Electronic Data Interchange User Guide

Infor Distribution A+ Version Number 10.03.00

Important Notices

Trademark Acknowledgments

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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. The EDI module integration with Distribution A+ provides this functionality. The documents that you can pass between you and your customers/vendors are listed in the following table. Those marked with R for report only are informational to you and are not updated to the Distribution A+ back-end.

Infor Distribution A+ EDI Documents

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

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 product is required. This third party product 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 product, and since each product 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 product's requirements.

While you can use Distribution A+ with a number of third party products, file conversion data and user file definitions were created and are provided in the format of a preferred third party provider. The links between Distribution A+ with and the preferred third party product mailbox are available and ready for your tailoring upon installation of the EDI module.

Important

The components necessary for interfacing Distribution A+ with third party EDI providers 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, based on the specific third party EDI provider selected for your EDI installation.

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 product, 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.
- a sales order's invoice to process via EDI and print that invoice.
- a sales order's acknowledgment to process via EDI. (You are required to make a selection to actually print the acknowledgment.)
- a sales 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 that is 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 product you are using, uses default setup or manual selections to send data from the user files to the third party product'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 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 the 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 product 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 product 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 product, 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 product 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 product cannot support the EDIFACT standard. It simply means that the mapping process is easier if you are using ANSI X12.

The third party product determines how this data is read and translated into the EDI standard format. For this translation to occur, the third party product 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.

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 product 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).

Store Numbers

Store numbers are a subset of a customer to identify a ship-to address. Customers and Ship-Tos are assigned Store Numbers through Customer/Ship to Master Maintenance (MENU ARFILE).

Important

An EDI "headquarters" customer must be created with a Trading Partner ID only. All other customers with the same Trading Partner ID may then be assigned store numbers. Store numbers cannot be assigned unless a headquarters customer without a store number has been created first.

The Store Number will be included when sending Purchase Orders (850 documents) to and from a customer. The number will actually be included in the N104 segment of the 850 document.

Also, this Store Number must be unique for each customer so that it alone will indicate to which specific store the PO is to be associated with. Therefore, you must use the method described in the following example to obtain such a unique number.

For example, assume the **Trading Partner ID** field is TP1234567890123. Assume the actual store identification number is ST01. The combination of the Trading Partner ID and the actual store number will make up the 25 positions of the N104 segment needed to send and receive POs via EDI. To ensure a unique Store Number is assigned, rather than simply using ST01 as the store number, a determination has been made that the store number used in the 850 purchase order processing will actually be the last 7 non-blank positions of the N104 segment IF you had added the actual store number.

In this example, the **Trading Partner ID** of TP1234567890123 is stored in the first 15 positions of the N104 segment leaving 7 positions. If you were to add the actual store number (ST01) to this segment, the result would be TP1234567890123ST01___. To obtain the unique Store Number, take the last seven non-blank positions of this value. In other words, in this example, the last seven positions of the N104 segment with the store number, are 123ST01. Therefore, 123ST01 will be used as the as the Store Number that is entered in Customer / Ship to Master Maintenance (MENU ARFILE).

Additionally, this field includes the following rules for the DUNS #:

- If a customer sends 09 or 9 in segment N103, this indicates that the customer will send their DUNS # and four-digit store number. The four-digit store number should only be used in Customer / Ship to Master Maintenance (MENU ARFILE) if the customer will be sending 09 or 9.
- If Distribution A+ detects 09 or 9 in segment N103, only the last four non-blank positions of segment N104 will be looked at and compared to the store number for verification.

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 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 product, refer to the User Guides supplied with that third-party software product.

EDI uses Distribution A+ maintenance options and functionality to enable electronic transaction processing. Before you can process these types of transactions, you must set up the Distribution 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 Distribution 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 Options (required)**

   Set up the third-party software product's options (and files) necessary for EDI. Refer to the EDI User Guide and the User Guides provided with the applicable third-party software product 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 product 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
☐ 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

Electronic Data Interchange Setup Checklist

What To Do	Menu and Option
☐ 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 Distribution A+ 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).
- Whether or not to use an unattended interface between Distribution A+ and the third party software, or if manual intervention is required. Using the unattended interface results in the automatic

translation of data from the user files into EDI standard documents in the mailbox for the thrid party software, 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 product. The clearing of the user files will be initiated through Outgoing User Files (MENU EIMAIN).

- When the outgoing communications between the third party software 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 product.
  - Selecting to initiate outgoing communications at Day-End causes Distribution A+ 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 the preferred third party provider 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 product. 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 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 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 Price Catalogs only:
  - If unknown items contained an incoming Price Catalog will print on the Unknown Item Report.
  - 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).
  - 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).

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.

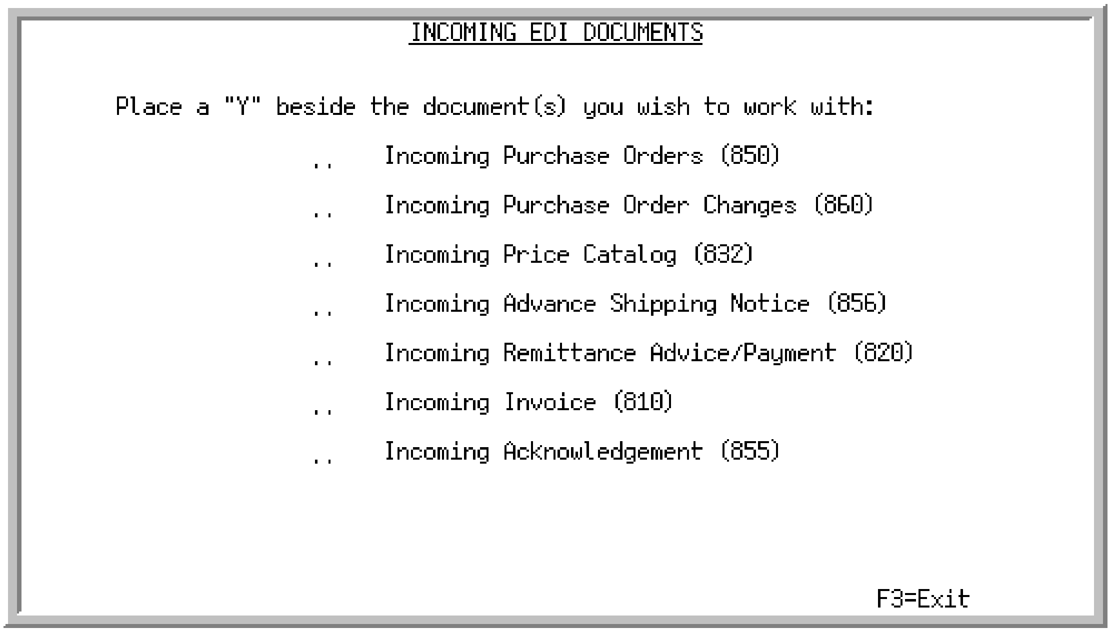
Selecting the Incoming Documents Type

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 2-37.
- price catalogs, refer to “Incoming Price Catalog (832)” on page 2-54.
- advance shipping notices, refer to “Incoming Advance Shipping Notices (856)” on page 2-78.
- remittance/advice payments “Incoming Remittance Advice/Payment (820)” on page 2-112.
- invoices, refer to “Incoming Invoice (810)” on page 2-142.
- acknowledgements, refer to “Incoming Acknowledgement (855)” on page 2-167.

Incoming EDI Document Selection Screen



This screen displays after selecting option 1 - 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. 2-39) will appear. • **Incoming Price Catalog (832)** field to work with Price Catalogs, the Pending Incoming EDI Price Catalogs Screen (p. 2-56) will appear. • **Incoming Advance Shipping Notice (856)** field, the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79) will appear. • **Incoming Remittance Advice/Payment (820)** field, the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114) will appear. • **Incoming Invoice (810)** field, the Pending Incoming EDI Invoices Screen (p. 2-144) will appear. • **Incoming Acknowledgement (855)** field, the Pending Incoming EDI Acknowledgements Screen (p. 2-169) will appear. If you keyed Y in one or more fields, the appropriate screens appear in the sequence selected.

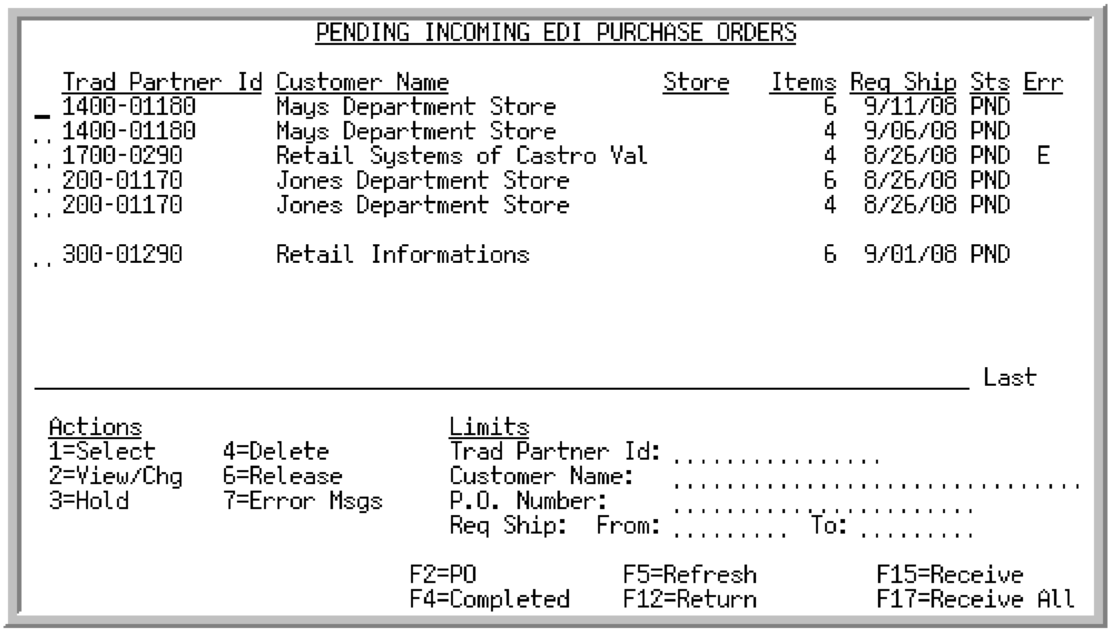
Incoming Purchase Orders (850)

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.

Title	Purpose
PO Detail Selection Screen	Displays the items on the incoming purchase order.
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



This screen displays after pressing 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. 2-30). This screen also displays after keying Y before **Incoming Purchase Orders (850)** and pressing ENTER on the EDI Status Display Screen (p. 4-2).

A status line displays for each pending purchase order that has been loaded into the incoming 850 EDI user files.

NOTE: A pending incoming Purchase Order is one brought from the network station through the third-party's mailbox. The Purchase Order is placed into the incoming 850 EDI user files, but not transferred into the Distribution A+ database as a sales order. At this point, data from an incoming 850 EDI document has been translated from the EDI standard document format and has been written to the Distribution A+ incoming 850 EDI user files.

You can use the limit the documents in the list by trading partner, customer name, customer purchase order number, or requested ship 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Incoming EDI Purchase Orders Screen Fields and Functions Keys

Field/Function Key	Description
(Action Selection)	Use this field to specify an 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 sequentially beginning with the transaction set closest to the top of the screen. You can perform the following actions on pending transaction sets: • Key 1 and press F15=RECEIVE to receive a pending transaction set into Order Entry. 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 completed transaction set displays on the Completed Incoming EDI Purchase Orders Screen (p. 2-30). • Key 2 and press ENTER to view or change pending transaction set data. The EDI Purchase Orders Maintenance Screen (p. 2-13) displays. • Key 3 and press ENTER to hold a pending transaction set to prevent its further processing. The transaction set's status, shown in the **Sts** column, changes to **HLD** and remains so until you manually release the hold by keying an action of 6. • Key 4 and press ENTER to delete a pending transaction set. The Delete EDI Purchase Order Screen (p. 2-26) displays. You can confirm the transaction deletion on that screen. • Key 6 and press ENTER to release a transaction set from hold. The status changes from **HLD** to **PND**. • Key 7 for a pending transaction for which an **E** shows in the **Err** column to view a transaction set's errors. The Incoming 850 Error Messages Screen (p. 2-28) displays with specific information about the error or errors. (N 1,0) Required
Trad Partner Id	The trading partner ID of the customer that sent the purchase order. Display
Customer Name / PO Number	The customer name or customer purchase order number, based on your selection with the F2=PO / F2=NAME function key. Display

Pending Incoming EDI Purchase Orders Screen Fields and Functions Keys

Field/Function Key	Description
Store	The store number associated with the trading partner ID and assigned to the customer or customer ship-to through Customer/Ship to Master Maintenance (MENU ARFILE), indicating the location from which the customer's purchase order originated. If the customer is defined as a being assigned to a headquarters customer through Customer/Ship to Master Maintenance (MENU ARFILE), the **Ship #** field will be blank. For spreadsheet (SDQ) orders, the **Store** may display as ***MULT** if the customer has identified there are multiple ship-to locations for the items on the sales order in the EDI Incoming 850 Header File (EI850H01). Display
Items	The number of items requested in the customer's purchase order. Display
Req Ship	The requested ship date for the customer's purchase order. Display
Sts	The document status can be: • **PND**: the document has been converted from EDI standard document format into the Distribution A+ incoming 850 EDI user files, but has not yet been received into the Distribution A+ 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 incoming 850 EDI user files into the Distribution A+ database. When processing is complete, the document will be listed on the Completed Incoming EDI Purchase Orders Screen (p. 2-30) with a status of **CMP**. • **SPD**: Indicates that the document is currently being moved from the EDI third party's mailbox into the Distribution A+ incoming 850 EDI user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI third party's mailbox into the Distribution A+ incoming 850 EDI user files (in which case, you will need to delete the transaction). Display
E	The indicator **E** for documents that had errors during the receiving process. Display
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. *Valid Values:* 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) Optional
F2=PO / F2=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. 2-30) will display.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 850 EDI purchase order documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

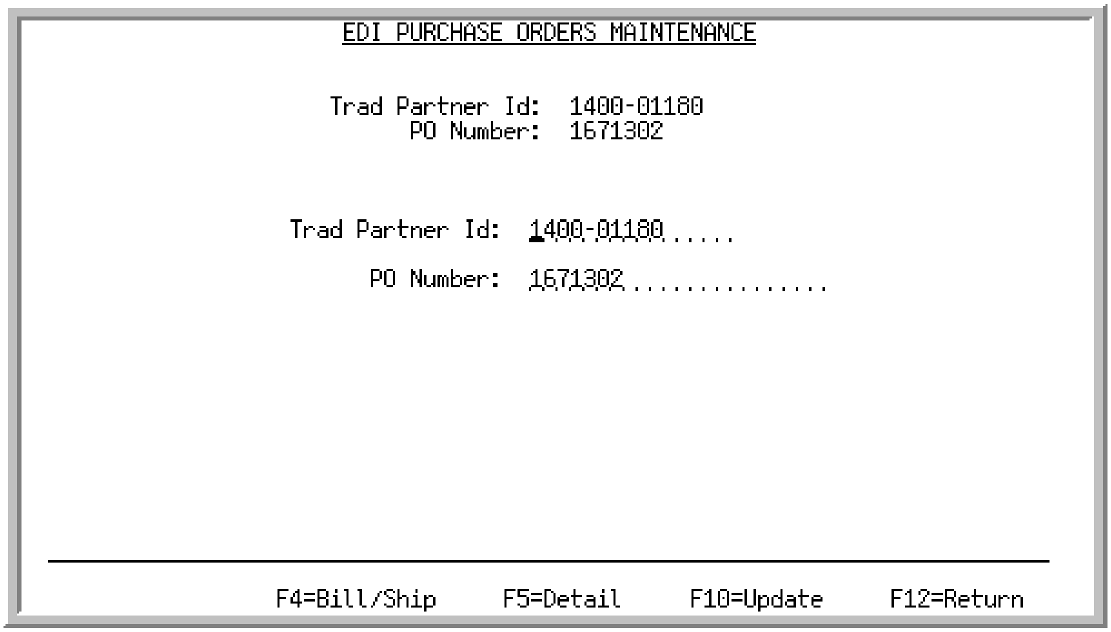
Pending Incoming EDI Purchase Orders Screen Fields and Functions Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or the EDI Status Display Screen (p. 4-2) based on where you came from. However, if on that screen you keyed Y for multiple documents types, the next document that you selected to review will be shown instead.
F15=Receive	Press F15=RECEIVE to process the purchase order 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 transfers from the incoming 850 EDI user files through offline order entry to create customer sales orders. The Offline Order Entry Report will be sent to the **EDI Offline Report Output Queue** specified on the EDI System Options Maintenance Screen (p. 7-4). A message will appear if pre-edit errors are detected. If no errors are detected, then the item prices on the incoming purchase order are compared to the final price generated through the offline order entry process. Price discrepancies will generate the EDI Price Discrepancy Report (p. 2-36). The pending transaction set selected is flagged as completed (**CMP**) and will display on the Completed Incoming EDI Purchase Orders Screen (p. 2-30).
F17=Receive All	Press F17=RECEIVE ALL to receive all displayed purchase order documents with a status of pending (**PND**). A job is submitted to the EDI Transaction Processor and the data transfers from the incoming 850 EDI user files through offline order entry to create customer sales orders. The Offline Order Entry Report will be sent to the **EDI Offline Report Output Queue** specified on the EDI System Options Maintenance Screen (p. 7-4). A message will appear if pre-edit errors are detected. If no errors are detected, then the item prices on the incoming purchase order are compared to the final price generated through the offline order entry process. Price discrepancies will generate the EDI Price Discrepancy Report (p. 2-36). The pending transaction set selected is flagged as completed (**CMP**) and will display on the Completed Incoming EDI Purchase Orders Screen (p. 2-30).

Pending Incoming EDI Purchase Orders Screen Fields and Functions Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the pending purchase orders. The word **ACTIVE** will display to the right of the **Limits** heading. If you keyed an action of • 2 before one of more purchase orders and press ENTER, the EDI Purchase Orders Maintenance Screen (p. 2-13) displays to view or change the purchase order details. • 3 before one or more purchase orders with a status of **PND** and press ENTER, those purchase orders are placed 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, pressing ENTER displays the Delete EDI Purchase Order Screen (p. 2-26) for each selected 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. 2-28) 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=RECEIVE or F17=RECEIVE ALL key. If you keyed an action number before more than one purchase order, processing will occur for each of those selected, one at a time.

EDI Purchase Orders Maintenance Screen



This screen displays after selecting to view/change a purchase order and pressing 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 incoming 850 EDI user files which contain these fields are updated with the changed information associated with the selected purchase order once F10=UPDATE is pressed.

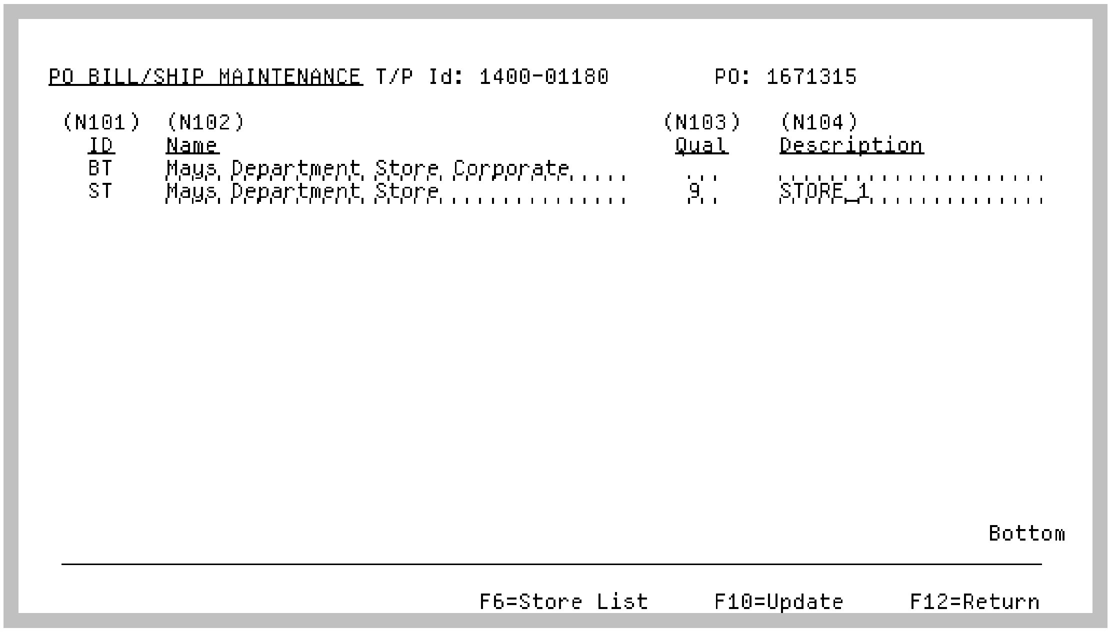
EDI Purchase Orders Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	The trading partner ID of the customer that sent the purchase order. Display
PO Number	The customer purchase order number sent for this transaction. Display
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

EDI Purchase Orders Maintenance Screen Fields and Function Keys

Field/Function Key	Description
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. 2-15), where you may view/change PO bill-to and ship-to store information.
F5=Detail	Press F5=DETAIL to display the PO Detail Selection Screen (p. 2-19), 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 incoming 850 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 Orders Screen (p. 2-7), after all changes have been made and updated.

PO Bill/Ship Maintenance Screen



This screen displays after pressing F4=BILL/SHIP on the EDI Purchase Orders Maintenance Screen (p. 2-13). Use this screen to view/change PO bill-to customer and/or ship-to (if any) information associated with the selected trading partner ID and PO. Customer ship-to records are differentiated by the addition of a Store Number field through Customer/Ship-To Master Maintenance (MENU ARFILE).

All incoming 850 EDI user files which contain these fields are updated with the changed information associated with the selected purchase order once F10=UPDATE is pressed.

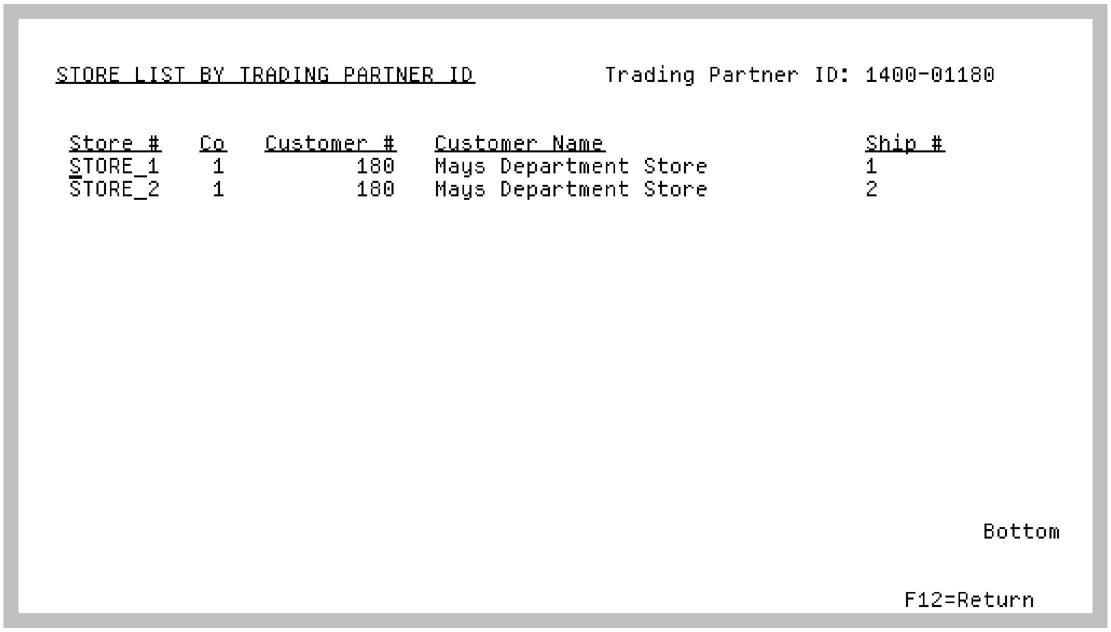
PO Bill/Ship Maintenance Screen Fields and Function Keys

Field/Function Key	Description
T/P Id	The trading partner ID of the customer that sent the purchase order. Display
PO	The customer purchase order number sent for this transaction. Display
(N101) ID	This field displays the two-character identification code qualifier (i.e., **ST** for ship-to or **BT** for bill-to) of the customer or ship-to store identified in the **(N102) 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** or **BT**. Display

PO Bill/Ship Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(N102) Name	The name of the customer or ship-to (store number) associated with the selected trading partner ID and PO number. Use this field to change the customer name or the ship-to name associated with the trading partner ID and PO. Key the customer or ship-to (store number) name. (A 35) Optional
(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 segments. Use this field to change the qualifier code, if needed. Key the qualifier code that identifies the type of data in another element. For **ST** qualifier codes, this may be 09, or 9 (either left or right justified) for DUNS# or 01 for Bill-To or Ship-To codes. Refer to EDI Standards for additional valid 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. For **ST** qualifier codes, this may be the **Store Number** assigned to the customer ship-to address for this trading partner. (A 17) Optional
F6=Store List	Press F6=STORE LIST to display the Store List By Trading Partner ID Screen (p. 2-17), where you may review a list of stores (shipping addresses) by trading partner ID.
F10=Update	If you make any changes to this screen, press F10=UPDATE to confirm your entries. All incoming 850 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. 2-13), without updating this screen.

Store List By Trading Partner ID Screen



This screen displays after pressing F6=STORE LIST on the PO Bill/Ship Maintenance Screen (p. 2-15) or PO Store Maintenance Screen (p. 2-24). Use this screen to review a list of stores (shipping addresses) associated with the trading partner ID from the Customer Master File (CUSMS) and/or the Ship-To Address File (ADDR).

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

Store List By Trading Partner ID Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner ID	The trading partner ID of the customer that sent the purchase order.
Store #	The store number associated with the trading partner ID and assigned to the customer or customer ship-to through Customer/Ship to Master Maintenance (MENU ARFILE).
Co	The number of the company associated with the store.
Customer #	The customer number for this trading partner and store number.
Customer Name	The name of customer or the customer ship-to.
Ship #	The customer's ship-to number for this trading partner and store number. If the customer is defined as a being assigned to a headquarters customer through Customer/Ship to Master Maintenance (MENU ARFILE), the **Ship #** field will be blank.

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. 2-15) or PO Store Maintenance Screen (p. 2-24).

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
          All-in-One Printer Model Y515W Print, Copy, Fax, Scan
 _    002                 A110                             2.000      EA    S
          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 pressing F5=DETAIL on the EDI Purchase Orders Maintenance Screen (p. 2-13). Use this screen to select for change or review the item information that makes up the customer's purchase order.

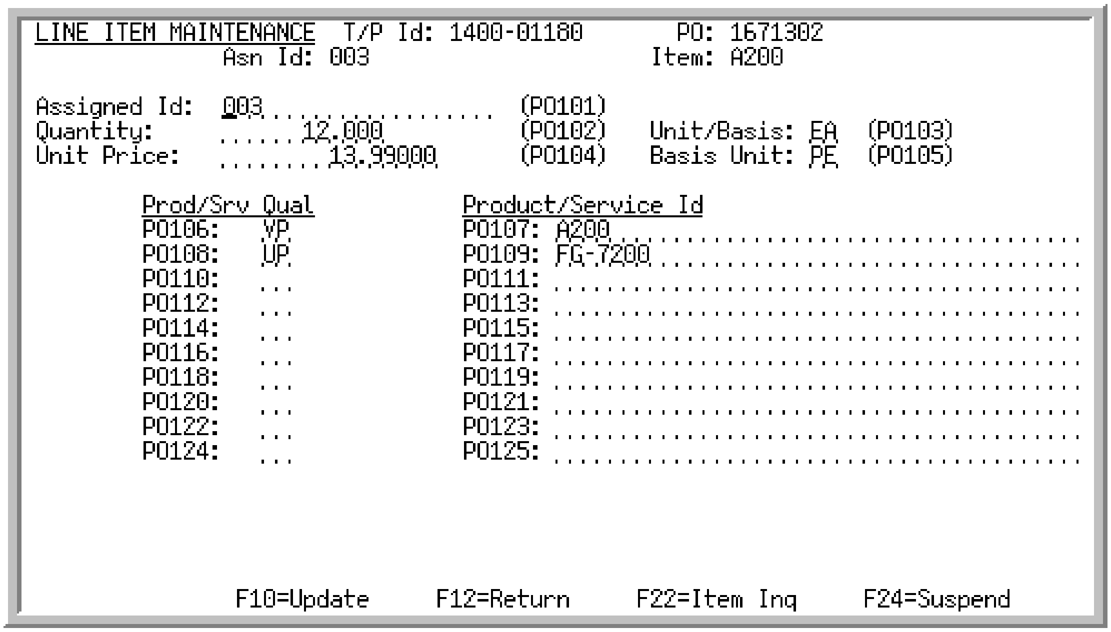
PO Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
T/P Id	The trading partner ID of the customer that sent the purchase order. Display
PO	The customer purchase order number sent for this transaction. Display
Sel	Use this field to select the action to be performed. 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. 2-21), 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. 2-24), where you can modify detailed store information. (A 1) Optional
Assign ID	The currently assigned numeric identifier for the selected item. Display

PO Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	The item number with the item's description displayed below. 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=SUSPEND function key on the Line Item Maintenance Screen (p. 2-21). Once an item is suspended, you may un-suspend the item by selecting it for change on this screen and then pressing F24=SUSPEND on the Line Item Maintenance Screen (p. 2-21). Display
Quantity, U/M	The quantity and unit of measure of the item being ordered by the customer. Display
(Suspend Code)	An **S** will display in this column if the item was suspended on the Line Item Maintenance Screen (p. 2-21). Suspended items will not be included with other items when the incoming 850 EDI user files are received into Distribution A+ to create new sales orders. Display
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=FIND ITEM. (A27) 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 Purchase Orders Maintenance Screen (p. 2-13).
Enter	If you keyed 1 and pressed ENTER to change an item, the Line Item Maintenance Screen (p. 2-21) displays. If you keyed 2 and pressed ENTER to change store information associated with an item, the PO Store Maintenance Screen (p. 2-24) 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. 2-24) displays first and when you press F12=RETURN on that screen, the Line Item Maintenance Screen (p. 2-21) displays).

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 displays after selecting to change an item and pressing ENTER on the PO Detail Selection Screen (p. 2-19) or after pressing F12=RETURN on the PO Store Maintenance Screen (p. 2-24), if applicable. Use this screen to change item detail information for the order. The appropriate incoming 850 EDI user files are updated with the changed information.

Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
T/P Id	The trading partner ID of the customer that sent the purchase order. Display
PO	The customer's PO number for the selected item. Display
Asn Id	Assigned numeric identifier associated with the item. Display
Item	The item number being ordered. Display
Assigned Id (PO101)	The assigned numeric identifier for the item. Use this field to change the item's assigned ID. (A 11) Optional
Quantity (PO102)	The quantity of the item being purchased. Use this field to change the purchase quantity, if needed. (N 8,3) Optional

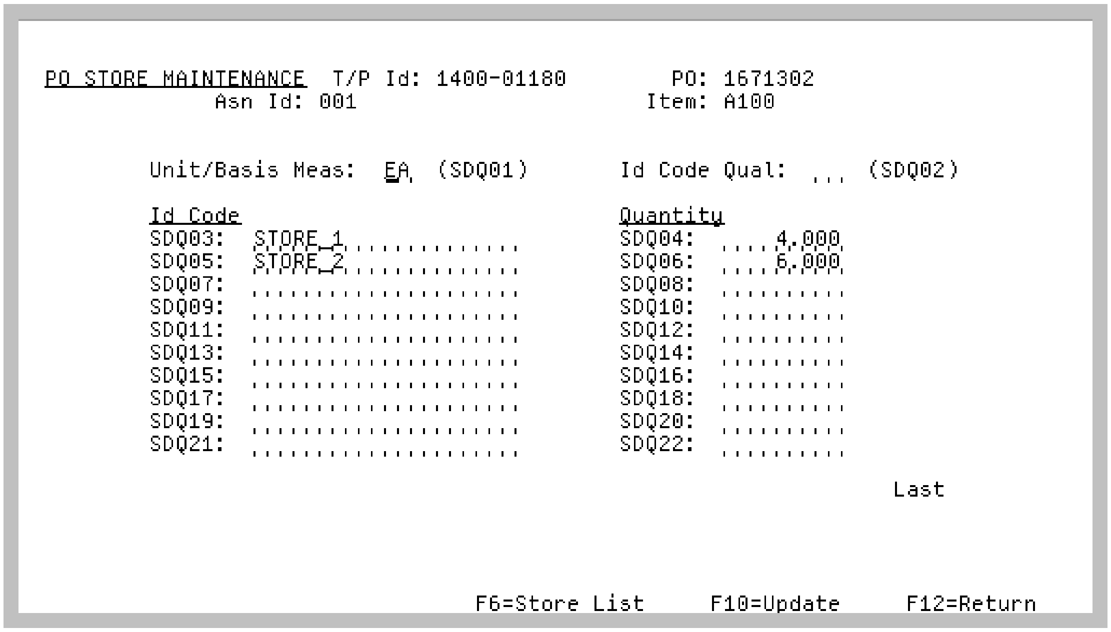
Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Unit/Basis (PO103)	The unit/basis (PO103) code is the EDI unit of measure for the quantity being purchased for this item. Use this field to change the unit/basis of the item, if needed. Key the new unit/basis for this item. This code will be converted to the Distribution A+ unit of measure to be ordered for the item when the sales order is created. *Valid Values:* EDI unit of measure defined through EDI Unit of Measures Maintenance (MENU EIFIL1) (A 2) Optional
Unit Price (PO104)	This field displays the unit price of the item. Use this field to change the unit price, if needed. (N 8, 5) Optional
Basis Unit (PO105)	The basis unit (PO105) code is the EDI unit of measure for the price for the item being purchased. Use this field to change the basis unit of the price, if needed. Key the new basis unit for of this item. This code will be converted to the Distribution A+ pricing unit of measure for the item when the sales order is created. *Valid Values:* EDI unit of measure defined through EDI Unit of Measures Maintenance (MENU EIFIL1) (A 2) Optional
Prod/Srv Qual	These fields display the qualifiers/identifiers of the Product/Service IDs. A qualifier is an element that identifies the type of data in another element. Usually qualifiers are fixed values, for example, UP for a manufacturer's item number. Use this field to change the two-character IDs, if needed. (A 2) Optional
Product/Service Id	These fields display a representation of the Product/Service Qualifier IDs in the **Prod/Srv Qual** field. For example, if the Product/Service Qualifier contains UP, for a manufacturer's item number, then this field would contain the a manufacturer'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. 2-19). All incoming 850 EDI user files which contain these fields are updated with the changed information once this key is pressed.

Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the PO Detail Selection Screen (p. 2-19), without updating this screen. If you also selected to change a store on the PO Detail Selection Screen (p. 2-19), the PO Store Maintenance Screen (p. 2-24) displays 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 User Guide for a description of the Item Inquiry (MENU IAMAIN).
F24=Suspend / F24=Un-Suspend	F24=SUSPEND / F24=UN-SUSPEND allows you to suspend or un-suspend an item, depending on the status of the line item. Suspended items will not be included with other items when the incoming 850 EDI user files are received into Distribution A+ to create new sales orders. • Press F24=SUSPEND to suspend the item. The PO Detail Selection Screen (p. 2-19) 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 PO Detail Selection Screen (p. 2-19). • Press F24=UN-SUSPEND to un-suspend the item. The PO Detail Selection Screen (p. 2-19) will appear 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 selecting to change store information associated with an item and pressing ENTER on the PO Detail Selection Screen (p. 2-19), or after pressing F12=RETURN on the PO Store Maintenance Screen (p. 2-24), if applicable.

Use this screen to change detail store information relating to the selected item from the SDQ (Ship Destination Quantity) record. One sales order will be created for each of the store numbers (shipping addresses) including this item and ordering quantity.

PO Store Maintenance Screen Fields and Function Keys

Field/Function Key	Description
T/P Id	The trading partner ID of the customer that sent the purchase order. Display
PO	The customer's PO number for the selected item. Display
Asn Id	Assigned numeric identifier associated with the item. Display
Item	The item number being ordered. Display

PO Store Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Unit/Basis Meas (SDQ01)	The unit/basis code (SDQ01) code for the purchase quantity of this item. Use this field to change the unit/basis code of the item, if needed. *Valid Values:* EDI unit of measure defined through EDI Unit of Measures Maintenance (MENU EIFIL1) (A 2) Optional
Id Code Qual (SDQ02)	The identifier code qualifier that designates the system/method of code structure used for the **Id Code** associated with the item. The codes may be unique and different based on the EDI network sending the customer's incoming transaction set. Use this field to change the identification code qualifier. (A 2) Optional
Id Code	The identification codes represent the store numbers associated with the trading partner ID you are working with. Use these fields to add additional store numbers (shipping addresses) or change the existing codes already assigned to the item. This item will be placed on a sales order for each of these store numbers. (A 17) Optional
Quantity	The quantities associated with the store numbers shown in the **Id Code** field. Use these fields to add to or change the purchase quantity of the item for 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. 2-17), where you may review a list of stores for this 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. 2-19). All incoming 850 EDI user files which contain these fields are updated with the changed information once F10=UPDATE is pressed.
F12=Return	Press F12=RETURN to return to the PO Detail Selection Screen (p. 2-19), or display the Line Item Maintenance Screen (p. 2-21), if you selected to change an item on the PO Detail Selection Screen (p. 2-19).

Delete EDI Purchase Order Screen

This screen displays after selecting to delete an incoming purchase order and pressing ENTER on the Pending Incoming EDI Purchase Orders Screen (p. 2-7) or Pending Incoming EDI Purchase Order Changes Screen (p. 2-39). Use this screen to confirm the deletion of a pending incoming purchase order document from the incoming 850 EDI user files. Once deleted, that incoming document may no longer be viewed or processed.

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

NOTE: Since the document was still in a pending status, the incoming document was never converted into the Distribution A+ Order Entry files; it only existed in the incoming 850 EDI user files.

Delete EDI Purchase Order Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	The trading partner ID of the customer that sent the purchase order.
Customer Name	The name associated with the trading partner identification, as retrieved from the Customer/Ship-To Master File.
PO Number	The purchase order number associated with the document as converted from the EDI standard document format.
Store	The identification of the store number, assigned in the Store Number field through Customer/Ship to Master Maintenance (MENU ARFILE), for the customer or customer/ship-to from whom you received this EDI document.

Delete EDI Purchase Order Screen Fields and Function Keys

Field/Function Key	Description
Number of Items	The number of the items requested in the customer's purchase order.
Requested Ship Date	The requested ship date of the customer's purchase order.
Status	The current status of the customer's purchase order which can be: • **PND**: This customer's PO has been converted from EDI standard document format into the Distribution A+ incoming 850 EDI user files, but has not yet been converted to an off-line order. • **HLD**: This customer's PO has been put on hold in the Distribution A+ incoming 850 EDI user files. • **SPD**: This customer's PO is currently being moved from the EDI mailbox into the Distribution A+ incoming 850 EDI 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+ incoming 850 EDI user files.
F12=Return	Press F12=RETURN if you do not want to delete this document from the Distribution A+ incoming 850 EDI user files. The Pending Incoming EDI Purchase Orders Screen (p. 2-7) or Pending Incoming EDI Purchase Order Changes Screen (p. 2-39) will appear.
F24=Delete	Press F24=DELETE twice to delete this document from the Distribution A+ incoming 850 EDI user files. The Pending Incoming EDI Purchase Orders Screen (p. 2-7) or Pending Incoming EDI Purchase Order Changes Screen (p. 2-39) will appear. The deleted document will no longer be included in the list of pending incoming 850 EDI purchase order documents and therefore may no longer be processed.

Incoming 850 Error Messages Screen

```
                              850 ERROR MESSAGES

Trading Partner:  1700-0290
PO Number:  3173159

Error Message Text
Trading Partner Id not on file 3217784123










                                                               F12=Return
```

This screen displays after selecting to view error messages associated with an incoming 850 purchase order document that has 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+ incoming 850 EDI user files.

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

Incoming 850 Error Messages Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The trading partner ID of the customer that sent the purchase order with the respective customer name. Display
PO Number	The customer's purchase order number for this incoming 850 EDI transaction set. Display
Error Message Text	The text of the error that occurred during the receipt of this document into the Distribution A+ incoming 850 EDI user files. However, if an attempt was made to convert this document into a Distribution A+ off-line sales 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.

Incoming 850 Error Messages Screen Fields and Function Keys

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

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.

NOTE: A completed incoming 850 EDI Purchase Order is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 850 EDI user files. It is then is converted from the incoming 850 EDI user files into the Distribution A+ database as a customer sales order. Completed transactions will be purged during day-end processing based on the company options for the **Incoming PO (850) User File Purge Days** defined in EDI Company Options Maintenance Screen 1 (p. 7-20).

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.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Incoming EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action to perform on a listed completed incoming 850 EDI 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 to select for an action. Press F11=CHG ORD to review and/or modify the sales order created for this purchase order. Press F15=UNRECEIVE to 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 to review error messages on the Incoming 850 Error Messages Screen (p. 2-28). (N 1,0) Required
Trad Partner Id	The trading partner ID of the customer that sent the purchase order. Display
Customer Name / PO Number	The customer name or customer purchase order number, based on the selection with the F2=PO / F2=NAME function key. Display
Store	The store number associated with the trading partner ID and assigned to the customer or customer ship-to 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 being assigned to a headquarters customer through Customer/Ship to Master Maintenance (MENU ARFILE), the **Ship #** field will be blank. For spreadsheet (SDQ) orders, the **Store** may display as ***MULT** if the customer has identified there are multiple ship-to locations for the items on the sales order in the EDI Incoming 850 Header File (EI850H01). Display
Order	The sales order number of the offline sales order created for the purchase order. Display
Items	The number of items requested in the purchase order. Display

Completed Incoming EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Req Ship / Entry Dt	The requested ship date or the order entry date (the date the sales order was created), based on the selection with the F9=Entry Dt / F9=Ship Dt function key. Display
Sts	The completed document status shows as **CMP** when the document has successfully been converted from the incoming 850 EDI user files into the Distribution A+ database as a customer sales order. Display
Err	Indicator **E** for documents that had errors during the receiving process when F15=Receive or F17=Receive All was selected on the Pending Incoming EDI Purchase Orders Screen (p. 2-7). Display
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 or customer/ship-to 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. *Valid Values:* 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) Optional
F2=PO / F2=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 EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
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+ incoming 850 EDI user files and that are pending receipt into Order Entry.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 850 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Entry Dt / F9=Ship Dt	Press F9=ENTRY DT / F9=SHIP DT to toggle between displaying the requested ship date on the original purchase order sent from the customer, and the order 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. Press F9=ENTRY DT to display the customer's order entry date. This is the date that the pending incoming purchase order was converted to this completed incoming PO. Pressing F9=ENTRY DT 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. Press F9=SHIP DT to display the requested ship date associated with the customer's PO, now converted to an order. Pressing F9=SHIP DT 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 with an action number of 1 to display and, if necessary, modify the selected order. For users that are authorized, the *Start Order Screen* in Enter, Change & Ship Orders (MENU OEMAIN) will display where you can review and/or modify the sales order created for this purchase order. All changes made in the order are only updated in the sales order and are outside the scope of the incoming 850 EDI user files. Refer to the Order Entry User Guide for more information.

Completed Incoming EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Purchase Orders Screen (p. 2-7).
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 User Guide. After you delete the order, the order will no longer exist in the Distribution A+ open order entry files; and the status of the purchase order will change from completed to pending in the incoming 850 EDI user files. If the incoming purchase order was split into multiple sales orders as it was created in the receiving process, the deletion process will not occur. The status of the incoming 850 EDI user files will change from completed to pending. The Pending Incoming EDI Purchase Orders Screen (p. 2-7) displays with a message indicating the reason that the deletion process did not occur. • **WARNING: Orders created by multiple store POs should be deleted** • **WARNING: Multiple orders created from PO should be deleted** It is important for these situations that the sales orders already created with this PO number are manually deleted through Delete Open Orders (MENU OEMAIN) to prevent duplicate shipments. Sales orders that have been shipped and invoiced cannot be unreceived.

Completed Incoming EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed purchase orders. The word **ACTIVE** will display to the right of the **Limits** heading. If you keyed an action of • 5 before one or more purchase orders, pressing ENTER displays the Open Orders Inquiry (MENU OEMAIN). If day-end processing has not been run, the *Order Display Screen* of the Open Orders Inquiry (MENU OEMAIN) displays. If the order has been shipped, invoiced and day-end processing has been run, the *Invoice Display Screen* of the Customer Order/Shipment Inquiry (MENU OEMAIN) displays. Using either screen, you can review the order in detail. For a description of these options, refer to the Order Entry User Guide. If the incoming purchase order was split into multiple sales orders in the receiving process, the sales orders cannot be viewed through this option. The Open Orders Inquiry (MENU OEMAIN) or the Customer Order/Shipment Inquiry (MENU OEMAIN) must be used. • 7 before one or more completed purchase orders that have an **E** indicated in the **Err** column, pressing ENTER displays the Incoming 850 Error Messages Screen (p. 2-28). If you keyed an action number before more than one purchase order, processing will occur for each of those selected, one at a time.

EDI Price Discrepancy Report

```
 OE130 04/03/18  20.40.44                         EDI PRICE DISCREPANCY REPORT                          AU/APDEMO     Pag    1
----------------------------------------------------------------------------------------------------------------------------
Company  Order    Type      Customer  Name                                    Entry    Req Ship  Customer P/O Number   Warehouse  Order
  No.    Number              Number                                           Date      Date                             ID      Source
  01    02744/00  Order        180   Mays Department Store                   04/03/18  04/03/18  1671302                   5        ED
   Seq  Item Number/Description      U/M    Order Qty           Sell Price               Dsc Price            Cust Price
 00001  A100                         EA        10.000           719.96000  EA                                  600.00000
           All-in-One Printer Model V515W                       719.96000
 00003  A110                         EA         2.000           989.99000  EA                                1,100.00000
           Sharp Copier                                         989.99000
 00005  A200                         EA        12.000            12.85000  EA                                   13.99000
           Sharp Copier Toner                                    12.85000
 00007  A240                         EA       100.000             2.15000  EA                                    1.99000
           Single Subject Wire Bound                              2.15000
 00009  A270                         BOX       50.000            14.88000  BOX                                  21.53000
           #10 White Envelopes                                   14.88000
 00011  A360                         EA        25.000             6.30000  EA                                    6.00000
           Waste Basket - Gray                                    6.30000
```

This report is generated in the EDI Transaction Processor's output spooled files after pressing F15=RECEIVE or F17=RECEIVE ALL 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 customer's incoming PO differs from the final price presented in Order Entry. This report is not generated for trading currency customers. The trading and local currency pricing calculated by offline order entry for each item is accepted without notice.

To review this report online, select F10=EP OUTPUT in the EDI Processor Inquiry (MENU EIMAIN). It is recommended that after you create sales orders from incoming purchase orders, you regularly check for this report in the EDI processor's output spool file.

EDI Price Discrepancy Report

Report/Listing Title	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.
Company No.	The company number associated with the new sales order.
Order Number	The order number of the new sales order.
Type	The order type created: • Order • Invoice • Return
Customer Number/Name	The customer number and name for which incoming purchase orders were just processed.

EDI Price Discrepancy Report

Report/Listing Title	Description
Entry Date	The date the sales order was created from the incoming 850 EDI user files.
Req Ship Date	The date of shipment requested by the customer for the sales order.
Customer P/O Number	The customer's PO number for the sales order.
Warehouse ID	The warehouse in which the sales order was created. This may be the warehouse assigned to the customer or customer/ship-to or it may be the ordering warehouse for the item.
Order Source	The two character code used to identify the order was created through EDI based on the code identified on the in EDI Company Options Maintenance Screen 1 (p. 7-20). Order source codes are used for posting accounts from Order Entry to General Ledger, or for tracking information to order history.
Seq	The number of the line item or its original order.
Item Number / Description	The item numbers and descriptions of the items associated with the PO.
U/M	The units of measure in which the items are being sold to the customer.
Order Qty	The quantity ordered of the items in the ordering unit of measure.
Sell Price	The final price of the items with the pricing unit of measure as determined in Enter, Change & Ship Orders (MENU OEMAIN).
Dsc Price	Price discount, if one has been applied to the item for the customer.
Cust Price	The expected sell price that was sent by the customer for the item.

Incoming Purchase Order Changes (860)

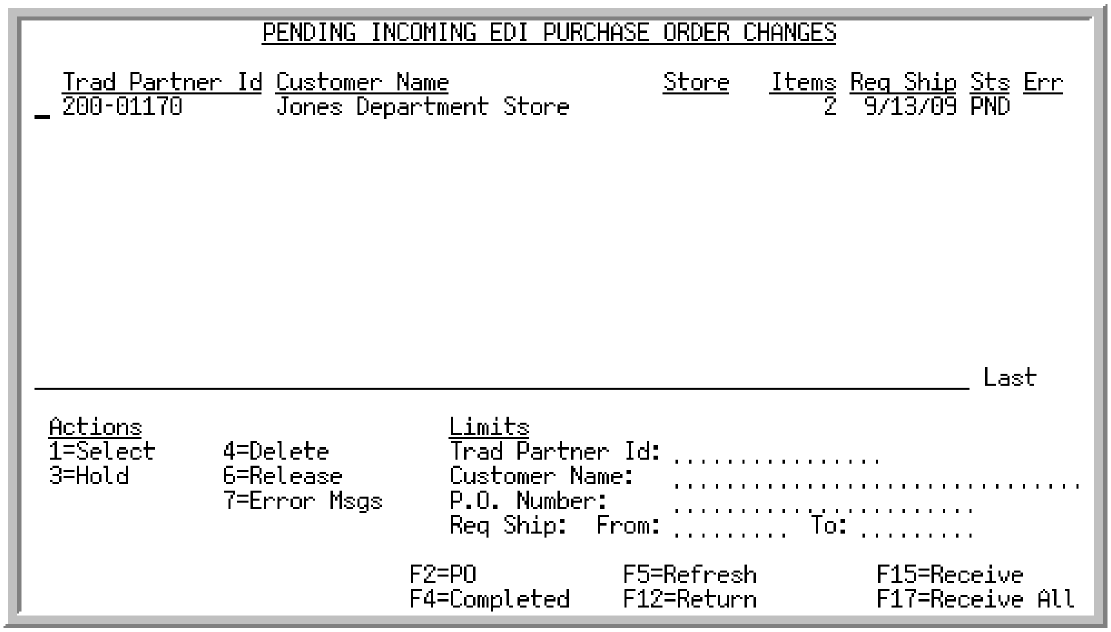
This section describes the screens and reports in the Incoming Documents option that are used when you select to work with incoming purchase order changes on the Incoming EDI Document Selection Screen (p. 2-4).

Important

The Incoming EDI Purchase Order Changes transaction does not update the data in the Distribution A+ back-end system. This process provides a discrepancy report to be reviewed for data that is missing, incomplete, or that does not match the expected information that does exist in the Purchase Order Detail File for the original PO and the vendor's order. If there are no discrepancies, the Incoming PO Changes Report will advise the user that the Automatic Incoming 860 process did run and complete and that there were no discrepancies found.

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



This screen displays after pressing ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you keyed Y for **Incoming Purchase Order Changes** or pressing F4=PENDING on the Completed Incoming Purchase Order Changes Screen (p. 2-47). This screen also displays after keying Y before **Incoming Purchase Order Chg (860)** and pressing ENTER on the EDI Status Display Screen (p. 4-2).

A status line displays for each pending purchase order change that has been loaded into the incoming 850 EDI user files and is awaiting processing.

NOTE: A pending incoming Purchase Order Change transaction is one brought from the network station through the third-party's mailbox. This Purchase Order Change transaction is placed into the incoming 860 EDI user files, but not transferred into the Distribution A+ database to update the sales order. At this point, data from an incoming 860 EDI document has been translated from the EDI standard document format and has been written to the Distribution A+ incoming 860 EDI user files.

You can use the limit the documents in the list by trading partner, customer name, customer purchase order number, or requested ship 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Incoming EDI Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to specify an 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 sequentially beginning with the transaction set closest to the top of the screen. You can perform the following actions on pending transaction sets: • Key 1 and press F15=RECEIVE to receive a pending transaction set into Order Entry. 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 completed transaction set displays on the Completed Incoming Purchase Order Changes Screen (p. 2-47) • Key 3 and press ENTER to hold a pending transaction set to prevent its further processing. The transaction set's status, shown in the **Sts** column, changes to **HLD** and remains so until you manually release the hold by keying action 6. • Key 4 and press ENTER to delete a transaction set. The Delete EDI Purchase Order Screen (p. 2-26) displays. You can confirm the transaction deletion on that screen. • Key 6 and press ENTER to release a transaction set from hold. The status changes from **HLD** to **PND**. • Key 7 for a pending transaction for which an **E** shows in the **Err** column to view a transaction set's errors. The Incoming 860 Error Message Screen (p. 2-45) displays with specific information about the error or errors. (N 1,0) Required
Trad Partner Id	The trading partner ID of the customer or customer/ship-to that sent the purchase order. Display
Customer Name / PO Number	The customer name or customer purchase order number, based on the selection with the F2=PO / F2=NAME function key. Display

Pending Incoming EDI Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
Store	The store number associated with the trading partner ID and assigned to the customer or customer ship-to 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 being assigned to a headquarters customer through Customer/Ship to Master Maintenance (MENU ARFILE), the **Ship #** field will be blank. For spreadsheet (SDQ) orders, the **Store** may display as ***MULT** if the customer has identified there are multiple ship-to locations for the items on the sales order in the EDI Incoming 850 Header File (EI850H01). Display
Items	The number of items requested in the customer's purchase order. Display
Req Ship	The requested ship date for the customer's purchase order. Display
Sts	The document status can be: • **PND**: the document has been converted from EDI standard document format into the Distribution A+ incoming 860 EDI user files, but has not yet been received into the Distribution A+ database. • **HLD**: The document has been put on hold. No processing will occur until it is removed from hold. • **SPD**: Indicates that the document is currently being moved from the EDI mailbox into the Distribution A+ incoming 860 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+ incoming 860 EDI user files (in which case, you will need to delete the transaction). Display
Err	The indicator **E** for documents that had errors during the receiving process when F15=RECEIVE or F17=RECEIVE ALL was selected on the Pending Incoming EDI Purchase Order Changes Screen (p. 2-39). Display
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 Order Changes Screen Fields and Function 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. *Valid Values:* 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) Optional
F2=PO / F2=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=Completed	Press F4=COMPLETED to review the list of completed purchase order change documents. The Completed Incoming Purchase Order Changes Screen (p. 2-47) will appear.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 860 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

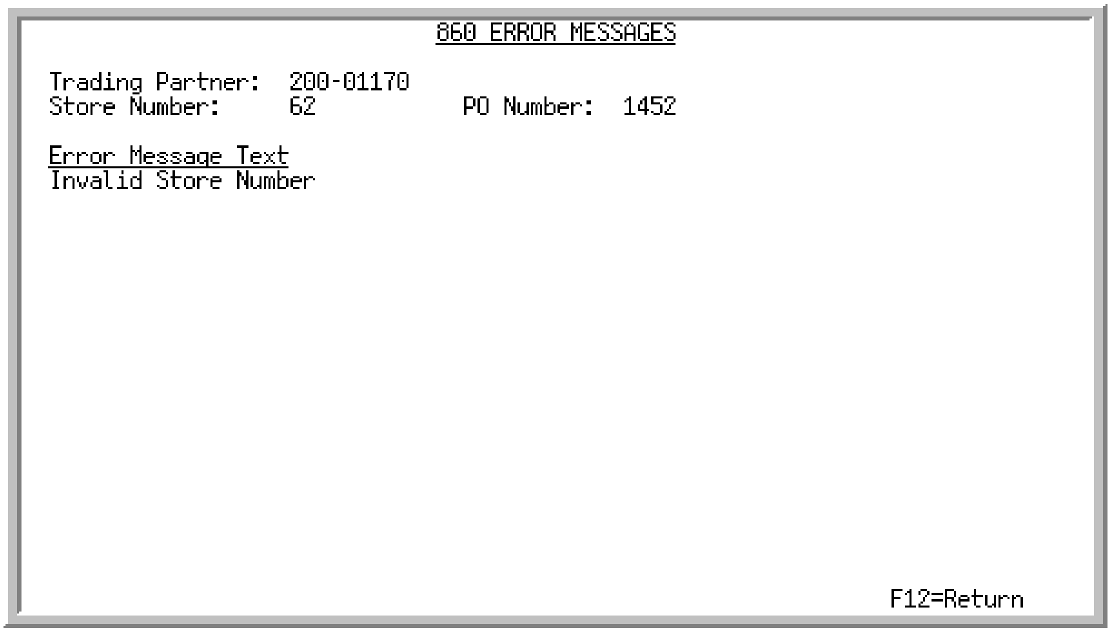
Pending Incoming EDI Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or the EDI Status Display Screen (p. 4-2) based on where you came from. However, if on that screen you keyed Y for multiple documents types, the next document that you selected to review will be shown instead.
F15=Receive	Press F15=RECEIVE to process the purchase order 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 transfers from the incoming 860 EDI user files to the Incoming PO Changes Report (p. 2-52). A message will appear if pre-edit errors were detected for the receiving process of the incoming EDI PO Changes.
F17=Receive All	Press F17=RECEIVE ALL to receive all displayed purchases order change documents with a status of pending (**PND**). A job is submitted to the EDI Transaction Processor and the data transfers from the incoming 860 EDI user files to the Incoming PO Changes Report (p. 2-52).

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 a value in any of the **Limits** fields, press ENTER to limit the display of the completed purchase order changes. The word **ACTIVE** will display to the right of the **Limits** heading. 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 order changes, indicated in the **Sts** column, changes to **HLD**. No further processing can occur for these purchase order changes until these holds are manually released (by keying a 6 before the same purchase order changes and pressing ENTER). • 4 before one or more purchase order changes, pressing ENTER displays the Delete EDI Purchase Order Screen (p. 2-26) for each selected document. • 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 change 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 860 Error Message Screen (p. 2-45) will appear. Error messages which occurred during any portion of the purchase order changes 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=RECEIVE or F17=RECEIVE ALL function key. If you keyed an action number before more than one purchase order change, processing will occur for each of those selected, one at a time.

Incoming 860 Error Message Screen



This screen displays after selecting to view error messages associated with an incoming 860 purchase order change document that has an **E** displaying in the **Err** column and pressing ENTER on the Pending Incoming EDI Purchase Order Changes Screen (p. 2-39). Use this screen to review the errors that occurred during the receipt of this document into the Distribution A+ incoming 860 EDI user files.

Incoming 860 Error Message Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The trading partner ID of the customer that sent the purchase order. Display
Store	The store number associated with the trading partner ID and assigned to the customer or customer ship-to 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 being assigned to a headquarters customer through Customer/Ship to Master Maintenance (MENU ARFILE), the **Ship #** field will be blank. For spreadsheet (SDQ) orders, the **Store** may display as ***MULT** if the customer has identified there are multiple ship-to locations for the items on the sales order. Display
PO Number	The customer's purchase order number for this incoming 860 EDI transaction set. Display

Incoming 860 Error Message 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 the Distribution A+ incoming 860 EDI user files.
F12=Return	After reviewing the error text, press F12=RETURN to return to the Pending Incoming EDI Purchase Order Changes Screen (p. 2-39)

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. 2-39). A status line displays for each completed purchase order change received into Order Entry.

NOTE: A completed incoming 860 EDI Purchase Order Changes document is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 860 EDI user files. It is then is converted from the incoming 860 EDI user files to the Incoming PO Changes Report (p. 2-52). Completed transactions will be purged during day-end processing based on the company options for the **Incoming PO Changes (860) User File Purge Days** defined in EDI Company Options Maintenance Screen 1 (p. 7-20).

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.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Incoming Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action 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 to select for an action. If you key 1 and press F15=UNRECEIVE, you can unreceive the purchase order changes. • Key 7 in front of purchase orders that have an **E** indicated in the **Err** column to review the Incoming 860 Error Message Screen (p. 2-45). (N 1,0) Required
Trad Partner ID	Trading partner ID of the customer that sent the purchase order. Display
Customer Name / PO Number	The customer name or customer purchase order number, based on the selection with the F2=PO / F2=NAME function key. Display
Store	The store number associated with the trading partner ID and assigned to the customer or customer ship-to 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 being assigned to a headquarters customer through Customer/Ship to Master Maintenance (MENU ARFILE), the **Ship #** field will be blank. For spreadsheet (SDQ) orders, the **Store** may display as ***MULT** if the customer has identified there are multiple ship-to locations for the items on the sales order. Display
Items	The number of items requested in the purchase order. Display
Req Ship	The requested ship date for the items on the purchase order. Display
Sts	The document status can be **CMP** for complete. A completed incoming 860 EDI Purchase Order Changes document is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 860 EDI user files. It then is converted from the incoming 860 EDI user files to the Incoming PO Changes Report (p. 2-52). Display

Completed Incoming Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
Err	Indicator **E** for documents that had errors during the receiving process when F15=RECEIVE or F17=RECEIVE ALL was selected on the Pending Incoming EDI Purchase Order Changes Screen (p. 2-39). Display
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. *Valid Values:* 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) Optional
F2=PO / F2=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 Order Changes Screen (p. 2-39) where you may review pending purchase order changes that have been loaded into Distribution A+ incoming 860 EDI user files and that are pending review and edit against the original sales order in Order Entry.

Completed Incoming Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 860 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Entry Dt / F9=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** entry fields, located at the bottom of the screen, which you can use for limiting criteria. Press F9=ENTRY DT 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 F9=ENTRY DT 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. Press F9=SHIP DT to display the requested ship date associated with the customer's PO, now converted to an order. Pressing F9=SHIP DT 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.
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Purchase Order Changes Screen (p. 2-39).
F15=Unreceive	Press F15=UNRECEIVE to unreceive the completed incoming PO change selected with an action number of 1. This will reset the Distribution A+ incoming 860 EDI user file data for the selected purchase order change back to pending.

Completed Incoming Purchase Order Changes Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed PO changes. The word **ACTIVE** will display to the right of the **Limits** heading. 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. 2-45). If you keyed an action number before more than one purchase order change, processing will occur for each of those selected, one at a time.

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. 2-39) 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 are requested by the customer or customer/ship-to 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.
Company No	The company number for the incoming PO change detail.
Customer Number and Name	The customer number and name from whom the PO change was sent.
Customer P/O Number	The customer's PO number for their sales order.
Ship Number	The ship-to number of the customer, if any.
Req Ship Date	The requested ship date of the customer's PO change.
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.

Incoming PO Changes Report

Report/Listing Fields	Description
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 from the PER segment.
Store #	For spreadsheet (SDQ) orders, the identification of the store numbers for to which the items will be sent.
Order Comments	Order level comments, if any, are printed to the right of the store number.
Item Number	The item number 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	Item level comments, if any, are printed 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.

Incoming PO Changes Report

Report/Listing Fields	Description
Terms Disc Amt	The monetary value of the discount.

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).

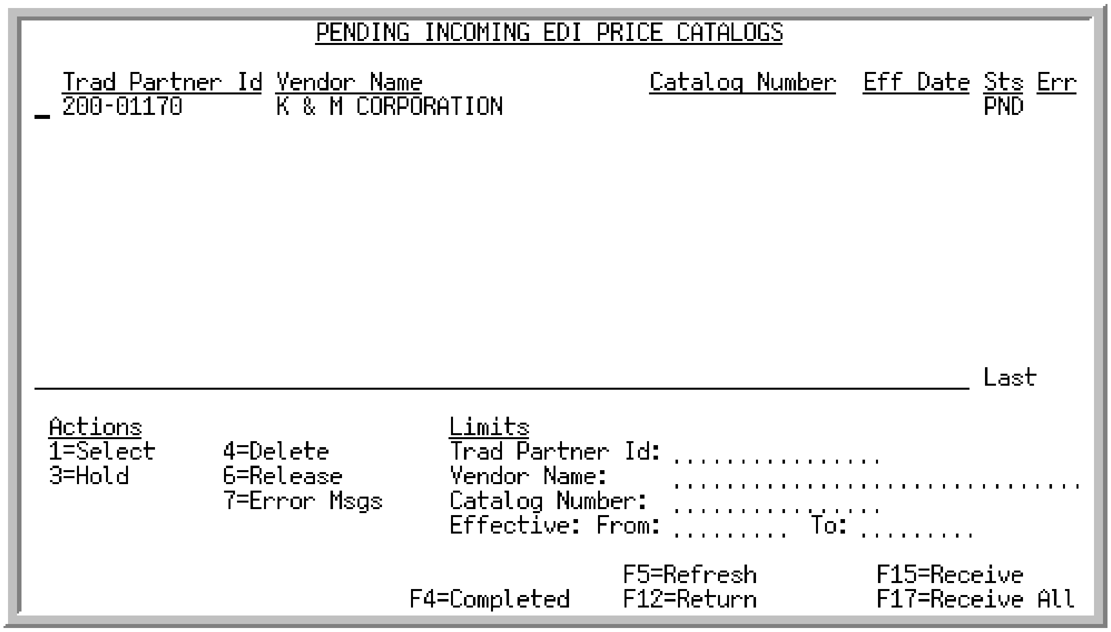
Important

The Incoming EDI Price Catalog document will update the data in the Distribution A+ back-end system through the Offline Price Header File (PRHOF) that is processed automatically through the Off-line Future Price Entry option on MENU OPMAIN. The Off-line Future Price Entry process will again edit the data and update the pricing information as indicated. However, future prices received by EDI are not applied automatically; they must still be processed through Apply Future Prices by Date (MENU OPMAIN) to apply the future price data.

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 group of price catalog changes.

Title	Purpose
Off-line Future Price Error Report	Review this report for error conditions affecting the data import.
Off-line Future Price Error Report Unknown Item Report	Review this report for item numbers that are unknown to Distribution A+.

Pending Incoming EDI Price Catalogs Screen



This screen displays after pressing ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you keyed Y for **Incoming Price Catalogs** or pressing F4=PENDING on Completed Incoming EDI Price Catalogs Screen (p. 2-68). This screen also displays after keying Y before **Incoming Price Catalogs (832)** and pressing ENTER on the EDI Status Display Screen (p. 4-2).

A status line displays for each pending price catalog that has been loaded into the incoming 832 EDI user files and is awaiting processing.

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 incoming 832 EDI user files, but not transferred into the Distribution A+ database as a price catalog. At this point, data from an incoming 832 EDI document has been translated from the EDI standard document format and has been written to the Distribution A+ incoming 832 EDI user files.

You can use the limit the documents in the list by trading partner, vendor name, catalog number, effective date, or entry 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to specify an 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 sequentially beginning with the transaction set closest to the top of the screen. You can perform the following actions on pending transaction sets: • Key 1 and press F15=RECEIVE to receive a pending transaction set to Price Maintenance. 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 completed transaction set displays on the Completed Incoming EDI Price Catalogs Screen (p. 2-68). • Key 3 and press ENTER to hold a pending transaction set to prevent its further processing. The transaction set's status, shown in the **Sts** column, changes to **HLD** and remains so until you manually release the hold by keying an action of 6. • Key 4 and press ENTER to delete a pending transaction set. the Delete EDI Price Catalog Screen (p. 2-64) displays You can confirm the transaction deletion from that screen. • Key 6 and press ENTER to release a transaction set from hold. The status changes from **HLD** to **PND**. • Key 7 for a pending transaction for which an **E** shows in the **Err** column to view a transaction set's errors. The Incoming 832 Error Messages Screen (p. 2-66) displays with specific information about the error or errors. (N 1,0) Required
Trad Partner Id	Trading partner ID of the vendor that sent the price/cost changes. Display
Vendor Name	The name of the vendor to whom the trading partner ID is assigned. Display
Catalog Number	The catalog number for the incoming price catalog. A catalog number is assigned by the vendor to differentiate one catalog from another. Display
Eff Date	The date on which the prices in the catalog take effect. Display

Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
Sts	The document status can be: • **PND**: the document has been converted from EDI standard document format into the incoming 832 EDI user files, but has not yet been received into the Distribution A+ 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 incoming 832 EDI user files into the Distribution A+ 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 incoming 832 EDI user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI mailbox into the incoming 832 EDI user files (in which case, you will need to delete the transaction). Display
Err	Indicator **E** for documents that had errors during the receiving process when F15=RECEIVE or F17=RECEIVE ALL was selected on the Pending Incoming EDI Price Catalogs Screen (p. 2-56). Display
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. (A 15) Optional

Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
Limits: Effective	Use this field to limit the price catalogs that display by the effective date. *Valid Values:* 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) Optional
F4=Completed	Press F4=COMPLETED to review completed price catalogs. The Completed Incoming EDI Price Catalogs Screen (p. 2-68) will appear.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 832 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or the EDI Status Display Screen (p. 4-2) based on where you came from. However, if on that screen you keyed Y for multiple documents types, the next document that you selected to review will be shown instead.

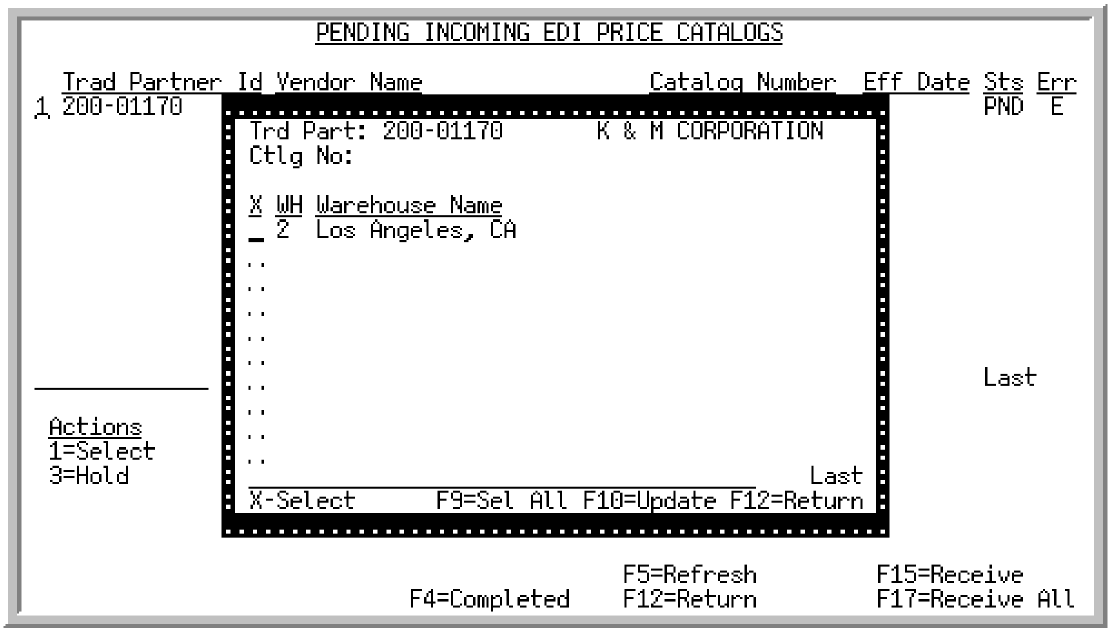
Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
F15=Receive	Press F15=RECEIVE to receive the price catalog documents with a status of pending (**PND**) that were selected with an action number of 1. The data then transfers from the incoming 832 EDI user files through offline price maintenance to the Distribution A+ 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* (Vendors Maintenance, MENU POFILE), the Price Catalogs Warehouse Selection Screen (p. 2-62) will appear. Warehouse choices will be displayed only if you have the **Separate Cost** field set to Y on the *Vendor/Item File Screen* (Vendor/Item Information Maintenance, 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* (Vendors Maintenance, MENU POFILE), the data transfers 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 flagged as complete and displayed on the Completed Incoming EDI Price Catalogs Screen (p. 2-68). The Off-line Future Price Edit Report (p. 2-72), Off-line Future Price Error Report (p. 2-74), and Off-line Future Price Error Report Unknown Item Report (p. 2-76) will be print to the output queue 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 price catalog documents with a status of pending (**PND**) and an **Err** code of blank. The data then transfers from the incoming 832 EDI user files through offline price maintenance to the Distribution A+ 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* (Vendors Maintenance, MENU POFILE), the Price Catalogs Warehouse Selection Screen (p. 2-62) will appear. Warehouse choices will be displayed only if you have the **Separate Cost** field set to Y on the *Vendor/Item File Screen* (Vendor/Item Information Maintenance, 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* (Vendors Maintenance, MENU POFILE), the data transfers 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 flagged as complete and displayed on the Completed Incoming EDI Price Catalogs Screen (p. 2-68).

Pending Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the pending incoming price catalogs. The word **ACTIVE** will display to the right of the **Limits** heading. 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. 2-64) where you may delete the price catalog from the incoming 832 EDI 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. 2-66). 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=RECEIVE or F17=RECEIVE ALL 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.

Price Catalogs Warehouse Selection Screen



This screen displays after pressing F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Price Catalogs Screen (p. 2-56), if the **Update Vendor/Item/Warehouse File with Price Catalog (832)** field is set to Y on the *Vendor Master Additional Information Maintenance Screen* (Vendors Maintenance, MENU POFILE). Warehouse choices will be available only if the **Separate Cost** field is set to Y on the *Vendor/Item File Screen* in Vendor/Item Information Maintenance (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 in addition to the vendor/item level price. 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
Trd Part	Trading partner ID and name of the vendor to whom the trading partner ID is assigned. Display
Ctlg No	The catalog number for the incoming price catalog. A catalog number is assigned by the vendor to differentiate one catalog from another. Display

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 in addition to the vendor/item level price change. (A 1) 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.
F10=Update	Press F10=UPDATE to receive the selected price catalogs into Distribution A+ for the warehouses you have selected. The data transfers 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 flagged as complete and displayed on the Completed Incoming EDI Price Catalogs Screen (p. 2-68). The Off-line Future Price Edit Report (p. 2-72), Off-line Future Price Error Report (p. 2-74), and Off-line Future Price Error Report Unknown Item Report (p. 2-76) will be print to the output queue 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. 2-56) without selecting warehouses and without receiving the selected price catalogs.

Delete EDI Price Catalog Screen

```
                    DELETE EDI PRICE CATALOG

                 Trad Partner Id:  608-IC8000
                 Vendor Name:      BIG BEN CLOCK SHOP
                 Catalog Number:   SPRING
                 Catalog Version:  2018
                 Catalog Revision: 2
                 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. 2-56). Use this screen to confirm the deletion of a pending incoming price catalog document from the incoming 832 EDI user files. Once deleted, that incoming document may no longer be viewed or processed.

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

NOTE: Since the document was still in a pending status, the incoming document was never transferred to the Distribution A+ offline pricing files; it only existed in the incoming 832 EDI user files.

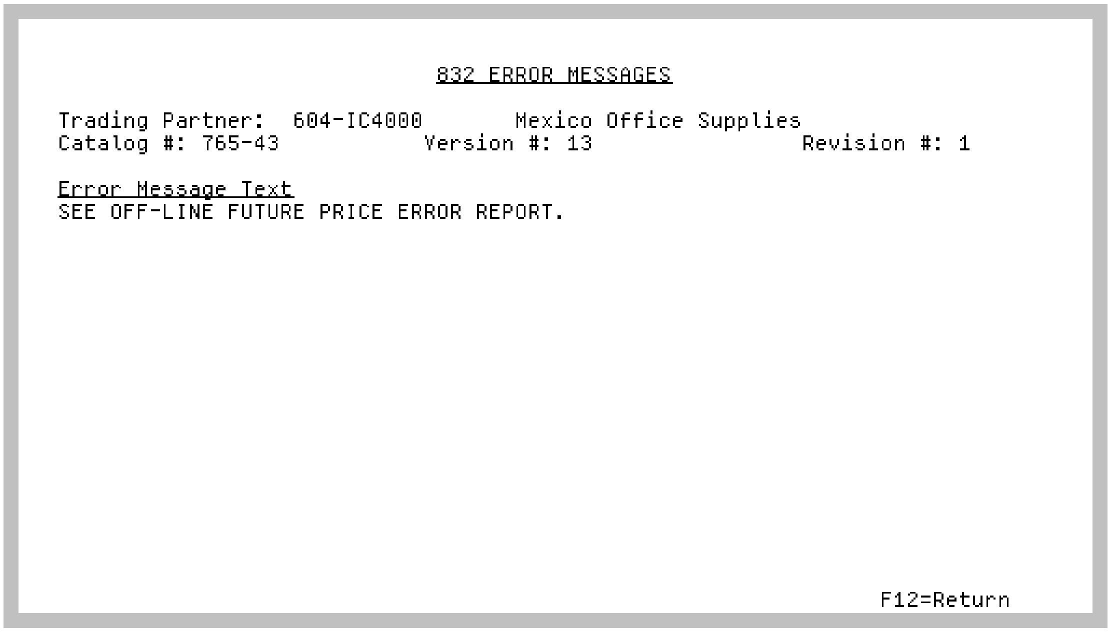
Delete EDI Price Catalog Screen Fields and Function Keys

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

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.
Effective Date	The date upon which the prices in the associated Price Catalog go into effect.
Status	The current status of the incoming price catalog which can be: • **PND**: This incoming price catalog has been converted from EDI standard document format into the incoming 832 EDI user files, but has not yet been transferred to the Distribution A+ database offline price files. • **HLD**: This incoming price catalog has been put on hold in the incoming 832 EDI user files.
F12=Return	Press F12=RETURN if you do not want to delete this document from the Distribution A+ incoming 832 EDI user files. The Pending Incoming EDI Price Catalogs Screen (p. 2-56) will appear.
F24=Delete	Press F24=DELETE to delete this document from the Distribution A+ incoming 832 EDI user files. The Pending Incoming EDI Price Catalogs Screen (p. 2-56) will appear. The deleted document will no longer be included in the list of pending incoming 832 EDI price catalog documents and therefore may no longer be processed.

Incoming 832 Error Messages Screen



This screen displays 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. 2-56)
- a completed Price Catalog document with a **E** in the **Err** column and pressing ENTER on the Completed Incoming EDI Price Catalogs Screen (p. 2-68)

Depending upon which screen you came from, use this screen to review the errors that occurred during the receipt of this document into the incoming 832 EDI user files and offline receiver files or to review the errors that occurred with a completed price catalog.

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

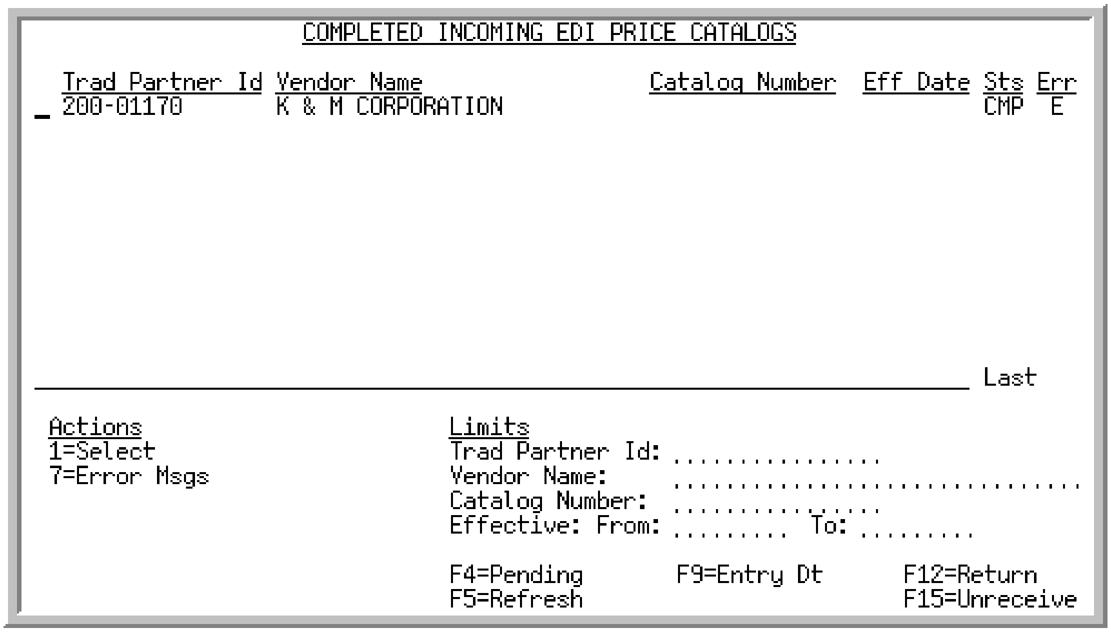
Incoming 832 Error Messages Screen Fields and Function Keys

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

Incoming 832 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 the incoming 832 EDI user files, or a reference to the report where the error can be viewed. Header files error messages will be displayed on the this screen: • **Trading Partner Id not on file** • **Trading Partner Id cannot be blank** • **Incoming U/M does not match GTIN U/M** Detail files errors will be detailed on the Off-line Future Price Error Report (p. 2-74) and the Off-line Future Price Error Report Unknown Item Report (p. 2-76).
F12=Return	After reviewing the error text, press F12=RETURN to return to the Pending Incoming EDI Price Catalogs Screen (p. 2-56) or the Completed Incoming EDI Price Catalogs Screen (p. 2-68).

Completed Incoming EDI Price Catalogs Screen



This screen displays after pressing F4=COMPLETED on the Pending Incoming EDI Price Catalogs Screen (p. 2-56). A status line displays for each completed price catalog received into the Distribution A+ database offline future price files.

NOTE: A completed incoming 832 EDI price catalog is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 832 EDI user files. It is then is converted from the incoming 832 EDI user files into the Distribution A+ database as an offline price catalog. Completed transactions will be purged during day-end processing based on the company options for **Incoming Price Catalog (832) User File Purge Days** field on the EDI Company Options Maintenance Screen 2 (p. 7-23).

You can use the limit the documents in the list by trading partner, vendor name, catalog number, effective date, or entry 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action 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 to select to unreceive. • Key 7 in front of price catalogs that have an **E** indicated in the **Err** column to review error messages on the Incoming 832 Error Messages Screen (p. 2-66). (N 1,0) Required
Trad Partner Id	Trading partner ID of the vendor that sent the price catalog transaction set. Display
Vendor Name	The name of the vendor to whom the trading partner ID is assigned. Display
Catalog Number	The catalog number for the incoming price catalog. A catalog number is assigned by the vendor to differentiate one catalog from another. Display
Eff Date Entry Dt	The date on which the prices in the catalog take effect or the date that the Price Catalog prices were transferred into the database based on the F9=ENTRY DT / F9=EFF DT toggle key. Display
Sts	The document status can be **CMP** for complete. A completed incoming price catalog is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 832 EDI user files. It is then is converted from the incoming 832 EDI user files into the Distribution A+ database as an offline price catalog. Display
Err	Indicator **E** for documents that had errors during the receipt process when F15=RECEIVE or F17=RECEIVE ALL was selected on the Pending Incoming EDI Price Catalogs Screen (p. 2-56). Display
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

Completed 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.
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. *Valid Values:* 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) Optional
F4=Pending	Press F4=PENDING to display the Pending Incoming EDI Price Catalogs Screen (p. 2-56), where you may review a status line for each pending incoming Price Catalog that has been loaded into Distribution A+ incoming 832 EDI user files and that are pending receipt into Price Maintenance.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 832 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

Completed Incoming EDI Price Catalogs Screen Fields and Function Keys

Field/Function Key	Description
F9=Entry Dt / F9=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** date entry fields, located at the bottom of the screen, which you can use for limiting criteria. Press F9=ENTRY DT to display the vendor's price catalog date. This is the date that the pending incoming price catalog was converted to this completed incoming price catalog. Pressing F9=ENTRY DT also allows for the keying of an entry date (or range of dates) at the bottom of the screen for use as limiting criteria. Press F9=EFF DT to display the effective date associated with the vendor's price catalog, now converted to an offline price catalog. Pressing F9=EFF DT also allows for the keying of an effective date (or range of dates) at the bottom of the screen for use as limiting criteria.
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Price Catalogs Screen (p. 2-56).
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 and will be displayed on the Pending Incoming EDI Price Catalogs Screen (p. 2-56) with a status of **PND**. The price catalog information will be deleted from the Distribution A+ database offline price catalog, but the information in the incoming 832 EDI user files will remain.
Enter	Press ENTER to confirm your selections. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed incoming Price Catalogs. The word **ACTIVE** will display to the right of the **Limits** heading. 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. 2-66). If you keyed an action number before more than one price catalog, processing will occur for each of those selected, one at a time.

Off-line Future Price Edit Report

```
OP160    17/04/18     11:05:45                    OFF-LINE FUTURE PRICE EDIT REPORT                 AS/  APDEMO     PAGE:    1
-------------------------------------------------------------------------------------------------------------------------------
         TR EFFECTIVE VENDOR ITEM NUMBER/                  PROMO    PROMO
         CD    DATE   NUMBER DESCRIPTION              WH   CODE     DATE
-------------------------------------------------------------------------------------------------------------------------------
 ** NEW BATCH NUMBER:     5
UPDATED:  V 18/03/18  IC4000 A140
                             3-Ring Binder - 1" Red
                                     OLD                CHANGE                   NEW      VAR. %   WARNING: CHANGE EXCEEDS  15 %
        VENDOR/ITEM COST:        1.49973              2.02115 $              2.02115    34.77
        QTY BREAK COST 1:         .00000 $            1.81903                 .00000      .00
                       2:         .00000              1.63713                 .00000      .00
                       3:         .00000              1.47342                 .00000      .00
                       4:         .00000               .00000                 .00000      .00
                       5:         .00000               .00000                 .00000      .00
UPDATED:  V 18/03/18  IC4000 A140                6
                             3-Ring Binder - 1" Red
                                     OLD                CHANGE                   NEW      VAR. %
        VENDOR/ITEM COST:        2.24572              2.02115 $              2.02115    10.00-
        QTY BREAK COST 1:         .00000 $            1.81903                 .00000      .00
                       2:         .00000              1.63713                 .00000      .00
                       3:         .00000              1.47342                 .00000      .00
                       4:         .00000               .00000                 .00000      .00
                       5:         .00000               .00000                 .00000      .00
ADDED:    V 18/03/18  IC4000 A150
                             3-Ring Binder - 2" Red
                                     OLD                CHANGE                   NEW      VAR. %   WARNING: CHANGE EXCEEDS  15 %
        VENDOR/ITEM COST:        1.87466              2.52644 $              2.52644    34.77
        QTY BREAK COST 1:         .00000 $             .00000                 .00000      .00
                       2:         .00000               .00000                 .00000      .00
                       3:         .00000               .00000                 .00000      .00
                       4:         .00000               .00000                 .00000      .00
                       5:         .00000               .00000                 .00000      .00
ADDED:    V 18/03/18  IC4000 A150                6
                             3-Ring Binder - 2" Red
                                     OLD                CHANGE                   NEW      VAR. %
        VENDOR/ITEM COST:        2.80715              2.52644 $              2.52644    10.00-
        QTY BREAK COST 1:         .00000 $             .00000                 .00000      .00
                       2:         .00000               .00000                 .00000      .00
                       3:         .00000               .00000                 .00000      .00
                       4:         .00000               .00000                 .00000      .00
                       5:         .00000               .00000                 .00000      .00
------------   --------                       --------------    ---------------    ----------------
** SUMMARY OF 832 DOCUMENTS PROCESSED **
TRADING PARTNER    EDI LINK                    CATALOG NUMBER    CATALOG VERSION    VENDOR NAME SENT
---------------    --------                    --------------    ---------------    ----------------
604-IC4000         IC4000-604                  765-43            13
```

This report prints after F15=Receive or F17=Receive All is pressed on the Pending Incoming EDI Price Catalogs Screen (p. 2-56). To review this report online, key **EDIJOBS** on any command line in Distribution A+ and press F10=EP Output to review EDI output.

Off-line Future Price Edit 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. The headings area is followed by the individual field headings.
Tr Cd	The price transaction code for the price catalog is effective on the line below. • P - Item Master File (ITMST) price updates • W - Item Balance File (ITBAL) price updates • I - Item Balance File (ITBAL) cost updates • V is Vendor/Item Price File (VIPRC) cost updates
Effective Date	The date on which the prices in the catalog take effect.
Vendor Number	The number of the vendor to whom the trading partner ID is assigned.
Item Number / Description	The item number and description having vendor/item cost changes applied.

Off-line Future Price Edit Report

Report/Listing Fields	Description
WH	The warehouse to which you want to apply the prices of the incoming Price Catalog. If there is no warehouse identified, then no warehouse specific Vendor/Item/Price Files will be updated with the new price information contained in the received Price Catalog.
Promo Code	A **Y** indicates that this is a promotional price change. An **N** indicates that this is a permanent price change.
Promo Date	For promotional prices, the date on which the promotional pricing reverts back to regular pricing.
(Error Message Text)	**Warning: Change exceeds xx%** which is defined in Purchasing Options Maintenance (MENU POFILE) as the **Cost Variance Warning Percent** value.
Trading Partner	Trading partner ID of the customer that sent the price/cost changes.
EDI Link	The **User Link** field in the incoming EDI user files.
Catalog Number	The catalog number for the incoming Price Catalog. A catalog number is assigned by the vendor to differentiate one catalog from another.
Catalog Version	If provided by the vendor, the version number of the incoming Price Catalog number.
Vendor Name Sent	If provided by the vendor, the vendor name as submitted in the EDI Incoming 832 Header User File (EI832H01), else the field displays blank.

Off-line Future Price Error Report

```
OP160    18/02/19     13:48:05                       OFF-LINE FUTURE PRICE ERROR REPORT                AO/  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
---------------------------------------------------------------------------------------------------------------------------------
** UNKNOWN ITEM NUMBER.                          **
 V 18/03/18 IC4000                                             0     $     0          00/00/00                .00000                 .00000
 3                                                                                                             .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
** NO CHANGES ENTERED FOR VENDOR COSTS.          **
 V 18/03/18 IC4000 A170                                   EA   0     $     0          00/00/00                .00000                 .00000
 3                 3-Ring Binder - 2" Blue                                                                     .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
** INVALID U/M FOR TRANSACTION TYPE.             **
 V 18/03/18 IC4000 A270                                   CN   0     $     0          00/00/00                .00000               84.59635
 3                 #10 White Envelopes                       20# Woven Bond 500/Box                            .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 Edit Report (p. 2-72). To review this report online, key **EDIJOBS** on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

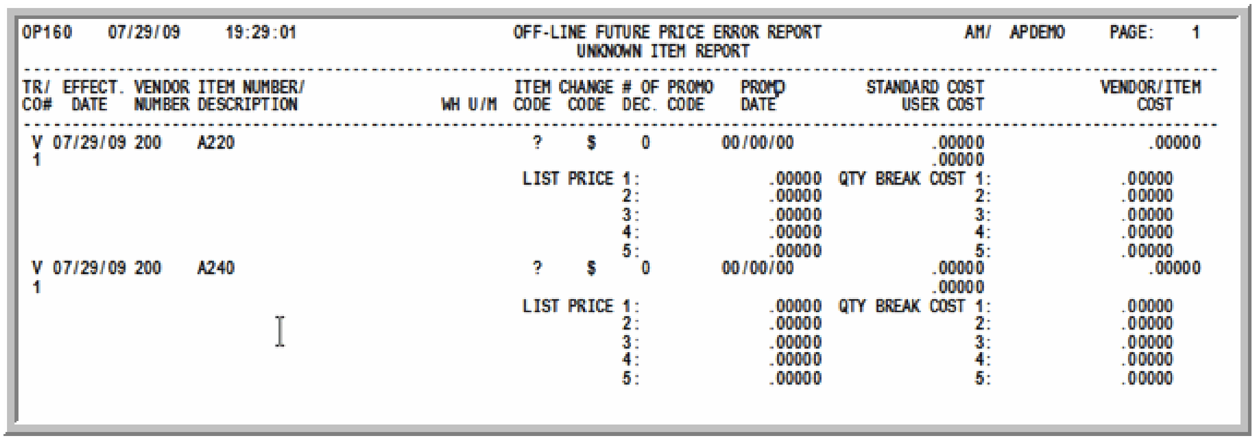
Off-line Future Price Error Report

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. The headings area is followed by the individual field headings.
Tr / Co#	The price transaction code for the price catalog is effective on the line below. • P - Item Master File (ITMST) price updates • W - Item Balance File (ITBAL) price updates • I - Item Balance File (ITBAL) cost updates • V is Vendor/Item Price File (VIPRC) cost updates The second line is the company number for which future prices will be applied.
Effect Date	The date on which the prices in the catalog take effect.
Vendor Number	The number of the vendor to whom the trading partner ID is assigned.
Item Number / Description	The item number and description having price changes applied.
WH	The warehouse to which you want to apply the prices of the incoming Price Catalog. If there is no warehouse identified, then no warehouse specific Vendor/Item/Price Files will be updated with the new price information contained in the received Price Catalog.

Off-line Future Price Error Report

Report/Listing Fields	Description
U/M	The unit of measure specified in the price catalog for the transaction.
Item Code	Determines the type of item information in the **Item Number** field: • M - indicates that corresponding item information submitted is the manufacturer's item number. • O - indicates the corresponding item information submitted is the distributor's item number • G - indicates the corresponding item information submitted using the GTIN cross-reference for the distributor's item number.
Change Code	Identifies the type of price change: • $ - the cost/price is a monetary replacement amount • % - a percent increase/decrease that will be applied to the price/cost. A positive number indicates an increase, a negative number indicates a decrease • + - indicates that the amount is a monetary increase/decrease that will be applied to the price/cost. A positive number indicates an increase, a negative number indicates a decrease.
# of Dec	If the **Change Code** is **%**, the number in this column is the number of decimal places to which the resulting price will be rounded.
Promo Code	A **Y** indicates that this is a promotional price change. An **N** indicates that this is a permanent price change.
Promo Date	For promotional prices, the date on which the promotional pricing reverts back to regular pricing.
Standard Cost	If the transaction code indicates a change to the standard cost, the amount of the standard cost change.
User Cost	If the transaction code indicates a change to the user cost, the amount of the user cost change.
Vendor/Item Cost	If the transaction code indicates a change to the vendor cost, the amount of the vendor/item cost change.

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 F15=RECEIVE or F17=RECEIVE ALL is pressed on the Pending Incoming EDI Price Catalogs Screen (p. 2-56) when there are items in the Distribution A+ EDI I832 files with item numbers that can not be matched in the Vendor/Item Master File (VNITM) or the Item Master File (ITMST).

To review this report online, key **EDIJOBS** on any command line in Distribution A+ and press F10=EP OUTPUT to review EDI output.

Off-line Future Price Error Report Unknown Item 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. The headings area is followed by the individual field headings.
Tr / Co#	The price transaction code for the price catalog is effective on the line below. • P - Item Master File (ITMST) price updates • W - Item Balance File (ITBAL) price updates • I - Item Balance File (ITBAL) cost updates • V is Vendor/Item Price File (VIPRC) cost updates The second line is the company number for which future prices will be applied.
Effect Date	The date on which the prices in the Price Catalog take effect. If an effective date was specified for the specific item, it will be shown here. Else the effective date is specified in the Price Catalog header H01 fields.
Vendor Number	The vendor number to whom the trading partner ID is assigned.

Off-line Future Price Error Report Unknown Item Report

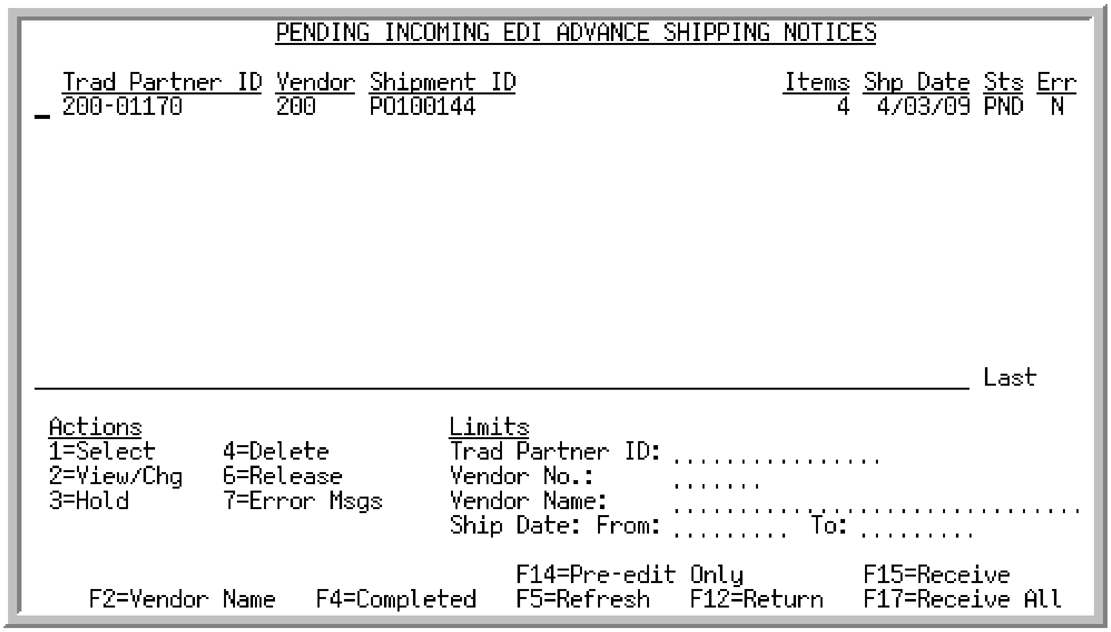
Report/Listing Fields	Description
Item Number / Description	The item number and description having price changes applied.
WH	The warehouse to which you want to apply the prices of the incoming Price Catalog. If there is no warehouse identified, then no warehouse specific Vendor/Item/Price Files will be updated with the new price information contained in the received Price Catalog.
U/M	The unit of measure specified in the price catalog for the transaction.
Item Code	Determines the type of item information in the **Item Number** field: • M - indicates that corresponding item information submitted is the manufacturer's item number. • O - indicates the corresponding item information submitted is the distributor's item number • G - indicates the corresponding item information submitted using the GTIN cross-reference for the distributor's item number.
Change Code	Identifies the type of price change: • $ - the cost/price is a monetary replacement amount • % - a percent increase/decrease that will be applied to the price/cost. A positive number indicates an increase, a negative number indicates a decrease • + - indicates that the amount is a monetary increase/decrease that will be applied to the price/cost. A positive number indicates an increase, a negative number indicates a decrease.
# of Dec	If the **Change Code** is %, the number in this column is the number of decimal places to which the resulting price will be rounded.
Promo Code	A **Y** indicates that this is a promotional price change. An **N** indicates that this is a permanent price change.
Promo Date	For promotional prices, the date on which the promotional pricing reverts back to regular pricing.
Standard Cost	If the transaction code indicates a change to the standard cost, the amount of the standard cost change.
User Cost	If the transaction code indicates a change to the user cost, the amount of the user cost change.
Vendor/Item Cost	If the transaction code indicates a change to the vendor cost, the amount of the vendor/item cost change.

Incoming Advance Shipping Notices (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.
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



This screen displays after pressing 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. 2-106). This screen also displays after keying Y before **Incoming Advance Shipping (856)** and pressing ENTER on the EDI Status Display Screen (p. 4-2).

A status line displays for each pending ASN that has been loaded into the incoming 856 EDI user files and that is pending receipt into a receiver.

NOTE: A pending incoming Advance Shipping Notice is one brought from the network station through the third-party's mailbox. This Advance Shipping Notice is placed into the incoming 856 EDI user files, but not transferred into the Distribution A+ database as a receiver group. At this point, data from an incoming 856 EDI document has been translated from the EDI standard document format and has been written to the Distribution A+ incoming 856 EDI user files.

You can use the limit the documents in the list by trading partner, vendor number, vendor name, or ship 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to specify an 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 sequentially beginning with the transaction set closest to the top of the screen. You can perform the following actions on pending transaction sets: • Key 1 and press F14=PRE-EDIT ONLY to select a pending transaction set for a pre-edit process to check for errors on incoming ASNs that were selected and then load the selected incoming ASNs from the incoming 856 EDI user files into offline receiver files. • Key 1 and press F15=RECEIVE to receive a pending transaction set into Purchasing. 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 completed transaction set displays on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106). • Key 2 to review or change the document. This process is available after the document has been pre-edited which loads the incoming 856 EDI offline receiver files. You can only review/change ASNs that have an **Err** code of **N** or **E** indicating that pre-edit was run. • Key 3 and press ENTER to hold a pending transaction set to prevent its further processing. The transaction set's status, shown in the **Sts** column, changed to **HLD** and remains so until you manually release the hold by keying an action of 6. • Key 4 and press ENTER to delete a pending transaction set. The Delete EDI Advance Shipping Notice Screen (p. 2-102) displays. You can confirm the transaction deletion on that screen. • Key 6 and press ENTER to release a transaction set from hold. The status changes from **HLD** to **PND**. • Key 7 for a pending transaction for which an **E** shows in the **Err** column to view a transaction set's errors. The Incoming 856 Error Message Screen (p. 2-104) displays with specific information about the error or errors. (N 1,0) Required
Trad Partner Id	Trading partner ID of the vendor that sent the ASN. Display
Vendor	The number of the vendor associated with the trading partner ID. Display

Pending Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
Shipment ID / Vendor Name	The name of the vendor or the shipment ID, based on your selection with the F2=SHIPMENT ID / F2=VENDOR NAME toggle key. Display
Items	The number of items included in the shipment from the vendor. Display
Shp Date	The vendor's indicated ship date for the items included on this ASN. Display
Sts	The document status can be: • **PND**: the document has been converted from EDI standard document format into the incoming 856 EDI user files, but has not yet been received into the Distribution A+ 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 incoming 856 EDI user files into the Distribution A+ database. The completed document displays with a status of **CMP** on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106). • **SPD**: Indicates that the document is currently being moved from the EDI third party's mailbox into the Distribution A+ incoming 856 EDI user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI third party's mailbox into the Distribution A+ incoming 856 EDI user files (in which case, you will need to delete the transaction). Display
Err	The indicator **E** for documents that had errors during the pre-edit or receipt process; an **N** will be displayed in the **Err** column if no errors were discovered for an ASN. Display
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

Pending Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
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. *Valid Values:* 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). *Valid Values:* (N 6,0) Optional
F2=Shipment ID / F2=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 review completed ASN transactions received into a receiver. The Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106) displays.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 856 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or the EDI Status Display Screen (p. 4-2) based on where you came from. 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 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 incoming 856 EDI 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 advance shipping notice 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 has not been pre-edited, the data transfers from the incoming 856 EDI user files to the offline receiver files, and if no errors are found, to a receiver. If this ASN has been pre-edited and no errors exist, the data transfers from the offline receiver files to a receiver. The data transfers 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 flagged as complete and displayed on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106). 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. 2-110) 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 transfers from the incoming 856 EDI 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 transfers 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 transfers 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 will be flagged as complete and displayed on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106). 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. 2-110) 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 a value in any 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. If you keyed an action of • 2 before one or more ASNs with an **Err** code of **E** or **N** and pressing ENTER, the EDI ASN Shipment Maintenance Screen (p. 2-85) 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. 2-102) 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. 2-104). 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.

EDI ASN Shipment Maintenance Screen

```
PENDING                 EDI ASN SHIPMENT MAINTENANCE                  CHANGE

                Trad Partner ID: 200-01170
                Shipment ID:     100144

                Company?           01      A & C Office Supply

                Warehouse?         5       Chicago, IL

                Vendor:            200     K & M CORPORATION

                Ship Date:          1/04/16

                Receipt Date:

                Bypass Lot Err:    Y       (Y/N)

                Bypass Serial Err: Y       (Y/N)


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

This screen displays after

- selecting to view/change a pending incoming ASN and press ENTER on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79)
- pressing F5=VIEW/CHANGE on the Incoming 856 Error Message Screen (p. 2-104)
- selecting to view a completed ASN and press ENTER on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106)

Use this screen to select the shipment information associated with the ASN. Changes made on this screen will be updated and reflected in the offline receiver files for this specific ASN.

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

EDI ASN Shipment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	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. Display
Trad Partner ID	Trading partner ID of the vendor that sent the ASN. Display
Shipment ID	The shipment ID selected for change on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79). Display
Company	Use this field to select or change the company number associated with the ASN that you selected to view/change on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79). If the company number sent by the vendor is not correct, key the correct company number for the purchase order(s) bring received. *Valid Values:* A company number that has been created through Company Name Maintenance (MENU XAFILE). 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 select or change the warehouse number associated with the ASN that you selected to view/change on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79). If the warehouse number sent by the vendor is not correct, key the correct warehouse number for the purchase order(s) bring received. *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

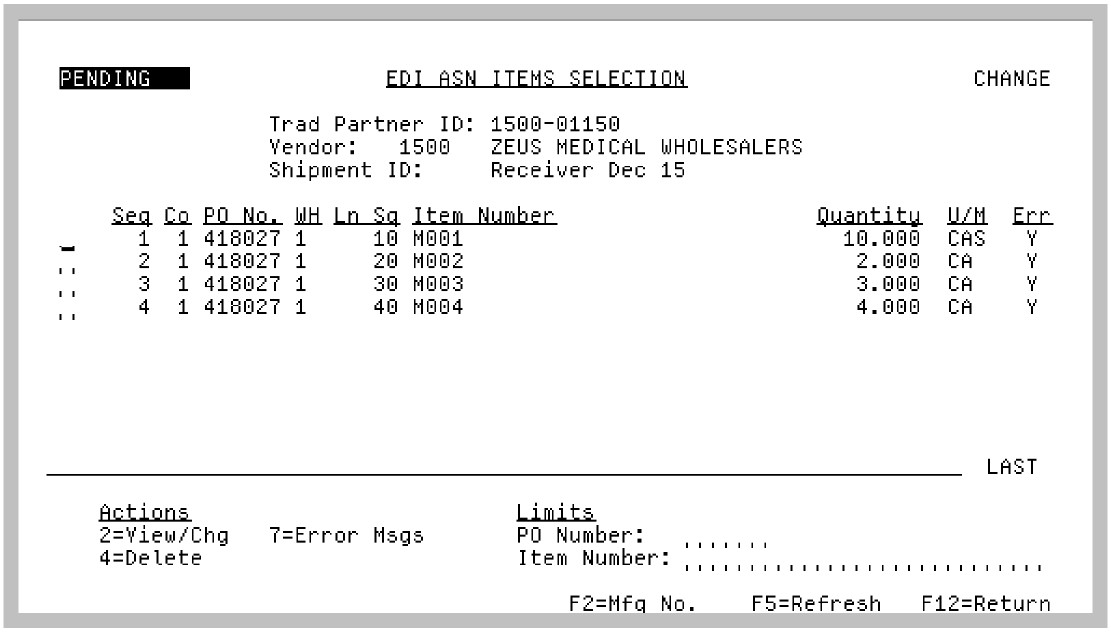
EDI ASN Shipment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Use this field to select or change the vendor number of the vendor that sent the incoming ASN. If the vendor number sent by the vendor is not correct, key the correct vendor number for the purchase order(s) bring received. *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:* 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) Display/Required
Receipt Date	Use this field to enter or change the expected date of receipt of the items on the incoming ASN. This value will be loaded from the offline receiver files into the receivers created when the ASN is received. *Valid Values:* 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) Display/Optional
Bypass Lot Errors	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). 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. 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

EDI ASN Shipment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Bypass Serial Errors	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). 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. 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. 2-90), 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. 2-79), 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. An **Are you sure? Y/N** confirmation message will appear with the default value of N. If you incorrectly pressed F24=DELETE, press ENTER to accept the default value. If you wish to remove the data from the offline receiver files, key a Y and press ENTER to accept the value. The ASN information will be deleted from the offline receiver files and the **Err** code in the incoming 856 EDI user files will be set to blank.
Enter	If you accessed this screen from the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106), press ENTER to return to that screen. If you have made changes to this screen, press ENTER to update your changes into the offline receiver files. The **Press Enter to Confirm** 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. 2-79). However, at this time you may also press F5=ITEMS to display the EDI ASN Items Selection Screen (p. 2-90), where you may view/change item information contained on the ASN. 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, the **Err** code in the incoming EDI user files will be set to blank, and you will be returned to the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79). If you answer N to the confirmation screen, this ASN will not be deleted.

EDI ASN Items Selection Screen



This screen displays after pressing F5=ITEMS on the EDI ASN Shipment Maintenance Screen (p. 2-85), or F12=RETURN or ENTER on the EDI ASN Items Maintenance Screen (p. 2-94). Use this screen to select item information for the incoming ASN. The appropriate EDI offline receiver files are updated with the changed information.

You can use the limits to narrow the list of items 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
(Mode)	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. Display
Trad Partner ID	Trading partner ID of the vendor that sent the ASN. Display

EDI ASN Items Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor number and name of the vendor. If the vendor number was changed on the EDI ASN Shipment Maintenance Screen (p. 2-85), that vendor number and name will display here. Display
Shipment ID	The shipment ID selected for change on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79). Display
Seq	The line sequence number of the item within the incoming ASN. Display
Co	The company associated with the purchase order in which the line item was ordered. Display
PO No.	The number of the incoming purchase order. Display
WH	The warehouse number of the warehouse associated with the purchase order. Display
Ln Sq	The line sequence number of the item within the purchase order. Display
Item Number	The item number or manufacturer’s item number, based on your selection with the F2=MFG NO. / F2=ITEM NO. function key Display
Quantity	The quantity being shipped by the vendor for the item in the specific purchase order. Display
U/M	The unit of measure reflective of the quantity being shipped by the vendor. Display
Err	A Y in the **Err** column indicates that an error occurred during the pre-edit process. Display

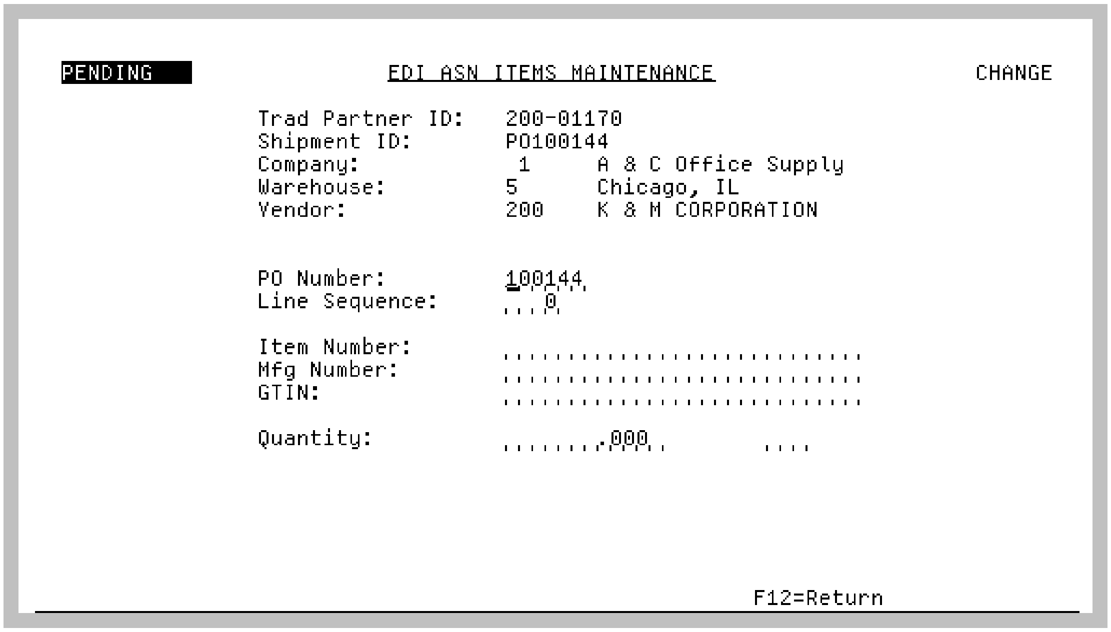
EDI ASN Items Selection Screen Fields and Function Keys

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 incoming 856 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. Optional
Limits: Item Number	Use this field to limit the items that display on this ASN by the number of the item. 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
F2=Mfg No. / F2=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 redisplay the data on the screen with new status(es) that have occurred and include any new incoming 856 advance shipping notice documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F12=Return	Press F12=RETURN to return to the EDI ASN Shipment Maintenance Screen (p. 2-85) 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 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. If you keyed action of • 2 to view/change a line item the EDI ASN Items Maintenance Screen (p. 2-94) displays in change mode • 4 to delete a line item, the EDI ASN Items Maintenance Screen (p. 2-94) displays in delete mode. • 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. 2-104) displays. 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.

EDI ASN Items Maintenance Screen



This screen displays after selecting to view/change or delete an incoming ASN line item and pressing ENTER on the EDI ASN Items Selection Screen (p. 2-90). Use this screen to view/change the line item information associated with this incoming ASN. The appropriate EDI offline receiver detail files are updated with the changed information.

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 available for change 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
(Mode)	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. 2-90), the word **CHANGE** appears in the upper right corner of the screen. After selecting to delete on the EDI ASN Items Selection Screen (p. 2-90), 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. Display

EDI ASN Items Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner ID	Trading partner ID of the vendor that sent the ASN. Display
Shipment ID	The shipment ID selected for change on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79). Display
Co	The company associated with the purchase order in which the line item was ordered. Display
WH	The warehouse number of the warehouse associated with the purchase order. Display
Vendor	The vendor number and name of the vendor. Display
PO Number	The ID of the incoming ASNs PO number that you selected to view/change/delete. (N 6,0) Display/Required
Line Sequence	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	The item number of the line item that you selected to view/change/delete. (A 27) Display/Required
Mfg Number	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	The quantity being shipped for the line item that you selected to view/change/delete. (N 10,3) Display/Required
(U/M)	The unit of measure for the line item that you selected to view/change/delete. (A 3) Display/Required

EDI ASN Items Maintenance Screen Fields and Function Keys

Field/Function Key	Description
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. 2-97) 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. 2-90), 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. 2-90).
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. 2-90) will appear.

EDI ASN Lot/Serial Maintenance Screen

```
                    EDI ASN LOT/SERIAL MAINTENANCE

    Vendor:      ZEUS MEDICAL WHOLESALERS
    PO Number:    1 / 418027  Line Seq:   10   Quantity:        10.000  CAS
    Item Number: M001                          To Go:             .000

LOT                        Quantity  Exp Date           Notes
M1-0131                       2.000  19/01/31
M1-0228                       2.000  19/02/28
M1-0318                       2.000  19/03/18
M1-1106                       2.000  19/11/06
M1-0924                       2.000  19/09/24

                                                                  LAST

           F5=Refresh   F10=Continue   F15=Resequence   F17=Delete All
```

This screen displays only if 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. 2-94). Use this screen to view/change lot item or serial item information associated with the incoming ASN. The EDI offline receiver detail files associated with the selected incoming ASN are updated with the changed information once ENTER is pressed.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor name of the vendor from whom the items were ordered. Display
PO Number	The company and receiver that are being received. Display

EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Line Seq	The line sequence number of this item in the purchase order. Display
Quantity	The total quantity shipped by the vendor for this purchase order line item. Display
Item Number	The item number ordered from the vendor for this purchase order line item. Display
To Go	The number of items left that require maintenance due to missing lot information or due to missing serial numbers. Display
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 / Display
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 reset to 1 when ENTER is pressed. *Default Value:* 1 (N 3,0) Optional / Display

EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
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 / Display
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 / Display
Quantity	This field displays only if the item is a lot item. Use this field to view, change, or assign a quantity for the lot number of this line item on the incoming ASN. (N 12,3) Optional / Display
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:* 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) Optional / Display
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 / Display

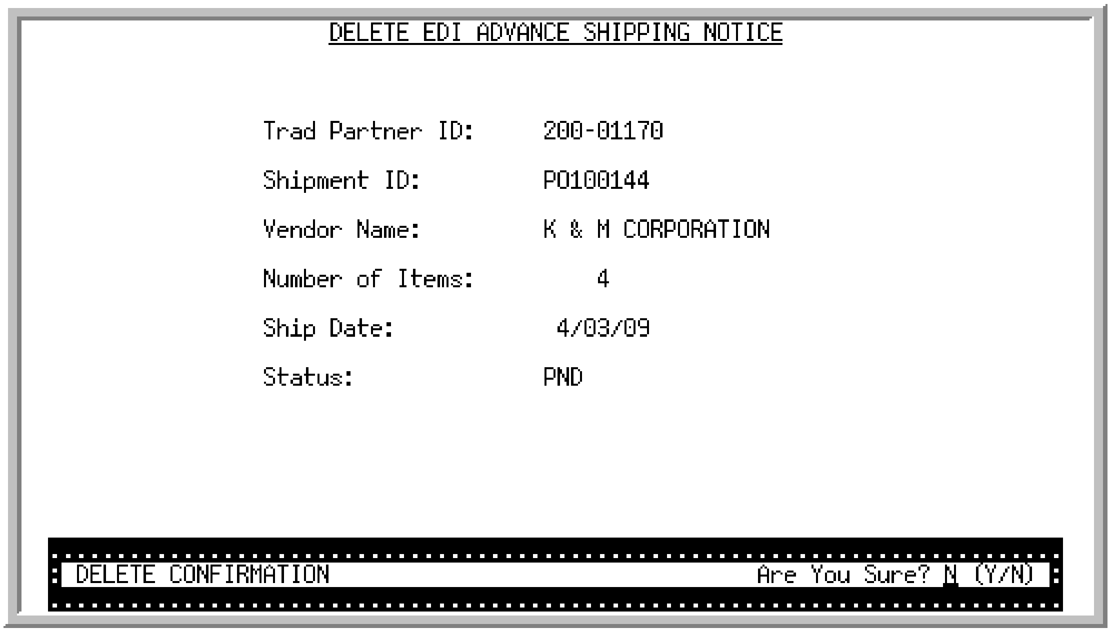
EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F2=Dsp U/M / F2=Dsp Case Qty U/M	F9=DspU/M / F9=Dsp Case Qty U/M displays only if you have Warehouse Management installed and only if the item is a case quantity lot item. The unit of measure following F9=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 unit of measure 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 unit of measure will be the description of the case defined for this case quantity lot item on the Balance File Maintenance Screen (MENU IAFILE). Press F9=Dsp U/M / F9=Dsp 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).
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 redisplay the data on the screen with new status(es) that have occurred and include any new incoming 856 documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=Refresh displays only those purchase order documents that meet the selection criteria you keyed.
F10=Continue	Press F10=Continue to return to the EDI ASN Items Maintenance Screen (p. 2-94), however any changes made to this screen will be retained.

EDI ASN Lot/Serial Maintenance Screen Fields and Function Keys

Field/Function Key	Description
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



This screen displays after selecting to delete an incoming ASN and pressing ENTER on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79). 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.

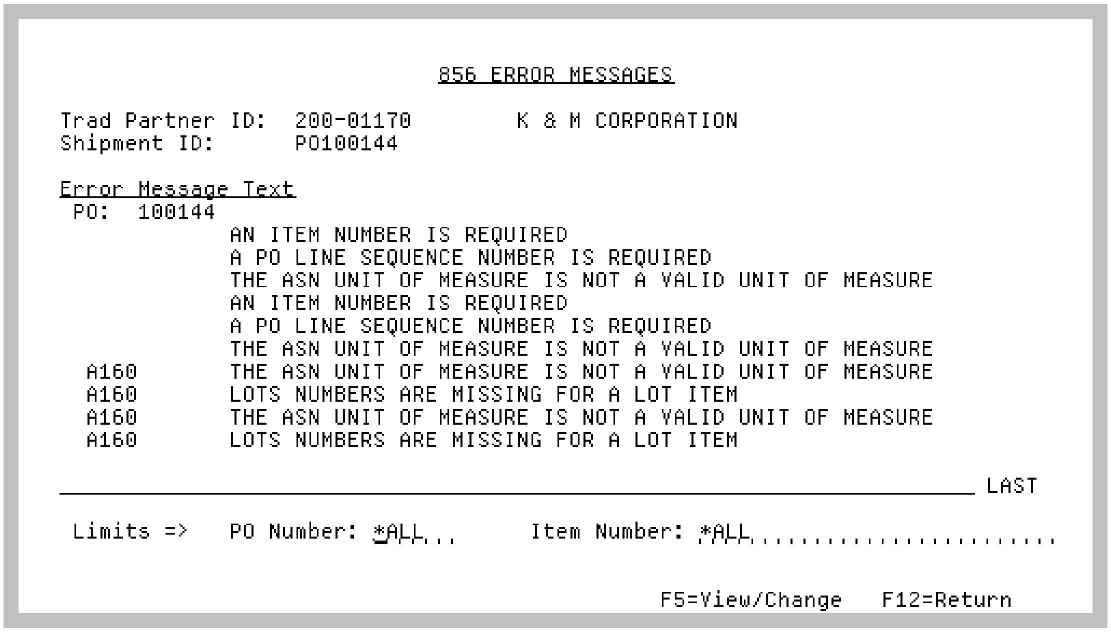
Delete EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	The identification of the trading partner from whom you received this EDI document.
Shipment ID	The shipment number associated with this EDI document as converted from the EDI standard document format.
Vendor Name	The vendor name associated with the trading partner identification is retrieved from the Vendor Master File.
Number of Items	The number of the items being shipped in this ASN.
Ship Date	If provided by the vendor, this field displays the vendor's ship date.

Delete EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
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.
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. 2-79). If you keyed N in the **Are You Sure** field, press ENTER to return to the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79).

Incoming 856 Error Message Screen



This screen displays after selecting 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. 2-79)
- 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. 2-90)
- a completed ASN document with a Y in the **Err** column and pressing ENTER on the Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106).

Depending upon which screen you came from, use this screen to review the errors that occurred during the receipt of this document into the 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 below the **Limits** heading when criteria has been entered in any of the limits fields.

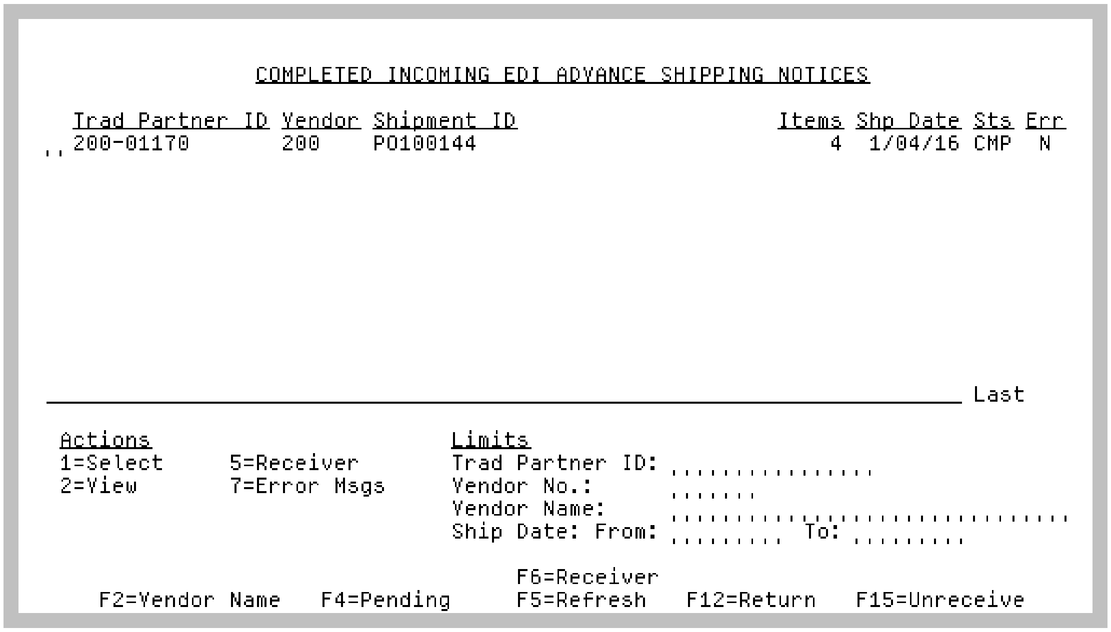
Incoming 856 Error Message Screen Fields and Function Keys

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

Incoming 856 Error Message Screen Fields and Function Keys

Field/Function Key	Description
Error Message Text	The text of the error(s) that occurred during the receipt of this document into the offline receiver files. When this screen displays from the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79) or Completed Incoming EDI Advance Shipping Notices Screen (p. 2-106), all the error messages for the **Shipment ID** are displayed. When this screen displays from EDI ASN Items Maintenance Screen (p. 2-94), the error messages for the selected item are displayed. 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. Key *ALL to view error message text for all items on the incoming ASN. (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. (A 27) 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 maintain the information associated with the incoming ASN. The EDI ASN Shipment Maintenance Screen (p. 2-85) will appear.
F12=Return	After reviewing the error message text, press F12=RETURN to return to the previous screen.

Completed Incoming EDI Advance Shipping Notices Screen



This screen displays after pressing F4=COMPLETED on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79).

NOTE: A completed incoming Advance Shipping Notice is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 856 EDI user files. It is then is converted from the incoming 856 EDI user files into the Distribution A+ database as a PO receiver. Completed transactions will be purged during day-end processing based on the company options for the **Incoming ASN (856) User File Purge Days** defined on the EDI Company Options Maintenance Screen 1 (p. 7-20).

You can use the limit the documents in the list by trading partner, vendor number, vendor name, or ship date. The word **ACTIVE** displays to the right of the **Limits** heading when criteria has been entered in any of the limits fields.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to select the action 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. • 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
Trad Partner ID	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=RECEIVER / F6=TRAD PARTNER ID function key. Display
Vendor	The vendor number of the vendor that sent the ASN. Display
Shipment ID / Vendor Name	The shipment ID or vendor name, based on your selection with the F2=SHIPMENT ID / F2=VENDOR NAME function key. Display
Items	The number of items in the shipment. Display
Shp Date	The vendor's ship date for the items to your warehouse. Display
Sts	The document status will be **CMP** for complete. A completed incoming Advance Shipping Notice is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 856 EDI user files. It is then is converted from the incoming 856 EDI user files into the Distribution A+ database as a PO receiver. Display
Err	Indicator **E** for documents that had errors during the receipt process, an **N** will be displayed in the **Err** column if no errors were discovered for the ASN. Display

Completed Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
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. *Valid Values:* 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) Optional
F2=Shipment ID / F2=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. 2-79), where you may review a status line for each pending incoming ASN.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 856 documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F6=Receiver / F6=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.

Completed Incoming EDI Advance Shipping Notices Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
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 User Guide. This will delete the off-line receiver, but will leave it as pending in the incoming 856 EDI user files.
Enter	Press ENTER to confirm your selections. 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. If you keyed an action of • 2 before one or more completed ASNs, pressing ENTER displays the EDI ASN Shipment Maintenance Screen (p. 2-85) 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 User Guide. • 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. 2-104). 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.

Off-Line Receiver Edit Report

```
P0770           19/12/18  20:16:48            OFF-LINE RECEIVER EDIT REPORT             A8/APDEMO            PAGE    1
Company: 01     WH: 1           Currency: USD          Receiver:        9 EDI-ASN:Week 50 Shipment - par
Trade Partner ID: 100-01190                            Vendor:    100     SHARP INTERNATIONAL
Shipment ID:    Week 50 Shipment - partial             Ship Date: 10/12/18       Receipt Date:  00/00/00
              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
-----------------------------------------------------------------------------------------------------------------------------
100103  10    N     Y        20.000   EA       3.000       24.0000  EA       399.99000            399.99000           1199.97
   A100                             UX-103
   All-in-One Printer Model V515W   Print, Copy, Fax, Scan
100103  20    N     Y        42.000   EA       2.000       60.0012  EA       549.99000            549.99000           1099.98
   A110                             LZ-57
   Sharp Copier                     Model Z-57
100103  50    N     Y        89.000   CAS     10.000      120.0005  CAS       59.88000             59.88000            598.80
   A200                             FG-7200
   Sharp Copier Toner               SF-7200
100103  60    N     Y        56.000   CAS      6.000       71.9981  CAS      107.76000            107.76000            646.56
   A210                             FG-8100
   Sharp Copier Toner               SF-8100
100103  70    N     Y        75.000   EA       5.000       50.0025  EA        75.60000             75.60000            378.00
   A250                             AZ-3000
   Underdesk Printer / Fax Stand    13.5 x 19 x 16
```

This report is generated after pressing F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79) 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=EP OUTPUT 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
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.
Company	The company number associated with the receiver.
WH	The warehouse into which the receiver will be received.
Currency	When the selected vendor is an international vendor, this field displays the currency code for the local currency of the company.
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.

Off-Line Receiver Edit Report

Report/Listing Fields	Description
Vendor	The ID and name of the vendor who sent the ASN that this receiver was created from.
Shipment ID	The vendor's identifying shipment code provided on the incoming 856 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.
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 Cost	Identifies the unit 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 unit 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.

Off-Line Receiver Edit Report

Report/Listing Fields	Description
Receipt Value	Identifies the extended 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 / Description	Our item number for this line item and the description of the item.
MFG Number	The manufacturers item number for this line item.
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.

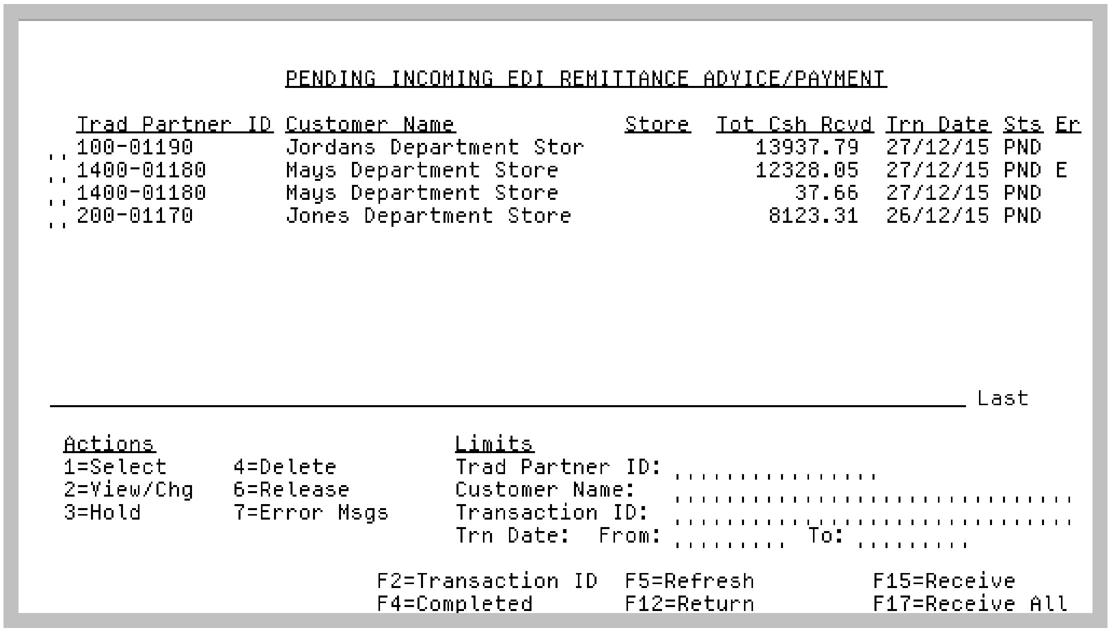
Incoming Remittance Advice/Payment (820)

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.

Title	Purpose
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.
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.
AR Offline Cash Entry Report	Lists the transactions loaded into a Distribution A+ cash receipts group.

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 27/12/15 PND
 __ 1400-01180     Mays Department Store                12328.05 27/12/15 PND E
 __ 1400-01180     Mays Department Store                   37.66 27/12/15 PND
 __ 200-01170      Jones Department Store                8123.31 26/12/15 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 displays after pressing ENTER on the Incoming EDI Document Selection Screen (p. 2-4), if you keyed Y for **Incoming Remittance Advice/Payment** or pressing F4=PENDING on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136). This screen also displays after keying Y before **Remit Advce/Paymnt (820)** and pressing ENTER on the EDI Status Display Screen (p. 4-2).

A status line displays for each pending remittance advice/payment that has been loaded into the incoming 820 EDI user files.

NOTE: A pending incoming Remittance Advice/Payment is one brought from the network station through the third-party's mailbox. The remittance advice/payment is placed into the incoming 820 EDI user files, but not transferred into the Distribution A+ database as a cash receipts group. At this point, data from an incoming 820 EDI document has been translated from the EDI standard document format and has been written to the Distribution A+ incoming 820 EDI user files.

You can use the limit the documents in the list by trading partner ID, customer name, transaction ID, or transaction date. The word **ACTIVE** displays to the right of the **Limits** heading when criteria has been entered in any of the limits fields.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

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

Field/Function Key	Description
(Action Selection)	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, sequentially, beginning with the transaction set closest to the top of the screen. You can perform the following actions on pending transaction sets: • Key 1 and press F15=RECEIVE to receive a pending transaction set into Accounts Receivable. 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 completed transaction set displays on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136). • Key 2 and press ENTER to view or change pending transaction set data. The EDI Invoice Remittance Advice/Payment Screen (p. 2-120) displays. • Key 3 and press ENTER to hold a pending transaction set to prevent its further processing. The transaction set's status, shown in the **Sts** column, changes to **HLD** and remains so until you manually release the hold by keying an action of **6**. • Key 4 and press ENTER to delete a pending transaction set. The Delete EDI Remittance Advice/Payment Screen (p. 2-132) displays. You can confirm the transaction deletion on that screen. • Key 6 and press ENTER to release a transaction set from hold. The status changes from **HLD** to **PND**. • Key 7 for a pending transaction for which an **E** shows in the **Err** column to view a transaction set's errors. The Incoming 820 Error Messages Screen (p. 2-134) displays with specific information about the error or errors. (N 1,0) Required
Trad Partner ID	Trading partner ID of the customer that sent the document. Display
Customer Name	The name of the customer remitting payment to you based on your selection with the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID function key. Display
Store	The store number of the customer remitting payment to you based on your selection with the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID function key. Display

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

Field/Function Key	Description
Transaction ID	The transaction ID from the customer is a unique identifier for the payment transaction and may be the check number used for the payment transaction. The transaction ID displays based on your selection with the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID function key. Display
Trace ID	The trace ID are assigned by the system to identify the transaction displays based on your selection with the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID function key. Display
Tot Csh Rcvd	The total cash received being sent by the customer. Display
Trn Date	The transaction date of the payment transmittal. Display
Sts	The document status can be: • **PND**: the document has been converted from EDI standard document format into the Distribution A+ incoming 820 EDI user files, but has not yet been received into the Distribution A+ database as a cash receipt group. • **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 incoming 820 EDI user files into the Distribution A+ database. When processing is complete, the document will be listed on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136) with a status of **CMP**. Display
Err	Indicator **E** for documents that had errors during the receiving process. Display
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

Pending 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. *Valid Values:* 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) Optional
F2=Name / F2=Transaction ID / F2=Trace ID	Press F2=NAME / F2=TRANSACTION ID / F2=TRACE ID to choose between displaying the customer name and store number, the transaction ID, or the Trace ID.
F4=Completed	Press F4=COMPLETED to review the completed payment groups. The Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136), will display.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 820 remittance advice/payment documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those remittance advice/payment documents that meet the selection criteria you keyed.

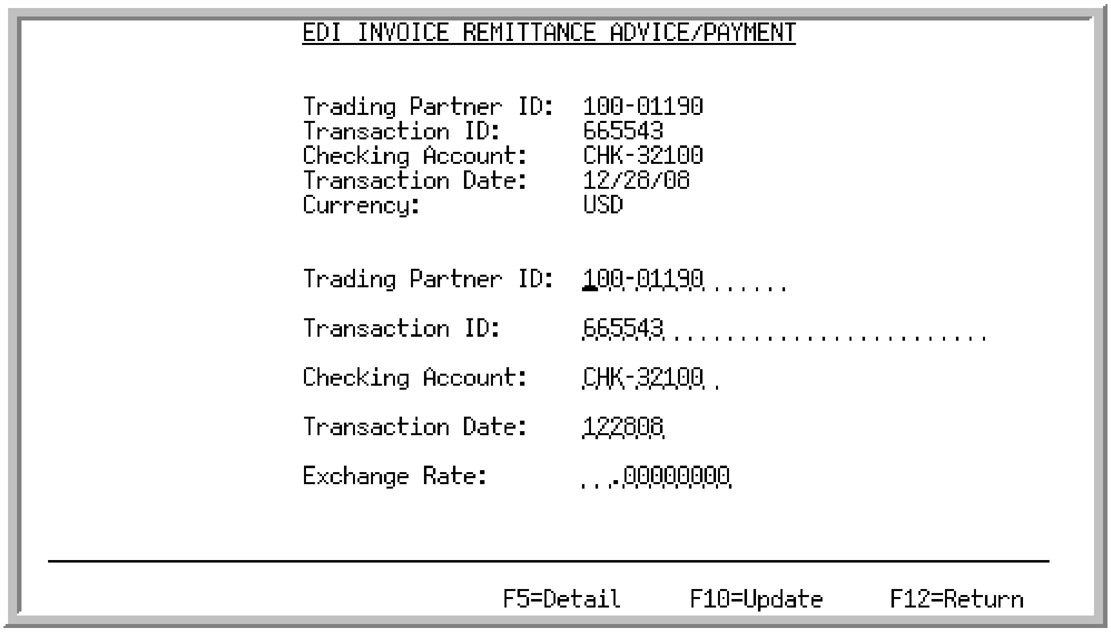
Pending Incoming EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or the EDI Status Display Screen (p. 4-2) based on where you came from. However, if on that screen you keyed Y for multiple documents types, the next document that you selected to review will be shown instead.
F15=Receive	Press F15=RECEIVE to process the remittance advice/payment 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 transfers from the incoming 820 EDI user files through offline cash receipts to create cash receipts groups in Accounts Receivable. The Offline Cash Entry Report is created, as is the A/R Cash Entry Report and will be sent to the **EDI Offline Report Output Queue** specified on the EDI System Options Maintenance Screen (p. 7-4). The pending transaction set selected is flagged as completed (**CMP**) and will display on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136).
F17=Receive All	Press F17=RECEIVE ALL to receive all pending incoming remittance advice/ payment transactions. A job is submitted to the EDI Transaction Processor and the data transfers from the incoming 820 EDI user files through an off-line file to create cash receipts groups Accounts Receivable. The Offline Cash Entry Report (AR130) is created, as is the A/R Cash Entry Report (AR101), which shows the group created and any errors Distribution A+ identified in cash group edits. These reports will be sent to the **EDI Offline Report Output Queue** specified on the EDI System Options Maintenance Screen (p. 7-4). The pending transaction sets selected are flagged as completed (**CMP**) and will display on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136).

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

Field/Function Key	Description
Enter	Press ENTER to confirm your entries. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the pending remittance advice/payment documents. The word **ACTIVE** will display to the right of the **Limits** heading. If you keyed an action of • 2 before one or more remittance advice/payments and press ENTER, the EDI Invoice Remittance Advice/Payment Screen (p. 2-120) displays to view or change payment. • 3 before one or more remittance advice/payments with a status of **PND** and press ENTER, those payment groups are placed on hold. The status of the remittance advice/payments, indicated in the **Sts** column, changes to **HLD**. No further processing can occur for these remittance advice/payments until these holds are manually released (by keying a 6 before the same remittance advice/payments and pressing ENTER). • 4 before one or more remittance advice/payments, pressing ENTER displays the Delete EDI Remittance Advice/Payment Screen (p. 2-132) for each selected document. • 6 before one or more remittance advice/payments that have a status of **HLD** and press ENTER, you remove the hold. The status of the payment group, indicated in the **Sts** column, returns to **PND**. Only after a hold has been removed from the payment group is it available for processing. • 7 before one or more remittance advice/payments that have an **E** in the **Err** column and press ENTER, the Incoming 820 Error Messages Screen (p. 2-134) displays. Error messages which occurred during any portion of the remittance advice/payments receipt process are displayed for review. A payment group remains on this screen with a status of **PND** if an unsuccessful attempt was made to receive it using the F15=RECEIVE or F17=RECEIVE ALL key. If you keyed an action number before more than one remittance advice/payments, processing will occur for each of those selected, one at a time.

EDI Invoice Remittance Advice/Payment Screen



This screen displays after selecting to view/change a remittance advice/payment and pressing ENTER on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114).

Use this screen to view/change to the payment control data submitted from the customer. All incoming 820 EDI user files which contain these fields are updated with the changed information associated with the selected remittance advice/payment once F10=UPDATE is pressed.

EDI Invoice Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner ID	Trading partner ID of the customer that sent the remittance advice/payment document. Display
Transaction ID	The transaction ID from the customer is a unique identifier for the payment transaction and may be the check number used for the payment transaction. Display
Checking Account	The checking account which will receive the deposit from this customer payment. Display
Transaction Date	The transaction date of the payment transmittal. 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	The transaction ID from the customer is a unique identifier for the payment transaction and may be the check number used for the payment transaction. Key the transaction ID that will be recorded as the check number for the cash receipts group that will be created. (A 30) Optional
Checking Account	Key the number of the checking account from to which payments will be deposited. *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. *Valid Values:* 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. 2-123) displays. When the transaction set includes only one entity, the Remittance Detail Selection Screen (p. 2-125) displays.
F10=Update	If you make any changes to this screen, press F10=UPDATE to confirm your entries. The incoming 832 EDI user files are updated to reflect the changes associated with the remittance advice/payments.
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Remittance Advice/ Payment Screen (p. 2-114) after all changes have been made and updated.

Remittance Entity Selection Screen

```
T/P ID: 1400-01180        REMITTANCE ENTITY SELECTION   Trans Date: 27/12/15

Sel  Entity                                   Sel  Entity
 ..   10                                       ..   6
 ..   104                                      ..   924
 ..   1106
 ..   12
 ..   131
 ..   14
 ..   151
 ..   20
 ..   22
 ..   228
 ..   3
 ..   318
 ..   4
 ..   5
                                                                    Bottom
 ___________________________________________________________________________
 Actions
 1=Select Item

                                                              F12=Return
```

This screen displays when pressing F5=DETAIL on the EDI Invoice Remittance Advice/Payment Screen (p. 2-120), if the transaction set you selected has two or more entities, that is, there are 2 or more records in the EDI Incoming 820 Detail User (ENT) File (EI820D01). This screen format displays with 2 columns of data.

Use this screen to select an entity. The Remittance Detail Selection Screen (p. 2-125) displays and allows you to view the entity's details.

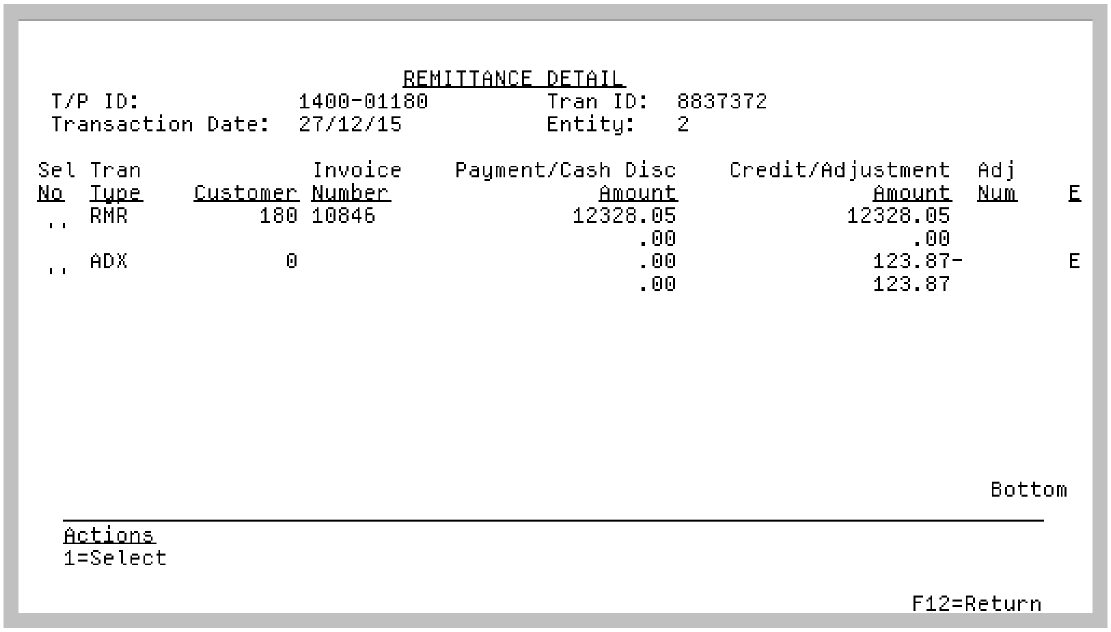
Remittance Entity Selection Screen Fields and Function Keys

Field/Function Key	Description
T/P ID	Trading partner ID of the customer that sent the remittance advice/payment document. Display
Trans Date	The transaction date, which the trading partner establishes when sending a transaction set. Display
Sel	Key 1 to select the entity whose detail information is to be viewed or changed. (N 1,0) Required
Entity	The reference entity field data for the payment transaction. You may select multiple entities to view is succession. Display

Remittance Entity Selection Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the EDI Invoice Remittance Advice/Payment Screen (p. 2-120).
Enter	Press ENTER after selecting an entity whose detail information you want to view or change. The Remittance Detail Selection Screen (p. 2-125) displays.

Remittance Detail Selection Screen



This screen displays after pressing F5=DETAIL on the EDI Invoice Remittance Advice/Payment Screen (p. 2-120), and the transaction set selected for change or viewing contains only one entity record in the EDI Incoming 820 Detail User (ENT) File (EI820D01). This screen also displays after selecting an entity from the Remittance Entity Selection Screen (p. 2-123) and press ENTER.

This screen lists individual payments and adjustments for the selected transaction set. EDI identifies transactions as **RMR** transactions for cash payments and **ADX** transactions for 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
T/P ID	Trading partner ID of the customer that sent the remittance advice/payment document. Display
Tran ID	The transaction ID from the customer is a unique identifier for the payment transaction and may be the check number used for the payment transaction. Display
Transaction Date	The transaction date of the payment transmittal. Display

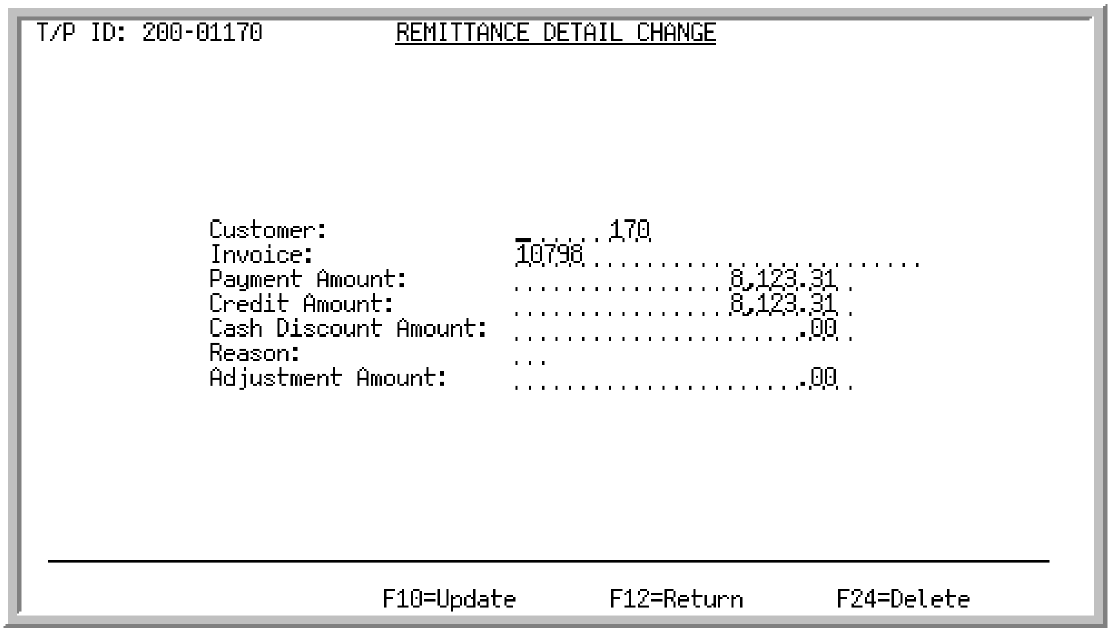
Remittance Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Entity	The selected reference entity identifier for the payment transaction. 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
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	The customer number associated with a transaction. Customer numbers are assigned in Customer/Ship to Master Maintenance (MENU ARFILE). Display
Invoice Number	The control number on the invoice associated with the payment or adjustment. Display
Payment/Cash Disc Amount	For **RMR** transactions, this column displays a customer payment and related cash discount on an invoice. Display
Credit/Adjustment Amount	The amount of credit or adjustment the trading partner applied to the invoice. Display
Adj No	For **ADX** transactions, this column displays the A/R adjustment number which 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. EDI will not form a cash group in Accounts Receivable for a transaction with a major error. The Incoming 820 Error Messages Screen (p. 2-134) explicitly describes major errors. Some of these you can correct; others you cannot. Refer to the Incoming 820 Error Messages Screen (p. 2-134) for information on how to correct transaction errors. Display

Remittance Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the EDI Invoice Remittance Advice/Payment Screen (p. 2-120).
Enter	Press ENTER after keying 1 in the **Sel No** field to view detailed information for a transaction. One of the following screens displays: • Remittance Detail Change Screen (p. 2-128) for **RMR** type transactions • Adjustment Detail Change Screen (p. 2-130) for **ADX** type transactions

Remittance Detail Change Screen



This screen displays after selecting to change an **RMR** transaction on the Remittance Detail Selection Screen (p. 2-125) and pressing ENTER.

Use this screen to correct the payment amount distributions. The trading partner established the values that appear in these fields based on the monies being transmitted to your bank account. Nevertheless, you can change these values if they are incorrect observing that **Payment Amount = Credit Amount + Adjustment - Cash Discount Amount**. The appropriate incoming 820 EDI user files are updated with the changed information.

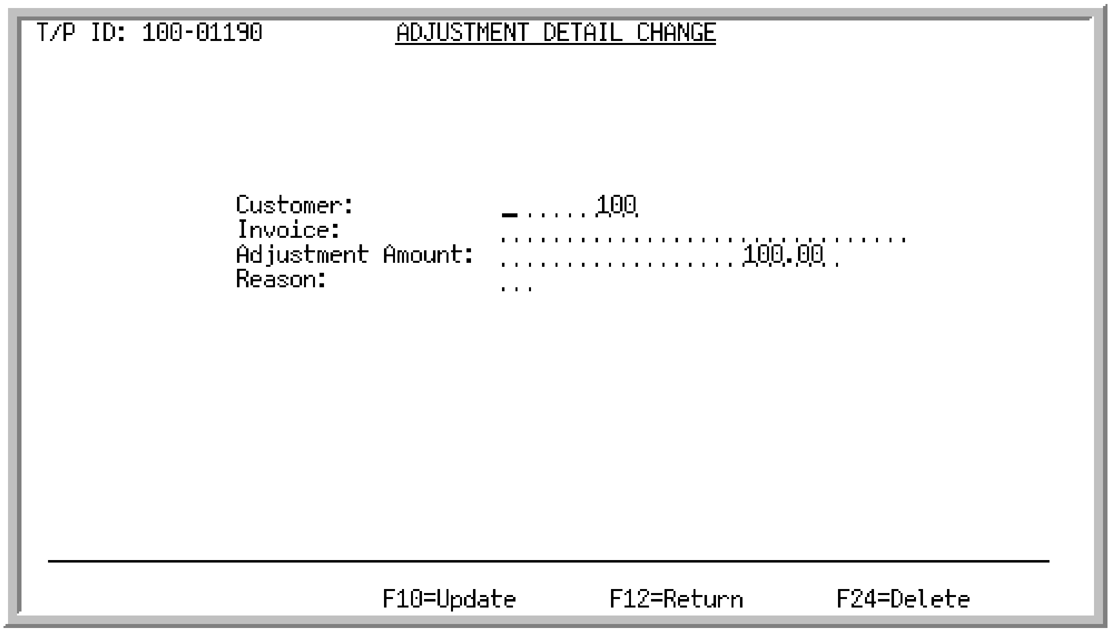
Remittance Detail Change Screen Fields and Function Keys

Field/Function Key	Description
T/P ID	Trading partner ID of the customer that sent the remittance advice/payment document. Display
Customer	Key the customer number for the customer to which the payment for the invoice will be applied. The edit will verify that the invoice number is valid for the customer number. *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. The edit will verify that the invoice number is valid for the customer number. (N 30,0) Required
Payment Amount	The total amount of the payment that the customer is paying on the invoice. (N 21,3) Required
Credit Amount	The amount being credited to the invoice balance by the customer to the invoice. (N 21,3) Required
Cash Discount Amount	The amount of cash discount the customer is applying to the invoice. (N 21,3) Required
Reason	Key the reason code for the type of adjustment being applied to the customer's 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 receivables and, unlike payments, do not convey cash. The value keyed here becomes the write-off amount of the payment transaction that will be loaded to an A/R cash group for eventual receipt in Cash and Adjustment Entry/Edit (MENU ARMAIN). (N 21,3) Required
F10=Update	If you make any changes to this screen, press F10=UPDATE to save your changes to the incoming 820 EDI user files, and return to the Remittance Detail Selection Screen (p. 2-125).
F12=Return	Press F12=RETURN to return to the Remittance Detail Selection Screen (p. 2-125), 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 redisplays displaying the new data. When the next transaction set is an **ADX** transaction, the Adjustment Detail Change Screen (p. 2-130) displays.
F24=Delete	Press F24=DELETE twice to delete the transaction.

Adjustment Detail Change Screen



This screen displays after selecting to change an **ADX** transaction on the Remittance Detail Selection Screen (p. 2-125) and press ENTER.

Use this screen to correct the adjustment amount information. The trading partner establishes the values that appear in these fields based on the transaction set data being transmitted. Nevertheless, you can change these values if they are incorrect observing that **Payment Amount = Credit Amount + Adjustment - Cash Discount Amount**. The appropriate incoming 820 EDI user files are updated with the changed information.

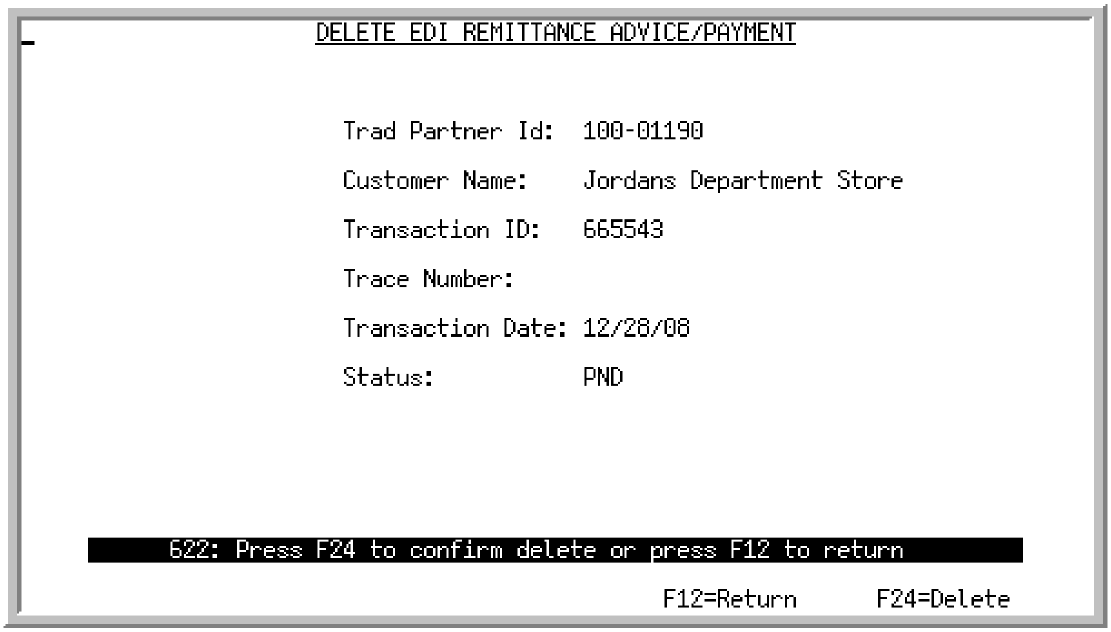
Adjustment Detail Change Screen Fields and Function Keys

Field/Function Key	Description
T/P ID	Trading partner ID of the customer that sent the remittance advice/payment document. Display
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 receivables 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 incoming 820 EDI user files and return to the Remittance Detail Selection Screen (p. 2-125).
F12=Return	Press F12=RETURN to return to the Remittance Detail Selection Screen (p. 2-125), 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 redisplays displaying the new data. When the next transaction set is an **RMR** transaction, the Remittance Detail Change Screen (p. 2-128) displays.
F24=Delete	Press F24=DELETE twice to delete the transaction.

Delete EDI Remittance Advice/Payment Screen



This screen displays after selecting to delete a remittance advice/payment and pressing ENTER on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114). Use this screen to delete the transaction set from the incoming 820 EDI user files. Once deleted, that incoming transaction set may no longer be viewed or processed.

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

NOTE: Since the document was still in a pending status, the incoming document was never converted into the Distribution A+ Accounts Receivable files; it only existed in the incoming 820 EDI user files.

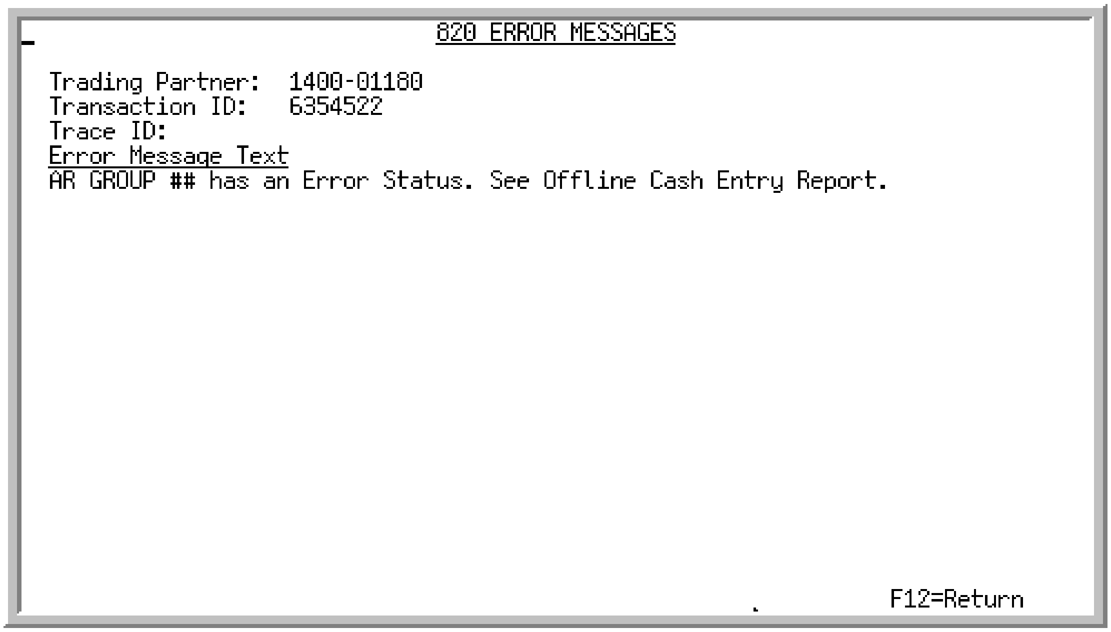
Delete EDI Remittance Advice/Payment Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner Id	Trading partner ID of the customer that sent the remittance advice/payment document you want to delete.
Customer Name	This field displays the customer number associated with a transaction. Customer numbers are assigned in Customer/Ship to Master Maintenance (MENU ARFILE).
Transaction ID	The transaction ID from the customer is a unique identifier for the payment transaction and may be the check number used for the payment transaction.
Trace Number	This field displays the trace identification number. EDI may automatically assign the trace number during processing. It is a second unique identifier for a transaction.

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.
Status	This field displays the status of the transaction you want to delete. Status can be pending or held (**PND** or **HLD**).
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Remittance Advice/ Payment Screen (p. 2-114) without deleting the transaction set.
F24=Delete	Press F24=DELETE to delete the displayed transaction set.

Incoming 820 Error Messages Screen



This screen displays after selecting to view remittance advice/payments with errors pressing ENTER on either the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114) or the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136). Use this screen to review errors associated with the receipt of this transaction set into the Distribution A+ incoming 820 EDI user files.

You can correct some of the errors associated with a transaction set on the EDI Invoice Remittance Advice/Payment Screen (p. 2-120). Other errors provide a non-specific error notice on this screen and direct you to the Offline Cash Entry Report that was created, as is the A/R Cash Entry Report and will be sent to the **EDI Offline Report Output Queue** specified on the EDI System Options Maintenance Screen (p. 7-4).

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=EDIT GROUP on the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136).

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

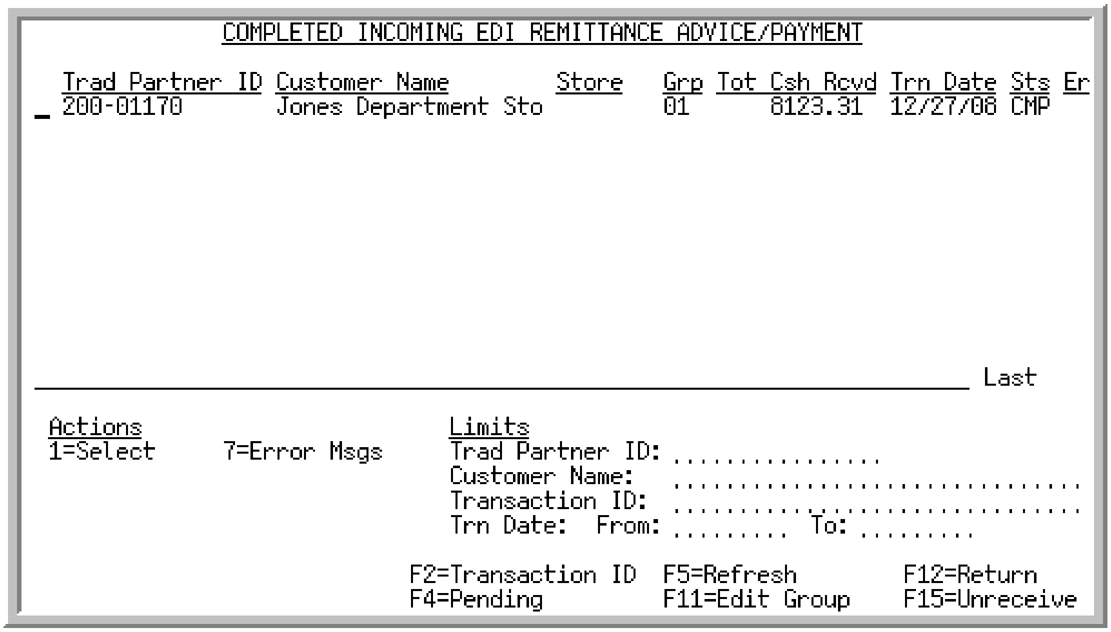
Incoming 820 Error Messages Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner	The trading partner whose transaction set you want to delete.

Incoming 820 Error Messages Screen Fields and Function Keys

Field/Function Key	Description
Transaction ID	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.
Trace ID	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.
Error Message Text	This field displays error messages. When you access this screen from the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114), 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. When you access this screen from the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136), minor errors in the incoming transaction appear on it. EDI identifies minor errors after it forms an A/R cash group in Accounts Receivable.
F12=Return	Press F12=RETURN to return to the previous screen, either the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114) or the Completed Incoming EDI Remittance Advice/Payment Screen (p. 2-136).

Completed Incoming EDI Remittance Advice/Payment Screen



This screen displays after pressing F4=COMPLETED on the Pending Incoming EDI Remittance Advice/ Payment Screen (p. 2-114). A status line displays for completed incoming remittance advice/payments. These are cash payments and adjustments for which Distribution A+ has formed cash receipt groups in Accounts Receivable. Note that a transaction set includes one or more payments and adjustments.

NOTE: A completed incoming 820 EDI Remittance Advice/Payment is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 820 EDI user files. It is then is converted from the incoming 820 EDI user files into the Distribution A+ database as a cash receipt group. Completed transactions will be purged during day-end processing based on the company options for the **Incoming Remittance Advice/Payment (820) User File Purge Days** defined in EDI Company Options Maintenance Screen 1 (p. 7-20).

You can limit the documents in the list by trading partner ID, customer name, transaction ID, or transaction 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

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, sequentially, beginning with the transaction set closest to the top of the screen. You can perform the following actions for transaction sets whose status is not held. • Key an action of 1 and press F11=EDIT GROUP to edit an A/R Group. The *Cash Entry/Update Group Selection Screen* displays, and you can make your edits on it. For more information, refer to Cash & Adjustment Entry/ Edit (MENU ARMAIN) • Key an action of 1 and press F15=UNRECEIVEto unreceive a completed transaction set (that is, reverse its receipt as an A/R group). The status is changed from completed to pending (**PND**) and displays on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114). • Key an action of 7 and press ENTER to view errors for a completed transaction set. The Incoming 820 Error Messages Screen (p. 2-134) displays with non-specific error descriptions. For explicit error descriptions, refer to the AR Offline Cash Entry Report (p. 2-141). (N 1,0) Required
Trad Partner ID	Trading partner ID of the customer that sent the document. 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). Display
Customer Name	The name of the customer remitting payment to you based on your selection with the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID function key. The **Store Number** also displays with the **Customer Name** in the toggle sequence. Display
Store	The store number of the customer remitting payment to you based on your selection with the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID function key. The **Store** also displays with the **Customer Name** in the toggle sequence. This column appears only when you use the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID toggle key in the **Customer Name** mode. Store numbers are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). Display

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

Field/Function Key	Description
Transaction ID	The transaction ID assigned by the system to identify the transaction displays based on your selection with the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID function key. Display
Trace ID	The trace ID are assigned by the system to identify the transaction displays based on your selection with the F2=NAME / F2=TRANSACTION ID / F2=TRACE ID function key. Display
Grp	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 User Guide 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 major errors. Note that you cannot unreceive such a transaction set. Display
Tot Csh Rcvd	The total cash received being sent by the customer. Display
Trn Date	The transaction date of the payment transmittal which the trading partner establishes when sending a transaction set. Display
Sts	The completed document status shows as **CMP** when the document has successfully been converted from the incoming 820 EDI user files into the Distribution A+ database as an Accounts Receivable cash receipts group. Display
Er	An **E** indicates an error occurred during the receiving process when F15=RECEIVE or F17=RECEIVE ALL was selected on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114). 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:* 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) Optional
F2=Name / F2=Transaction ID / F2=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. 2-114), where you can view pending remittance advice/ payments that have been loaded into Distribution A+ incoming 820 EDI user files and that are pending receipt into Accounts Receivable.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 820 documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.

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

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F11=Edit Group	Press F11=EDIT GROUP with an action of 1 to present the *Cash Entry/Update Group Selection Screen* in Cash & Adjustment Entry/Edit (ARMAIN). You can change the cash total of an existing group on that screen. All changes made in the group are only updated in the cash receipts group and are outside the scope of the incoming 820 EDI user files. Refer to the Accounts Receivable User Guide For information on the cash receipts process.
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 remittance advice/payment selected with an action number of 1. The cash receipts group previously created will be deleted and the incoming 820 EDI user files will be reset to pending (**PND**) and will display on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114).
Enter	Press ENTER to confirm your selections. 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. If you keyed an action of 7 in front of one or more remittance advice/ payments that have an **E** in the **Er** column, the Incoming 820 Error Messages Screen (p. 2-134) displays. If you keyed an action number before more than one remittance advice/ payments, processing will occur for each of those selected, one at a time.

AR Offline Cash Entry Report

```
 AR130 02/18/19  15:28:17                            AR OFFLINE CASH ENTRY REPORT                   AO/APEDICTL1N Page   1
               Tran      ABA           Bank Account                                 Currency
Company        Date      Number        Number              Transaction Amount       Code
-----------------------------------------------------------------------------------------------------------------------------
  01          12/27/18                  CHK-32100                   12,328.05
*****************************************************************************************************************************
  Lin                               Invoice No./     Credited               Received              Cash Discount        Adjustment
  Seq   Check No       Customer     Date             Amount                 Amount                Amount               Amount       Adj No
-----------------------------------------------------------------------------------------------------------------------------
   10   8837372           180         10846              12,328.05             12,135.73                12.23               180.00-
                                    0/00/00
                                                                 2194: Warning - Discount Entered Greater Than Open Discount
                                                                 2192: Received + Discount - Adjustment Must Equal Credited
                                                                 2191: Warning - Discount Taken After Discount Date
          1  Checks     1 Invoices      1 Adjustments               12,135.73 US$
  Group:     01  Trading Partner:     1400-01180                    Mailbox ID:   Link02
*******************************************************************************************
```

This report shows all the payments and adjustments that A/R received through the offline cash entry files. It also shows any errors associated with these transactions. This report is generated each time A/R receives an off-line cash group. With EDI, the incoming 820 EDI remittance advice/payment transaction sets will load the Distribution A+ offline cash entry files.

AR Offline Cash Entry 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.
Company	The company number associated with the offline cash receipts group.
Tran Date	The transaction date identified when the offline cash receipts group was created and submitted for payment processing.
ABA Number	The bank number of the check used to make payment.
Bank Account Number	The company's bank account number that will receive the total payment amount for this offline cash receipts group.
Transaction Amount	The total amount being received from the customer for the invoice payments in this offline cash receipts group.
Currency Code	When International Currency is installed, the currency code identified in the offline cash receipts files displays to qualify the currency of the group total.
Lin Seq	The line number for the specific payment in the offline cash receipts detail file.
Check No	The number of the check, if any, submitted for make payment.

AR Offline Cash Entry Report

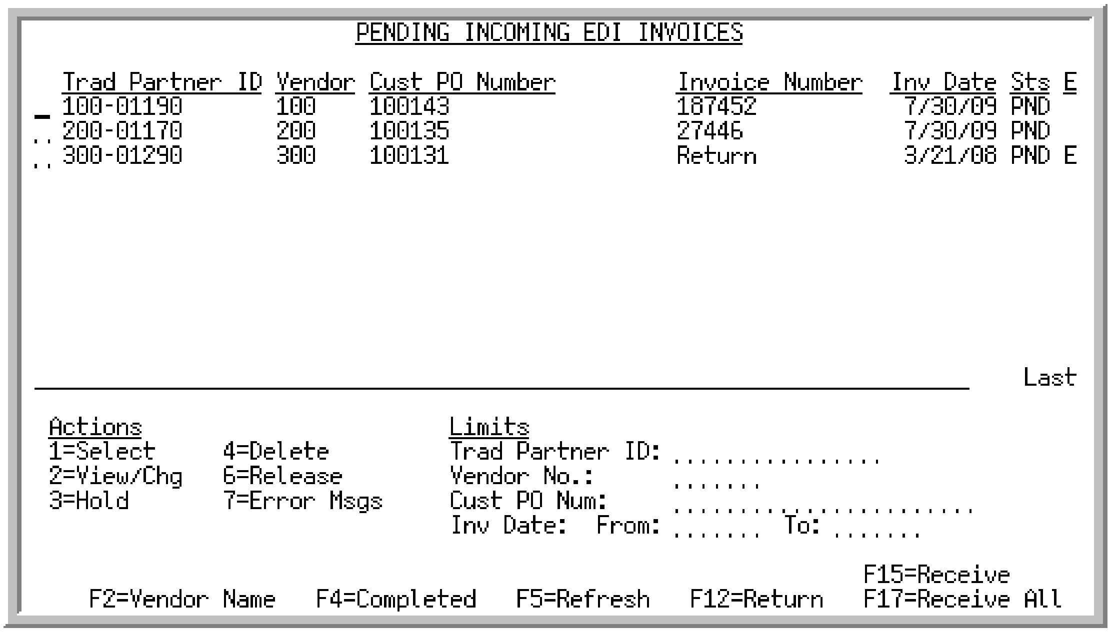
Report/Listing Fields	Description
Customer	The customer number to which payments are being submitted through the offline cash receipts files.
Invoice No. / Date	The number of the invoice or finance charge for which payment has been entered followed by the date of the payment.
Credited Amount	The total amount the customer is being credited as having paid against an invoice.
Received Amount	The total amount of the payment that has been received.
Cash Discount Amount	The amount of a discount that is applicable to the customer's payment, if any.
Adjustment Amount	An adjustment made to the payment, if any.
Adj No	The adjustment number to identify the type of adjustment being made with the value in the **Adjustment Amount** field.
(Error Messages)	Any error messages found in the edit process run when this group was created are printed for review and correction.
(Group Statistics)	The number of checks, invoices, and payment adjustments found in the payment group with the corresponding group total. When International Currency is installed the currency symbol displays to qualify the group total.
(EDI Group Controls)	For cash receipt groups that were created through an Incoming 820 EDI Remittance Advice/Payment transaction set, the following information is also printed: • The company number associated with the incoming Remittance Advice/Payment • Trading Partner associated with the vendor for the Remittance Advice/Payment • The unique identifier specified for the group in the Remittance Advice/Payment transaction set.

Incoming Invoice (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.
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.
Off-line Receipt Validation Report	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
1=Select 4=Delete
2=View/Chg 6=Release
3=Hold 7=Error Msgs

Limits
Trad Partner ID: ....
Vendor No.: ....
Cust PO Num: ....
Inv Date: From: .... To: ....

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

This screen displays 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. 2-161). This screen also displays after keying Y before **Incoming Purchase Invoices (810)** and pressing ENTER on the EDI Status Display Screen (p. 4-2).

A status line displays for each pending invoice loaded into the incoming 810 EDI user files and is awaiting processing into Accounts Payable. 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 incoming 810 EDI user files, but not transferred into the Distribution A+ database as a voucher group. At this point, data from an incoming 810 EDI document has been translated from the EDI standard document format and has been written to the Distribution A+ incoming 810 EDI user files.

You can use the limits to narrow the list of documents by trading partner ID, vendor number, vendor name, customer purchase order number, or invoice 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
(Action Selection)	Use this field to specify an action on a pending incoming invoice. You can key an action number before one or more transaction sets. When you specify multiple actions, processing occurs sequentially beginning with the transaction set closest to the top of the screen You can perform the following actions on pending transaction sets: • Key 1 and press F15=RECEIVE to receive a pending transaction set into an Accounts Payable.The EDI Transaction Processor changes the transaction set's status from pending to completed. After its processing, the completed transaction set displays on the Completed Incoming EDI Invoices Screen (p. 2-161). • Key 2 and press ENTER to review/change the pending transaction set data. The EDI Invoice Maintenance Screen (p. 2-150) will appear. • Key 3 and press ENTER to hold a pending transaction set to prevent its further processing. The transaction set's status, shown in the **Sts** column, changes to **HLD** and remains so until you manually release the hold by keying an action of 6. • Key 4 and press ENTER to delete a pending transaction set. The Delete EDI Incoming Invoice Screen (p. 2-157) displays where you can confirm the transaction deletion. • Key 6 and press ENTER to release a transaction set from hold. The status in changes from **HLD** to **PND**. • Key 7 before pending transaction set with an **E** in the **E** column and press ENTER to review a transaction sets error. The 810 Error Messages Screen (p. 2-159) displays with specific information about the error or errors. (N 1,0) Required
Trad Partner ID	Trading partner ID assigned to the vendor. Display
Vendor	The number of the vendor who initiated the transaction. Display
Vendor Name	The name of the vendor depending on the selection with the F2=VENDOR NAME / F2=INV/PO NUM toggle key. Display

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Cust PO Number / Invoice Number	The customer's PO number column and the invoice number column for the transaction toggle with the Vendor Name column based on the selection with the F2=VENDOR NAME / F2=INV/PO NUM toggle key. Display
Inv Date	The date the invoice was created by the vendor. Display
Sts	The 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 Distribution A+ incoming 810 EDI user files, but has not yet been converted into the Distribution A+ 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 incoming 810 EDI user files into the Distribution A+ database. When processing is complete, the document will be listed on the Completed Incoming EDI Invoices Screen (p. 2-161). • **SPD**: Indicates that the document is currently being moved from the EDI third party's mailbox into the Distribution A+ incoming 810 EDI user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI third party's mailbox into the incoming 810 EDI user files (in which case, you will need to delete the transaction). Display
E	Indicator **E** for documents that had errors during the receiving process. Display
Limits: Trad 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 No	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

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Limits: Cust PO Num / 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=VENDOR NAME / F2=INV/PO NUM 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. *Valid Values:* 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) Optional
F2=Vendor Name / F2=Inv/PO Num	F2=VENDOR NAME / F2=INV/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. 2-161).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 810 documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Incoming EDI Document Selection Screen (p. 2-4) or the EDI Status Display Screen (p. 4-2) based on where you came from. However, if on that screen you keyed Y for multiple documents types, the next document that you selected to review will be shown instead.

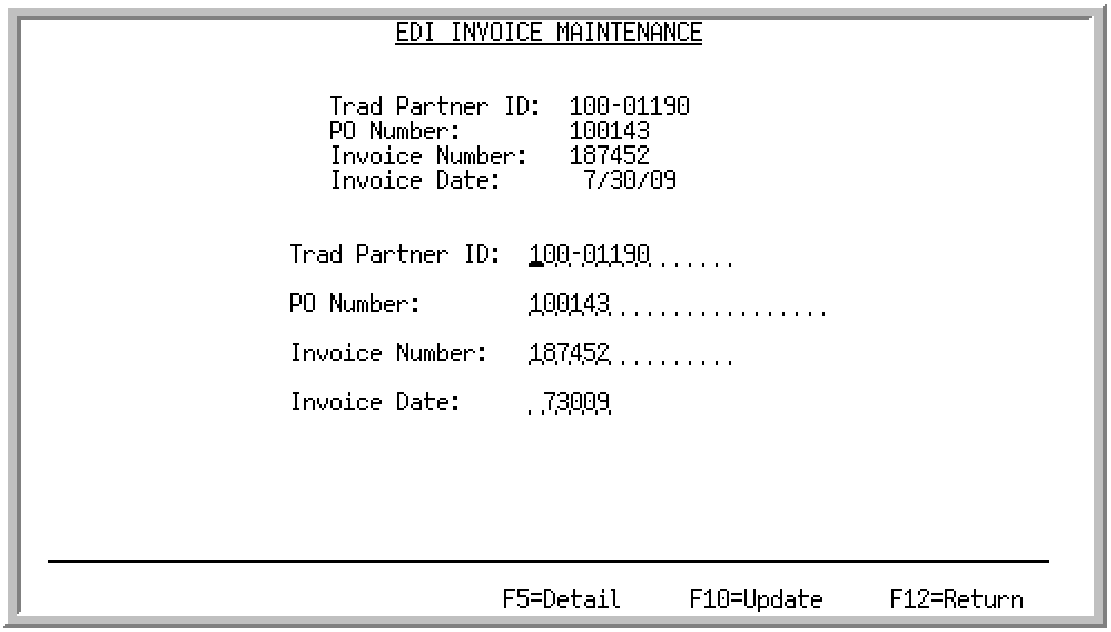
Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
F15=Receive	Press F15=RECEIVE to process the invoice 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 transfers from the incoming 810 EDI user files through offline voucher entry to create vendor payment groups. A message will appear if pre-edit errors are detected. The Offline Receipt Validation Report will be sent to the **EDI Offline Report Output Queue** specified on the EDI System Options Maintenance Screen (p. 7-4). As long as no errors occur, the invoice will be flagged completed (**CMP**) and displayed on the Completed Incoming EDI Invoices Screen (p. 2-161).
F17=Receive All	Press F17=RECEIVE ALL to receive all invoice documents with a status of pending (**PND**) and without errors. A job is submitted to the EDI Transaction Processor and the data transfers from the incoming 810 EDI user files through offline voucher entry to create vendor payment groups. A message will appear if pre-edit errors are detected. The Offline Receipt Validation Report will be sent to the **EDI Offline Report Output Queue** specified on the EDI System Options Maintenance Screen (p. 7-4). As long as no errors are discovered, the invoice will be flagged complete and displayed on the Completed Incoming EDI Invoices Screen (p. 2-161).

Pending Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the pending invoices. The word **ACTIVE** will display to the right of the **Limits** heading. If you keyed an action of • 2 before one or more invoices and press ENTER, the EDI Invoice Maintenance Screen (p. 2-150) displays to view/change the invoice details. • 3 before one or more invoices with a status of **PND** and press ENTER, those invoices are placed on hold. The status of the invoices, indicated in the **Sts** column, changes to **HLD**. No further processing can 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 displays the Delete EDI Incoming Invoice Screen (p. 2-157) for each invoice. • 6 before one or more invoices that have a status of **HLD** and press ENTER, you remove the hold. The status of the invoice, indicated in the **Sts** column, returns to **PND**. Only after a hold has been removed from an invoice is it available for processing. • 7 before one or more invoices that have an **E** in the **Err** column and press ENTER, the 810 Error Messages Screen (p. 2-159) will appear. Error messages which occurred during any portion of the invoice's receipt process are displayed for review. An invoice remains on this screen with a status of **PND** if an unsuccessful attempt was made to receive it using the F15=RECEIVE or F17=RECEIVE ALL key. If you keyed an action number before more than one invoice, processing will occur for each of those selected, one at a time.

EDI Invoice Maintenance Screen



This screen displays after selecting to view/change a pending incoming invoice on the Pending Incoming EDI Invoices Screen (p. 2-144).

Use this screen to view/change the trading partner ID, purchase order number, invoice number, or invoice date. Press F10=UPDATE to update the incoming 810 EDI user files with the changes on this screen.

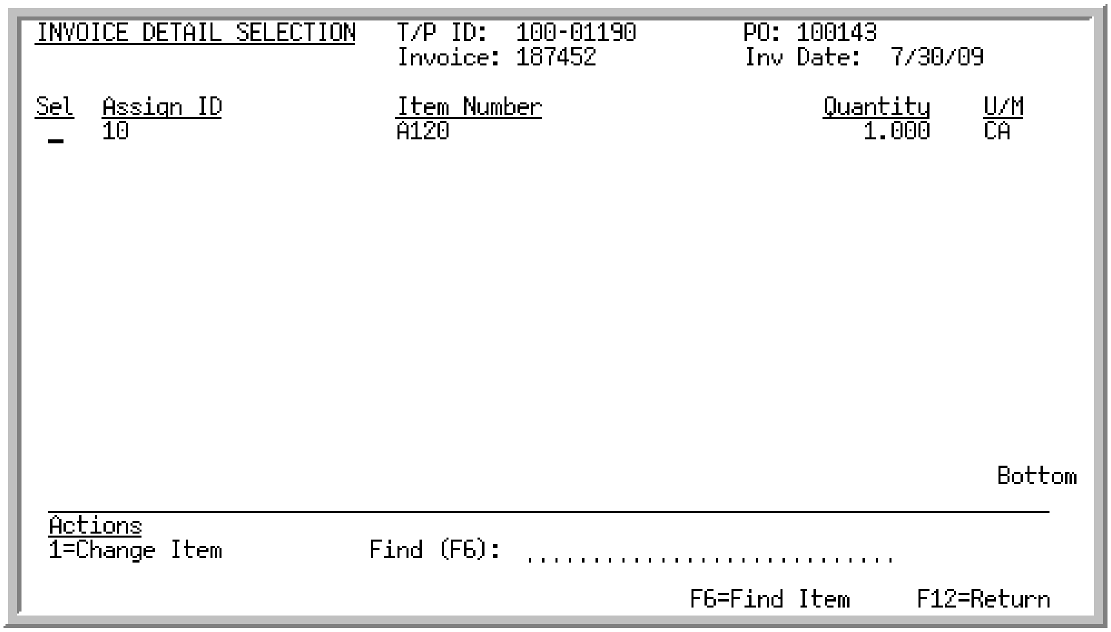
EDI Invoice Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner ID	Trading partner ID assigned to the vendor. Display
PO Number	The number of the purchase order related to the invoice. Display
Invoice Number	The number of the vendor’s invoice. Display
Invoice Date	The date the invoice was created by the vendor. Display

EDI Invoice Maintenance Screen Fields and Function Keys

Field/Function Key	Description
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
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:* 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). (A 6) Required
F5=Detail	Press F5=DETAIL to view/change information for items on the invoice. The Invoice Detail Selection Screen (p. 2-152) will appear.
F10=Update	If you make changes to this screen, press F10=UPDATE to save your changes. The incoming 810 EDI user files will be updated.
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Invoices Screen (p. 2-144), after all changes have been made and updated.

Invoice Detail Selection Screen



This screen displays after pressing F5=DETAIL on the EDI Invoice Maintenance Screen (p. 2-150). Use this screen to review and change information for items on the invoice.

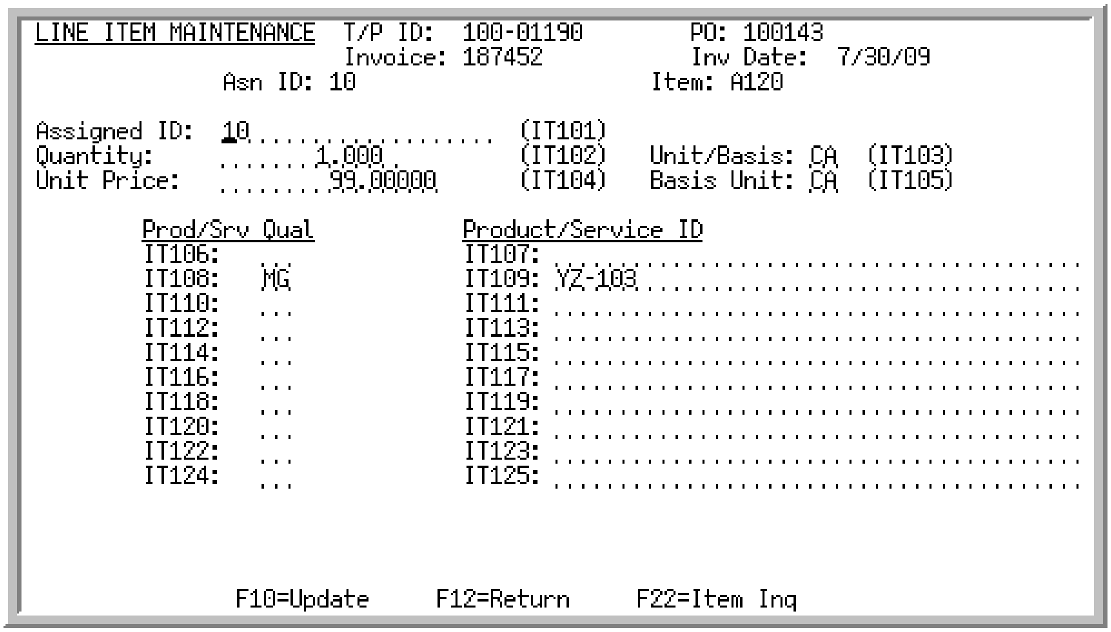
Invoice Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
T/P ID	Trading partner ID assigned to the vendor. Display
PO	The number of the purchase order related to the invoice. Display
Invoice	The number of the vendor's invoice. Display
Inv Date	The date the invoice was created by the vendor. Display
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
Assign ID	The currently assigned numeric identifier for the selected item. Display
Item Number	The item number and item description for the specific item. Display

Invoice Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Quantity	The quantity being billed for expressed in the buying unit of measure for the item. Display
U/M	The buying unit of measure for the item. Display
(Suspend Code)	An **S** displays in this column on this to indicates that the item was suspended on the Invoice Line Item Maintenance Screen (p. 2-154). Suspended line items will not be included with other items when the incoming 810 EDI user files are received into Distribution A+ to create voucher groups.
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=FIND ITEM. *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. 2-150).
Enter	Press ENTER to confirm your selections. If you keyed 1 to change an item, the Invoice Line Item Maintenance Screen (p. 2-154) will appear.

Invoice Line Item Maintenance Screen



This screen displays after selecting to change an item and pressing ENTER on the Invoice Detail Selection Screen (p. 2-152). Use this screen to change item detail information for items on the invoice. The appropriate incoming 810 EDI user filed are updated with the changed information.

Invoice Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
T/P ID	Trading partner ID of the vendor associated with the item. Display
PO	The number of the purchase order related to the invoice or the vendor name, depending on your selection with the F2=VENDOR NAME / F2=INV / F2=PO NUM toggle key. Display
Invoice	The number of the vendor's invoice. Display
Inv Date	The date the invoice was created by the vendor. Display
Asn ID	The assigned numeric identifier for the item. Display
Item	The item number ordered from the vendor.
Assigned ID (IT101)	Key the assigned numeric identifier (IT101) for the item. (A 11) Optional

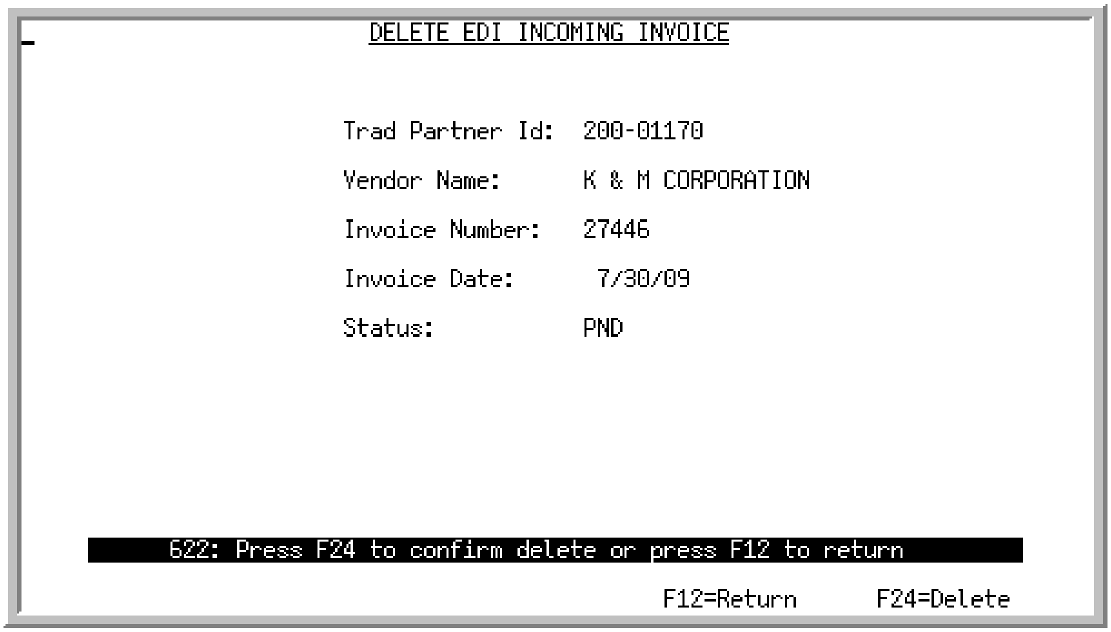
Invoice Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Quantity (IT102)	The quantity (IT102) of the item ordered from the vendor. Key the quantity purchased. (N 8,3) Optional
Unit/Basis (IT103)	This unit/basis (IT103) code refers to the buying unit of measure ordered for the stated quantity. Key the unit/basis buying unit of measure used to order the item. (A 2) Optional
Unit Price (IT104)	The unit price (IT104) of the item from the specific vendor which will be compared to the vendor/item cost for edit purposes. Key the unit price of the item. (N 8,5) Optional
Basis Unit (IT105)	This basis unit (IT105) code refers to the costing unit of measure for the stated unit price. 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. Key the product/service qualifier. (10 @ A 2) Optional
Product /Service ID	These fields 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 immediately to the right would contain the vendor's item number for the product being invoiced. Key the product/service ID. (10 @ A 30) Optional
F10=Update	If you make any changes to this screen, press F10=UPDATE to save your changes and return to the Invoice Detail Selection Screen (p. 2-152). All incoming 810 EDI user files which contain these fields are updated.
F12=Return	Press F12=RETURN to return to the Invoice Detail Selection Screen (p. 2-152) 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 User Guide for information about that screen.

Invoice Line Item Maintenance Screen Fields and Function Keys

Field/Function Key	Description
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. Suspended items will not be included with other items when the incoming 810 EDI user files are received into Distribution A+ to create new voucher groups. • Press F24=SUSPEND to suspend the item. The Invoice Detail Selection Screen (p. 2-152) 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. 2-152). • Press F24=UN-SUSPEND to un-suspend the item. The Invoice Detail Selection Screen (p. 2-152) 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



This screen displays after selecting to delete an invoice and pressing ENTER on the Pending Incoming EDI Invoices Screen (p. 2-144). Use this screen to confirm the deletion of the selected pending incoming document from your incoming 810 EDI user files. Once deleted, that incoming document may no longer be viewed or processed.

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

NOTE: Since the document was still in a pending (**PND**) status, the incoming invoice document was never converted into the Accounts Payable voucher entry files; it only existed in the incoming 810 EDI user files.

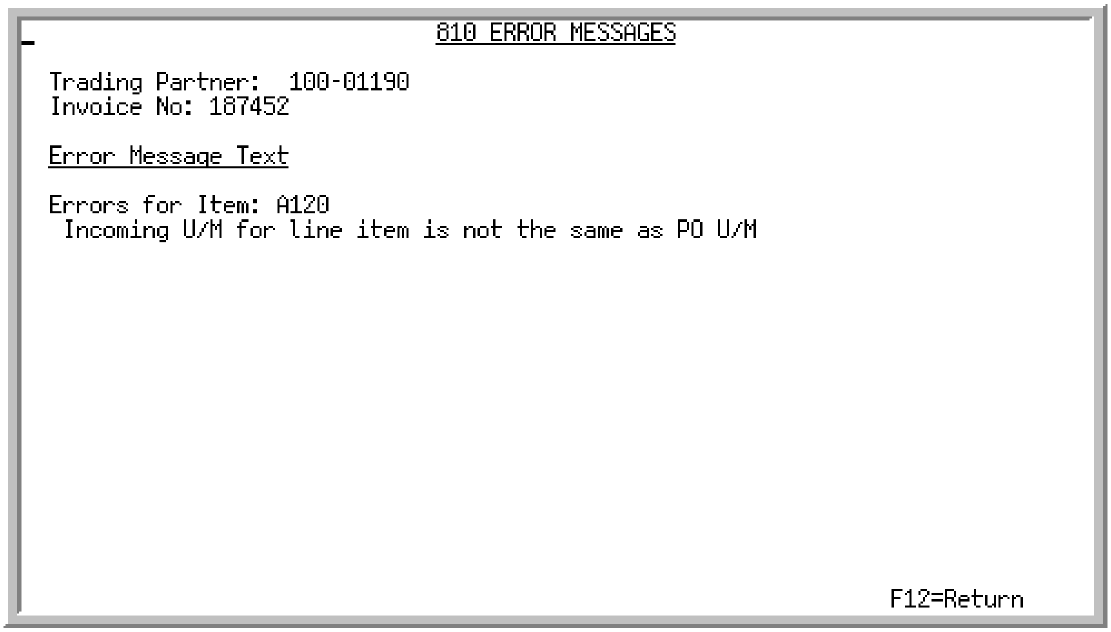
Delete EDI Incoming Invoice Screen Fields and Function Keys

Field/Function Key	Description
Trad Partner ID	Trading partner ID of the vendor associated with the item.
Vendor Name	The number of the vendor who initiated the transaction.
Invoice Number	The number of the vendor's invoice.
Invoice Date	The date the invoice was created by the vendor.

Delete EDI Incoming Invoice Screen Fields and Function Keys

Field/Function Key	Description
Sts	The 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 Distribution A+ incoming 810 EDI user files, but has not yet been converted into an offline voucher group. • **HLD**: The document has been put on hold in the Distribution A+ incoming 810 EDI user files. No processing will occur until it is removed from hold. • **SPD**: Indicates that the document is currently being moved from the EDI third party's mailbox into the incoming 810 EDI user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI third party's mailbox into the incoming 810 EDI user files (in which case, you will need to delete the transaction).
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Invoices Screen (p. 2-144) without deleting the selected Invoice.
F24=Delete	Press F24=DELETE twice to delete the invoice from the incoming 810 EDI user files. The Pending Incoming EDI Invoices Screen (p. 2-144) will appear. The deleted document will no longer be included in the list of pending incoming documents.

810 Error Messages Screen



This screen displays after keying 7 and press ENTER to view error messages for an incoming invoice on the Pending Incoming EDI Invoices Screen (p. 2-144). Use this screen to review the errors that occurred during the receipt of this document into the incoming 810 EDI user files.

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

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.
Invoice No	The invoice number associated with the document.

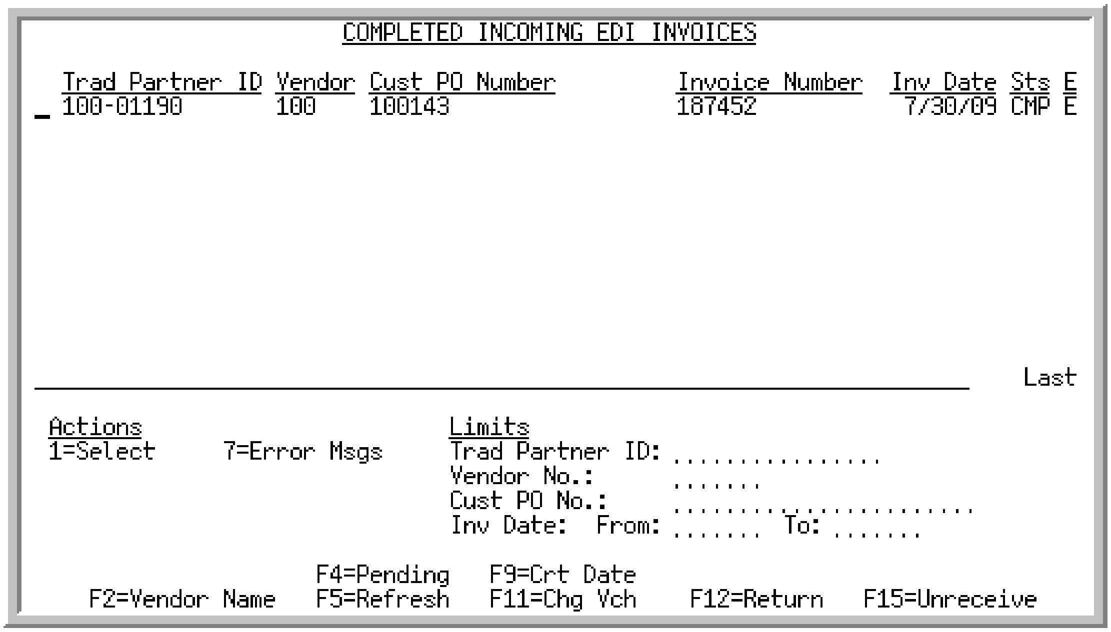
810 Error Messages Screen Fields and Function Keys

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. 2-169) 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 (MENU EIFIL1)
	• **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.

F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Invoices Screen (p. 2-144) after you have finished reviewing the error message.

Completed Incoming EDI Invoices Screen



This screen displays after pressing F4=COMPLETED on the Pending Incoming EDI Invoices Screen (p. 2-144). A status line displays for each completed invoice received into Accounts Payable.

NOTE: A completed incoming Invoice is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 810 EDI user files. It is then is converted from the incoming 810 EDI user files into the Distribution A+ database as an Accounts Payable voucher group. Completed transactions will be purged during day-end processing based on the company options for the **Incoming Invoice (810) User File Purge Days** defined in EDI Company Options Maintenance Screen 1 (p. 7-20).

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.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

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: • Key 1 and press F11=CHG VCH to review or modify an invoice. • Key 1 and press F15=UNRECEIVE to unreceive an invoice. 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 transfers back from the Accounts Payable database files to the user files from which it was extracted. • Key 7 and press ENTER to review error messages for an Invoice with an **E** in the **E** column. The 810 Error Messages Screen (p. 2-159) will appear and errors messages which occurred during any portion of that Invoice's receiving process will display. (A 1) Optional
Trad Partner ID	Trading partner ID assigned to the vendor. Display
Vendor	The number of the vendor who initiated the transaction. Display
Cust PO Number Vendor Name	The number of the customer's purchase order related to the invoice or the vendor name, depending on your selection with the F2=VENDOR NAME / F2=INV/ PO NUM toggle key. Display
Invoice Number Voucher Number	The number of the invoice sent by the vendor or and the voucher number created in Accounts Payable depending on your selection with the F2=VENDOR NAME / F2=INV/ PO NUM toggle key. Display
Inv Date Crt Date	The 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=CRT DATE / F9=INV DAT toggle key. Display

Completed Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Sts	The current status of the incoming invoice, which will be **CMP** for completed. 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. The automatic receipt validation will check the **Cost Variance Warning Percent** and **Cost Variance Warning Value** defined through Purchasing Options Maintenance (MENU XAFILE). Incoming invoices that exceed the cost variance warning percent/value will not be receipt validated, but will remain as pending invoices marked with an error on the Pending Incoming EDI Invoices Screen (p. 2-144). Display
E	Indicator E for documents that had errors during the receiving process. Display
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=VENDOR NAME / F2=INV/PO NUM 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 or the invoice creation date. The field that displays is based on your selection with the F9=CRT DATE / F9=INV DATE function key. *Valid Values:* 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) Optional

Completed Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
F2=Vendor Name / F2=Inv/PO Num	F2=VENDOR NAME / F2=INV/PO NUM is a 2-column toggle to display either the name of the vendor who sent the invoice and the voucher number created in Accounts Payable or the customer purchase order number and the vendor's invoice number.
F4=Pending	Press F4=PENDING to display pending invoices. The Pending Incoming EDI Invoices Screen (p. 2-144) will appear.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 810 documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Crt Date / F9=Inv Date	F9=CRT DATE / F9=INV DATE is used as a toggle to display either the date the invoice was received in the **Crt Date** column or the date the invoice was created by the vendor in the **Inv Date**.
F11=Chg Vch	Press F11=CHG VCH to edit the voucher in Accounts Payable. The *Voucher Group Information Screen* of Voucher Entry (MENU APMAIN) displays. Refer to the Accounts Payable User Guide for information about this screen.
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. This will delete the offline invoice, but will reset the document flag to pending (**PND**) in the incoming 810 EDI user files.

Completed Incoming EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed a value in any of the **Limits** fields, press ENTER to limit the display of the completed invoices. The word **ACTIVE** will display to the right of the **Limits** heading. 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. 2-159) displays. If you keyed an action number before more than one invoice, processing will occur for each of those selected, one at a time.

Off-line Receipt Validation Report

```
AP135              4/13/18   10:11:00          OFF-LINE RECEIPT VALIDATION              APEDICTLCD              PAGE    1
------------------------------------------------------------------------------------------------------------------------
  Company: 01  PO Number: 100135    WH:  3     EDI Transaction Completed      Voucher:    2735    Group: E0004

  Company: 01  PO Number: 102717    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. 2-144) 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.

Off-line Receipt Validation 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.
Company	The company number associated with the voucher.
PO Number	The purchase order number of the purchase order that corresponds to the incoming invoice and the voucher.
WH	The warehouse number that received the shipment from the vendor.
(Status)	For completed transactions, the message **EDI Transaction Completed** will print.
Voucher	The voucher number assigned to the invoice as it was updated to the Accounts Payable voucher group files.
Group	The voucher group number assigned to the group as it was updated to the Accounts Payable voucher group files. The group numbers begin with the letter E and then number sequentially.
Sequence	The sequence number prints only if there was an error receiving the invoice.
Item Number	The item number prints only if there was an error receiving the invoice.

Off-line Receipt Validation Report

Report/Listing Fields	Description
** ERROR **	For transactions in error, the error message text displays. Use this information to correct the transaction and attempt to reload it.

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).

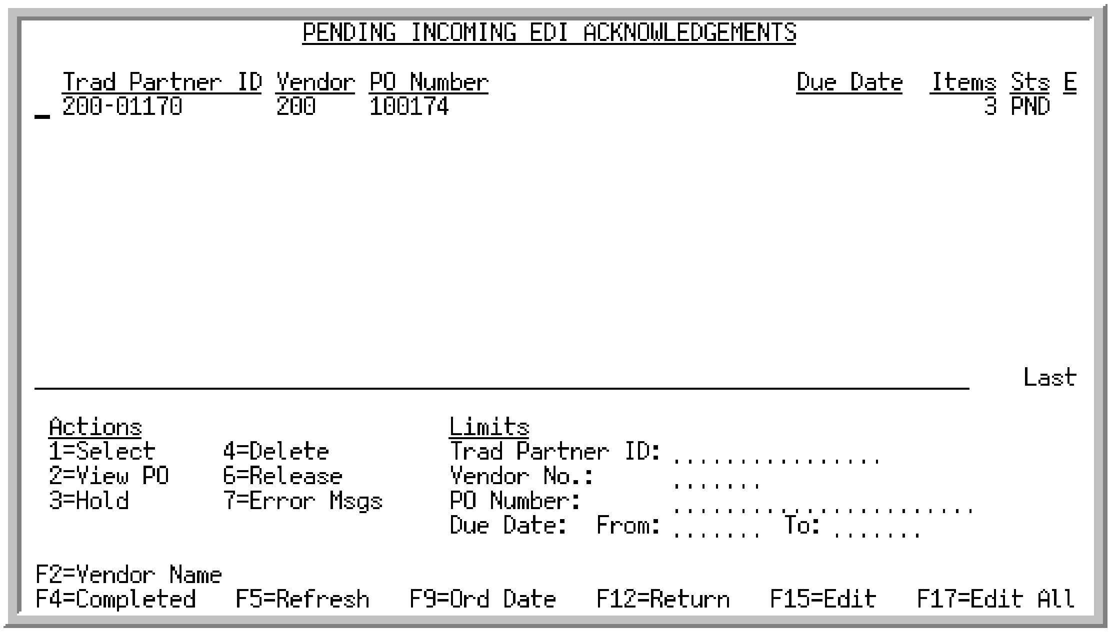
Important

The Incoming EDI Acknowledgement transaction does not update the data in the Distribution A+ back-end system. This process provides a discrepancy report to be reviewed for data that is missing, incomplete, or that does not match the expected information that does exist in the Purchase Order Detail File for the original PO and the vendor's order. If there are no discrepancies, the Incoming Acknowledgements Report will advise the user that the Automatic Incoming 855 process did run and complete and that there were no discrepancies found.

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 Incoming EDI Acknowledgements Screen	Lists completed incoming acknowledgements.
Incoming Acknowledgements Report	Prints a summary of the acknowledgements and the error edit flags that were applied.

Title	Purpose
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



This screen displays after pressing ENTER on the Incoming EDI Document Selection Screen (p. 2-4), you keyed Y for **Incoming Acknowledgement** or pressing F4=PENDING on the Completed Incoming EDI Acknowledgements Screen (p. 2-178). This screen also displays after keying Y before **Incoming Acknowledgements (855)** and pressing ENTER on the EDI Status Display Screen (p. 4-2)

A status line displays for each pending acknowledgement that has been loaded into the incoming 855 EDI user files and that is pending edits against the purchase order.

NOTE: A pending incoming acknowledgement is one brought from the network station through the third-party's mailbox. This acknowledgement is placed into the incoming 855 EDI user files, but not transferred into the Distribution A+ database to confirm a sales order. At this point, data from an incoming 855 EDI document has been translated from the EDI standard document format and has been written to the Distribution A+ incoming 855 EDI user files.

You can use the limits to narrow the list of documents by trading partner id, vendor number, vendor name, PO number, order date, or due 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending 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 pending document. You can key an action number in front of one or more transaction sets. When you specify multiple documents, processing occurs sequentially beginning with the transaction set closest to the top of the screen. You can perform the following actions on pending transaction sets: • 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 and press Enter to release a transaction set from hold. The status changes from **HLD** to **PND**. • Key 7 for a pending transaction which shows an **E** in the **Err** column to view a transaction set's errors. The Incoming 855 Error Messages Screen (p. 2-174) displays. (A 1) Optional
Trad Partner ID	The trading partner ID of the vendor that sent the acknowledgement. Display
Vendor	The vendor number of the vendor that received the purchase order. Display
PO Number Vendor Name	The PO Number sent to the vendor or the name of the vendor based on the toggle of the F2=VENDOR NAME / F2=PO NUMBER function key. Display
Due Date / Ord Date	Press F9=DUE DATE to view the due date of when the customer expects the order to be delivered. Press F9=ORD DATE to vie the date the purchase order date was created. Display
Items	The total number of items in the purchase order. Display

Pending Incoming EDI Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
Sts	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. • **SPD**: Indicates that the document is currently being moved from the EDI third party's mailbox into the incoming 855 EDI user files, or that an error occurred when the document was sent from the trading partner or moved from the EDI third party's mailbox into the incoming 855 EDI user files. (in which case, you will need to delete the transaction). 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. Display
E	Indicator **E** for documents that had errors during the edit process. Display
Limits: Trad 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 No	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
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

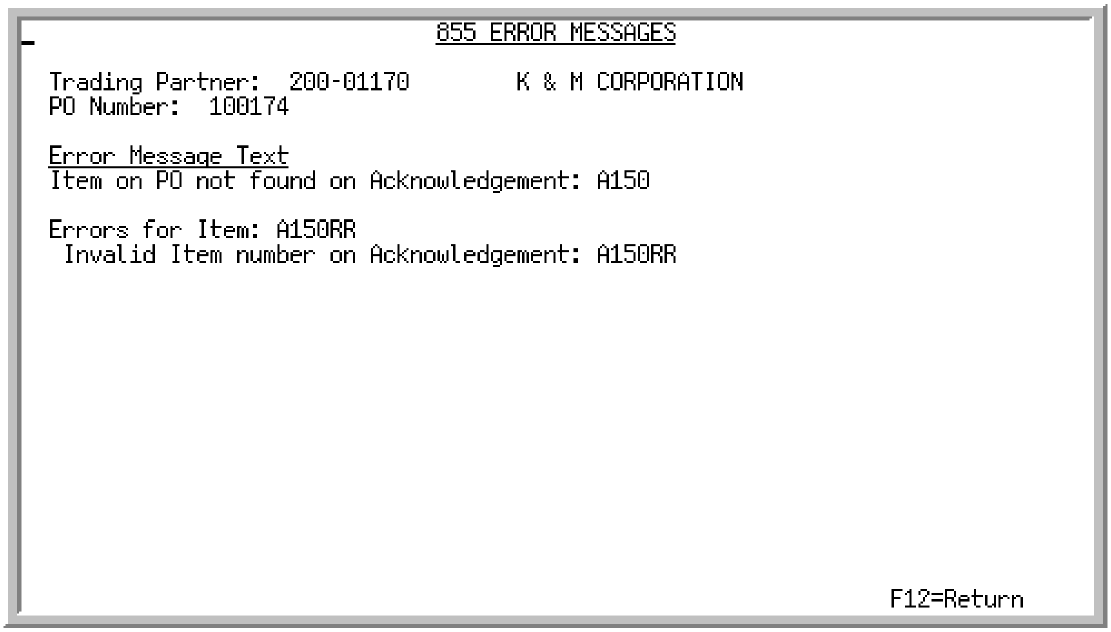
Pending Incoming EDI Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
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. *Valid Values:* 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) Optional
F2=Vendor Name / F2=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 Incoming EDI Acknowledgements Screen (p. 2-178) will appear.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 855 documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Ord Date / F9=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 EDI Status Display Screen (p. 4-2) based on where you came from. However, if on that screen you keyed Y for multiple documents types, the next document that you selected to review will be shown instead.
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 Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. 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. 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 User Guide. • 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. 2-176) 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. 2-174) 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 an action number before more than one acknowledgement, processing will occur for each of those selected, one at a time.

Incoming 855 Error Messages Screen



This screen displays after selecting 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. 2-169)
- a completed acknowledgement with a Y in the **Err** column and pressing ENTER on the Completed Incoming EDI Acknowledgements Screen (p. 2-178)

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.

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

Incoming 855 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.
PO Number	The number associated with the document as converted from the EDI standard document format.
Error Message Text	The text of the error that occurred during the edit of this document into your user files.
F12=Return	After you review the error text, press F12=RETURN to return to the Pending Incoming EDI Acknowledgements Screen (p. 2-169) or the Completed Incoming EDI Acknowledgements Screen (p. 2-178).

Delete EDI Incoming Acknowledgements Screen

This screen displays after keying **4** to delete an acknowledgement and pressing ENTER on the Pending Incoming EDI Acknowledgements Screen (p. 2-169) or the Completed Incoming EDI Acknowledgements Screen (p. 2-178). Use this screen to confirm the deletion of the selected pending incoming document from the incoming 855 EDI user files. Once deleted, that incoming document may no longer be viewed or processed.

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

Delete EDI Incoming Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner Id	The identification of the trading partner from whom you received this EDI document.
Vendor Name	The vendor name of the vendor that received the purchase order.
PO Number	The number associated with the document as converted from the EDI standard document format.

Delete EDI Incoming Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
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. • **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 (in which case, you will need to delete the transaction). 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. Display
F12=Return	Press F12=RETURN to return to the Pending Incoming EDI Acknowledgements Screen (p. 2-169) or the Completed Incoming EDI Acknowledgements Screen (p. 2-178) without deleting the selected acknowledgement.
F24=Delete	Press F24=DELETE twice to delete the acknowledgement from the user files. The Pending Incoming EDI Acknowledgements Screen (p. 2-169) or the Completed Incoming EDI Acknowledgements Screen (p. 2-178) will appear. The deleted document will no longer be included in the list of incoming documents.

Completed Incoming 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. 2-169). A status line displays for each completed acknowledgement edited against the current purchase order.

NOTE: A completed incoming acknowledgement is one brought from the network station through the third-party's mailbox, and into the Distribution A+ incoming 855 EDI user files. This acknowledgement transaction is placed into the incoming 855 EDI user files but not transferred to the Distribution A+ database. Completed transactions will be purged during day-end processing based on the company options for the **Incoming Acknowledgements (855) User File Purge Days** defined in EDI Company Options Maintenance Screen 1 (p. 7-20).

You can use the limits to narrow the list of documents by trading partner id, vendor number, vendor name, PO number, order date, or due 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

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 incoming 855 EDI user files. (N 1,0) Required
Trad Partner ID	Trading partner ID of the vendor that sent the acknowledgement. Display
Vendor	The vendor number assigned to the vendor. Display
PO Number Vendor Name	The vendor name or purchase order number, based on the selection with the F2=VENDOR NAME / F2=PO NUMBER toggle key. Display
Due Date Ord Date	The purchase order due date or the purchase order date, based on the selection with F9=ORD DATE / F9=DUE DATE.toggle key. Display
Items	The number of items requested in the purchase order. Display
Sts	The document status can be **CMP** for complete. Display
E	Indicator **E** for documents that had errors during the edit process. Display
Limits: Trad 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

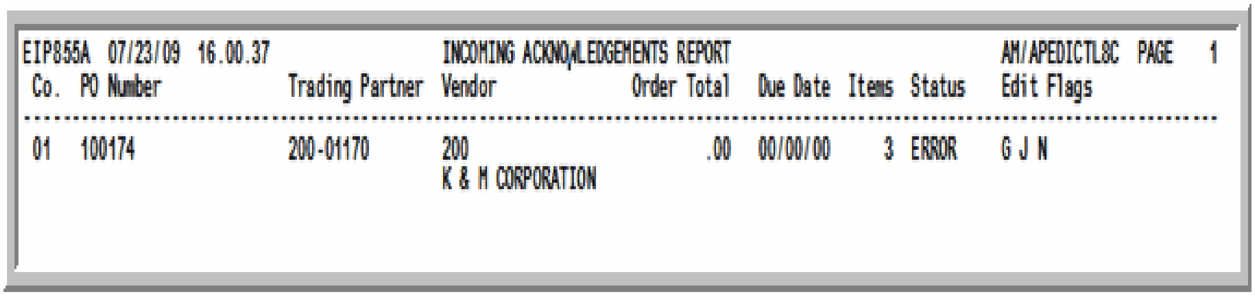
Completed Incoming EDI Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
Limits: Vendor No	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 / F2=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. 2-169) where you may review pending acknowledgements that have been loaded into user files via EDI and that are pending edits against the purchase orders.
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new incoming 855 documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

Completed Incoming EDI Acknowledgements Screen Fields and Function Keys

Field/Function Key	Description
F9=Ord Date / F9=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 Pending Incoming EDI Acknowledgements Screen (p. 2-169).
F15=Re-edit	Press F15=RE-EDIT to re-edit the completed incoming.
Enter	Press ENTER to confirm your selections. 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. 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 User Guide. • 4 before one or more purchase orders, pressing ENTER displays the Delete EDI Incoming Acknowledgements Screen (p. 2-176). If you keyed an action number before more than one acknowledgement, processing will occur for each of those selected, one at a time.

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. 2-169), 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 Acknowledgements 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.
Co	The company number associated with the incoming PO acknowledgement.
PO Number	The purchase order number being acknowledged by the vendor
Trading Partner	Trading Partner associated with the vendor for the purchase order.
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 purchase order.
Status	The status of the purchases order can be Complete or Error.

Incoming Acknowledgements Report

Report/Listing Fields	Description
Edit Flags	The edit flags listed that represent the errors from the acknowledgement to the purchase order. • A - 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

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. 2-182). 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 purchase order acknowledgement from the vendor, this report lists the specific errors found, including the line sequence number and item number when they are available.

Incoming Acknowledgements Discrepancy 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.
Co	The company number associated with the incoming PO acknowledgement.
Trading Partner	Trading Partner associated with the vendor for the purchase order.
Vendor	The vendor number and name from whom the Acknowledgement was sent.
PO Number	The purchase order number being acknowledged by the vendor
Ln Seq	The line number of the item in the purchase order.
Item Number	The item number being ordered from the vendor on the specific purchase order.

Incoming Acknowledgements Discrepancy Report

Report/Listing Fields	Description
Edit Flags	The error edit flags shown on the Incoming Acknowledgements Report (p. 2-182) are shown in specific detail for the purchase order and the items on the purchase order on this report. • A - 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

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 Discrepancy Report (p. 2-184). 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 outgoing 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 “Outgoing Purchase Orders (850)” on page 3-5.
- invoices, refer to “Outgoing Invoices (810)” on page 3-15.
- acknowledgments, refer to “Outgoing Acknowledgment (855)” on page 3-26.
- advance shipping notices, refer to “Outgoing Advance Shipping Notices (856)” on page 3-38.
- product activity data documents, refer to “Outgoing Product Activity Data (852)” on page 3-50.
- product transfer and resale reports, refer to “Outgoing Product Transfer & Resale Report (867)” on page 3-62.

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 selecting option 2 - Outgoing Documents from the Electronic Data Interchange Main Menu (MENU EIMAIN). Use this screen to select the type of outgoing EDI 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

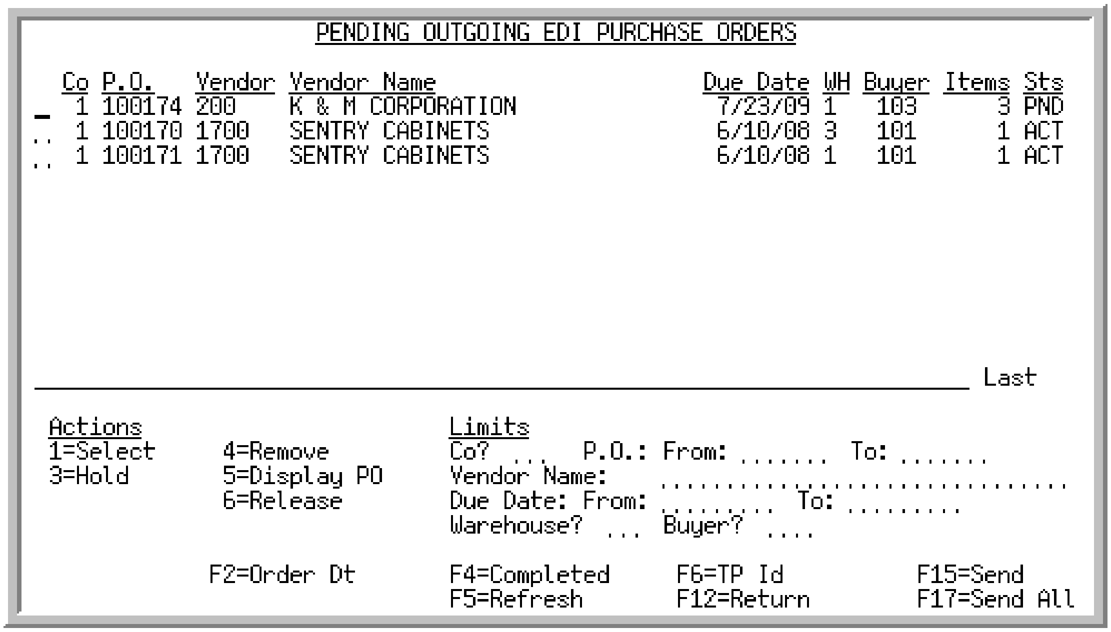
Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you keyed Y in the • *Outgoing Purchase Orders (850)* field, the Pending Outgoing EDI Purchase Orders Screen (p. 3-6) will appear. • *Outgoing Invoices (810)* field, the Pending Outgoing EDI Invoices Screen (p. 3-16) will appear. • *Outgoing Acknowledgements (855)* field, the Pending Outgoing EDI Acknowledgements Screen (p. 3-28) will appear. • *Outgoing Advance Shipping (856)* field, the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-40) will appear. • *Outgoing Product Activity Data (852)* field, the Pending Outgoing Product Activity Data Screen (p. 3-52), will appear. • *Outgoing Product Transfer and Resale Report (867)* field, the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-64), will appear. If you keyed Y in one or more fields, the appropriate screens appear in the sequence selected.

Outgoing Purchase Orders (850)

This section describes the screens and reports in the Outgoing EDI 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



This screen appears after pressing ENTER on the Outgoing EDI Document Selection Screen (p. 3-4), if you selected to work with outgoing purchase orders or pressing F4=PENDING on the Completed Outgoing EDI Purchase Orders Screen (p. 3-11). This screen also displays after keying Y before **Outgoing Purchase Orders (850)** and pressing ENTER on the EDI Status Display Screen (p. 4-2). This screen displays all of the pending outgoing purchase orders. A pending outgoing purchase order is one that has been processed in Distribution A+ but the data has not yet been loaded into the outgoing 850 EDI user files.

NOTE: This inquiry represents data in the Distribution A+ Purchase Order Files for purchase orders stored with the EDI Purchase Order flag set to Y. These purchase orders will remain on these screens until the PO is received complete and the PO History files are 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 outgoing 850 EDI user files.

You can limit the documents in the list by company, purchase order number, vendor name or trading partner ID, PO due date or PO order date, warehouse, and buyer. 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Co	Company number for which the purchase order was created. Display
P.O.	The purchase order number created for the vendor. Display
Vendor	The number of the vendor for whom the document was created. Display
Vendor Name Trading Partner ID	The vendor name or trading partner ID based on the F6=TP ID / F6=NAME toggle key. Display
Due Date Order Dt	The date that the purchase order receipt is requested or the date the purchase order was created based on the F2=ORDER DT / F2=DUE DATE toggle key. The due date displayed is the earliest due date of all the items in the purchase order. Display
WH	Warehouse for which the purchase order was created. Display
Buyer	Buyer associated with the purchase order. Display
Items	Number of items requested in the purchase order. Display
Sts	The document status can be: • **PND**: The purchase order has been processed in Distribution A+, but the data has not yet been loaded into the outgoing 850 EDI 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 outgoing 850 EDI user files. When completed, this document will be presented on the Completed Outgoing EDI Purchase Orders Screen (p. 3-11) with a status of **USR**. • **ERR**: The trading partner ID was either not identified for this document’s vendor when this purchase order was created and printed. Since the trading partner cannot be found, the document cannot be sent. You must update Vendors Maintenance (MENU POFILE) with a trading partner ID so it is available for this transaction. Display

Pending Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action to perform for a selected purchase order. You can key a number before several purchase orders and processing will occur for each of the selected purchase orders, one at a time. Key 1 to select a purchase order with a status of pending that you want to send and press F15=SEND to send the selected documents. 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. Selecting to remove the document sets the document specific send flag to N in Distribution A+ thereby removing it from the list. Key 5 for a purchase order that you want to review in detail through the Req/ PO Inquiry (MENU POMAIN). 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=NAME key. (A 30) / (A 22) / (A 15) Optional
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:* 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) 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

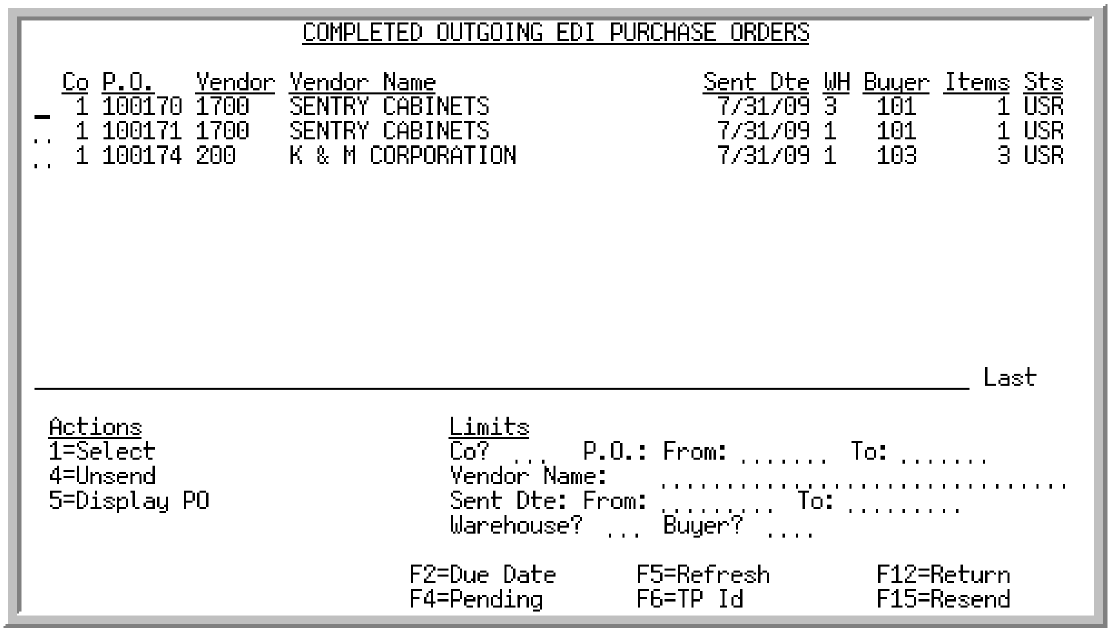
Pending Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
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 / F2=Due Date	Press F2=ORDER DT / F2=DUE DATE to toggle between displaying the due date of the purchase order and the purchase order entry date. This key also controls the toggle of the **Order Dt** / **Due Date** data entry fields used as limiting criteria.
F4=Completed	Press F4=COMPLETED to display the Completed Outgoing EDI Purchase Orders Screen (p. 3-11).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 850 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F6=TP Id / F6=Vendor Name	Press F6=TP ID / F6=VENDOR NAME to toggle between displaying the name of the vendor for which the purchase order was created and the vendor trading partner ID. This key also toggles the **Vendor Name** / **Trading Partner Id** field in the **Limits** section of the screen.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Send	Press F15=SEND to send the documents with a status of **PND** and selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 850 EDI user files. The purchase order will then display on the Completed Outgoing EDI Purchase Orders Screen (p. 3-11) with a status of **USR** or **CMP**.

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 **PND**, into the outgoing 850 EDI user files. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 850 EDI user files. The purchase orders will then display on the Completed Outgoing EDI Purchase Orders Screen (p. 3-11), each with a status of **USR** or **CMP**.
Enter	Press ENTER to confirm your selections. 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 purchase orders that meet the selection criteria you entered. If you keyed selection criteria in the **Limits** section and keyed an action number before a purchase order, 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, 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 order, 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. A prompt displays to inform you to press ENTER a second time to confirm the deletion of the document from the list. Selecting to remove the document sets the document specific send flag to N in Distribution A+ thereby removing it from the list. • 5 before one or more purchase orders and press ENTER to review in detail, the *Requisition/Purchase Order Header Screen* displays for each selected purchase order, in turn. Refer to this screen as described for the Req/PO Inquiry (MENU POMAIN) in the Purchasing User Guide. • 6 before one or more purchase orders that have a status of **HLD**, pressing ENTER removes the hold status. The document status, 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 pressing F4=COMPLETED on the Pending Outgoing EDI Purchase Orders Screen (p. 3-6). A status line displays for each completed purchase order that currently exists in an outgoing 850 EDI user file, or did exist in an outgoing 850 EDI user file and has since been removed from that file after being sent to the third party mailbox for processing.

NOTE: This inquiry represents data in the Distribution A+ Purchase Order Files for purchase orders stored with the EDI Purchase Order flag set to Y. These purchase orders will remain on these screens until the PO is received complete and the PO History files are 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 outgoing 850 EDI user files.

You can limit the documents in the list by company, purchase order number, vendor name or trading partner ID, PO order date or PO due date, warehouse, or buyer. 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Co	Company number for which the purchase order was created. Display
P.O.	The purchase order number created for the vendor. Display
Vendor	The vendor number for whom the purchase order was created. Display
Vendor Name Trading Partner ID	The vendor name or trading partner ID based on the F6=TP ID / F6=NAME toggle key. Display
Sent Dte Due Date	The date that the purchase order was created or the date the purchase order receipt is requested based on the F2=DUE DATE / F2=SENT DTE toggle key. The due date displayed is the earliest due date of all the items in the purchase order. Display
WH	Warehouse for which the purchase order was created. Display
Buyer	Buyer associated with the purchase order. Display
Items	Number of items requested in the purchase order. Display
Sts	The document status can be: • **USR**: The acknowledgement has been printed and loaded into the outgoing 850 EDI user files. • **CMP**: The acknowledgement has been loaded into the outgoing 850 EDI user files and then moved to the third party mailbox for transmission. • **ERR**: This completed purchase order has a blank or invalid Trading Partner ID for the vendor through Vendors Maintenance (MENU POFILE). Since the trading partner ID cannot be found, the document cannot be processed further. You must update Vendors Maintenance (MENU POFILE) with a trading partner ID so it is available for this transaction. Display

Completed Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action to perform for a selected purchase order. You can key a number before several purchase orders and processing will occur for each of the selected acknowledgments, one at a time. Key 1 to select a purchase order and press F15=RESEND to resend it to the outgoing 850 EDI user files. Key 4 to select a 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 outgoing 850 EDI user files. Key 5 for an purchase order that you want to review in detail through the Req/PO Inquiry (MENU POMAIN). (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=NAME toggle key. (A 30) / (A 22) / (A 15) Optional
Limits: Sent Dte / Due Date	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:* 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) 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

Completed Outgoing EDI Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
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=Due Date / F2=Sent Dte	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	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 850 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those purchase order documents that meet the selection criteria you keyed.
F6=TP Id / F6=Name	Press F6=TP ID / F6=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.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Resend	Press F15=RESEND to resend the documents that are selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the outgoing 850 EDI user files. When completed, the purchase order will redisplay with a status of **USR**. Once the third-party mailbox has been loaded, the transactions will display with a status of **CMP**.

Completed Outgoing EDI Purchase Orders Screen Fields and Function Keys

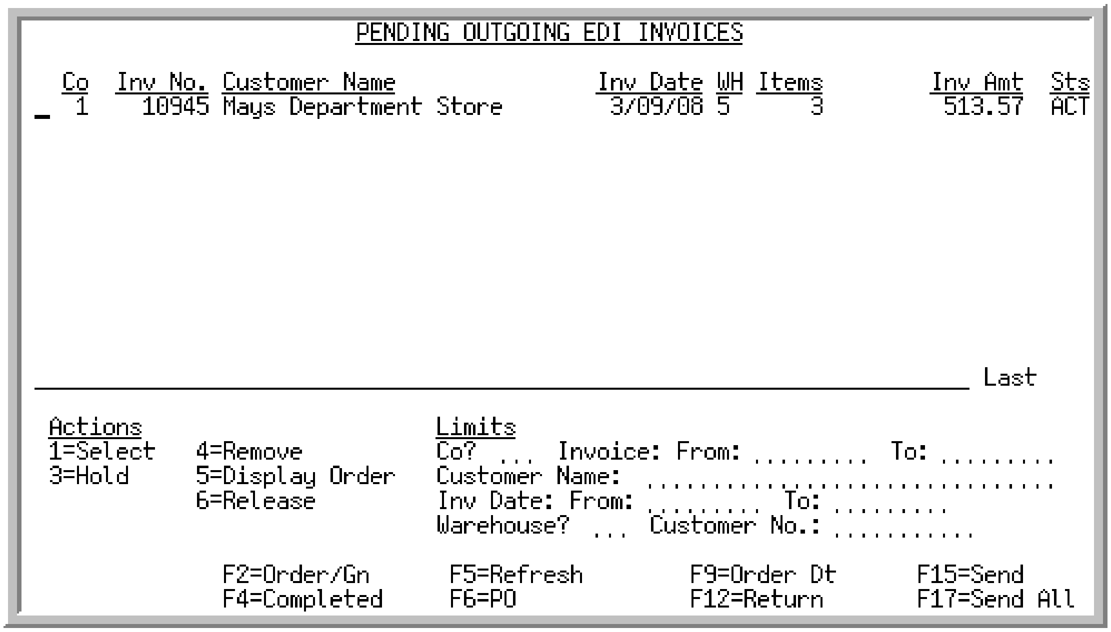
Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you made an entry in one or more of the fields in the **Limits** section of the screen, pressing ENTER refreshes the screen display. The screen will then show only those purchase orders that meet the selection criteria you entered. If you keyed an action of • 4 before one or more purchase orders, pressing ENTER removes them from the list of completed outgoing documents and from the outgoing 850 EDI user files. The document may then be viewed on the Pending Outgoing EDI Purchase Orders Screen (p. 3-6) with a status of **PND**. You cannot unsend an purchase order with a status of **CMP** (complete) because it is no longer in the outgoing 850 EDI user files after being sent to the third party product mailbox for transmission. • 5 before one or more purchase orders, pressing ENTER displays the *Requisition/Purchase Order Header Screen* for each selected purchase order, in turn. Refer to the this screen in the Req/PO Inquiry (MENU POMAIN) in the Purchasing User Guide.

Outgoing Invoices (810)

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 Invoices Screen	Lists pending and held invoices.
Completed Outgoing EDI Purchase Orders Screen	Lists completed and user status invoices.

Pending Outgoing EDI Invoices 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 pressing ENTER on the Outgoing EDI Document Selection Screen (p. 3-4), if you selected to work with invoices or pressing F4=PENDING on the Completed Outgoing EDI Invoices Screen (p. 3-22). This screen also displays after keying Y before **Outgoing Invoices (810)** and pressing ENTER on the EDI Status Display Screen (p. 4-2). This screen displays all of the pending outgoing invoices. A pending outgoing invoice is one that has been processed in Distribution A+ but the data has not yet been loaded into the outgoing 810 EDI user files.

NOTE: This inquiry represents data in the Distribution A+ Order Entry Files for sales order invoices stored with the EDI Invoice flag set to Y. These invoices will remain on this screens until the printed invoices are sent to the EDI User files. Refer to the **Sts** field description for details about a sales order's current status with respect to EDI user files.

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'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 the toggle function keys.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen

of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the sales invoice was created. Display
Inv No Order Gn	The invoice number or order/generation number of the sales order for which the invoice was created based on the F2=ORDER/GN / F2=INVOICE toggle key. Display
Customer Name Customer PO Number Trading Partner Id	The customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME toggle key. Display
Inv Date Ord Date	The invoice date of the sales order or the date the order was entered based on the F9=ORDER DT / F9=INV DATE toggle key. Display
WH	The warehouse associated with the invoice's sales order. Display
Items	The number of items on the sales order for which the invoice was created. Display
Inv Amt	The total value of the invoice due from the customer. Display
Sts	The document status can be: • **PND**: The invoice has been processed in Distribution A+, but the data has not yet been loaded into the outgoing 810 EDI 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 outgoing 810 EDI user files. When completed, this document will be presented on the Completed Outgoing EDI Invoices Screen (p. 3-22) 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 cannot be found, the document cannot be sent. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID so it is available for this transaction. Display

Pending Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action to perform for a selected invoice. You can key a number before several invoices and processing will occur for each of the selected invoices, one at a time. Key 1 to select an invoice with a status of pending that you want to send and press F15=SEND to send the selected documents. 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. Selecting to remove the document sets the document specific send flag to N in Distribution A+ thereby removing it from the list. Key 5 for an invoice to review in detail through the Open Orders Inquiry (MENU OEMAIN) or the Customer Order/Shipment Inquiry (MENU OEMAIN) based on the current status of the order. NOTE: For consolidated invoices, this function displays the orders that are specific to that invoice number/bill-to customer number. 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
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 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:* 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) Optional

Pending Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
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 / F2=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 number and order/generation number data entry fields, used as limiting criteria.
F4=Completed	Press F4=COMPLETED to display the Completed Outgoing EDI Invoices Screen (p. 3-22).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 810 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those invoice documents that meet the selection criteria you keyed.
F6=PO / F6=TP Id / F6=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. Press F6=PO to display the customer's purchase order number, for whom this invoice was created. Pressing F6=PO also allows for the entry of a **PO Number**, used as limiting criteria. Press F6=TP ID to display the trading partner ID for whom this invoice was created. Pressing F6=TP ID also allows for the entry of a **Trading Partner ID**, used as limiting criteria. Press F6=NAME to display the name of the customer for whom this invoice was created. Pressing F6=NAME also allows for the entry of a **Customer Name**, used as limiting criteria.

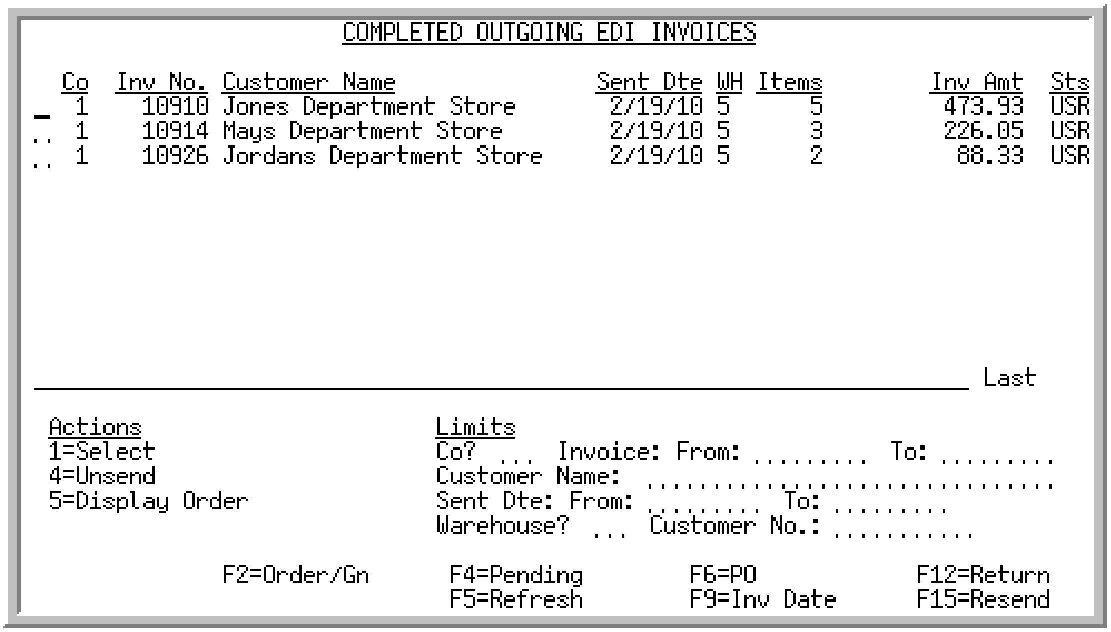
Pending Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Order Dt / F9=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 Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Send	Press F15=SEND to send the documents with a status of **PND** and selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 810 EDI user files. The invoice will then display on the Completed Outgoing EDI Invoices Screen (p. 3-22) 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 outgoing 810 EDI user files. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 810 EDI user files. The invoice will then display on the Completed Outgoing EDI Invoices Screen (p. 3-22) with a status of **USR** or **CMP**.

Pending Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. 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 invoices that meet the selection criteria you entered. If you keyed selection criteria in the **Limits** section and keyed an action number before an invoice, 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. 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. Selecting to remove the document sets the document specific send flag to N in Distribution A+ thereby removing it from the list. • 5 before one or more invoices that you want to review in detail. If day-end processing has not been run, the *Order Display Screen* or the *Item Summary Display Screen* of the Open Orders Inquiry (MENU OEMAIN) appears based on OE tailoring options, for each selected invoice, in turn. If day-end processing has been run, the *Invoice Display Screen* or the *Item Summary History Display Screen* of the Customer Order/Shipment Inquiry (MENU OEMAIN) appears. Using any of these screens, you can review the order in detail.For a description of these options, refer to the Order Entry User Guide. NOTE: For consolidated invoices, this function displays the orders that are specific to that invoice number/bill-to customer number. • 6 before one or more invoices that have a status of **HLD**, pressing ENTER removes 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 Invoices Screen



This screen appears after pressing F4=COMPLETED on the Pending Outgoing EDI Invoices Screen (p. 3-16). A status line displays for each completed invoice that currently exists in an outgoing 810 user file, or did exist in an outgoing 810 EDI user file and has since been removed from that file after being sent to the third party mailbox for processing.

NOTE: This inquiry represents data in the Distribution A+ Order Entry Files for invoices stored with the EDI Invoice flag set to Y. These invoices will remain on this screen until the order history files are 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 the outgoing 810 EDI user files.

You can limit the documents in the list by company, invoice or order numbers, customer name, customer purchase order number, or trading partner ID, sent date or invoice date, 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the sales invoice was created. Display
Inv No Order Gn	The invoice number or order/generation number of the sales order for which the invoice was created based on the F2=ORDER/GN / F2=INVOICE toggle key. Display
Customer Name Customer PO Number Trading Partner Id	The customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME toggle key. Display
Sent Dte Inv Date	The date the invoice was created for the sales order or the date the order was entered based on the F9=SENT DATE / F9=INV DATE toggle key. Display
WH	Warehouse associated with the invoice's sales order. Display
Items	The number of items on the sales order for which the invoice was created. Display
Inv Amt	The total value of the invoice due from the customer. Display
Sts	The document status can be: • **USR**: The invoice has been printed and loaded into the outgoing 810 EDI user files. • **CMP**: The invoice has been loaded into the outgoing 810 EDI user files and then moved to the third party mailbox for transmission. • **ERR**: This completed invoice has a blank or invalid trading partner ID for the customer through Customer/Ship to Maintenance (MENU ARFILE). Since the trading partner ID cannot be found, the document cannot be processed further. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID so it is available for this transaction. Display

Completed Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action 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 to resend it to the outgoing 810 EDI user files. Key 4 for an invoice in **USR** or **ERR** status that you want to unsend. The invoice will return to pending status. NOTE: You cannot unsend an invoice with a status of **CMP** (complete) because it is no longer in the outgoing 810 EDI user files. Key 5 for an invoice to review in detail through the Open Orders Inquiry (MENU OEMAIN) or the Customer Order/Shipment Inquiry (MENU OEMAIN) based on the current status of the order. NOTE: For consolidated invoices, this function displays the orders that are specific to that invoice number/bill-to customer number. (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 toggle key. (A 30) / (A 22) / (A 15) Optional
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 toggle key. *Valid Values:* 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) Optional

Completed Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
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 / F2=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.
F4=Pending	Press F4=PENDING to display the Pending Outgoing EDI Invoices Screen (p. 3-16).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 810 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those invoice documents that meet the selection criteria you keyed.
F6=PO / F6=TP Id / F6=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.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Sent Date / F9=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.

Completed Outgoing EDI Invoices Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Resend	Press F15=RESEND to resend the documents that were selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the outgoing 810 EDI user files. When completed, the invoice will redisplay with a status of **USR**. Once the third-party mailbox has been loaded, the transactions will display with a status of **CMP**.
Enter	Press ENTER to confirm your selections. 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 purchase orders that meet the selection criteria you entered. If you keyed on action of • 4 before one or more invoices, pressing ENTER removes them from the list of completed outgoing documents and from the outgoing 810 user files. The document may then be viewed on Pending Outgoing EDI Invoices Screen (p. 3-16) with a status of **PND**. You cannot unsend an invoice with a status of **CMP** (complete) because it is no longer in the outgoing 810 EDI user files after being sent to the third party product mailbox for transmission. • 5 before one or more invoices to review in detail. If day-end processing has not been run, the *Order Display Screen* or the *Item Summary Display Screen* of the Open Orders Inquiry (MENU OEMAIN) appears based on OE tailoring options, for each selected invoice, in turn. If day-end processing has been run, the *Invoice Display Screen* or the *Item Summary History Display Screen* of the Customer Order/Shipment Inquiry (MENU OEMAIN) appears. Using any of these screens, you can review the order in detail. For a description of these options, refer to the Order Entry User Guide. NOTE: For consolidated invoices, this function displays the orders that are specific to that invoice number/bill-to customer number.

Outgoing Acknowledgment (855)

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

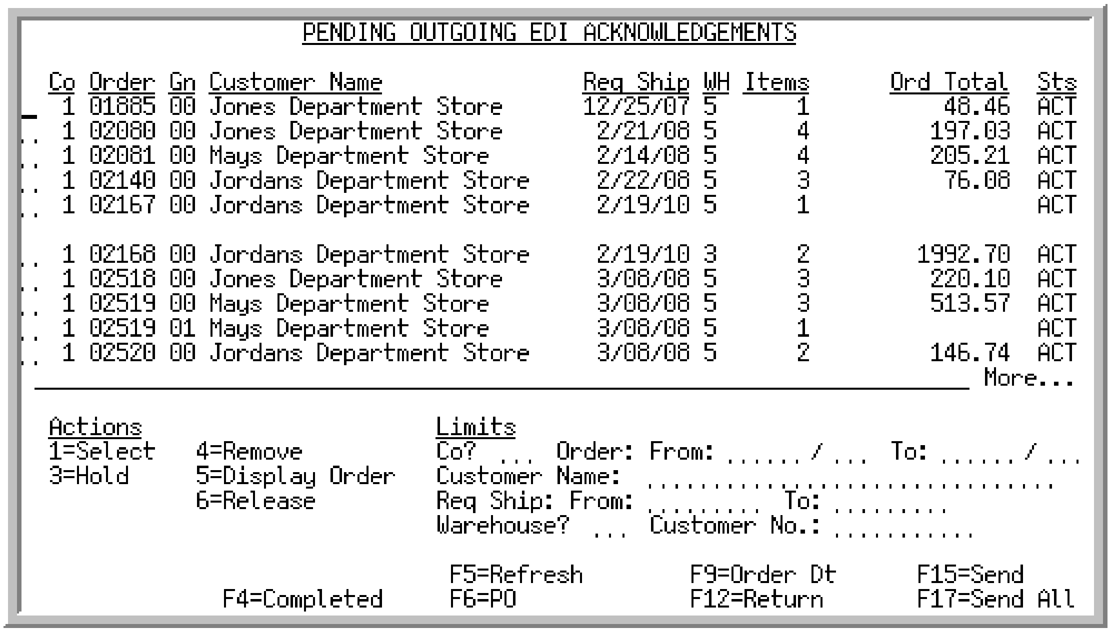
Outgoing acknowledgements can be set up to automatically resend if the sales order is changed by:

- 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 Documents 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 Acknowledgements Screen	Lists pending and held acknowledgments.
Completed Outgoing EDI Acknowledgements Screen	Lists completed and user status acknowledgments.

Pending Outgoing EDI Acknowledgements Screen



This screen appears after pressing 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 Acknowledgements Screen (p. 3-34). This screen also displays after keying Y before **Outgoing Acknowledgements (855)** and pressing ENTER on the EDI Status Display Screen (p. 4-2). 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 outgoing 855 EDI user files.

NOTE: This inquiry represents data in the Distribution A+ Order Entry Files for sales orders stored with the EDI Acknowledgement flag set to Y. These invoices will remain on this screens until the printed acknowledgements are sent to the EDI User files. Refer to the **Sts** field description for details about a sales order's current status with respect to EDI user files.

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 the toggle function keys.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the acknowledgement was created. Display
Order Gn	The order/generation number of the sales order for which the acknowledgement was created. Display
Customer Name Customer PO Number Trading Partner Id	The customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME toggle key. Display
Req Ship Order Dt	The requested ship date on the sales order or the date the sales order was entered based on the F9=ORDER DT / F9=REQ SHIP key. Display
WH	Warehouse associated with the acknowledgements order. Display
Items	The number of items on the sales order for which the acknowledgement was created. Display
Ord Total	The total value of the sales order for which the acknowledgement was created. Display
Sts	The document status can be: • **PND**: The acknowledgement has been processed in Distribution A+, but the data has not yet been loaded into the outgoing 855 EDI 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 outgoing 855 EDI user files. When completed, this document will be presented on the Completed Outgoing EDI Acknowledgements Screen (p. 3-34) 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 cannot be found, the document cannot be sent. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID so it is available for this transaction. Display

Pending Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action 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 and press F15=SEND to send the selected documents. 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. Selecting to remove the document sets the document specific send flag to N in Distribution A+ thereby removing it from the list. Key 5 to select one or more acknowledgements to review in detail through the Open Orders Inquiry (MENU OEMAIN) or the Customer Order/ Shipment Inquiry (MENU OEMAIN) based on the current status of the order. 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 toggle key. (A 30) / (A 22) / (A 15) Optional
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:* 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) Optional

Pending Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
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 Acknowledgements Screen (p. 3-34).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 855 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those acknowledgement documents that meet the selection criteria you keyed.
F6=PO / F6=TP Id / F6=Name	Press F6=PO to display the customer's purchase order number, for whom this Acknowledgement was created. Pressing F6=PO also allows for the entry of a **PO Number**, used as limiting criteria. Press F6=TP ID to display the trading partner ID for whom this Acknowledgement was created. Pressing F6=TP ID also allows for the entry of a **Trading Partner ID**, used as limiting criteria. Press F6=NAME to display the name of the customer for whom this Acknowledgement was created. Pressing F6=NAME also allows for the entry of a **Customer Name**, used as limiting criteria.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Order Dt / F9=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.

Pending Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Send	Press F15=SEND to send the documents with a status of **PND** and selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 855 EDI user files. The acknowledgement will then display on the Completed Outgoing EDI Acknowledgements Screen (p. 3-34) 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 outgoing 855 EDI user files. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 855 EDI user files. The acknowledgements will then display on the Completed Outgoing EDI Acknowledgements Screen (p. 3-34), with a status of **USR** or **CMP**.

Pending Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. 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 acknowledgements that meet the selection criteria you entered. If you keyed selection criteria in the **Limits** section and keyed an action number before an acknowledgement, 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. 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. Selecting to remove the document sets the document specific send flag to N in Distribution A+ thereby removing it from the list. • 5 before one or more acknowledgements to review in detail. If the invoice has not been printed or if the invoice has been printed but day-end processing has not been run, the *Order Display Screen* or the *Item Summary Display Screen* of the Open Orders Inquiry (MENU OEMAIN) appears based on OE tailoring options, for each selected acknowledgement, in turn. If day-end processing has been run, the *Invoice Display Screen* or the *Item Summary History Display Screen* of the Customer Order/Shipment Inquiry (MENU OEMAIN) appears. Using any of these screens, you can review the order in detail. Refer to these screens as described in the Order Entry User Guide. • 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**. Only after a hold has been removed from a document is that document available for processing.

Completed Outgoing EDI Acknowledgements 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 pressing F4=COMPLETED from the Pending Outgoing EDI Acknowledgements Screen (p. 3-28). A status line displays for each completed acknowledgement that currently exists in an outgoing 855 EDI user file, or did exist in an outgoing 855 EDI user file and has since been removed from that file after being sent to the third party mailbox for processing.

NOTE: This inquiry represents data in the Distribution A+ Order Entry Files for sales orders stored with the EDI Acknowledgement flag set to Y. These orders will remain on this screen until the order history files are is purged through Reorganize A+ History Files (MENU XAMAST). Refer to the **Sts** field description for details about an order's current status with respect to outgoing 855 EDI user files.

You can limit the documents in the list by company, order numbers, customer name or trading partner ID, order date or sent dates, warehouse, or 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the acknowledgement was created. Display
Order Gn	The order/generation number of the sales order for which the acknowledgement was created. Display
Customer Name Customer PO Number Trading Partner Id	The customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME toggle key. Display
Sent Dt Order Dt	The date the acknowledgement was sent or the date the sales order was entered based on the F9=ORDER DT / F9=SENT DATE key. Display
WH	Warehouse associated with the acknowledgements order. Display
Items	The number of items on the sales order for which the acknowledgement was created. Display
Ord Total	The total value of the sales order for which the acknowledgement was created. Display
Sts	The document status can be: • **USR**: The acknowledgement has been printed and loaded into the outgoing 855 EDI user files. • **CMP**: The acknowledgement has been loaded into the outgoing 855 EDI user files and then moved to the third party mailbox for transmission. • **ERR**: This completed acknowledgement has a blank or invalid trading partner ID for the customer through Customer/Ship to Maintenance (MENU ARFILE). Since the trading partner ID cannot be found, the document cannot be processed further. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID so it is available for this transaction. Display

Completed Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action 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 outgoing 855 EDI 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 outgoing 855 EDI user files. Key 5 to select an acknowledgment to review in detail through the Open Orders Inquiry (MENU OEMAIN) or the Customer Order/Shipment Inquiry (MENU OEMAIN) based on the current status of the order. (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 toggle key. (A 30) / (A 22) / (A 15) Optional
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 toggle key. *Valid Values:* 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) 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

Completed Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
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 Acknowledgements Screen (p. 3-28).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 855 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those acknowledgement documents that meet the selection criteria you keyed.
F6=PO / F6=TP Id / F6=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.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Sent Date / F9=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 Dt** / **Order Dt** data entry fields, used as limiting criteria.
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Resend	Press F15=RESEND to resend the documents that are selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the outgoing 855 EDI user files. When completed, the acknowledgement will redisplay with a status of **USR**. Once the third-party mailbox has been loaded, the transactions will display with a status of **CMP**.

Completed Outgoing EDI Acknowledgement Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. 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 acknowledgements that meet the selection criteria you entered. If you keyed selection criteria in the **Limits** section and keyed an action number before an acknowledgement, 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. If you keyed an action of • 4 before one or more acknowledgements, pressing ENTER removes them from the list of completed outgoing documents and from the outgoing 855 EDI user files. The document then displays on the Pending Outgoing EDI Acknowledgements Screen (p. 3-28) with a status of **PND**. You cannot unsend an acknowledgement with a status of **CMP** (complete) because it is no longer in the outgoing 855 EDI user files after being sent to the third party product mailbox for transmission. • 5 before one or more acknowledgements to review in detail. If the invoice has not been printed or if the invoice has been printed but day-end processing has not been run, the *Order Display Screen* or the *Item Summary Display Screen* of the Open Orders Inquiry (MENU OEMAIN) appears based on OE tailoring options, for each selected acknowledgement, in turn. If day-end processing has been run, the *Invoice Display Screen* or the *Item Summary History Display Screen* of the Customer Order/Shipment Inquiry (MENU OEMAIN) appears. Using any of these screens, you can review the order in detail. Refer to these screens as described in the Order Entry User Guide.

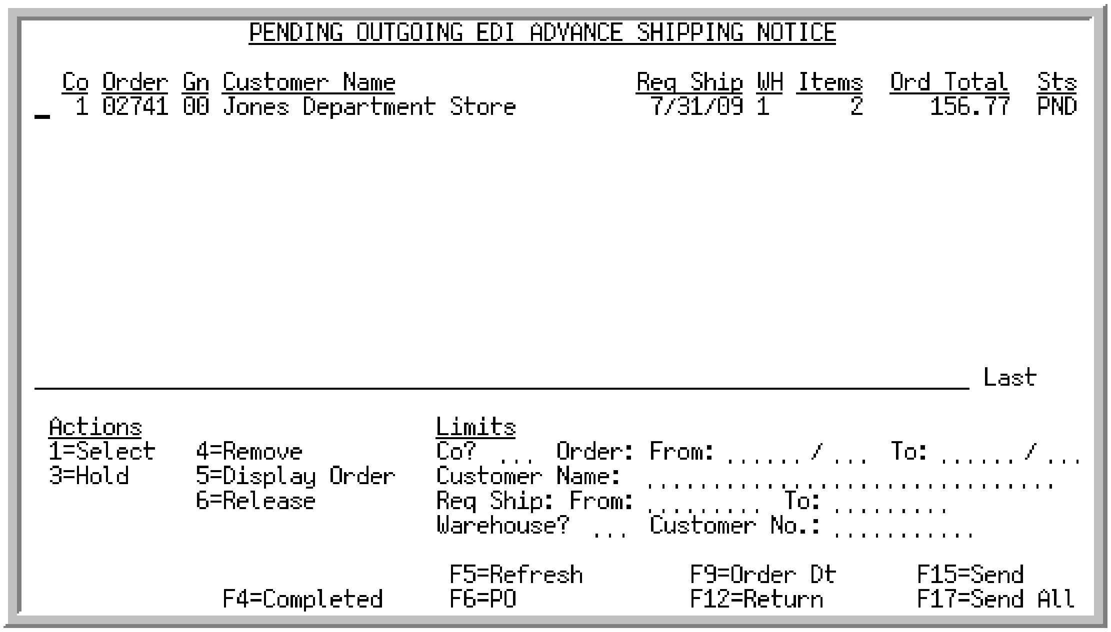
Outgoing Advance Shipping Notices (856)

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.

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

Pending Outgoing EDI Advance Shipping Notice Screen



This screen appears after pressing 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. 3-46). This screen also displays after keying Y before **Outgoing Advanced Shipping (856)** and pressing ENTER on the EDI Status Display Screen (p. 4-2). 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 outgoing 856 EDI user files.

NOTE: This inquiry represents data in the Distribution A+ Order Entry Files for sales orders stored with the EDI Advance Shipping Notice flag set to Y. These orders will remain on this screen until the order history files are is purged through Reorganize A+ History Files (MENU XAMAST). Refer to the **Sts** field description for details about an order's current status with respect to EDI user files.

You can limit the documents in the list by company, order number, customer name or trading partner ID, requested ship date or order date, warehouse, or 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 the toggle function keys.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Outgoing Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the advance shipping notice was created. Display
Order Gn	Order/generation number of the sales order for which the advance shipping notice was created. Display
Customer Name Customer PO Number Trading Partner ID	Customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME toggle key. Display
Req Ship Order Dt	Requested ship date on the sales order or the date the order was entered based on the F9=ORDER DT / F9=REQ SHIP toggle key. Display
WH	Warehouse associated with the advance shipping notice sales order. Display
Items	Number of items on the sales order for which the advance shipping notice was created. Display
Ord Total	The total shipped value of the sales order for which the advance shipping notice was created. Display
Sts	The document status can be: • **PND**: The advance shipping notice has been processed in Distribution A+, but the data has not yet been loaded into the outgoing 856 EDI user files. • **HLD**: The advance shipping notice has been put on hold. No processing can occur until it is removed from hold. • **ACT**: The advance shipping notice is currently being loaded into the outgoing 856 EDI user files. When completed, this document will be presented on the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-46) with a status of **USR**. • **ERR**: A trading partner ID was not identified for this document's customer when this advance shipping notice was created and printed. Since the trading partner ID cannot be found, the document cannot be sent. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID so it is available for this transaction. Display

Pending Outgoing Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action 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 and press F15=SEND to send selected documents. 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. Selecting to remove the document sets the document specific send flag to N in Distribution A+ thereby removing it from the list. Key 5 for an ASN to select the order or the invoice to review in detail through the Open Orders Inquiry (MENU OEMAIN) or the Customer Order/ Shipment Inquiry (MENU OEMAIN) based on the current status of the order or invoice. 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
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:* 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) 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

Pending Outgoing 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=Completed	Press F4=COMPLETED to display the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-46).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 856 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those ASN documents that meet the selection criteria you keyed.
F6=PO / F6=TP Id / F6=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. Press F6=PO 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. Press F6=TP ID 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. Press F6=NAME 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.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Order Dt / F9=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 Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.

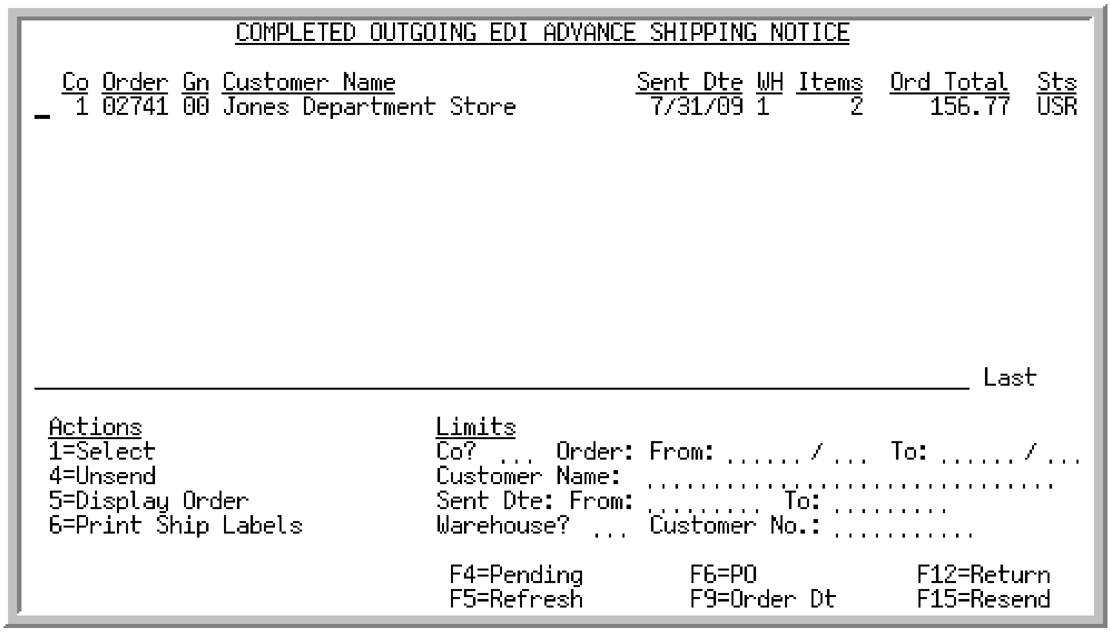
Pending Outgoing Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
F15=Send	Press F15=SEND to send the documents with a status of **PND** and selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 856 EDI user files. The ASN will then display on the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-46) with a status of **USR** or **CMP**.
F17=Send All	Press F17=SEND ALL to send all displayed documents with a status of **PND**, into the outgoing 856 EDI user files. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 856 EDI user files. The ASN will then display on the Completed Outgoing EDI Advance Shipping Notice Screen (p. 3-46) with a status of **USR** or **CMP**.

Pending Outgoing Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. 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 advance shipping notices that meet the selection criteria you entered. If you keyed selection criteria in the **Limits** section and keyed an action number before an advance shipping notices, 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. 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. Selecting to remove the document sets the document specific send flag to N in Distribution A+ thereby removing it from the list. • 5 before one or more ASNs to review in detail. If the invoice has not been printed or if the invoice has been printed but day-end processing has not been run, the *Order Display Screen* or the *Item Summary Display Screen* of the Open Orders Inquiry (MENU OEMAIN) appears based on OE tailoring options, for each selected acknowledgement, in turn. If day-end processing has been run, the *Invoice Display Screen* or the *Item Summary History Display Screen* of the Customer Order/Shipment Inquiry (MENU OEMAIN) appears. Using any of these screens, you can review the order in detail. Refer to these screens as described in the Order Entry User Guide. • 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**. Only after a hold has been removed from a document is that document available for processing.

Completed Outgoing EDI Advance Shipping Notice Screen



This screen appears after pressing F4=COMPLETED on the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-40). A status line displays for each completed advance shipping notice that currently exists in an outgoing 856 EDI user file, or did exist in an outgoing 856 EDI user file and has since been removed from that file after being sent to the third party mailbox for processing.

NOTE: This inquiry represents data in the Distribution A+ Order Entry Files for sales orders stored with the EDI Advance Shipping Notice flag set to Y. These orders will remain on this screen until the order history files are purged through Reorganize A+ History Files (MENU XAMAST). Refer to the **Sts** field description for details about an order's current status with respect to outgoing 856 EDI user files.

You can limit the documents in the list by company, order number, customer name or trading partner ID, order creation date or acknowledgement sent date, warehouse, or 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Outgoing EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the advance shipping notice was created. Display
Order Gn	Order/generation number of the sales order for which the advance shipping notice was created. Display
Customer Name Customer PO Number Trading Partner Id	Customer name, customer purchase order number, or trading partner ID based on the F6=PO / F6=TP ID / F6=NAME toggle key. Display
Sent Dte Order Dt	The date the order was entered or the date the advance shipping notice was sent based on the F9=ORDER DT / F9=SENT DATE toggle key. Display
WH	Warehouse associated with the advance shipping notice sales order. Display
Items	The number of items on the sales order for which the advance shipping notice was created. Display
Ord Total	The total shipped value of the sales order for which the advance shipping notice was created. Display
Sts	The document status can be: • **USR**: The advance shipping notice has been printed and loaded into the outgoing 856 EDI user files. • **CMP**: The advance shipping notice has been loaded into the outgoing 856 EDI user files and then moved to the third party mailbox for transmission. • **ERR**: This completed advance shipping notice has a blank or invalid trading partner ID for the customer through Customer/Ship to Maintenance (MENU ARFILE). Since the trading partner ID cannot be found, the document cannot be processed further. You must update Customer/Ship to Maintenance (MENU ARFILE) with a trading partner ID so it is available for this transaction. Display

Completed Outgoing EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action 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 outgoing 856 EDI user files. Key 4 for an ASN in **USR** or **ERR** status that you want to unsend. The advance shipping notice will return to pending status. NOTE: You cannot unsend an advance shipping notice with a status of **CMP** (complete) because it is no longer in the outgoing 856 EDI user files. Key 5 to select an ASN and review in detail through the Open Orders Inquiry (MENU OEMAIN) or the Customer Order/Shipment Inquiry (MENU OEMAIN) based on the current status of the order. 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: Sent Dte 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:* 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) 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. 3-40).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 856 EDI documents since you last accessed this screen. If you have made an entry in one or more of the **Limits** section fields, pressing F5=REFRESH displays only those ASN documents that meet the selection criteria you keyed.
F6=PO / F6=TP Id / F6=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. Press F6=PO 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. Press F6=TP ID 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. Press F6=NAME 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.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Sent Date / F9=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 Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.

Completed Outgoing EDI Advance Shipping Notice Screen Fields and Function Keys

Field/Function Key	Description
F15=Resend	Press F15=RESEND to resend the documents that are selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the outgoing 856 EDI user files. When completed, the advance shipping notice will redisplay with a status of **USR**. Once the third-party mailbox has been loaded, the transactions will display with a status of **CMP**.
Enter	Press ENTER to confirm your selections. 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 advance shipping notices that meet the selection criteria you entered. If you keyed an action of • 4 before one or more ASNs, pressing ENTER removes them from the list of completed outgoing documents and from the outgoing 856 EDI user files. The document may then be viewed on the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-40) with a status of **PND**. You cannot unsend an ASNs with a status of **CMP** (complete) because it is no longer in the outgoing 856 EDI user files after being sent to the third party product mailbox for transmission. • 5 before one or more ASNs to review in detail. If the invoice has been printed and day-end processing has not been run or the order is still in ship confirmed status, the *Order Display Screen* or the *Item Summary Display Screen* of the Open Orders Inquiry (MENU OEMAIN) appears based on OE tailoring options. If the invoice has been printed and day-end processing has been run, the *Invoice Display Screen* or the *Item Summary History Display Screen* of the Customer Order/Shipment Inquiry (MENU OEMAIN) appears based on OE tailoring options. Using any of these screens, you can review the order in detail. For a description of these screens, refer to the Order Entry User Guide. • 6 before one or more ASNs, pressing ENTER sends them for batch printing of the associated Shipping Labels.

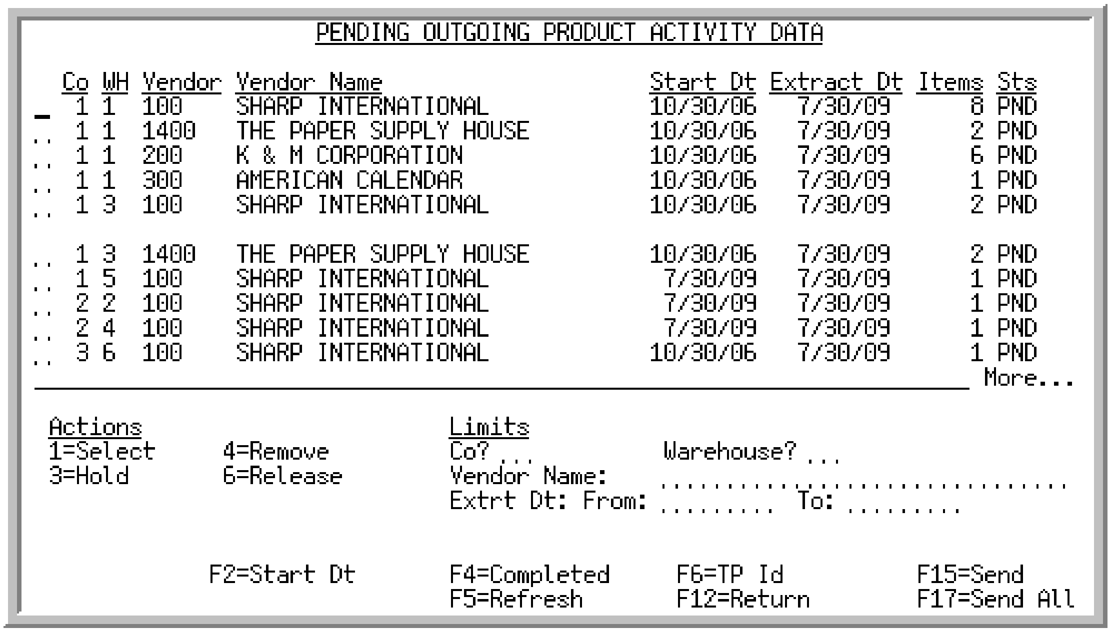
Outgoing Product Activity Data (852)

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).

During Day-End Processing (MENU XAMAST), Distribution A+ creates a Product Activity Data (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 **Send 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 they are manually removed.

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 pressing 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. 3-58). This screen also displays after keying Y before **Outgoing Product Activity Data (852)** and pressing ENTER on the EDI Status Display Screen (p. 4-2). This screen displays all of the pending outgoing Product Activity Data (PAD) documents waiting to be sent. A pending outgoing PAD is one that has been processed in Distribution A+, but the data has not yet been loaded into the outgoing 852 EDI user files.

NOTE: This inquiry represents data in Distribution A+ extracted from invoiced sales orders during Day-End Processing (MENU XAMAST) based on the primary vendor assigned to the item in the Item Balance File (ITBAL) and stored in the Product Activity Data files. These documents will remain on this screen until the Product Activity Data files are purged during Day-End Processing (MENU XAMAST) based on the number of purge days selected for the vendor in Vendors Maintenance (MENU POFILE). Refer to the **Sts** field description for details about an order's current status with respect to EDI user files.

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 the toggle function keys.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the Product Activity Data was created. Display
WH	Warehouse for which the Product Activity Data was created. Display
Vendor	The number of the vendor for which the Product Activity Data was created. Display
Vendor Name Trading Partner ID	The vendor name or trading partner ID based on the F6=TP ID / F6=NAME toggle key. Display
Start Dt	The first date for which item quantities were considered when creating 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) based on the reporting period identified by the **Send Frequency (Days)** identified in Vendor Master Maintenance (MENU POMAIN). 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. Display
Extract Dt	The 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. For 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. Display

Pending Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
Items	The number of items on the order for which the Product Activity Data was created. Display
Sts	The document status can be: • **PND**: The PAD has been processed in Distribution A+, but the data has not yet been loaded into the outgoing 852 EDI 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 outgoing 852 EDI user files. When completed, this document will be presented on the Completed Outgoing Product Activity Data Screen (p. 3-58) 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, the document cannot be sent. You must update Vendors Maintenance (MENU POFILE) with a trading partner ID to make it available for this transaction. 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). Display
Actions	Use this field to select the action to perform for a selected PAD. You can key a number before several PADs and processing will occur for each of the selected PAD, one at a time. Key 1 to select a PAD with a status of pending that you want to send and press F15=SEND to send the selected documents. 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. Selecting to remove the document will delete the records in the Distribution A+ Product Activity Data files thereby removing 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

Pending Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
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:* 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) Optional
F2=Start Dt / F2=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 display the Completed Outgoing Product Activity Data Screen (p. 3-58).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 852 EDI documents since you last accessed this screen. 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 / F6=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.

Pending Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Send	Press F15=SEND to send the documents with a status of **PND** and selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 852 EDI user files. The PAD documents will then display on the Completed Outgoing Product Activity Data Screen (p. 3-58) 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 outgoing 852 EDI user files.A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 852 EDI user files. The PAD documents will then display on the Completed Outgoing Product Activity Data Screen (p. 3-58) 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 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 completed. 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. A prompt displays to inform you to press ENTER a second time to confirm the deletion of the document from the list. Selecting to remove the PAD document will delete the records in the Distribution A+ Product Activity Files thereby removing it from the list. • 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, will be returned to the prior status of **PND**. Only after a hold has been removed from a PAD document is that document available for processing.

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 pressing F4=COMPLETED on the Pending Outgoing Product Activity Data Screen (p. 3-52). A status line displays for each completed PAD document that currently exists in an outgoing 852 EDI user file, or did exist in an outgoing 852 EDI user file and has since been removed from that file after being sent to the third party mailbox for processing.

NOTE: This inquiry represents data Distribution A+ 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). Refer to the **Sts** field description for details about an order's current status with respect to outgoing 852 EDI user files.

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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the Product Activity Data was created. Display
WH	Warehouse for which the Product Activity Data was created. Display
Vendor	The vendor number for which the Product Activity Data was created. Display
Vendor Name Trading Partner ID	The vendor name or trading partner ID based on the F6=TP ID / F6=NAME toggle key. Display
Extract Dt	The 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. For 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. Display
Sent Dte	The date the PAD document was sent to the vendor. Display
Items	The number of items on the order for which the Product Activity Data was created. Display

Completed Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
Sts	The document status can be: • **USR**: The PAD has been created and loaded into the outgoing 852 EDI user files. • **CMP**: The PAD has been loaded into the outgoing 852 EDI user files and then moved to the third party mailbox for transmission. • **ERR**: This completed PAD has a blank or invalid trading partner ID for 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). Since the trading partner ID cannot be found, the document cannot be processed further. You must update Vendors Maintenance (MENU POFILE) with a trading partner ID so it is available for this transaction. Display
Actions	Use this field to select the action to perform for a selected PAD document on this line. You can key a number before several PAD documents and processing will occur for each of the selected PADs, one at a time. Key 1 to select a PAD document and press F15=RESEND to resend it to the outgoing 852 EDI user files. Key 4 to select a PAD document with a **USR** or **ERR** status that you want to unsend. The PAD will return to pending status. NOTE: You cannot unsend a PAD document with a status of **CMP** (complete) because it is no longer in the outgoing 852 EDI 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

Completed Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
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:* 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) Optional
F2=Sent Dte / F2=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. 3-52).
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 852 EDI documents since you last accessed this screen. 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 / F6=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.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.

Completed Outgoing Product Activity Data Screen Fields and Function Keys

Field/Function Key	Description
F15=Resend	Press F15=Resend to resend the documents that are selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the outgoing 852 EDI user files. When completed, the product activity data report will redisplay with a status of **USR**. Once the third-party mailbox has been loaded, the transactions will display with a status of **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 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 and from the outgoing 852 EDI user files. The document may then be viewed on the Pending Outgoing Product Activity Data Screen (p. 3-52) with a status of **PND**. You cannot unsend a PAD document with a status of **CMP** (complete) because it is no longer in the outgoing 852 EDI user files after being sent to the third party product mailbox for transmission.

Outgoing Product Transfer & Resale Report (867)

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).

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).

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 IC4000 GUADALJARA OFFICE SUPPLIES     1/09/18 30/09/18 PND
    1 IC4000 GUADALJARA OFFICE SUPPLIES     1/10/18 31/10/18 PND
    1 IC4000 GUADALJARA OFFICE SUPPLIES     1/11/18 30/11/18 PND
    1 IC8000 BIG BEN CLOCK SHOP             8/12/18 14/12/18 PND
    1 1500   ZEUS MEDICAL WHOLESALERS       1/11/18 30/11/18 PND

    2 IC4000 GUADALJARA OFFICE SUPPLIES     1/09/18 30/09/18 PND
    2 IC4000 GUADALJARA OFFICE SUPPLIES     1/10/18 31/10/18 PND
    2 IC4000 GUADALJARA OFFICE SUPPLIES     1/11/18 30/11/18 PND
    2 IC8000 BIG BEN CLOCK SHOP             8/12/18 14/12/18 PND
    2 1500   ZEUS MEDICAL WHOLESALERS       1/11/18 30/11/18 PND
                                                                  More...

  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 pressing 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. 3-71). This screen also displays after keying Y before **Outgoing Xfer & Resale (867)** and pressing ENTER on the EDI Status Display Screen (p. 4-2). This screen displays all of the pending Outgoing Product Transfer and Resale (PTR) documents. A pending outgoing PTR is one that has been processed in Distribution A+, but the data has not yet been loaded into the outgoing 867 EDI user files.

NOTE: This inquiry represents the data in Distribution A+ extracted from the order history files based on the invoice date and the vendor's send frequency information and updated to the Product Transfer & Resale Report Extract File. PTR documents will appear on this screen until the Product Transfer & Resale Report Extract File is purged during Day-End Processing (MENU XAMAST) based on the number of purge days selected for the vendor in Vendors Maintenance (MENU POFILE). Refer to the **Sts** field description for details about a PTR documents current status with respect to outgoing 867 EDI user files.

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 the toggle function keys.

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

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Pending Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the Product Transfer and Resale was created. Display
Vendor	The number of the vendor for which the Product Transfer and Resale was created. Display
Vendor Name Trading Partner ID	The vendor name or trading partner ID based on the F6=TP ID / F6=NAME toggle key. Display
From Dt	The first date for which items were considered when the Product Transfer and Resale was created. Display
To Date	The To Date on which this PTR document was created during Day-End Processing (MENU XAMAST). For 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.
Sts	The document status can be: • **PND**: The PTR has been processed in Distribution A+, but the data has not yet been loaded into the outgoing 867 EDI 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 outgoing 867 EDI user files. When completed, this document will be presented on the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-71) with a status of **USR**. • **ERR**: A trading partner ID was not identified for this document's vendor when the PTR was created. Since the trading partner cannot be found, the document cannot be sent. You must update Vendors Maintenance (MENU POFILE) with a trading partner ID so it is available for this transaction Display

Pending Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action to perform for a selected PTR. You can key a number before several PTRs and processing will occur for each of the selected PTRs, one at a time. Key 1 to select a PTR with a status of pending that you want to send and press F15=SEND to send the selected documents. 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. Selecting to remove the document will delete the records in the Distribution A+ Product Transfer & Resale Extract files thereby removing 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: From Dt To Date	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:* 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) Optional
F2=To Date / F2=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 display the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-71).

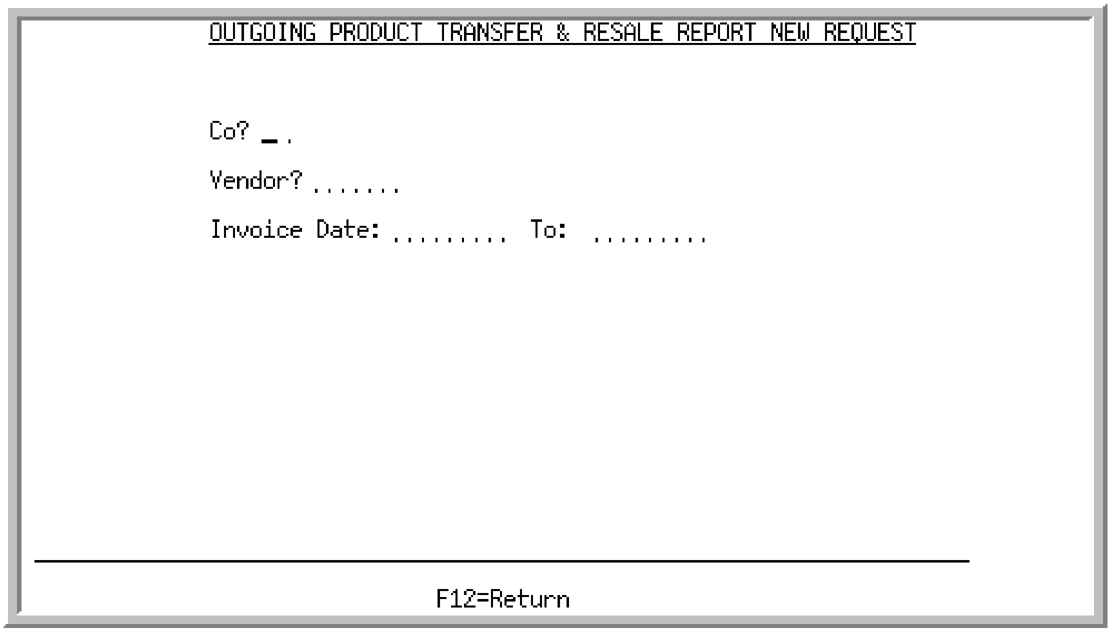
Pending Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 867 EDI documents since you last accessed this screen. 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 / F6=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.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Create New	Press F9=CREATE NEW to create a new PTR request. The Outgoing Product Transfer & Resale Report New Request Screen (p. 3-69) displays.
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Send	Press F15=SEND to send the documents with a status of **PND** and selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 867 EDI user files. The PTR documents will then display on the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-71) 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 outgoing 867 EDI user files.A job is submitted to the EDI Transaction Processor and the data will be loaded into the outgoing 867 EDI user files. The PTR documents will then display on the Completed Outgoing Product Transfer & Resale Report Screen (p. 3-71) 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 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 completed. 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. A prompt displays to inform you to press ENTER a second time to confirm the deletion of the document from the list. Selecting to remove the PTR document will delete the records in the Distribution A+ Product Transfer & Resale Extract file thereby removing it from the list. • 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, will be returned to the prior status of **PND**. Only after a hold has been removed from a PTR document is that document available for processing.

Outgoing Product Transfer & Resale Report New Request Screen



This screen appears after pressing F9=CREATE NEW on the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-64). Use this screen to create a new PTR request for a vendor based on sales order invoice dates. A new entry will be added to the Product Transfer & Resale Report Extract File (PTRECT) that can be used as an on-demand report generation process.

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 valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

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

Field/Function Key	Description
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
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:* 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). (2 @ N 6.0) Required
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
Enter	Press ENTER to confirm your entries. The job is submitted for processing and the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-64) display.

Completed Outgoing Product Transfer & Resale Report Screen

```
              COMPLETED OUTGOING PRODUCT TRANSFER & RESALE REPORT

   Co Vendor Vendor Name                     From Dt  To Date  Sent Dt   Sts
    1 IC4000 GUADALJARA OFFICE SUPPLIES      1/09/18 30/09/18 21/12/18   CMP
    1 1500   ZEUS MEDICAL WHOLESALERS        1/11/18 30/11/18 21/12/18   CMP








 ______________________________________________________________________ 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 pressing F4=COMPLETED on the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-64). A status line displays for each completed Product Transfer and Resale Reports (PTR) document that currently exists in an outgoing 867 EDI user file, or did exist in an outgoing 867 EDI user file and has since been removed from that file after being sent to the third party mailbox for processing.

NOTE: This inquiry represents the data in Distribution A+ from the Product Transfer & Resale Report Extract File. PTR documents will appear on this screen until that file is purged during Day-End Processing (MENU XAMAST). PTR information for a vendor is purged from the files at the frequency set in the **Purge Days** field through Vendor Master Maintenance (MENU POFILE). Refer to the **Sts** field description for details about an order's current status with respect to outgoing 867 EDI user 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.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Completed Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
Co	Company for which the Product Transfer and Resale was created. Display
Vendor	The vendor number for which the Product Transfer and Resale was created. Display
Vendor Name Trading Partner ID	The vendor name or trading partner ID based on the F6=TP ID / F6=NAME toggle key. Display
From Dt	The first date for which items were considered when the Product Transfer and Resale was created. Display
To Date	The To Date on which this PTR document was created during Day-End Processing (MENU XAMAST). For 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. Display
Sent Dt	The date when the Product Transfer and Resale was sent to the vendor. Display
Sts	The document status can be: • **USR**: The PTR has been printed and loaded into the outgoing 867 EDI user files. • **CMP**: The PTR has been loaded into the outgoing 867 EDI user files and then moved to the third party mailbox for transmission. Display

Completed Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
Actions	Use this field to select the action to perform for a selected PTR document. You can key a number before several PTR documents and processing will occur for each of the selected PTRs, one at a time. Key 1 to select a PTR and press F15=RESEND to resend it to the outgoing 867 EDI user files. Key 4 to select a PTR in **USR** or **ERR** status that you want to unsend. The PTR will return to pending status. NOTE: You cannot unsend a PTR document with a status of **CMP** (complete) because it is no longer in the outgoing 867 EDI user files. (N 1,0) Required
Limits: Co	Use this field to limit the PTRs that display by company. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) (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	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:* 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) Optional
F2=From Dt / F2=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 completed 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. 3-64).

Completed Outgoing Product Transfer & Resale Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Press F5=REFRESH to redisplay the data on the screen with new status(es) that have occurred and include any new outgoing 867 EDI documents since you last accessed this screen. 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.
F6=TP Id / F6=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.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Create New	Press F9=CREATE NEW to create a new PTR request. The Completed Outgoing Product Transfer & Resale Report Screen (p. 3-71) displays.
F12=Return	Press F12=RETURN to return to the Outgoing EDI Document Selection Screen (p. 3-4) or the next applicable screen if a Y was entered for more than one type of document.
F15=Resend	Press F15=RESEND to resend the documents that are selected with an action number of 1. A job is submitted to the EDI Transaction Processor and the data will be reloaded into the outgoing 867 EDI user files. When completed, the product transfer & resale report will redisplay with a status of **USR**. Once the third-party mailbox has been loaded, the transactions will display with a status of **CMP**.

Completed 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 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. If you keyed an action of 4 before one or more PTR documents, pressing ENTER removes them from the list of completed outgoing documents and from the outgoing 867 EDI user files. The document may then be viewed on the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-64) with a status of **PND**. You cannot unsend a PTR document with a status of **CMP** (complete) because it is no longer in the outgoing 867 EDI user files after being sent to the third party product mailbox for transmission.

CHAPTER 4

Reviewing the Status of Documents

4

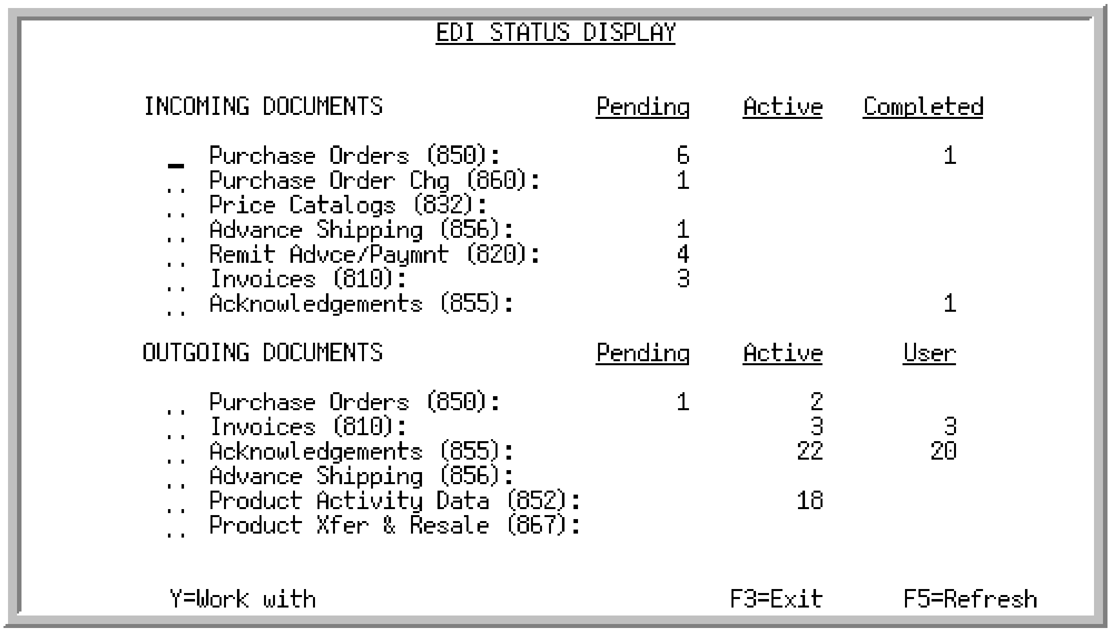
You can review a summary of the status of documents currently being processed through EDI using the EDI Status Display option of the Electronic Data Interchange Main Menu (MENU EIMAIN).The total number of pending, active, and completed documents are provided for both incoming and outgoing documents. 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 displays after selecting option 3 - EDI Status Display 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 F3=EXIT to exit this option and return to the menu.
F5=Refresh	Press F5=REFRESH to update the summary data on the screen to the current values based on additional transaction processing. 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 ENTER to confirm your selections. If you key Y in front of more than one document type, screens appear sequentially according to the document's position in the list. 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. 2-39) will appear. • incoming price catalogs, the Pending Incoming EDI Price Catalogs Screen (p. 2-56) will appear. • incoming advance ship notices, the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79) will appear. • incoming remittance/advice payments, the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114) will appear. • incoming invoices, the Pending Incoming EDI Invoices Screen (p. 2-144) will appear. • incoming acknowledgements, the Pending Incoming EDI Acknowledgements Screen (p. 2-169) will appear. • outgoing purchase orders, the Pending Outgoing EDI Purchase Orders Screen (p. 3-6) will appear. • outgoing invoices, the Pending Outgoing EDI Invoices Screen (p. 3-16) will appear. • outgoing acknowledgments, the Pending Outgoing EDI Acknowledgements Screen (p. 3-28) will appear. • outgoing advance ship notices, the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-40) will appear. • outgoing product activity data, the Pending Outgoing Product Activity Data Screen (p. 3-52) will appear. • outgoing product transfer and resale data, the Pending Outgoing Product Transfer & Resale Report Screen (p. 3-64) will appear.

CHAPTER 5

Inquiring into the EDI Transaction Processor

5

The EDI Transaction Processor is an IBM 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+ EDI 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+.

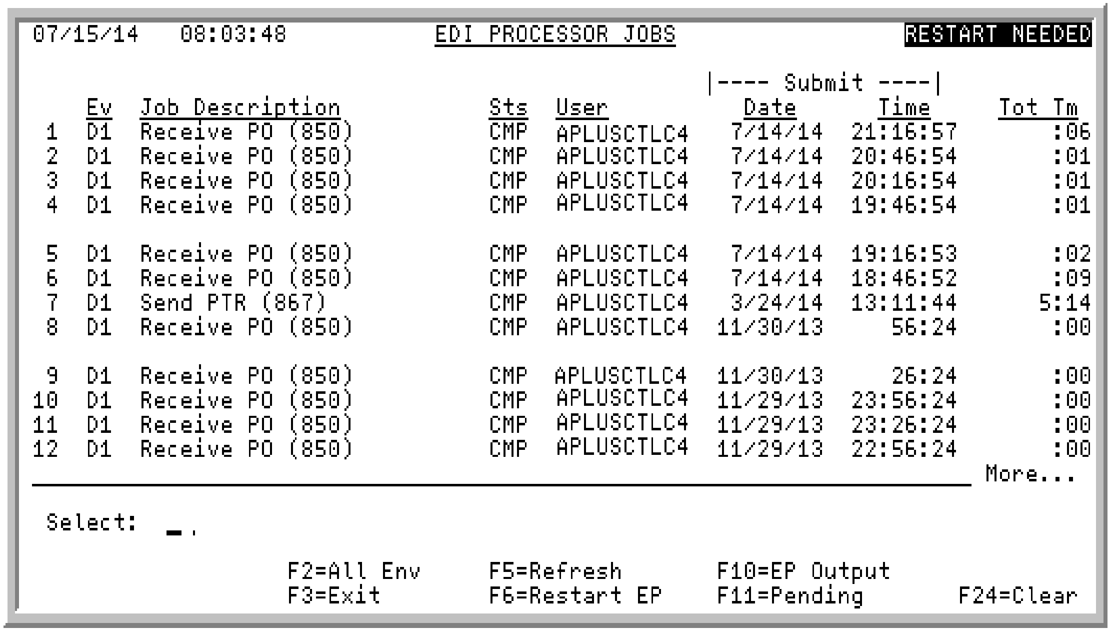
If you are using the auto release process for incoming EDI documents [the **Auto Release** field is set to Y for one or more document types through EDI Options (MENU EIMAIN)], the auto release process is stopped automatically whenever the EDI Transaction Processor is stopped. However, when you restart 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).

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

EDI Processor Jobs Screen



This screen appears after selecting 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. Display
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. 5-7) 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. 5-2). Use this screen, which is a standard IBM 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.

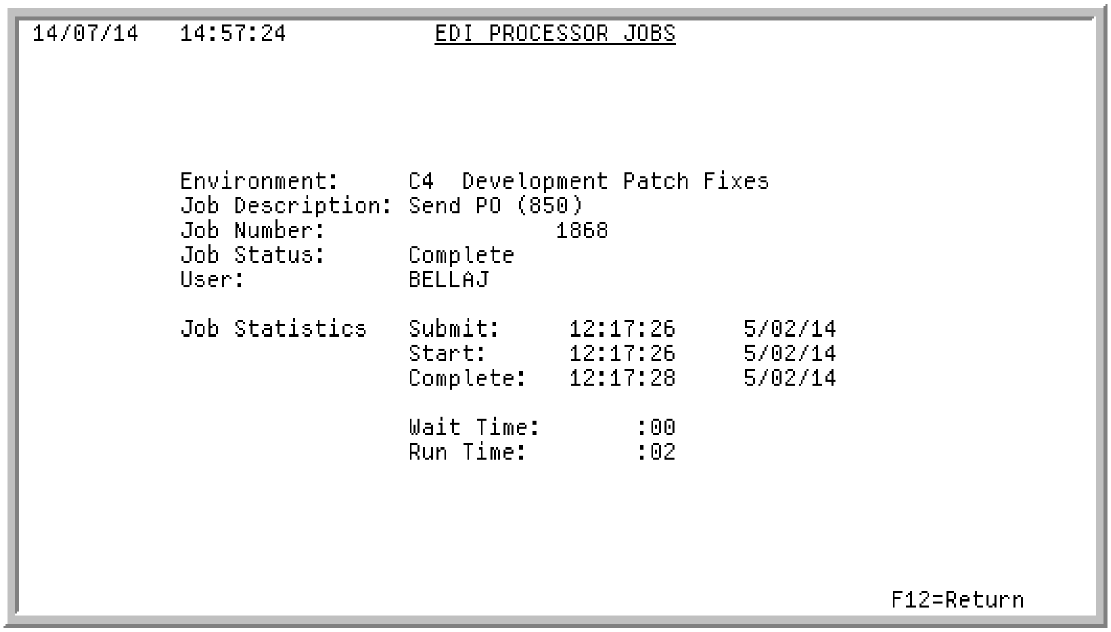
EDI Processor Jobs Screen Fields and Function Keys

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. 5-2). Use this screen, which is a standard IBM 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 APEDICTL**bb 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. 5-2). Use this screen, which is a standard IBM 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. 5-7) 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 F11=Complete 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 F11=Pending 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 top right 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. The F24=CLEAR 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. 5-7).

EDI Processor Jobs Detail Screen



This screen appears after selecting a job and press ENTER on the EDI Processor Jobs Screen (p. 5-2). 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. 5-2).

CHAPTER 6

Clearing the Outgoing User Files

6

If your are not using the third party product's unattended interface, 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 third party product's unattended interface, these files can be cleared for you, only if you select to do so through EDI Options Maintenance (MENU EIMAIN). If you do not use the unattended interface, 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 outgoing EDI user files. During transaction processing, data is translated from the Distribution A+ legacy files into outgoing EDI standard document user files and then sent to the third-party's mailbox. Since the data remains in the outgoing EDI user files, so that the process can be repeated, if necessary. However, you must clear out the user files after documents successfully transfer to the third party mailbox. 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 product. 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 product. As a result, documents A, B, C, D, E, and F are sent.

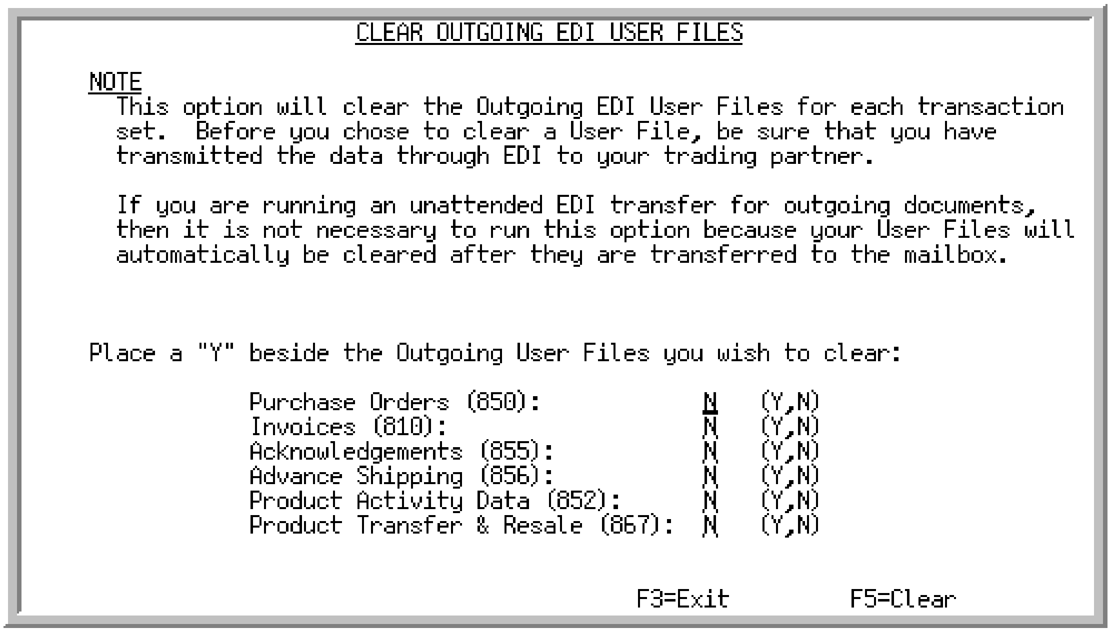
Notice that because the user file was not cleared, documents A, B, and C are sent twice.

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 displays after selecting option 10 - Outgoing User Files from the Electronic Data Interchange Menu (MENU EIMAIN). Use this screen to select the user files to be cleared.

When documents are translated from Distribution A+ legacy files into outgoing EDI standard document user files 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 outgoing EDI user files. Since the data is copied and not moved, you must clear out the outgoing EDI user files after successful completion of a translation. Otherwise, the next time the third party mailbox reads those outgoing EDI 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 the third party product's translation of data from the files to its mailbox, if the option to do so is selected through EDI Options Maintenance (MENU EIMAIN). This automatic process, known as an unattended interface, may not work with all third party products. If the unattended interface is not available with your third party product, you must clear the outgoing files through this option.

.

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 outgoing EDI user files will be cleared. An N next to a document type indicates that the outgoing EDI user files for that document type are not to be cleared at this time. *Default Value:* N (5 @ A 1) Required
F3=Exit	Press F3=EXIT to exit from this option. MENU EIMAIN will display.
F5=Clear	Press F5=CLEAR to submit the job to the EDI Transaction Processor to clear out the outgoing EDI 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

You can use EDI Options Maintenance option on the Electronic Data Interchange Main Menu (MENU EIMAIN) to establish system and company level EDI processing options. System level options are used to specify global processing parameters pertain to all companies using EDI, while company level options are used to tailor EDI default values for each company.

EDI Options 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.

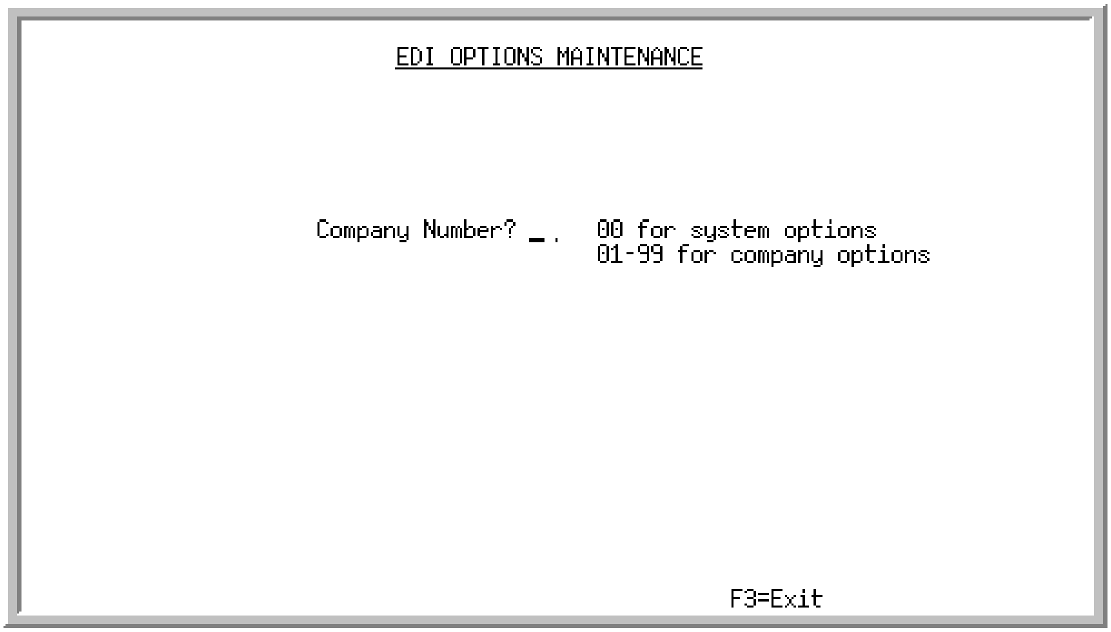
Title	Purpose
EDI Options Maintenance Selection Screen	Used to specify whether you want to maintain system or company options.
EDI System Options Maintenance Screen	Use this screen to tailor the way EDI will work for all companies.
EDI System Options - Outgoing File Definitions Screen	Used to tailor the third party software options.
EDI System Options - Boxing Options Screen	Used to specify how to fill and track boxes.
EDI Auto Release Incoming/Outgoing Documents Screen	Used to specify which type of documents will be auto-released.

Title	Purpose
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

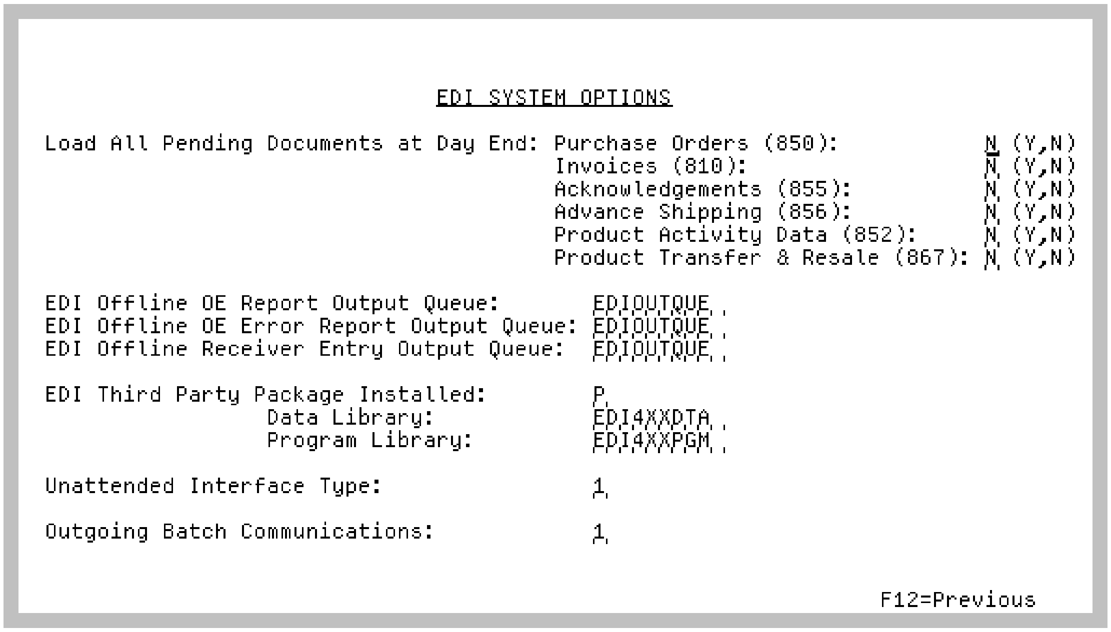


This screen appears after selecting option 20 - EDI Options Maintenance (MENU EIMAIN). Use this screen to specify whether you want to maintain system-wide options or company options.

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. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY); or zero to access system level options. (N 2,0) Required
F3=Exit	Press F3=EXIT to exit from this option and return to the menu.
Enter	Press ENTER 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



This screen appears after pressing 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 across all companies. The tailoring options established 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 outgoing EDI 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 the outgoing EDI 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 **Invoices (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 the outgoing EDI 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 product installed on your system. Key P (for Preferred) if you have an EDI third party product installed that Distribution A+ supports as an interface package. Key O (for Other) if you have any other EDI third party product 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 product was installed. Verification of this library is made in order to see if the product is installed on your system. (A 10) Required

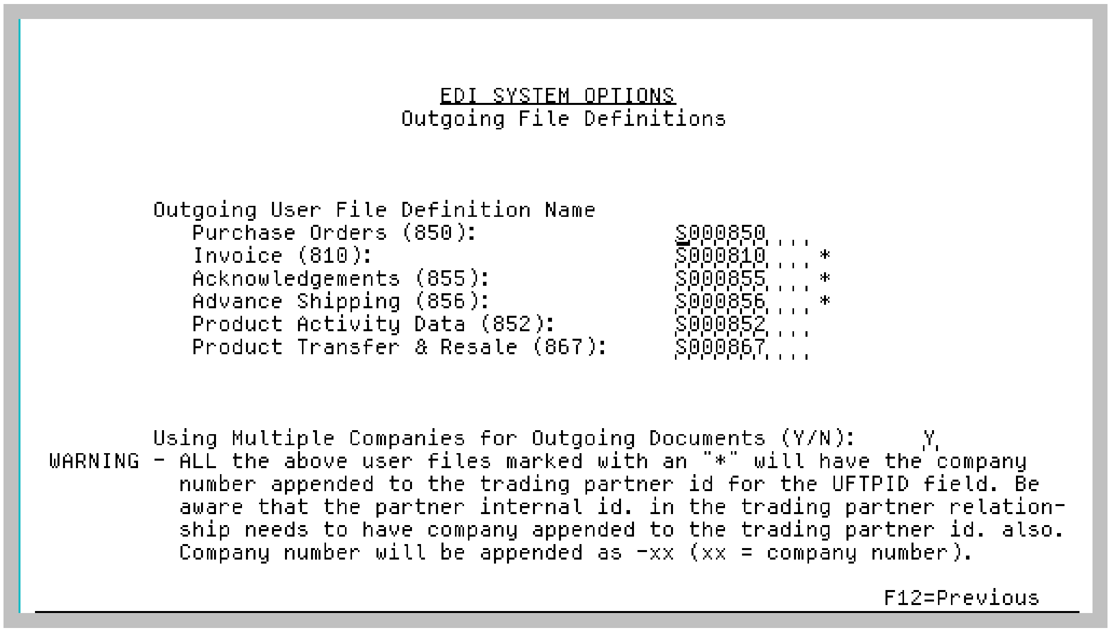
EDI System Options Maintenance Screen Fields and Functions Keys

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 product was installed. Verification of this library is made in order to see if the product 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 product 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 the third party product's mailbox, and, upon successful translation, the user files will be cleared out. This alleviates the need to manually transfer the data through the third party product, and manually, through Outgoing User Files (MENU EIMAIN), clear out the user files. With the manual interface, when a pending outgoing document is sent to the user files, the data will not be transferred to the third party product's mailbox. You will instead have to manually, through your third party product, transfer the data, and manually, through Outgoing User Files (MENU EIMAIN), clear out the user files. Key 1 in this field if you have a preferred interface product and you want to automate the process of transferring data from your outgoing user files to the third party mailbox. NOTE: If you want to have an automatic outgoing batch communication initiated, you must be using the unattended interface, indicated by keying 1 in this field. Key 9 in this field if you do not have a preferred interface product or you do not want to automate the process of transferring data from your outgoing user files to the third party product's mailbox. You must enter 9 if the **EDI Third Party Package Installed** field is set to O (indicating that you are not using a preferred interface product). (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 a preferred interface product. Key 1 in this field to force the preferred interface product to initiate a network communication each time a send is processed through Outgoing Documents (MENU EIMAIN). NOTE: Because a send communication will only transfer the data from your files to the preferred interface product 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 the preferred interface product 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 communication will only transfer the data from your files to the preferred interface product 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 a preferred interface product or the **Unattended Interface Type** field is set to 9 for manual. Network communication must be manually initiated through the third party product. This field must be 9 if the **EDI Third Party Package Installed** field is O, indicating that you are not using a preferred interface product. (N 1) Required
F12=Previous	Press F12=PREVIOUS to exit from this screen and return to the EDI Options Maintenance Selection Screen (p. 7-3) without saving your changes.
Enter	Press ENTER to confirm your selections. • The EDI System Options - Outgoing File Definitions Screen (p. 7-8) will appear, if a preferred interface product is installed. • The EDI System Options - Boxing Options Screen (p. 7-11) will appear, unless Warehouse Management is installed. • The EDI Auto Release Incoming/Outgoing Documents Screen (p. 7-13) will appear, if a preferred interface product is not installed and Warehouse Management is installed.

EDI System Options - Outgoing File Definitions Screen



This screen appears after pressing 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 product options for Distribution A+ EDI. The tailoring options established on this screen are used throughout EDI.

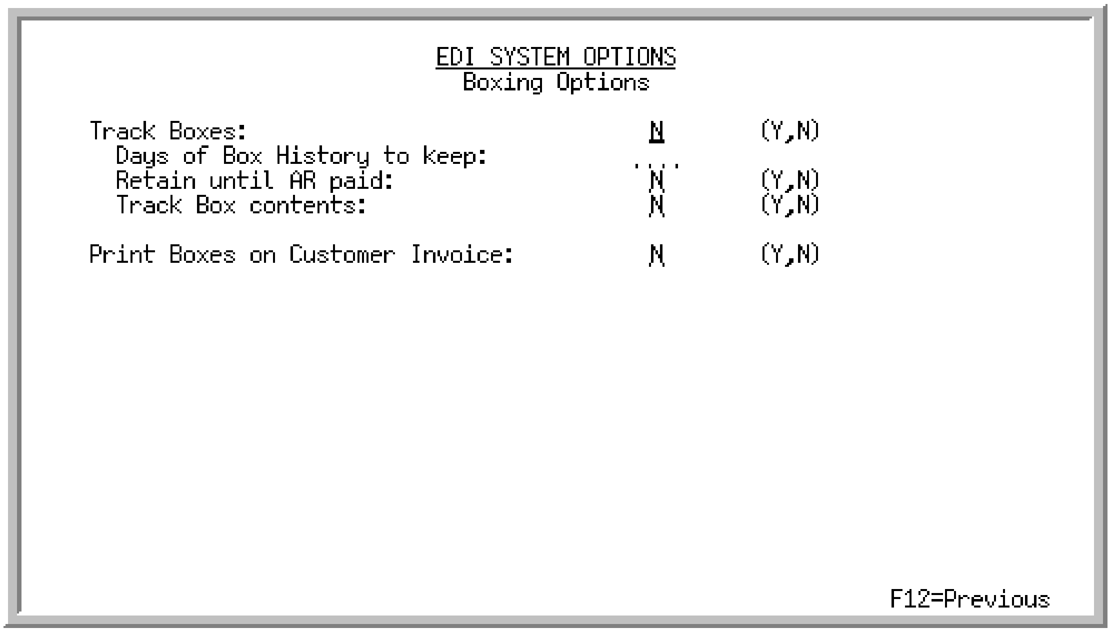
EDI System Options - Outgoing File Definitions Screen Fields and Function Keys

Field/Function Key	Description
Outgoing User File Definition Name (Number)	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 preferred provider UADDMBX API in the EDI third party product 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 product 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 the third party product. If you are entering a number, it is a sequential number assigned by the third party product 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 product 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 System Options - Outgoing File Definitions Screen Fields and Function Keys

Field/Function Key	Description
Using Multiple Companies for Outgoing Documents	Use this field to determine 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 F12=PREVIOUS to exit from this screen and return to the EDI System Options Maintenance Screen (p. 7-4) without saving your changes.
Enter	Press ENTER to confirm your selections. The EDI System Options - Boxing Options Screen (p. 7-11) will appear, unless Warehouse Management is installed; otherwise the EDI Auto Release Incoming/Outgoing Documents Screen (p. 7-13) will appear.

EDI System Options - Boxing Options Screen



This screen appears only if Warehouse Management is not installed on your system.

This screen appears after pressing ENTER on the EDI System Options Maintenance Screen (p. 7-4), if a preferred third party product is not installed, the EDI System Options - Outgoing File Definitions 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.

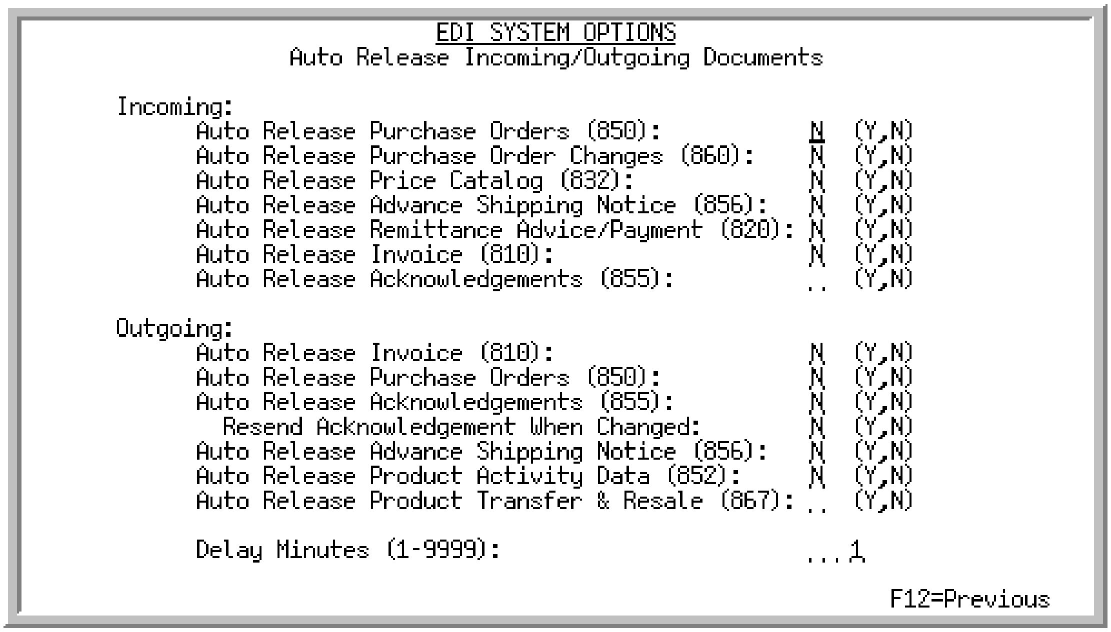
EDI System Options - Boxing Options Fields and Function Keys

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 System Options - Boxing 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 User Guide for details about Invoices. *Default Value:* N (A 1) Required
F12=Previous	Press F12=PREVIOUS to return to the previous screen without saving your changes.
Enter	Press ENTER to confirm your selections. The EDI Auto Release Incoming/ Outgoing Documents Screen (p. 7-13) will appear.

EDI Auto Release Incoming/Outgoing Documents Screen



This screen appears after pressing ENTER on the following screens:

- EDI System Options Maintenance Screen (p. 7-4) if a preferred interface product is not installed, and Warehouse Management is installed on your system
- EDI System Options - Outgoing File Definitions Screen (p. 7-8), if Warehouse Management is installed
- EDI System Options - Boxing Options Screen (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 specified 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 the auto release process is started 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 is being viewed, 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 (p. 2-134).

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 Documents 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=RELEASE or F17=RELEASE ALL 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=RELEASE or F17=RELEASE ALL key on the Pending Incoming EDI Purchase Order Changes Screen (p. 2-39) to release the incoming Purchase Order Changes from the user files to the database. (A 1) Required

EDI Auto Release Incoming/Outgoing Documents 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=RELEASE or F17=RELEASE ALL key on the Pending Incoming EDI Price Catalogs Screen (p. 2-56) 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=RELEASE or F17=RELEASE ALL key on the Pending Incoming EDI Advance Shipping Notices Screen (p. 2-79) 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=RELEASE or F17=RELEASE ALL key on the Pending Incoming EDI Remittance Advice/Payment Screen (p. 2-114) 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=RELEASE or F17=RELEASE ALL key on the Pending Incoming EDI Invoices Screen (p. 2-144) to release incoming Invoices to the database. (A 1) Required

EDI Auto Release Incoming/Outgoing Documents 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. 2-169) 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 Invoices Screen (p. 3-16), 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 Documents 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 Acknowledgements Screen (p. 3-28), 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=SEND or F17=SEND ALL key on the Pending Outgoing EDI Advance Shipping Notice Screen (p. 3-40), 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

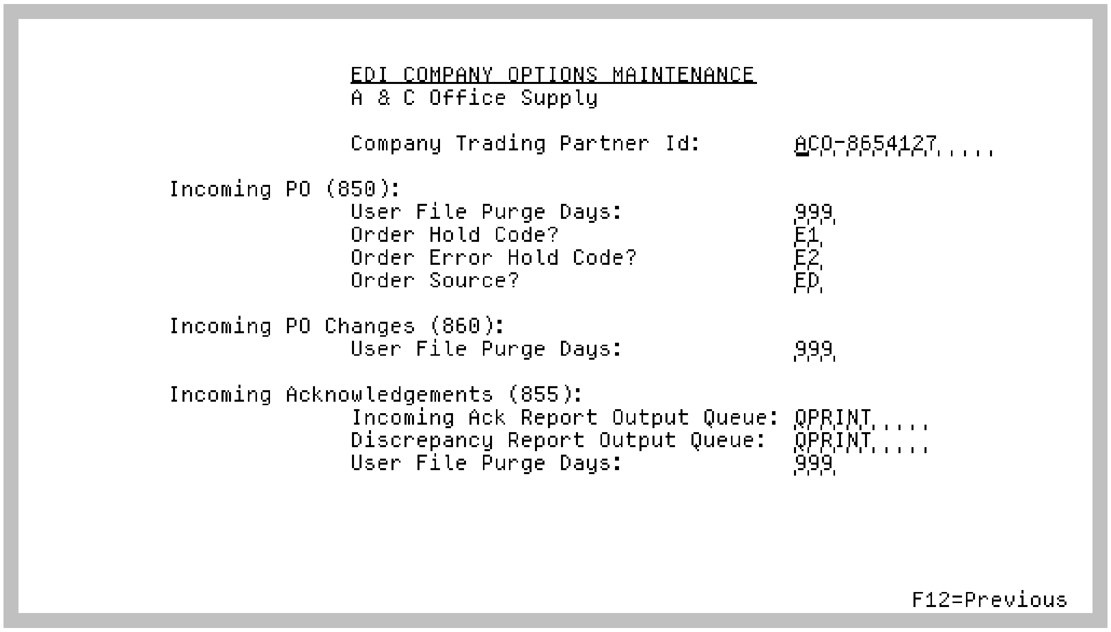
EDI Auto Release Incoming/Outgoing Documents Screen Fields and Function Keys

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. 3-64), 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 Documents 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 F12=PREVIOUS to exit this screen and return to the previous screen without saving your changes.
Enter	Press ENTER 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
                    Order Source?                     ED

       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:             999

                                                          F12=Previous
```

This screen appears after pressing 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
Incoming PO (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

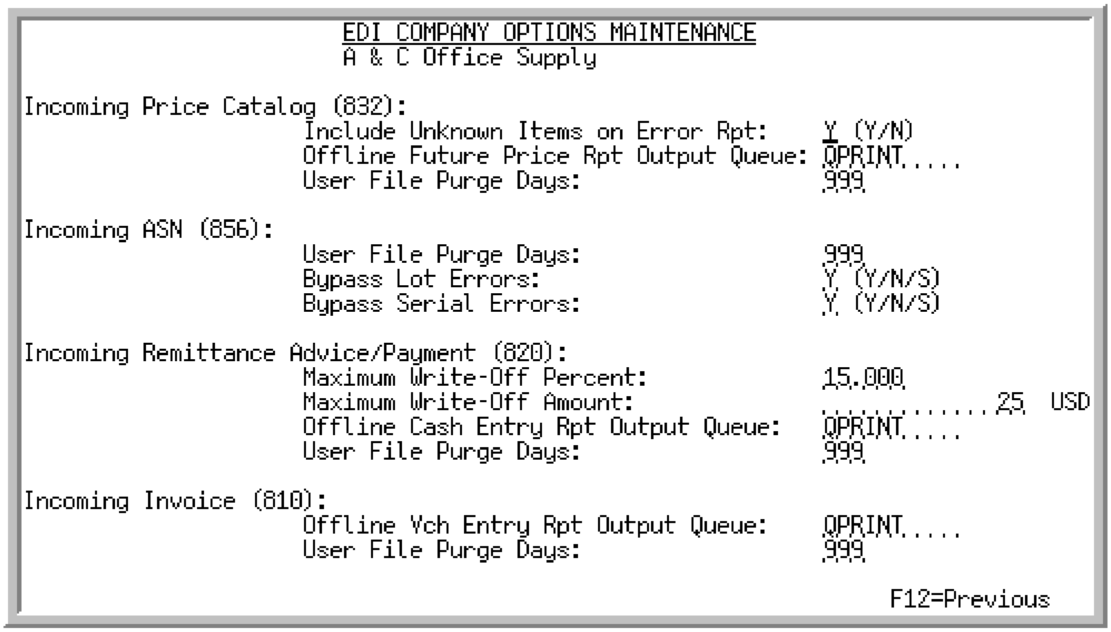
EDI Company Options Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Incoming PO (850): 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
Incoming PO (850): 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
Incoming PO (850): Order Source	This field appears only if the **Use Order Source Code** 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
Incoming PO Changes (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
Incoming Acknowledgements (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
Incoming Acknowledgements (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
(Incoming Acknowledgements (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 F12=PREVIOUS to return to the EDI Options Maintenance Selection Screen (p. 7-3) without saving your changes.
Enter	Press ENTER 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 pressing 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
Incoming Price Catalog (832): 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
Incoming Price Catalog (832): 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
Incoming Price Catalog (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
Incoming ASN (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
Incoming ASN (856): 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. 2-85) 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. 2-85) will not be protected and you will be able to override this option on that screen. *Default Value:* N *Valid Values:* Y, N, S (A 1) Required
Incoming ASN (856): 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. 2-85) 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. 2-85) will not be protected and you will be able to override this option on that screen *Default Value:* N *Valid Values:* Y, N, S (A 1) Required

EDI Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Incoming Remittance Advice/Payment (820): 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
Incoming Remittance Advice/Payment (820): 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
Incoming Remittance Advice/Payment (820): 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) in the Accounts Receivable User Guide. 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
Incoming Remittance Advice/Payment (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
Incoming Invoice (810): 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
Incoming Invoice (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 F12=PREVIOUS to return to the EDI Company Options Maintenance Screen 1 (p. 7-20) without saving your changes.

EDI Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER 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.

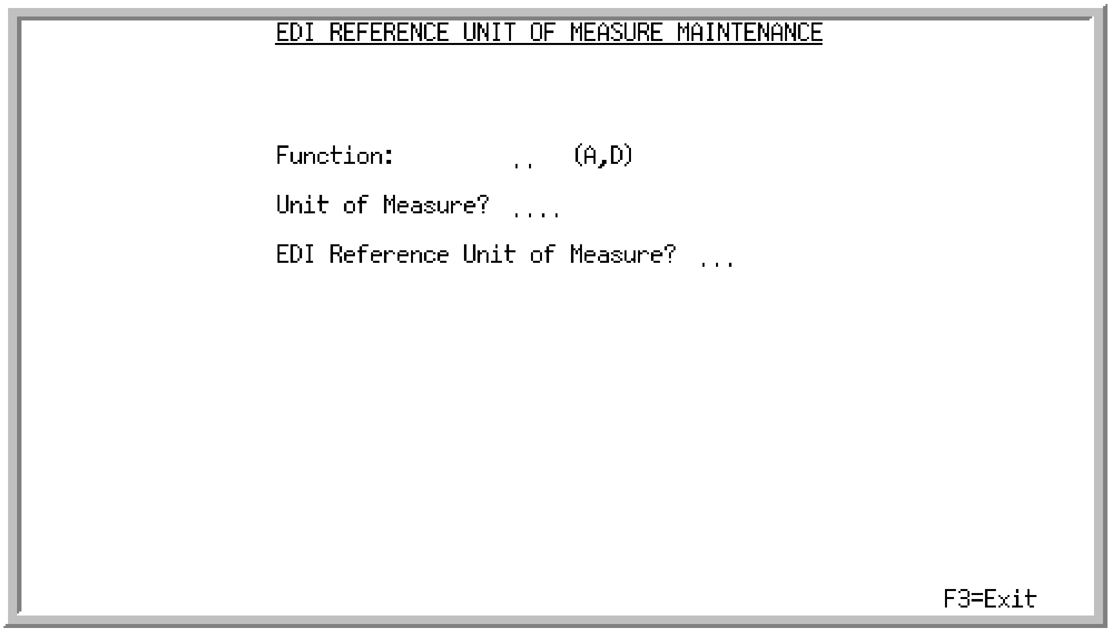
You can maintain your EDI reference units of measure using the EDI Unit of Measures Maintenance option on the Electronic Data Interchange File Maintenance Menu (MENU EIFI1).

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



This screen appears after selecting option 1 - EDI Unit of Measures Maintenance 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.

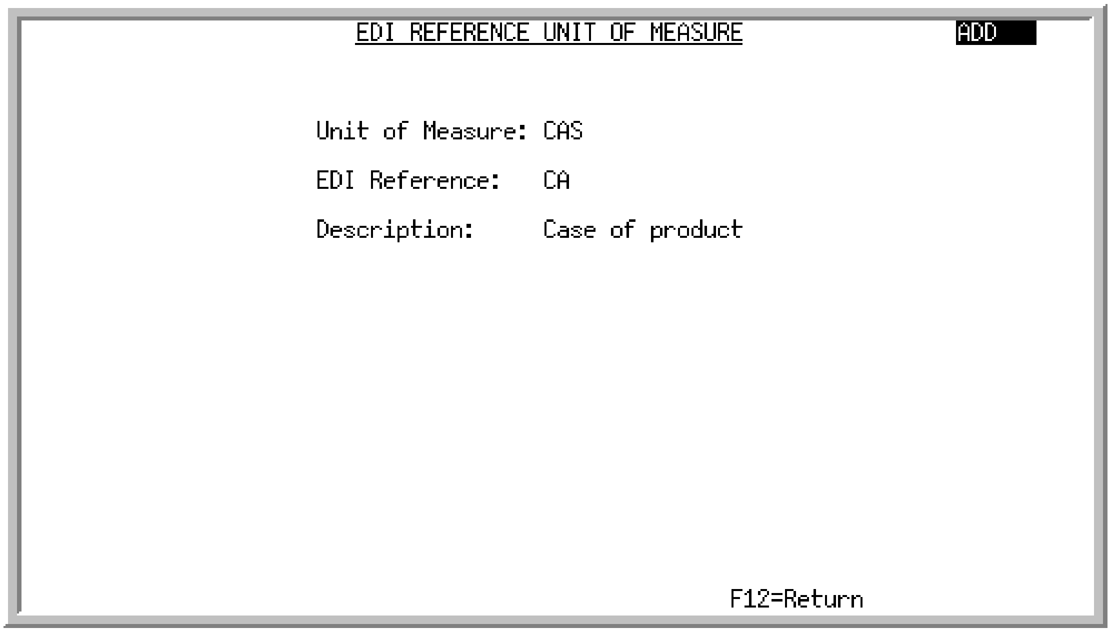
EDI Reference Unit of Measure Selection Screen Fields and Function Keys

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



This screen appears after pressing 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.

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

EDI Reference Unit of Measure Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	When selecting to add new EDI reference units of measures, **ADD** displays in the top right corner of the screen. If you selected to delete the reference unit of measure, **DELETE** displays in the top right corner of the screen.
Unit of Measure	The existing Distribution A+ unit of measure.
EDI Reference	Th EDI reference unit of measure being added or deleted.
Description	The description associated with the existing unit of measure. This description is defined in Unit of Measure Maintenance (MENU IAFIL2).
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.

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 Listing	View the listing sample.

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 prints following the selection of option 11 - EDI Unit of Measures Listing (MENU EIFIL1). This option does not have screens. When you select this option, the Report Options Screen will appear and then the listing will print. Refer to the Cross Applications User Guide for a description of the Report Options Screen.

This listing contains the EDI reference unit of measure relationships.

EDI Reference Unit of Measure Listing

Report/Listing Fields	Description
Unit of Measure	The Distribution A+ unit of measure.
Description	The description of the Distribution A+ unit of measure.
EDI Reference Unit of Measure	The corresponding EDI Reference Unit of Measure field information

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.

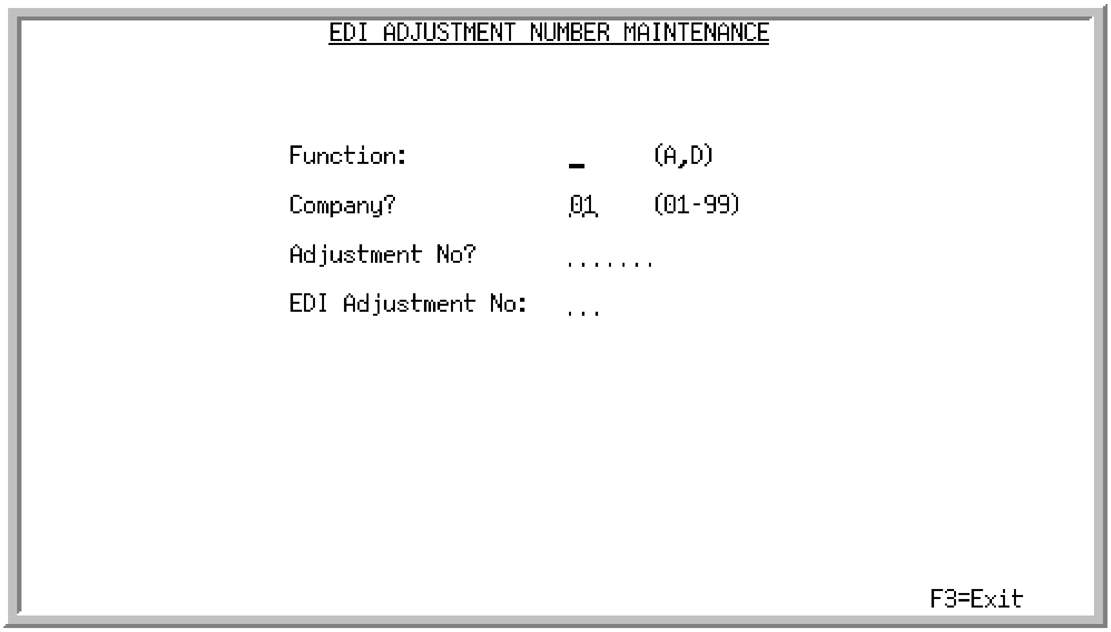
You can maintain your EDI adjustment numbers using the EDI Adjustment Numbers Maintenance option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

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



This screen appears after selecting option 2 - EDI Adjustment Numbers Maintenance from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to add or delete an AR/EDI adjustment number relationship.

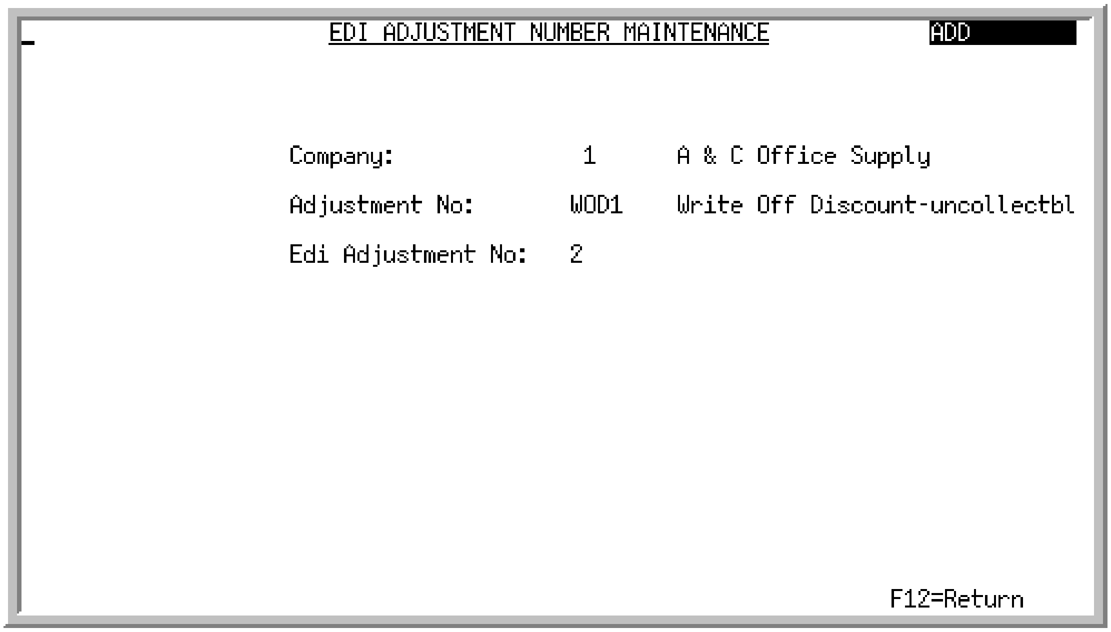
EDI Adjustment Number Maintenance Screen Fields and Function Keys

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 defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) (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 F3=EXIT to return to the menu without adding or deleting an AR/EDI adjustment number relationship.
Enter	Press ENTER 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 pressing ENTER on the EDI Adjustment Number Maintenance Screen (p. 9-2). Use this screen to confirm the information you entered on that screen.

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

EDI Adjustment Number Maintenance Confirmation Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	When selecting to add new EDI adjustment number link, **ADD** displays in the top right corner of the screen. If you selected to delete the EDI adjustment number link, **DELETE** displays in the top right corner of the screen.
F12=Return	Press F12=RETURN to return to the EDI Adjustment Number Maintenance Screen (p. 9-2) without saving your entries.
F24=Delete	The F24=DELETE function key displays only if you keyed D in the **Function** field on the EDI Adjustment Number Maintenance Screen (p. 9-2). Press F24=DELETE twice to delete the AR/EDI adjustment number relationship. The EDI Adjustment Number Maintenance Screen (p. 9-2) will appear.
Enter	Press ENTER 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 Numbers Listing	View the listing sample.

EDI Adjustment Number Listing Selection Screen

This screen appears after selecting option 12 - EDI Adjustment Numbers Listing 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).

This screen appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). When the **Multi Company** field is set to N, there is no prompt screen displayed. The Report Options Screen displays.

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

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. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
F3=Cancel	Press F3=Cancel to cancel this option and return to the menu.
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 Adjustment Numbers Listing

```
EI851   10/04/18   8:22:25              EDI ADJUSTMENT NUMBERS LISTING               AL/APDEMO           PAGE:    1
   All Companies
 Company  Adjustment  Adjustment                        EDI
 Number   Number      Description                       Adjustment Number
-------------------------------------------------------------------------------------------------------------------
 01       WOD1        Write Off Discount-uncollectbl    A1
 01       WOS         Write Off A/R - Short Payment     A2
 02       WOD1        Write Off Discount-uncollectbl    21
 02       WOS         Write Off A/R - Short Payment     22
```

This listing prints following the selections on the EDI Adjustment Number Listing Selection Screen (p. 9-6) and the Report Options Screen. This listing prints the following information for each EDI adjustment number.

EDI Adjustment Numbers Listing

Report/Listing Fields	Description
Company Number	The company assigned AR/EDI adjustment number relationships.
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).
EDI Adjustment Number	The corresponding EDI adjustment number to the company specific Distribution A+ AR adjustment number.

CHAPTER 10

Maintaining EDI Currency Codes

10

EDI currency codes link an EDI currency code to a Distribution 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.

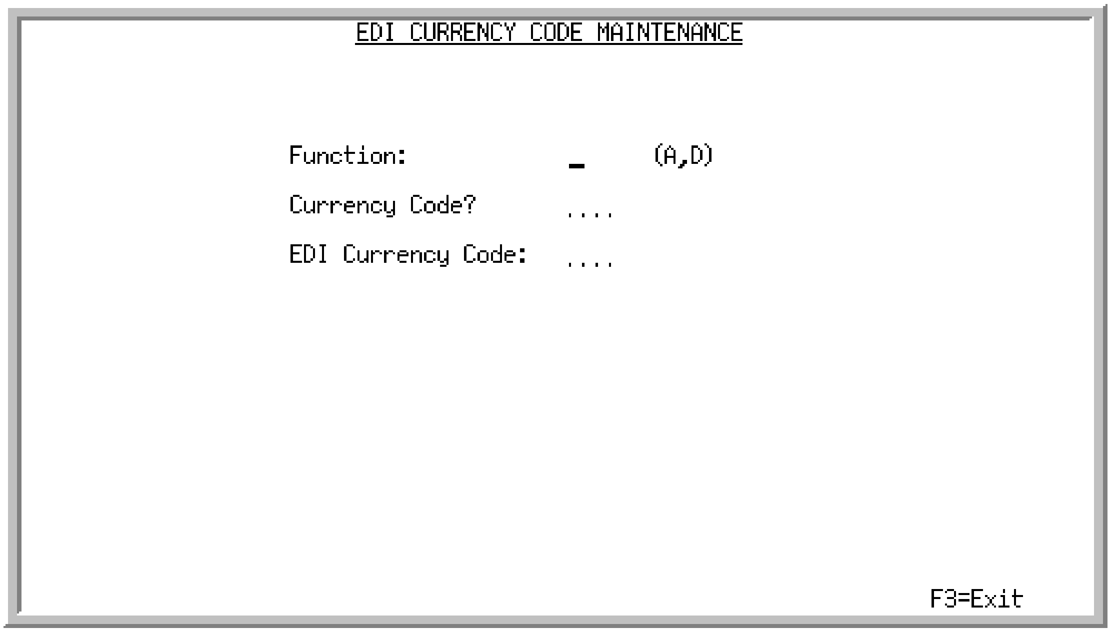
You can maintain EDI currency codes for incoming documents using the EDI Currency Codes Maintenance option on the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1).

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

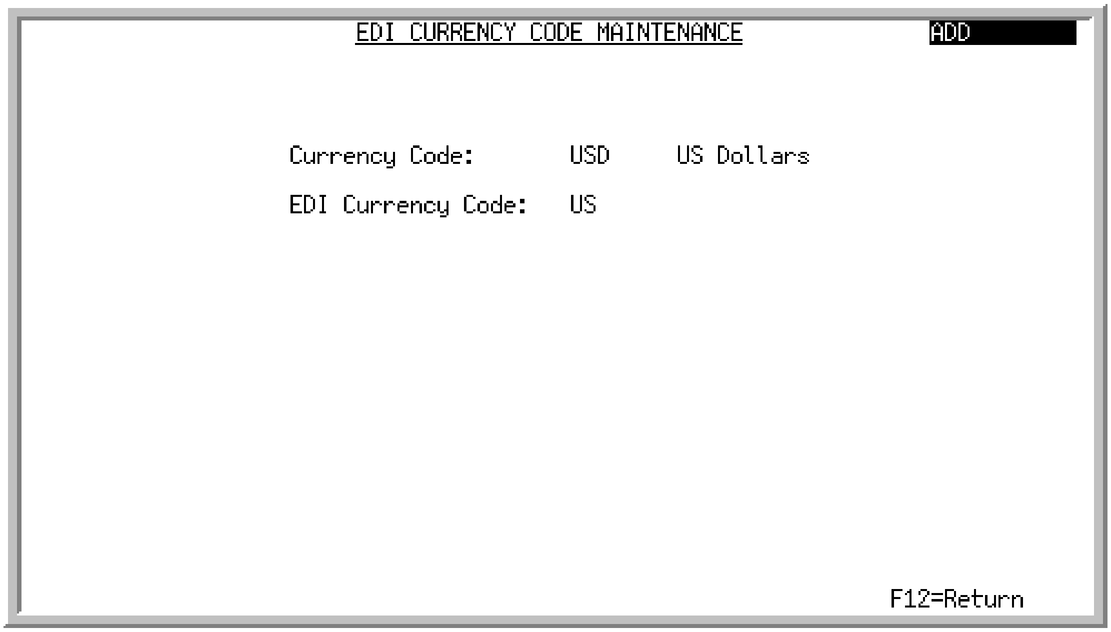


This screen appears after selecting option 3 - EDI Currency Codes Maintenance from the Electronic Data Interchange File Maintenance Menu (MENU EIFIL1). Use this screen to specify the currency code and the associated EDI currency code to add or delete.

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 Distribution A+ 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 Distribution A+ currency code. (A 3) Required
F3=Exit	Press F3=EXIT to return to the menu without adding or deleting an EDI currency code.
Enter	Press ENTER to confirm your entries. The EDI Currency Code Maintenance Confirmation Screen (p. 10-3) will appear.

EDI Currency Code Maintenance Confirmation Screen



This screen appears after pressing ENTER on the EDI Currency Code Maintenance Screen (p. 10-2). Use this screen to confirm the information you keyed there.

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

EDI Currency Code Maintenance Confirmation Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	When selecting to add new EDI currency codes, **ADD** displays in the top right corner of the screen. If you selected to delete the EDI currency code, **DELETE** displays in the top right corner of the screen.
Currency Code	The Distribution A+ currency code and description being assigned an EDI Currency Code.
EDI Currency Code	The EDI currency code to be associated with the Distribution A+ currency code.
F12=Return	Press F12=RETURN to return to the EDI Currency Code Maintenance Screen (p. 10-2) without saving your entries.
F24=Delete	The F24=DELETE function key displays only if you keyed D in the **Function** field on the EDI Currency Code Maintenance Screen (p. 10-2). Press F24=DELETE twice to delete the EDI currency code. The EDI Currency Code Maintenance Screen (p. 10-2) will appear.

EDI Currency Code Maintenance Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to save your entries. The EDI Currency Code Maintenance Screen (p. 10-2) will appear.

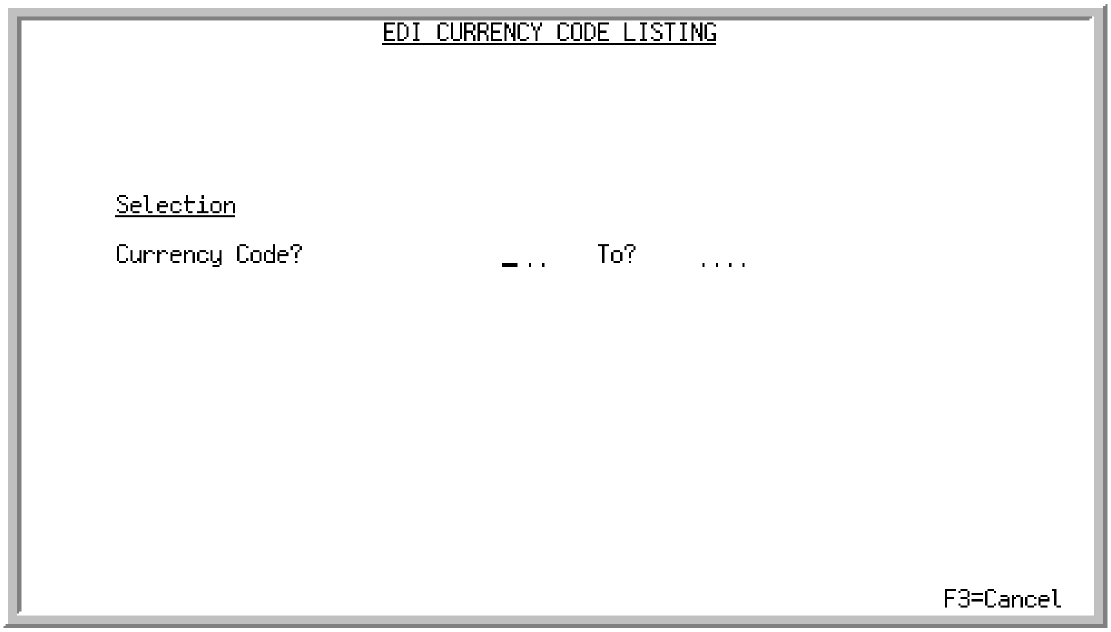
EDI Currency Codes Listing

You can print a listing of the EDI currency codes and its associated IC currency codes 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	Used to specify a company or range of companies whose data will be included in the listing.
EDI Currency Code Listing	View sample listing.

EDI Currency Code Listing Selection Screen



This screen appears after selecting option 13 - EDI Currency Codes Listing 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).

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

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. *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (2 @ A 3) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Application User Guide for information about this screen.

EDI Currency Code Listing

```
EI856  10/04/18  12:57:00               EDI CURRENCY CODE LISTING                AL/APDEMO  |      PAGE:   1
All Currencies
  Currency                    EDI Currency
  Code    Currency Name       Code
----------------------------------------------------------------------------------------------------------------
  AUD     Australian Dollars    AUD
  BPS     British Pound Sterling BPS
  ECU     European Currency Unit EU
  JYN     Japanese Yen          JYN
  USD     US Dollars            USD
```

This listing prints following the selections on the EDI Currency Code Listing Selection Screen (p. 10-5) and the Report Options Screen. This listing prints the following information for each EDI currency code:

EDI Currency Code Listing

Report/Listing Fields	Description
Currency Code	The Distribution A+ currency code.
Currency Name	The currency name associated with the Distribution A+ currency code.
EDI Currency	The corresponding EDI Currency Code to the Distribution A+ currency code field.

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 User Guide for additional information about special charge codes.

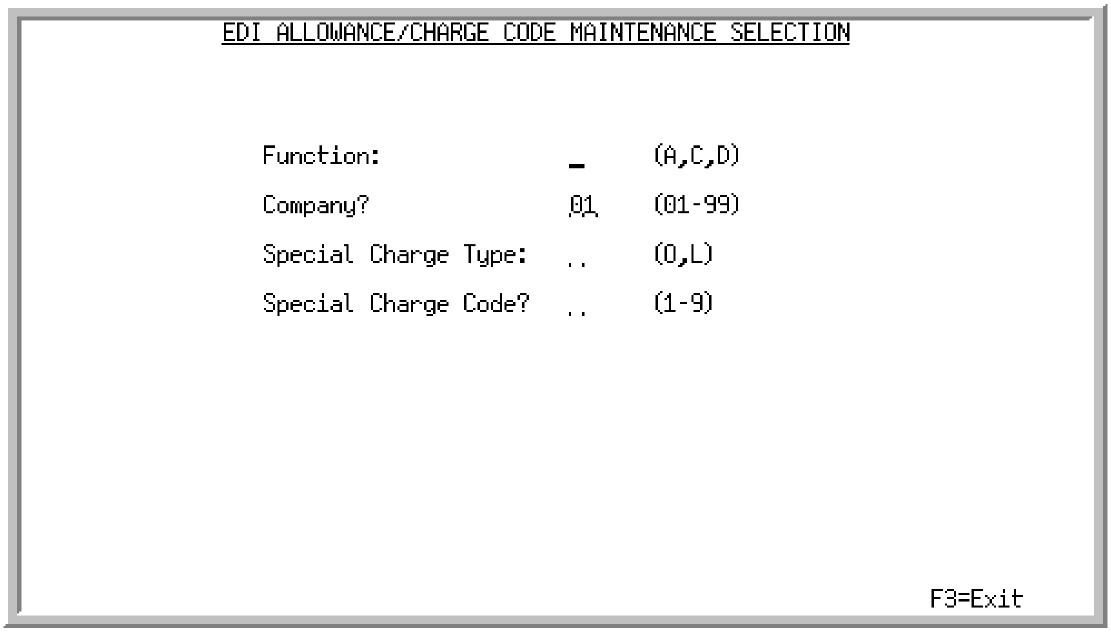
You can create the relationship between an EDI allowance/charge codes for outgoing invoices and an Order Entry special charge code defined through Special Charge Definitions (MENU OEFILE) using the EDI Allowance/Charge Codes Maintenance option on the Electronic Data Interchange File Maintenance (MENU 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



This screen appears after selecting option 4 - EDI Allowance/Charge Codes Maintenance 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.

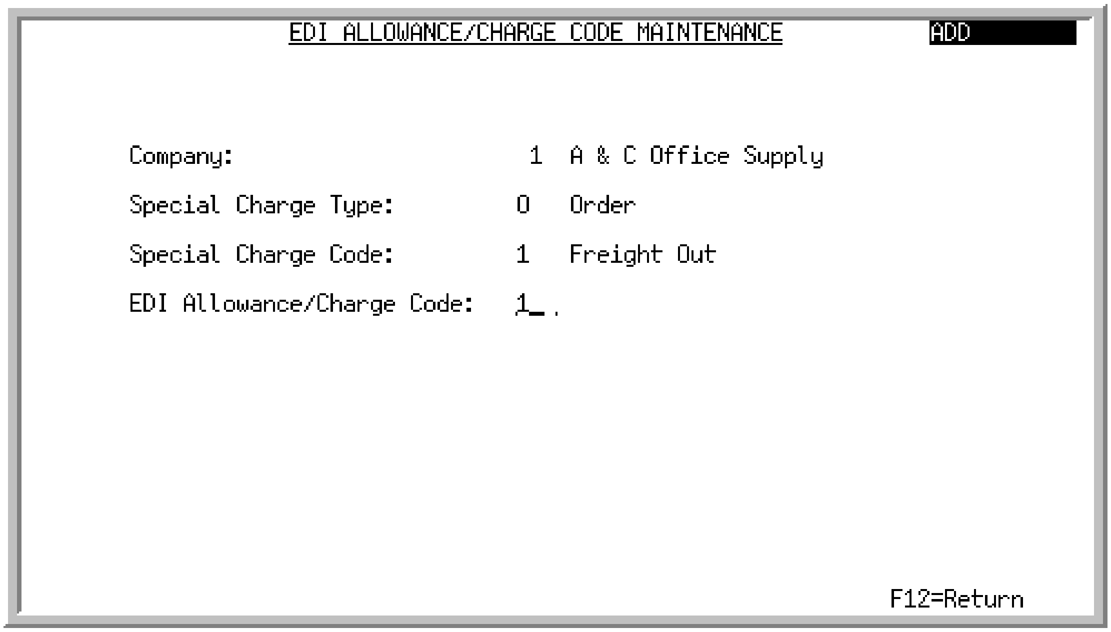
EDI Allowance/Charge Code Maintenance Selection Screen Fields and Function Keys

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 defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) (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 F3=EXIT to exit this option and return to MENU EIFIL1 without adding, changing, or deleting an EDI allowance/charge code.
Enter	Press ENTER to confirm your selections. The EDI Allowance/Charge Code Maintenance Screen (p. 11-4) will appear.

EDI Allowance/Charge Code Maintenance Screen



This screen appears after pressing 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
(Mode)	When selecting to add new EDI allowance/charge codes, **ADD** displays in the top right corner of the screen. If you selected to delete the EDI allowance/ charge codes, **DELETE** displays in the top right corner of the screen.
Company	This field displays only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). The company number for which EDI allowance/charge codes are being added or maintained. Display
Special Charge Type	The special charge type that is being linked to an EDI allowance/charge code where O is being applied to the entire order and L is being applied to an individual line item. Display
Special Charge Code	The Order Entry special charge code to be associated with the EDI allowance/charge code you are adding, changing, or deleting. Display

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 F12=RETURN to return to the EDI Allowance/Charge Code Maintenance Selection Screen (p. 11-2) without saving your entries.
F24=Delete	The F24=DELETE 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 F24=DELETE twice to delete the EDI allowance/charge code. The EDI Allowance/Charge Code Maintenance Selection Screen (p. 11-2) will appear.
Enter	Press ENTER 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 Code Listing	View sample listing.

EDI Allowance/Charge Codes Listing Selection Screen

This screen appears after selecting option 14 - EDI Allowance/Charge Codes Listing from the Electronic Data Interchange File Maintenance Menu (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).

This screen appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). When the **Multi Company** field is set to N, there is no prompt screen displayed. The Report Options Screen displays.

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

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. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) (2 @ N 2,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
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 Allowance/Charge Code Listing

```
EI861  10/04/18  13:52:52                EDI ALLOWANCE/CHARGE CODES LISTING            AL/APDEMO            PAGE:    1
All Companies
Company    Special    Special    Special                      EDI Alw/
Number     Chg Type   Chg Code   Chg Description              Chg Code
-----------------------------------------------------------------------------------------------------------------------
01         Line       1          Cutting Process              L1
01         Line       2          Restock Charge               L2
01         Order      1          Freight Out                  01
01         Order      2          Special Handling             02
01         Order      3          Return Charge                03
01         Order      8          Minimum/Maximum              08
02         Line       1          Cutting Process              2L1
02         Line       2          Restock Charge               2L2
02         Order      1          Freight                      201
02         Order      2          Shipping and Handling        202
02         Order      3          Return Charge                203
02         Order      8          Minimum/Maximum              208
02         Order      9          Schools                      209
```

This listing prints following the selections on the EDI Allowance/Charge Codes Listing Selection Screen (p. 11-6) and the Report Options Screen.

EDI Allowance/Charge Codes Listing

Report/Listing Fields	Description
Company Number	The company number for the EDI allowance/charge codes.
Special Chg Type	Special charge type where **O** is being applied to the entire order and **L** is being applied to an individual line item.
Special Chg Code	Special charge code value for the order/line charge and associated EDI allowance/charge code.
Special Chg Description	Special charge description for the Distribution A+ special charge.
EDI Alw/Chg Code	EDI allowance/charge code being associated with a Distribution A+ special charge for each company 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.

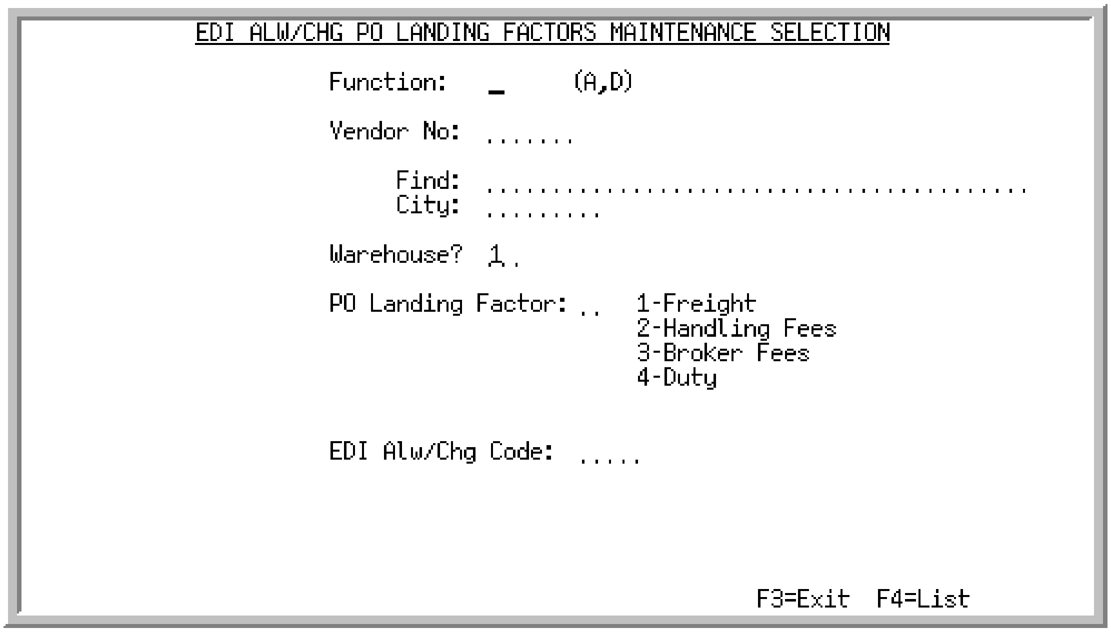
Once the EDI special allowance/charge codes determine which landing factor to use, the GL Transfer Options will pick the correct GL Accounts for the specific landed cost. If the Allowance/Charge code is invalid or not sent, the landing cost will not be validated and the G/L account used will be the vendor's 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



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

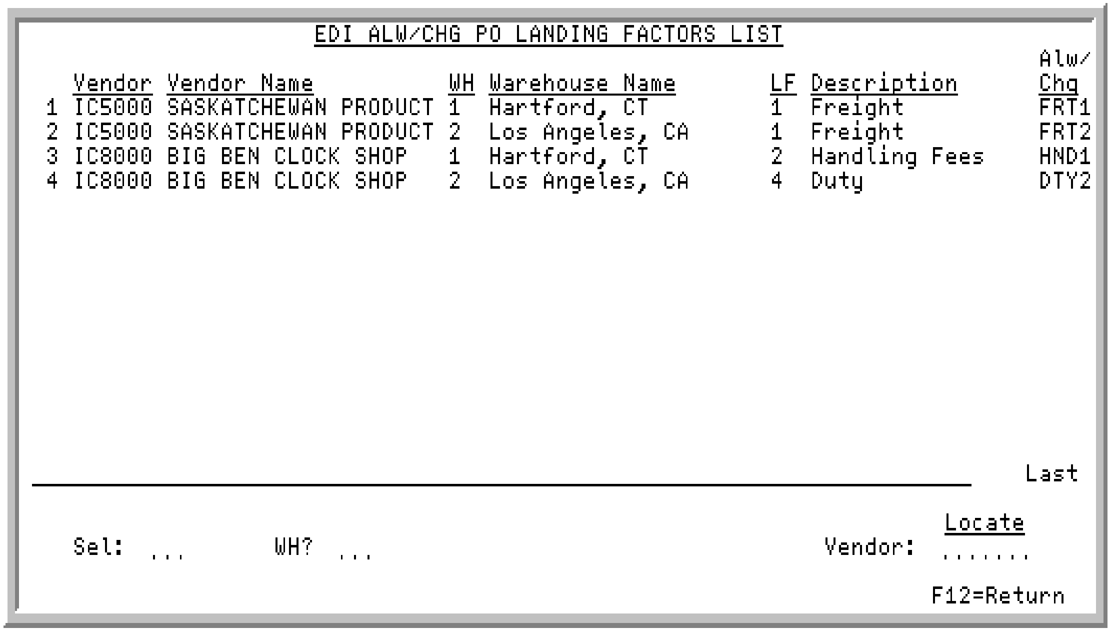
EDI Alw/Chg PO Landing Factors Maintenance Selection Screen Fields and Function Keys

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



This screen appears after pressing 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

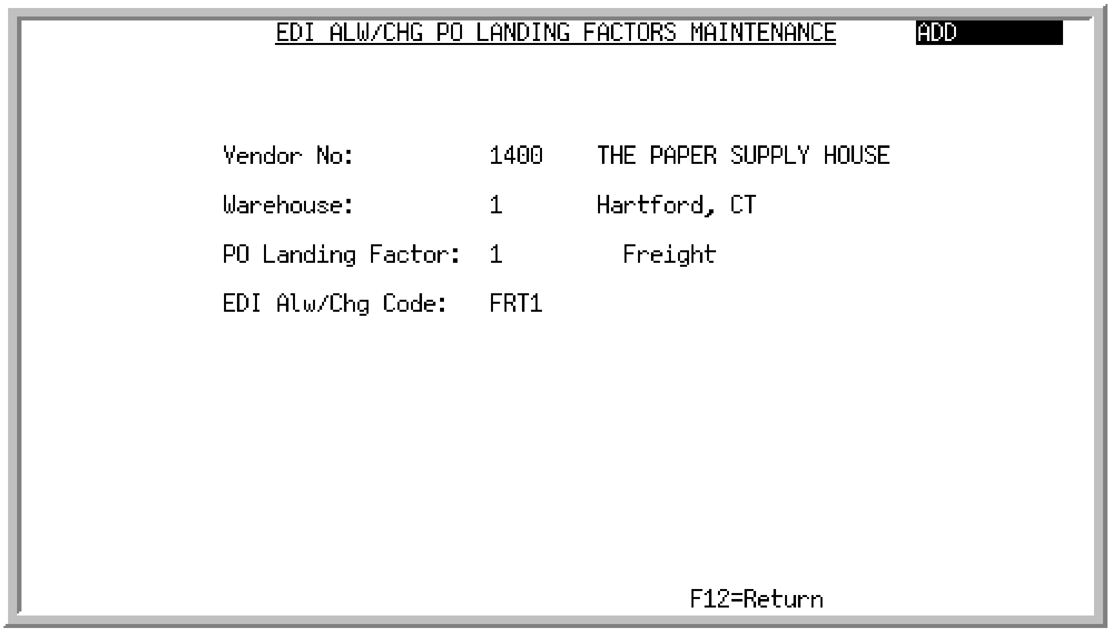
EDI Alw/Chg PO Landing Factors List Screen Fields and Function Keys

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



This screen appears after pressing 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.

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

EDI Alw/Chg PO Landing Factors Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	When selecting to add a new EDI allowance/charge PO landing factor code, **ADD** displays in the top right corner of the screen. If you selected to delete the EDI allowance/charge PO landing factor code, **DELETE** displays in the top right corner of the screen.
Vendor No	The vendor number and name for the selected landing factor/allowance code.
WH	The warehouse number in which this landing factor/allowance code is defined.
PO Landing Factor	The PO Landing Factor code number for this allowance code.
EDI Alw/Chg Code	The EDI Allowance/Charge Code assigned to the PO landing factor information.
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.

EDI Alw/Chg PO Landing Factors Maintenance Screen Fields and Function Keys

Field/Function Key	Description
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.

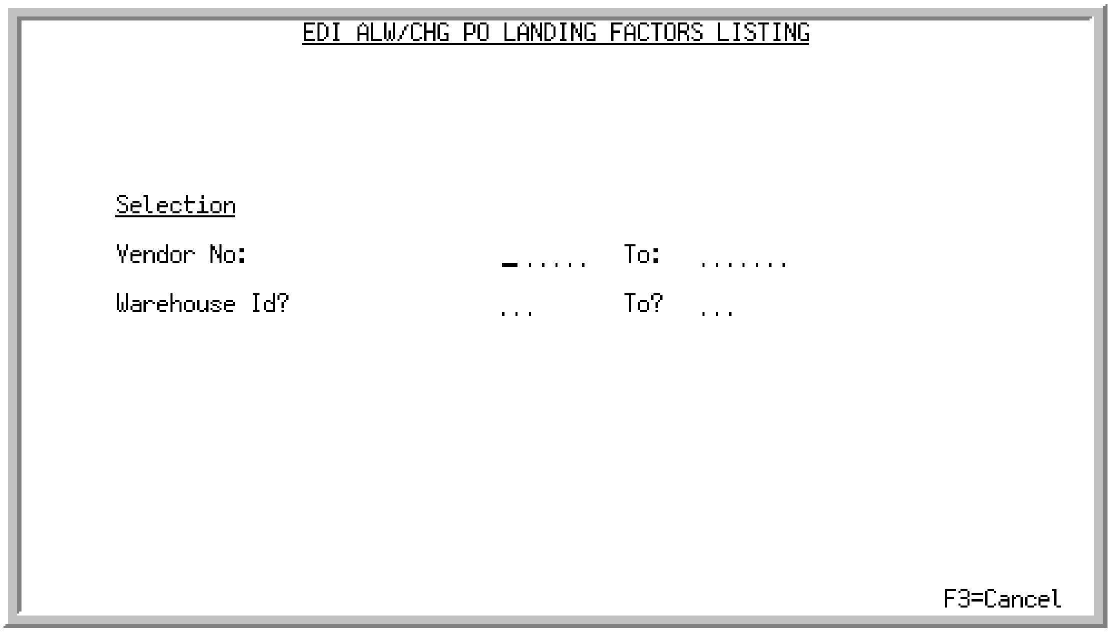
EDI Alw/Chg PO Landing Factors Listing

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	View report sample.

EDI Alw/Chg PO Landing Factors Listing Selection Screen



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 following the selections on the EDI Alw/Chg PO Landing Factors Listing Selection Screen (p. 12-10) and the Report Options Screen.

EDI Alw/Chg PO Landing Factors Listing

Report/Listing Fields	Description
Vendor and Vendor Name	The vendor number and name for the selected PO landing factor code.
WH and Warehouse Name	The warehouse number and name in which this allowance code is defined.
PO Landing Factor	The landing factor number and description defined for the selected warehouse through Warehouse Numbers Maintenance (MENU IAFILE).
EDI Allowance/Charge Code	The EDI Allowance/Charge Code assigned to the PO landing factor information.

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

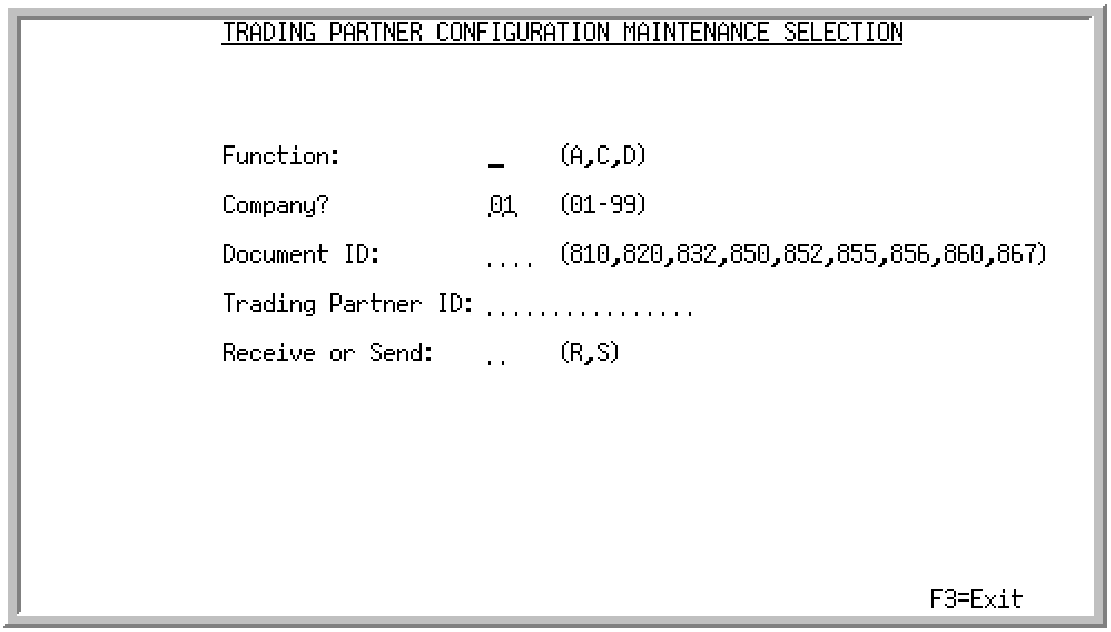
Procedure Name	Procedure Description
EIP860B	Load Purchase Order Changes (860) to report listing
EIO867A	Load Product Transfer and Resale Data (867) to outgoing user files

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



This screen appears after selecting option 6 - EDI Trading Partner Configuration Maintenance 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

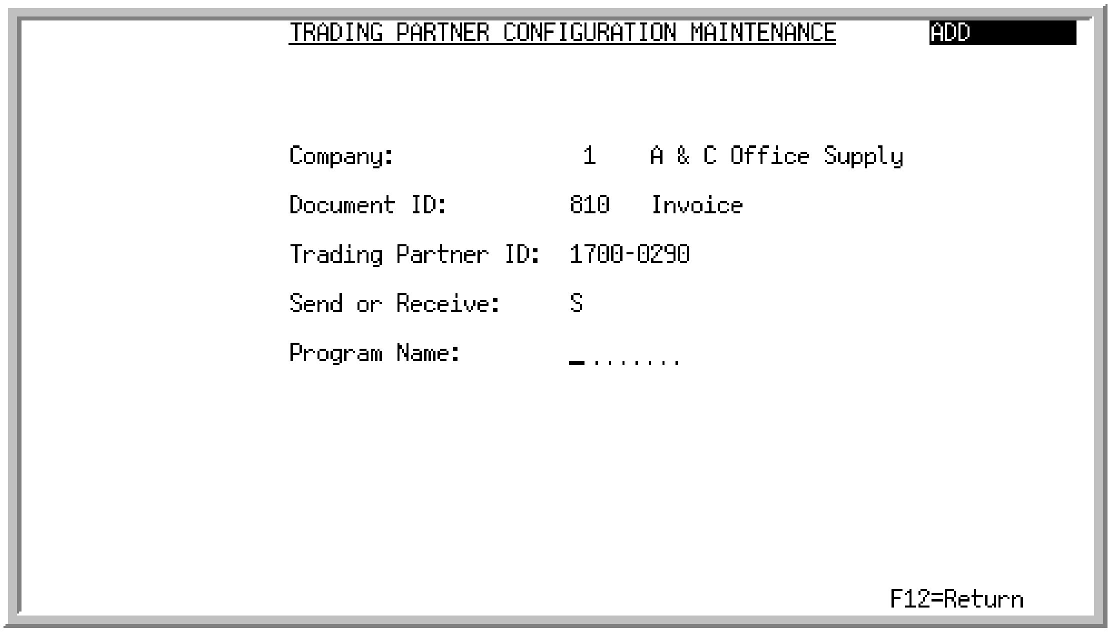
Trading Partner Configuration Maintenance Selection Screen Fields and Function Keys

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 Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (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

Trading Partner Configuration Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
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
F3=Exit	Press F3=EXIT to exit this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Trading Partner Configuration Maintenance Screen (p. 13-6) will appear.

Trading Partner Configuration Maintenance Screen



This screen appears after pressing 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
(Mode)	The type of function being applied to the selected EDI trading partner configuration displays in the top right corner of the screen: **ADD**, **CHANGE**, or **DELETE**.
Company	The company selected on the Trading Partner Configuration Maintenance Selection Screen (p. 13-3). Display
Document ID	The specific EDI document code that will use a custom program for incoming or outgoing transaction processing. Display
Trading Partner ID	The trading partner for which your specified custom EDI program will run when the indicated document is either sent or received. Display

Trading Partner Configuration Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Send or Receive	An **R** displays when the custom EDI program will be run when receiving the indicated document. An **S** displays when the custom EDI program will be run when sending the indicated document. Display
Program Name	This field is required if you are adding or changing an EDI custom program. It 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 F12=RETURN to return to the Trading Partner Configuration Maintenance Selection Screen (p. 13-3) without updating this screen.
F24=Delete	The F24=DELETE function key appears only when you have selected to delete an existing EDI custom program for the indicated trading partner. Press F24=DELETE 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 ENTER to add or change your EDI custom program name. The Trading Partner Configuration Maintenance Selection Screen (p. 13-3) will appear.

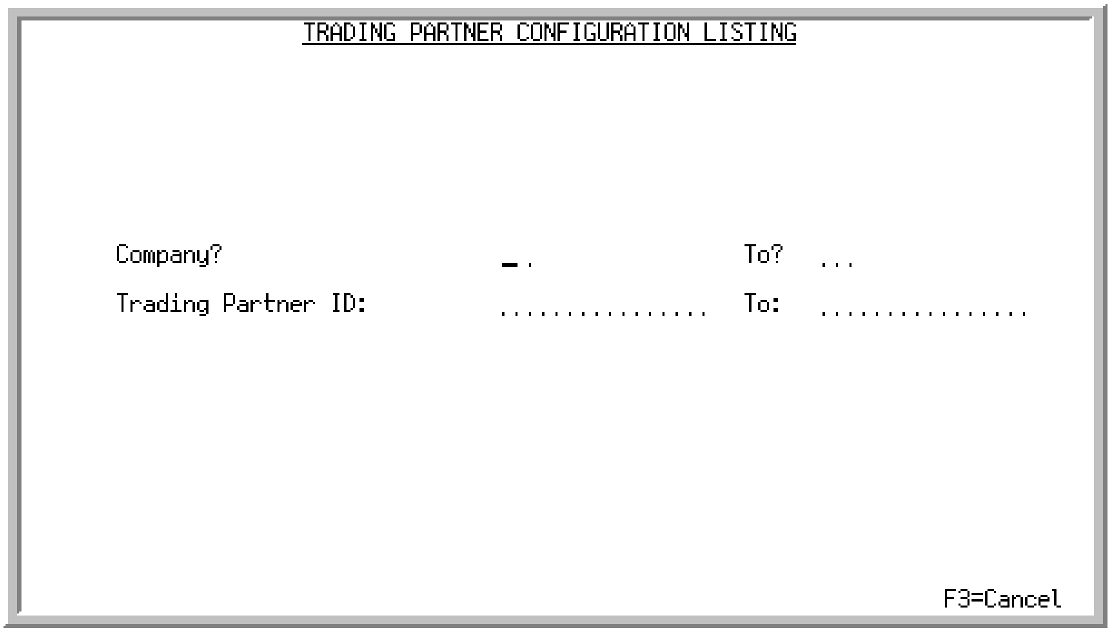
EDI Trading Partner Configuration Listing

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	View sample listing.

Trading Partner Configuration Listing Selection Screen



This screen appear after selecting option 16 - EDI Trading Partner Configuration Listing 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 Partner Configuration Listing (p. 13-11).

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

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. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (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. *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 F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Application User Guide for details about this screen.

Trading Partner Configuration Listing

```
EI841   10/04/18  15:47:46                  TRADING PARTNER CONFIGURATION LISTING           AU/APDEMO           PAGE:    1
 All Companies         All Trading Partners
 Company  Trading Partner  Document  Receive (or) Program
 Number   ID               ID        Send         Name
-----------------------------------------------------------------------------------------------------------------------
 01       100-01190        810       R            EI810SHA
 01       1400-01180       820       R            EI820PAP
 02       1700-0290        850       S            EI850SEN
```

This listing prints following the selections on the Trading Partner Configuration Listing Selection Screen (p. 13-9) and the Report Options Screen. 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.

:

Trading Partner Configuration Listing

Report/Listing Fields	Description
Company	The company selected for the trading partner customer program configuration.
Trading Partner ID	The trading partner for which your specified custom EDI program will run when the indicated document is either sent or received.
Document ID	The specific EDI document code that will use a custom program for incoming or outgoing transaction processing.
Receive or Send	**R** indicates the custom EDI program to run when receiving the document; **S** indicates the custom EDI program to run when sending the document.
Program Name	The name of the EDI custom program that will run when the specified EDI document is either sent or received for the indicated trading partner.

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 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 stopped.

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=BOXES 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.

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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