropriate completed incoming documents screen with a status of CMP.
- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Use this screen to view information about a pending transaction set and to

- select a transaction set to view or change its detailed information
- hold a transaction set to prevent its further processing
- delete a transaction set
- release a transaction set from hold
- select a transaction set to view its error messages
- receive a transaction set
- receive all transaction sets

NOTE: This is a roll screen. For information on roll screens, refer to the Overview section of the Cross Applications User Guide.

Pending Incoming EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to specify action on a pending transaction set.You can key an action number in front of one or more transaction sets. When you specify multiple actions, processing occurs, serially, beginning with the transaction set closest to the top of the screen. To view subsequent screens for each action, press F12. You can perform the following actions on pending transaction sets: • Receive a pending transaction set into Accounts Receivable: Key 1 and press F15. The EDI Transaction Processor changes the transaction set's status from pending to completed, provided the transaction set is not on hold and has no major errors. After its processing, the transaction set disappears from this screen and appears on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-115). • View or change pending transaction set data: Key 2 and press ENTER. The EDI Invoice Remittance Advice/Payment Screen (p. 2-100) appears. • Hold a pending transaction set to prevent its further processing: Key 3 and press ENTER. The transaction set's status, shown in the Sts column, changes to HLD and remains so until you manually release the hold by keying 6. • Delete a pending transaction set: Key 4 and press ENTER. The Delete EDI Remittance Advice/Payment Screen (p. 2-110) appears. You can confirm the deletion on that screen. • Release a transaction set from hold: Key 6 and press ENTER. The status changes from HLD to PND. • View a transaction set's errors: Key 7 for a pending transaction for which an E shows in the Err column. The Incoming 820 Error Messages Screen (p. 2-112) appears with specific information about the error or errors. (N 1,0) Required

Pending Incoming EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Limits: Trading Partner ID	Use this field to limit the remittance/advice payments that display by trading partner ID. Enter all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional
Limits: Customer Name	Use this field to limit the remittance/advice payments that display by customer. Enter all or part of the customer name to limit the list. *Valid Values:* A customer defined through Customer/Ship to Maintenance (MENU ARFILE) (A 30) Optional
Limits: Transaction ID	Use this field to limit the remittance/advice payments that display by transaction ID. Key all or part of a transaction ID (N 6,0) Optional
Limits: Trn Date	Use this field to limit the remittance/advice payments that display by transaction date. Key a transaction date, or range of dates, to display only transaction sets for that date or date range. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=Name/Transaction ID/Trace ID	Press F2=NAME / F2=TRANSACTION ID / F2=TRACE ID to choose between displaying the following information: • Customer name and store number • Transaction ID • Trace ID
F4=Completed	Press F4=COMPLETED to display the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-115), where you can view completed transaction sets.

Pending Incoming EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Press F5=REFRESH to refresh screen data. This updates transaction set data, including status, which may have changed since you last reviewed the screen.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or display the next applicable screen if you keyed Y in front of more than one document that screen.
F15=Receive	Key 1 in front of a pending transaction set, and press F15=RECEIVE to receive it. The data transfer from the user files to an off-line file via the EDI Transaction Processor, their status changing to (ACT). The pending transaction set you selected disappears from this screen and appears, completed (CMP), on the Completed Incoming EDI Remittance Advice/ Payment Screen (p. 2-115). Note that you cannot receive transaction sets if they have errors (E) or are held (HLD).
F17=Receive All	Press F17=RECEIVE ALL to receive all pending incoming remittance advice/ payment transactions. The data transfer from the user files to an off-line file via the EDI Transaction Processor, their status changing to (ACT).The pending transaction sets you selected disappear from this screen and appear, completed (CMP), on the Completed Incoming EDI Remittance Advice/ Payment Screen (p. 2-115). Note that you cannot receive transaction sets if they have errors (E) or are held (HLD).
Enter	Press ENTER to confirm your entries. If you keyed an action of • 2 to view or change transaction data, the EDI Invoice Remittance Advice/ Payment Screen (p. 2-100) appears. • 3 to put a transaction set with a status of PND on hold, thus preventing its further processing. Its status, shown in the Sts column, changes from PND to HLD. • 4 to delete a transaction set with a status of PND or HLD. The Delete EDI Remittance Advice/Payment Screen (p. 2-110) appears. • 6 to release a transaction set with a status of HLD. Its status, shown in the Sts column, reverts to PND. • 7 to view errors for a transaction set for which an E shows in the *Err* column. The Incoming 820 Error Messages Screen (p. 2-112) appears.

EDI Invoice Remittance Advice/Payment Screen

```
EDI INVOICE REMITTANCE ADVICE/PAYMENT

Trading Partner ID:  100-01190
Transaction ID:      665543
Checking Account:    CHK-32100
Transaction Date:    12/28/08
Currency:            USD

Trading Partner ID:  100-01190......

Transaction ID:      665543........................

Checking Account:    CHK-32100.

Transaction Date:    122808

Exchange Rate:       ....00000000

                     F5=Detail     F10=Update     F12=Return
```

This screen appears when you key 2 and press ENTER to view or change a transaction set on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96).

Use this screen to view or change the following data for a selected transaction set:

- Trading Partner ID
- Transaction ID
- Checking account
- Transaction date

When you complete the changes, press F10=UPDATE to update the EDI user files.

EDI Invoice Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
(Unchanged Information)	These display fields show the trading partner ID, transaction ID, checking account number, and transaction date defined in the user files for the selected transaction. Use these fields to keep track of the original field values as you key their new values in the entry fields below. Display

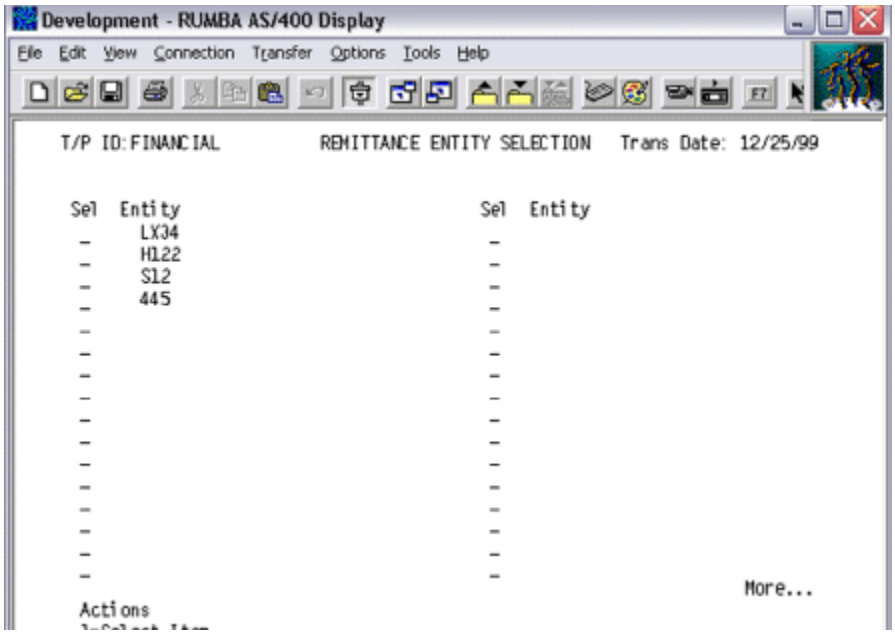
EDI Invoice Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed. This field displays the currency code of the currency being used for this transaction. This code is determined by the currency code assignments defined in EDI Currency Codes Maintenance (MENU EIFIL1), where a currency code is assigned to the EDI currency code that appears on the incoming remittance advice/payment transaction. Display
Trading Partner ID	Key the identification code for the trading partner sending the incoming remittance advice/payment. *Valid Values:* A trading partner ID assigned to a customer in Customer/Ship to Master Maintenance (MENU ARFILE). (A 15) Required
Transaction ID	This field contains the transaction identification code. EDI assigns this code automatically during processing. Key the transaction ID. (A 30) Optional
Checking Account	Key the number of the checking account from which payments issue. *Valid Values:* Any checking account defined through Bank Accounts Maintenance (MENU ARFIL2 or MENU APFIL2) (A 10) Required
Transaction Date	Key the transaction date, which the trading partner establishes when sending a transaction set. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Exchange Rate	This field only displays when International Currency is installed. Key the exchange rate to be used for this transaction. *Default Value:* The exchange rate specified on the incoming remittance advice/payment. (N10,8) Optional

EDI Invoice Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
F5=Detail	Press F5=DETAIL to view or change the individual payments and adjustments that compose this transaction set. When the transaction set you selected includes two or more subsets or entities, the Remittance Entity Selection Screen (p. 2-103) appears. When the transaction set includes only one entity, the Remittance Detail Selection Screen (p. 2-104) appears.
F10=Update	Press F10=UPDATE to save your changes.
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Remittance Advice/ Payment Screen (p. 2-96).

Remittance Entity Selection Screen



This screen appears when you press F5=DETAIL on the EDI Invoice Remittance Advice/Payment Screen (p. 2-100), if the transaction set you selected has two or more entities.

Use this screen to select an entity. The Remittance Detail Selection Screen (p. 2-104) appears and allows you to view the entity's details.

Remittance Entity Selection Screen Fields and Function Keys

Field/Function Key	Description
Sel	Key 1 to select the entity whose detail information you want to view or change. (N 1,0) Required
Entity	This field displays the entity description. Display
F12=Return	Press F12=RETURN to return to the EDI Invoice Remittance Advice/Payment Screen (p. 2-100).
Enter	Press ENTER after selecting an entity whose detail information you want to view or change. The Remittance Detail Selection Screen (p. 2-104) appears.

Remittance Detail Selection Screen

```
                          REMITTANCE DETAIL
 T/P ID:            200-01170          Tran ID:  32443
 Transaction Date:  12/27/08           Entity:   1

Sel Tran             Invoice    Payment/Cash Disc    Credit/Adjustment  Adj
No  Type    Customer Number                Amount               Amount  Num    E
 _  RMR         170 10798               8123.31              8123.31
                                             .00                  .00

                                                                     Bottom
 Actions
 1=Select

                                                          F12=Return
```

This screen appears when you do the following:

- Press F5=DETAIL on the EDI Invoice Remittance Advice/Payment Screen (p. 2-100), and the transaction set you selected for change or viewing contains only one entity.
- Select an entity from the Remittance Entity Selection Screen (p. 2-103) and press ENTER.

This screen lists individual payments and adjustments for the transaction set you selected. EDI classes transactions as RMR or ADX. RMR transactions are cash payments; ADX transactions are adjustments.

Use this screen to view payments and adjustments, or to select them for change.

Remittance Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Entity	This field identifies the entity. Entity refers to a specific, individual payment or adjustment transaction, unlike transaction sets which can include multiple transactions. Display
Sel No	Key 1 in front of payments and/or adjustments to select them for change. (N 1,0) Required

Remittance Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Tran Type	This column displays the transaction type, RMR or ADX. RMR indicates a payment; ADX indicates an adjustment. If an asterisk appears to the left of this column, this indicates the possibility of a duplicate adjustment where more than one adjustment with the same adjustment code has been applied to the same invoice. Display
Customer	This column displays the customer number associated with a transaction. Customer numbers are assigned in Customer/Ship to Master Maintenance (MENU ARFILE). Display
Invoice Number	This column displays the control number on the invoice associated with the payment or adjustment. Display
Payment/Cash Disc Amount	This column displays a customer payment and related cash discount on an invoice. It applies to RMR transactions only. Display
Credit/Adjustment Amount	This column displays the amount of credit or adjustment the trading partner applies to the invoice. Display
Adj No	This column displays the A/R adjustment number and thus applies to ADX transactions. The adjustment number describes the type of adjustment the trading partner is applying to the invoice. Display
E	An E in this column indicates at least one major error occurred in the pending transaction's receipt. Since major errors affect data critical to a transaction's processing, you cannot receive a transaction that includes one. (That is, EDI will not form a cash group in accounts receivable for a transaction with a major error). The Incoming 820 Error Messages Screen (p. 2-112) explicitly describes major errors. Some of these you can correct; others you cannot. Refer to the Incoming 820 Error Messages Screen (p. 2-112) for information on how to correct transaction errors. Display
F12=Return	Press F12=RETURN to return to the EDI Invoice Remittance Advice/Payment Screen (p. 2-100).
Enter	Press ENTER after keying 1 in the *Sel No* field to view detailed information for a transaction. One of the following screens appears: • Remittance Detail Change Screen (p. 2-106) for RMR type transactions • Adjustment Detail Change Screen (p. 2-108) for ADX type transactions

Remittance Detail Change Screen

```
T/P ID: 200-01170          REMITTANCE DETAIL CHANGE


            Customer:                170
            Invoice:                 10798
            Payment Amount:                  8,123.31
            Credit Amount:                   8,123.31
            Cash Discount Amount:                  .00
            Reason:
            Adjustment Amount:                     .00


                        F10=Update       F12=Return       F24=Delete
```

This screen appears when you key 1 in front of an RMR transaction on the Remittance Detail Selection Screen (p. 2-104) and press ENTER.

The trading partner establishes the values that appear in these fields. Nevertheless, you can change these values if they are wrong.

Use this screen to delete the transaction or to change the following information:

- Customer number
- Invoice number
- Payment amount
- Credit amount
- Cash discount amount
- Reason code
- Adjustment amount

Remittance Detail Change Screen Fields and Function Keys

Field/Function Key	Description
Customer	Key the customer number for the customer paying on the invoice. *Valid Values:* A customer number assigned to a customer in Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required

Remittance Detail Change Screen Fields and Function Keys

Field/Function Key	Description
Invoice	Key the control number for the invoice associated with the payment or adjustment. (N 30,0) Required
Payment Amount	Key the amount the customer is paying on the invoice. (N 21,3) Required
Credit Amount	Key the amount of credit the customer is applying to the invoice. (N 21,3) Required
Cash Discount Amount	Key the amount of cash discount the customer is applying to the invoice, observing that Payment = Credit + Adjustment - Cash discount. (N 21,3) Required
Reason	Key the reason code for the type of adjustment the customer is applying to the invoice. The reason code is the EDI adjustment number. *Valid Values:* An EDI adjustment number assigned through EDI Adjustment Numbers Maintenance (MENU EIFIL1). (A 2) Optional
Adjustment Amount	Key the adjustment amount. Adjustments affect inventory and, unlike payments, do not convey cash. Nevertheless, adjustments become part of an A/R cash group for eventual receipt in Cash and Adjustment Entry/Edit (MENU ARMAIN). Note that Payment = Credit + Adjustment - Cash discount. (N 21,3) Required
F10=Update	Press F10=UPDATE to save your changes in the EDI user files, and return to the Remittance Detail Selection Screen (p. 2-104).
F12=Return	Press F12=RETURN to return to the Remittance Detail Selection Screen (p. 2-104), if you selected only one transaction set from that screen. If you selected two or more transaction sets from the Remittance Detail Selection Screen, press F12=RETURN to view or change detail data for the next transaction set in the series you selected. When the next transaction set is another RMR transaction, the current screen reappears displaying the new data. When the next transaction set is an ADX transaction, theAdjustment Detail Change Screen (p. 2-108) appears.
F24=Delete	Press F24=DELETE twice to delete the transaction.

Adjustment Detail Change Screen

```
T/P ID: 100-01190          ADJUSTMENT DETAIL CHANGE


              Customer:          _.....100
              Invoice:           ..........................
              Adjustment Amount: ..................100.00.
              Reason:            ...


                        F10=Update       F12=Return       F24=Delete
```

This screen appears when you key 1 in front of an ADX transaction on the Remittance Detail Selection Screen (p. 2-104) and press ENTER. The trading partner establishes the values that appear in these fields. However, you may change these values if they are wrong.

Use this screen to change the following data:

- Customer number
- Invoice number
- Adjustment amount
- Reason code

Adjustment Detail Change Screen Fields and Function Keys

Field/Function Key	Description
Customer	Key the customer number for the customer sending the adjustment. *Valid Values:* A customer number assigned in Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
Invoice	Key the control number of the invoice associated with the adjustment. (N 30,0) Required

Adjustment Detail Change Screen Fields and Function Keys

Field/Function Key	Description
Adjustment Amount	Key the adjustment amount. Adjustments affect inventory and, unlike payments, do not convey cash. Nevertheless, adjustments become part of an A/R cash group for eventual receipt in Cash and Adjustment Entry/Edit (MENU ARMAIN). (N 21,3) Required
Reason	Key the reason code for the type of adjustment the customer is applying to the invoice. The reason code is the applicable EDI adjustment number. *Valid Values:* An EDI adjustment number assigned through EDI Adjustment Numbers Maintenance (MENU EIFIL2). (A 2) Optional
F10=Update	Press F10=UPDATE to save your changes in the EDI user files and return to the Remittance Detail Selection Screen (p. 2-104).
F12=Return	Press F12=RETURN to return to the Remittance Detail Selection Screen (p. 2-104), if you selected only one transaction set from that screen. If you selected two or more transaction sets from the Remittance Detail Selection Screen, press F12=RETURN to view or change detail data for the next transaction set in the series you selected. When the next transaction set is another ADX transaction, the current screen reappears displaying the new data. When the next transaction set is an RMR transaction, the Remittance Detail Change Screen (p. 2-106) appears.
F24=Delete	Press F24=DELETE twice to delete the transaction.

Delete EDI Remittance Advice/Payment Screen

```
                    DELETE EDI REMITTANCE ADVICE/PAYMENT

                     Trad Partner Id:  100-01190
                     Customer Name:    Jordans Department Store
                     Transaction ID:   665543
                     Trace Number:
                     Transaction Date: 12/28/08
                     Status:           PND

        622: Press F24 to confirm delete or press F12 to return
                                        F12=Return      F24=Delete
```

This screen appears when you press ENTER on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96) if you selected to delete a remittance advice/payment. Use it to delete the transaction set you selected from that screen.

Delete EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	This field identifies the trading partner whose transaction set you want to delete. Display
Customer Name	This field displays the customer number associated with a transaction. Customer numbers are assigned in Customer/Ship to Master Maintenance (MENU ARFILE). Display
Transaction ID	This field contains the transaction identification, which EDI automatically assigns during processing. The transaction ID is usually the same as the number on the check that conveys payment. Display
Trace Number	This field displays the trace identification number. As with the transaction number, EDI automatically assigns the trace number during processing. It is a second unique identifier for a transaction. Display

Delete EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Transaction Date	This field displays the transaction date, which the trading partner establishes when sending a transaction set. Display
Status	This field displays the status of the transaction you want to delete. Status can be pending or held (PND or HLD). Display
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Remittance Advice/ Payment Screen (p. 2-96) without deleting the transaction set.
F24=Delete	Press F24=DELETE to delete the displayed transaction set.

Incoming 820 Error Messages Screen

```
                          820 ERROR MESSAGES

Trading Partner:  1400-01180
Transaction ID:   6354522
Trace ID:
Error Message Text
AR GROUP ## has an Error Status. See Offline Cash Entry Report.

                                                        F12=Return
```

This screen appears when you press ENTER on either the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96) or the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-115), if you selected to view remittance advice/payments with errors. Use this screen to review errors associated with the transaction set you selected.

820 Error Messages Screen Fields and Function Keys

Field/Function Key	Description
Error Message Text	This field displays error messages. When you access this screen from the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96), it displays major errors in the selected incoming transaction. EDI identifies major errors in the earlier of two edits, and defines those errors explicitly on this screen. Major errors affect a transaction set's essential data, such as invoice number, trading partner number, etc. EDI cannot form cash groups for transaction sets with major errors and therefore cannot receive them into accounts receivable. Unless they display active (ACT) or held (HLD) status, transaction sets with major errors display pending (PND) status. They never display completed (CMP) status. You can correct only some of the major errors associated with a transaction set. To do this, access the EDI Invoice Remittance Advice/Payment Screen (p. 2-100) to change flawed data. You can correct only the following items: • Trading Partner ID • Transaction ID • Checking Account • Transaction Date • Exchange Rate When you access this screen from the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-115), minor errors in the incoming transaction appear on it. EDI identifies minor errors after it forms an A/R cash group in accounts receivable. To detect minor errors, EDI performs a second edit. When the edit detects minor errors in a transaction set, it displays a non-specific error notice on this screen and directs you to the Offline Cash Entry Report in Offline Cash Entry (MENU ARMAIN) for error details. This report automatically prints explicit error descriptions each time you press F15 or F17 on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96), or each time pending transaction sets are automatically received. Refer to EDI System Options (MENU EIMAIN) for more information on automatically receiving incoming transaction sets.
	You can correct minor errors in a transaction set (like those occurring when a payment fails to satisfy the payment equation [Payment = Credit + Adjustment - Cash Discount]) by editing the cash group that EDI forms when it receives the transaction set into accounts receivable. You can access A/R groups by pressing F11 on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-115). Display

820 Error Messages Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen, either the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96) or the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-115).

Completed Incoming EDI Remittance Advice/Payment Screen

```
                COMPLETED INCOMING EDI REMITTANCE ADVICE/PAYMENT

  Trad Partner ID Customer Name        Store   Grp Tot Csh Rcvd Trn Date Sts Er
_ 200-01170       Jones Department Sto         01      8123.31  12/27/08 CMP

                                                                        Last

 Actions                          Limits
 1=Select      7=Error Msgs       Trad Partner ID: ................
                                  Customer Name:   ................................
                                  Transaction ID:  ................................
                                  Trn Date:  From: .........  To: .........

                             F2=Transaction ID  F5=Refresh        F12=Return
                             F4=Pending         F11=Edit Group    F15=Unreceive
```

This screen appears when you press F4=COMPLETED on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96). It lists completed incoming remittance advice/payments. These are cash payments and adjustments for which Distribution A+ has formed cash groups in accounts receivable before entering them as cash.

This screen shows one line of information for each completed transaction set. Note that a transaction set includes one or more payments and adjustments.

Use this screen to view information about a transaction set and to perform the following functions:

- Select a transaction set for editing
- Unreceive a transaction set
- Review error messages for a transaction set
- Select an A/R group for editing

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Completed Incoming EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to specify action on a completed transaction set. You can key an action number in front of one or more transaction sets. When you specify multiple actions, Distribution A+ displays them, serially, beginning with the transaction set closest to the top of the screen. Press F12 to view each subsequent action in the series. You can perform the following actions for transaction sets whose status is not held. • Edit an A/R Group, keying 1 and pressing F11. The Cash Entry/Update Screen appears, and you can make your edits on it. For more information, refer to Cash & Adjustment Entry/Edit (MENU ARMAIN) • unreceive a completed transaction set (that is, reverse its receipt as an A/R group) by keying 1 in front of the transaction set and pressing F15. The transaction set disappears from this screen and appears on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96), its status changed from completed to pending. • View errors for a completed transaction set by keying 7 and pressing ENTER. TheIncoming 820 Error Messages Screen (p. 2-112) appears with non-specific error descriptions. For explicit error descriptions, refer to the A/R Cash Entry Report in Cash & Adjustment Entry/Edit (MENU ARMAIN). (N 1,0) Required
Trad Partner ID	This column displays the trading partner identification code to be used for this transaction. Trading Partner IDs are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). For more information, refer to that option in the Accounts Receivable manual. Display
Customer Name/ Transaction ID/Trace ID	The information in this column depends on your selection with the F2 toggle key. You can choose to display the following information: • Name of the customer sending the incoming transaction • Transaction ID, which is assigned by the system to uniquely identify the transaction • Trace ID, which is also assigned by the system and serves as a second unique identifier for the transaction Display

Completed Incoming EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Store	This column appears only when you use the F2 toggle key in the Customer Name mode. This column displays the store number this transaction applies to. Store numbers are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). For more information, refer to that option in the Accounts Receivable manual. Display
Grp	This column displays the group ID of the accounts receivable cash group that EDI assigns completed transactions to. Refer to the A/R Cash & Adjustment Entry/Edit section of the Accounts Receivable manual for details about A/R groups. A ** in this column indicates accounts receivable posted the group as cash, and you cannot edit or unreceive it. A ## in this column indicates a transaction set was received into accounts receivable, however a cash group was not formed because of irreparable flaws. Note that you cannot unreceive such a transaction set. Display
Cash Rcvd	This column display the amount of cash payment received. Display
Trn Date	This column displays the transaction date, which the trading partner establishes when sending a transaction set. Display
Sts	This column displays a transaction set's status which, on this screen, is completed (CMP). This means accounts receivable received the transaction set. Display
Er	An E in this column indicates an error occurred during the pending transaction set's receipt. If this column is blank, no errors occurred. To review errors, key 7 and press ENTER. The Incoming 820 Error Messages Screen (p. 2-112) appears. Display
Limits: Trading Partner ID	Use this field to limit the remittance advice/payments that display by trading partner ID. Key all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional

Completed Incoming EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Limits: Customer Name	Use this field to limit the remittance advice/payments that display by customer. Enter all or part of the customer name to limit the list. *Valid Values:* A customer defined through Customer/Ship to Maintenance (MENU ARFILE) (A 30) Optional
Limits: Transaction ID	Use this field to limit the remittance advice/payments that display by transaction ID. Key all or part of a transaction ID (N 6,0) Optional
Limits: Trn Date	Use this field to limit the remittance advice/payments that display by transaction date. Key a transaction date, or range of dates, to display only transaction sets for that date or date range. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=Name/Transaction ID/Trace ID	Press F2=NAME / F2=TRANSACTION ID / F2=TRACE ID 3-way toggle to choose between displaying the following information: • Customer name and store • Transaction ID • Trace ID
F4=Pending	Press F4=PENDING to display the Pending Incoming EDI Remittance Advice/ Payment Screen (p. 2-96), where you can view pending transaction sets.
F5=Refresh	Press F5=REFRESH to refresh screen data. This updates transaction set data, including status, which may have changed since you last reviewed the screen.

Completed Incoming EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
F11=Edit Group	Press F11=EDIT GROUP, after keying 1, to present the Cash Entry Update Screen in Cash & Adjustment Entry/Edit (ARMAIN). You can change the cash total of an existing group on that screen. From there you can also access the A/R Cash Entry Errors Report, which shows errors Distribution A+ identified in cash group edits. For information about the Cash Entry Update Screen screen and Cash Entry Errors Report, refer to Cash & Adjustment Entry/Edit (MENU ARMAIN) in the Accounts Receivable manual.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen.
F15=Unreceive	Press F15=UNRECEIVE, after keying 1, to unreceive selected transaction sets.
Enter	Press ENTER to confirm your selections. If you keyed an action of 7 in front of one or more Invoices that have an E in the Er column, the Incoming 820 Error Messages Screen (p. 2-112) appears. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed acknowledgements. The word ACTIVE will display to the right of the **Limits** heading.

Incoming Invoices (810)

This section describes the screens and reports in the Incoming Documents option that are used when you select to work with incoming invoices on the Incoming EDI Document Selection Screen (p. 2-4).

Title	Purpose
Pending Incoming EDI Invoices Screen	Lists pending, in-process, and held incoming invoices.
EDI Invoice Maintenance Screen	Used to change the trading partner ID, purchase order number, invoice number, or invoice date.
Invoice Detail Selection Screen	Displays detailed information about each item on the invoice.
Invoice Line Item Maintenance Screen	Used to change line item information.
Delete EDI Incoming Invoice Screen	Used to confirm the deletion of a pending incoming invoice.

Title	Purpose
810 Error Messages Screen	Displays errors that occurred during the receipt of the document into the user files.
Completed Incoming EDI Invoices Screen	Lists completed incoming invoices.
Pending Incoming EDI Acknowledgements Screen	Prints following the receipt of an invoice to indicate the success of or error in the transaction.

Pending Incoming EDI Invoices Screen

```
                        PENDING INCOMING EDI INVOICES

  Trad Partner ID Vendor Cust PO Number        Invoice Number  Inv Date Sts E
_ 100-01190       100    100143                187452           7/30/09 PND
.. 200-01170      200    100135                27446            7/30/09 PND
.. 300-01290      300    100131                Return           3/21/08 PND E

                                                                        Last

 Actions                        Limits
 1=Select     4=Delete          Trad Partner ID: ................
 2=View/Chg   6=Release         Vendor No.:      .......
 3=Hold       7=Error Msgs      Cust PO Num:     ........................
                                Inv Date:  From: .......  To: .......

                                                          F15=Receive
    F2=Vendor Name   F4=Completed   F5=Refresh   F12=Return   F17=Receive All
```

This screen appears after selecting to work with Incoming Invoices and pressing ENTER on the Incoming EDI Document Selection Screen (p. 2-4) or pressing F4=PENDING on the Completed Incoming EDI Invoices Screen (p. 2-134). A status line appears for each Invoice loaded into the user files via EDI and pending receipt into Accounts Payable. The following information appears for each document:

- trading partner ID assigned to the vendor
- number of the vendor who initiated the transaction
- the number of the purchase order related to the invoice or the vendor name, depending on your selection with the F2 toggle key
- number of the invoice
- date the invoice was created by the vendor
- current status of the incoming invoice, which will be one of the following:
  - PND: the document has been converted from EDI standard document format into the user files, but has not yet been converted to an offline invoice.
  - HLD: The document has been put on hold. No processing will occur until it is removed from hold.
  - ACT: The document is currently being converted from the user files into the database. When processing is complete, the document will be listed on the appropriate completed incoming documents screen with a status of CMP.
  - SPD: Indicates that the document is currently being moved from the EDI mailbox into the user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the user files. That is, Distribution A+ detected that the value of the CTT01 segment of the header file is not equal to the actual number of detail lines in the detail file for the transaction. This error may occur either because the document is still in the process of being moved from the EDI mailbox into the user files (in which case, you will have to wait until processing has completed) or an error occurred when the document was sent from the trading

partner or moved from the EDI mailbox into the user files (in which case, you will need to delete the transaction).

- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

In addition, this screen shows Invoices that are "in-process" of being received.

NOTE: A pending incoming Invoice is one brought from the network station through the third-party's "mailbox." This Invoice is placed into the user files, but not transferred into the database as a voucher group. At this point, data from an incoming EDI 810 document has been translated from the EDI standard document format and has been written to the user files.

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to specify the action to perform on a pending incoming Invoice. You can key an action number before one or more invoices and processing will occur one at a time for each of those selected. The following actions can be performed: • To receive an invoice into a voucher group, key 1 and press F15. An EDI Transaction Processor job translates the data for the selected invoices from the user files to an off-line Invoice. If no errors occur, a voucher group is created. The invoice will be deleted from this screen and will display on the Completed Incoming EDI Invoices Screen (p. 2-134). • To review/change an invoice, key 2 and press ENTER. The EDI Invoice Maintenance Screen (p. 2-125) will appear. You can review/change the data in the user files associated with the Invoice. • To place an invoice on hold, key 3 and press ENTER. The status in the Sts column changes to HLD. Hold prevents the invoice from being received. No further processing occurs for the invoice until you manually release it. • To delete an invoice from the EDI user files, key 4 and press ENTER. The Delete EDI Incoming Invoice Screen (p. 2-131) appears. • To release an invoice on hold, key 6 and press ENTER. The status in the Sts column, returns to PND. • To review error messages for an invoice, key 7 before Invoices with an E in the E column and press ENTER. The 810 Error Messages Screen (p. 2-132) will appear with error messages for the errors that occurred during any portion of the Invoices receipt process. (N 1,0) Required

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Limits: Trading Partner ID	Use this field to limit the invoices that display by trading partner ID. Key all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional
Limits: Vendor Number	Use this field to limit the invoices that display by vendor number. Key all or part of the vendor number to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Customer PO Number/Vendor Name	Use this field to limit the invoices that display by either the customer purchase order number or the vendor name. The field that displays is based on your selection with the F2 function key. Key all or part of the customer purchase order number or the vendor name to limit the list. *Valid Values:* For the *Vendor Name* field, a vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Inv Date	Use this field to limit the invoices that display by the invoice date. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=Vendor Name/Inv/PO Num	F2=VENDOR NAME / F2=INV / F2=PO NUM is used as a toggle to display either the name of the vendor who sent the Invoice or the customer Purchase Order number.
F4=Completed	Press F4=COMPLETED to access the Completed Incoming EDI Invoices Screen (p. 2-134).
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents or new status(es) occurring since you accessed this screen will display. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen or the next applicable screen if a Y was keyed for more than one type of document on the Incoming EDI Document Selection Screen (p. 2-4).
F15=Receive	Press F15=RECEIVE to receive the documents with a status of pending (PND) that were selected with an action number of 1. The data translates to offline voucher entry by submitting a job to the EDI Transaction Processor. As long as no errors occur, the invoice will be deleted from this screen and displayed on the Completed Incoming EDI Invoices Screen (p. 2-134).
F17=Receive All	Press F17=RECEIVE ALL to receive all Invoices with a status of pending (PND) and without errors. The data translates from the user files to offline vouchers by submitting a job to the EDI Transaction Processor. As long as no errors are discovered, the invoice will be deleted from this screen and displayed on the Completed Incoming EDI Invoices Screen (p. 2-134).
Enter	Press ENTER to confirm your selections. Based on your selections, one of the following will result: • EDI Invoice Maintenance Screen (p. 2-125) will appear if you keyed 2 before one or more invoices with an error code (E) in the E column. • Invoices you selected will be placed on hold (HLD) if you keyed 3 before one or more invoices with a status of PND. Further processing cannot occur for these invoices until these holds are manually released by keying 6 before the same invoices and pressing ENTER. • Delete EDI Incoming Invoice Screen (p. 2-131) will appear, if you keyed 4 before one or more invoices.

EDI Invoice Maintenance Screen

```
                    EDI INVOICE MAINTENANCE

                 Trad Partner ID:  100-01190
                 PO Number:        100143
                 Invoice Number:   187452
                 Invoice Date:      7/30/09

              Trad Partner ID:  100-01190......

              PO Number:        100143................

              Invoice Number:   187452.........

              Invoice Date:     .73009

                                F5=Detail     F10=Update     F12=Return
```

This screen appears after you key 2 and press ENTER to view/change a pending incoming Invoice on the Pending Incoming EDI Invoices Screen (p. 2-121). Use this screen to view/change the trading partner ID, purchase order number, invoice number, or invoice date. The EDI user files will be updated with the changes after you press F10=UPDATE.

EDI Invoice Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Unchanged Information)	These fields display the trading partner ID, Purchase Order number, Invoice number, and Invoice date as currently defined in the user files. When you make changes, you can refer to these fields to view the values that existed when you accessed this screen. Display
Trad Partner Id	Key the trading partner code assigned to the vendor through Vendor Master Maintenance (MENU POFILE). *Default Value:* The trading partner ID for the selected invoice. *Valid Values:* A trading partner ID assigned to a vendor through Vendor Master Maintenance (MENU POFILE). (A 15) Required
PO Number	Key the customer's purchase order number for the invoice being received. *Default Value:* The purchase order number associated with the selected Invoice. (A 22) Required

EDI Invoice Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Invoice Number	Key an invoice number. *Default Value:* The number of the selected invoice. (A 15) Required
Invoice Date	Key the invoice date. *Default Value:* The date of the selected Invoice. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (A 6) Required
F5=Detail	Press F5=DETAIL to view/change information for items on the invoice. The Invoice Detail Selection Screen (p. 2-127) will appear.
F10=Update	Press F10=UPDATE to save your changes. The EDI user files will be updated.
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Invoices Screen (p. 2-121), without saving your changes.

Invoice Detail Selection Screen

```
INVOICE DETAIL SELECTION   T/P ID:  100-01190        PO: 100143
                           Invoice: 187452           Inv Date:  7/30/09

Sel  Assign ID             Item Number                    Quantity    U/M
 _   10                    A120                              1.000    CA

                                                                     Bottom
Actions
1=Change Item          Find (F6): ............................

                                          F6=Find Item     F12=Return
```

This screen appears after you press F5=DETAIL on the EDI Invoice Maintenance Screen (p. 2-125). Use this screen to review and change information for items on the invoice. The EDI user files are updated with the changed information.

NOTE: If an S displays after the line item on this screen, it indicates that the item is suspended. You can suspend an item using the F24 function key on the Invoice Line Item Maintenance Screen (p. 2-129). Once an item is suspended, you can un-suspend the item by selecting it for change on this screen and then pressing F24 on the Invoice Line Item Maintenance Screen (p. 2-129).

Invoice Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select the item. Key 1 before one or more items and processing will occur, one at a time, for each item selected. (A 1) Optional
(Invoice Detail Information)	The following invoice detail information is provided: • Assign ID: This field displays the currently assigned numeric identifier for the selected item. • Item Number: This field displays the item number. The item description displays below the item number. • Quantity: This field displays the quantity purchased. • U/M: This field displays the purchasing unit of measure for the item. Display

Invoice Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Find (F6)	Key the item number you want to find and press F6. Refer to the F6 function key description for details. *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Optional
F6=Find Item	After keying an item number in the *Find (F6)* field, press F6=FIND ITEM to locate the item. All fields in the appropriate EDI users files which could contain the item number are searched, and when the first occurrence of the item is found the cursor is positioned at that item on this screen. Press F6=FIND ITEM again to position the cursor at the next occurrence of the item, if any. Also, a message displays informing you that the screen is positioned to the record containing the find string. If the item is not found, a message informs you that the record was not found.
F12=Return	Press F12=RETURN to return to the EDI Invoice Maintenance Screen (p. 2-125).
Enter	Press ENTER to confirm your selections, if you keyed 1 to change an item. The Invoice Line Item Maintenance Screen (p. 2-129) will appear.

Invoice Line Item Maintenance Screen

```
LINE ITEM MAINTENANCE  T/P ID:  100-01190        PO: 100143
                       Invoice: 187452           Inv Date:  7/30/09
              Asn ID: 10                       Item: A120

Assigned ID:  10                  (IT101)
Quantity:     1.000               (IT102)   Unit/Basis: CA  (IT103)
Unit Price:   99.00000            (IT104)   Basis Unit: CA  (IT105)

        Prod/Srv Qual           Product/Service ID
        IT106:   ...            IT107:
        IT108:   MG             IT109: YZ-103
        IT110:   ...            IT111:
        IT112:   ...            IT113:
        IT114:   ...            IT115:
        IT116:   ...            IT117:
        IT118:   ...            IT119:
        IT120:   ...            IT121:
        IT122:   ...            IT123:
        IT124:   ...            IT125:

              F10=Update     F12=Return     F22=Item Inq
```

This screen appears after you key 1 to change an item and press ENTER on the Invoice Detail Selection Screen (p. 2-127). Use this screen to change information for items on the invoice. The following information is provided for the selected item:

- trading partner ID of the vendor associated with the item
- customer's purchase order number
- invoice number
- date the invoice was created
- assigned numeric identifier associated with the item
- item number

Invoice Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Assigned Id	Key the assigned numeric identifier for the item. (A 11) Optional
Quantity	Key the quantity purchased. (N 8,3) Optional
Unit/Basis	Key the unit/basis of the item. (A 2) Optional
Unit Price	Key the unit price of the item. (N 8, 5) Optional

Invoice Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Basis Unit	Key the basis unit code of the price for the ordered item. (A 2) Optional
Prod/Srv Qual	Key the new product/service qualifier IDs. A qualifier is an element that identifies the type of data in another element. Usually qualifiers are fixed values, for example, "VN" for vendor's item number. (A) Optional
Product /Service ID	This field displays a representation of the Product/Service Qualifier IDs in the *Prod/Srv Qual* field. For example, if the Product/Service Qualifier contains "VN," meaning vendor item number, this field would contain the vendor's item number for the product being ordered. Key the product/service ID. (A 30) Optional
F10=Update	Press F10=UPDATE to save your changes. The Invoice Detail Selection Screen (p. 2-127) will appear and all EDI user files which contain these fields are updated.
F12=Return	Press F12=RETURN to return to the Invoice Detail Selection Screen (p. 2-127) without saving your changes.
F22=Item Inq	Press F22=ITEM INQ to review the inventory status for the item. The Inventory Status Screen will appear. Refer to Item Inquiry (MENU IAMAIN) in the Inventory Accounting manual for information about that screen.
F24=Suspend/Un-Suspend	F24=SUSPEND/F24=UN-SUSPEND allows you to suspend or un-suspend an item, depending on the status of the item. • F24=SUSPEND: Press to suspend the item. The Invoice Detail Selection Screen (p. 2-127) will appear and an S appears to the right of the *U/M* field for the selected item. To un-suspend the item, select it for change on the Invoice Detail Selection Screen (p. 2-127). • F24=UN-SUSPEND: Press to un-suspend the item. The Invoice Detail Selection Screen (p. 2-127) will appear and the S that appeared to the right *U/M* field for the selected item no longer displays

Delete EDI Incoming Invoice Screen

```
                    DELETE EDI INCOMING INVOICE

                Trad Partner Id:  200-01170
                Vendor Name:      K & M CORPORATION
                Invoice Number:   27446
                Invoice Date:      7/30/09
                Status:           PND

     622: Press F24 to confirm delete or press F12 to return
                                        F12=Return      F24=Delete
```

This screen appears after you key 4 to delete an invoice and press ENTER on the Pending Incoming EDI Invoices Screen (p. 2-121). Use this screen to confirm the deletion of the selected pending incoming document from your user files. Once deleted, that incoming document may no longer be viewed or processed.

NOTE: Since the document was still in a "pending" status, the incoming document was never converted into the Accounts Payable files; it only existed in the EDI user files.

Delete EDI Incoming Invoice Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Invoices Screen (p. 2-121) without deleting the selected Invoice.
F24=Delete	Press F24=DELETE twice to delete the invoice from the user files. The Pending Incoming EDI Invoices Screen (p. 2-121) will appear. The deleted document will no longer be included in the list of pending incoming documents.

810 Error Messages Screen

```
                              810 ERROR MESSAGES

 Trading Partner:  100-01190
 Invoice No: 187452

 Error Message Text

 Errors for Item: A120
  Incoming U/M for line item is not the same as PO U/M

                                                              F12=Return
```

This screen displays after you key 7 and press ENTER to view error messages for an incoming invoice on the Pending Incoming EDI Invoices Screen (p. 2-121). Use this screen to review the errors that occurred during the receipt of this document into the user files.

810 Error Messages Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The trading partner code assigned to the vendor from whom you received this EDI document. Display
Invoice Number	The invoice number associated with the document. Display

810 Error Messages Screen Fields and Function Keys

Field/Function Key	Description

Error Message Text	The text of the error that occurred during the receipt of this document into your user files. If an attempt was made to convert this document into an offline voucher group and errors resulted, a message refers you to the Pending Incoming EDI Acknowledgements Screen (p. 2-139) for errors.
	Sample messages:
	• Incoming U/M for line item is not the same as PO U/M
	• The Allowance Charge is not valid
	  • Add the allowance charge through EDI Allowance/Charge Codes Maintenance (p. 11-1)
	• No Landing Cost on PO even though Allowance Charge was specified
	  • The incoming invoice contains an EDI Allowance/Charge Code, but there is no landing cost information in the purchase order.
	Display

F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Invoices Screen (p. 2-121) after you have finished reviewing the error message.

Completed Incoming EDI Invoices Screen

```
                    COMPLETED INCOMING EDI INVOICES

 Trad Partner ID Vendor Cust PO Number        Invoice Number  Inv Date Sts E
_100-01190       100    100143               187452           7/30/09 CMP E

                                                                        Last

Actions                        Limits
1=Select     7=Error Msgs      Trad Partner ID: ................
                               Vendor No.:      .......
                               Cust PO No.:     ........................
                               Inv Date:  From: .......  To: .......

                   F4=Pending   F9=Crt Date
   F2=Vendor Name  F5=Refresh   F11=Chg Vch    F12=Return   F15=Unreceive
```

This screen appears after you press F4=COMPLETED on the Pending Incoming EDI Invoices Screen (p. 2-121). A status line displays for each completed invoice received into Accounts Payable. The following information displays for each:

- trading partner ID assigned to the vendor
- number of the vendor who initiated the transaction
- the number of the purchase order related to the invoice or the vendor name, depending on your selection with the F2 toggle key
- number of the invoice
- date the invoice was received from the vendor or the date the invoice was created by the vendor, depending on your selection with the F9 toggle key
- current status of the incoming invoice, which will be CMP for completed. A completed incoming EDI Invoice 810 document is one brought from the network station through the third-party's "mailbox," and into the user files. It then is converted from the user files into the database as an Accounts Payable voucher group. If the *Allow Off-Line Validation* field is to Y through Vendors Maintenance (MENU POFILE) for the vendor who sent the Invoice, receipt validation will be performed automatically for the voucher.
- indicator E for documents that had errors during the receipt process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Completed Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to specify the action to perform on a completed incoming invoice. You can key a number before one or more Invoices and processing will occur one at a time for each of those selected. The following actions are available: • To review or modify an invoice, key 1 and press F11. • To unreceive an invoice, key 1 and press F15. After you delete the voucher, the status of the invoice will change from completed to pending and the voucher will no longer exist in Accounts Payable. In other words, the data translates back from the Accounts Payable database files to the user files from which it was extracted. • To review error messages for an Invoice with an E in the E column, key 7 and press ENTER. The 810 Error Messages Screen (p. 2-132) will appear and errors messages which occurred during any portion of that Invoice's receipt process will display. (A 1) Optional
Limits: Trading Partner ID	Use this field to limit the invoices that display by trading partner ID. Key all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE) (A 15) Optional
Limits: Vendor Number	Use this field to limit the invoices that display by vendor number. Key all or part of the vendor number to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Customer PO Number/Vendor Name	Use this field to limit the invoices that display by either the customer purchase order number or the vendor name. The field that displays is based on your selection with the F2 function key. Key all or part of the customer purchase order number or the vendor name to limit the list. *Valid Values:* For the *Vendor Name* field, a vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional

Completed Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Limits: Inv Date	Use this field to limit the invoices that display by the invoice date or the invoice creation date. The field that displays is based on your selection with the F9 function key. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=Vendor Name/Inv/ PO Num	F2=VENDOR NAME / F2=INV / F2=PO NUM is a toggle to display either the name of the vendor who sent the Invoice or the customer purchase order number.
F4=Pending	Press F4=PENDING to display pending invoices. The Pending Incoming EDI Invoices Screen (p. 2-121) will appear.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents or new status(es) occurring since you accessed this screen will display. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F9=Crt Date/Inv Date	F9=CRT DATE / F9=INV DATE is used as a toggle to display either the date the invoice was received (*Crt Date*) or the date the invoice was created by the vendor (*Inv Date*).
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or the next applicable screen if a Y was keyed for more than one type of document on that screen.
F15=Unreceive	Press F15=UNRECEIVE to unreceive the selected documents.
Enter	Press ENTER to confirm your selections. If you keyed an action of 7 in front of one or more Invoices that have an E in the Er column, the 810 Error Messages Screen (p. 2-132) appears. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed acknowledgements. The word ACTIVE will display to the right of the **Limits** heading.

Off-line A/P Voucher Entry Report

```
AP135      09/28/99  16:20:16      OFF-LINE A/P VOUCHER ENTRY REPORT      P1/KEVIN      Page  1
-----------------------------------------------------------------------------------------------------------------------

   Company: 01  PO Number: 101055 Seq Num:   10 Item: A500
         ** ERROR **          Unit of Measure cannot be blank
```

This report is generated after pressing F15=RECEIVE or F17=RECEOVE ALL on the Pending Incoming EDI Invoices Screen (p. 2-121) for each incoming invoice that is received as a voucher. To review this report on-line, key EDIJOBS on any command line and press the F10=TP OUTPUT to review EDI output.

If the invoice is received successfully, this report will print inform you that the EDI transaction is completed. If the invoice can not be received, this report will print the error. This report also indicates the

- company number associated with the voucher.
- number of the purchase order that corresponds to the incoming invoice and the voucher.
- number of the warehouse.
- sequence number, only if there was an error receiving the invoice.
- number of the item with the error, only if there was an error receiving the invoice.

Incoming Acknowledgement (855)

This section describes the screens and reports in the Incoming Documents option that are used when you select to work with incoming acknowledgements on the Incoming EDI Document Selection Screen (p. 2-4).

Title	Purpose
Pending Incoming EDI Acknowledgements Screen	Lists pending, in-process, and held acknowledgements.
Incoming 855 Error Messages Screen	Displays errors that occurred during the edit process.
Delete EDI Incoming Acknowledgements Screen	Used to confirm the deletion of a pending incoming document.
Completed EDI Acknowledgements Screen	Lists completed incoming acknowledgements.

Title	Purpose
Incoming Acknowledgements Report	Prints a summary of the acknowledgements and the error edit flags that were applied.
Incoming Acknowledgements Discrepancy Report	Prints a detail report of the acknowledgements and the errors found.
Incoming Acknowledgements Discrepancy Recap	Prints a summary of the error edit flags that were applied to the acknowledgements in the edit process.

Pending Incoming EDI Acknowledgements Screen

```
                    PENDING INCOMING EDI ACKNOWLEDGEMENTS

  Trad Partner ID Vendor PO Number                      Due Date  Items Sts E
_ 200-01170       200    100174                                      3 PND

                                                                      Last

 Actions                        Limits
 1=Select     4=Delete          Trad Partner ID: ................
 2=View PO    6=Release         Vendor No.:      .......
 3=Hold       7=Error Msgs      PO Number:       ......................
                                Due Date:  From: .......  To: .......

F2=Vendor Name
F4=Completed   F5=Refresh   F9=Ord Date   F12=Return   F15=Edit   F17=Edit All
```

This screen appears after you press ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you selected to work with incoming acknowledgements. A status line displays for each pending acknowledgement that has been loaded into the user files via EDI and that is pending edits against the purchase order.

For each listed document, this screen displays the

- trading partner ID of the vendor that sent the acknowledgement
- number of the vendor
- name of the vendor or the PO Number, based on the selection with F2=VENDOR NAME / F2=PO NUMBER
- due date or the purchase order date, based on the selection with F9=ORD DATE / F9=DUE DATE
- number of items in the shipment
- document status. The document status can be:
  - PND: the document has been converted from EDI standard document format into the user files, but has not yet been edited against the purchase order.
  - HLD: The document has been put on hold. No processing will occur until it is removed from hold.
  - ACT: The document is currently being converted from the user files into the database. When processing is complete, the document will be listed on the appropriate completed incoming documents screen with a status of CMP.
  - SPD: Indicates that the document is currently being moved from the EDI mailbox into the user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the user files. That is, Distribution A+ detected that the value of the CTT01 segment of the header file is not equal to the actual number of detail lines in the detail file for the transaction. This error may occur either because the document is still in the process of being moved from the EDI mailbox into the user files (in which case, you will have to wait until

processing has completed) or an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the user files (in which case, you will need to delete the transaction).

- indicator E for documents that had errors during the edit process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform on a listed pending document. You can key a number in front of a single document or several documents. If you indicate and action for multiple documents, processing occurs sequentially for each selected document. Key 1 to indicate that you want to select the document to be edited against the purchase order in Distribution A+. Key 2 to indicate that you want to review the purchase order document. Key 3 to indicate that you want to place the document on hold which prevents the edit of the acknowledgement to the purchase order in Distribution A+. Distribution A+ suspends processing until you manually release the hold. Key 4 to indicate that you want to delete the document from the user files. Key 6 to indicate that you want to remove the hold from a document with a status of HLD. Key 7 to indicate that you want to review error messages for a document with an E in the **Err** column. (A 1) Optional
Limits: Trading Partner ID	Use this field to limit the acknowledgements that display by trading partner ID. Key all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a vendor through Vendors Maintenance (MENU POFILE) (A 6) Optional
Limits: Vendor Number	Use this field to limit the acknowledgements that display by vendor number. Key all or part of the vendor number to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Limits: PO Number/ Vendor Name	Use this field to limit the acknowledgements that display by either the purchase order number or the vendor name. The field that displays is based on your selection with F2=VENDOR NAME / F2=PO NUMBER. Key all or part of the purchase order number or the vendor name to limit the list. *Valid Values:* For the *Vendor Name* field, a vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
Limits: Due Date / Ord Date	Use this field to limit the acknowledgements that display by the purchase order due date or the purchase order date. The field that displays is based on your selection with F9=DUE DATE / F9=ORD DATE. For details about entering ranges, refer to the Introduction section of the Cross Applications User Guide. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=Vendor Name/PO Number	F2=VENDOR NAME / F2=PO NUMBER is used as a toggle to display either the name of the vendor who sent the acknowledgement or the purchase order number.
F4=Completed	Press F4=COMPLETED to display completed acknowledgements. The Completed EDI Acknowledgements Screen (p. 2-146) will appear.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents or new status(es) occurring since you accessed this screen will display. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F9=Ord Date/Due Date	F9=ORD DATE / F9=DUE DATE is used as a toggle to display either the purchase order date or the purchase order due date.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or the next applicable screen if a Y was keyed for more than one type of document on that screen.
F15=Edit	Press F15=EDIT to edit the selected documents.
F17=Edit All	Press F17=EDIT ALL to edit all the pending documents.

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed an action of • 2 before one or more acknowledgements, pressing ENTER displays the Vendor Order/Shipment Inquiry (MENU POMAIN). Refer to this inquiry as described in the Purchasing manual. • 3 before one or more acknowledgements with a status of PND and press ENTER, you place those acknowledgements on hold. The status of the acknowledgements, indicated in the Sts column, changes to HLD. No further processing can occur for these acknowledgements until these holds are manually released (by keying a 6 before the same acknowledgements and pressing ENTER). • 4 before one or more acknowledgements and press ENTER, the Delete EDI Incoming Acknowledgements Screen (p. 2-145) will appear for each document. • 6 before one or more acknowledgements that have a status of HLD and press ENTER, you remove the hold. The status of the acknowledgements, indicated in the Sts column, returns to PND. Only after a hold has been removed from an acknowledgements is it available for processing. • 7 before one or more acknowledgements that have an E in the **Err** column and press ENTER, the Incoming 855 Error Messages Screen (p. 2-143) will appear. Error messages which occurred during any portion of the acknowledgements edit process are displayed for review. An acknowledgements remains on this screen with a status of PND if an unsuccessful attempt was made to "edit" it using F15=EDIT or F17=EDIT ALL. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed acknowledgements. The word ACTIVE will display to the right of the **Limits** heading.

Incoming 855 Error Messages Screen

```
                          855 ERROR MESSAGES

Trading Partner:  200-01170        K & M CORPORATION
PO Number:  100174

Error Message Text
Item on PO not found on Acknowledgement: A150

Errors for Item: A150RR
 Invalid Item number on Acknowledgement: A150RR

                                                        F12=Return
```

This screen appears after you select to view error messages associated with:

- an incoming acknowledgement with an E in the **Err** column and pressing ENTER on the Pending Incoming EDI Acknowledgements Screen (p. 2-139)
- a completed acknowledgement with a Y in the **Err** column and pressing ENTER on the Completed EDI Acknowledgements Screen (p. 2-146)

Depending upon which screen you came from, use this screen to review the errors that occurred during the edit of this document into the user files.

Incoming 855 Error Message Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The identification of the trading partner from whom you received this EDI document. Display
PO Number	The number associated with the document as converted from the EDI standard document format. Display
Error Message Text	The text of the error that occurred during the edit of this document into your user files. Display

Incoming 855 Error Message Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	After you review the error text, press F12=RETURN to return to the Pending Incoming EDI Acknowledgements Screen (p. 2-139). or the Completed EDI Acknowledgements Screen (p. 2-146).

Delete EDI Incoming Acknowledgements Screen

```
                    DELETE EDI INCOMING ACKNOWLEDGEMENT

                    Trad Partner Id:  200-01170
                    Vendor Name:      K & M CORPORATION
                    PO Number:        100174
                    Status:           PND

        8503: Press F24 to confirm delete or press F12 to return
                                          F12=Return      F24=Delete
```

This screen appears after you key 4 to delete an acknowledgement and press ENTER on the Pending Incoming EDI Acknowledgements Screen (p. 2-139) or the Completed EDI Acknowledgements Screen (p. 2-146). Use this screen to confirm the deletion of the selected pending incoming document from your user files. Once deleted, that incoming document may no longer be viewed or processed.

Delete EDI Incoming Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Acknowledgements Screen (p. 2-139) or theCompleted EDI Acknowledgements Screen (p. 2-146) without deleting the selected acknowledgement.
F24=Delete	Press F24=DELETE twice to delete the acknowledgement from the user files. ThePending Incoming EDI Acknowledgements Screen (p. 2-139) or the Completed EDI Acknowledgements Screen (p. 2-146) will appear. The deleted document will no longer be included in the list of incoming documents.

Completed EDI Acknowledgements Screen

```
                    COMPLETED INCOMING EDI ACKNOWLEDGEMENTS

  Trad Partner ID Vendor PO Number                      Due Date  Items Sts E
_ 200-01170       200    100174                                      3 CMP
                                                                      Last
 Actions                        Limits
 1=Select     4=Delete          Trad Partner ID: ................
 2=View PO                      Vendor No.:      .......
                                PO Number:       ......................
                                Due Date:  From: .......  To: .......

F2=Vendor Name
F4=Pending     F5=Refresh   F9=Ord Date   F12=Return   F15=Re-edit
```

This screen displays after pressing F4=COMPLETED on the Pending Incoming EDI Acknowledgements Screen (p. 2-139). A status line displays for each completed acknowledgement edited against the current purchase order.

For each purchase order, this screen displays the

- trading partner ID of the vendor that sent the acknowledgement.
- vendor number assigned to the vendor.
- vendor name or purchase order number, based on the selection with the F2=VENDOR NAME / F2=PO NUMBER.
- purchase order due date or the purchase order date, based on the selection with F9=ORD DATE / F9=DUE DATE.
- number of items requested in the purchase order.
- document status. The document status can be CMP for complete. Completed transactions will be purged during day-end processing based on the options for the number of purge days. A completed incoming EDI Acknowledgement 855 is one brought from the network station through the third-party's "mailbox," and into the user files.
- indicator E for documents that had errors during the edit process.

You can use the limits to narrow the list of documents that is shown. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Completed Incoming EDI Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform on a listed "completed" incoming acknowledgement. You can key a number before one or several acknowledgements and processing will occur for each of those selected, one at a time. Key 1 in front of acknowledgements that you want to select for an action. If you key 1 and press F15=RE-EDIT, you can re-edit the acknowledgement. Key 2 in front of acknowledgements for which you want to review items on the purchase orders which have been created for the completed incoming acknowledgement. Key 4 to indicate that you want to delete the document from the user files. (N 1,0) Required
Limits: Trading Partner ID	Use this field to limit the purchase orders that display by trading partner ID. Enter all or part of the trading partner ID to limit the list. *Valid Values:* A trading partner ID assigned to a vendor defined through Vendors Maintenance (MENU POFILE) (A 15) Optional
Limits: Vendor Number	Use this field to limit the purchase orders that display by vendor. Enter all or part of the vendor number to limit the list. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) (A 6) Optional
Limits: PO Number/ Vendor Name	Use this field to limit the acknowledgements that display by either the purchase order number or the vendor name. The field that displays is based on your selection with F2=VENDOR NAME / F2=PO NUMBER. Key all or part of the purchase order number or the vendor name to limit the list. *Valid Values:* For the *Vendor Name* field, a vendor defined through Vendors Maintenance (MENU POFILE) (A 30) Optional
F2=PO Number / Vendor Name	Press F2=PO NUMBER / F2=VENDOR NAME to toggle between displaying the PO number associated with the document as converted from the EDI standard document format, and the name of the vendor associated with the trading partner identification as retrieved from the Vendor Master File.
F4=Pending	Press F4=PENDING to display the Pending Incoming EDI Acknowledgements Screen (p. 2-139) where you may review pending acknowledgements that have been loaded into user files via EDI and that are pending edits against the purchase orders.

Completed Incoming EDI Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new incoming documents, edited against the existing purchase orders occurring since you last accessed this screen, will be presented. NOTE: Pressing F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F9=Ord Date / Due Date	Press F9=ORD DATE / F9=DUE DATE to toggle between displaying the date of the purchase order and the due date of the purchase order at the top of the screen. This key also controls the toggle of the **Ord Date / Due Date** data entry fields, located at the bottom of the screen, which you can use for limiting criteria.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Re-edit	Press F15=RE-EDIT to re-edit the completed incoming.
Enter	Press ENTER to confirm your selections. If you keyed an action of • 2 before one or more purchase orders, pressing ENTER displays the Vendor Order/Shipment Inquiry (MENU POMAIN). Refer to this inquiry as described in the Order Entry manual. • 4 before one or more purchase orders, pressing ENTER displays the Delete EDI Incoming Acknowledgements Screen (p. 2-145). If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed acknowledgements. The word ACTIVE will display to the right of the **Limits** heading.

Incoming Acknowledgements Report

```
EIP855A  07/23/09  16.00.37              INCOMING ACKNOWLEDGEMENTS REPORT                          AM/APEDICTL8C  PAGE   1
 Co.  PO Number            Trading Partner  Vendor              Order Total   Due Date  Items  Status   Edit Flags
 ------------------------------------------------------------------------------------------------------------------------
 01   100174               200-01170        200                         .00   00/00/00      3  ERROR    G J N
                                            K & M CORPORATION
```

This report prints after pressing F15=EDIT or F17=EDIT ALL on the Pending Incoming EDI Acknowledgements Screen (p. 2-139), after the job has completed processing in the EDI Transaction Processor. To review this report online, key EDIJOBS on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

This report prints a summary of the edits of the acknowledgement to the existing purchase orders.

Incoming PO Changes Report

Report/Listing Fields	Description
(Header Information)	The following incoming PO change information prints in the header of this report: • Company No.: The company number associated with the PO Change. • Purchase Order Number: • Trading Partner • Vendor: The vendor number and name from whom the Acknowledgement was sent. • Order Total: the value of the items on the purchase order • Due Date: The requested delivery date of the PO in the acknowledgement. • Items: The number of items on the order. • Status: Complete or Error. Display

Incoming PO Changes Report

Report/Listing Fields	Description

(Header Information - Edit Flags)	• Edit Flags: The edit flags listed that represent the errors from the acknowledgement to the purchase order.
	  • A=Acknowledgement Trading Partner id blank
	  • B=Acknowledgement Trading Partner ID id not on file
	  • C=Acknowledgement PO Number is blank
	  • D=No PO found for Acknowledgement PO Number
	  • E=Acknowledgement vendor does not match PO vendor
	  • F=Invalid item number on Acknowledgement
	  • G=Acknowledgement cost U/M does not match PO cost U/M
	  • H=The cost U/M on the Acknowledgement is not a valid costing U/M
	  • I=Acknowledgement line item U/M does not match the PO line item U/M
	  • J=Item on Acknowledgement not found on PO
	  • K=Acknowledgement cost does not match PO cost
	  • L=Quantity on Acknowledgement does not match quantity on PO
	  • M=Due date on Acknowledgement does not match Due Date on PO
	  • N=Item on PO not found on Acknowledgement
	  • O=Number of lines on header does not match actual number of lines
	  • P=Incoming U/M does not match GTIN U/M
	Display

Incoming Acknowledgements Discrepancy Report

```
EIP855B  07/23/09  16.00.37              INCOMING ACKNOWLEDGEMENTS DISCREPANCY REPORT              AM/APEDICTL8C  PAGE    1
 Co.  Trading Partner  Vendor                                PO Number          Ln Sq  Item Number
-------------------------------------------------------------------------------------------------------------------------
 01   200-01170       200    K & M CORPORATION               100174
     Item on PO not found on Acknowledgement: A150
     Item on PO not found on Acknowledgement: A220
     Item on PO not found on Acknowledgement: A270
     Acknowledgement cost U/M does not match PO cost U/M:                          1     A150
     Item on Acknowledgement not found on PO: A150                                 1     A150
     Acknowledgement cost U/M does not match PO cost U/M:                          2     A220
     Item on Acknowledgement not found on PO: A220                                 2     A220
     Acknowledgement cost U/M does not match PO cost U/M:                          3     A270
     Item on Acknowledgement not found on PO: A270                                 3     A270
```

This report prints after the Incoming Acknowledgements Report (p. 2-149). To review this report online, key EDIJOBS on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

For each acknowledgement, this report prints the company, trading partner, vendor number and name, and PO number. It then lists the specific errors found, including the line sequence number and item number when they are available.

Incoming Acknowledgements Discrepancy Recap

```
EIP855B  07/23/09  16.00.37                INCOMING ACKNOWLEDGEMENTS DISCREPANCY RECAP                AM/APEDICTL8C  PAGE    2
                          Edit     Number
                          Flag      Of        Description
-------------------------------------------------------------------------------------------------------------------------------
                           A         0      Acknowledgement Trading Partner Id is blank
                           B         0      Acknowledgement Trading Partner Id is not on file
                           C         0      Acknowledgement PO Number is blank
                           D         0      No PO found for Acknowledgement PO Number
                           E         0      Acknowledgement Vendor does not match PO Vendor
                           F         0      Invalid Item number on Acknowledgement
                           G         3      Acknowledgement cost U/M does not match PO cost U/M
                           H         0      The cost U/M on the Acknowledgement is not a valid costing U/M
                           I         0      Acknowledgement line item U/M does not match the PO line item U/M
                           J         3      Item on Acknowledgement not found on PO
                           K         0      Acknowledgement Cost does not match PO Cost
                           L         0      Qty on Acknowledgement does not match Qty on PO
                           M         0      Due Date on Acknowledgement does not match Due Date on PO
                           N         3      Item on PO not found on Acknowledgement
                           O         0      Number of line items on Header does not match actual
                                  -------
                                      9
```

This report prints after the Incoming Acknowledgements Report (p. 2-149). To review this report online, key EDIJOBS on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

This report prints a summary of the edit flags, their descriptions, and the number of errors per edit flag.

CHAPTER 3 Working with Outgoing Documents 3

Outgoing documents are those that have been or are to be sent to one or more trading partners. You can work with outgoing documents using the Outgoing Documents option on the Electronic Data Interchange Main Menu (MENU EIMAIN). Use this option to review and, if applicable, modify, send, or delete documents that are scheduled to be sent (pending), or have been sent (completed) through EDI to one or more trading partners.

Refer to "Infor Distribution A+ EDI Documents" on page 1-1 for a list of the type of documents that can be transferred through this option.

Outgoing documents can be in one of three states: pending, completed, or user. Pending (PND) outgoing documents are those that have been created in Distribution A+, but have not yet been loaded from the database to the user files. Pending outgoing POs, Invoices, Acknowledgments, and ASNs are created when you print the document, if you have selected to use EDI for this type of document and the customer or vendor to which it is addressed. Pending outgoing Product Activity Data and Product Transfer and Resale Report documents are created during Day-End processing.

Documents that have been translated from the Application Plus database to the user files but have not yet been sent to the third-party EDI software package have the status of user (USR).

Completed (CMP) outgoing documents are those that have been successfully sent from the database to the user files, sent to the third-party EDI software package, and then cleared from the user files. Documents between the status of pending and completed are in User status, indicating that the documents have been loaded into Distribution A+ user files, but have not yet been sent to the third-party package.

Pending and completed outgoing documents are listed on their corresponding screens. You can limit the list of documents that display on each screen by setting specific criteria.such as:

- Company
- Customer Name
- Invoice Numbers
- Invoice Dates
- Buyer
- Vendor Name
- PO Numbers
- Due Dates

- Warehouse

You can select a single document or a list of documents to view, modify, process, or delete.

For pending outgoing documents, you can

- send documents by submitting them to the EDI TP. During transaction processing, data is translated from the database to the user files. Depending on which third-party EDI software package you are using, you can also send documents from the user files to the third-party EDI software package, and then clear the user files.
- put pending outgoing documents on hold or release them from hold. This function prevents further processing until the documents are manually released from hold.
- remove pending outgoing documents. This function does not delete the documents completely; they are only removed from the pending outgoing list.

For completed outgoing documents, you can

- select completed outgoing documents to reload data. For example, if you accidentally clear user files prior to the translation and transfer of data to the third-party EDI software package, you would resend the data back to the user files so that processing can continue.
- select user outgoing documents to remove data from the user files. For example, if you accidentally send documents to the user files that should have been on hold status, you can unsend the document with a function key. This action removes the document from the user files, changing the status from user back to pending. The document is then removed from the completed outgoing document screen and displayed on the pending outgoing document screen instead.

You can select to automatically load outgoing documents to the user files during Day-End processing or to automatically release outgoing documents to the user files at a specified time interval through EDI Options (MENU EIMAIN).

Once the documents are loaded into user files, they can be sent to the EDI network via your third-party EDI package. Through EDI System Options (MENU EIMAIN), you may select to have your documents automatically sent to the network once they have been selected to be sent using this menu option. You also may set up your system options to have your documents automatically sent out when Day-End Processing (MENU XAMAST) is run.

If errors occur during any stage of the EDI send process, notification appears on the Pending (or Completed) Outgoing EDI Screen for the applicable document, and the entire process may be repeated to ensure a document is accurately sent.

Outgoing Documents

Because this option is based on document type, it has been organized by the type of outgoing documents with which you can work. This section also describes how to select the type of document with which you want to work.

Selecting the Outgoing Documents Type

This section describes the Outgoing EDI Document Selection Screen (p. 3-4), which is used to select the outgoing document type in the Outgoing Documents (MENU EIMAIN) option. You can select to work with purchase orders, invoices, acknowledgements, advance shipping notices, product activity data, and/or product transfer and resale reports. For information about working with

- purchase orders, refer to “Working with Outgoing Purchase Orders” on page 3-5.
- invoices, refer to “Working with Outgoing Invoices” on page 3-13.
- acknowledgments, refer to “Working with Outgoing Acknowledgments” on page 3-21.
- advance shipping notices, refer to “Working with Outgoing Advance Shipping Notices” on page 3-30.
- product activity data documents, refer to “Working with Outgoing Product Activity Data Documents” on page 3-38.
- product transfer and resale reports, refer to “Working with Outgoing Product Transfer & Resale Reports” on page 3-48.

Outgoing EDI Document Selection Screen

```
                    OUTGOING EDI DOCUMENTS


Place a "Y" beside the document(s) you wish to work with:

              ..   Outgoing Purchase Orders (850)
              ..   Outgoing Invoices (810)
              ..   Outgoing Acknowledgements (855)
              ..   Outgoing Advance Shipping (856)
              ..   Outgoing Product Activity Data (852)
              ..   Outgoing Product Transfer and Resale Report (867)


                                                   F3=Exit
```

This screen appears after you select the Outgoing Documents option from the Electronic Data Interchange Main Menu (MENU EIMAIN). Use this screen to select the type of outgoing document with which you want to work. One or more documents may be selected.

Outgoing EDI Document Selection Screen Fields and Function Keys

Field/Function Key	Description
(Document Types)	Use this field to determine which document types you want to select for review, change or deletion. At least one document type must be selected. Key Y in the fields before the document types with which you want to work. For those types of documents you do not currently want to work with, leave the corresponding fields blank. (A 1) Optional
F3=Exit	Press F3=Exit to exit from this option and return to the menu.

Outgoing EDI Document Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed Y in the • *Outgoing Purchase Orders (850)* field, the Pending Outgoing EDI Purchase Orders Screen (p. 3-6) will appear. • *Outgoing Invoices (810)* field, the Pending Outgoing EDI Invoice Screen (p. 3-14) will appear. • *Outgoing Acknowledgements (855)* field, the Pending Outgoing EDI Acknowledgement Screen (p. 3-23) will appear. • *Outgoing Advance Shipping (856)* field, the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-31) will appear. • *Outgoing Product Activity Data (852)* field, the Pending Outgoing Product Activity Data Screen (p. 3-39), will appear. • *Outgoing Product Transfer and Resale Report (867)* field, the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-49), will appear. If you keyed Y in one or more fields, the appropriate screens appear in the sequence selected.

Working with Outgoing Purchase Orders

This section describes the screens and reports in the Outgoing Documents option that are used when you select to work with outgoing purchase orders on the Outgoing EDI Document Selection Screen (p. 3-4).

Title	Purpose
Pending Outgoing EDI Purchase Orders Screen	Lists pending and held purchase orders.
Completed Outgoing EDI Purchase Orders Screen	Lists completed and user status purchase orders.

Pending Outgoing EDI Purchase Orders Screen

```
                    PENDING OUTGOING EDI PURCHASE ORDERS

  Co P.O.   Vendor Vendor Name                    Due Date WH Buyer Items Sts
_  1 100174 200    K & M CORPORATION               7/23/09 1   103     3 PND
..  1 100170 1700   SENTRY CABINETS                 6/10/08 3   101     1 ACT
..  1 100171 1700   SENTRY CABINETS                 6/10/08 1   101     1 ACT

                                                                        Last

Actions                          Limits
1=Select      4=Remove           Co? ...   P.O.: From: .......  To: .......
3=Hold        5=Display PO       Vendor Name:  ..............................
              6=Release          Due Date: From: ........  To: .........
                                 Warehouse? ...  Buyer? ....

              F2=Order Dt        F4=Completed     F6=TP Id          F15=Send
                                 F5=Refresh       F12=Return        F17=Send All
```

This screen appears after you press ENTER on the Outgoing EDI Document Selection Screen (p. 3-4), if you selected to work with outgoing purchase orders or if you pressed F4=PENDING from Completed Outgoing EDI Purchase Orders Screen (p. 3-10). This screen lists all of the pending purchase orders waiting to be sent. For each purchase order, this screen displays the

- company for which the document was created
- purchase order number
- number of the vendor for whom the document was created
- vendor name or trading partner ID based on the F6=TP ID / F6=VENDOR NAME key
- date of the purchase order receipt or the date the purchase order was entered based on the F2=ORDER DT / F2=DUE DATE key
- warehouse for which the document was created
- buyer associated with the document
- number of items requested in the purchase order
- document status. The document status can be:
  - PND: The purchase order has been processed in Distribution A+, but the data has not yet been loaded into user files.
  - HLD: The purchase order has been put on hold. No processing can occur until it is removed from hold.
  - ACT: The purchase order is currently being loaded into the user files. When completed, this document will be presented on the Completed Outgoing EDI Purchase Orders Screen (p. 3-10) with a status of USR.
  - ERR: A trading partner ID was not identified for this document's vendor when this purchase order was created and printed. Since the trading partner can not be found, the document can not be sent. You must update Vendors Maintenance (MENU POFILE) with a trading partner ID.

You can limit the documents in the list by company, purchase order numbers, vendor name or trading partner ID, and due date or order date. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Pending Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform for a selected purchase order. You can key a number before several purchase orders and processing will occur for each of selected purchase order, one at a time. Key 1 to select a purchase order with a status of pending that you want to send. Refer to F15=SEND to send selected documents. Refer to F17=SEND ALL if you want to send all of the displayed purchase orders. Key 3 for a purchase order with a status of pending that you want to place on hold. Key 4 for a purchase order that you want to remove from the list. Removing the document does not delete it; it only removes it from the list. Key 5 for a purchase order that you want to review in detail. The Requisition/ Purchase Order Header Screen will display. Refer to this screen as described for Open Req/PO's Inquiry (MENU POMAIN) in the Purchasing manual. Key 6 for a purchase order with a status of hold to remove the hold. (N 1,0) Required
Limits: Co	Use this field to limit the purchase orders that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: P.O.	Use this field to limit the purchase orders that display by purchaser order number. (N 5,0/2,0) Optional
Limits: Vendor Name/ Trading Partner Id	Use this field to limit the purchase orders that display by all or part of a vendor name or trading partner ID. The field that is available is based on your selection with the F6=TP ID / F6=VENDOR NAME key. (A 30) / (A 22) / (A 15) Optional

Pending Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Limits: Due Date/ Order Dt	Use this field to limit the purchase orders that display by due date or order creation date. The field that is available is based on your selection with the F2=ORDER DT / F2=DUE DATE key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Warehouse	Use this field to limit the purchase orders that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Buyer	Use this field to limit the purchase orders that display by buyer. *Valid Values:* A buyer defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
F2=Order Dt / Due Date	Press F2=ORDER DT / F2=DUE DATE to toggle between displaying the due date of the purchase order and the order entry date of the purchase order. This key also controls the toggle of the **Order Dt / Due Date** data entry fields used as limiting criteria.
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will be shown. NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas.
F6=TP Id / Vendor Name	Press F6=TP ID / F6=VENDOR NAME to toggle between displaying the name of the vendor and the trading partner ID assigned to that vendor for whom the purchase order was created. This key also controls the data entry fields for entering limiting criteria in the form of vendor name or trading partner ID.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Send	Press F15=SEND to send the documents with a status of pending that have been selected with an action number of 1. A job is submitted to the EDI Transaction Processor to load the data into the user files. The purchase order will then be presented on the Completed Outgoing EDI Purchase Orders Screen (p. 3-10) with a status of USR.

Pending Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
F17=Send All	Press F17=SEND ALL to load all displayed documents, with a status of pending, into the user files. A job is submitted to the EDI Transaction Processor. The purchase orders will then display on the Completed Outgoing EDI Purchase Orders Screen (p. 3-10), each with a status of USR.
Enter	Press ENTER to confirm your selections. If you keyed an action of • 3 before one or more purchase orders with a status of PND, pressing ENTER places those purchase orders on hold. The status of the purchase orders, indicated in the Sts column changes to HLD. No further processing will occur for these purchase orders until these holds are manually released (by keying a 6 before the same purchase orders and pressing ENTER). • 4 before one or more purchase orders, pressing ENTER removes them from the list of pending outgoing documents. This does not delete the document; only the document's inclusion in the list. • 5 before one or more purchase orders, pressing ENTER will display the Requisition/Purchase Order Header Screen for each selected purchase order, in turn. This screen is described in the Open Req/PO's Inquiry option (MENU POMAIN) in the Purchasing manual. • 6 before one or more purchase orders that have a status of HLD, pressing ENTER will remove the hold status. The status types of the purchase orders, indicated in the **Sts** column, will be returned to their prior status of PND. Only after a hold has been removed from a purchase order is that purchase order available for processing.

Completed Outgoing EDI Purchase Orders Screen

```
                    COMPLETED OUTGOING EDI PURCHASE ORDERS

  Co P.O.   Vendor Vendor Name                    Sent Dte WH Buyer Items Sts
_  1 100170 1700   SENTRY CABINETS                 7/31/09 3   101      1 USR
..  1 100171 1700   SENTRY CABINETS                 7/31/09 1   101      1 USR
..  1 100174 200    K & M CORPORATION               7/31/09 1   103      3 USR

_____________________________________________________________________ Last

 Actions                        Limits
 1=Select                       Co?  ...   P.O.: From: .......  To: .......
 4=Unsend                       Vendor Name:  ..................................
 5=Display PO                   Sent Dte: From: .........  To: .........
                                Warehouse?  ...  Buyer?  ....

                          F2=Due Date      F5=Refresh        F12=Return
                          F4=Pending       F6=TP Id          F15=Resend
```

This screen appears after you press F4=COMPLETED on the Pending Outgoing EDI Purchase Orders Screen (p. 3-6). A status line for each completed purchase order that currently exists in a user file, or did exist in a user file and has since been removed from that file.

NOTE: This inquiry represents data in the Purchase Order History File (PHHED) for purchase orders stored with the EDI Purchase Order flag set to Y. These purchase orders will remain on this screen until the file is purged through Reorganize A+ History Files (MENU XAMAST). Refer to the **Sts** field description for details about a purchase order's current status with respect to EDI user files.

For each completed purchase order, this screen displays the

- company for which the document was created
- purchase order number
- number of the vendor for whom the document was created
- vendor name or trading partner ID based on the F6=TP ID / F6=VENDOR NAME key
- date of the purchase order receipt or the date the purchase order was entered based on the F2=SENT DTE / F2=DUE DATE key
- warehouse for which the document was created
- buyer associated with the document
- number of items requested in the purchase order
- document status. The document status can be:
  - USR: The acknowledgement has been printed and loaded into the user files.
  - CMP: The acknowledgement has been loaded into the user files and then removes from those files.

- ERR: This successfully completed acknowledgement has had the trading partner ID removed from the vendor through Vendors Maintenance (MENU ARFILE). Because the trading partner ID cannot be found, the document cannot be processed further.

You can limit the documents in the list by company, order numbers, customer name, customer number, customer's purchase order number, trading partner ID, order creation dates, acknowledgement sent dates, or warehouse. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Completed Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform for a selected purchase order. You can key a number before several purchase orders and processing will occur for each of selected acknowledgments, one at a time. Key 1 to select an purchase order to resend it to the user files. Key 4 for an purchase order in USR or ERR status that you want to "unsend." The purchase order will return to pending status. NOTE: You cannot unsend an purchase order with a status of CMP (complete) because it is no longer in the user file. Key 5 for an purchase order that you want to review in detail. The Requisition/Purchase Order Header Screen will display. Refer to this screen as described for Open Req/PO's Inquiry (MENU POMAIN) in the Purchasing manual. (N 1,0) Required
Limits: Co	Use this field to limit the purchase orders that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: P.O.	Use this field to limit the purchase orders that display by purchaser order number. (N 5,0/2,0) Optional
Limits: Vendor Name/ Trading Partner Id	Use this field to limit the purchase orders that display by all or part of a vendor name or trading partner ID. The field that is available is based on your selection with the F6=TP ID / F6=VENDOR NAME key. (A 30) / (A 22) / (A 15) Optional

Completed Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Limits: Due Date/ Order Dt	Use this field to limit the purchase orders that display by due date or order creation date. The field that is available is based on your selection with the F2=SENT DTE / F2=DUE DATE key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Warehouse	Use this field to limit the purchase orders that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Buyer	Use this field to limit the purchase orders that display by buyer. *Valid Values:* A buyer defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
F2=Sent Dte / Due Date	Press F2=SENT DTE / F2=DUE DATE to toggle between displaying the due date of the purchase order and the date it was sent through EDI. This key also controls the toggle of the **Sent Dte / Due Date** entry fields, used as limiting criteria.
F4=Pending	Press F4=PENDING to go to the Pending Outgoing EDI Purchase Orders Screen (p. 3-6).
F5=Refresh	NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you will need to page up or page down and refresh the screen in other areas. Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will be presented.
F6=TP Id / Vendor Name	Press F6=TP ID / F6=VENDOR NAME to toggle between displaying the name of the vendor and trading partner ID assigned to that vendor for whom the purchase order was created. This key also controls the **Trading Partner ID/ Vendor Name** field in the limiting criteria.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Resend	Press F15=RESEND to resend the documents that have been selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the user files.

Completed Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed an action of • 4 before one or more purchase orders, pressing ENTER removes them from the list of completed outgoing documents. This does not delete the document; only the document's inclusion in the list. The document may then be viewed on the Pending Outgoing EDI Purchase Orders Screen (p. 3-6) with a status of PND. • 5 before one or more purchase orders, pressing ENTER displays the Requisition/Purchase Order Header Screen for each selected purchase order, in turn. This screen is described for Open Req/PO's Inquiry (MENU POMAIN) in the Purchasing manual.

Working with Outgoing Invoices

This section describes the screens and reports in the Incoming Documents option that are used when you select to work with outgoing purchase orders on the Outgoing EDI Document Selection Screen (p. 3-4).

Title	Purpose
Pending Outgoing EDI Invoice Screen	Lists pending and held invoices.
Completed Outgoing EDI Invoice Screen	Lists completed and user status invoices.

Pending Outgoing EDI Invoice Screen

```
                        PENDING OUTGOING EDI INVOICES

  Co  Inv No. Customer Name              Inv Date WH Items        Inv Amt  Sts
_  1   10945 Mays Department Store       3/09/08 5     3         513.57  ACT

                                                                        Last

Actions                          Limits
1=Select    4=Remove             Co? ...  Invoice: From: .........  To: .........
3=Hold      5=Display Order      Customer Name: ..................................
            6=Release            Inv Date: From: .........  To: .........
                                 Warehouse? ...  Customer No.: ...........

              F2=Order/Gn      F5=Refresh        F9=Order Dt      F15=Send
              F4=Completed     F6=PO             F12=Return       F17=Send All
```

This screen appears after you press ENTER on the Outgoing EDI Document Selection Screen (p. 3-4), if you select to work with invoices or pressing F4=PENDING from Completed Outgoing EDI Invoice Screen (p. 3-18). A status line displays for each pending invoice waiting to be sent. For each pending outgoing invoice, this screen displays

- company for which the document was created
- invoice number or order/generation number of the order for which the document was created based on the F2=ORDER/GN / F2=INVOICE key
- customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME key
- date the invoice was created for the order or the date the order was entered based on the F9=ORDER DT / F9=INV DATE key
- warehouse associated with the document's order
- number of items on the order for which the document was created
- total value of the invoice
- document status. The document status can be:
  - PND: The invoice has been processed in Distribution A+, but the data has not yet been loaded into user files.
  - HLD: The invoice has been put on hold. No processing can occur until it is removed from hold.
  - ACT: The invoice is currently being loaded into the user files. When completed, this document will be presented on the Completed Outgoing EDI Invoice Screen (p. 3-18) with a status of USR.
  - ERR: A trading partner ID was not identified for this document's customer when this invoice was created and printed. Since the trading partner can not be found, the document can not be sent. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID.

For consolidated invoices, one status line displays for all the orders that are included on the consolidated invoice that is to be sent. This is a summary line, however, so the **Inv No** field will display as *mult, since this status line applies to multiple orders and all actions processed to a consolidated invoice summary line will occur for all orders included in the summary.

You can limit the documents in the list by company, invoice or order numbers, customer name, customer number, customer's purchase order number, or trading partner ID, invoice dates or order dates, warehouse, and customer number. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Pending Outgoing EDI Invoice Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform for a selected invoice. You can key a number before several invoices and processing will occur for each of selected invoices, one at a time. Key 1 to select an invoice with a status of pending that you want to send. Refer to F15=SEND to send selected documents. Refer to F17=SEND ALL if you want to send all of the displayed invoices. Key 3 for an invoice with a status of pending that you want to place on hold. Key 4 for an invoice that you want to remove from the list. Removing the document does not delete it; it only removes it from the list.
Actions (continued)	Key 5 for an invoice that you want to review in detail. You can review the order in detail in the Open Orders Inquiry (MENU OEMAIN). For a description of this option, refer to the Order Entry manual. NOTE: For consolidated invoices, this function displays the Customer Order Shipment Inquiry (MENU OEMAIN), displaying the orders that are specific to that invoice number/bill-to customer number. Refer to Customer Order Shipment (MENU OEMAIN) of the Order Entry manual for a description of this screen. Key 6 for an invoice with a status of hold to remove the hold. (N 1,0) Required
Limits: Co	Use this field to limit the invoices that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional

Pending Outgoing EDI Invoice Screen Fields and Function Keys

Field/Function Key	Description
Limits: Invoice/Order	Use this field to limit the invoices that display by invoice or order/generation number. The field that is available is based on your selection with the F2=ORDER/GN / F2=INVOICE key. (N 8,0) / (N 5,0/2,0) Optional
Limits: Customer Name/Customer PO/ Trading Partner Id	Use this field to limit the invoices that display by all or part of a customer name, customer purchase order number, or trading partner ID. The field that is available is based on your selection with the F6=PO / F6=TP ID / F6=NAME key. (A 30) / (A 22) / (A 15) Optional
Limits: Inv Date/Order Dt	Use this field to limit the invoice that display by invoice date or order creation date. The field that is available is based on your selection with the F9=ORDER DT / F9=INV DATE key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Warehouse	Use this field to limit the acknowledgments that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Customer No	Use this field to limit the acknowledgments that display by customer number. *Valid Values:* A customer number defined through Customer/Ship to Maintenance (MENU ARFILE). (N 10,0) Optional
F2=Order/Gn / Invoice	Press F2=ORDER/GN / F2=INVOICE to toggle between displaying the invoice number and the order number, including the generation of that order. This key also controls the toggle of the **Invoice/Order** data entry fields, used as limiting criteria.
F4=Completed	Press F4=COMPLETED to display the Completed Outgoing EDI Invoice Screen (p. 3-18).
F5=Refresh	NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas. Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new statuses occurring since you last accessed this screen will be presented.

Pending Outgoing EDI Invoice Screen Fields and Function Keys

Field/Function Key	Description
F6=PO / TP Id / Name	Press F6=PO / F6=TP ID / F6=NAME to toggle between displaying the customer's purchase order number, trading partner ID, or customer's name. This key also controls the data entry fields for entering limiting criteria in the form of a customer's purchase order number, customer's name, or trading partner ID.
F9=Order Dt / Inv Date	Press F9=ORDER DT / F9=INV DATE to toggle between displaying the date of the invoice and the order entry date of the customer's order. This key also controls the toggle of the **Order Dt/Inv Date** data entry fields, used as limiting criteria.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Send	Press F15=SEND to send the documents, with a status of pending, that have been selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be loaded into the user files. The invoice will then be presented on the Completed Outgoing EDI Invoice Screen (p. 3-18) with a status of USR.
F17=Send All	Press F17=SEND ALL to load all displayed documents, with a status of pending, into the user files. A job is submitted to the EDI Transaction Processor and the data will be loaded into the user files. The invoice will then be presented on the Completed Outgoing EDI Invoice Screen (p. 3-18) with a status of USR.
Enter	Press ENTER to confirm your selections. If you keyed an action of • 3 before one or more invoices with a status of PND, pressing ENTER places those invoices on hold. The status of the invoices, indicated in the **Sts** column, will change to HLD. No further processing will occur for these invoices until these holds are manually released (by keying a 6 before the same invoices and pressing ENTER). • 4 before one or more invoices, pressing ENTER removes them from the list of pending outgoing documents. A prompt displays to inform you to press ENTER a second time to confirm the deletion of the document from the list. This does not delete the document; only the document's inclusion in the list. • 5 before one or more invoices, pressing ENTER will access Open Orders Inquiry (MENU OEMAIN) in the Order Entry manual. • 6 before one or more invoices that have a status of HLD, pressing ENTER will remove the hold status types. The status types of the invoices, indicated in the **Sts** column, will be returned to their prior status of PND. Only after a hold has been removed from a document is that document available for processing.

Completed Outgoing EDI Invoice Screen

```
                    COMPLETED OUTGOING EDI INVOICES

  Co  Inv No. Customer Name              Sent Dte WH Items        Inv Amt  Sts
_  1    10910 Jones Department Store      2/19/10 5     5         473.93  USR
..  1    10914 Mays Department Store       2/19/10 5     3         226.05  USR
..  1    10926 Jordans Department Store    2/19/10 5     2          88.33  USR

_____________________________________________________________________ Last

 Actions                      Limits
 1=Select                     Co? ...  Invoice: From: .........  To: .........
 4=Unsend                     Customer Name: ...................................
 5=Display Order              Sent Dte: From: .........  To: .........
                              Warehouse? ...  Customer No.: ...........

            F2=Order/Gn       F4=Pending        F6=PO            F12=Return
                              F5=Refresh        F9=Inv Date      F15=Resend
```

This screen appears after you press F4=COMPLETED on the Pending Outgoing EDI Invoice Screen (p. 3-14). A status line appears for each completed invoice that currently exists in a user file, or did exist in a user file and has since been removed from that file.

NOTE: This inquiry represents data in the Order History File (HSHED) for invoices stored with the EDI Invoice flag set to Y. These invoices will remain on this screen until the file is purged through Reorganize A+ History Files (MENU XAMAST). Refer to the *Sts* field description for details about an invoice's current status with respect to EDI user files.

For each completed invoice, this screen displays the

- company for which the document was created
- invoice number or order/generation number of the order for which the document was created based on the F2=ORDER/GN / F2=INVOICE key
- customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME key
- date the invoice was created for the order or the date the order was entered based on the F9=SENT DATE / F9=INV DATE key
- warehouse associated with the document's order
- number of items on the order for which the document was created
- total value of the invoice
- document status. The document status can be:
  - USR: The acknowledgement has been printed and loaded into the user files.
  - CMP: The acknowledgement has been loaded into the user files and then removes from those files.

- ERR: This successfully completed acknowledgement has had the trading partner ID removed from the customer through Customer/Ship to Maintenance (MENU ARFILE). Because the trading partner ID cannot be found, the document cannot be processed further.

You can limit the documents in the list by company, invoice or order numbers, customer name, customer number, customer's purchase order number, or trading partner ID, invoice dates or order dates, warehouse, and customer number. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Completed Outgoing EDI Invoice Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform for a selected invoice. You can key a number before several invoices and processing will occur for each of selected invoices, one at a time. Key 1 to select an invoice that you want to re-send to the user files. Refer to F15=RESEND. Key 4 for an invoice order that you want to unsend. Key 5 for an invoice that you want to view in detail. The Item Summary Display Screen or Order Header Screen (depending on tailoring options) will appear. Refer to either one of these screens as described in the Order Entry manual. (N 1,0) Required
Limits: Co	Use this field to limit the invoices that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Invoice/Order	Use this field to limit the invoices that display by invoice number or order/generation number. The field that is available is based on your selection with the F2=ORDER/GN / F2=INVOICE key. (N 6,0) Optional
Limits: Customer Name/Customer PO/ Trading Partner Id	Use this field to limit the invoices that display by all or part of a customer name, customer purchase order number, or trading partner ID. The field that is available is based on your selection with the F6=PO / F6=TP ID / F6=NAME key. (A 30) / (A 22) / (A 15) Optional

Completed Outgoing EDI Invoice Screen Fields and Function Keys

Field/Function Key	Description
Limits: Sent Dte/Inv Date	Use this field to limit the invoices that display by the invoice creation date or the date that the invoice was sent through EDI. The field that is available is based on your selection with the F9=SENT DATE / F9=INV DATE key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Warehouse	Use this field to limit the invoices that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Customer No	Use this field to limit the invoices that display by customer number. *Valid Values:* A customer number defined through Customer/Ship to Maintenance (MENU ARFILE). (N 10,0) Optional
F2=Order/Gn / Invoice	Press F2=ORDER/GN / F2=INVOICE to toggle between displaying the number of the invoice and the number of the order, including the generation of that order. This key also controls the toggle of the **Invoice/Order** fields, used as limiting criteria. F2=INVOICE: Press to display the number of the invoice at the top of the screen. Pressing this key also allows for the keying of an invoice number (or range of invoice numbers), used as limiting criteria.
F4=Pending	Press F4=PENDING to display the Pending Outgoing EDI Invoice Screen (p. 3-14).
F5=Refresh	NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas. Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new statuses occurring since you last accessed this screen will be presented.
F6=PO / TP Id / Name	Press F6=PO / F6=TP ID / F6=NAME to toggle between displaying the customer's purchase order number, trading partner ID, and customer's name. This key also controls the data entry fields for entering limiting criteria in the form of a customer's purchase order number, customer's name, or trading partner ID.

Completed Outgoing EDI Invoice Screen Fields and Function Keys

Field/Function Key	Description
F9=Sent Date / Inv Date	Press F9=SENT DATE / F9=INV DATE to toggle between displaying the date the invoice was created and the date the invoice was sent through EDI. This key also controls the toggle of the **Sent Dte/Inv Date** fields, used as limiting criteria.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Resend	Press F15=Resend to resend the documents selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the user files. When completed, the invoice will redisplay with a status of USR.
Enter	Press ENTER to confirm your selections. If you keyed on action of • 4 before one or more invoices, pressing ENTER removes them from the list of completed outgoing documents. This does not delete the document; only the document's inclusion in the list. The document may then be viewed on Pending Outgoing EDI Invoice Screen (p. 3-14) with a status of PND. • 5 before one or more invoices, pressing ENTER displays the Open Orders Inquiry, for each selected invoice, in turn. This inquiry is described for Open Orders Inquiry (MENU OEMAIN) in the Order Entry manual.

Working with Outgoing Acknowledgments

This section describes the screens and reports in the Incoming Documents option that are used when you select to work with outgoing acknowledgment on the Outgoing EDI Document Selection Screen (p. 3-4).

Outgoing acknowledgements can be set up to automatically resend if the sales order is changed by:

- adding a new line item
- deleting a line item
- changing an item's order quantity
- changing an item's item price

Select to use this feature by keying Y to the **Outgoing: Resend Acknowledgement When Changed** option on EDI Auto Release Incoming/Outgoing Maintenance Screen (p. 7-13) in EDI Options Maintenance (MENU EIMAIN). You must also set the **Track Order Activity** option to Y in Order Entry Options Maintenance (MENU XAFILE). Order Activity captures the changes in the sales orders which will trigger the resend of the acknowledgement.

Title	Purpose
Pending Outgoing EDI Acknowledgement Screen	Lists pending and held acknowledgments.
Completed Outgoing EDI Acknowledgement Screen	Lists completed and user status acknowledgments.

Pending Outgoing EDI Acknowledgement Screen

```
                    PENDING OUTGOING EDI ACKNOWLEDGEMENTS

 Co Order  Gn Customer Name                Req Ship WH Items      Ord Total  Sts
  1 01885  00 Jones Department Store       12/25/07 5     1          48.46  ACT
  1 02080  00 Jones Department Store        2/21/08 5     4         197.03  ACT
  1 02081  00 Mays Department Store         2/14/08 5     4         205.21  ACT
  1 02140  00 Jordans Department Store      2/22/08 5     3          76.08  ACT
  1 02167  00 Jordans Department Store      2/19/10 5     1                 ACT

  1 02168  00 Jordans Department Store      2/19/10 3     2        1992.70  ACT
  1 02518  00 Jones Department Store        3/08/08 5     3         220.10  ACT
  1 02519  00 Mays Department Store         3/08/08 5     3         513.57  ACT
  1 02519  01 Mays Department Store         3/08/08 5     1                 ACT
  1 02520  00 Jordans Department Store      3/08/08 5     2         146.74  ACT
                                                                   More...

 Actions                        Limits
 1=Select    4=Remove           Co? ...  Order: From: ...../ ...  To: ...../ ...
 3=Hold      5=Display Order    Customer Name: ...............................
             6=Release          Req Ship: From: .........  To: .........
                                Warehouse? ...  Customer No.: ...........

                                F5=Refresh        F9=Order Dt      F15=Send
              F4=Completed      F6=PO             F12=Return       F17=Send All
```

This screen appears after you press ENTER on the Outgoing EDI Document Selection Screen (p. 3-4), if you selected to work with acknowledgements or pressing F4=PENDING on the Completed Outgoing EDI Acknowledgement Screen (p. 3-27). This screen displays all of the pending outgoing acknowledgments. A pending outgoing acknowledgement is one that has been processed in Distribution A+, but the data has not yet been loaded into the user files. For each acknowledgment, this screen displays the:

- company for which the document was created
- order/generation number of the order for which the document was created
- customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME key
- requested ship date on the order or the date the order was entered based on the F9=ORDER DT / F9=REQ SHIP key
- warehouse associated with the document's order
- number of items on the order for which the document was created
- total value of the order for which the document was created
- document status. The document status can be:
  - PND: The acknowledgement has been processed in Distribution A+, but the data has not yet been loaded into user files.
  - HLD: The acknowledgement has been put on hold. No processing can occur until it is removed from hold.
  - ACT: The acknowledgement is currently being loaded into the user files. When completed, this document will be presented on the Completed Outgoing EDI Acknowledgement Screen (p. 3-27) with a status of USR.
  - ERR: A trading partner ID was not identified for this document's customer when this acknowledgement was created and printed. Since the trading partner can not be found, the

document can not be sent. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID.

You can limit the documents in the list by company, order numbers, customer name, customer number, customer's purchase order number, trading partner ID, requested ship dates, order dates, or warehouse. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Pending Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform for a selected acknowledgment. You can key a number before several acknowledgments and processing will occur for each of selected acknowledgments, one at a time. Key 1 to select an acknowledgment with a status of pending that you want to send. Refer to F15=SEND to send selected documents. Refer to F17=SEND ALL if you want to send all of the displayed acknowledgments. Key 3 for an acknowledgment with a status of pending that you want to place on hold. Key 4 for an acknowledgment that you want to remove from the list. Removing the document does not delete it; it only removes it from the list. Key 5 for an invoice that you want to review in detail. The Item Summary Display Screen or Order Header Screen (based on tailoring options) will appear. Refer to either screen as described in the Order Entry manual. Key 6 for an acknowledgement with a status of hold to remove the hold. (N 1,0) Required
Limits: Co	Use this field to limit the acknowledgments that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Order	Use this field to limit the acknowledgments that display by order/generation number. (N 5,0/2,0) Optional
Limits: Customer Name/Customer PO/ Trading Partner Id	Use this field to limit the acknowledgments that display by all or part of a customer name, customer purchase order number, or trading partner ID. The field that is available is based on your selection with the F6=PO / F6=TP ID / F6=NAME key. (A 30) / (A 22) / (A 15) Optional

Pending Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Limits: Req Ship/Order Dt	Use this field to limit the acknowledgments that display by ship date or order creation date. The field that is available is based on your selection with the F9=ORDER DT / F9=REQ SHIP key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Warehouse	Use this field to limit the acknowledgments that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Customer No	Use this field to limit the acknowledgments that display by customer number. *Valid Values:* A customer number defined through Customer/Ship to Maintenance (MENU ARFILE). (N 10,0) Optional
F4=Completed	Press F4=COMPLETED to display the Completed Outgoing EDI Acknowledgement Screen (p. 3-27).
F5=Refresh	NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas. Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new statuses occurring since you last accessed this screen will be presented.
F6=PO / TP Id / Name	Press F6=PO / F6=TP ID / F6=NAME to toggle between displaying the customer's purchase order number, trading partner ID, and customer's name. This key also controls the data entry fields for entering limiting criteria in the form of a customer's purchase order number, customer's name, or trading partner ID. F6=NAME: Press to display the name of the customer for whom this acknowledgement was created. Pressing this key also allows for the entry of a Customer Name, used as limiting criteria
F9=Order Dt / Req Ship	Press F9=ORDER DT / F9=REQ SHIP to toggle between displaying the requested ship date of the order for which this acknowledgement was created, and the order entry date of that customer's order. This key also controls the toggle of the Order Dt / Req Ship data entry fields, used as limiting criteria.
F12=Return	Press F12=RETURN to return to the previous screen or the next applicable screen if a Y was entered for more than one type of document.

Pending Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
F15=Send	Press F15=SEND to send the documents with a status of pending that has been selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data is be loaded into the user files. The acknowledgement will then display on the Completed Outgoing EDI Acknowledgement Screen (p. 3-27) with a status of USR.
F17=Send All	Press F17=SEND ALL to load all displayed documents, with a status of pending, into the user files. A job is submitted to the EDI Transaction Processor and the data is be loaded into the user files. The acknowledgements will then display on the Completed Outgoing EDI Acknowledgement Screen (p. 3-27), each with a status of USR.
Enter	Press ENTER to confirm your selections. If you keyed an action of • 3 before one or more acknowledgements with a status of PND, pressing ENTER places those acknowledgements on hold. The status of the acknowledgements, indicated in the **Sts** column, will change to HLD. No further processing will occur for these acknowledgements until these holds are manually released (by keying a 6 before the same acknowledgements and pressing ENTER). • 4 before one or more acknowledgements, pressing ENTER removes them from the list of pending outgoing documents. A prompt displays to inform you to press ENTER a second time to confirm the deletion of the document from the list. This does not delete the document; only the document's inclusion in the list. • 5 before one or more acknowledgements, pressing ENTER will display the Item Summary Display Screen (or Order Header Screen depending on tailoring options), for each selected acknowledgement, in turn. This screen is described for Open Orders Inquiry (MENU OEMAIN) in the Order Entry manual. • 6 before one or more acknowledgements that have a status of HLD, pressing ENTER removes the hold status types. The status types of the acknowledgements, indicated in the **Sts** column, will return to their prior status of PND. A document is only available for processing once you remove the hold from it.

Completed Outgoing EDI Acknowledgement Screen

```
                    COMPLETED OUTGOING EDI ACKNOWLEDGEMENTS

 Co Order Gn Customer Name                Sent Dte WH Items      Ord Total  Sts
  1 01963 00 Jordans Department Store      2/20/10 5     6         273.67  USR
  1 01964 00 Jordans Department Store      2/20/10 3     1         935.54  USR
  1 01995 00 Jones Department Store        2/20/10 5     1          40.50  USR
  1 02029 00 Jordans Department Store      2/20/10 3     1                 USR
  1 02041 00 Jordans Department Store      2/20/10 5     5         151.01  USR

  1 02042 00 Mays Department Store         2/20/10 5     5         426.38  USR
  1 02047 00 Jones Department Store        2/20/10 5     4         239.37  USR
  1 02048 00 Mays Department Store         2/20/10 5     2                 USR
  1 02050 00 Jordans Department Store      2/20/10 5     1                 USR
  1 02051 00 Jordans Department Store      2/20/10 3     1                 USR
                                                                     More...

 Actions                      Limits
 1=Select                     Co? ...  Order: From: ......./ ...  To: ......./ ...
 4=Unsend                     Customer Name: ..............................
 5=Display Order              Sent Dte: From: .........  To: .........
                              Warehouse? ...  Customer No.: ...........

                               F4=Pending        F6=PO            F12=Return
                               F5=Refresh        F9=Order Dt      F15=Resend
```

This screen appears after you press F4=COMPLETED from the Pending Outgoing EDI Acknowledgement Screen (p. 3-23). A status line displays for each completed acknowledgement that currently exists in a user file, or did exist in a user file and has since been removed from that file.

NOTE: This inquiry represents data in the Order History File (HSHED) for invoices stored with the EDI acknowledgement flag set to Y. These invoices will remain on this screen until the file is purged through Reorganize A+ History Files (MENU XAMAST).

For each completed acknowledgement, this screen displays the

- company for which the document was created
- order/generation number of the order for which the document was created
- customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME key
- date the order was entered or the date on which the acknowledgment was sent based on the F9=SENT DATE / F9=ORDER DTE key
- warehouse associated with the document's order
- number of items on the order for which the document was created
- total value of the order for which the document was created
- document status. The document status can be:
  - USR: The acknowledgement has been printed and loaded into the user files.
  - CMP: The acknowledgement has been loaded into the user files and then removes from those files.

- ERR: This successfully completed acknowledgement has had the trading partner ID removed from the customer through Customer/Ship to Maintenance (MENU ARFILE). Because the trading partner ID cannot be found, the document cannot be processed further.

You can limit the documents in the list by company, order numbers, customer name, customer number, customer's purchase order number, trading partner ID, order creation dates, acknowledgement sent dates, or warehouse. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Completed Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform for a selected acknowledgement. You can key a number before several acknowledgments and processing will occur for each of selected acknowledgments, one at a time. Key 1 to select an acknowledgment to resend it to the user files. Key 4 for an acknowledgment in USR or ERR status that you want to "unsend." The acknowledgement will return to pending status. NOTE: You cannot unsend an acknowledgement with a status of CMP (complete) because it is no longer in the user file. Key 5 for an acknowledgment to display the order for which the acknowledgement was created. (N 1,0) Required
Limits: Co	Use this field to limit the acknowledgments that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Order	Use this field to limit the acknowledgments that display by order/generation number. (N 5,0/2,0) Optional
Limits: Customer Name/Customer PO/ Trading Partner Id	Use this field to limit the acknowledgments that display by all or part of a customer name, customer purchase order number, or trading partner ID. The field that is available is based on your selection with the F6=PO / F6=TP ID / F6=NAME key. (A 30) / (A 22) / (A 15) Optional

Completed Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Limits: Order Dt/Sent Dte	Use this field to limit the acknowledgments that display by order creation date or acknowledgement send date. The field that is available is based on your selection with the F9=SENT DATE / F9=ORDER DTE key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Warehouse	Use this field to limit the acknowledgments that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Customer No	Use this field to limit the acknowledgments that display by customer number. *Valid Values:* A customer number defined through Customer/Ship to Maintenance (MENU ARFILE). (N 10,0) Optional
F4=Pending	Press F4=PENDING to display the Pending Outgoing EDI Acknowledgement Screen (p. 3-23).
F5=Refresh	NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas. Press F5=REFRESH to bring the data on the screen (only that which is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will display.
F6=PO / TP Id / Name	Press F6=PO / F6=TP ID / F6=NAME to toggle between displaying the customer's purchase order number, trading partner ID, and customer's name. This key also controls the data entry fields for entering limiting criteria in the form of a customer's purchase order number, customer's name, or trading partner ID. F6=NAME: Press to display the name of the customer for whom this acknowledgement was created. Pressing this key also allows for the entry of a Customer Name, used as limiting criteria.
F9=Sent Date / Order Dte	Press F9=SENT DATE / F9=ORDER DTE to toggle between displaying the order creation date and the date the acknowledgement was sent through EDI. This key also controls the toggle of the **Sent Dte/Order Dt** data entry fields, used as limiting criteria.
F12=Return	Press F12=RETURN to return to the previous screen.

Completed Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
F15=Resend	Press F15=RESEND to resend the documents selected with an action number of 1. The data will reload into the user files. This is accomplished by submitting a job to the EDI Transaction Processor.
Enter	Press ENTER to confirm your selections. If you keyed an action of • 4 before one or more acknowledgements, pressing ENTER removes them from the list of completed outgoing documents. This does not delete the document; only the document's inclusion in the list. The document then displays on the Pending Outgoing EDI Acknowledgement Screen (p. 3-23) with a status of PND. • 5 before one or more acknowledgements, pressing ENTER displays the Item Summary Display Screen (or Order Header Screen, based on tailoring options), for each selected acknowledgement, in turn. Refer to this screen as described for Open Orders Inquiry (MENU OEMAIN) in the Order Entry manual.

Working with Outgoing Advance Shipping Notices

This section describes the screens and reports in the Outgoing Documents option that are used when you select to work with outgoing advance shipping notices on the Outgoing EDI Document Selection Screen (p. 3-4).

Title	Purpose
Pending Outgoing EDI Advance Shipping Notice Screen	Lists pending and held advance shipping notices.
Completed Outgoing EDI Advance Shipping Notice Screen	Lists completed and user status advance shipping notices.

Pending Outgoing EDI Advance Shipping Notice Screen

```
                PENDING OUTGOING EDI ADVANCE SHIPPING NOTICE

  Co Order Gn Customer Name                Req Ship WH Items  Ord Total  Sts
_  1 02741 00 Jones Department Store        7/31/09 1     2     156.77  PND

                                                                      Last

Actions                        Limits
1=Select    4=Remove           Co? ...  Order: From: ...../ ...  To: ...../ ...
3=Hold      5=Display Order    Customer Name: ..............................
            6=Release          Req Ship: From: .........  To: .........
                               Warehouse? ...  Customer No.: ...........

                                F5=Refresh        F9=Order Dt      F15=Send
              F4=Completed      F6=PO             F12=Return       F17=Send All
```

This screen appears after you press ENTER on the Outgoing EDI Document Selection Screen (p. 3-4), if you selected to work with Advanced Ship Notices (ASNs) or pressing F4=PENDING on the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-35). This screen displays all of the pending outgoing ASNs. A pending outgoing ASN is one that has been processed in Distribution A+, but the data has not been loaded into the user files.

For each ASN, this screen displays the

- company for which the document was created
- order/generation number of the order for which the document was created
- customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME key
- requested ship date on the order or the date the order was entered based on the F9=ORDER DT / F9=REQ SHIP key
- warehouse associated with the document's order
- number of items on the order for which the document was created
- total value of the order for which the document was created
- document status. The document status can be:
  - PND: The ASN has been processed in Distribution A+, but the data has not yet been loaded into user files.
  - HLD: The ASN has been put on hold. No processing can occur until it is removed from hold.
  - ACT: The acknowledgement is currently being loaded into the user files. When completed, this document will be presented on the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-35) with a status of USR.
  - ERR: A trading partner ID was not identified for this document's customer when this acknowledgement was created and printed. Since the trading partner can not be found, the

document can not be sent. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID.

You can limit the documents in the list by company, order number, customer name, customer number, customer's purchase order number, trading partner ID, requested ship dates, order dates, or warehouse. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using the toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Pending Outgoing Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action you want to perform for a selected ASN. You can key a number before several ASNs and processing will occur for each of selected ASN, one at a time. Key 1 to select an ASN with a status of pending that you want to send. Refer to F15=SEND to send selected documents. Refer to F17=SEND ALL if you want to send all of the displayed ASNs. Key 3 for an ASN with a status of pending that you want to place on hold. Key 4 for an ASN that you want to remove from the list. Removing the document does not delete it; it only removes it from the list. Key 5 for an ASN that you want to review in detail. The Item Summary Display Screen or Order Header Screen (based on tailoring options) will appear. Refer to either screen as described in the Order Entry manual. Key 6 for an ASN with a status of hold to remove the hold. (N 1,0) Required
Limits: Co	Use this field to limit the ASNs that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Order	Use this field to limit the ASNs that display by order/generation number. (N 5,0/2,0) Optional
Limits: Customer Name/Customer PO/ Trading Partner Id	Use this field to limit the ASNs that display by all or part of a customer name, customer purchase order number, or trading partner ID. The field that is available is based on your selection with the F6=PO / F6=TP ID / F6=NAME key. (A 30) / (A 22) / (A 15) Optional

Pending Outgoing Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Limits: Req Ship/Order Dt	Use this field to limit the ASNs that display by ship date or order creation date. The field that is available is based on your selection with the F9=ORDER DT / F9=REQ SHIP key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Warehouse	Use this field to limit the ASNs that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Customer No	Use this field to limit the ASNs that display by customer number. *Valid Values:* A customer number defined through Customer/Ship to Maintenance (MENU ARFILE). (N 10,0) Optional
F4=Completed	Press F4=COMPLETED to go to the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-35).
F5=Refresh	NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas. Press F5=REFRESH to bring the data on the screen (only that which is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will be displayed.
F6=PO / TP Id / Name	Press F6=PO / F6=TP ID / F6=NAME to toggle between displaying the customer's purchase order number, trading partner ID, and customer's name. F6=PO: Press to display the customer's purchase order number, for whom this ASN was created. Pressing F6=PO also allows for the entry of a **PO Number**, used as limiting criteria. F6=TP ID: Press to display the trading partner ID for whom this ASN was created. Pressing F6=TP ID also allows for the entry of a **Trading Partner ID**, used as limiting criteria. F6=NAME: Press to display the name of the customer for whom this ASN was created. Pressing F6=NAME also allows for the entry of a **Customer Name**, used as limiting criteria.

Pending Outgoing Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
F9=Order Dt / Req Ship	Press F9=ORDER DT / F9=REQ SHIP to toggle between displaying the requested ship date of the order for which this ASN was created, and the order entry date of that customer's order. This key also controls the toggle of the **Order Dt/Req Ship** entry fields, used as limiting criteria.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Send	Press F15=SEND to send the documents with a status of pending and selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data is loaded into the user files. The ASN will then display on the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-35) with a status of USR.
F17=Send All	Press F17=SEND ALL to send all displayed documents with a status of pending, into the user files. A job is submitted to the EDI Transaction Processor and the data is loaded into the user files. The ASN will then display on the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-35) with a status of USR.
Enter	Press ENTER to confirm your selections. If you keyed an action of • 3 before one or more ASNs with a status of PND, pressing ENTER places those ASNs on hold. The status of the ASNs, indicated in the **Sts** column, will change to HLD. No further processing will occur for these ASNs until these holds are manually released (by keying a 6 before the same ASNs and pressing ENTER). • 4 before one or more ASNs, pressing ENTER removes them from the list of pending outgoing documents. A prompt displays to inform you to press ENTER a second time to confirm the deletion of the document from the list. This does not delete the document; only the document's inclusion in the list. • 5 before one or more ASNs, pressing ENTER displays the Item Summary Display Screen (or Order Header Screen depending on tailoring options), for each selected ASN, in turn. This screen is described for Open Orders Inquiry (MNU OEMAIN) in the Order Entry manual. • 6 before one or more ASNs that have a status of HLD, pressing ENTER removes the hold status types. The status types of the ASNs, indicated in the **Sts** column, will return to their prior status of PND. A document available for processing once you remove the hold from it.

Completed Outgoing EDI Advance Shipping Notice Screen

```
                 COMPLETED OUTGOING EDI ADVANCE SHIPPING NOTICE

  Co Order Gn Customer Name                  Sent Dte WH Items  Ord Total  Sts
_  1 02741 00 Jones Department Store          7/31/09 1     2     156.77  USR

____________________________________________________________________ Last

 Actions                      Limits
 1=Select                     Co? ...  Order: From: ......./...  To: ......./...
 4=Unsend                     Customer Name: ..................................
 5=Display Order              Sent Dte: From: .........  To: .........
 6=Print Ship Labels          Warehouse? ...  Customer No.: ...........

                               F4=Pending        F6=PO            F12=Return
                               F5=Refresh        F9=Order Dt      F15=Resend
```

This screen appears after you press F4=COMPLETED on the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-31).

A status line displays for each completed acknowledgement that currently exists in a user file, or did exist in a user file and has since been removed from that file.

For each completed ASN, this screen displays the

- company for which the document was created
- order/generation number of the order for which the document was created
- customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME key
- date the order was entered or the date on which the ASN was sent based on the F9=SENT DATE / F9=ORDER DT key
- warehouse associated with the document's order
- number of items on the order for which the document was created
- total value of the order for which the document was created
- document status. The document status can be:
  - USR: The ASN has been printed and loaded into the user files.
  - CMP: The ASN has been loaded into the user files and then removes from those files.
  - ERR: This successfully completed ASN has had the trading partner ID removed from the customer through Customer/Ship to Maintenance (MENU ARFILE). Because the trading partner ID cannot be found, the document cannot be processed further.

You can limit the documents in the list by company, order numbers, customer name, customer number, customer's purchase order number, trading partner ID, order creation dates, acknowledgement sent

dates, or warehouse. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Completed Outgoing EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform for a selected ASN. You can key a number before several ASNs and processing will occur for each of selected ASNs, one at a time. Key 1 to select an ASN to resend it to the user files. Key 4 for an ASN in USR or ERR status that you want to "unsend." The acknowledgement will return to pending status. Key 5 for an ASN to display the order for which the ASN was created. Key 6 to print the Shipping Labels associated with the order. (N 1,0) Required
Limits: Co	Use this field to limit the ASNs that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Order	Use this field to limit the ASNs that display by order/generation number. (N 5,0/2,0) Optional
Limits: Customer Name/Customer PO/ Trading Partner Id	Use this field to limit the ASNs that display by all or part of a customer name, customer purchase order number, or trading partner ID. The field that is available is based on your selection with the F6=PO / F6=TP ID / F6=NAME key. (A 30) / (A 22) / (A 15) Optional
Limits: Req Ship/Order Dt	Use this field to limit the ASNs that display by sent date or order creation date. The field that is available is based on your selection with the F9=SENT DATE / F9=ORDER DT key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Limits: Warehouse	Use this field to limit the ASNs that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional

Completed Outgoing EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Limits: Customer No	Use this field to limit the ASNs that display by customer number. *Valid Values:* A customer number defined through Customer/Ship to Maintenance (MENU ARFILE). (N 10,0) Optional
F4=Pending	Press F4=PENDING to go to the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-31).
F5=Refresh	NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you need to page up or page down and refresh the screen in other areas. Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will display.
F6=PO / TP Id / Name	Press F6=PO / F6=TP ID / F6=NAME to toggle between displaying the customer's purchase order number, trading partner ID, and customer's name. F6=PO: Press to display the customer's purchase order number, for whom this ASN was created. Pressing F6=PO also allows for the entry of a **PO Number**, used as limiting criteria. F6=TP ID: Press to display the trading partner ID for whom this ASN was created. Pressing F6=TP ID also allows for the entry of a **Trading Partner ID**, used as limiting criteria. F6=NAME: Press to display the name of the customer for whom this ASN was created. Pressing F6=NAME also allows for the entry of a **Customer Name**, used as limiting criteria.
F9=Sent Date / Order Dt	Press F9=SENT DATE / F9=ORDER DT to toggle between displaying the date the ASN was created and sent through EDI. This key also controls the toggle of the **Sent Date / Order Dt** entry fields, used as limiting criteria.
F12=Return	Press F12=RETURN to return to the previous screen.
F13=Resend	Press F13=RESEND to resend the documents selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data is reloaded into the user files. When completed, the ASN will redisplay with a status of USR.

Completed Outgoing EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed an action of • 4 before one or more ASNs, pressing ENTER removes them from the list of completed outgoing documents. This does not delete the document; only the document's inclusion in the list. The document may then be viewed on the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-31) with a status of PND. • 5 before one or more ASNs, pressing ENTER displays the Open Orders Inquiry, for each selected ASN, in turn. This inquiry is described for Open Orders Inquiry (MENU OEMAIN) in the Order Entry manual. • 6 before one or more ASNs, pressing ENTER sends them for batch printing of the associated Shipping Labels.

Working with Outgoing Product Activity Data Documents

This section describes the screens and reports in the Outgoing Documents option that are used when you select to work with outgoing product activity data documents on the Outgoing EDI Document Selection Screen (p. 3-4).

Title	Purpose
Pending Outgoing Product Activity Data Screen	Lists pending and held product activity data documents.
Completed Outgoing Product Activity Data Screen	Lists completed and user status product activity data documents.

Pending Outgoing Product Activity Data Screen

```
                    PENDING OUTGOING PRODUCT ACTIVITY DATA

  Co WH Vendor Vendor Name                    Start Dt Extract Dt Items Sts
_  1 1  100    SHARP INTERNATIONAL            10/30/06   7/30/09     8 PND
..  1 1  1400   THE PAPER SUPPLY HOUSE        10/30/06   7/30/09     2 PND
..  1 1  200    K & M CORPORATION              10/30/06   7/30/09     6 PND
..  1 1  300    AMERICAN CALENDAR              10/30/06   7/30/09     1 PND
..  1 3  100    SHARP INTERNATIONAL            10/30/06   7/30/09     2 PND

..  1 3  1400   THE PAPER SUPPLY HOUSE        10/30/06   7/30/09     2 PND
..  1 5  100    SHARP INTERNATIONAL             7/30/09   7/30/09     1 PND
..  2 2  100    SHARP INTERNATIONAL             7/30/09   7/30/09     1 PND
..  2 4  100    SHARP INTERNATIONAL             7/30/09   7/30/09     1 PND
..  3 6  100    SHARP INTERNATIONAL            10/30/06   7/30/09     1 PND
                                                                      More...

 Actions                        Limits
 1=Select     4=Remove          Co? ...          Warehouse? ...
 3=Hold       6=Release         Vendor Name:     ..............................
                                Extrt Dt: From: .........  To: .........

             F2=Start Dt        F4=Completed     F6=TP Id          F15=Send
                                F5=Refresh       F12=Return        F17=Send All
```

This screen appears after you press ENTER on the Outgoing EDI Document Selection Screen (p. 3-4), if you selected to work with Outgoing Product Activity Data or pressing F4=PENDING on the Completed Outgoing Product Activity Data Screen (p. 3-44).

During Day-End Processing (MENU XAMAST), Distribution A+ creates a PAD document for a vendor if there has been a change in quantity for an item of which that vendor is the primary vendor. However, Distribution A+ will not send the PAD document to the vendor unless there has been a change in one of the quantities selected for that vendor in Vendor Master Maintenance (MENU POFILE). Additionally, only items for which one of the selected quantities has changed are included in the document. Therefore, it is possible to have a pending outgoing PAD document which does not contain any items and will not be sent. Pending outgoing PAD documents with zero items will continue to appear on this screen with a status of PND until you remove them.

A status line displays for each pending Product Activity Data (PAD) document waiting to be sent. For each PAD document, this screen displays the

- company for which the document was created
- warehouse for which the document was created
- number of the vendor for which the document was created
- vendor name or trading partner ID based on the F6=TP ID / F6=NAME key
- first date for which item quantities were considered when created the document. This is the first day after the last time the vendor was scheduled to have a PAD document created during Day-End Processing (MENU XAMAST). For example, if a PAD document for vendor 100 was created on November 6. The start date for the next PAD document for vendor 100 will be November 7.
- date on which this PAD document was created during Day-End Processing (MENU XAMAST). Normally, the extract date for a vendor will be the start date plus the number of days in the **Send**

Frequency (Days) field in Vendor Master Maintenance (MENU POFILE). However, if Day-End is not run on that date, the extract date will be the date of the next time Day-End is run.

Example:

Assume the last PAD document for vendor 100 was created on November 6 and the **Send Frequency (Days)** field is set to 3 for vendor 100. The next extract date for vendor 100 will be November 10 (start date of November 7 plus 3 days). However, if Day-End is not run until November 12, the extract date will be November 12.

The extract date is also the last date for which item quantities were considered when creating the PAD document. The quantity changes reported in the PAD document are changes during the period between the start date and the extract date.

- number of items on the order for which the document was created
- document status. The document status can be:
  - PND: The PAD has been processed in Distribution A+, but the data has not yet been loaded into user files.
  - HLD: The PAD has been put on hold. No processing can occur until it is removed from hold.
  - ACT: The PAD is currently being loaded into the user files. When completed, this document will be presented on the Completed Outgoing Product Activity Data Screen (p. 3-44) with a status of USR.
  - ERR: Either a trading partner ID was not identified for this document's vendor or there are no items in the PAD document for which the quantities that have been selected for this vendor have changed (there is a zero in the **Items** field). If the trading partner ID is not found, you must update Vendors Maintenance (MENU POFILE) with a trading partner ID before the document can be sent. If there has not been a change in an item quantity for this vendor, for the quantities selected for reporting to the vendor through Vendor Master Maintenance (MENU POFILE) you should remove this document from the list of pending outgoing documents via action number 4 or change the **Send Quantities** selections in Vendor Master Maintenance (MENU POFILE).

You can limit the documents in the list by company, warehouse, vendor name or trading partner ID, and extract date or start date. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Pending Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform for a selected PAD. You can key a number before several PADs and processing will occur for each of selected PAD, one at a time. Key 1 to select a PAD with a status of pending that you want to send. Refer to F15=SEND to send selected documents. Refer to F17=SEND ALL if you want to send all of the displayed PADs. Key 3 for a PAD with a status of pending that you want to place on hold. Key 4 for a PAD that you want to remove from the list. Removing the document does not delete it; it only removes it from the list. NOTE: If a PAD document has a zero in the **Item** field and a status of ERR, you should remove it from the list of pending outgoing documents or change the **Send Quantities** selections in Vendor Master Maintenance (MENU POFILE). Key 6 for a PAD with a status of hold to remove the hold. (N 1,0) Required
Limits: Co	Use this field to limit the PADs that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Warehouse	Use this field to limit the PADs that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Vendor Name/ Trading Partner Id	Use this field to limit the PADs that display by all or part of a vendor name or trading partner ID. The field that is available is based on your selection with the F6=TP ID / F6=NAME key. (A 30) / (A 15) Optional
Limits: Extrt Dt/Start Dt	Use this field to limit the PADs that display by extract date or a start date. The field that is available is based on your selection with the F2=START DT / F2=EXTRT DT key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Pending Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
F2=Start Dt/Extrt Dt	Press F2=START DT / F2=EXTRT DT to toggle the **Extrt Dt/Start Dt** field in the *Limits* section of the screen. With this key, you can select to limit the display of pending outgoing PAD documents based on either the start date or the extract date.
F4=Completed	Press F4=COMPLETED to go to the Completed Outgoing Product Activity Data Screen (p. 3-44).
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will display. If you have made an entry in one or more of the *Limits* fields, pressing F5=REFRESH displays only those PAD documents that meet the selection criteria you keyed.
F6=TP Id/Name	Press F6=TP ID / F6=NAME to toggle between displaying the name of the vendor for which the PAD document was created and the vendor's trading partner ID. This key also toggles the **Vendor Name/Trading Partner Id** field in the *Limits* section of the screen.
F12=Return	Press F12=Return to return to the previous screen.
F15=Send	Press F15=SEND to send the documents with a status of PND for which you have keyed an action number of 1. A job is submitted to the EDI Transaction Processor and the data for the documents is loaded into the user files. The PAD documents you selected to send will then appear on the Completed Outgoing Product Activity Data Screen (p. 3-44) with a status of USR or CMP.
F17=Send All	Press F17=SEND ALL to load all displayed documents with a status of PND into the user files.A job is submitted to the EDI Transaction Processor and the data for the documents is loaded into the user files. The PAD documents you selected to send will then appear on the Completed Outgoing Product Activity Data Screen (p. 3-44) with a status of USR or CMP.

Pending Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries. If you made an entry in one or more of the fields in the *Limits* section of the screen, pressing ENTER refreshes the screen display. The screen will then show only those PAD documents that meet the selection criteria you entered. If you keyed an action of • 3 before one or more PAD documents with a status of PND, pressing ENTER places those documents on hold. The document status, indicated in the **Sts** column, changes to HLD. No further processing will occur for these PAD documents until these holds are manually released (by keying a 6 before the same documents and pressing ENTER). • 4 before one or more PAD documents, pressing ENTER removes them from the list of pending outgoing documents. This deletes the document. • 6 before one or more PAD documents that have a status of HLD, pressing ENTER removes the hold status. The document status, indicated in the **Sts** column, changes to PND. Only after a hold has been removed from a PAD document is that document available for processing. NOTE: If you keyed selection criteria in the *Limits* section and keyed an action number before a PAD document, pressing ENTER refreshes the screen display and deletes the action number. You must re-enter the action number and press ENTER again before the action will be carried out.

Completed Outgoing Product Activity Data Screen

```
                    COMPLETED OUTGOING PRODUCT ACTIVITY DATA

  Co WH Vendor Vendor Name                    Extract Dt Sent Dte Items Sts
_  1 1  100    SHARP INTERNATIONAL             10/29/06   7/31/09    10 USR
..  1 1  100    SHARP INTERNATIONAL              7/30/09   7/31/09     8 USR
..  1 1  1400   THE PAPER SUPPLY HOUSE          10/29/06   7/31/09     8 USR
..  1 1  1700   SENTRY CABINETS                 10/29/06   7/31/09    10 USR
..  1 1  200    K & M CORPORATION               10/29/06   7/31/09    39 USR

..  1 1  300    AMERICAN CALENDAR               10/29/06   7/31/09     2 USR
..  1 3  100    SHARP INTERNATIONAL             10/29/06   7/31/09     6 USR
..  1 3  100    SHARP INTERNATIONAL              7/30/09   7/31/09     2 USR
..  1 3  1400   THE PAPER SUPPLY HOUSE          10/29/06   7/31/09     8 USR
..  1 3  1700   SENTRY CABINETS                 10/29/06   7/31/09    10 USR
                                                                      More...

 Actions                      Limits
 1=Select                     Co? ...          Warehouse? ...
 4=Unsend                     Vendor Name:     ..............................
                              Extrt Dt: From: .........  To: .........

                        F2=Sent Dte      F5=Refresh        F12=Return
                        F4=Pending       F6=TP Id          F15=Resend
```

This screen appears after you press F4=COMPLETED on the Pending Outgoing Product Activity Data Screen (p. 3-39). This screen contains a status line for each completed PAD document that currently exists in a user file, or did exist in a user file and has since been removed from that file.

NOTE: The information on this screen is taken from the Product Activity Data Header File and the Product Activity Data Detail File. PAD documents will appear on this screen until those files are purged during Day-End Processing (MENU XAMAST). PAD information for a vendor is purged from the files at the frequency set in the **Purge Days** field through Vendor Master Maintenance (MENU POFILE).

For each completed PAD document, this screen displays the

- company for which the document was created
- warehouse for which the document was created
- number of the vendor for which the document was created
- vendor name or trading partner ID based on the F6=TP ID / F6=NAME key
- date on which the PAD document was sent to the user files
- date on which this PAD document was created during Day-End Processing (MENU XAMAST). Normally, the extract date for a vendor will be the start date plus the number of days in the **Send Frequency (Days)** field in Vendor Master Maintenance (MENU POFILE). However, if Day-End is not run on that date, the extract date will be the date of the next time Day-End is run.

.

Example:

Assume the last PAD document for vendor 100 was created on November 6 and the **Send Frequency (Days)** field is set to 3 for vendor 100. The next extract date for vendor 100 will be November 10 (start date of November 7 plus 3 days). However, if Day-End is not run until November 12, the extract date will be November 12.

The extract date is also the last date for which item quantities were considered when creating the PAD document. The quantity changes reported in the PAD document are changes during the period between the start date and the extract date.

- number of items on the order for which the document was created
- document status. The document status can be:
  - USR: The PAD has been printed and loaded into the user files.
  - CMP: The PAD has been loaded into the user files and then removes from those files.
  - ERR: This successfully completed PAD has had the trading partner ID removed from the vendor through Vendors Maintenance (MENU POFILE) or the selections in the **Send Quantities** field have changed, and as a result, there are now no changes in item quantity to report to this vendor (i.e., the number of items in the PAD document is zero). If the trading partner ID has been removed, before you can do any further processing on this document, you must add a trading partner ID for the vendor through Vendors Maintenance (MENU POFILE).

You can limit the documents in the list by company, warehouse, vendor name or trading partner ID, and extract date or start date. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Completed Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform on the outgoing PAD document on this line. The actions available are listed in the **Actions** section at the bottom of this screen and are identified as numbers 1 and 4. Note that you may key a number before several of the PAD documents and processing will occur for each of those selected, one at a time. Key 1 before a listed PAD document and press F15=RESEND to resend the document to the user files. You will see a message informing you that the job has been submitted to the EDI Transaction Processor. Press ENTER to return to this screen. Key 4 before a listed PAD document with a USR status and press ENTER to unsend the outgoing document. The PAD document will be removed from the user files and returned to its pending status. NOTE: You cannot unsend a PAD document with a status of CMP, because the document has been removed from the user files. (N1,0) Required
Limits: Co	Use this field to limit the PADs that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Warehouse	Use this field to limit the PADs that display by warehouse. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Limits: Vendor Name/ Trading Partner Id	Use this field to limit the PADs that display by all or part of a vendor name or trading partner ID. The field that is available is based on your selection with the F6=TP ID / F6=NAME key. (A 30) / (A 15) Optional
Limits: Extrt Dt/Start Dt	Use this field to limit the PADs that display by extract date or a start date. The field that is available is based on your selection with the F2=SENT DTE / F2=EXTRT DT key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Completed Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
F2=Sent Dte/Extrt Dt	Press F2=SENT DTE / F2=EXTRT DT to toggle the **Extrt Dt/Sent Dte** field in the *Limits* section of the screen. With this key, you can select to limit the display of completed outgoing PAD documents based on either the sent date or the extract date.
F4=Pending	Press F4=PENDING to display the Pending Outgoing Product Activity Data Screen (p. 3-39).
F5=Refresh	NOTE: F5=REFRESH only refreshes the screen in the area that is visible on the screen. In other words, you will need to page up or page down and refresh the screen in other areas. Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will display. If you have made an entry in one or more of the *Limits* fields, pressing F5=REFRESH displays only those PAD documents that meet the selection criteria you keyed.
F6=TP Id/Name	Press F6=TP ID / F6=NAME to toggle between displaying the name of the vendor for which the PAD document was created and the vendor's trading partner ID. This key also toggles the **Vendor Name/Trading Partner Id** field in the *Limits* section of the screen.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Resend	Press F15=RESEND to resend the documents that have been selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the user files.
Enter	Press ENTER to confirm your entries. If you made an entry in one or more of the fields in the *Limits* section of the screen, pressing ENTER refreshes the screen display. The screen will then show only those PAD documents that meet the selection criteria you entered. If you keyed an action of 4 before one or more PAD documents, pressing ENTER removes them from the list of completed outgoing documents. This reverts the document's status back to PND. The document may then be viewed on the Pending Outgoing Product Activity Data Screen (p. 3-39) with a status of PND.

Working with Outgoing Product Transfer & Resale Reports

This section describes the screens and reports in the Outgoing Documents option that are used when you select to work with outgoing product transfer and resale report (PTR) documents on the Outgoing EDI Document Selection Screen (p. 3-4).

Title	Purpose
Pending Outgoing Product Transfer & Resale Report Screen	Lists pending and held product activity data documents.
Outgoing Product Transfer & Resale Report New Request Screen	Provides the ability to create a new request for a product Transfer and Resale Report.
Completed Outgoing Product Activity Data Screen	Lists completed and user status product activity data documents.

Pending Outgoing Product Transfer & Resale Report Screen

```
                PENDING OUTGOING PRODUCT TRANSFER & RESALE REPORT

  Co Vendor Vendor Name                    From Dt  To Date Sts
_  1 200    K & M CORPORATION              1/01/09  6/30/09 PND

____________________________________________________________ Last

 Actions                    Limits
 1=Select     4=Remove      Co? ...
 3=Hold       6=Release     Vendor Name:  ..............................
                            From Dt:  From: .........  To: .........

                                                  F2=To Date   F4=Completed
 F5=Refresh   F6=TP Id   F9=Create New   F12=Return   F15=Send     F17=Send All
```

This screen appears after you press ENTER the Outgoing EDI Document Selection Screen (p. 3-4), if you selected to work with Outgoing Product Transfer and Resale Reports or pressing F4=PENDING on the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-56). This screen contains a status line for each completed Product Transfer and Resale Report that currently exists in a user file, or did exist in a user file and has since been removed from that file.

Outgoing Product Transfer and Resale Reports (PTR) will be created during Day-End Processing (MENU XAMAST) when the Order Entry Company Options (MENU XAFILE) are set to Y **Send Product Transfer and Resale Report**. Vendors will then be identified by selecting Y to **Send Product Transfer and Resale Report** and then establishing the **Send Frequency** and specific **Day of Week** (for weekly reporting) in Vendors Maintenance (MENU POFILE).

During Day-End Processing (MENU XAMAST), Distribution A+ creates a PTR document for a vendor at the appropriate interval of time based on their specific set up. Once extracted, the time interval ending date is updated to the A/P Vendor Company History File (APVCO) so each vendor's order information is only extracted once.

- If the interval is monthly, the PTR will be created during the first day-end after the last day of the month.
- If the interval is weekly, the PTR will be created during the first day-end on or after the day of the week selected within a from-to date range covering the seven (7) days prior to but not including the day selected.
- If the interval is daily, the PTR will be created each time day-end is run (maximum of once a day).

A status line displays for each pending Product Transfer and Resale (PTR) document waiting to be sent. For each PTR document, this screen displays the

- company for which the document was created

- number of the vendor for which the document was created
- vendor name or trading partner ID based on the F6=TP ID / F6=NAME key
- first date for which items were considered when the document was created
- to date on which this PTR document was created during Day-End Processing (MENU XAMAST).

Example:

Assume the last PTR document for vendor 100 was created on Monday, October 13 and the **Send Frequency** field is set to W for weekly and the **Enter Day of Week** field is set to 2 for Monday. The next extract date for vendor 100 will be Monday, October 20 and the extract will include the data for October 13 through October 19. There will never be more than 7 days of data in a weekly extraction.

- document status. The document status can be:
  - PND: The PTR has been processed in Distribution A+, but the data has not yet been loaded into user files.
  - HLD: The PTR has been put on hold. No processing can occur until it is removed from hold.
  - ACT: The PTR is currently being loaded into the user files. When completed, this document will be presented on the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-56) with a status of USR.
  - ERR: A trading partner ID was not identified for this document's vendor.

You can limit the documents in the list by company, vendor name or trading partner ID, and extract from date and to date. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Pending Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform for a selected PTR. You can key a number before several PTRs and processing will occur for each of selected PTR, one at a time. Key 1 to select a PTR with a status of pending that you want to send. Refer to F15=SEND function key to send selected documents. Refer to the F17=SEND ALL function key if you want to send all of the displayed PTRs. Key 3 for a PTR with a status of pending that you want to place on hold. Key 4 for a PTR that you want to remove from the list. Removing the document does not delete it; it only removes it from the list. Key 6 for a PTR with a status of hold to remove the hold. (N 1,0) Required
Limits: Co	Use this field to limit the PTRs that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Vendor Name/ Trading Partner Id	Use this field to limit the PTRs that display by all or part of a vendor name or trading partner ID. The field that is available is based on your selection with F6=TP ID / F6=NAME key. (A 30) / (A 15) Optional
Limits: To Date/From Dt	Use this field to limit the PTRs that display by extract date or a start date. The field that is available is based on your selection with F2=TO DATE / F2=FROM DT key. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=To Date/From Dt	Press F2=TO DATE / F2=FROM DT to toggle the **To Date/From Dt** field in the *Limits* section of the screen. With this key, you can select to limit the display of pending outgoing PTR documents based on either the start date or the extract date.
F4=Completed	Press F4=COMPLETED to go to the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-56).

Pending Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will display. If you have made an entry in one or more of the *Limits* fields, pressing F5=REFRESH displays only those PTR documents that meet the selection criteria you keyed.
F6=TP Id/Name	Press F6=TP ID / F6=NAME to toggle between displaying the name of the vendor for which the PTR document was created and the vendor's trading partner ID. This key also toggles the **Vendor Name/Trading Partner Id** field in the *Limits* section of the screen.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Send	Press F15=SEND to send the documents with a status of PND for which you have keyed an action number of 1. A job is submitted to the EDI Transaction Processor and the data for the documents is loaded into the user files. The PTR documents you selected to send will then appear on the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-56) with a status of USR or CMP.
F17=Send All	Press F17=SEND ALL to load all displayed documents with a status of PND into the user files.A job is submitted to the EDI Transaction Processor and the data for the documents is loaded into the user files. The PTR documents you selected to send will then appear on the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-56) with a status of USR or CMP.

Pending Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries. If you made an entry in one or more of the fields in the *Limits* section of the screen, pressing ENTER refreshes the screen display. The screen will then show only those PTR documents that meet the selection criteria you entered. If you keyed an action of • 3 before one or more PTR documents with a status of PND, pressing ENTER places those documents on hold. The document status, indicated in the **Sts** column, changes to HLD. No further processing will occur for these PTR documents until these holds are manually released (by keying a 6 before the same documents and pressing ENTER). • 4 before one or more PTR documents, pressing ENTER removes them from the list of pending outgoing documents. This deletes the document. • 6 before one or more PTR documents that have a status of HLD, pressing ENTER removes the hold status. The document status, indicated in the **Sts** column, changes to PND. Only after a hold has been removed from a PTR document is that document available for processing. NOTE: If you keyed selection criteria in the *Limits* section and keyed an action number before a PTR document, pressing ENTER refreshes the screen display and deletes the action number. You must re-key the action number and press ENTER again before the action will be carried out.

Outgoing Product Transfer & Resale Report New Request Screen

```
OUTGOING PRODUCT TRANSFER & RESALE REPORT NEW REQUEST

Co? _ .

Vendor? .......

Invoice Date: .........  To:  .........

F12=Return
```

This screen appears after you press F9=CREATE NEW on the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-49).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

NOTE: The **Last To Invoice Date** in the A/P Vendor Company History File (APVCO) will not be updated for this on-demand document so the normal transmission interval will not be interrupted.

Outgoing Product Transfer & Resale New Request Screen Fields & Function Keys

Field/Function Key	Description
Company	Use this field to select the company for which to extract sales history data and create a new PTR report. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Vendor	Use this field to select the vendor for which to extract item sales history and create a new PTR report. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) that has been set to **Send Product Transfer & Resale Report (867).** (A 6) Required

Outgoing Product Transfer & Resale New Request Screen Fields & Function Keys

Field/Function Key	Description
Invoice Date	Use these fields to key the from and to date range information to be used to select sales history data for the PTR report. Invoices generated between and including this date range for vendors based on the **Last To Invoice Date** in the A/P Vendor Company History File (APVCO) will be extracted. *Valid Values:* A date keyed in the default date format specified for your **User ID** through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the default date format specified for the system through System Options Maintenance (MENU XAFILE). (2 @ N 6.0) Required
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4).
Enter	Press ENTER to confirm your entries.

Completed Outgoing Product Transfer & Resale Report Screen

```
                COMPLETED OUTGOING PRODUCT TRANSFER & RESALE REPORT

  Co Vendor Vendor Name                    From Dt  To Date  Sent Dt  Sts

_____________________________________________________________________ Last

  Actions                      Limits
  1=Select                     Co? _.
  4=Unsend                     Vendor Name:  ..............................
                               From Dt:  From: .........  To: .........

                                                                  F2=Sent Dt
  F4=Pending    F5=Refresh   F6=TP Id   F9=Create New   F12=Return  F15=Resend
```

This screen appears after you press F4=COMPLETED on the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-49). This screen contains a status line for each completed PTR document that currently exists in a user file, or did exist in a user file and has since been removed from that file.

For each completed PTR document, this screen displays the

- company for which the document was created
- number of the vendor for which the document was created
- vendor name or trading partner ID based on the F6=TP ID / F6=NAME key
- first date for which items were considered when the document was created
- to date on which this PTR document was created during Day-End Processing (MENU XAMAST).
- document status. The document status can be:
  - USR: The PTR has been printed and loaded into the user files.
  - CMP: The PTR has been loaded into the user files and then removes from those files.

You can limit the documents in the list by company, vendor name or trading partner ID, and extract date or start date. The word ACTIVE displays to the right of the *Limits* heading when criteria has been entered in any of the limits fields. The limits also apply when using toggle function keys.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Completed Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action you want to perform for a selected PTR. You can key a number before several PTRs and processing will occur for each of selected PTR, one at a time. Key 1 to select a PTR with a status of completed that you want to resend. Refer to F15=RESEND function key to send selected documents. Key 4 for a PTR that you want to unsend and reset to Pending status. (N 1,0) Required
Limits: Co	Use this field to limit the PTRs that display by company. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
Limits: Vendor Name/ Trading Partner Id	Use this field to limit the PTRs that display by all or part of a vendor name or trading partner ID. The field that is available is based on your selection with F6=TP ID / F6=NAME. (A 30) / (A 15) Optional
Limits: From Dt/Sent Dt: From/To	Use this field to limit the PTRs that display by extract date or a start date. The field that is available is based on your selection with F2=TO DATE / F2=SENT DT. *Valid Values:* A date entered in the default date format for your user ID, specified through Register A+ User IDs (MENU XACFIG), or if one is not specified, entered in the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=From Dt/Sent Dt	Press F2=FROM DT / F2=SENT DT to toggle the **From Date/Sent Dt** field in the *Limits* section of the screen. With this key, you can select to limit the display of pending outgoing PTR documents based on either the extract date or the sent date.
F4=Pending	Press F4=PENDING to go to the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-49).
F5=Refresh	Press F5=REFRESH to bring the data on the screen (only data that is visible) up to the current moment. Any new outgoing documents or new status(es) occurring since you last accessed this screen will display. If you have made an entry in one or more of the *Limits* section fields, pressing F5=REFRESH displays only those PTR documents that meet the selection criteria you keyed.

Completed Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
F6=TP Id/Name	Press F6=TP ID / F6=NAME to toggle between displaying the name of the vendor for which the PTR document was created and the vendor's trading partner ID. This key also toggles the **Vendor Name/Trading Partner Id** field in the *Limits* section of the screen.
F12=Return	Press F12=RETURN to return to the previous screen.
F15=Resend	Press F15=RESEND to resend the documents with a status of CMP for which you have keyed an action number of 1. A job is submitted to the EDI Transaction Processor and the data for the documents is loaded into the user files. The PTR documents you selected to send will then appear on the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-56) with a status of USR or CMP.
Enter	Press ENTER to confirm your entries. If you made an entry in one or more of the fields in the *Limits* section of the screen, pressing ENTER refreshes the screen display. The screen will then show only those PTR documents that meet the selection criteria you entered. If you keyed an action of • 4 before one or more PTR documents, pressing ENTER deletes the data and changes the status to PND. NOTE: If you keyed selection criteria in the *Limits* section and keyed an action number before a PTR document, pressing ENTER refreshes the screen display and deletes the action number. You must re-key the action number and press ENTER again before the action will be carried out.

CHAPTER 4

Reviewing the Status of Documents 4

You can review a summary of the status of documents currently being processed through EDI using the EDI Status Display option of the Electronic Data Interchange Main Menu (MENU EIMAIN).The total number of pending, active, and completed documents are provided for both incoming and outgoing documents. The summary indicates the current status of both incoming (pending/active/completed) and outgoing (pending/active/user) documents. Additionally, the summary serves as a combined selection screen for both incoming and outgoing documents, allowing you access to pending document screens normally accessed through Incoming Documents (MENU EIMAIN) and Outgoing Documents (MENU EIMAIN). You can select to work with documents through this option as you would through Incoming Documents (MENU EIMAIN) or Outgoing Documents (MENU EIMAIN).

EDI Status Display

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Status Display Screen	Used to view a summary status of documents being processed.

EDI Status Display Screen

```
                          EDI STATUS DISPLAY

INCOMING DOCUMENTS                Pending    Active   Completed

  _ Purchase Orders (850):            6                   1
  .. Purchase Order Chg (860):        1
  .. Price Catalogs (832):
  .. Advance Shipping (856):          1
  .. Remit Advce/Paymnt (820):        4
  .. Invoices (810):                  3
  .. Acknowledgements (855):                              1

OUTGOING DOCUMENTS                Pending    Active      User

  .. Purchase Orders (850):           1         2
  .. Invoices (810):                            3         3
  .. Acknowledgements (855):                   22        20
  .. Advance Shipping (856):
  .. Product Activity Data (852):              18
  .. Product Xfer & Resale (867):

   Y=Work with                             F3=Exit      F5=Refresh
```

This screen after you select the EDI Status Display option from the Electronic Data Interchange Main Menu (MENU EIMAIN). This screen indicates the number of documents currently being processed through EDI by status. For a description of incoming documents statuses, refer to CHAPTER 2: *Working with Incoming Documents*. For a description of outgoing document statuses, refer to CHAPTER 3: *Working with Outgoing Documents*.From this screen, you can also select to work with both incoming and outgoing documents by type.

EDI Status Display Screen Fields and Function Keys

Field/Function Key	Description
Incoming Documents/ Outgoing Documents	Use this field to select the type of document with which you want to work. Key Y before one or more of the available document types. Leave the field blank for those types with which you do not want to work. *Valid Values:* Y or blank (A 1) Required
F3=Exit	Press this key to exit this option and return to the menu.
F5=Refresh	Press this key to bring the data on the screen up to the current moment. The screen is refreshed to show any new incoming or outgoing documents or any changes in status.

EDI Status Display Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press this key to confirm your selections. If you selected to work with • incoming purchase orders, the Pending Incoming EDI Purchase Orders Screen (p. 2-7) will appear. • incoming purchase order changes, the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33) will appear. • incoming price catalogs, the Pending Incoming EDI Price Catalogs Screen (p. 2-46) will appear. • incoming advance ship notices, the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64) will appear. • incoming remittance/advice payments, the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-96) will appear. • incoming invoices, the Pending Incoming EDI Invoices Screen (p. 2-121) will appear. • incoming acknowledgements, the Pending Incoming EDI Acknowledgements Screen (p. 2-139) will appear. • outgoing purchase orders, the Pending Outgoing EDI Purchase Orders Screen (p. 3-6) will appear. • outgoing invoices, the Pending Outgoing EDI Invoice Screen (p. 3-14) will appear. • outgoing acknowledgments, the Pending Outgoing EDI Acknowledgement Screen (p. 3-23) will appear. • outgoing advance ship notices, the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-31) will appear. • outgoing product activity data, the Pending Outgoing Product Activity Data Screen (p. 3-39) will appear. • outgoing product transfer and resale data, the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-49) will appear. NOTE: If you key Y in front of more than one document type, screens appear sequentially according to the document's position in the list.

CHAPTER 5

Inquiring into the EDI Transaction Processor

5

The EDI Transaction Processor is a System i subsystem that controls master file update functions to ensure that the system can be restarted. All input and output transactions into and out of the Distribution A+ user files are submitted to the EDI Transaction Processor.

You can inquire into all jobs, active or completed, that have been submitted to the EDI Transaction Processor using the EDI Processor Inquiry option on the Electronic Data Interchange Main Menu (MENU EIMAIN). You can display different environments, view pending or completed jobs, work with spooled files, and/or clear completed jobs.You can also use this option to restart the EDI Transaction Processor.

You can also access this inquiry by keying **EDIJOBS** on any command line in Distribution A+.

If you are using the auto release process for incoming EDI documents [the **Auto Release** field is set to Y for one or more document types through EDI Options (MENU EIMAIN)], the auto release process is stopped automatically whenever the EDI Transaction Processor is stopped. However, when you restart the Transaction Processor through this option, the auto release is not automatically restarted at the same time. You must restart the auto release separately through Start Auto Release Incoming EDI Jobs (MENU EIMAST).

NOTE: You can also display this inquiry by keying the command **EDIJOBS** on any command line within Distribution A+.

EDI Processor Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
EDI Processor Jobs Screen	Use to review all jobs submitted to the EDI Transaction Processor.

Title	Purpose
EDI Processor Jobs Detail Screen	Use to review detailed information about the EDI job you selected.

EDI Processor Jobs Screen

```
07/15/14   08:03:48          EDI PROCESSOR JOBS                RESTART NEEDED

                                                  |---- Submit ----|
    Ev  Job Description           Sts  User          Date      Time      Tot Tm
 1  D1  Receive PO (850)          CMP  APLUSCTLC4   7/14/14  21:16:57      :06
 2  D1  Receive PO (850)          CMP  APLUSCTLC4   7/14/14  20:46:54      :01
 3  D1  Receive PO (850)          CMP  APLUSCTLC4   7/14/14  20:16:54      :01
 4  D1  Receive PO (850)          CMP  APLUSCTLC4   7/14/14  19:46:54      :01

 5  D1  Receive PO (850)          CMP  APLUSCTLC4   7/14/14  19:16:53      :02
 6  D1  Receive PO (850)          CMP  APLUSCTLC4   7/14/14  18:46:52      :09
 7  D1  Send PTR (867)            CMP  APLUSCTLC4   3/24/14  13:11:44     5:14
 8  D1  Receive PO (850)          CMP  APLUSCTLC4  11/30/13     56:24      :00

 9  D1  Receive PO (850)          CMP  APLUSCTLC4  11/30/13     26:24      :00
10  D1  Receive PO (850)          CMP  APLUSCTLC4  11/29/13  23:56:24      :00
11  D1  Receive PO (850)          CMP  APLUSCTLC4  11/29/13  23:26:24      :00
12  D1  Receive PO (850)          CMP  APLUSCTLC4  11/29/13  22:56:24      :00
                                                                        More...

 Select:  _.

                   F2=All Env     F5=Refresh       F10=EP Output
                   F3=Exit        F6=Restart EP    F11=Pending       F24=Clear
```

This screen appears after you select option 4 - EDI Processor Inquiry from the EDI Main Menu (MENU EIMAIN). Use this screen to review all jobs submitted to the EDI Transaction Processor. The status of each job will be shown, as well as the user running the job.

You also may use the function keys on this screen to

- display different environments with F2=ALL ENV
- review updated information with F5=REFRESH
- work with EDI Transaction Processor jobs and restart the EDI Transaction Processor with F6=EP JOBS / F6=RESTART EP
- work with spooled files/printer output with F10=EP OUTPUT
- view pending or completed jobs with F11=COMPLETE / F11=PENDING
- stop the Transaction Processor with F13=STOP TP
- clear completed jobs with F24=CLEAR

EDI Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
Mode	This field displays ACTIVE when the EDI Transaction Processor is actively running; a restart is not required. This field displays RESTART NEEDED when the EDI Transaction Processor needs to be restarted using F6=RESTART EP. Display

EDI Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This is the reference number associated with the corresponding job submitted to the EDI Transaction Processor. Use this number to select the corresponding job that you would like to review in detail by keying this number in the **Select** field. Display
Ev	This is the environment from which the job was posted. The environment that you are currently using is the environment that is initially displayed. Display
Job Description	This is the type of job which is queued up for posting in the EDI Transaction Processor.
Sts	This field displays the status of the job: • PND (pending) displays when the job is waiting to be processed • ACT (active) displays when the job is currently being processed • CMP (completed) displays when the job has completed being processed Display
User	This field displays the ID of the user who submitted the job to the EDI Transaction Processor. Display
Submit Date/Time	These fields display the date on which this job was submitted to the EDI Transaction Processor, and the time when this job was submitted to the EDI Transaction Processor. Display
Tot Tm	This field displays the actual time it took for this EDI Transaction Processor job to complete. It is derived by subtracting the time the job finished from the **Submit Time**. This time is not the amount of time the System i took to complete this job. Display
Select	Use this field to see the details of a particular EDI Transaction Processor job. Key the corresponding **Reference Number** of that job in this field and press ENTER. The EDI Processor Jobs Detail Screen (p. 5-8) will appear. (N 2,0) Optional

EDI Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
F2=All Env / F2=Env XX	The F2=All Env / F2=Env XX function key allows you to toggle between showing your default environment (designated as XX) and showing all environments. When F2=All Env is displayed, jobs are shown for the current environment (Env XX). Press F2=All Env to display the jobs for all environments. When F2=Env XX is displayed, jobs for all environments are shown. Press F2=Env XX to display the jobs for your environment only.
F3=Exit	Press the F3=Exit function key to exit this option and return to the menu.
F5=Refresh	Press the F5=Refresh function key to refresh the screen and update the information of the jobs shown. If you have just submitted a job or would like to review additional jobs which have been submitted, it may be necessary to press F5=Refresh in order to display the jobs.
F6=EP Jobs / F6=Restart EP	The F6=EP Jobs / F6=Restart EP function key serves two functions: • it allows you to work with EDI Transaction Processor jobs • it restarts the EDI Transaction Processor. Normally this function key will display as F6=EP Jobs. When this is the case and F6=EP Jobs is pressed, the IBM Work with Subsystem Jobs Screen will appear where you may work with the jobs submitted to the processor. The IBM Work with Subsystem Jobs Screen is presented after pressing F6=EP Jobs on the EDI Processor Jobs Screen (p. 5-3). Use this screen, which is a standard System i screen, to view jobs (EITRANP and EITRANSP) running in the APEDICTLbb subsystem (where bb is the Base ID). You also may access this screen by keying WRKSBSJOB APEDICTL on any command line within Distribution A+ and pressing Enter. If your system failed (the **Mode** field displays as RESTART NEEDED), this function key will display as F6=Restart EP. Once F6=Restart EP is pressed to restart, this screen will re-display and this function key will display as F6=EP Jobs.

EDI Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
F10=EP Output	Press the F10=EP OUTPUT function key to work with spooled files or the printer output. If your assistance level is set to "basic" [WRKSPLF ASTLVL (*BASIC)], the IBM Work with Printer Output Screen will display. The Work with Printer Output Screen is presented after pressing F10=EP OUTPUT on the EDI Processor Jobs Screen (p. 5-3). Use this screen, which is a standard System i screen, to review the indicated user's output. Other users' printer output may also be displayed. You may also access this screen by keying WRKSPLF APEDICTLbb on any command line within Distribution A+ (where bb is the Base ID) and pressing ENTER. If your assistance level is set to "intermediate" [WRKSPLF ASTLVL (*INTERMED)], the IBM Work with Spooled Files Screen will display. The Work with Spooled Files Screen is screen is presented after pressing F10=EP OUTPUT on the EDI Processor Jobs Screen (p. 5-3). Use this screen, which is a standard System i screen, to review and work with all spooled files.
F11=Pending / F11=Complete	The F11=PENDING / F11=COMPLETE function key allows you to toggle between jobs which have not been processed (pending) and jobs which have been processed (completed). Refer to the EDI Processor Jobs Detail Screen (p. 5-8) for information on completed EDI Transaction Processor jobs. When F11=COMPLETE displays, all jobs with the status of pending (PND) are displayed on this screen. Press this key to display only those jobs which have completed. When F11=PENDING is displayed, all jobs which have completed (CMP) are displayed on the screen. Press this key to display only those jobs which are pending.
F13=Stop EP	The F13=STOP EP function key displays and will be available only if your user ID has been defined as a **Master User** through Authority Profile Maintenance (MENU XASCTY). Press the F13=STOP EP function key to stop the EDI Transaction Processor in a normal fashion. After pressing the F13=STOP EP function key, pending jobs will not begin processing and currently active jobs will continue processing until completion. To restart the EDI Transaction Processor, press F5=REFRESH until you see RESTART NEEDED in the upper right hand corner of the screen. When RESTART NEEDED displays, press F6=RESTART EP to restart the EDI Transaction Processor.

EDI Processor Jobs Screen Fields and Function Keys

Field/Function Key	Description
F24=Clear	The F24=CLEAR function key displays only after pressing F11=COMPLETED to review completed jobs. This function key provides you with the option of clearing completed (CMP) jobs. Press the F24=CLEAR function key to remove all jobs which have completed processing.
Enter	After selecting a job that you want to display in detail (by keying the reference number in the **Select** field), press the ENTER key to display the EDI Processor Jobs Detail Screen (p. 5-8).

EDI Processor Jobs Detail Screen

```
14/07/14   14:57:24          EDI PROCESSOR JOBS




           Environment:     C4  Development Patch Fixes
           Job Description: Send PO (850)
           Job Number:                 1868
           Job Status:      Complete
           User:            BELLAJ

           Job Statistics   Submit:     12:17:26     5/02/14
                            Start:      12:17:26     5/02/14
                            Complete:   12:17:28     5/02/14

                            Wait Time:       :00
                            Run Time:        :02




                                                      F12=Return
```

This screen appears after you select a job and press ENTER on the EDI Processor Jobs Screen (p. 5-3). Use this screen to review detailed information about the job you selected. The jobs that need to complete processing, if any, before the job you selected will be submitted to the EDI Transaction Processor, are shown on the lower portion of this screen. If no other jobs are interfering with this job and the job has not yet begun to process, the lower portion of the screen will instead display the last six changes made to the priority assignments.

All fields on this screen are display only and cannot be changed.

EDI Processor Jobs Detail Screen Fields and Function Keys

Field/Function Key	Description
Environment	The environment from which this job was run.
Job Description	The description of this job.
Job Number	The system generated number assigned to this job.
Job Status	The status of this job (complete, running or pending)
User	The name of the user who submitted this job.
Submit:	The time and date this job was submitted.
Start	The time and date this job began.
Complete:	The time and date this job completed.

EDI Processor Jobs Detail Screen Fields and Function Keys

Field/Function Key	Description
Wait Time	The amount of time this job waited before it began running. If this number is large, it could be that the Transaction Processor needed to be restarted or many jobs were submitted at the same time.
Run Time	The amount of time the system took to complete this job once it began.
F12=Return	Press the F12=RETURN function key to return to the EDI Processor Jobs Screen (p. 5-3).

CHAPTER 6 Clearing the Outgoing User Files 6

If your are not using the unattended interface (available only with Invois), after the successful transmission of data, you will need to manually clear out the outgoing user files, for each document type. If you are using the Invois interface (known as the unattended interface), these files can be cleared for you, only if you select to do so through EDI Options (MENU EIMAIN). If you do not use the unattended interface for Inovis, you must then clear the user files manually.

You can manually clear your files using the Outgoing User Files option on the Electronic Data Interchange Main Menu (MENU EIMAIN). Be sure to first verify the transmissions were successful before you clear the user files. During transaction processing, data is translated from the user files into EDI standard documents and then sent to the third-party's mailbox. Since the data remains in the user files, so that the process can be repeated, if necessary. However, you must clear out your user files after documents successfully transfer to the third party package. Otherwise, duplication may occur for documents processed through EDI.

Example:

Assume on Day 1 that the system loads documents A, B, and C into user file 1 and transfers and transmits data in user file 1 to third party package. As a result document A, B and C are sent.

Assume on Day 2 that the system loads document D, E, and F into user file 1 and then transfers and transmits data in user file 1 to third party package. As a result, documents A, B, C, D, E, and F are sent.

Notice that because the user file was not cleared, documents A, B, and C are sent twice.

Clear Outgoing User Files

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Clear Outgoing EDI User Files Screen	Used to select the user files to be cleared.

Clear Outgoing EDI User Files Screen

```
                    CLEAR OUTGOING EDI USER FILES

NOTE
  This option will clear the Outgoing EDI User Files for each transaction
  set.  Before you chose to clear a User File, be sure that you have
  transmitted the data through EDI to your trading partner.

  If you are running an unattended EDI transfer for outgoing documents,
  then it is not necessary to run this option because your User Files will
  automatically be cleared after they are transferred to the mailbox.


Place a "Y" beside the Outgoing User Files you wish to clear:

            Purchase Orders (850):            N   (Y,N)
            Invoices (810):                   N   (Y,N)
            Acknowledgements (855):           N   (Y,N)
            Advance Shipping (856):           N   (Y,N)
            Product Activity Data (852):      N   (Y,N)
            Product Transfer & Resale (867):  N   (Y,N)

                                        F3=Exit        F5=Clear
```

This screen you select the Outgoing User Files option from the Electronic Data Interchange Menu (MENU EIMAIN). Use this screen to select the user files to be cleared.

When documents are translated from user files into EDI standard documents and sent to the third party's mailbox, the data is not moved, it is copied. By copying the data to translate as opposed to moving the data, the process may be repeated (if necessary) since the data remains in the user files. Since the data is copied and not moved, you must clear out the user files after successful completion of a translation. Otherwise, the next time the third party reads those user files to perform a translation for new documents, the old document data would be included in that process, resulting in an unwanted re-sending of documents.

Automatic clearing of these files may occur upon Inovis's translation of data from the files to its mailbox, if the option to do so is selected through EDI Options (MENU EIMAIN). This automatic process, known as an unattended interface, was specifically developed to work with Inovis. This interface is not applicable if you use another third party package. You must clear the file through this option if you do not use the unattended interface for Inovis.

.

Clear Outgoing EDI User Files Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Key Y next to one or more of the available document types for which you want the user files will be cleared. An N next to a document type indicates that the user files for that document type are not to be cleared at this time. *Default Value:* N (5 @ A 1) Required
F3=Exit	Press this key to exit from this option. MENU EIMAIN will display.
F5=Clear	Press this key to submit the job to the EDI Transaction Processor to clear out the user files for the selected document types. A message indicating that the job has been submitted will appear and you will then be returned to MENU EIMAIN.

CHAPTER 7

Setting the EDI Options

7

EDI Options allows you to define the defaults that will be used to tailor how EDI will work. Once these defaults are defined, you can change them anytime. There are two types of EDI options for which defaults are defined:

- system-wide options
- company options

System-wide options pertain to all companies using EDI; company options define default values for an individual company.

You can set up the system and company options for EDI using the EDI Options Maintenance option on the Electronic Data Interchange Main Menu (MENU EIMAIN).

You can use EDI Options (MENU EIMAIN) to establish system and company level EDI processing options. System level options are used to specify global processing parameters, while company level options are used to tailor EDI for each company.

EDI Options

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Options Maintenance Selection Screen	Used to specify whether you want to maintain system or company options.
EDI System Options Maintenance Screen	Use this screen to tailor the way EDI will work for all companies.
EDI Inovis System Options Maintenance Screen	Used to tailor the Inovis options, if you are using that third-party product.
EDI Boxing Systems Options	Used to specify how to fill and track boxes.

Title	Purpose
EDI Auto Release Incoming/Outgoing Maintenance Screen	Used to specify which type of documents will be auto-released.
EDI Company Options Maintenance Screen 1	Used to tailor EDI for a specific company.
EDI Company Options Maintenance Screen 2	Used to tailor EDI for a specific company.

Restarting this Option

Select the option from the menu and make your changes again. Changes will not be made to your options record unless you successfully complete the last screen in options maintenance.

EDI Options Maintenance Selection Screen

```
                    EDI OPTIONS MAINTENANCE


Company Number? _.   00 for system options
                     01-99 for company options


                                          F3=Exit
```

This screen appears after you select the EDI Options maintenance option from the specify whether you want to maintain system-wide options or company options.

EDI Options Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field determines which type of options you will be adding or changing. If system-wide or company options have not been previously entered, you will be adding the EDI option record. If system-wide or company options have been previously entered, you will be changing the EDI option record. Key 00 in this field or leave this field blank to select system-wide options. Key the number of a valid company in this field to select company options. (N 2,0) Required
F3=Exit	Press to exit from this option and return to the menu.
Enter	Press this key to confirm your selection. If you select system-wide options, the EDI System Options Maintenance Screen (p. 7-4) will appear. If you select company options, the EDI Company Options Maintenance Screen 1 (p. 7-20) will appear.

EDI System Options Maintenance Screen

```
                              EDI SYSTEM OPTIONS

Load All Pending Documents at Day End: Purchase Orders (850):          N (Y,N)
                                       Invoices (810):                 N (Y,N)
                                       Acknowledgements (855):         N (Y,N)
                                       Advance Shipping (856):         N (Y,N)
                                       Product Activity Data (852):    N (Y,N)
                                       Product Transfer & Resale (867): . (Y,N)

EDI Offline OE Report Output Queue:       QPRINT.....
EDI Offline OE Error Report Output Queue: ..........
EDI Offline Receiver Entry Output Queue:  QPRINT.....

EDI Third Party Package Installed:        P
                 Data Library:            EDI4XXDTA .
                 Program Library:         EDI4XXPGM .

Unattended Interface Type:                1

Outgoing Batch Communications:            1

                                                                F12=Previous
```

This screen appears after you press ENTER on the EDI Options Maintenance Selection Screen (p. 7-3) if you selected to maintain system-wide options.

Use this screen to tailor the way EDI will work for all companies. The tailoring options you establish on this screen will be used throughout EDI.

EDI System Options Maintenance Screen Fields and Functions Keys

Field/Function Key	Description
Load All Pending Documents at Day End	Use this field to determine if all outgoing documents (with a status of pending) will be loaded into the user files during Day-End Processing, or when manually selected through Outgoing Documents (MENU EIMAIN). Key Y next to one or more types of outgoing documents, that, when assigned an EDI status of pending, will be loaded into user files during Day-End Processing. NOTE: All orders associated with a consolidated invoice will be loaded into the user files during Day-End Processing if the *Invoice (810)* field is set to Y. Key N next to one or more types of outgoing documents, that, when assigned an EDI status of pending, will be loaded into user files only when manually selected through Outgoing Documents (MENU EIMAIN). *Default Value:* Y (5 @ N 1,0) Required

EDI System Options Maintenance Screen Fields and Functions Keys

Field/Function Key	Description
EDI Offline OE Report Output Queue	Key the name of the output queue to which Offline OE Reports will be sent. EDI incoming documents are received through an offline process occurring automatically upon selection to receive. An output queue for any messages occurring during this off-line process must be identified here. *Valid Values:* A valid IBM i output queue (A 10) Required
EDI Offline OE Error Report Output Queue	Key the name of the output queue to which Offline OE Error Reports will be sent. EDI incoming documents are received through an offline process occurring automatically upon selection to receive. Errors that are found during that process will print on a separate error report. An output queue for that error report occurring during this off-line process must be identified here. *Valid Values:* A valid IBM i output queue (A 10) Required
EDI Offline Receiver Entry Output Queue	Key the name of the output queue to which Off-Line Receiver Edit Reports will be sent. EDI incoming documents are received through an offline process occurring automatically upon selection to receive. An output queue for any messages occurring during this off-line process must be identified here. *Valid Values:* A valid IBM i output queue (A 10) Required
EDI Third Party Package Installed	Use this field to indicate the type of EDI Third Party Package (Distribution A+ Preferred Package or Other) you have installed. Key P (for Preferred) if you have an EDI Third Party Package installed that Distribution A+ supports as an interface package. Key O (for Other) if you have any other EDI Third Party Package not supported as a Distribution A+ interface package. NOTE: If you select O, you must key 9 in the *Unattended Interface Type* field and the *Outgoing Batch Communications* field. (A 1) Required
Data Library	If you keyed P in the *EDI Third Party Package Installed* field, use this field to enter the name of the data library specified when the Third Party package was installed. Verification of this library is made in order to see if the package is installed on your system. (A 10) Required

EDI System Options Maintenance Screen Fields and Functions Keys

Field/Function Key	Description
Program Library	If you keyed P in the *EDI Third Party Package Installed* field, use this field to enter the name of the program library specified when the third party package was installed. Verification of this library is made in order to see if the package is installed on your system. (A 10) Required
Unattended Interface Type	Use this field to determine the type of interface to be used between Distribution A+ and the third party package for processing EDI documents. You can select to use an automatic or a manual interface. With the automatic interface, when a pending outgoing document is "sent" to the user files, the data will be automatically transferred to Inovis, and, upon successful translation, the user files will be cleared out. This alleviates the need to manually, through Inovis, transfer the data, and manually, through Outgoing User Files (MENU EIMAIN), clear out the user files. You must be using Inovis to use the automatic interface. With the manual interface, when a pending outgoing document is "sent" to the user files, the data will not be transferred to Inovis. You will instead have to manually, through your third party package, transfer the data, and manually, through Outgoing User Files (MENU EIMAIN), clear out the user files. Key 1 in this field if you have Inovis and you want to automate the process of transferring data from your outgoing user files to Inovis. NOTE: If you want to have an automatic outgoing batch communication initiated, you must be using the Inovis unattended interface, indicated by keying 1 in this field. Refer to the *Outgoing Batch Communications* field description. Key 9 in this field if you do not have Inovis or you do not want to automate the process of transferring data from your outgoing user files to Inovis. You must enter 9 if the *EDI Third Party Package Installed* field is set to O (indicating that you are not using Inovis). (N 1,0) Required

EDI System Options Maintenance Screen Fields and Functions Keys

Field/Function Key	Description
Outgoing Batch Communications	Use this field to determine if outgoing communications to the EDI network should be automated. Automated outgoing batch communications are available only if using Inovis. Key 1 in this field to force Inovis to initiate a network communication each time a "send" is processed through Outgoing Documents (MENU EIMAIN). NOTE: Because a "send" will only transfer the data from your files to Inovis if the unattended interface is on, you must key 1 in the *Unattended Interface Type* field in order to key 1 in this field. Key 2 in this field to force Inovis to initiate a network communication only at Day-End. Documents "sent" through Outgoing Documents (MENU EIMAIN) since the last Day-End will be stored until Day-End is run. NOTE: Because a "send" will only transfer the data from your files to Inovis if the unattended interface is on, you must key 1 in the *Unattended Interface Type* field in order to key 2 in this field. Key 9 in this field if you are not using Inovis or the Inovis unattended interface is set to 9 for manual. Network communication must be manually initiated through the third party package. This field must be 9 if the *EDI Third Party Package Installed* field is O, indicating that you are not using Inovis. (N 1) Required
F12=Previous	Press this key to exit from this screen and return to the EDI Options Maintenance Selection Screen (p. 7-3) without saving your changes.
Enter	Press this key to confirm your selections. • The EDI Inovis System Options Maintenance Screen (p. 7-8) will appear, if Inovis is installed. • The EDI Boxing Systems Options (p. 7-11) will appear, unless Warehouse Management is installed. • The EDI Auto Release Incoming/Outgoing Maintenance Screen (p. 7-13) will appear, if Inovis is not installed and Warehouse Management is installed.

EDI Inovis System Options Maintenance Screen

```
                          EDI SYSTEM OPTIONS
                             Inovis Options


        Outgoing User File Definition Name
           Purchase Orders (850):                S000850...
           Invoice (810):                        S000810... *
           Acknowledgements (855):               S000855... *
           Advance Shipping (856):               S000856... *
           Product Activity Data (852):          S000852...
           Product Transfer & Resale (867):      S000867...


        Using Multiple Companies for Outgoing Documents (Y/N):     Y
WARNING - ALL the above user files marked with an "*" will have the company
          number appended to the trading partner id for the UFTPID field. Be
          aware that the partner internal id. in the trading partner relation-
          ship needs to have company appended to the trading partner id. also.
          Company number will be appended as -xx (xx = company number).

                                                                F12=Previous
```

This screen appears after you press ENTER on the EDI System Options Maintenance Screen (p. 7-4), if a P is keyed in the *EDI Third Party Package Installed* field on that screen. Use this screen to tailor Third Party options for Distribution A+ EDI. The tailoring options you establish on this screen are used throughout EDI.

EDI Inovis System Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Outgoing User File Definition Number (or Name)	The heading of this field will either be *Outgoing User File Definition Number* or *Outgoing User File Definition Name*, depending on the existence of the UADDMBX API in the EDI Third Party Program Library. If UADDMBX exists, the Outgoing User File Definition Name will display. If UADDMBX does not exist, the Outgoing User File Definition Number will display. The fields that follow this heading define the number or name that is used by the EDI Third Party package to link the specified document to the translation formats. For each document type, enter the User File Definition number or name for the document type from your Third Party package. If you are entering a number, it is a sequential number assigned by the Third Party package to each different translation format. This field is NOT the document ID number (ex. 810, 850, 855, etc.). If you are entering a name, it is the name assigned to each different user file definition. NOTE: The version of the Third Party package that is currently installed, determines whether or not these fields will display on this screen. *Valid Values:* number: 000-999; name: the name assigned to each different user file definition. (5 @ A 3 or A10) Required

EDI Inovis System Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Using Multiple Companies for Outgoing Documents	Use this field to if you have the same Company Trading Partner ID for multiple companies using outgoing documents. It is necessary set up the same Company Trading Partner ID to ensure accuracy of outgoing documents if you are using multiple companies and if they do business with the same store when sending outgoing documents (such as an Invoice) to a store. Therefore, using this field you can have Distribution A+ automatically append a company number at the end of the Company Trading Partner ID to make it unique. For example, if your Company Trading Partner ID is 123456789 and the processing company is 01, then 123456789-01 will be the *UFTPID* field in the outgoing user files. This ensures that when using multiple companies, once an attempt is made to transmit via EDI and more than one store (mailbox) is detected, the appropriate mailbox is used for the company's document. Key Y in this field to have Distribution A+ automatically append a company number at the end of the Company Trading Partner ID to make it unique. Key N in this field to have the *UFTPID* field in the outgoing user files filled in with the Company Trading Partner ID only. Be aware that if you are using the same Company Trading Partner ID and you have multiple companies, when outgoing documents are generated for multiple companies, Distribution A+ will not be able to differentiate which company to use. --- WARNING! If you key Y in this field, the following warning will display on this screen: "All the above user files marked with an * will have the company number appended to the Trading Partner ID for the UFTPID field. Be aware that the partner internal ID in the trading partner relationship needs to have the company appended to the Trading Partner ID. Also, the company number will be appended as -xx, where xx represents the company number." --- (A 1) Required
F12=Previous	Press this key to exit from this screen and return to the EDI System Options Maintenance Screen (p. 7-4) without saving your changes.
Enter	Press this key to confirm your selections. The EDI Boxing Systems Options (p. 7-11) will appear, unless Warehouse Management is installed; otherwise the EDI Auto Release Incoming/ Outgoing Maintenance Screen (p. 7-13) will appear.

EDI Boxing Systems Options

```
                    EDI SYSTEM OPTIONS
                      Boxing Options

Track Boxes:                          N       (Y,N)
  Days of Box History to keep:        ....
  Retain until AR paid:               N       (Y,N)
  Track Box contents:                 N       (Y,N)

Print Boxes on Customer Invoice:      N       (Y,N)

                                                F12=Previous
```

This screen appears only if Warehouse Management is not installed on your system.

This screen appears after you press ENTER on the EDI System Options Maintenance Screen (p. 7-4), if Inovis is not installed, the EEDI Inovis System Options Maintenance Screen (p. 7-8).

Use this screen to select options for filling and tracking boxes. When the Pick List for an order is printed, the boxes and items to put in the box are also printed. The boxes should be filled as indicated.

EDI Boxing Systems Options Fields and Function Keys

Field/Function Key	Description
Track Boxes	Key Y to track boxes. Each box filled for an order is assigned a unique box identification code (Box ID) for the order, and will be tracked in box history. Key N if you do not want to track boxes. *Default Value:* N (A 1) Required
Days of Box History to keep	Use this field to indicate how long to keep box history before it is purged. Box history consists of the box shipments that you have made from this number of days ago through the present date. Box history that is older than this number of days is automatically removed during Day-End Processing (MENU XAMAST). (N 3,0) Optional

EDI Boxing Systems Options Fields and Function Keys

Field/Function Key	Description
Retain until A/R paid	Key Y if you do not want to purge box history that is older than the *Days of Box History to keep* until the invoice is fully paid through Accounts Receivable. Key N if you do not want to consider an invoice's payment status when box history is purged. *Default Value:* N (A 1) Required
Track Box contents	Key Y to track the contents of boxes. The individual items and quantities that were shipped in each box are retained in box history. Key N if you do not want to track the contents of boxes for this warehouse. Box history will not include the individual items and quantities shipped in each box. *Default Value:* N (A 1) Required
Print Boxes on Customer Invoice	Key Y to print box information (including box number, shipping date and time) at the bottom of the customer's Invoice. Key N if you do not wish to print box information on customer Invoices. Refer to Print Invoices (MENU OEMAIN), as explained in the Order Entry manual for details about Invoices. *Default Value:* N (A 1) Required
F12=Previous	Press this key to return to the previous screen without saving your changes.
Enter	Press this key to confirm your selections. The EDI Auto Release Incoming/ Outgoing Maintenance Screen (p. 7-13) will appear.

EDI Auto Release Incoming/Outgoing Maintenance Screen

```
                          EDI SYSTEM OPTIONS
                 Auto Release Incoming/Outgoing Documents

      Incoming:
            Auto Release Purchase Orders (850):            N  (Y,N)
            Auto Release Purchase Order Changes (860):     N  (Y,N)
            Auto Release Price Catalog (832):              N  (Y,N)
            Auto Release Advance Shipping Notice (856):    N  (Y,N)
            Auto Release Remittance Advice/Payment (820): N  (Y,N)
            Auto Release Invoice (810):                    N  (Y,N)
            Auto Release Acknowledgements (855):           .. (Y,N)

      Outgoing:
            Auto Release Invoice (810):                    N  (Y,N)
            Auto Release Purchase Orders (850):            N  (Y,N)
            Auto Release Acknowledgements (855):           N  (Y,N)
              Resend Acknowledgement When Changed:         N  (Y,N)
            Auto Release Advance Shipping Notice (856):    N  (Y,N)
            Auto Release Product Activity Data (852):      N  (Y,N)
            Auto Release Product Transfer & Resale (867): .. (Y,N)

            Delay Minutes (1-9999):                        ...1

                                                              F12=Previous
```

This screen appears after you press ENTER on the following screens:

- EDI System Options Maintenance Screen (p. 7-4) if Inovis is not installed, and Warehouse Management is installed on your system
- EDI Inovis System Options Maintenance Screen (p. 7-8), if Warehouse Management is installed
- EDI Boxing Systems Options (p. 7-11), if Warehouse Management is not installed

Use this screen to specify which types of incoming or outgoing documents you want to auto release. The auto release process automatically loads incoming documents from the user files to the Distribution A+ database, or automatically loads outgoing documents from the Distribution A+ database to the user files, at the time interval you specify in the *Delay Minutes* field. If you do not use auto release for one or more document types, you must then load incoming documents manually through Incoming Documents (MENU EIMAIN) or outgoing documents through Outgoing Documents (MENU EIMAIN).

Typing a Y in one or more of the *Auto Release* fields only indicates that this document type should be handled by the auto release process. Typing a Y in an *Auto Release* field does not:

- Restart the EDI Transaction Processor. To restart the EDI Transaction Processor, use EDI Processor Inquiry (MENU EIMAIN).
- Start the auto release process. No documents will be automatically released until you start the auto release process through Start Auto Release Incoming/Outgoing EDI Jobs (MENU EIMAST).

Additionally, the auto release process is not restarted automatically when you restart the EDI Transaction Processor through EDI Processor Inquiry. For any documents to be auto released, you must start the auto release process through Start Auto Release Incoming/Outgoing EDI Jobs after you restart the Transaction Processor.

Depending on which screen in Incoming Documents you view, Distribution A+ indicates errors with an E in one of three columns: ERR, ER or E. EDI returns documents with errors to the user files and assigns them pending status, except for incoming remittance advice/payments with minor errors, to which EDI assigns completed status. For more information about remittance advice/payment errors, refer to the "Incoming 820 Error Messages Screen" on page 2-112.

Auto release loads all pending documents, except those with errors, into the Distribution A+ database. When pending documents have errors (except incoming remittance advice/payments with minor errors), you must receive them manually.

EDI Auto Release Incoming/Outgoing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Incoming) Auto Release Purchase Orders (850)	Use this field to determine if incoming Purchase Orders will automatically be released from the user files to the Distribution A+ database at the periodic interval defined in the *Delay Minutes* field. Key Y to have incoming Purchase Orders automatically released from the user files to the Distribution A+ database at the defined periodic interval. Key N to not have incoming Purchase Orders automatically released from the user files to the Distribution A+ database. Instead, you will need to use the F15 or F17 key on the Pending Incoming EDI Purchase Orders Screen (p. 2-7) to release incoming Purchase Orders from the user files to the database. (A 1) Required
(Incoming) Auto Release Purchase Order Changes (860)	Use this field to determine if incoming Purchase Order Changes will automatically be released from the user files to the Distribution A+ database at the periodic interval defined in the *Delay Minutes* field. Key Y to have incoming Purchase Order Changes automatically released from the user files to the Distribution A+ database at the defined periodic interval. Key N to not have incoming Purchase Order Changes automatically released from the user files to the Distribution A+ database. Instead, you will need to use the F15 or F17 key on the Pending Incoming EDI Purchase Order Changes Screen (p. 2-33) to release the incoming Purchase Order Changes from the user files to the database. (A 1) Required

EDI Auto Release Incoming/Outgoing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Incoming) Auto Release Price Catalog (832)	Use this field to determine if incoming Price Catalogs will automatically be released from the user files to the Distribution A+ database at the periodic interval defined in the *Delay Minutes* field. Key Y to have incoming Price Catalogs automatically released from the user files to the database at the defined periodic interval. Key N to not have incoming Price Catalogs automatically released from the user files to the database. Instead, you will need to use the F15 or F17 key on the Pending Incoming EDI Price Catalogs Screen (p. 2-46) to release incoming Price Catalogs from the user files to the database. (A 1) Required
(Incoming) Auto Release Advance Shipping Notice (856)	Use this field to determine if incoming Advance Shipping Notices (ASN) will automatically be released from the user files and the offline receiver files to a receiver at the periodic interval defined in the *Delay Minutes* field. Key Y to have incoming ASNs released from the user files and the offline receiver files to the receiver at the defined periodic interval. Key N to not have incoming ASNs automatically released from the user files and the offline receiver files to the receiver. Instead, you will need to use the F15 or F17 key on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-64) to release incoming ASNs from the user files and the offline receiver files to a receiver. (A 1) Required
(Incoming) Auto Release Remittance Advice/Payment (820)	Use this field to determine if incoming remittance advice/payments (820) will automatically be released from the user files to the Distribution A+ database at the periodic interval defined in the *Delay Minutes* field. Key Y to have incoming remittance advice/payments released from the user files to the database at the defined periodic interval. Key N to prevent EDI from automatically releasing incoming remittance advice/payments from the user files to the database. Instead, you must use the F15 or F17 key on the Pending Incoming EDI Remittance Advice/ Payment Screen (p. 2-96) to release these documents. (A 1) Required
(Incoming) Auto Release Invoice (810)	Key Y to have incoming Invoices automatically released from the user files to the Distribution A+ database at the periodic interval specified in the *Delay Minutes* field. Key N to prevent incoming Invoices from being automatically released from the user files to the database. If you key N, you must use the F15 or F17 key on the Pending Incoming EDI Invoices Screen (p. 2-121) to release incoming Invoices to the database. (A 1) Required

EDI Auto Release Incoming/Outgoing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Incoming) Auto Release Acknowledgements (855)	Key Y to have incoming Acknowledgements automatically released from the user files to the Distribution A+ database at the periodic interval specified in the *Delay Minutes* field. Key N to prevent incoming Acknowledgements from being automatically released from the user files to the database. If you key N, you must use the F15=EDIT or F17=EDIT ALL on the Pending Incoming EDI Acknowledgements Screen (p. 2-139) to release incoming Acknowledgements to the database. (A 1) Required
(Outgoing) Auto Release Invoice (810)	Use this field to determine if outgoing Invoices will automatically be released from the user files at the periodic interval defined in the *Delay Minutes* field. Key Y to have outgoing Invoices released from the user files at the defined periodic interval. Key N if you do not wish outgoing Invoices to be automatically released from the user files. Instead, you will need to use the F15=SEND or F17=SEND ALL key on the Pending Outgoing EDI Invoice Screen (p. 3-14), or you will have to wait until Day End to release outgoing Invoices from the user files if you have *Load All Pending Documents at Day End* field set to Y for invoices on the EDI System Options Maintenance Screen (p. 7-4). (A 1)Required
(Outgoing) Auto Release Purchase Orders (850)	Use this field to determine if outgoing Purchase Orders will automatically be released from the user files at the periodic interval defined in the *Delay Minutes* field. Key Y to have outgoing Purchase Orders released from the user files at the defined periodic interval. Key N to not have outgoing Purchase Orders automatically released from the user files. Instead, you will need to use the F15=SEND or F17=SEND ALL key on the Pending Outgoing EDI Purchase Orders Screen (p. 3-6), or you will have to wait until Day End to release outgoing Purchase Orders from the user files, if you have *Load All Pending Documents at Day End* field set to Y for purchase orders on the EDI System Options Maintenance Screen (p. 7-4). (A 1) Required

EDI Auto Release Incoming/Outgoing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Outgoing) Auto Release Acknowledgment (855)	Use this field to determine if outgoing Acknowledgments will automatically be released from the user files at the periodic interval defined in the *Delay Minutes* field. Key Y to have outgoing Acknowledgments released from the user files at the defined periodic interval. Key N to not have outgoing Acknowledgments automatically released from the user files. Instead, you will need to use the F15=SEND or F17=SEND ALL key on the Pending Outgoing EDI Acknowledgement Screen (p. 3-23), or you will have to wait until Day End to release outgoing Acknowledgments from the user files, if you have *Load All Pending Documents at Day End* field set to Y for invoices on the EDI System Options Maintenance Screen (p. 7-4). (A 1) Required
(Outgoing) Resend Acknowledgement When Changed	Use this field to determine if outgoing Acknowledgments will automatically be resent when changes are made to the customer order. Order Activity is being used to control this feature so you must have Track Order Activity set to Y in Order Entry Options Maintenance (MENU XAFLILE). Acknowledgements will be resent if the order quantity is changed, a price is changed, an item is deleted, or an item is added. Key Y to have resend Acknowledgments when changes are made to the customer order. Key N to not resend Acknowledgments when changes are made to the customer order. (A 1) Required
(Outgoing) Auto Release Advance Shipping Notice (856)	Use this field to determine if outgoing Advance Shipping Notices (ASNs) will automatically be released from the user files at the periodic interval defined in the *Delay Minutes* field. Key Y to have outgoing ASNs released from the user files at the defined periodic interval. Key N to not have outgoing ASNs automatically released from the user files. Instead, you will need to use the F15 or F17 key on the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-31), or you will have to wait until Day End to release outgoing ASNs from the user files if you have *Load All Pending Documents at Day End* field set to Y for ASNs on the EDI System Options Maintenance Screen (p. 7-4). (A 1) Required

EDI Auto Release Incoming/Outgoing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Outgoing) Auto Release Product Activity Data (852)	Use this field to determine if outgoing Product Activity Data (852) (PAD) documents will automatically be released from the user files at the periodic interval defined in the *Delay Minutes* field. Because PAD documents are only created once a day, during Day-End Processing (MENU XAMAST), conditions for auto release are as follows: • If you key Y in this field and you have keyed Y in the *Load All Pending Documents at Day End* field on the EDI System Options Maintenance Screen (p. 7-4), PAD documents will be released during Day-End Processing. • If you key Y in this field and you have keyed N in the *Load All Pending Documents at Day End* field on the EDI System Options Maintenance Screen (p. 7-4), PAD documents will be released the first time the auto release process runs after Day-End Processing is completed. • If you key a N in this field and you have keyed Y in the *Load All Pending Documents at Day End* field on the EDI System Options Maintenance Screen (p. 7-4), PAD documents will be released during Day-End Processing. • If you key N in this field and you have keyed N in the *Load All Pending Documents at Day End* field on the EDI System Options Maintenance Screen (p. 7-4), PAD documents will not be automatically released from the user files. You will have to manually release PAD documents through Outgoing Documents (MENU EIMAIN). (A1) Required
(Outgoing) Auto Release Product Transfer & Resale (867)	Use this field to determine if outgoing Product Transfer & Resale Report (867) will automatically be released from the user files at the periodic interval defined in the *Delay Minutes* field. Key Y to have outgoing Product Transfer & Resale Report released from the user files at the defined periodic interval. Key N to not have outgoing Product Transfer & Resale Report automatically released from the user files. Instead, you will need to use the F15=SEND or F17=SEND ALL on the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-49), or you will have to wait until Day End to release outgoing Product Transfer & Resale Reports from the user files if you have *Load All Pending Documents at Day End* field set to Y for Product Transfer & Resale Reports on the EDI System Options Maintenance Screen (p. 7-4). (A 1) Required

EDI Auto Release Incoming/Outgoing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Delay Minutes	Use this field to specify the interval at which the EDI Transaction Processor will auto release documents. For incoming documents, they will be released from the user files to the Distribution A+ database. For outgoing documents, they will be released from the database to the user files. Your entry in this field is the number of minutes that should elapse between the time the auto release process finishes loading documents to/from the database and the time the process begins again. Enter the number of minutes that must elapse between the completion of one cycle of the auto release process and the start of the next cycle. (N 4,0) Required
F12=Previous	Press this key to exit this screen and return to the previous screen without saving your changes.
Enter	Press this key to confirm your selections. The EDI System Options Maintenance Screen (p. 7-4) will appear.

EDI Company Options Maintenance Screen 1

```
                    EDI COMPANY OPTIONS MAINTENANCE
                    A & C Office Supply

                    Company Trading Partner Id:       ACO-8654127.....

Incoming PO (850):
                    User File Purge Days:             999
                    Order Hold Code?                  E1
                    Order Error Hold Code?            E2


Incoming PO Changes (860):
                    User File Purge Days:             999

Incoming Acknowledgements (855):
                    Incoming Ack Report Output Queue: QPRINT.....
                    Discrepancy Report Output Queue:  QPRINT.....
                    User File Purge Days:             180

                                                                F12=Previous
```

This screen appears after you press enter on the EDI Options Maintenance Selection Screen (p. 7-3) if you selected to maintain options for a specific company. Use this screen to define the default values to be used for a specific company in EDI.

EDI Company Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Company Trading Partner ID	Key the Trading Partner ID for this company. This ID will distinguish documents affiliated with this company when sent and/or received through EDI. (A 15) Required
(850) User File Purge Days	Use this field to identify the number of days after the receipt of an incoming purchase order (850) that the document is to remain in the user files. After this number of days has elapsed, the document will be cleared out of the user files. In other words, this is the maximum number of days any one incoming document, once received, can remain in the user files. Note that if the document has not yet been received, it will not be cleared automatically from the user files regardless of any time limitations indicated in this field. Key the desired number of days incoming documents should be retained, after receipt, in the user files. (N 3,0) Required

EDI Company Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Order Hold Code	If you want an order (created by the EDI receipt of an incoming PO) to be placed on hold, identify the hold code in this field. This hold code will be assigned to newly created orders resulting from the EDI receipt of a customer's PO. Leave this field blank if orders created as a result of an EDI receipt of a document are not to be placed on hold. *Valid Values:* A valid order hold code created through Order Hold Codes Maintenance (MENU OEFILE) (A 2) Optional
Order Error Hold Code	If you want an order (created by the EDI receipt of an incoming PO) to be placed on hold if errors have occurred during the receipt, identify the error hold code in this field. This hold code will be assigned to newly created orders resulting from the EDI receipt of a customer's PO if those orders have errors. Key the error hold code to be assigned to newly created orders. Leave this field blank if orders created with errors as a result of an EDI receipt of a document are not to be placed on hold. *Valid Values:* A valid order hold code created through Order Hold Codes Maintenance (MENE OEFILE) (A 2) Optional
Order Source	This field appears only if the *Order Source Codes* field has been set to Y through Order Entry Options Maintenance (MENU XAFILE). Order source codes are used for posting accounts from Order Entry to General Ledger, or for tracking information to order history. An order source code is a two character code assigned to each order as it is created. Key the order source code that will be assigned to each order created by the EDI receipt of an incoming document. *Valid Values:* A valid order source code created through Order Source Codes Maintenance (MENU OEFILE) (A 2) Optional
(860) User File Purge Days	Use this field to identify the number of days after the receipt of an incoming purchase order change (860) that the document is to remain in the user files. After this number of days has elapsed, the document will be cleared out of the user files. In other words, this is the maximum number of days any one incoming document, once received, can remain in the user files. Note that if the document has not yet been received, it will not be cleared automatically from the user files regardless of any time limitations indicated in this field. Key the desired number of days incoming documents should be retained, after receipt, in the user files. (N 3,0) Required

EDI Company Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
(855) Incoming Ack Report Output Queue	Key the name of the output queue to which incoming Acknowledgement Reports will be sent. EDI incoming documents are received through an offline process occurring automatically upon selection to receive. An output queue for reports generated due to messages occurring during this offline process must be identified here. *Valid Values:* A valid IBM i output queue (A 10) Required
(855) Discrepancy Report Output Queue	Key the name of the output queue to which Discrepancy Reports will be sent. The Discrepancy Report will only be generated if errors are found. EDI incoming documents are received through an offline process occurring automatically upon selection to receive. An output queue for reports generated due to messages occurring during this offline process must be identified here. *Valid Values:* A valid IBM i output queue (A 10) Required
(855) User File Purge Days	Use this field to identify the number of days after the receipt of an incoming acknowledgement (855) that the document is to remain in the user files. After this number of days has elapsed, the document will be cleared out of the user files. In other words, this is the maximum number of days any one incoming document, once received, can remain in the user files. Note that if the document has not yet been received, it will not be cleared automatically from the user files regardless of any time limitations indicated in this field. Key the desired number of days incoming documents should be retained, after receipt, in the user files. (N 3,0) Required
F12=Previous	Press this key to return to the EDI Options Maintenance Selection Screen (p. 7-3) without saving your changes.
Enter	Press this key to confirm your entries. The EDI Company Options Maintenance Screen 2 (p. 7-23) will appear.

EDI Company Options Maintenance Screen 2

```
                    EDI COMPANY OPTIONS MAINTENANCE
                    A & C Office Supply

Incoming Price Catalog (832):
                    Include Unknown Items on Error Rpt:    Y (Y/N)
                    Offline Future Price Rpt Output Queue: QPRINT.....
                    User File Purge Days:                  999

Incoming ASN (856):
                    User File Purge Days:                  999
                    Bypass Lot Errors:                     Y (Y/N/S)
                    Bypass Serial Errors:                  Y (Y/N/S)

Incoming Remittance Advice/Payment (820):
                    Maximum Write-Off Percent:             15.000
                    Maximum Write-Off Amount:              ..............25  USD
                    Offline Cash Entry Rpt Output Queue:   QPRINT.....
                    User File Purge Days:                  999

Incoming Invoice (810):
                    Offline Vch Entry Rpt Output Queue:    QPRINT.....
                    User File Purge Days:                  999

                                                                F12=Previous
```

This screen after you press ENTER on the EDI Company Options Maintenance Screen 1 (p. 7-20).

Use this screen to continue to define additional default values to be used for a specific company in EDI.

EDI Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Include Unknown Items on Error Rpt	Use this field to determine if any items on the incoming Price Catalog, that are unknown to your database, will print as unknown items on the Unknown Item Report. Refer to the Off-line Future Price Entry (MENU OPMAIN) for further details about this report. Key Y to have any items on the incoming Price Catalog that are unknown to your database print as unknown items on the Unknown Item Report. Key N to not have any items on the incoming Price Catalog, that are unknown to your database, print as unknown items on the Unknown Item Report. This option is used when you stock only a small subset of a vendors entire catalog of items, and do not wish to see items that you do not carry print on the Unknown Item Report due to them being included in the incoming Price Catalog. (A 1) Required

EDI Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Offline Future Price Rpt Output Queue	Key the name of the output queue to which Off-Line Future Price Edit Reports will be sent. Also, if they are generated, the following two reports will also be sent to this queue: Unknown Item Report, and Off-Line Future Price Error Report. EDI incoming documents are received through an offline process occurring automatically upon selection to receive. An output queue for reports generated due to messages occurring during this offline process must be identified here. *Valid Values:* A valid IBM i output queue (A 10) Required
(832) User File Purge Days	Use this field to identify the number of days after the Price Catalog has been received complete that the document is to remain in the user files. After this number of days has elapsed, the document will be cleared out of the user files. In other words, this is the maximum number of days any one Price Catalog document, once received complete, can remain in the user files. Note that if the document has not yet been received, it will not be automatically cleared from these files regardless of any time limitations indicated in this field. Key the desired number of days incoming Price Catalog documents will be retained in the user files, after being received complete. If this field is left blank, Price Catalogs will never automatically be cleared out of the user files. (N 3,0) Required
(856) User File Purge Days	Use this field to identify the number of days after the ASN has been released to a receiver that the document is to remain in the user files and the offline receiver files. After this number of days has elapsed, the document will be cleared out of the user files and the offline receiver files. In other words, this is the maximum number of days any one ASN document, once released to a receiver, can remain in the user files and the offline receiver files. Note that if the document has not yet been released, it will not be automatically cleared from these files regardless of any time limitations indicated in this field. Key the desired number of days incoming ASN documents will be retained in the user files and the offline receiver files, after release to a receiver. If this field is left blank, ASNs will never automatically be cleared out of the user files. (N 3,0) Required

EDI Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Bypass Lot Errors	Use this field to determine if lot errors in an incoming ASN will prevent it from being released to a receiver. Key Y to have lot errors ignored in an incoming ASN (i.e., you will still be able to receive the incoming ASN to a receiver if it contains lot errors). Key N to have lot errors in an incoming ASN prevent it from being released to a receiver. Additionally, if you key N here, the *Bypass Lot Errors* field on the EDI ASN Shipment Maintenance Screen (p. 2-69) will be protected and you will not be able to override this option on that screen. Key S to have lot errors in an incoming ASN prevent it from being released to a receiver. If you key S here, the *Bypass Lot Errors* field on the EDI ASN Shipment Maintenance Screen (p. 2-69) will not be protected and you will be able to override this option on that screen. *Default Value:* N (A 1) Required
Bypass Serial Errors	Use this field to determine if serial number errors in an incoming ASN will prevent it from being released to a receiver. Key Y to have serial number errors ignored in an incoming ASN (i.e., you will still be able to receive the incoming ASN to a receiver if it contains serial number errors). Key N to have serial number errors in an incoming ASN prevent it from being released to a receiver. Additionally, if you key N here, the *Bypass Serial Errors* field on the EDI ASN Shipment Maintenance Screen (p. 2-69) will be protected and you will not be able to override this option on that screen. Key S to have serial number errors in an incoming ASN prevent it from being released to a receiver. Additionally, if you key S here, the *Bypass Serial Errors* field on the EDI ASN Shipment Maintenance Screen (p. 2-69) will not be protected and you will be able to override this option on that screen *Default Value:* N (A 1) Required

EDI Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Maximum Write-Off Percent	This field is required only when you key a value in the *Maximum Write-off Amount* field. Key the maximum percent of an invoice amount that can be automatically written off as an adjustment. This value applies to all customers. To specify a different value for an individual customer, use Customer/Ship To Master Maintenance (MENU ARMAIN). The balance is written off only if it is less than or equal to all of the following values: • Maximum write-off percent for all customers (specified in this field) • Maximum write-off amount for all customers (specified in the *Maximum Write-Off Amount* field) • Maximum write-off percent for an individual customer (specified in the *Max W/O Pct* field in Customer/Ship To Master Maintenance) • Maximum write-off amount for an individual customer (specified in the *Max W/O Amt* field in Customer/Ship To Master Maintenance) (N 2,3) Required/Optional
Maximum Write-Off Amount	This field is required only when you key a value in the *Maximum Write-off Percent* field. Key the maximum amount of an invoice balance that can be automatically written off as an adjustment. This value applies to all customers. To specify a different value for an individual customer, use Customer/Ship To Master Maintenance (MENU ARMAIN). The balance is written off only if it is less than or equal to all of the following values: • Maximum write-off amount for all customers (specified in this field) • Maximum write-off percent for all customers (specified in the *Maximum Write-Off Percent* field) • Maximum write-off percent for an individual customer (specified in the *Max W/O Pct* field in Customer/Ship To Master Maintenance) • Maximum write-off amount for an individual customer (specified in the *Max W/O Amt* field in Customer/Ship To Master Maintenance) When International Currency is installed, the company's local currency symbol is shown to the right of the amount. (N 15,0) Required/Optional

EDI Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Offline Cash Entry Rpt Output Queue	Key the name of the output queue to which EDI will send the A/R Offline Cash Entry Edit Report. For more information about this report, refer to Cash & Adjustment Entry/Edit (MENU ARMAIN). EDI incoming documents are received through an offline process that occurs automatically upon selection to receive. An output queue for reports generated due to messages occurring during this offline process must be identified here. *Valid Values:* An IBM i output queue. (A 10) Required
(820) User File Purge Days	Key the number of days a completed incoming remittance advice/payment transaction will remain in the user files. At the end of that period, EDI will clear all completed transactions from the files. Note this affects only completed transactions, not pending ones. If you leave this field blank, completed incoming remittance advice/payment transactions will remain in the user files indefinitely. (N 3,0) Optional
Offline Vch Entry Rpt Output Queue	Key the name of the output queue to which the Offline Voucher Entry Report will be sent. EDI incoming documents are received through an offline process that occurs automatically upon selection to receive. An output queue for reports generated due to messages occurring during this offline process must be identified here. *Valid Values:* An IBM i output queue. (A 10) Required
(810) User File Purge Days	Use this field to identify the number of days after the Invoice has been received complete that the document is to remain in the user files. After this number of days has elapsed, the document will be cleared out of the user files. In other words, this is the maximum number of days any one Invoice, once received complete, can remain in the user files. Note that if the invoice has not yet been received, it will not be automatically cleared from these files regardless of any time limitations indicated in this field. Key the desired number of days incoming invoices will be retained in the user files, after being received complete. If this field is left blank, invoices will never be cleared out of the user files. (N 3,0) Required
F12=Previous	Press this key to return to the EDI Company Options Maintenance Screen 1 (p. 7-20) without saving your changes.
Enter	Press this key to save your entries. The EDI Options Maintenance Selection Screen (p. 7-3) will appear.

CHAPTER 8 Maintaining EDI Unit of Measures 8

EDI reference units of measure are linked to Distribution A+ units of measure, so that EDI units of measure on incoming documents can automatically be translated into Distribution A+ units of measure, and Distribution A+ units of measure on outgoing documents can be converted to EDI reference units of measure.

You can maintain your EDI reference units of measure using the EDI Unit of Measures Maintenance option on the Electronic Data Interchange File Maintenance Menu (MENU EIFI1).

EDI Unit of Measures Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Reference Unit of Measure Selection Screen	Used to specify the EDI reference unit of measure to maintain.
EDI Reference Unit of Measure Screen	Use this screen to review the Distribution A+ unit of measure and EDI reference unit of measure relationship.

EDI Reference Unit of Measure Selection Screen

```
EDI REFERENCE UNIT OF MEASURE MAINTENANCE

Function:          ..   (A,D)
Unit of Measure?  ....
EDI Reference Unit of Measure?  ...

                                                F3=Exit
```

This screen appears after you select the EDI Unit of Measures Maintenance option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to select an EDI reference unit of measure to add or delete.

EDI Reference Unit of Measure Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an EDI reference unit of measure. Key D to delete an EDI reference unit of measure. *Valid Values:* A or D (A 1) Required
Unit of Measure	If you keyed A in the **Function** field, key an existing Distribution A+ unit of measure that you would like to have linked with an EDI reference unit of measure. If you keyed D in the **Function** field, key an existing unit of measure that you no longer want to have linked with an existing EDI reference unit of measure. *Valid Values:* A unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2) (A 1) Required

EDI Reference Unit of Measure Selection Screen Fields and Function Keys

Field/Function Key	Description
EDI Reference Unit of Measure	This field allows for the entry of a two character EDI unit of measure for the unit of measure displayed in the **Unit of Measure** field on this screen. A link will be created between the displayed unit of measure and the EDI unit of measure you key in this field. These units of measure will be used for incoming and outgoing documents in the following manner: • For incoming documents (when receiving documents through EDI), any EDI reference units of measure (keyed via this field) will be translated to the unit of measure displayed in the **Unit of Measure** field on this screen. • For outgoing documents, the unit of measure (displayed in the **Unit of Measure** field on this screen) will be translated to the first EDI unit of measure keyed for that EDI reference unit of measure. Key an EDI unit of measure that will be linked to the unit of measure displayed on this screen. You may key an unlimited number of EDI reference units of measure to link with a unit of measure; however, they must be keyed and entered one at a time. (A 2) Required
F3=Exit	Press F3=EXIT to exit this option and return to the menu.
Enter	Press ENTER to confirm your selections. The EDI Reference Unit of Measure Screen (p. 8-4) will appear.

EDI Reference Unit of Measure Screen

```
                    EDI REFERENCE UNIT OF MEASURE                ADD

                Unit of Measure: CAS
                EDI Reference:   CA
                Description:     Case of product

                                                   F12=Return
```

This screen appears after you press ENTER on the EDI Reference Unit of Measure Selection Screen (p. 8-2). This screen displays information regarding the EDI reference unit of measure that you are adding or deleting.

If you selected to delete the reference unit of measure on the EDI Reference Unit of Measure Selection Screen (p. 8-2), **DELETE** displays in the upper right corner of the screen.

EDI Reference Unit of Measure Screen Fields and Function Keys

Field/Function Key	Description
Unit of Measure	This field displays the existing unit of measure. Display
EDI Reference	This field displays the EDI reference unit of measure that you are adding or deleting. Display
Description	This field displays the description associated with the existing unit of measure. This description is defined in Unit of Measure Maintenance (MENU IAFIL2). Display
F12=Return	Press F12=RETURN to return to the EDI Reference Unit of Measure Selection Screen (p. 8-2) without updating this screen.

EDI Reference Unit of Measure Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key appears only when you have selected to delete an EDI reference unit of measure on the EDI Reference Unit of Measure Selection Screen (p. 8-2). Press F24=DELETE to delete the EDI reference unit of measure, (the unit of measure is not deleted). You are returned to the EDI Reference Unit of Measure Selection Screen (p. 8-2).
Enter	If you keyed A in the **Function** field on the EDI Reference Unit of Measure Selection Screen (p. 8-2), press ENTER to add the EDI reference unit of measure and link it to the existing unit of measure. You are returned to the EDI Reference Unit of Measure Selection Screen (p. 8-2). If you keyed D in the **Function** field on the EDI Reference Unit of Measure Selection Screen (p. 8-2), press ENTER to delete the EDI reference unit of measure, (the unit of measure will not be deleted).You are returned to the EDI Reference Unit of Measure Selection Screen (p. 8-2).

EDI Unit of Measures Listing

You can print a listing of your EDI reference unit of measure relationships using the EDI Unit of Measures Listing option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). This option does not have screens. When you select the option, the Report Options Screen will appear and then your listing will print. Refer to the Cross Applications User Guide for a description of the Report Options Screen.

EDI Reference Unit of Measure Listing

```
EI822  01/02/13  18.51.15                EDI REFERENCE UNIT OF MEASURE              AU/ APDEMO          PAGE   1
    Unit of                              EDI Reference
    Measure   Description                Unit of Measure
-------------------------------------------------------------------------------------------------------------------
      BOX     Box of product                BX
      CAS     Case of product               CS
      SQF     Square Feet                   SF
      SHT     Sheet of Paper                ST
      SQY     Square Yards                  SY
```

This listing contains your EDI reference unit of measure relationships. All of the information on this listing is maintained through EDI Unit of Measures Maintenance (MENU EIFIL1). Refer to “EDI Unit of Measures Maintenance” on page 8-1for details about the data on this listing.

CHAPTER 9

Maintaining EDI Adjustment Numbers

9

EDI adjustment numbers link to AR adjustment numbers, which are defined through Adjustment Numbers Maintenance (MENU ARFIL2). This linked relationship allows Cash & Adjustment Entry/Edit (MENU ARMAIN) to automatically receive incoming adjustments via EDI. Adjustment numbers are used in Cash & Adjustment Entry/Edit (MENU ARMAIN) for frequently applied adjustments. They are associated with general ledger accounts where a General Ledger interface exists.

You can maintain your EDI adjustment numbers using the EDI Adjustment Numbers Maintenance option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

EDI Adjustment Numbers Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Adjustment Numbers Maintenance	Used to add or delete an AR/EDI adjustment number relationship.
EDI Adjustment Number Maintenance Confirmation Screen	Used to confirm the relationship being maintained.

EDI Adjustment Number Maintenance Screen

```
                    EDI ADJUSTMENT NUMBER MAINTENANCE


                Function:            _     (A,D)
                Company?             01    (01-99)
                Adjustment No?       .......
                EDI Adjustment No:   ...



                                                        F3=Exit
```

This screen appears after you select the EDI Adjustment Numbers option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to add or delete an AR/EDI adjustment number relationship.

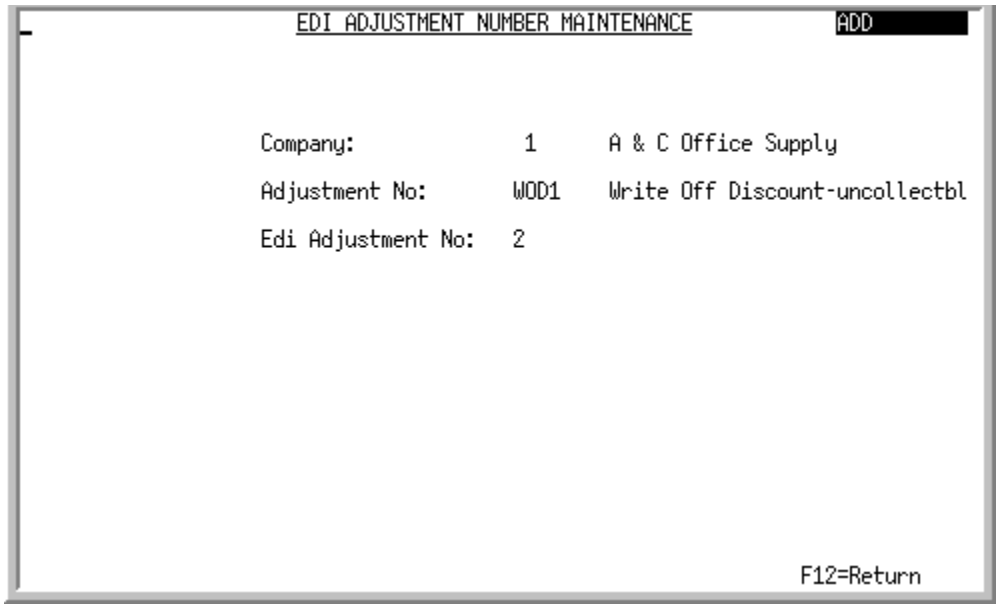
EDI Adjustment Number Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an AR/EDI adjustment number relationship. Key D to delete an AR/EDI adjustment number relationship. (A 1) Required
Company	This field displays only if the *Multi Company* field is set to Y in System Options Maintenance (MENU XAFILE). Key the number of the company to which you want to add an AR/EDI adjustment number relationship or from which you want to delete one. *Default Value:* The default company specified for the user through User Security Maintenance (MENU XASCTY) if one has been defined; otherwise, the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

EDI Adjustment Number Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Adjustment No	Key the AR adjustment number to which you want to link the EDI adjustment number. *Valid Values:* An adjustment number defined through Adjustment Numbers Maintenance (MENU ARFIL2). (A 6) Required
EDI Adjustment No	Key the EDI adjustment number you want to link to the AR adjustment number you selected. (A 2) Required
F3=Exit	Press this key to return to the menu without adding or deleting an AR/EDI adjustment number relationship.
Enter	Press this key to confirm your entries. The EDI Adjustment Number Maintenance Confirmation Screen (p. 9-4) will appear.

EDI Adjustment Number Maintenance Confirmation Screen



This screen appears after you press ENTER on the EDI Adjustment Number Maintenance Confirmation Screen (p. 9-4). Use this screen to confirm the information you entered on that screen.

EDI Adjustment Number Maintenance Confirmation Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press this key to return to the EDI Adjustment Number Maintenance Screen (p. 9-2) without saving your entries.
F24=Delete	This function key displays only if you keyed D in the *Function* field on the EDI Adjustment Number Maintenance Screen (p. 9-2). Press this key twice to delete the AR/EDI adjustment number relationship. The EDI Adjustment Number Maintenance Screen (p. 9-2) will appear.
Enter	Press this key to save your entries. The EDI Adjustment Number Maintenance Screen (p. 9-2) will appear.

EDI Adjustment Numbers Listing

You can print a listing of the EDI adjustment number and its associated AR adjustment number using the EDI Adjustment Numbers Listing option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Adjustment Number Listing Selection Screen	Used to specify a company or range of companies whose data will be included in the listing.

EDI Adjustment Number Listing Selection Screen

```
                    EDI ADJUSTMENT NUMBER LISTING


     Selection

     Company?                  _.     To?     ...


                                                  F3=Cancel
```

This screen appears only if the *Multi Company* field is set to Y through System Options Maintenance (MENU XAFILE).

This screen appears after you select the EDI Adjustment Numbers Listing option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to specify companies for which you want to print the EDI Adjustment Numbers Listing (p. 9-7).

EDI Adjustment Number Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company or range of companies for which to print the listing. Leave this field blank to select all companies. Refer to From and To Ranges in the Cross Applications User Guide for the rules of entering ranges. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
F3=Cancel	Press this key to cancel this option and return to the menu.
Enter	Press this key to confirm your selections. The Report Options Screen will appear. Refer to Appendix B in the Cross Applications User Guide for information about this screen.

EDI Adjustment Numbers Listing

```
EI851   99/09/15  12:27:47          EDI ADJUSTMENT NUMBERS LISTING          I1/JBROWN          PAGE:   1
   All Companies
  Company  Adjustment  Adjustment                    EDI
  Number   Number      Description                   Adjustment Number
-------------------------------------------------------------------------------------------------------------
  01       WOD1        Write Off Discount-uncollectbl      09
  01       WOS         Write Off A/R - Short Payment       12
```

This listing prints the following information for each EDI adjustment number:

- Company Number
- Adjustment Number: The AR adjustment number linked to the EDI adjustment number.
- Adjustment Description: The description assigned to the AR adjustment number through Adjustment Numbers Maintenance (MENU ARFIL2).

CHAPTER 10 Maintaining EDI Currency Codes 10

EDI currency codes link an EDI code to a currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). Refer to that option in the International Currency User Guide for additional information about currency codes.

You can maintain EDI currency codes for incoming documents using the EDI Currency Codes Maintenance option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

EDI Currency Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Currency Code Maintenance Screen	Used to add or delete an IC/EDI currency code relationship.
EDI Currency Code Maintenance Confirmation Screen	Used to confirm the relationship being maintained.

EDI Currency Code Maintenance Screen

```
                    EDI CURRENCY CODE MAINTENANCE


              Function:            _     (A,D)
              Currency Code?       ....
              EDI Currency Code:   ....


                                                    F3=Exit
```

This screen appears after you select the EDI Currency Codes Maintenance option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to specify the currency code and the associated EDI currency code to add or delete.

EDI Currency Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an EDI currency code. Key D to delete an EDI currency code. (A 1) Required
Currency Code	Key the currency code. *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required
EDI Currency Code	Key the EDI currency code to be associated with the currency code. (A 3) Required
F3=Exit	Press this key to return to the menu without adding or deleting an EDI currency code.
Enter	Press this key to confirm your entries. The EDI Currency Code Maintenance Confirmation Screen (p. 10-3) will appear.

EDI Currency Code Maintenance Confirmation Screen

```
                    EDI CURRENCY CODE MAINTENANCE                ADD


          Currency Code:       USD     US Dollars

          EDI Currency Code:   US


                                                        F12=Return
```

This screen appears after you press ENTER on the EDI Currency Code Maintenance Screen (p. 10-2). Use this screen to confirm the information you keyed there.

EDI Currency Code Maintenance Confirmation Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press this key to return to the EDI Currency Code Maintenance Screen (p. 10-2) without saving your entries.
F24=Delete	This function key displays only if you keyed D in the *Function* field on the EDI Currency Code Maintenance Screen (p. 10-2). Press this key twice to delete the EDI currency code. The EDI Currency Code Maintenance Screen (p. 10-2) will appear.
Enter	Press this key to save your entries. The EDI Currency Code Maintenance Screen (p. 10-2) will appear.

EDI Currency Codes Listing

You can print a listing of the EDI currency codes and its associated IC currency code using the EDI Currency Codes Listing option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Currency Code Listing Selection Screen (p. 10-5)	Used to specify a company or range of companies whose data will be included in the listing.

EDI Currency Code Listing Selection Screen

```
                    EDI CURRENCY CODE LISTING



     Selection

     Currency Code?              _..    To?     ....



                                                   F3=Cancel
```

This screen appears after you select the EDI Currency Codes Listing option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to specify the EDI currency codes for which you want to print the EDI Currency Code Listing (p. 10-6).

EDI Currency Code Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Currency Code	Key the EDI currency code or range of EDI currency codes for which to print the listing. Refer to the Cross Applications User Guide for details about entering ranges. (2 @ A 3) Optional
F3=Cancel	Press this key to cancel this option and return to the menu.
Enter	Press this key to confirm your selections. The Report Options Screen will appear. Refer to Appendix B of the System Installation & Planning manual for information about this screen.

EDI Currency Code Listing

```
EI856   99/09/15  14:42:06          EDI CURRENCY CODE LISTING          I1/JBROWN          PAGE:    1
 All Currencies
   Currency                    EDI  Currency
   Code     Currency Name          Code
-------------------------------------------------------------------------------------------------------------
   USD      US Dollar              001
   CAD      Canadian Dollar         002
   JYN      Japanese Yen            003
```

This listing prints the following information for each EDI currency code:

- **Currency Code**: The associated currency code.
- **Currency Name**: The currency name associated with an EDI currency code.

CHAPTER 11

Maintaining EDI Allowance/Charge Codes

11

Special charges allow you to record non-product charges, such as, freight or handling, and may be order charges or line charges. Order charges are applied to an entire order and line charges are applied to an individual item on an order. Each type can have up to nine pre- defined descriptions. Refer to the Order Entry manual for additional information about special charge codes.

You can create the relationship between an EDI allowance/charge codes for outgoing invoices and an Order Entry special charge code defined through Special Charge Definitions (MENU OEFILE) using the EDI Allowance/Charge Codes Maintenance option on the Electronic Data Interchange File Maintenance (MENU EIFIL1).

EDI Allowance/Charge Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Allowance/Charge Code Maintenance Selection Screen	Used to add or delete an allowance/charge code relationship.
EDI Allowance/Charge Code Maintenance Screen	Used to confirm the relationship being maintained.

EDI Allowance/Charge Code Maintenance Selection Screen

```
EDI ALLOWANCE/CHARGE CODE MAINTENANCE SELECTION

Function:              _     (A,C,D)
Company?               01    (01-99)
Special Charge Type:   ..    (O,L)
Special Charge Code?   ..    (1-9)

                                          F3=Exit
```

This screen appears after you select the EDI Allowance/Charge Code option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to specify the Order Entry special charge type and code for which you are maintaining an EDI allowance/charge code.

EDI Allowance/Charge Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an EDI allowance/charge code. Key D to delete an EDI allowance/charge code. (A 1) Required
Company	This field displays only if the *Multi Company* field is set to Y through System Options Maintenance (MENU XAFILE). Key the company number to which you want to add, change, or delete an EDI allowance/charge code. *Default Value:* The default company specified for the user through User Security Maintenance (MENU XASCTY) if one has been defined; otherwise, the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* Any company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

EDI Allowance/Charge Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Special Charge Type	Use this field to specify whether the special charge code you are linking to an EDI allowance/charge code is an order level or line item level special charge code. Key O if the charge is to be applied to the entire order. Key L if the charge is to be applied to an individual line item. (A 1) Required
Special Charge Code	Key the Order Entry special charge code to be associated with the EDI allowance/charge code you are adding, changing, or deleting. If you are not sure of the code, you can access a list of defined special charge codes by keying a ? in this field. Defined codes will display based on the following limits: • If the *Special Charge Type* field is set to O, only order level special charge codes will display. • If the *Special Charge Type f*ield is set to L, only line item level special charge codes will display. • If the *Special Charge Type* field is blank, an L is assumed and only line item level special charge codes will display. *Valid Values:* A special charge code defined through Special Charge Definitions Maintenance (MENU OEFILE). (N 1,0) Required
F3=Exit	Press this key to return to MENU EIFIL1 without adding, changing, or deleting an EDI allowance/charge code.
Enter	Press this key to confirm your selections. The EDI Allowance/Charge Code Maintenance Screen (p. 11-4) will appear.

EDI Allowance/Charge Code Maintenance Screen

```
                EDI ALLOWANCE/CHARGE CODE MAINTENANCE          ADD


     Company:                      1  A & C Office Supply

     Special Charge Type:         0   Order

     Special Charge Code:         1   Freight Out

     EDI Allowance/Charge Code:   1_ .



                                                        F12=Return
```

This screen appears after you press ENTER on the EDI Allowance/Charge Code Maintenance Selection Screen (p. 11-2). Use this screen to specify the EDI allowance/charge code that corresponds to the Order Entry special charge code.

EDI Allowance/Charge Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
EDI Allowance/ Charge Code	Key the EDI allowance/charge code that corresponds to the selected Order Entry special charge code. (A 3) Required
F12=Return	Press this key to return to the EDI Allowance/Charge Code Maintenance Selection Screen (p. 11-2) without saving your entries.
F24=Delete	This function key displays only if you keyed D in the *Function* field on the EDI Allowance/Charge Code Maintenance Selection Screen (p. 11-2). Press this key twice to delete the EDI allowance/charge code. The EDI Allowance/Charge Code Maintenance Selection Screen (p. 11-2) will appear.
Enter	Press this key to save your entries. The EDI Allowance/Charge Code Maintenance Selection Screen (p. 11-2) will appear.

EDI Allowance/Charge Codes Listing

You can print a listing of the EDI allowance/charge codes using the EDI Allowance/Charge Codes Listing option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Allowance/Charge Codes Listing Selection Screen	Used to specify a company or range of companies whose data will be included in the listing.

EDI Allowance/Charge Codes Listing Selection Screen

```
                    EDI ALLOWANCE/CHARGE CODE LISTING


     Selection

     Company?                  _.     To?     ...


                                                        F3=Cancel
```

This screen appears only if the *Multi Company* field is set to Y through System Options Maintenance (MENU XAFILE).

This screen appears after you select the EDI Allowance/Charge Codes Listing option from (MENU EIFIL1). Use this screen to select the company or range of companies for which to print the EDI Allowance/Charge Code Listing (p. 11-7).

EDI Allowance/Charge Codes Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company or range of companies for which to print the listing. Leave this field blank to select all companies. Refer to From and To Ranges in the Introduction section of the Cross Applications User Guide for the rules of entering ranges. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional
F3=Cancel	Press this key to cancel this option and return to the menu.
Enter	Press this key to confirm your selections. The Report Options Screen will appear. Refer to Appendix B of the Cross Applications User Guide for information about this screen.

EDI Allowance/Charge Code Listing

```
EI861  00/00/00  15:24:36          EDI ALLOWANCE/CHARGE CODES LISTING          I1/JBROWN          PAGE:   1
 All Companies
 Company    Special    Special    Special                    EDI Alw/
 Number     Chg Type   Chg Code   Chg Description            Chg Code
-------------------------------------------------------------------------------------------------------------
 01         Line       2          Restock Charge             013
 01         Line       3          Oversize                   014
 01         Line       4          Tariff                     015
 01         Order      1          Freight Out                118
 01         Order      2          Special Handling           119
 01         Order      3          Tariff                     120
```

This listing prints the special charge type, special charge code, special charge description, and the associated EDI allowance/charge code for each company you selected.

CHAPTER 12

Maintaining EDI Alw/Chg PO Landing Factors

12

Landing factors are used in the calculation of estimated landing costs at the item or group (PO, requisition, or receiver) level. A landing factor itself is made up of a landing code, a description to identify its purpose, and calculation formula.

You can add or delete EDI allowance/charge PO landing factor codes for incoming invoices using the EDI Alw/Chg PO Landing Factors Maintenance on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). These codes link an EDI allowance/charge code to a landing factor defined for a warehouse through Warehouse Numbers Maintenance (MENU IAFILE).

This link is required for the A/P Receipt Validation process when using Incoming Invoice 810 documents; it translates the EDI Allowance Code on the incoming invoice to the Landing Factor Code Number assigned to the item or the group.

Once the EDI special allowance/charge codes determine which landing factor to use, the GL Transfer Options will pick the correct GL Accounts for the specific landed cost. If the Allowance/Charge code is invalid or not sent, the landing cost will not be validated and the G/L account used will be the vendor's default expense account.

EDI Alw/Chg PO Landing Factors

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Alw/Chg PO Landing Factors Maintenance Selection Screen	Used to add or delete an allowance/charge PO landing factor relationship.
EDI Alw/Chg PO Landing Factors List Screen	Lists all EDI allowance/charge PO landing factor codes defined for the selected warehouse and vendor.
EDI Alw/Chg PO Landing Factors Maintenance Screen	Used to confirm the relationship being maintained.

EDI Alw/Chg PO Landing Factors Maintenance Selection Screen

```
EDI ALW/CHG PO LANDING FACTORS MAINTENANCE SELECTION

Function:   _     (A,D)

Vendor No:  .......

     Find:  ........................................
     City:  .........

Warehouse?  1.

PO Landing Factor: ..   1-Freight
                        2-Handling Fees
                        3-Broker Fees
                        4-Duty

EDI Alw/Chg Code:  .....

                                        F3=Exit  F4=List
```

This screen appears after selecting option 5 - EDI Alw/Chg PO Landing Factors option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to add or delete an EDI allowance/charge PO landing factor code.

EDI Alw/Chg PO Landing Factors Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an EDI allowance/charge PO landing factor code. Key D to delete an EDI allowance/charge PO landing factor code. (A 1) Required
Vendor No	Key the vendor number of the vendor for which to add or delete an EDI allowance/charge PO landing factor code. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE/MENU APFILE). (A 6) Required

EDI Alw/Chg PO Landing Factors Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
Warehouse	Key the number of the warehouse for which you are adding or deleting an EDI allowance/charge PO landing factor code. *Default Value:* The default warehouse specified for the user through Register A+ User IDs (MENU XACFIG). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) that has one or more landing factors defined for it through the same option. (A 2) Required
PO Landing Factor	The landing factors defined for the selected warehouse through Warehouse Numbers Maintenance (MENU IAFILE) display to the right of this field. If you change the value in the **Warehouse** field, a refreshed list of PO Landing factors will display for the warehouse you keyed. Key the reference number of the PO landing factor that you want to correspond to the EDI allowance/charge PO landing factor code you are adding or deleting. (A 1) Required
EDI Alw/Chg Code	Key the EDI allowance/charge PO landing factor code that corresponds to the PO landing factor in the **PO Landing Factor** field. (A 4) Required
F3=Exit	Press the F3=EXIT key to return to the menu.

EDI Alw/Chg PO Landing Factors Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=List	Press the F4=LIST key to view a list of existing EDI allowance/charge PO landing factor codes. The EDI Alw/Chg PO Landing Factors List Screen (p. 12-5) will appear.
Enter	Press the ENTER key to confirm your selections. The EDI Alw/Chg PO Landing Factors Maintenance Screen (p. 12-8) will appear.

EDI Alw/Chg PO Landing Factors List Screen

```
                    EDI ALW/CHG PO LANDING FACTORS LIST
                                                                    Alw/
  Vendor Vendor Name          WH Warehouse Name       LF Description     Chg
1 IC5000 SASKATCHEWAN PRODUCT 1  Hartford, CT         1  Freight         FRT1
2 IC5000 SASKATCHEWAN PRODUCT 2  Los Angeles, CA      1  Freight         FRT2
3 IC8000 BIG BEN CLOCK SHOP   1  Hartford, CT         2  Handling Fees   HND1
4 IC8000 BIG BEN CLOCK SHOP   2  Los Angeles, CA      4  Duty            DTY2

                                                                   Last

                                                          Locate
  Sel:  ...       WH?  ...                        Vendor:  .......

                                                          F12=Return
```

This screen appears after you press F4=LIST on the EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2) and displays a list of all EDI allowance/charge PO landing factor codes defined for the selected warehouse and vendor. Use this screen to select an EDI allowance/charge PO landing factor code to delete.

A value in the **WH** and/or **Vendor** field on the EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2) will limit the information that displays on this screen to a particular warehouse and/or vendor. You can override these values on this screen.

EDI Alw/Chg PO Landing Factors List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Use the value that displays in this field in the **Sel** field to select the EDI allowance/charge code Display
Vendor	The vendor number for the selected allowance code. Display
Vendor Name	The name of vendor for the selected allowance code. Display
WH	The warehouse number in which this allowance code is defined. Display

EDI Alw/Chg PO Landing Factors List Screen Fields and Function Keys

Field/Function Key	Description
Warehouse Name	The warehouse name used to identify the warehouse. Display
LF	The PO landing factor code number for this allowance code. Display
Description	The PO landing factor code description assigned to the code in Warehouse Numbers Maintenance (MENU IAFILE). Display
Alw/Chg	The EDI Allowance/Charge Code assigned to the PO landing factor information. Display
Sel	Key the reference number of the EDI allowance/charge PO landing factor code you want to delete. (N 2,0) Optional
WH	Use this field with the ENTER key to limit the EDI allowance/charge PO landing factor codes that display to only those codes defined for a particular warehouse. Key a warehouse number. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Vendor	Use this field with the ENTER key to limit the EDI allowance/charge PO landing factors that display to only those codes defined for a particular vendor. Key a vendor number. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
F12=Return	Press the F12=RETURN key to return to EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2) without making a selection.

EDI Alw/Chg PO Landing Factors List Screen Fields and Function Keys

Field/Function Key	Description
Enter	This key serves multiple functions: • Press the ENTER key after keying values in the **WH** and **Vendor** fields to limit the list of codes that display to those the match the limit criteria. • Press the ENTER key after keying a reference number in the **Sel** field to select the corresponding EDI allowance/charge PO landing factor code. The EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2) will appear and the **Vendor No**, **WH**, **PO Landing Factor**, and **EDI Alw/Chg Code** fields will be filled with the information you selected.

EDI Alw/Chg PO Landing Factors Maintenance Screen

```
EDI ALW/CHG PO LANDING FACTORS MAINTENANCE        ADD


Vendor No:          1400    THE PAPER SUPPLY HOUSE
Warehouse:          1       Hartford, CT
PO Landing Factor:  1         Freight
EDI Alw/Chg Code:   FRT1


                                        F12=Return
```

This screen appears after you press ENTER on the EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2) or when selecting a reference number on the EDI Alw/Chg PO Landing Factors List Screen (p. 12-5) and pressing ENTER. Use this screen to confirm the information you specified on that screen.

EDI Alw/Chg PO Landing Factors Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN key to return to the EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2) without saving your entries.
F24=Delete	This function key displays only if you keyed D in the **Function** field on the EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2). Press F24=DELETE twice to delete the EDI allowance/charge PO landing factor code. The EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2) will appear.
Enter	Press ENTER to save your entries. The EDI Alw/Chg PO Landing Factors Maintenance Selection Screen (p. 12-2) will appear.

EDI Alw/Chg PO Landing Factors Listing

You can print a listing of the EDI allowance/charge PO landing factor codes using the EDI Alw/Chg PO Landing Factors Listing option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
EDI Alw/Chg PO Landing Factors Listing Selection Screen	Used to specify a vendor and warehouse or range of vendors and warehouses to limit the information on the listing.

EDI Alw/Chg PO Landing Factors Listing Selection Screen

```
                    EDI ALW/CHG PO LANDING FACTORS LISTING


      Selection
      Vendor No:                  _.....   To:   .......
      Warehouse Id?               ...      To?   ...


                                                   F3=Cancel
```

This screen appears after selecting option 15 - EDI Alw/Chg PO Landing Factors Listing option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to select the vendors and warehouses for which to print the EDI Alw/Chg PO Landing Factors Listing (p. 12-12).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

EDI Alw/Chg PO Landing Factors Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Key the vendor number or range of vendor numbers for which to print the listing. Leave this field blank to select all vendors. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE). (2 @ A 6) Optional
Warehouse ID	Key the warehouse ID or range of warehouse IDs for which to print the listing. Leave this field blank to select all warehouses. *Valid Values:* Any warehouse ID defined through Warehouse Numbers Maintenance (MENU IAFILE). (2 @ A 2) Optional
F3=Cancel	Press the F3=CANCEL key to cancel this option and return to the menu.

EDI Alw/Chg PO Landing Factors Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for information about this screen.

EDI Alw/Chg PO Landing Factors Listing

```
EI866  11/16/14  15:59:41          EDI ALW/CHG PO LANDING FACTORS LISTING              AW/APDEMO            PAGE:    1
All Vendors                 All Warehouses
                                                                                 PO Landing  PO Landing            EDI Alw/
Vendor   Vendor Name                      WH   Warehouse Name                    Factor      Factor Description     Chg Code
-------------------------------------------------------------------------------------------------------------------------------
IC5000   SASKATCHEWAN PRODUCTS            1    Hartford, CT                      1           Freight               FRT1
IC5000   SASKATCHEWAN PRODUCTS            2    Los Angeles, CA                   1           Freight               FRT2
IC8000   BIG BEN CLOCK SHOP               1    Hartford, CT                      2           Handling Fees         HND1
IC8000   BIG BEN CLOCK SHOP               2    Los Angeles, CA                   4           Duty                  DTY2
```

This listing prints the following information for each EDI allowance/charge PO landing factor code:

- Vendor
- Vendor Name
- Warehouse
- Warehouse Name
- PO Landing Factor Code
- PO Landing Factor Code Description
- EDI Allowance/Charge Code

CHAPTER 13

Maintaining EDI Trading Partner Configurations

13

You can add, change, and delete your own EDI custom program names that are run when either sending or receiving specified EDI documents for certain trading partners using the EDI Trading Partner Configuration option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

Important

To ensure that required entry parameters are passed to and from each of your EDI custom programs, it is highly recommended that you copy the existing EDI program to use as a basis, modify it to suit your needs, and save it under a different program name. Refer to the table for a list of existing procedure names as a guide.

Existing Procedure Names for EDI Document Programs

Procedure Name	Procedure Description
EIO810A	Load Invoices (810) to outgoing user files
EIP810B	Load Invoices (810) to offline voucher entry
EIP820B	Load Payment Orders Remittance/Advice (820) to offline cash entry
EIP832B	Load Price Catalogs (832) to offline future price entry
EIO850A	Load Purchase Orders (850) to outgoing user files
EIP850B	Load Purchase Orders (850) to offline order entry
EIO852A	Load Product Activity Data (852) to outgoing user files
EIO855A	Load Acknowledgements (855) to outgoing user files
EIO856A	Load Advance Shipping Notice (856) to outgoing user files
EIP856B	Load Advance Shipping Notice (856) to offline receiver entry

Existing Procedure Names for EDI Document Programs

Procedure Name	Procedure Description
EIP860B	Load Purchase Order Changes (860) to report listing
EIO867A	Load Product Transfer and Resale Data (867) to outgoing user files

EDI Trading Partner Configuration Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Trading Partner Configuration Maintenance Selection Screen	Used to add, change, or delete your own EDI customer program names.
Trading Partner Configuration Maintenance Screen	Used to specify the name of the EDI custom program, whether it is a send or receive program.

Trading Partner Configuration Maintenance Selection Screen

```
TRADING PARTNER CONFIGURATION MAINTENANCE SELECTION

Function:            _    (A,C,D)
Company?             01   (01-99)
Document ID:         ....  (810,820,832,850,852,855,856,860,867)
Trading Partner ID: ................
Receive or Send:     ..   (R,S)

                                                    F3=Exit
```

This screen appears after you select the EDI Trading Partner Configuration option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to add, change, or delete your own EDI custom program names. These programs are run when either sending or receiving specified documents for the indicated trading partner.

Trading Partner Configuration Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to indicate the type of maintenance function that you want to perform. Key A to add your own EDI custom program name. Key C to change your own EDI custom program name. Key D to delete your own EDI custom program name. (A 1) Required

Trading Partner Configuration Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the *Multi Company* field is set to Y in System Options Maintenance (MENU XAFILE). Key the company for which you will be adding, changing, or deleting your custom EDI program names, or accept the default. *Default Value:* The default company defined in Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A company created through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Document ID	Use this field to select the type of EDI document that, when either sent or received, will run your custom EDI program name for the indicated trading partner. Key 810 for incoming or outgoing invoice documents. Key 820 for incoming remittance/advice payment documents. Key 832 for incoming price catalog documents. Key 850 for incoming or outgoing purchase order documents. Key 852 for outgoing product activity data documents. Key 855 for outgoing acknowledgement documents. Key 856 for incoming or outgoing advance shipping notice documents. Key 860 for incoming purchase order change documents. Key 867 for outgoing product transfer and resale reports. (N 3,0) Required
Trading Partner ID	Use this field to specify the trading partner for which your specified custom EDI program will run when the indicated document is either sent or received. Key the desired trading partner. *Valid Values:* A trading partner ID defined through Customer/Ship to Master Maintenance (MENU ARFILE), or through Vendor Maintenance (MENU APFILE). (A 15) Required
Send or Receive	Use this field to indicate whether the sending or receiving of the specified EDI document will cause your EDI custom program to run for the indicated trading partner. Key R to have your custom EDI program run when receiving the indicated document. Key S to have your custom EDI program run when sending the indicated document. (A 1) Required

Trading Partner Configuration Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press this key to exit this option and return to the menu.
Enter	Press this key to confirm your selections. The Trading Partner Configuration Maintenance Screen (p. 13-6) will appear.

Trading Partner Configuration Maintenance Screen

```
TRADING PARTNER CONFIGURATION MAINTENANCE        ADD


Company:              1    A & C Office Supply

Document ID:         810   Invoice

Trading Partner ID:  1700-0290

Send or Receive:     S

Program Name:        _.......


                                                 F12=Return
```

This screen appears after you press ENTER on the Trading Partner Configuration Maintenance Selection Screen (p. 13-3). Use this screen to specify the name of your EDI custom program that will be run when the specified document is either sent or received for the specified trading partner.

Trading Partner Configuration Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Program Name	This field is required if you are adding or changing an EDI custom program. This field is display-only if you are deleting an existing EDI custom program. Use this field to indicate the name of your EDI custom program that will run when the specified EDI document is either sent or received for the indicated trading partner. Key the name of your EDI custom program. **Important** To ensure that required entry parameters are passed to and from each of your EDI custom programs, it is highly recommended that you copy the existing EDI program to use as a basis, modify it to suit your needs, and save it under a different program name. Refer to the Existing Procedure Names for EDI Document Programs (p. 13-1) table as a guide in selecting which procedure to copy and use as a basis for your custom program. (A 8) Required/Display
F12=Return	Press this key to return to the Trading Partner Configuration Maintenance Selection Screen (p. 13-3) without updating this screen.
F24=Delete	This function key appears only when you have selected to delete an existing EDI custom program for the indicated trading partner. Press this key to delete the specified EDI custom program for the indicated trading partner. The Trading Partner Configuration Maintenance Selection Screen (p. 13-3) will appear.
Enter	Press this key to add or change your EDI custom program name. The Trading Partner Configuration Maintenance Selection Screen (p. 13-3) will appear.

EDI Trading Partner Configuration Listing

You can print a listing of the EDI trading partner configuration using the EDI Trading Partner Configuration Listing option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Trading Partner Configuration Listing Selection Screen	Used to specify limits for the information on the listing.

Trading Partner Configuration Listing Selection Screen

```
                    TRADING PARTNER CONFIGURATION LISTING

Company?                    _.              To?   ...
Trading Partner ID:         ................ To:   ................

                                                  F3=Cancel
```

This screen appear after you select the EDI Trading Partner Configuration option from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to select the company and trading partner IDs to print on the Trading Partners Configuration Listing (p. 13-11).

Trading Partner Configuration Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the *Multi Company* field is set to Y in System Options Maintenance (MENU XAFILE). Key the company for which the EDI custom program names will print on the listing. Leave this field blank to select all companies. Refer to the rules of entering From and To ranges as explained in the Introduction section of the System Installation and Planning manual. *Valid Values:* A company created through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional

Trading Partner Configuration Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner ID	Use this field to specify the trading partner for which EDI custom program names will print on listing. Leave this field blank to select all trading partner IDs. Refer to the rules of entering From and To ranges as explained in the Introduction section of the System Installation and Planning manual. *Valid Values:* A trading partner ID defined through Customer/Ship to Master Maintenance (MENU ARFILE), or through Vendor Maintenance (MENU APFILE). (A 15) Optional
F3=Cancel	Press this key to cancel this option and return to the menu.
Enter	Press to confirm your selections. The Report Options Screen will display. Refer to Appendix B of the System Installation & Planning manual for details about this screen.

Trading Partners Configuration Listing

EI841 00/00/00 15:35:28 TRADING PARTNERS CONFIGURATION LISTING FQ/MCOSTA PAGE: 1

All Companies All Trading Partners

Company Number	Trading Partner Id	Document Id	Send (Or) Receive	Program Name
01	K & M CORP	810	S	EI810KMS
01	SHARP INTL	810	R	EI810SHP
01	K & M CORP	820	R	EI820KMR
01	SHARP INTL	820	R	EI820SHR
01	K & M CORP	832	R	EI832KMR
01	SHARP INTL	832	R	EI832SHR
01	K & M CORP	850	S	EI850KMS
01	SHARP INTL	850	R	EI850SHR
01	K & M CORP	852	S	EI852KMS
01	K & M CORP	855	S	EI855KMS
01	SHARP INTL	855	S	EI855SHS
01	K & M CORP	856	S	EI856KMS
01	SHARP INTL	856	R	EI856SHR
01	SHARP INTL	856	S	EI856SHS
01	K & M CORP	860	R	EI860KMR
01	SHARP INTL	860	R	EI860SHR

This listing prints the EDI custom program name that will be run for each document ID defined for the company and trading partner ID specified. Refer to EDI Trading Partner Configuration Maintenance (p. 13-2) for information about the data on this listing.

CHAPTER 14

Starting the Auto Release Process for Incoming and Outgoing EDI Jobs

14

You can start the auto release process for incoming or outgoing EDI documents using the Start Auto Release Incoming/Outgoing EDI Jobs option on the Electronic Data Interchange Master Menu (MENU EIMAST). If the EDI Transaction Processor is stopped, this option restarts the Transaction Processor before starting the auto release process.

The auto release process is not restarted automatically when you restart the EDI Transaction Processor through EDI Processor Inquiry (MENU EIMAIN). After restarting the Transaction Processor, you must use this option to restart the auto release process. Changing the EDI system options to auto release one or more types of incoming or outgoing EDI documents does not start the auto release process. For any documents to be auto released, you must start the process with this option.

If the auto release process is stopped, none of the incoming or outgoing EDI documents will be released from the user files to the Distribution A+ database until you select this option. You can still release incoming documents manually through Incoming Documents (MENU EIMAIN). You can release outgoing documents manually through Outgoing Documents (MENU EIMAIN).

Start Auto Release Incoming/Outgoing EDI Jobs

This option has no screens. After you select the Start Auto Release Incoming/Outgoing EDI Jobs option, Distribution A+ starts the auto release process in the EDI Transaction Processor. If the EDI Transaction Processor is stopped, Distribution A+ restarts the Transaction Processor, then starts the auto release process.

The Electronic Data Interchange Master Menu (MENU EIMAST) remains displayed while the auto release is started.

CHAPTER 15 Stopping the Auto Release Process for Incoming/Outgoing EDI Jobs 15

You can stop the auto release process for incoming or outgoing EDI documents using the Stop Auto Release Incoming/Outgoing EDI Jobs option on the Electronic Data Interchange Master Menu (MENU EIMAST).

If the auto release process is stopped, none of the incoming or outgoing EDI documents will be released automatically from the user files to the Application database until you start the process again. Refer to CHAPTER 14: *Starting the Auto Release Process for Incoming and Outgoing EDI Jobs* for more information. You can still release incoming documents manually through Incoming Documents (MENU EIMAIN). You can release outgoing documents through Outgoing Documents (MENU EIMAIN).

Stop Auto Release Incoming/Outgoing Jobs

This option has no screens. After you select the Stop Auto Release Incoming/Outgoing EDI Jobs option, Distribution A+ stops the auto release process in the EDI Transaction Processor.

The Electronic Data Interchange Master Menu (MENU EIMAST) remains displayed while the auto release is started.

APPENDIX A

Maintaining Box Information for Advance Shipping Notices

A

The ability to maintain boxes when sending advance shipping notices (ASNs) is provided with EDI, even if you do not have the Warehouse Management module. Typically, the Warehouse Management module is required to maintain boxes. This appendix provides an overview of using box maintenance with EDI. Box Maintenance is a means for you to enter basic box information to send to the customer regarding the ASN document. This information might consist of how many boxes you are sending, the items being sent, the quantity of the items in each box, and so on. You can change the items that are setup to be shipped in a specific box, or after selecting the number of a shipping box, add items to the box, remove items from the box, and take items from one box and ship them in another.

Using Box Maintenance without Warehouse Management

This section describes the flow of screens that you will use when maintaining boxes. For a complete description of the screens that are used for box maintenance, you must refer to the Warehouse Management manual. Be aware, when referring to that manual, that if you are using box maintenance with EDI and without Warehouse Management, the default values that are set through Warehouse Management Options (MENU WMFILE) are instead set through your EDI Options (MENU EIMAIN).

Box maintenance is initiated from Enter, Change & Ship Orders (MENU OEMAIN) by pressing F13 on the End Order Screen. Follow this outline to enter box information to send to the customer to whom you are sending an ASN via EDI:

1. Press F13 on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN). The Box List Inquiry Screen appears.
2. On the Box List Inquiry Screen, press the F6=CREATE BOX function key. The Print/Reprint Labels Image Screen appears.
3. On the Print/Reprint Labels Image Screen, press the F5=BOX MAINT function key. The Box Header Maintenance Screen appears.
4. On the Box Header Maintenance Screen, press the F6=FILL function key to fill the box. The Fill Box Screen appears.
5. On the Fill Box Screen, fill the box and then, press the F12=RETURN function key to return to the Box Header Maintenance Screen.

6. On the Box Header Maintenance Screen, press ENTER. The Print/Reprint Labels Image Screen appears.
7. On the Print/Reprint Labels Image Screen, press the F12=RETURN function key to return to the Box List Inquiry Screen.
8. On the Box List Inquiry Screen, your box information is now presented on the top portion of the screen. Press the F12=RETURN function key to return to the End Order Screen. Box maintenance is complete.

Glossary

G

Auto Release
An EDI system option that allows automatic loading of incoming EDI documents from the user files to the Distribution A+ database at a periodic, user-defined time interval.

Electronic Data Interchange (EDI)
A module in Applications Plus named after the mode of data transmission. EDI is a designed to solve the business problem of reducing the amount of people, processes, and paper needed to execute business transactions. This module serves two purposes. The first is an interface to a third party software provider for outgoing document transmission and the second is to act as an interface in receiving documents in from the third party. Those documents which are available to send include the following: Purchase Order, Invoice, Acknowledgment, and Advance Shipping Notice. Those documents which are available to receive include the following: Purchase Order and Purchase Order Change.

GS1
GS1 is an international not-for-profit association with member organizations in over 100 countries. GS1 is dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world.

GTIN (Global Trade Item Number)
Global Trade Item Number (GTIN), as defined in the document called “An Introduction to the Global Trade Item Number”, is a unique identifier for trade items developed by the GS1, which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.

Incoming Documents
Documents received into Applications Plus from a Trading Partner.

Inovis
A third party EDI software package.

Mailbox
A data holding area in an off site location so that vendors can connect and pickup purchase orders and Distribution A+ can check the mail for customer orders.

Outgoing Batch Communications
Outgoing batch communications are used for the unattended interface. This additional feature allows you to have Inovis automatically initiate network communications with each send or at Day End.

Outgoing Documents
Documents sent from Applications Plus to a Trading Partner.

Third Party Package
A software package that translates Distribution A+ files into EDI standard protocol so that the data can be transmitted into an off site mailbox. The third party package also translates the information in a mailbox so that Distribution A+ can utilize the information.

Trading Partners
Two companies that transfer the data from one to the other using Electronic Data Interchange.

Unattended Interface
The interface between Distribution A+ and Inovis which allows the following to automatically occur from a one step “send” of a document:

- Data will be sent to the Distribution A+ user files.
- Data will be sent from the Distribution A+ user files to Inovis Data will be cleared out of the Distribution A+ user files.

User Files/Translation Formats
User Files/Translation Formats are used to identify the layout of the Distribution A+ user files and the mapping of the data fields in the EDI standard format of Inovis.

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