



Chapter 16: Electronic Invoices

Copyright © 2022 Infor

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor Chapter 16: Electronic Invoices

Publication Date: February 6, 2023

Chapter 16: Electronic Invoices

TABLE OF CONTENTS

Electronic Invoices	2
1. Maintain Invoices	3
2. List Invoices	10
3. Create and Transmit Invoices	11
4. Purge Transmitted Invoices	14
5. Reactivate Transmitted Invoices	15
Where to Find More Information	16

Electronic Invoices

```
MENU: VL75I
-----
FREIGHTLINER
ELECTRONIC INVOICES
-----

1. Maintain Invoices
2. Print Invoice Register
3. Create/Transmit Invoices

4. Purge Transmitted Invoices
5. Reactivate Transmitted Invoices

23. Return to Electronic Invoice Processing Menu
24. Return to Main Menu

Option ___
```

Electronic Invoices Overview

The Electronic Invoices Menu is used to maintain, print, and create an Electronic Invoice file to be transmitted to the trading partner. The electronic invoice is not required by all trading partners. Many options are identical from trading partner to trading partner. These options are explained in this chapter and are not explained in each trading partner document. Options unique to a specific trading partner, exceptions, or unique business practices are explained in the trading partner document.

Destinations requiring an electronic invoice must be identified in the Machine Readable Destination File by marking "Y" in the Electronic Invoice field. An invoice file is created from the shipping file, during the "Extract" or when invoices are manually entered from the Invoice Processing Menu. The Print and Process Invoices option on the Invoice Processing Menu must be taken to create an Electronic Invoice file. If no hard copy invoice is required, mark "N" in the Print Invoices field in the Destination Master. No electronic invoice is created from non-release shipping records.

Data on the Electronic Invoice screens may come from the file where it was originally processed or entered, or it may have been changed at ship time or through invoice maintenance.

Previously transmitted electronic invoices may be purged from the Electronic Invoice files: VLPINVA - Header file, VLPINVB - Detail file, VLPINVC - Miscellaneous file.

1. Maintain Invoices

The Electronic Invoice screens vary from trading partner to trading partner. Specific information is required by each trading partner. The maintenance screens are described in the trading partner documents because they are unique to each trading partner.

The examples used in this document are examples from the Freightliner Electronic Invoice menu, options, and screens. Actual trading partner screens may be different.

The Maintain Invoices option is used to enter, change, and delete electronic invoices.

A screen will prompt for company number to verify security.

Company/Invoice Selection Screen

```

                                ELECTRONIC INVOICE MAINTENANCE

Company Number ... 01           Invoice Number ... _____

F3=Exit  F4=Prompt  F21=Register  F22=Prompt Open
  
```

Enter the invoice number to display, maintain, or add.

- | | | |
|-------------------|---|---|
| ENTER | - | Displays the header screen. |
| F3 | - | Exit - Returns to menu. |
| F4 - Prompt | - | Displays a list of electronic invoice records available to be displayed or maintained. |
| F21 - Register | - | Displays the Invoice Register Selection screen to print an invoice register. This prints the same invoice register that is printed when the option Print Invoice Register is taken. |
| F22 - Prompt Open | - | Displays all invoices with a status of "O" for "original." |

F4 - Prompt

(From the Company/Invoice Selection Screen)

This function key displays a list of all Freightliner invoices.

Review Screen

ELECTRONIC INVOICE REVIEW						
Options: 1=Select		4=Delete		Enter Invoice #: _____		
Opt	Company	Invoice	Invoice Date	Shipper	Ship Date	Action
-	01	5362	10/14/xx	5362	2/20/xx	
-	01	5363	10/14/xx	5363	2/20/xx	
-	01	5364	10/14/xx	5364	2/20/xx	
-	01	5365	10/14/xx	5365	2/20/xx	
-	01	5368	10/14/xx	5368	2/20/xx	
-	01	5372	10/14/xx	5372	2/21/xx	
-	01	5373	10/14/xx	5373	2/21/xx	
-	01	5374	10/14/xx	5374	2/21/xx	
-	01	5538	10/14/xx	5538	6/04/xx	
F12=Return F17=Top F18=Bottom						

Options:

- 1 Select - Enter "1" next to the record to display or maintain.
- 4 Delete - Enter "4" next to the record to delete. The delete confirmation window displays. Press Enter to delete or F12 to return.

Functions:

- F12 - Return - Returns to the Company/Invoice Selection screen.
- F17 - Top - Positions list at the beginning.
- F18 - Bottom - Displays the last records on the list.

F21 - Register

(From the Invoice Selection Screen)

This function key displays a selection screen to list invoices from the Electronic Invoice files: VLPINVA -Header file, VLPINVB - Detail file, VLPINVC - Miscellaneous file.

Invoice Register Selection Screen

```

                                ELECTRONIC INVOICE REGISTER

Enter the following or leave blank for ALL:

Customer Abbreviation ..... _____
Destination Abbreviation ... _____
                                From       To
Invoice Number ..... _____
Invoice Date ..... _____

Options: 1=Select

Opt Transmit Codes
- O - ORIGINAL
- H - HELD
- T - TRANSMITTED

F3=Exit
  
```

- | | | |
|--------------------------|---|--|
| Customer Abbreviation | - | Enter the user-defined Customer Abbreviation as it is entered in the Requirement and the Machine Readable Files, to include only invoices for this customer. Or, leave blank for all. |
| Destination Abbreviation | - | Enter the user-defined Destination Abbreviation as it is entered in the Requirement and the Machine Readable Files, to include only invoices for this customer. Or, leave blank for all. |
| Invoice Number | - | Enter a range of invoice numbers to be included on the invoice register. Or, leave blank for all. |
| Invoice Date | - | Enter a range of dates to be included on the invoice register. Or, leave blank for all. |
| Transmit Codes | - | Enter "1" next to the transmit codes to be included on the invoice register. Or, leave blank for all. |

Press Enter from the review screen and the header screen displays. The data in this file was pulled from the shipper file during the "Extract."

The fields displayed on the header screen vary from trading partner to trading partner and are explained in the trading partner document. See the specific trading partner document to identify which fields are required for that trading partner in the 810 file.

Header Screen - Example from Freightliner

```

                                FREIGHTLINER ELECTRONIC INVOICE MAINTENANCE

Company Number . xx Invoice Number ..... xxxxxxxx

                                HEADER INFORMATION                                ADD

Transmit Code .....                Shipper ..... _____
Invoice Date ..... _____        Carrier ..... _____
Ship Date ..... _____           Carrier Abbrev. _____
Release Number ..... _____      Conveyance Code _____
Can. GST Amount (2 dec) _____    Ship To Cust #. _____
Cust Abbrev ..... _____         Dest Abbrev ... _____
Dealer P.O. # ..... _____       Dest ID # ..... _____
Supplier ID.... _____

F10=Delete   F12=Return

```

Functions:

- F10 - Delete - Displays the Delete Confirmation window to delete this header record plus all associated detail. Press Enter to confirm and delete or press F12 to return.
- F12 - Return - Returns to Company/Invoice Selection screen.

Press Enter from the header screen to display the line item screen. This screen lists all line items for this invoice. A line item can be selected to be viewed or maintained, or it can be deleted.

The line item screen is bypassed when no line items exist, for example, when manually entering an electronic invoice record.

Line Item Selection Screen

```

                                ELECTRONIC INVOICE MAINTENANCE
                                Detail Selection Screen
Options: 1=Select 4=Delete

                                Company Number: 01
                                Invoice Number: 5818

Opt  Type      Part Number      Price          Line #  Seq #  P.O. Number
    ITEM  BOS1243050 394      200.000000
F6=Add Part F7=Add Misc Chrg F8=Add Comments F12=Return F17=Top F18=Bott

```

Options:

- 1 Select - Enter "1" next to the record to display or maintain and press Enter.
- 4 Delete - Enter "4" next to the record to delete. The delete confirmation window displays. Press Enter to delete or F12 to return.

Functions:

- F6 - Add Part - Displays the detail screen.
- F7 - Add Misc Chrg - Displays the Miscellaneous Charge screen for you to add a charge pertaining to the entire invoice. (A miscellaneous charge may be attached to a specific line item from the detail screen.) The miscellaneous charge is returned in the TDS segment.
- F8 - Add Comments - Displays the add comments screen.
- F12 - Return - Returns to the selection screen.
- F17 - Top - Positions the list at the beginning.
- F18 - Bottom - Displays the last record on the list.

F6 - Add Part or 1 Select

(From the Line Item Screen)

The fields displayed on the detail screen vary from trading partner to trading partner and are explained in the trading partner document. See the specific trading partner document to identify which fields are required for that trading partner in the 810 file.

Detail Screen - Example from Freightliner

```

FREIGHTLINER ELECTRONIC INVOICE MAINTENANCE

Company Number . 01                      Invoice Number ..... 21

                                DETAIL INFORMATION

Part Number ..... _____ P.O. # _____ Quantity . _____
Unit Price(4 dec) _____ Returnable Cont ... U of M ... __
Customer Part # . _____

F12=Return

```

Functions:

- F7 - Add Miscellaneous Charge - Displays the miscellaneous charge screen to add a charge pertaining to a specific line item. (A miscellaneous charge may be attached to the entire invoice from the line item screen.)
- F10 - Delete - A window displays from which you may delete this record. Press Enter to confirm and delete or press F12 to return.
- F12 - Return - Returns to the header screen.

F7 - Miscellaneous Charge

(From the Line Item Screen, applies the miscellaneous charge to the entire invoice.)

Or

(From the Detail Screen, applies the miscellaneous charge to a line item.)

Miscellaneous charges may be added to be applied to the entire invoice or to a specific line item. Which screen the F7 (Miscellaneous Charge) key is pressed from determines whether the charge is applied to the entire invoice or to a specific line item.

The fields on the Miscellaneous Charge screen vary from trading partner to trading partner and are explained in the trading partner document. See the specific trading partner document to identify which fields are required for that trading partner in the 810 file.

F8 - Add Comments

(From the Line Item Screen)

This function key displays a screen for you to enter comments to be returned in the 810 file.

Add Comments Screen

```

                                ELECTRONIC INVOICE MAINTENANCE

Company Number ... xx              Invoice Number ... xxxxxx

                                MISC COMMENT INFORMATION          ADD

Description..... _____

F12=Return
```

2. List Invoices

This option lists all or selected invoices currently in the Electronic Invoice files: VLPINVA - Header file, VLPINVB - Detail file, VLPINVC - Miscellaneous file.

The company selection is displayed if the user has authority to multiple companies.

Invoice Register Selection Screen

```

                                ELECTRONIC INVOICE REGISTER

Enter the following or leave blank for ALL:

                                Customer Abbreviation ..... _____
                                Destination Abbreviation ... _____
                                                                From      To

                                Invoice Number ..... _____
                                Invoice Date ..... _____

Options: 1=Select

      Opt  Transmit Codes
      -    O - ORIGINAL
      -    H - HELD
      -    T - TRANSMITTED

F3=Exit
  
```

- | | | |
|--------------------------|---|---|
| Customer Abbreviation | - | Enter the user-defined Customer Abbreviation as it is entered in the Requirement and the Machine Readable Files to include only invoices for this customer. Or, leave blank for all. |
| Destination Abbreviation | - | Enter the user-defined Destination Abbreviation as it is entered in the Requirement and the Machine Readable Files to include only invoices for this customer. Or, leave blank for all. |
| Invoice Number | - | Enter a range of invoice numbers to be included on the invoice register. Or, leave blank for all. |
| Invoice Date | - | Enter a range of dates in MM-DD-YY format to be included on the invoice register. Or, leave blank for all. |
| Transmit Codes | - | Enter "1" next to the transmit codes to be included on the invoice register. Or, leave blank for all. |
| F3 - Exit | - | Returns to the menu. |

3. Create and Transmit Invoices

This option is used to select invoice(s) to be included in the file to be transmitted. The invoices are checked for errors and an error report prints. The invoice file (VPS10A) is created and the communication procedure is initiated.

A screen prompts for the company number to verify security.

Create Screen

```

CREATE AND TRANSMIT ELECTRONIC INVOICES

Invoice Date ..... xx/xx/xx

Select an Invoice number or leave blank for all ..... _____

F3=Exit F4=Prompt

```

Invoice Date - The system date is the default. It can be changed. The invoice date is transmitted in the 810 file.

Invoice Number - To create a file for a single invoice, enter the invoice number. Leave blank to include all invoices in the transmission file.

Note: Individual invoice records may be selected using F4 (Prompt).

If using manual dial, a system operator message will prompt you to dial. Answer this message with "G." Press Enter and continue with the communication procedure. The invoices are then transmitted.

An Audit Report prints listing the transmitted invoices.

F3 - Exit - Returns to the menu.

F4 - Prompt - Displays available records for you to select individual records for this transmission file.

F4 - Prompt

(From the Create Screen)

This function key displays a list of electronic invoice records for you to select the records to be included in this transmission.

Review Screen

ELECTRONIC INVOICES SELECTION				
Option: 1=Select				
Opt	Invoice	Invoice Date	Ship Date	Shipper
—	5361	12/13/xx	2/20/xx	5361
—	5362	10/14/xx	2/20/xx	5362
—	5363	10/14/xx	2/20/xx	5363
—	5364	10/14/xx	2/20/xx	5364
—	5365	10/14/xx	2/20/xx	5365
—	5368	10/14/xx	2/20/xx	5368
—	5372	10/14/xx	2/21/xx	5372
—	5373	10/14/xx	2/21/xx	5373
—	5374	10/14/xx	2/21/xx	5374
—	5538	10/14/xx	6/04/xx	5538
F12=Return F17=Top F18=Bottom				

Enter "1" next to invoice record(s) to be included in this transmission and press Enter.

The invoice records are checked for missing fields that may cause the invoices to be rejected. If terminal errors are found (errors that cause the invoice to be rejected according to OEM specifications) the program ends, the Trading Partner Invoice Verification Report prints, and the following break message displays:

```
"Terminal errors exist for the Invoice Create. Check the Invoice
Verification Report for Errors. Correct the errors and resubmit this
job."
```

If only warning errors are found, the Trading Partner Invoice Verification Report prints and a break message displays that gives the user the option to continue with errors or to cancel.

```
"Check Report for Errors. Do you wish to continue (Y,N)?"
```

Review the error report and determine whether or not to continue. Answer "N" to cancel the program and correct errors using the Electronic Invoice Maintenance option. Or, answer "Y" to continue if errors are informational and the missing or invalid data will not cause the invoice to be rejected.

If using manual dial, a system operator's message will prompt you to dial. Answer the message with "G," press Enter, and continue with the communication procedure.

An Audit Report is printed listing the following:

- The interchange control number used.
- The group control number used.
- The set control number used.

F12 - Return

- Returns to the Create screen.

Note: If the Process Option field in the Trading Partnership file contains "P," the unwrapped file is sent to the OUTQ and a screen will prompt you to continue.

Work with Output Queue

Queue: DOCQ Library: QGPL Status: RLS

Type options, press Enter.

1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
-	TCINVVER	DOC	VLR7531	RDY	2	1	*STD	5
-	TCINVCRT	DOC	VLR7530TC	RDY	1	1	*STD	5
-	INVVIEW	DOC		HLD	1	1	*STD	5

The unwrapped file is available to view.

```

ISA*00*      *00*      *01*108429028 *01*108429028 *960806*143
8*U*00304*000000012*0*P*<
GS*SH*38328*FREIGHTLINER*960806*1438*000000012*X*003040
ST*856*0000001
BSN*00*005231*960806*1438
DTM*011*951227*1216*ED*19
HL*1**S
MEA*PD*G*26*LB
MEA*PD*N*25*LB
TD1*CTN25*1
TD5*B*2*CPKU*LT
TD3*TL*CPKU*005231
REF*BM*005231
REF*FR*PRONUMBER
N1*ST**1*807447099
N1*Sf**92*38328
N1*SU**92*114414667
HL*2*1*O
LIN**BP*12733205*EC*REL*VP*IN12733205

```

Verify the data and respond to the message.

4. Purge Transmitted Invoices

This option removes invoices that were previously transmitted from the Electronic Invoice files: VLPINVA - Header file, VLPINVB - Detail file, VLPINVC - Miscellaneous file. An Audit Report prints listing the purged records. The company selection is displayed if the user has authority to multiple companies.

Purge Screen

```
PURGE FREIGHTLINER INVOICES

All transmitted Invoices
before this invoice date will be purged ..... _____

F3=Exit
```

Enter the invoice date in MM-DD-YY format to purge transmitted invoices up to and including the date entered.

Press Enter. The purge invoice report prints listing all invoices that were removed from the file.

F3 - Exit - Returns to menu.

5. Reactivate Transmitted Invoices

This option is used to reactivate invoices that have been previously sent so they can be transmitted again.

A screen prompts for company number to verify security.

Reactivate Screen

```

                                REACTIVATE FREIGHTLINER INVOICES

Enter the following or leave blank for ALL:

Customer Abbreviation ..... _____
Destination Abbreviation ... _____
                                From      To
Invoice Number ..... _____
Invoice Date ..... _____

F3=Exit
  
```

- | | | |
|--------------------------|---|--|
| Customer Abbreviation | - | Enter a Customer Abbreviation to reactivate all invoices meeting the other criteria on this screen for a specific customer. |
| Destination Abbreviation | - | Enter a Destination Abbreviation to reactivate all invoices meeting the other criteria on this screen for a specific destination. |
| Invoice Number | - | Enter a range of numbers to reactivate invoice records within and including these invoice numbers. Or, leave blank to reactivate by date range. |
| Invoice Date | - | Enter a date range in MM-DD-YY format. All records in the invoice file with an action code of "T" (transmitted) that have not been purged and meet the other selection criteria on this screen, within and including the dates entered, are reactivated. Leave these fields blank if reactivating by invoice number. |

Press Enter. The reactivate invoice report prints, listing all invoices that were reactivated. After reactivating invoices, take the option to Create and Transmit Invoices.

- | | | |
|-----------|---|----------------------|
| F3 - Exit | - | Returns to the menu. |
|-----------|---|----------------------|

Where to Find More Information

This Electronic Invoice document provides information regarding electronic invoice options that are the same for all trading partners. The electronic invoice options are repeated on many different menus. Rather than repeating them in each trading partner document, this chapter describes these options one time.

All “traditional” trading partners (as opposed to mapped trading partners) have individual Electronic Invoice menus with options and other tasks that may be performed. This chapter primarily describes the options found on the Electronic Invoice Menu.

Check the individual trading partner documents and the other chapters in the AutoRelease Manual that describe the other common functions and procedures performed by all trading partners, such as security and ASN options, with or without bar code.

Trading Partner Documents - Traditional and Mapped	These documents include information about each OEM, their unique business practices, transaction sets, communication method and security, file set-ups, implementation, activation of keywords (for AutoMap), the VL0, VL8, and VL75 menus (traditional).
Daily Procedures	Describes the Receive, Spit, Breakdown, Print, Process, and Transmit997 functions.
Security	Describes all security selection and maintenance options and VAN menus.
ASN (VL8) Options	Describes the standard procedures for transmitting ASNs without bar code.
ASN (VL8) with Bar Code Options	Describes the standard procedures for transmitting ASNs with bar code.
Electronic Invoice (VL75) Options	Describes the standard procedures for transmitting electronic invoices.