Electronic Exchange

Guide to Setup and Processing

INFINIUM SOFTWARE

Important Notices

Publication Information

Release: Infinium CA Release 8.1

Publication Date: October 2009

Document Number: 20001213152838-02

Table of Contents

About This Guide

This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

The *Infinium EX for AS/400 Guide to Setup and Processing* is written for persons who are involved in the following:

- Implementing the setup of Infinium EX
- Implementing the interface between your other Infinium applications, Infinium Electronic Exchange and your translation software

Purpose of This Guide

The purpose of this guide is to instruct your personnel on how to electronically transmit information to and from Infinium applications.

You should use this guide as a reference at your site.

Organization of This Guide

This guide is divided into parts. Each chapter contains overview and detail information. Appendices in this guide provide you with additional reference information.

Conventions Used in This Guide

This section describes the following conventions used in this guide:

- Font and Wording Conventions

- Infinium Application and Corresponding Short Names

Font and Wording Conventions

Convention	Description	Example
F4	Represents a key on your keyboard.	Press F4 to display a list from which you can select a valid entry.
Menu Options and *Field Names*	*Italics* typeface for a menu option or a field name. This guide uses the same abbreviations that are displayed on the screen.	*Control Files* *Work with entity controls [WWEC]* The system enters a default value in the *Company code* field.
[Quick Access Codes]	A code in brackets [ ] that represents a quick access code for a menu option.	*Control Files* *Work with entity controls [WWEC]*
Data you type and **System generated messages**	A **bold monospaced** typeface for data that you type on your keyboard or for messages that the system displays on your screen.	Type **EX** in the *System* field. The system displays the following message: **Press Enter again to save your changes**
Select...	Position your cursor at the desired location, type any non-blank character, and then press Enter.	To select a draft session and change its information, type **2** next to the appropriate draft session and press Enter.
Menu Selection Steps	Unless otherwise stated, the steps for each task always begin at the Infinium EX desktop or main menu.	*Infinium EX (implied)* *Control Files* *Work with entity controls [WWEC]*
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications.	*Infinium EX Guide to Setup and Processing*

Infinium Applications and Corresponding Short Names

Infinium Application Name	Infinium Application Short Names
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Accounts Receivable	Infinium AR
Infinium Cross Applications	Infinium CA

Infinium Application Name	Infinium Application Short Names
Infinium Currency Management	Infinium CM
Infinium Electronic Exchange	Infinium EX
Infinium General Ledger	Infinium GL
Infinium Global Taxation	Infinium GT
Infinium Manufacturing Control	Infinium MC
Infinium Manufacturing Planning	Infinium MP
Infinium Order Processing	Infinium OP
Infinium Payables Ledger	Infinium PL
Infinium Process Formula	Infinium PF
Infinium Project Accounting	Infinium PA
Infinium Purchase Management	Infinium PM
Infinium Regulatory Management	Infinium RM

Notes

Chapter 1 Infinium EX: An Overview

1

This chapter is an overview of Infinium Electronic Exchange.

The chapter consists of the following topics:

Overview of Infinium EX

Infinium EX is a System i application that you can use with EDI, FAX and other applications to electronically transmit information to and from Infinium applications.

Purchase Order Processing Overview

The following diagram provides an overview of the purchase order processing flow between Infinium PM, Infinium CA, Infinium EX and the translation software.

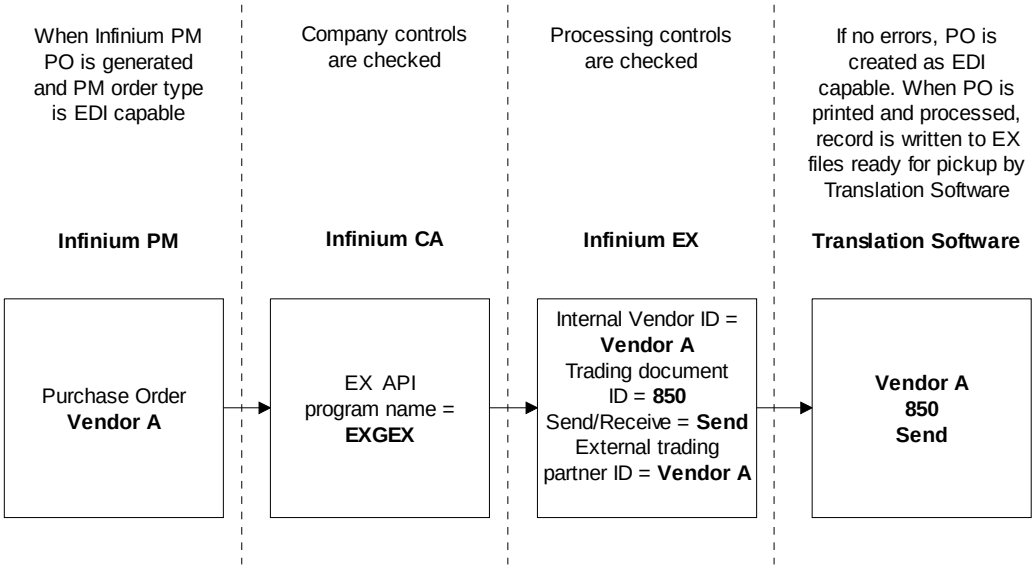

Figure 1-1: Purchase Order Processing Overview

Invoice Processing Overview

The following diagram provides an overview of the invoice processing flow between the translation software, Infinium EX, and Infinium PL.

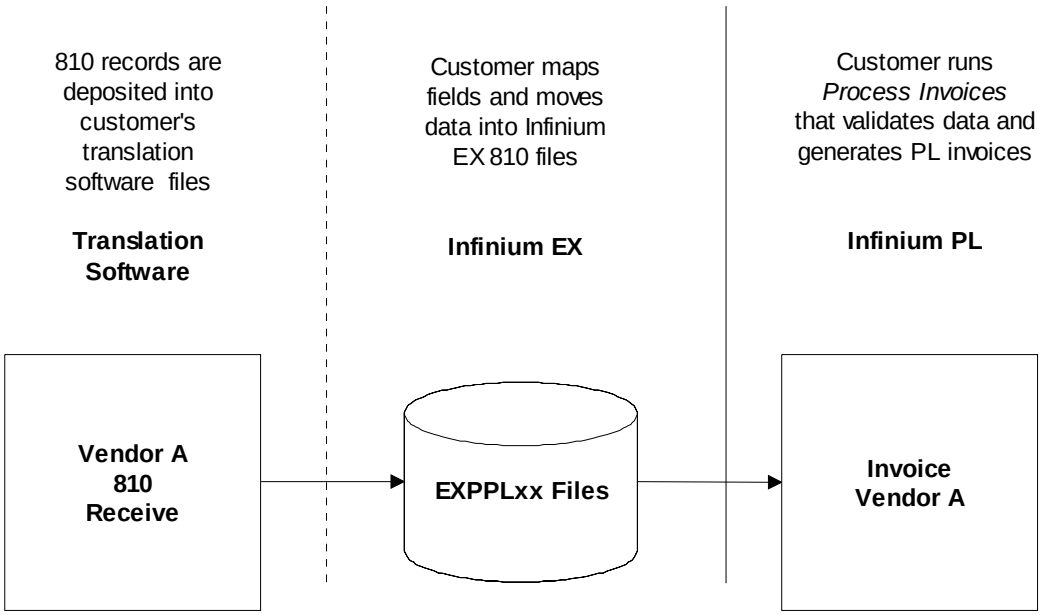

Figure 1-2: Invoice Processing Overview

Payment Order Processing Overview

The following diagram provides an overview of the payment order processing between Infinium PL, Infinium EX, and the translation software.

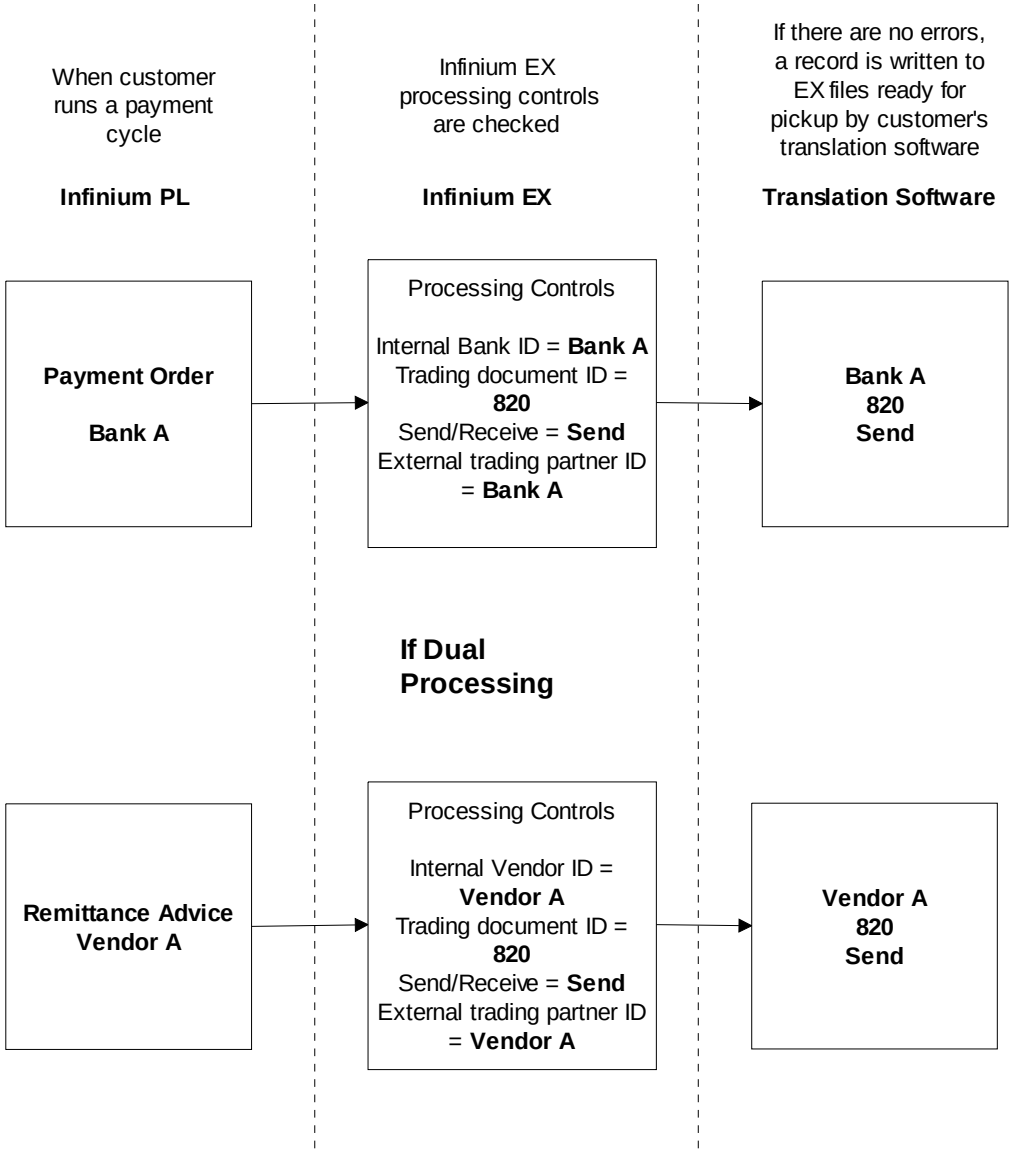

Figure 1-3: Payment Processing Overview

Setup Overview

The following illustrates setup requirements for electronic exchange.

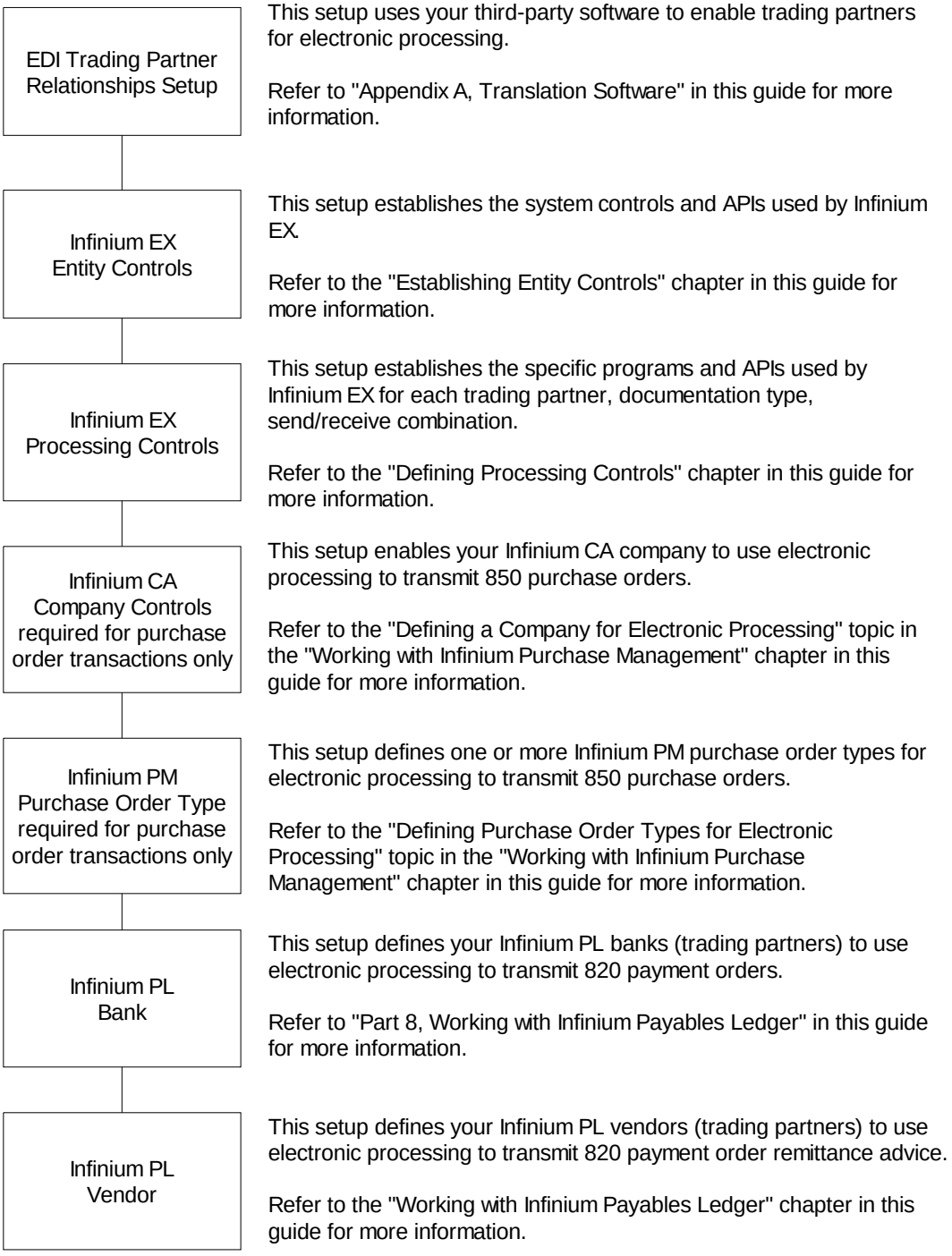

Figure 1-4: Setup Requirements

Note: For Infinium OP EDI information, refer to the “Working with Electronic Data Interchange” chapter in the *Infinium OP for AS/400 Guide to Setup and Processing*.

Terminology and Concepts

This section contains Infinium terminology and concepts you should understand before you continue to the detail chapters. These terms and concepts are used throughout this guide.

Code Types and Code Values
A code type is a three-character designator defined by the system. For each code type, you assign a list of values. These values are code values.

For example, code type IDT defines internal document types. Code values for IDT include electronic invoice and electronic payment order.

Document Set
A document set is a published layout or format that logically specifies the mandatory and optional contents of a business document. Each document set is composed of logical groupings of data elements and data segments.

There is no standard document format. There are only standards on how to define a typical document format.

For example, one document set is a purchase order. One element of an electronic purchase order is a bill-to address.

Electronic Data Interchange (EDI)
Electronic Data Interchange (EDI) is the computer application-to-application exchange of routine business-transaction documents in a format that the computer can process.

Typical EDI documents include purchase orders, invoices, and payments. EDI does not normally include FAX or electronic mail systems.

Entity
Entity refers to the information and controls that are applicable to the entire Infinium Electronic Exchange system. You define Entity controls once for the Infinium Electronic Exchange system. For example, one Entity control you define is the date format.

Mapping
Mapping is the process of relating the data elements in the Interface files to the data elements in the document set. The system performs this process within the translation software for each document that you send or receive.

Trading Partner
A trading partner is the business entity with which you exchange business documents. For each trading partner you define, you also define the

document set and its content. Every trading partner may have a different data element list or use a different standard.

Translation Software
Translation software converts User files to/from standard EDI formats, transmits and receives transactions from the communications provider (usually a third party network), and contains support and control software for its functions.

User File or Interface File
The EDI translation software retrieves documents for transmission or places received documents in these files. The content and structure of these files are critical to successful implementation.

Chapter 2 Establishing Entity Controls

2

This chapter contains the information you need to define Infinium EX basic information and controls as well as default values for various areas of Infinium EX.

The chapter consists of the following topics:

Overview

Use *Work with entity controls* to define the basic information and controls for Infinium EX.

These controls, which you define once, provide default values for different areas of Infinium EX.

Objectives

After you complete this chapter of the guide, you should know how to specify the following kinds of Infinium EX processing information:

- General information such as the date format and the name of the file that contains the Infinium EX error messages
- Trading partner APIs that establish the program interface with the translation software you have installed
- Information that identifies both Infinium applications and other applications that you have installed
- Payables Ledger information that is required to support automatic generation of standard and purchase order-related invoices

Path

- *Infinium EX*
- Control Files
  - Work with entity controls [WWEC]

Work with Entity Selection Page

About This Page

On the Work with Entity selection page you select the entity attributes you plan to define. These attributes are:

- General Information
- Trading Partner APIs
- System Information
- Payables Ledger Information

After you select an attribute and press Enter, the screens that you need to complete for the selected attribute are displayed.

Procedure

To …	You must …
Select attribute to define	Type **2** in *Opt* next to the attribute and press Enter.

General Information Page

About This Page

On the General Information page you define general information that applies to all of Infinium EX. Define general entity controls once.

Caution: The date format in foreign transactions imported into Infinium EX must be mapped to match the date format that you define on this Infinium EX page.

Field Information

System description

Type **Electronic Exchange** if it is not already there.

Message file

Type **EXMSG** to identify the name of the message file used for this application. If you create and use another file for messages, type the name of that file. This is the name of the error message file supplied by Infinium EX.

Date format

Specify the date format to be used in Infinium EX. This format should be the same format used in all Infinium applications that interface directly or indirectly with Infinium EX.

Caution: Once you establish the Infinium EX date format at the time of initial implementation and enter any data, you cannot change the date format.

The valid values are:

1 MMDDYYYY (Month/Day/Year)

2 DDMMYYYY (Day/Month/Year)

3 YYYYMMDD (Year/Month/Day)

Date Separator

Select the character to be used between the date elements (month, day and year) of your dates. You can use a **/** (slash), **-** (hyphen), **.** (period) or **:** (colon).

Examples:

A date separator of **/** and a MMDDYYYY date format result in a date that looks like 01/13/2001

A date separator of **-** and a DDMMYYYY date format result in a date that looks like 13-01-2001

A date separator of **.** and a YYYYMMDD date format result in a date that looks like 2001.01.13

Procedure

To …	You must …
Define general information for Infinium EX	Complete the information on this page and press Enter.

Trading Partner APIs Page

About This Page

On the Trading Partner APIs page you identify the program interface you use with the translation software you have installed.

Field Information

EDI Trading Partner Validation API

This program is used to validate the trading partner in the EDI transaction against the trading partner in the translation software database to ensure that it exists.

Infinium supports the interface program EXGHARB32 (Peregrine, formerly Harbinger Corp. TrustedLink Release 3.2).

Note: This functionality is optional. You can process transactions without this validation.

Procedure

To ...	You must ...
Identify EDI trading partner validation program	Complete the information on this page and press Enter.

System Information Page

About This Page

On the System Information page you identify which interfacing applications are installed, which of the installed applications are Infinium applications and which are not.

The applications are:

- Accounts Receivable
- Cross Applications
- Currency Management
- General Ledger
- Global Taxation
- Inventory Control
- Manufacturing Control
- Manufacturing Planning
- Order Processing
- Payables Ledger
- Process Formula
- Project Accounting
- Purchase Management
- Regulatory Management

If you have non-Infinium applications installed, you must modify the APIs in the code table to match your requirements.

For non-Infinium …	Modify …
CA	APIs in the code table for code type XCA
GL	APIs in the code table for code type XGL
PL	APIs in the code table for code type XPL and EX PL programs

PM	APIs in the code table for code type XPM and EX PM programs

If you specify an Infinium application, the Infinium EX API manager performs an AMZCAP call to retrieve the appropriate library list. If you specify an application from another company, the application program is called directly.

Procedures

To …	You must …
Define system information	Complete the information on this page and press Enter.
Specify that an application is not installed	Type **0** next to that application.
Specify that an application is installed and that it is an Infinium application	Type **1** next to that application.
Specify that an application is installed and that it is a non-Infinium application	Type **2** next to that application.

Payables Ledger Information Page

About This Page

On the Payables Ledger Information page you can specify:

- The criteria to use for grouping invoices into sessions
- The program to use to identify whether an invoice is standard or purchase order-related
- Optional programs to use for additional invoice validations

Field Information

Standard invoices and PO-related invoices (session controls)

Specify how to group standard invoices and purchase order-related invoices into invoice sessions.

1 No break with a limit of 9,999 invoices per session. Include up to 9,999 invoices in an Infinium PL invoice session.

2 One invoice per session. Create a separate Infinium PL invoice session for each invoice.

3 PL company. Group invoices for each Infinium PL company into a separate invoice session

4 PL company and division. Group invoices for each company division into a separate invoice session.

5 Vendor. Group invoices for each vendor into a separate invoice session.

Standard vs PO determination program

Specify the program that determines whether an invoice is a standard invoice or a purchase order-related invoice. Infinium EX provides the default

program, EXGSPD. You can use EXGSPD or specify your own alternative program.

Standard invoices and PO-related invoices (validation programs)

Specify any additional standard invoice or purchase order-related invoice validation program you have customized. These optional validations are run after the regular Infinium EX validation programs.

Procedures

To …	You must …
Define payables ledger information	Complete the information on this page and press Enter.
Save payables ledger information and all other entity control information	Press F3 and then type **1** to save and exit.

Chapter 3 Managing Codes

3

This chapter describes system-defined and user-defined code types and code values and the steps you follow to establish user-defined code types and values. Infinium EX contains all of the required code types and values. You can establish user-defined code types and values that you require.

The chapter consists of the following topics:

Overview

Use *Work with code tables* after you set up the Infinium EX entity controls to set up and maintain the Infinium EX code tables and their code values.

Infinium EX is delivered with required code types and values already established. You only need to set up values if you have custom programs or transactions.

System and User-Defined Code Types and Values

There are two categories of code types and their values in Infinium EX:

- System-defined code types and values

  These are predefined and come with Infinium EX.

  Entries for system-defined code types are flagged with **1** in the Source column. You can display these entries, but you cannot change, deactivate or delete them.

- User-defined code types and values

  These are additional types and values that you can choose to add to Infinium EX as you need them.

  Entries for user-defined code types are flagged with **0** in the Source column. You can add, display, change, deactivate, activate and delete these entries.

Summary of System-defined Code Types and Values

This table summarizes the Infinium EX system-defined code types and their values.

Code Type	Code Values
IDT Internal Document Type	EIN (Electronic Invoice) EPO (Electronic Payment Order) POO (Purchase Order Original)

Code Type	Code Values
SEP Date Separator	**.** (Period Separator) **-** (Dash Separator) **/** (Slash Separator) **:** (Colon Separator)
SNR Send/Receive	**0** (Receive Document) **1** (Send Document)
TDI Trading Document ID	**810** (Electronic Invoice) **820** (Electronic Payment Order) **850** (Purchase Order)
TRP Transmission Program	**OPGESND** (program for OP EIN 810 outgoing EDI) **PLGEP56** (program for PL EPO 820 outgoing EDI) **PMGEXUF** (program for PM POO 850 outgoing EDI) **PMGPOF** (program for PM POO outgoing fax) **PMGPOL** (program for PM POO outgoing print)
XAR AR API Programs	For the accounts receivable API program used to validate information
XCA CA API Programs	For the cross applications API program used to validate information
XCM CM API Programs	For the currency management API program used to validate information
XGL GL API Programs	For the general ledger API program used to validate information
XGT GT API Programs	For the global tax API program used to validate information
XIC IC API Program	For the inventory control API program used to validate information
XMC MC API Programs	For the manufacturing control API program used to validate information
XMP MP API Programs	For the advanced planning API program used to validate information
XOP OP API Programs	For the order processing API program used to validate information

Code Type	Code Values
XPF PF API Programs	For the process formula API program used to validate information
XPL PL API Programs	For the payables ledger API program used to validate information
XPM PM API Programs	For the purchase management API program used to validate information
XRM RM API Programs	For the regulatory management API program used to validate information

Objectives

After you complete this chapter, you should know how to:

- Display system-defined code types and their values
- Add, change, display and delete user-defined code types and their values

Path

- *Infinium EX*
- Control Files
  - Work with code tables [WWCT]

Code Maintenance Selection Page

About This Page

On the Code Maintenance selection page you can:

- Select system-defined code types and values for display
- Create, change, display and delete user-defined code types and values
- Select a code type to add, change or delete its values

A value of **1** in the Active column indicates that the code type is active. Code types with a value of **0** are inactive.

A value of **1** in the Source column indicates that the code type is a system-defined code type. Code types with a value of **0** are user-defined.

Procedures

To …	You must …
Bring a code type to the beginning of the list	Type a value in *Code type* and press Enter.
Search for a code type	Type a value in the *Search* fields for code type, code type description, active status and/or source. Press Enter. The first code type that most closely matches your entry or entries is displayed at the top of the list.
View most current list of code types	Press F5.
View information about a system-defined or user-defined code type	Type **5** in *Opt* next to the code type and press Enter.
Add a new code type	Press F6.

To …	You must …
Change information about a user-defined code type	Type **2** in *Opt* next to the code type and press Enter.
Delete a user-defined code type	Type **4** in *Opt* next to the code type and press Enter. Press Enter to confirm the deletion or press F12 to cancel.
Add, change or delete a code type's values	Type **12** in *Opt* next to the code type and press Enter.

Code Maintenance Create, Change and Display Page

About This Page

On the Code Maintenance page you can set up a new user-defined code type, change information for an existing user-defined code type or view code type information.

When you create a code type, you specify information such as whether the type is active, its description, its values and so forth.

Field Information

Code Type

Type a three-character name for the code type. Use all capital letters.

Code type description

Type a description of the code type to clarify its use.

Active code type

Type **1** if this will be an active code type or type **0** if this code type is inactive.

Heading
Field #

Use to define the column heading you are defining that will display for this code type on the Code Value Maintenance page. You can define up to twenty field headings as indicated by *Field #*.

Note: Only the first and second headings display on the Code Value Maintenance page.

Minimum length
Maximum length

Type the minimum and maximum number of characters or digits that can be entered in the field. The minimum length must be less than or equal to the maximum length.

For example, if you always want a 3-digit entry such as EPO or PPO for code type IDT, type **3** in *Minimum length* and in *Maximum length*.

Data type

Specify the type of data you enter in this field.

Type **1** if any entry is allowed.

Type **2** to allow entry of only numeric values.

Type **3** if the entry must be in the date format established at your site for this application using *Work with entity controls*.

Edit against table

Select the code type against which this field is edited.

Exit program

Type the name of your exit program used to edit this field.

Required entry

Specify whether the field is a required entry on the Code Value Maintenance page.

Active field

Specify whether the field is active.

Procedures

To …	You must …
Create a user-defined code type	Complete the information on this page and press F3. Type **1** to save and exit.
Change a user-defined code type's information	Complete the applicable information changes and press F3. Type **1** to save and exit.

Code Value Maintenance Selection Page

About This Page

On the Code Value Maintenance selection page you can:

- Create a new code value for the code type
- Change a user-defined code value
- Change a system-defined code value's description
- Display a code value
- Delete a user-defined code value

The value in *Code type* at the top of the page indicates the code type to which the values listed on this page apply.

Procedures

To ...	You must ...
Bring a code value to the beginning of the list	Type the code identifier in *Code Value* and press Enter.
Search for a code value	Type a value in the *Search* field for code value, description and/or active status. Press Enter. The first code value that most closely matches your entries is displayed at the top of the list.
View most current list of code values	Press F5.
View information about a system-defined or user-defined code value	Type **5** in *Opt* next to code value and press Enter.
Add a new code value	Press F6.

To …	You must …
Change information about a code value	Type **2** in *Opt* next to code value and press Enter.
Delete a user-defined code value	Type **4** in *Opt* next to code value and press Enter. Press Enter to confirm the deletion or press F12 to cancel.

Code Value Maintenance Create, Change and Display Page

About This Page

On the Code Value Maintenance page you can define, change or display code value information.

Procedures

To …	You must …
Create information for a new code value	Complete the information on this page and press F3. Type **1** to save and exit.
Change information for an existing code value	Change *Active code type* and *Description* values as applicable and press F3. Type **1** to save and exit.

Notes

Chapter 4 Defining Processing Controls

4

This chapter is used to define each trading partner's processing controls. They establish the link between outgoing EDI transactions and the translation software.

The chapter consists of the following topics:

Overview

Use *Work with Processing Controls* to define each trading partner's processing controls that are the foundation of Infinium EX. Infinium EX uses these processing controls to:

- Link Infinium applications to translation software
- Specify processing defaults for each trading partner/document combination

Each processing control has its own disposition settings (combination of electronic processing methods).

Objectives

After you complete this chapter, you should know how to:

- Access the processing controls
- Create new processing controls
- Change existing processing controls
- Delete existing processing controls

Path

- *Infinium EX*
- Control Files
  - Work with processing controls [WWPC]

Work with Processing Controls Selection Page

About This Page

On the Work with Processing Controls selection page you can create or work with processing defaults for each trading partner and document combination. You can:

- Create a new processing control
- Change an existing processing control
- Delete an existing processing control

Procedures

To …	You must …
View most current list of processing controls	Press F5.
Create a new processing control	Press F6.
Activate or deactivate a processing control	Type **9** in *Opt* next to the processing control and press Enter. You cannot select an inactive processing control type.
Display a processing control without changing any of its values	Type **8** in *Opt* next to the processing control and press Enter.
Change a processing control	Type **2** in *Opt* next to the processing control and press Enter.
Delete a processing control	Type **4** in *Opt* next to the processing control and press Enter.

Work with Processing Controls Details Page

About This Page

On the Work with Processing Controls details page you can create, change or display defaults for the trading partner/document combination. Internal refers to information within Infinium applications and external refers to information used by the translation software.

The first six values at the top of the page are also displayed at the top of the other two processing controls pages.

Note: *Acknowledgment program*, *Acknowledgment document ID* and *Hierarchical level* are reserved for future releases.

Field Information

Internal Vendor ID/address type

Type a value for the trading partner you have defined as a vendor within another Infinium application.

When processing a transaction such as a PM purchase order or a PL payment order remittance advice, the transaction's PL vendor is used to find the EX processing controls and find the processing information. Therefore, the value in *Internal Vendor ID* must be a valid PL vendor.

Use *address type* to hold a purchase order vendor zip code or payables ledger default remit-to address.

You cannot simultaneously define a vendor, customer and bank. If you type a vendor ID, you must leave *Internal Customer ID* and *Internal Bank ID* blank.

Internal Customer ID

Type a value for the trading partner you have defined as a customer within another Infinium application.

When processing a transaction such as an OP order, the transaction's customer ID is used to find the EX processing controls and find the

processing information. Therefore, the value in *Internal Customer ID* must be a valid OP customer.

You cannot simultaneously define a vendor, customer and bank. If you type a vendor ID, leave *Internal Vendor ID* and *Internal Bank ID* blank.

Internal Bank ID

Type a value for the trading partner you have defined as a bank within another Infinium application.

When processing a transaction such as a PL payment order, the transaction's bank ID is used to find the EX processing controls and find the processing information. Therefore, the value in *Internal Bank ID* must be a valid PL bank.

You cannot simultaneously define a vendor, customer and bank. If you type a vendor ID, you must leave *Internal Vendor ID* and *Internal Customer ID* blank.

Internal document ID

Specify the Infinium definition of this document.

Document IDs are defined through *Work with codes* using the code type IDT (internal document type).

Send or Receive flag

Specify whether information is being sent or received. Type **1** to send information or type **0** to receive information.

Note: Processing controls are not required to receive information.

Company/Division ID

You can type values to identify the company and division for which you are creating or maintaining this processing control information.

If you specify a division, you must identify the company.

You define companies and divisions through other Infinium applications.

External trading partner ID

Type a value that identifies the external trading partner. A trading partner is anyone who sends or receives documents through electronic processing.

This identifier must be entered exactly as its translation software trading partner identifier. This establishes the link between the Infinium EX controls and the translation software controls.

There can be multiple EX processing controls for the same external trading partner.

External trading partner qualifier

Type a value to further define or qualify a trading partner to the translation software database.

Trading document ID

Select the standard definition of this document. This document ID must also be set up in the translation software.

It is used, in combination with the send/receive flag and internal vendor or customer or bank ID, to verify that this is a valid document.

Trading partner validation API

Type the name of the program interface to your translation software. Infinium provides interface EXGHARB32 (Peregrine, formerly Harbinger Corp. TrustedLink Release 3.2).

The program you specify validates the trading partner in the EDI transaction against the trading partner in the translation software database to ensure that it exists.

Because this is an optional validation, you can leave this field blank.

Dual processing

Specify whether to send this document to two trading partners simultaneously. For example, you can send payment information to a bank while you send the remittance advice to the vendor.

Type **1** to perform dual processing on this document or type **0** to ignore dual processing.

How dual processing is performed depends on the application using it.

Refer to the " Working with Infinium Payables Ledger" chapter in this guide for specific details.

Procedures

To …	You must …
Redisplay page and update field values	Press F5.
Save trading partner information and continue	Complete the information on this page and press Enter.

Work with Processing Controls EDI and Exit Programs Page

About This Page

On the Work with Processing Controls EDI and exit programs page you can specify, change or display the processing control defaults for the trading partner and document combination.

Field Information

Disposition flags and programs

Indicate whether to perform EDI, facsimile, print or other processing for this document. Type the program name for each processing you select.

Note: Your entry is validated against code type TRP (Transmission Program).

Additional Processing Programs

Type an exit program in *User Exit Program* (1 through 5).

This customized exit program performs a separate function outside Infinium EX. Be sure that the program is included in your library list.

FAX information

Type the number in *Phone #* to which the FAX should be sent. If you type a value in *Short name*, the value in *Phone #* is not used.

You can also specify the user profile in *FAX user ID* who is authorized to FAX the document. This profile must be set up in your FAX software.

Procedures

To …	You must …
Redisplay page and update	Press F5.

To …	You must …
field values	
Save disposition flags and programs, additional programs and FAX information and continue	Complete the information on this page and press Enter.

Work with Processing Controls User Fields Page

About This Page

On the Work with Processing Controls user fields page you can specify, change or display additional information specific to your business needs.

Field Information

User Fields

Type values to hold additional information not covered by Infinium EX.

User Flags

Type a one-character flag to relay additional information not covered by Infinium EX.

Procedure

To …	You must …
Save user field and user flag information	Complete the information on this page and press Enter. Type **1** to save and exit.

Chapter 5 Defining User Profiles and Authorities

5

This chapter describes the steps you follow to record general information about a user and to define which functions the user is authorized to execute within Infinium EX.

Overview

Use to record general information about a user and to define which functions the user is authorized to execute within Infinium EX.

You can create a new profile or you can copy a profile to create a new one. You can update an existing user profile and you can delete outdated user profiles.

A user profile:

- Describes the user
- Optionally specifies the start and end dates for the user's access to the system
- Defines the user's authority level
- Specifies whether the user is authorized to Infinium PL and Infinium PM menu options
- Determines which actions the user can perform within certain Infinium EX functions

Objectives

After you complete this chapter of the guide, you should know how to set up, update or delete a user's Infinium EX user profile.

Path

- *Infinium EX*
- Supervisor Functions
  - Work with user profiles *[WWUP]*

Work with User Profile Prompt Page

About This Page

On the Work with User Profile prompt page you can view existing user profiles with the same user authority level or lower as your user profile. You can create a new user profile or select an existing profile to update, copy or delete.

To reduce your effort when creating a new user profile, locate a profile that is similar to the one you are creating. For example, copy a profile that has authorizations similar to the ones the new user should have.

The actions available to you on this page depend upon your own user profile. In order to use the options on this page, your user profile must have the appropriate option level and/or access level authority.

Procedures

To ...	You must ...
View most current list of user profiles	Press F5.
Locate a user profile in the list	Type the user profile in *Locate User* and press Enter.
Create a user profile	Press F6.
Copy an existing user profile to create a new one	Type **3** in *Option* next to the user ID and press Enter.
Delete a user profile	Type **4** in *Option* next to the user ID and press Enter.
Change user profile information	Type **12** in *Option* next to the user ID and press Enter.

Work with User Profile Attribute Selection Page

About This Page

On the Work with User Profile attribute selection page you specify whether you want to change or display general user profile information or option level authority for the user profile.

Procedures

To …	You must …
Change the user profile's general information	Type **2** in *Opt* next to General Information and press Enter.
Display the user profile's general information	Type **5** in *Opt* next to General Information and press Enter.
Change the user profile's option level authority	Type **2** in *Opt* next to Option Level Authority and press Enter.
Display the user profile's option level authority	Type **5** in *Opt* next to Option Level Authority and press Enter.

General Information Page

About This Page

On the General Information page you can create, change or view general user profile information. This information describes the user and defines the user's authority level.

You specify whether the user is authorized in Infinium PL and Infinium PM. You can also specify a start and end date for the user profile.

Field Information

Profile

Type a user profile identifier if you are creating a new user profile.

If you are changing or displaying user profile information, the user profile identifier that you selected on the Work with User Profile prompt page is displayed.

Description

Type a description or the name of the user whose profile you are creating.

If you are changing or displaying user profile information, the description of the user profile identifier that you selected on the Work with User Profile prompt page is displayed.

Effective Dates

Type dates to define the effective starting and ending dates for the period during which the user is allowed to access Infinium EX.

Leave blank if there is no time restriction on the user's access to Infinium EX.

User Authority Level

Specify the user's overall authority level. This user cannot update user profiles with a higher authority.

Example:

If you assign this user a standard user level authority **5**, the user cannot access profiles for a high level user with authority level **1**, but the user with level **1** can update this user's profile.

Authorized to Payables Ledger

Specify **Yes** if this user is authorized to use the Payables Processing options in Infinium EX. If not, specify **No**.

Caution: If you authorize this user to Infinium PL, you must ensure that the user also has a record in Infinium PL's *Work with user security*.

Authorized to Purchase Management

This is reserved for future functionality.

Procedure

To …	You must …
Create or change user profile general information	Complete the information on this page. Press Enter. Type **1** to save changes and exit.

Option Level Authority Page

About This Page

On the Option Level Authority page you specify whether the user can use the change, copy, delete and display options in Infinium EX *Work with user profiles*, *Work with entity controls* and *Work with processing controls*.

Procedures

To …	You must …
Create or change user option level authorities	Complete the information on this page. Press Enter. Type **1** to save changes and exit.
Allow user to change, copy, delete or display user profile information	Specify **Yes** next each *Work with user profiles* option you are allowing the user to perform; otherwise, specify **No**. Press Enter. Type **1** to save changes and exit.
Allow user to change entity controls	Specify **Yes** next each *Work with entity controls* option you are allowing the user to perform; otherwise, specify **No**. Press Enter. Type **1** to save changes and exit.
Allow user to change, delete, display or deactivate processing controls	Specify **Yes** next each *Work with processing controls* option you are allowing the user to perform; otherwise, specify **No**. Press Enter. Type **1** to save changes and exit.

Notes

Chapter 6 Processing Invoices

6

This chapter provides the information and steps used to process invoices.

The chapter consists of the following topics:

Overview

Infinium EX provides two payables processing functions:

- *Process invoices*

  Use to:

  - Determine if invoices are standard or purchase order-related invoices
  - Validate invoice header and detail information
  - Create invoice sessions (with a report for each session) and invoices in Infinium PL

- *Work with invoice exceptions*

  Use to correct invoice data validation errors identified when you run *Process invoices*.

In addition, you can use *Work with invoice exception sts* in *Supervisor Functions* to reset an invoice's exception status so that you can work with the invoice data in *Work with invoice exceptions*.

Objectives

After you complete this chapter of the guide, you should know how to:

- Ensure that the controls for processing invoices have been properly set up
- Understand the Infinium EX *Process invoices* automated process
- Use *Process invoices* to create an Infinium PL invoice session with validated standard or purchase order-related invoices and receive the session report
- Reset an invoice's status when reprocessing has ended abnormally due to such causes as electrical failure

Terminology

810 invoice
An electronic vendor invoice for goods ordered. An 810 electronic invoice can be purchase order related or a standard order invoice.

The vendor sends information electronically to Infinium EX, rather than mailing paper invoices. This electronic information is validated and corrected if necessary. Invoices are then created.

Purchase order-related invoice
An invoice generated from an Infinium PM purchase order. The vendor can return minimal information, which must include the purchase order number. The remainder is retrieved from the associated purchase order.

Standard invoice
An electronic invoice from a vendor that is not associated with an Infinium PM purchase order. Information is defaulted from the PL vendor and company controls.

Invoice Process Flow

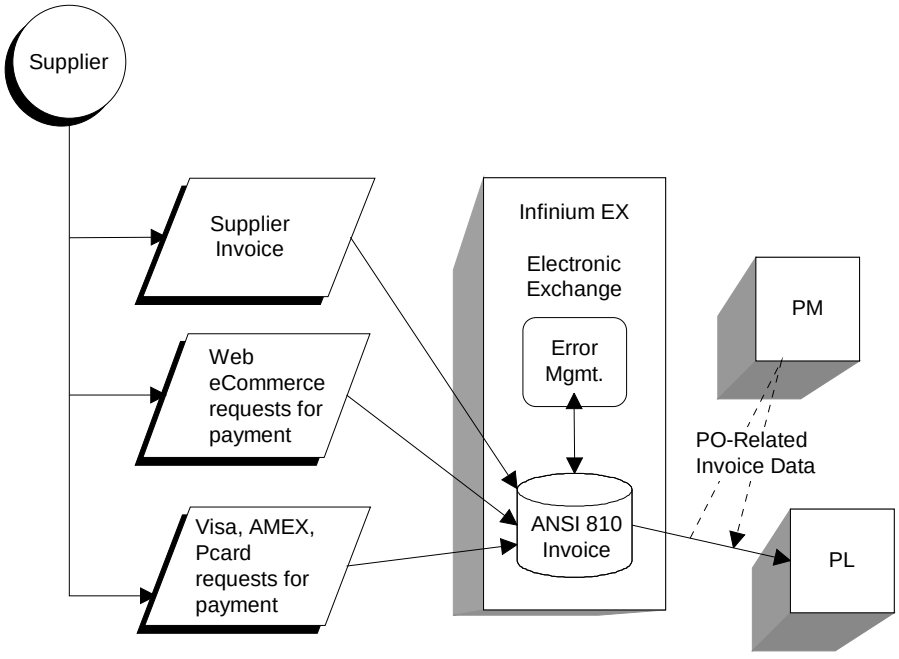

Figure 6-1: Invoice Process Flow

Electronic Invoice Process Flow

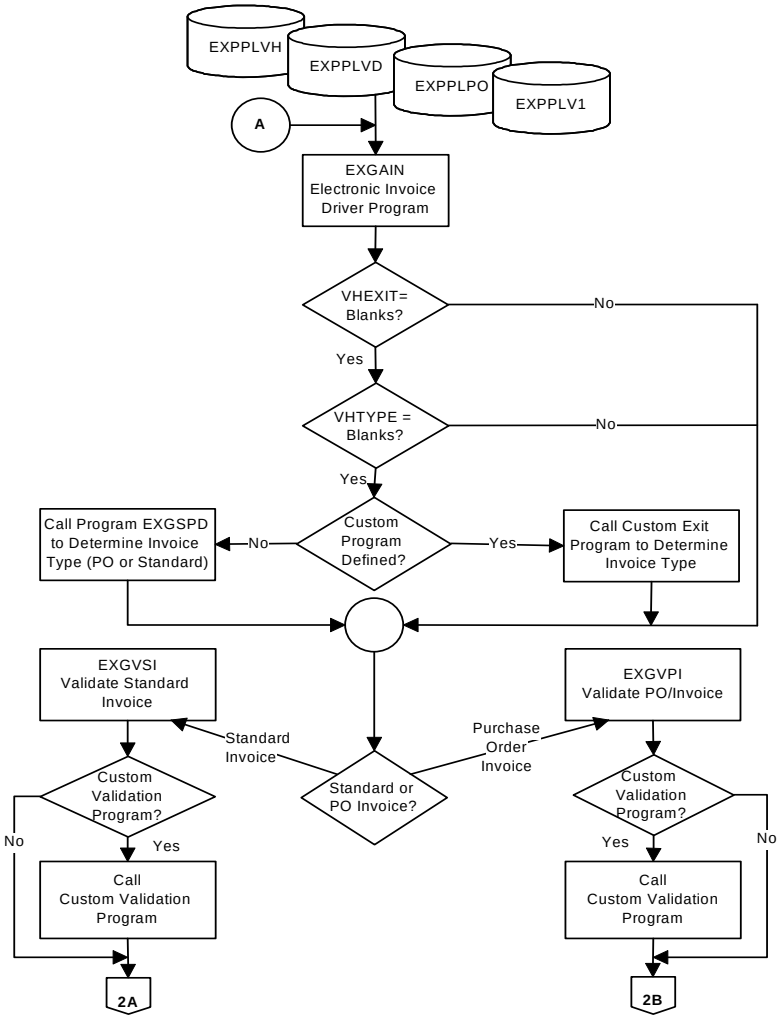

Figure 6-2: Electronic Invoice Process Flow

Electronic Invoice Validation Process

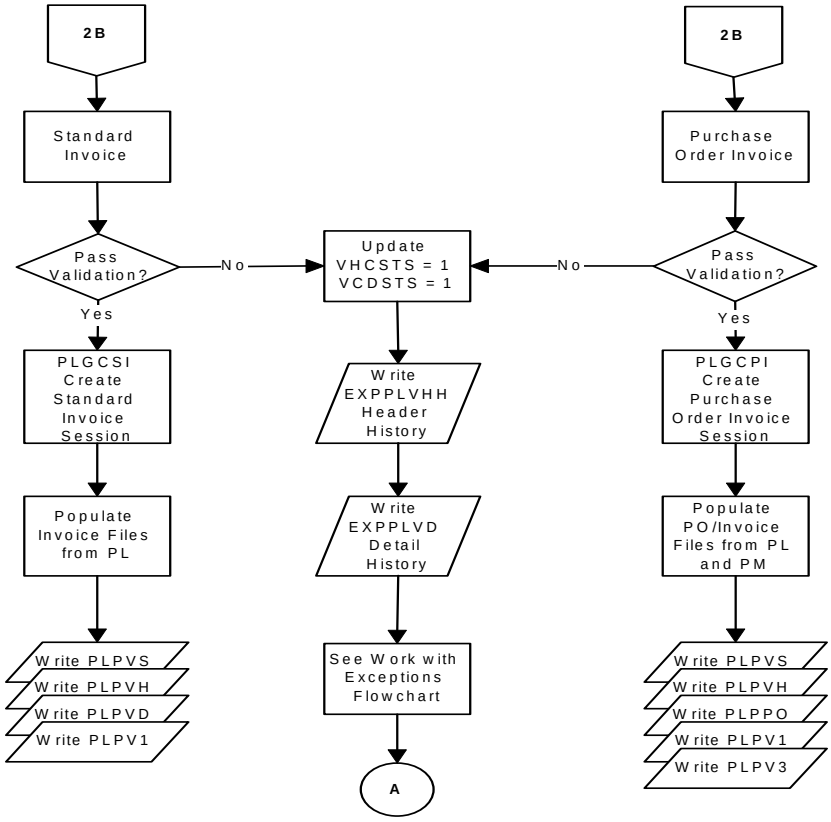

Figure 6-3: Electronic Invoice Validation Process

Electronic Invoice Exceptions Process

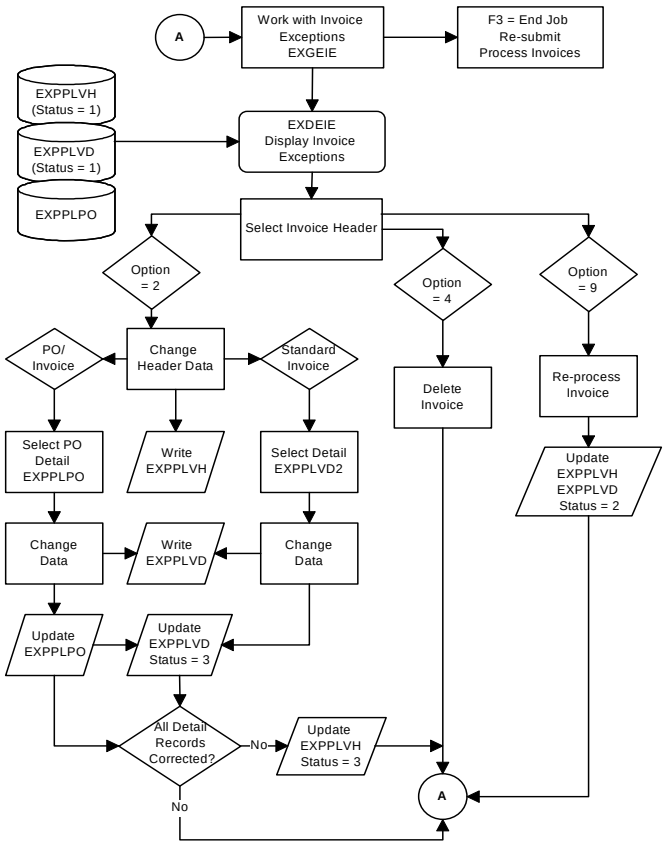

Figure 6-4: Electronic Invoice Exceptions Process

Work Files for External Source Invoices

The following header and detail work files are used in the automatic creation of invoices:

- EXPPLVH (electronic invoice header)
- EXPPLVD (electronic invoice detail)
- EXPPLPO (electronic purchase order)
- EXPPLV1 (electronic user fields)
- EXPPLV3 (electronic tax fields)

APIs and Infinium PL

APIs load valid records into the following files and create an invoice session record in PLPVS:

- PLPVH (invoice header)
- PLPVD (invoice detail)
- PLPPO (PO detail - if PO invoice)

Checking Related Controls

Translation Software Controls

Ensure that you have completed the following tasks for the translation software:

- Establish the vendor, document direction (receive), and external document ID (810).
- Establish the interface file and mapping definitions for the documents that you are trading. Refer to the “Mapping Electronic 810 Data” chapter in this guide for more information.)

Entity Controls

In order to process invoices, ensure that you have completed the following on your Infinium EX entity controls:

- Specify how standard and purchase order related invoices will be grouped in invoice sessions
- Define the *Standard vs PO determination program* if you are using a program other than EXGSPD provided with Infinium EX

Determining Invoice Type

Program EXGSPD determines the invoice type as follows:

Is the purchase order number blank?

Blank purchase order

If yes (the purchase order number is blank), is the purchase order sequence number less than or equal to zero, the item quantity blank and the GL account number not blank?

If yes, than the invoice is a standard invoice. The determination process for this invoice is complete. Continue to next invoice (audit number).

If no, is the purchase order sequence number less than or equal to zero, the item quantity blank and the GL account number blank?

- If yes, this is a standard invoice. The determination process for this invoice is complete. Continue to next invoice (audit number).
- If no, is the purchase order sequence number greater than zero or the item quantity not blank and the GL account number blank?
  - If yes, this is a purchase order invoice. The determination process for this invoice is complete. Continue to the next invoice (audit number).
  - If no, is the purchase order sequence number greater than zero and the GL account number not blank?
    - If yes, this is a purchase order invoice. The determination process for this invoice is complete. Continue to the next invoice (audit number).
    - If no, this is a standard invoice. The determination process for this invoice is complete. Continue to the next invoice (audit number).

Non-blank purchase order

If no (the purchase order number is not blank), is the purchase order number valid?

If yes, this is a purchase order invoice. The determination process for this invoice is complete. Continue to the next invoice (audit number).

If no, go to the next different purchase order number within the audit number and perform the same check until there is a valid purchase order number or until the last record within the audit number.

Is this the last record?

- If yes, look at the purchase order sequence number and item quantity. If the purchase order sequence number is less than or equal to zero, the item quantity is blank and the GL account number is not blank, this is a standard invoice. The determination process for this invoice is complete. Continue to the next invoice (audit number).
- If no, this is a purchase order invoice. The determination process for this invoice is complete. Continue to the next invoice (audit number).

The audit number, purchase order number, purchase order sequence number, item quantity, and GL account number are important in the determination process. All blanks are at the top of the file and are in the first test.

Note: The *STD vs PO determination program* field on entity controls allows you to specify your own program to determine the invoice type.

Understanding Purchase Order-Related Invoice Creation

Because creation of the invoice is automatic, the invoice is created with the dollar values and quantities submitted by the vendor. The other items needed on the invoice (for example, GL accounts) are defaulted from the associated Infinium PM files.

The invoice sessions should be ready to proof and post at the end of processing. Matching occurs after the invoices are proofed. If fatal matching errors are encountered, you must access the invoice using the PL invoice function to correct the errors. If the invoice passes matching, the invoice is posted.

Additional Charges

The estimated additional charge is not defaulted from the purchase order. Only charges submitted by the vendor appear on the automatically created invoice.

Because a purchase order can be created for a zero dollar additional charge, existence of an additional charge is validated. The invoice amount is not compared to the purchase order amount. Validation of the amount takes place during the proof, match and post process.

For additional charges that are included in the cost (for example, if the estimated charge is $500 and the invoice amount is $100), a recalculation of the prorations is performed just as if you pressed F8 (default proration) on the interactive proration page.

Only one EDI invoice record per additional charge sequence is allowed.

Extended Amounts

It is possible that the invoice extended amount does not match the purchase order extended amount. Because the vendor is sending the extended amount, the vendor extended amount takes precedence over the purchase order extended amount (unit cost * quantity). In this situation, an Inventory

Adjustment (INA), or Purchase Price Variance (PPV) or Expense Adjustment (EXP) is created to balance the two entries.

The adjustment or PPV account is defaulted from the associated PL company/division/accounting group controls. You can change the extended amount after the session is created to balance the discrepancy.

Multi-Currency Amounts

For multi-currency invoices, dollar amounts are not converted if an error is returned from Infinium CM. The proof contains a message stating that the invoice currency is invalid for the company/division/currency.

Understanding Standard Invoice Creation

The vendor can send only header records or send header and detail records. If the vendor sends only header records, the current logic that mimics high volume invoice entry is used. The invoice amount on the header is allocated to the GL account number or distribution group located on the Infinium PL vendor controls.

The invoice sessions should be ready to proof and post at the end of processing. If the invoice passes the proof process, the invoice is posted.

Invalid Distribution Groups

If the distribution group is not valid for the voucher's PL company, an error results when the voucher is posted with the following as a possible error:

Total distributions must equal the invoice amount.

When you select the voucher, a distribution amount remains on the Invoice Distributions page. If there is an issue with the distribution group during the creation process, the invoice amount is not distributed to the distribution group with the error. To allocate the remaining distribution amount to a valid distribution group, prompt and select a valid distribution group and press Enter.

Invalid GL Account Numbers

If the GL account number is not valid for the voucher's PL company, an error results when the voucher is posted with the following as a possible error:

Intercompany distributions exist but no intercompany table exists in either company or entity controls.

When you select the voucher, the amount is distributed to the account in error on the Invoice Distributions page.

Tax Amounts

If the vendor sends a tax amount, there must also be a tax authority/rate code. Tax authority/rate codes default from the PL vendor tax controls. If default tax authority/rate codes have not been set up, the record is failed as an error.

The tax amount is not checked for validity. If the vendor sends a tax amount that is greater than the system-calculated tax amount with tolerances, the voucher is created using the vendor-submitted tax amount. The tax is flagged as an error and your accounts payable clerk must correct it.

The Infinium EX exception process does not edit for the vendor being tax exempt. If the vendor is tax exempt, the following warning is displayed when the voucher is posted:

Invoice has tax entries and vendor is tax exempt.

Even if the invoice does not contain tax dollars or tax authority/rate code, the tax authority/rate code defaults from the PL vendor controls. When the voucher is posted, the following error message appears:

Tax data entered on header – no tax details exist.

The accounts payable clerk must decide whether to self assess or call the vendor to re-invoice. If the PL vendor is set up for self-assessed taxation and does not submit tax on the header, the tax liability accrual is automatically generated and an error message is issued stating that the invoice is out of balance. Select the invoice and press Enter through all of the pages.

Freight Amounts

If the vendor sends a freight amount, the company controls, division, accounting group and freight method are looked at. If the freight method is **2** or **3**, the existence of a freight account is validated. If there is no freight account, the record is flagged as an error during the validation process because the *Freight account* field is input inhibited when you access the voucher.

The amount in the *Freight amount* field is allocated to the freight account and the remainder of the invoice amount (invoice amount less freight amount) is allocated to the line type 21 expense VD records.

If the freight method is **1**, the value in the *Freight amount* field on the voucher header is looked at, but the entire invoice amount is distributed across the line type 21 expense VD records.

Multi-Currency Amounts

If the vendor does not send a transaction currency in a multi-currency environment (where *Process multi-currency* is **Yes** on the company controls), the vendor's default for the transaction currency is looked at. If there is no default defined on the vendor controls, the transaction currency from the PL company/division is used.

For multi-currency, dollar amounts are not converted if an error is returned from Infinium CM. The proof contains a message stating that the invoice currency is invalid for the company/division/currency.

Processing Invoices

Overview

Use *Process invoices* to submit a batch job that performs these tasks for invoice data in Infinium EX:

1. Determines at the detail level if the invoices are standard invoices or purchase order-related invoices

   The EXGSPD program provided by Infinium EX determines if an invoice is a standard or a purchase order-related invoice. You can specify on the entity controls your own program that determines the invoice type.

2. Validates invoice header and detail information

   In addition to the validations performed by Infinium EX, you can also specify a program on the entity controls to perform additional validations on standard invoices and a program to perform additional validations on purchase order-related invoices.

3. Puts invoices that failed validation in a separate file for exception processing

4. Creates invoices for those invoices that pass validation and groups them into Infinium PL sessions, breaking between sessions according to the settings on the Infinium EX entity controls

   Separate sessions are created for standard, purchase order-related and Infinium eProcurement invoices.

   You can break sessions as follows:

   - Include up to 9,999 invoices in an Infinium PL invoice session
   - Create a separate Infinium PL invoice session for each invoice
   - Group invoices for each Infinium PL company into a separate invoice session
   - Group invoices for each company division into a separate invoice session
   - Group invoices for each vendor into a separate invoice session

5 Processes these invoice sessions into *Work with invoice entry* in Infinium PL where you can proof, match and post them

6 Sets the Infinium PL invoice source value to **EX** and sets the Infinium PL invoice reference values to **STD Inv, PO Inv** or **eProcure**.

7 Provides a session report for each session

Note: Invoices with errors are available for correction in *Work with invoice exceptions* in Infinium EX.

Path

- *Infinium EX*
- Payables Processing
  - Process invoices [PI]

Process Invoices Page

About This Page

On the Process Invoices page you can specify the default accounting date for the invoice header and specify the types of invoices to select for processing.

Field Information

Default accounting date

Type a default accounting date if you are not using the current date.

This date is used as the *Default accounting date* on the invoice header. The accounting date and the invoice company's calendar controls determine the accounting year and period in which to post an invoice.

The date on the invoice header is used as the default date for all invoices in the session. You can change the header value and you can change the date on individual invoices within the session.

Invoice type selection

Specify the type of invoices to process. Leave blank to process all invoices in the EXPPL files or select a specific type of invoice to process.

You can process electronic 810 invoices, eProcurement invoices or procurement card invoices.

Procedure

To …	You must …
Process invoices	Complete the information on this page and press Enter. Read the information that is displayed and press Enter.

Correcting Invoice Data Errors

Overview

Records that do not pass the validity test when you run *Process invoices* are available for correction in *Work with invoice exceptions*. You can change invoice information to correct validation errors, delete unidentifiable invoices and reprocess corrected invoices.

Note: Infinium EX creates invoice audit history for the error changes that you make. This audit history is currently viewable using DBU (database utility) or DFU (data file utility).

Objectives

After you complete this chapter of the guide, you should know how to:

- Access and correct incorrect invoice information
- Delete invoices
- Reprocess corrected invoices

Path

- *Infinium EX*
- Payables Processing
  - Work with invoice exceptions [WWIE]

Invoice Selection Header Page

About This Page

On the Invoice Selection Header page you can select an invoice that requires correction. After correcting the invalid data, you can select the invoice for

reprocessing. You can also select an invoice for deletion if it has invalid or unidentifiable information.

You can specify a company, vendor ID, invoice ID, invoice date or audit number in the *Locate* fields to find an invoice. The *Locate* fields become input inhibited after you change the status of the first invoice.

The invoice type indicates whether the invoice is standard or purchase order-related. The invoice type affects the value in the *Company* field. For standard invoices, the PL company is displayed. For purchase order-related type invoices, the PO company is displayed. Because the PL company and PO company prompt to different applications, F7 allows you to toggle between the two prompts. The heading over the *Locate* field identifies the active prompt.

Status Codes

Status definitions are displayed on this page and are maintained in the EXPPLVH file, in the VHCSTS field. The following are the status code values:

Status Code	Meaning	VHCSTS Value
Err	Errors exist for the invoice	**1**
Chg	Changes have been made on the invoice	**3**
Rpc	Selected for reprocessing	**2**
[blank]	Ready for processing	**0**
Dlt	Delete	

Note: If you select a line with a status of **Rpc** or **Dlt** again with **4** or **9**, the status is set **Chg**.

Procedures

To …	You must …
Change company prompt from PL to PO companies	Press F7.
Reset the locate to its original order	Remove the entry in the *Locate* field and press Enter.

To …	You must …
Correct an invoice	Select the invoice with **2** and press Enter.
Delete an invoice	Select the invoice with **4** and press Enter.
Undo the deletion and reset the **Dlt** (delete) status to **Chg** (change)	Select the invoice again with **4** and press Enter.
Reprocess an invoice	Select the invoice with **9** and press Enter.
Undo the reprocessing flag and reset the **Rpc** (reprocess) status to **Chg** (change)	Select the invoice again with **9** and press Enter.
Repeat previous action for other invoices	Press F9 and then press Enter.

PO Invoice Header Maintenance Page

About This Page

Invoices displayed on this page are purchase order invoices. On the PO Invoice Header Maintenance page you can determine if there are validation errors associated with the header and correct them. Once you determine that there are no validation errors on the header page, you can continue and check the detail information.

The top portion of the page contains the *Vendor ID*, *Invoice ID*, *Invoice Date*, *Invoice Amount* and the *Audit Number*. These fields must contain valid values. Because they are display-only fields, errors require either re-processing through the mapping program or re-transmission by the vendor.

Field Information

PO company

If the purchase order company is in error, select the purchase order company that ordered the supplies/services and owns the liability for the invoice.

Freight amt

This dollar value is the freight charge submitted by the vendor.

When the EDI transaction is written to EX files, a freight charge associated with the EDI header record is written to the voucher header freight amount and to the EXPPLPO file with a purchase order sequence of **0**. A **0** sequence indicates that there is an additional charge on the header.

The validation process checks for a match in Infinium PM for the header freight additional charge. If a match is found, the charge is processed as part of the purchase order and is deleted from the invoice header.

If no match is found, the additional charge item on the detail page is flagged as an error. You must either add the additional detail charge to the purchase order or delete it from the invoice exception detail page.

Once you delete it from the detail page, the freight amount on the invoice header maintenance page is processed as part of the voucher invoice header, which is outside the purchase order-related matching process.

Tax amount

This is the dollar value of the tax submitted by the vendor.

When the EDI transaction is written to EX files, a tax charge associated with the EDI header record is written to the voucher header tax amount and to the EXPPLPO file with a purchase order sequence of **0**. A **0** sequence indicates that there is an additional charge on the header.

The validation process checks for a match in Infinium PM for the header tax additional charge. When a match is found, the charge is processed as part of the purchase order and is deleted from the invoice header.

If no match is found, the additional charge item on the detail page is flagged as an error. You must either add the additional detail charge to the purchase order or delete it from the invoice exception detail page.

Payment terms

These are the payment terms submitted by the vendor. If the payment terms are not valid, select the correct payment terms. If the vendor does not submit payment terms, they default from the purchase order.

Vendor terms are not validated against purchase order terms because checking terms is part of the matching process during proof, match and post.

The vendor is not required to submit payment terms. If the vendor leaves the payment terms blank, they default from the purchase order or the vendor controls.

If a due date is submitted, the validation process ensures that the vendor has not submitted payment terms. The vendor can submit either payment terms or a due date.

Due date

This is the due date submitted by the vendor. The vendor can submit either payment terms or a due date. If a due date is submitted, the validation process ensures that the vendor has not submitted payment terms.

Discount amt or percent

Not valid for purchase order-related invoices

Discount date

Not valid for purchase order-related invoices

User fields

User fields submitted by the vendor are displayed but are not validated.

Procedures

To ...	You must ...
View errors on the header page	Press F7. **Note:** The error message for a duplicate audit number is repeated for each duplicate header record; for example, if there are four duplicate vendor header records, there are four messages.
Correct errors	Change the information and press Enter when done.
Delete the invoice	Press F22.

PO Invoice Detail Selection Page

About This Page

On the PO Invoice Detail Selection page you can select an invoice detail line (type **01**) or an additional charge line (type **02**) that requires correction. You

can also select an invoice line for deletion if it has invalid or unidentifiable information.

Procedures

To …	You must …
Correct invoice information	Select the invoice with **2** and press Enter.
Delete an invoice line	Select the invoice with **4** and press Enter.
Undo deletion and reset **Dlt** (delete) status to **Chg** (change)	Select the invoice again with **4** and press Enter.

PO Invoice Detail Maintenance Page for Items

About This Page

On the PO Invoice Detail Maintenance page you can correct invoice item detail information.

Field Information

PO number

This is the purchase order number submitted by the vendor for the invoiced item. When the vendor submits detail records for an invoice generated from a purchase order, a valid purchase order is required on each of the detail records.

The purchase order number is validated against Infinium PM purchase orders for the purchase order company defined on the invoice header. The purchase order number must exist and be open.

Before you correct the purchase order number, note the *PO line number*, *Multi-ship log #, Charge* (for an invoice line type of 02), *Item code/commodity* and *Item description* (for an invoice line type of 01) are correct. This combination of items must be valid.

To correct the purchase order number, prompt on the *PO Number* field and select the correct purchase order with **1**. After you press Enter, the purchase order drilldown selection detail and multi-ship lines are displayed. All associated items are displayed on the purchase order drilldown selection

page. Select the appropriate line item and press Enter. All the data is displayed on the PO Invoice Detail Maintenance page.

Invoice detail amount

This is the invoice amount submitted by the vendor for this invoice detail item.

Ship To Location

This is the ship to location of the items submitted for invoicing by the vendor. The validation process ensures that the ship to location is valid and is the same as the ship to location on the purchase order.

Invoice quantity

This is the quantity of items submitted for invoicing by the vendor. The validation process ensures that there is a quantity and, if there is no quantity, it is a validation error.

The validation process does not check to see the quantity remaining for invoicing. This check occurs during the proof, match and post process.

Unit of measure

This is the unit of measure of the quantity of items submitted for invoicing by the vendor. The validation process ensures that the unit of measure is valid and that it is the same as the unit of measure on the purchase order.

Price per unit

This is the price per unit submitted by the vendor. If the price per unit is not submitted, it is calculated by dividing the invoice detail amount by the invoice quantity. The *Price per unit* is used to book either inventory adjustments or the purchase price variance.

Procedures

To …	You must …
View errors on the detail page	Press F7. **Note:** The error message for a duplicate audit number is repeated for each duplicate header record; for example, if there are four duplicate vendor header records, there are four messages.

To …	You must …
Correct errors	Change the information and press Enter when done.
Delete the purchase order detail line	Press F22.

PO Invoice Detail Maintenance Page for Additional Charges

About This Page

On the PO Invoice Detail Maintenance page you can correct invoice additional charge detail information.

Field Information

PO number

This is the purchase order number submitted by the vendor for the invoiced item. When the vendor submits detail records for an invoice generated from a purchase order, a valid purchase order is required on each of the detail records.

The purchase order number is validated against Infinium PM purchase orders for the purchase order company defined on the invoice header. The purchase order number must exist and be open.

Before you correct the purchase order number, note the *PO line number*, *Multi-ship log #, Charge* (for an invoice line type of 02), *Item code/commodity* and *Item description* (for an invoice line type of 01) are correct. This combination of items must be valid.

To correct the purchase order number, prompt on the *PO Number* field and select the correct purchase order with **1**. After you press Enter, the purchase order drilldown selection detail and multi-ship lines are displayed. All associated items are displayed on the purchase order drilldown selection page. Select the appropriate item and press Enter. All the data is displayed on the PO Invoice Detail Maintenance page.

Invoice detail amount

This is the invoice amount submitted by the vendor for this invoice detail additional charge item.

Procedures

To …	You must …
View errors on the detail page	Press F7. **Note:** The error message for a duplicate audit number is repeated for each duplicate header record; for example, if there are four duplicate vendor header records, there are four messages.
Correct errors	Change the information and press Enter when done.
Delete the purchase order additional charge detail line	Press F22.

Standard Invoice Header Maintenance Page

About This Page

Invoices displayed on this page are standard invoices. On the Standard Invoice Header Maintenance page you can determine if there are validation errors on the header and correct them. Once you determine that there are no validation errors on the header page, you can continue and check the detail information. If the vendor sends only EXPPLVH records, the standard invoice detail selection page is blank.

Note: User fields are not validated.

The top portion of the page contains the *Vendor ID*, *Invoice ID*, *Invoice Date*, *Invoice Amount* and the *Audit Number*. These fields must contain valid values. Because they are display-only fields, errors require either re-processing through the mapping program or re-transmission by the vendor.

Field Information

PL company

If the payables ledger company is in error, select the payables ledger company that owns the liability for the invoice.

PL division

If the payables ledger division is in error, select the payables ledger division that owns the liability for the invoice.

Remit Address

This is the remit address type submitted by the vendor. If the vendor does not submit this information, it defaults from the vendor controls

The validation process matches the remit address type submitted by the vendor against the PL vendor address type. If this is an error, select the correct remit address type.

Freight amt

This dollar value is the freight charge submitted by the vendor. The validation process checks the freight method defined on the PL accounting group.

If the freight method is **2** or **3**, a freight account must also be defined. If a freight account is not defined, a validation error occurs and you must add a freight account to the PL accounting group to correct this error.

When the invoice is created in Infinium PL, the freight amount submitted by the vendor is distributed based on the freight method defined on the PL accounting group. The following describes the three freight methods:

- Freight Method 1

  The freight charge is distributed across the invoice expense lines in the same proportion that each expense line is of the total invoice amount. It is included as a line type of 21.

- Freight Method 2

  The freight charge is distributed to the freight account defined on the PL accounting group. The freight amount on the invoice distribution page is the first line item.

It is distributed to the freight account defined on the PL accounting group. The freight amount is against line type 22.

- Freight Method 3

  The freight charge is distributed across the invoice expense lines in the same proportion as each expense line is of the total amount of the invoice and is charged as a line type of 22. The freight amount on the invoice distributions page is the first line item.

It is distributed to the freight account defined on the PL accounting group. During the post process, the freight amount is re-distributed against the regular expense distribution accounts but with a line type of 22.

Tax amount

This is the dollar value of the tax submitted by the vendor. The validation process ensures that the:

- Vendor submitted a valid tax authority/tax rate code, or
- Vendor tax controls contain a valid tax authority/rate code

If one of the above does not exist, there is a validation error and you must select a valid tax authority/tax rate code.

When an invoice is created in Infinium PL, the tax amount submitted by the vendor is included in the invoice amount on the invoice distribution page. It is not included in the amount distributed over the expense items.

When you proof and post the invoice, the tax entries appear as line type 24 to 29 on the proof and post reports.

Tax authority

This is the tax authority submitted by the vendor. The validation process matches the tax authority submitted by the vendor against the Infinium GT tax authority code values.

If the vendor submits a tax amount and does not submit a tax authority, it defaults from the vendor tax controls. If a tax authority has not been defined on the vendor tax controls, a validation error occurs and you must select a valid tax authority.

Tax rate

This is the tax rate code submitted by the vendor. The validation process matches the tax rate code submitted by the vendor against the Infinium GT tax rate code values. If the vendor submits a tax amount and does not submit a tax rate code, it defaults from the vendor tax controls. If a tax rate code has not been defined on the vendor tax controls, a validation error occurs and you must select a valid tax rate.

Payment terms

These are the payment terms submitted by the vendor. If the payment terms are not valid, select the correct payment terms.

The validation process matches the payment terms submitted by the vendor against the PL payment terms code values. If the vendor does not submit payment terms, they default from the vendor controls.

If payment terms have not been defined on the vendor controls and if the vendor has not submitted a due date, a validation error occurs and you must enter a due date.

Due date

This is the due date submitted by the vendor. If a due date is submitted, the validation process ensures that the vendor has not submitted payment terms.

The vendor can submit either payment terms or a due date. When payment terms have not been submitted by the vendor and have not been defined on the vendor controls, you must specify a due date.

Discount amt or percent

This is the discount amount or percent submitted by the vendor. If a discount amount has been submitted, the validation process ensures that:

- Payment terms are not submitted by the vendor
- Discount percent is not submitted by the vendor
- Discount date is submitted by the vendor
- Discount date is equal to or less than the due date

If the discount percent is submitted, the validation process ensures that:

- Payment terms are not submitted by the vendor
- Discount amount is not submitted by the vendor
- Discount date is submitted by the vendor
- Discount date is equal to or less than the due date

Discount date

This is the discount date submitted by the vendor. If a discount date has been submitted, the validation process ensures that:

- Payment terms are not submitted by the vendor
- Either discount amount or discount percent is submitted by the vendor
- Discount date is equal to or less than the due date

Procedures

To …	You must …
View errors on the header page	Press F7. **Note:** The error message for a duplicate audit number is repeated for each duplicate header record; for example, if there are four duplicate vendor header records, there are four messages.
Correct errors	Change the information and press Enter when done.
Delete the standard invoice	Press F22.

Standard Invoice Detail Selection Page

About This Page

On the Standard Invoice Detail Selection page you can select an invoice that requires correction. You can also select an invoice for deletion if it has invalid or unidentifiable information.

Procedures

To …	You must …
Correct invoice information	Select the invoice with **2** and press Enter.
Delete an invoice	Select the invoice with **4** and press Enter.
Undo deletion and reset **Dlt** (delete) status to **Chg** (change)	Select the invoice again with **4** and press Enter.

Standard Invoice Detail Maintenance Page

About This Page

On the Standard Invoice Detail Maintenance page you can correct invoice detail information.

Field Information

GL account

This is the GL account number submitted by the vendor for the invoiced item. When the vendor submits detail records for the invoice, a valid GL account is required for each of the detail records.

During the validation process, the GL account is validated against the GL chart of accounts. The account must exist and must be an active posting account.

Invoice amt

This is the invoice amount submitted by the vendor for this detail invoice item.

Procedures

To …	You must …
View errors on the detail page	Press F7. **Note:** The error message for a duplicate audit number is repeated for each duplicate header record; for example, if there are four duplicate vendor header records, there are four messages.
Correct errors	Change the information and press Enter when done.
Delete the invoice detail line	Press F22.

Working with Invoice Exception Status

Overview

Use *Work with invoice exception sts* to reset an invoice's exception status so that you can work with the invoice if:

- You used *Work with invoices exceptions* to correct an invoice
- The reprocessing job ended abnormally due to a power failure for example
- You cannot access an invoice and its details because reprocessed invoices are no longer displayed in the Work with invoice exceptions selection list

Path

- *Infinium EX*
- Supervisor Functions
  - Work with invoice exception sts [WWIES]

Status Reset Page

About This Page

On the Status Reset page, you can reset an invoice's exception status so that you can again work with that invoice in *Work with invoice exceptions*. A message displays if there are no invoice exception status records with which to work.

The locate functionality allows you to order the list by PL company, PO company, vendor ID, invoice ID, invoice date or audit number. The value you specify is at the top of that reordered list.

Examples:

- If you type a value in the *Vendor ID* locate field and press Enter, the information in the list is ordered by vendor, company, invoice ID, invoice date and audit number. The list begins with that vendor ID.
- If you type a value in the *Invoice date* locate field and press Enter, the information in the list is ordered by invoice date, company, vendor, invoice ID and audit number. The list begins with that invoice date.

Procedures

To …	You must …
Reorder list and locate an invoice	Specify a company, vendor ID, invoice ID, invoice date or audit number in the locate field and then press Enter.
Change the company prompt to select from PL companies or PO companies	Press F7.
Reset an invoice's status	Type **2** in *Opt* next to invoice and press Enter.
Repeat status reset for other invoices	Press F9 and press Enter.

Chapter 7 Mapping Electronic 810 Data

7

This chapter contains the process flow describing the creation of electronic 810 invoices. It also contains the information necessary to populate the EXPPLVH and EXPPLVD files for standard invoices and populating EXPPLVH, EXPPLVD and EXPPLPO for purchase order-related electronic 810 invoices.

The chapter consists of the following topics:

Overview

To process 810 invoices, the Infinium EX files must be filled as follows:

1. The first three fields, xxMLID, xxSDID and xxCLID where xx is VH, VD and PO, are the unique identifiers for EDI transactions.
   - MLID is the mailbox identifier
   - SDID is the sender identifier
   - CLID is the interchange control identifier
2. When records are written to the Infinium EX files, the VH, VD and PO records must be linked.
   - VHAUDT is a unique number from the Infinium EX entity control counter that is incremented for each new invoice header record.
   - VDAUDT is the VHAUDT number. VDIREF is a unique number with the same VDAUDT. You can start at 1 and increment with each new detail with the same VDAUDT.
   - POAUDT is the VHAUDT number, POIREF is the VDIREF number, and POLINE is a unique number that is incremented for each item within POIREF (PID, SAC, TXI).

For example:

	POAUDT	POIREF	POLINE
Freight Charge	10	1	1
Pencils	10	2	1
NYC Tax	10	2	2
NY Tax	10	2	3
Pens	10	3	1
MA Tax	10	3	2
Engraving	10	3	3

When the record is validated and passed to Infinium PL, new AUDT and IREF numbers are retrieved from PL in accordance with normal PL processing. This is required for the record to be unique within PL.

Unique audit numbers can be retrieved from the EX Audit # file (EXPAN) by calling the Audit # Retrieval program (EXGRAN). There are two entries into EXGRAN:

- A one-position function (FUNCTION):
  - **1** – Open file
  - **2** – Retrieve audit number
  - **3** – Close file
  - **4** – Open file, retrieve number, and close file
- A one-position key (ANAKEY):
  - **1** – 810 audit number

The next available unique audit number is returned in the *Audit Number* field (ANANUM). If the returned value is zero, EXGRAN was unsuccessful.

The EXGSHELL01 program provides examples of how to call EXGRAN.

3 The value in the *Current status* field (VHCSTS) must be **0**.

4 It is assumed that the vendor will send the purchase order company for PO-related invoices. Fill the *Invoice company* field (VHVECO) with that purchase order company. The associated PL company and division are retrieved after the validation process has successfully completed.

5 The vendor number is required and must match an active PL vendor ID. Invoices from factors cannot be processed using this functionality. For PO-related invoices, the vendor on the invoice must match the vendor on the purchase order.

6 The date format of EDI transactions is YYYYMMDD. Dates must be converted to the date format on the Infinium EX entity controls.

The *Invoice date* field in 8-digit format (VHIDT8) and (if the due date is sent) the *Due date* field in 8-digit format (VHDDT8) must be filled. If these 8-digit date fields (VHxDT8) are filled, the *Process invoice* routine calls AMGCDATE (Infinium Application Manager's Date Processing program) and fills the VHDxDH (HYF) and VHDxDE (edited). The date is validated for accuracy.

Because the interactive program does not edit for invoice date versus system date, the 810 invoice does not have this check.

7 Both standard and PO-related invoices should have VD records. If no VD records can be found for the specific VH batch, the system considers invoices in the batch to be standard invoices. The system requires the PO number on the VD file to find the associated PO record.

Note: The system does not consider a VH record without detail to be in error.

8 PO-related invoices must have PO records. If the system cannot find PO records for the specific VH batch, the PO Invoice Detail Selection subfile in *Work with invoice exceptions* will be blank.

9 For PO-related invoices, validation is performed against the field values in the Electronic Invoice Purchase Order Detail file (EXPPLPO). The key for this file is:

- POAUDT - PO invoice audit number
- POPOID - PO number
- POSEQ - PO line (sequence) number
- POTYPE - PO type (**01** = regular invoice, **02** = additional charge)
- POCGTP - Charge type

The first four field values are always required. The fifth, charge type, is required for additional charges. An error in any of these fields causes the system to discontinue the validation process for that PO line. Therefore, after fixing these errors, the reprocess function may identify additional lower level errors.

10 The *PO company* field (POPCO) must be filled in the EXPPLPO file. There is no way to fix the *PO company* on the EXPPLPO file during exception handling. You must delete the batch and bring it back into the Infinium EX files after fixing the mapping program.

11 The *PO type* field (POTYPE) must be filled with **01** or **02**. Because the vendor does not provide this data, there is no way to fix the entries in this field during the exception handling process. You must delete the batch and bring it back into the Infinium EX files after fixing the mapping program.

12 Although the multi-ship log number is not part of the EXPPLPO key, it is required if the vendor's invoice is for a purchase order multi-ship line.

13 During negotiations with a vendor, you can specify if the vendor is going to return the purchase order sequence number and multi-ship log number.

If the vendor does not return these values, you must match the PO number, item, need date and ship-to information in the vendor's transmission with the purchase order information in the Purchase Order Detail file (PMPPD) and return the appropriate PO sequence and multi-ship log numbers.

If the Infinium EX filler program cannot determine a PO sequence number, the mapping program should write a sequence number less than zero (for example, -999).

14 If the *PO type* is **01**, the record must contain either a valid item and size code (POICDE and POSIZE), or a valid commodity code (POCCOD) and an item description (PODESC) for the PO sequence or multi-ship log number.

15 Vendor item and size code is provided for customers using non-items. The vendor can return the vendor item code and you can use the vendor item and size code to find the appropriate PO sequence number and return the commodity code and item description.

16 The system assumes and validates that the vendor's ship-to location matches the purchase order ship-to location for the PO sequence or multi-ship log number.

17 The system assumes and validates that the vendor’s invoice quantity UOM matches the purchase order UOM for the PO sequence/multi-ship log number.

18 If the *PO type* is **02**, the record must contain a charge type (POCGTP). The system validates the charge type against the additional charge file for the same PO sequence/multi-ship log number. If valid, all other required fields (except the invoice amount) are retrieved from the Additional Charges file (PMPPG).

19 If linked taxes exist, the vendor should invoice as many taxes as there are links. Create a separate vendor/PO record for each tax.

Populating Infinium EX Files for Electronic 810 Invoice Processing

Required fields are in **bold** and fields that the vendor could transmit are in normal font.

Populating EXPPLVH for Standard Invoices

Field Name	Length	Field Description
VHMLID	10	**Mailbox ID**
VHSDID	37	**Sender ID**
VHCLID	14	**Control ID**
VHVECO	5	**Invoice company**
VHAUDT	9.0	**Invoice audit number**
VHVEND	10	**Vendor number**
VHINVN	20	**Vendor invoice number**
VHIDT8	8.0	**Invoice date - 8 digit**
VHD1D8	8.0	Discount 1 date - 8 digit
VHD1PC	6.3	Discount percent
VHVEXP	17.2	**Invoice amount - ICUR**
VHVDSC	17.2	Discount 1 suggested - ICUR
VHVFRT	17.2	Freight amount - ICUR
VHVTAX	17.2	VAT amount - ICUR
VHDIVN	8	**Invoice division**
VHTERM	5	Invoice terms
VHDDT8	8.0	Due date - 8 digit
VHUSR1	20	User field 1
VHUSR2	20	User field 2
VHUSR3	20	User field 3

Field Name	Length	Field Description
VHUSR4	20	User field 4
VHUSR5	17.2	User amount field 1
VHUSR6	17.2	User amount field 2
VHUSR8	8.0	User date field - 8 digit
VHCSTS	1	**Current status must be set to 0**
VHTXRC	5	Tax rate code
VHTXAC	3	Tax authority

Populating EXPPLVD for Standard Invoices

Field Name	Length	Field Description	Item
VDMLID	10	**Mailbox ID**	VHMLID
VDSDID	37	**Sender ID**	VHSDID
VDCLID	14	**Control ID**	VHCLID
VDIREF	9.0	**Invoice reference #**	from EX
VDACCT	36	GL account	filled
VDVAMT	17.2	**Expensed amount - ICUR**	filled
VDAUDT	9.0	**Invoice audit number**	VHAUDT
VDJOB	10	Expense job code	
VDVEVD	10	**Vendor ID**	VHVEND

Populating EXPPLVH for PO-Related Invoices

Field Name	Length	Field Description
VHMLID	10	**Mailbox ID**
VHSDID	37	**Sender ID**
VHCLID	14	**Control ID**
VHAUDT	9.0	**Invoice audit number**

Field Name	Length	Field Description
VHVEND	10	**Vendor number**
VHINVN	20	**Vendor invoice number**
VHIDT8	8.0	**Invoice date - 8 digit**
VHVEXP	17.2	**Invoice amount - ICUR**
VHVFRT	17.2	Freight amount - ICUR
VHVTAX	17.2	VAT amount - ICUR
VHPO	20	**Purchase order number**
VHTERM	5	Invoice terms
VHUSR1	20	User field 1
VHUSR2	20	User field 2
VHUSR3	20	User field 3
VHUSR4	20	User field 4
VHUSR5	17.2	User amount field 1
VHUSR6	17.2	User amount field 2
VHUSR8	8.0	User date field - 8 digit
VHCSTS	1	**Current status must be set to 0**
VHTXRC	5	Tax rate code
VHTXAC	3	Tax authority

Populating EXPPLVD for PO-Related Invoices

Field Name	Length	Field Description	Item	Non-Item	Tax	Other Charge
VDMLID	10	**Mailbox ID**	VHMLID	VHMLID	VHMLID	VHMLID
VDSDID	37	**Sender ID**	VHSDID	VHSDID	VHSDID	VHSDID
VDCLID	14	**Control ID**	VHCLID	VHCLID	VHCLID	VHCLID
VDIREF	9.0	**Invoice reference #**	from EX	from EX	from EX	from EX
VDVAMT	17.2	**Expensed amount - ICUR**	filled	filled	filled	filled
VDTXAC	3	Tax authority code			filled	

Field Name	Length	Field Description	Item	Non-Item	Tax	Other Charge
VDTXRC	5	Tax rate code			filled	
VDAUDT	9.0	**Invoice audit number**	VHAUDT	VHAUDT	VHAUDT	VHAUDT
VDJOB	10	Expense job code				
VDVEVD	10	**Vendor ID**	VHVEND	VHVEND	VHVEND	VHVEND
VDITEM	20	**Item code**	filled			
VDPO	20	**Purchase order number**	VHPO	VHPO	VHPO	VHPO
VDSEQ	5.0	**Purchase order line sequence number**	filled	filled	filled	filled
VDLOG	9.0	**Multi-ship log number**	filled	filled	filled	filled
VDIQTY	15.6	**Item quantity**	filled	filled		
VDCGST	1	**Additional charge type:** **0 = Misc.** **1 = Tax** **2 = Freight**			1 or 3 if linked	**0** or **2**

Populating EXPPLPO for PO-Related Invoices

Field Name	Length	Field Description	Item	Non-Item	Tax	Other Charge
POMLID	10	**Mailbox ID**	VHMLID	VHMLID	VHMLID	VHMLID
POSDID	37	**Sender ID**	VHSDID	VHSDID	VHSDID	VHSDID
POCLID	14	**Control ID**	VHCLID	VHCLID	VHCLID	VHCLID
POIREF	9.0	**Internal invoice reference**	VDIREF	VDIREF	VDIREF	VDIREF
POAUDT	9.0	**PO invoice audit number**	VHAUDT	VHAUDT	VHAUDT	VHAUDT
POPOID	20	**PO number**	VHPO	VHPO	VHPO	VHPO
POSEQ	5.0	**PO line number**	VDSEQ	VDSEQ	VDSEQ	VDSEQ
POLINE	5.0	**Invoice line number**	from EX	from EX	from EX	from EX
POTYPE	2	**PO type:** **01 = Regular** **02 = Additional charge**	01	01	02	02

Field Name	Length	Field Description	Item	Non-Item	Tax	Other Charge
POCGST	1	Additional charge type: **0** = Miscellaneous **1** = Tax **2** = Freight **3** = Linked tax			**1** or **3** if linked	**0** or **2**
POPCO	5	**PO company**	filled	filled	filled	filled
POICDE	20	**Item number**	VDITEM		"*detail additional charge"	"*detail additional charge"
POCCOD	8	**Commodity code**		filled		
POINQT	15.6	**Invoiced line quantity**	VDIQTY	VDIQTY	VDIQTY	VDIQTY
POUOM	5	**Line item unit of measure**	filled	filled		
POLIEC	17.2	**Invoiced extended cost**	filled	filled	filled	Filled
POTXAC	3	Tax authority			filled	
POTXRC	5	Tax rate code			filled	
POLOG	9.0	**Multi-ship log number**	VDLOG	VDLOG	VDLOG	VDLOG
POSHPT	10	**Ship to location**	filled	filled		
PODESC	30	**PO description (item description)**		filled		
POCGTP	5	**Charge type description**			filled	filled
POPJNO	10	Project number				
POPWBS	24	Work breakdown structure (WBS)				
POPCCD	6	Cost code				
POPJSP	5	Sub-project				
POSIZE	3	Size code				
POVCDE	20	Vendor item code		filled		
POVSIZ	3	Vendor size code		filled		
POPKSL	20	Packing slip number				

Chapter 8 Working with Infinium Payables Ledger

8

This chapter provides information on how to set up the interface between Infinium EX and Infinium PL.

The chapter consists of the following topics:

Overview

This chapter discusses how Infinium Electronic Exchange works with Infinium Payables Ledger.

Objectives

After you complete this chapter, you should know how to:

- Process electronic invoices and/or payment orders
- Define Infinium EX processing controls and Infinium PL controls for payment orders (pay method 56)
- Clear Electronic Payment files
- And where to define your translation software controls

Processing Electronic Invoices and/or Payment Orders

Task Summary for Processing Electronic Invoices and/or Payment Orders

To accept electronic invoices, complete the following:

- Define translation software controls for document type 810 (receive)
- Define Infinium PL controls for electronic invoices

Note: Infinium EX processing controls are not required for receive functions.

Refer to the “Processing Invoices” chapter in this guide for detailed information on processing electronic invoices.

To process payment orders using Pay Method 56, complete the following:

- Define translation software controls for document type 820 (send)
- Define Infinium EX processing controls for use with electronic payment orders
- Define Infinium PL controls for payment orders

Defining Your Translation Software Controls

Steps for Defining Your Translation Software Controls

Please refer to the appropriate reference manual for the translation software you are using to perform the following:

- Establish the vendor or bank using the external trading partner ID, document direction (send or receive), and external document ID.
- Establish the interface file definitions and mapping definitions for the documents you are trading.

Defining Infinium EX Controls for Processing Payment Orders (Pay Method 56)

Path

- *Infinium Electronic Exchange*
- Control Files
  - Work with processing controls [WWPC]

Work with Processing Controls Selection Page

Perform one of the following:

- Type **2** in the *Opt* field to select an existing document and press Enter.
- Press F6 (Create) to create a new document.

First Work with Processing Controls Create Record Page

Complete the fields on this page as follows and press Enter.

Internal Bank ID

Type a valid bank code that matches a bank code in your other Infinium applications in the *Internal Bank ID* portion of this field.

Internal document ID

Select **EPO** (Electronic Payment Order).

Send or Receive flag

Select **1** (Send).

External trading partner ID
External trading partner qualifier

Type a valid identifier and qualifier that matches the translation software trading partner identifier.

Trading document ID

Type a valid identifier that matches the trading partner's definition of this document. The valid entry for this field is **820** (X12).

Note: This document ID must exist in the translation software.

Trading partner validation API

Type **EXGHARB32** (Harbinger EDI/400 Release 3.2).

Note: This field is optional. If you leave this field blank, the Harbinger database is not checked to ensure that you have set up the trading partner.

Dual processing

Valid entries for this field are:

0	No dual processing; payment is sent to bank
1	Send payment to bank and remittance advice to the vendor

Note: A bank record is always generated regardless of the value in this field.

Second Work with Processing Controls Create Record Page

Complete the fields on this page as follows and press Enter.

EDI processing

Specify **1** (Yes).

EDI processing Program name

Type **PLGEP56**.

Exit program 1-5

Type the name of the program that the system should call before writing the payment header to the EDI Interface files.

This field is optional. Do not use this field for a bank record.

Note: After you press Enter, the third Work with Processing Controls Page is displayed. These fields are optional. Press Enter and type **1** to save and exit. The Work with Processing Controls Selection Page is re-displayed.

Dual Processing

If you elected to perform dual processing (the value in *Dual processing* is **1** in the previous section), repeat the information described above for the first and second Work with Processing Controls Create Record pages.

Type a valid vendor in the *Internal Vendor ID* field (in the explanation above you typed a valid bank in the *Internal Bank ID* field), type the vendor's external trading partner ID, and type **1** in the *Dual processing* field.

Defining Infinium PL Controls for Payment Orders (Pay Method 56)

You must establish entity, vendor and bank payment controls for payment orders (pay method 56).

Setting Up Entity Controls

Path

- *Infinium Payables Ledger*
- Controls
  - Work with entity [WWE]

Work with Entity Selection Page

Type **2** in the *Option* field next to the *Base data controls* field and press Enter.

Work with Base Data Controls Page

Ensure that the *Electronic Exchange* field displays **1**. If you set this field to **1**, press F3 to exit and save. If not, press F12.

Work with Entity Selection Page

Type **2** in the *Option* field next to the *Payment controls* field and press Enter.

Work with Entity Payment Controls Page

Type **1** in the *Allowed?* field next to the *Electronic Payment Order* field. Press Enter and then press F3.

Setting Up Vendor Controls

Path

- *Infinium Payables Ledger*
- Controls
  - Work with vendors [WWV]

Work with Vendors Selection Page

Type **2** in the *Opt* field next to the appropriate vendor and press Enter.

Work with Vendors Vendor Controls Selection Page

Type **2** in the *Option* field next to the *Payment method controls* field and press Enter.

Vendor Payment Controls Selection Page

Type **2** in the *Option* field next to the *Electronic Payment Order* field and press Enter twice.

Note: You will receive an error message if you are attempting to set up these controls before setting up the Infinium EX processing controls.

Vendor Payment Controls Page

Type a valid entry in the *Actual funds transfer method* field. This required field defines how the payment flows through the banking system.

Type a valid entry in the *Funds transfer payment format* field and press F3.

This optional field defines the record format used by the funds transfer method.

Setting Up Bank Controls

Path

- *Infinium Payables Ledger*

- Controls
  - Work with banks [WWB]

Work with Banks Selection Page

Type **15** in the *Opt* field next to the appropriate bank and press Enter.

Work with Bank Accounts Selection Page

Type **15** in the *Option* field next to the appropriate account name and press Enter.

Bank Account Payment Methods Selection Page

Type **2** in the *Option* field next to the *Electronic Payment Order* field and press Enter.

Note: You will receive an error message if you are attempting to set up these controls before setting up the Infinium EX processing controls.

Bank Account Payment Methods Page

Complete the fields on this page as follows and press Enter.

Payment program name

Type **PLGPT56**.

Payment form printer file name

Type **PLTPT561**.

Note: To process electronic payment orders in Infinium PL, use the following menu options:

- *Work with payment cycles*
- *Work with payment selections*
- *Process payments*

Clearing Electronic Payment Files

Steps to Run after Processing Payments

You must clear the electronic payment files after the translation software processes payments and before the next electronic payment pay run.

Path

- *Infinium Payables Ledger*
- Payment File Functions
  - Clear electronic payment files [CEPF]

Clear Electronic Payment Files Page

Perform one of the following:

- Press F23 to clear the files.
- Press F12 to cancel and exit.

Notes

Chapter 9 Working with Infinium Purchase Management

9

This chapter provides information on how to set up the interface between Infinium PM and Infinium EX.

The chapter consists of the following topics:

Overview

To process purchase orders through Infinium EX, you must complete the following steps:

1. Define your translation software controls
2. Define your Infinium PM company or companies for electronic processing
3. Define purchase order types for electronic processing
4. Define Infinium EX processing controls for use with electronic purchase orders

Note: Infinium PM writes Infinium EX information when an Open (**01**) purchase order is printed/processed.

Objectives

After you complete this chapter, you should know how to:

- Define a company for electronic processing
- Define purchase order types for electronic processing
- Define processing controls for EDI, FAX, and print processing
- Define Infinium AM printer controls for FAX processing
- Modify Infinium AM job controls for FAX processing
- Change electronic processing information in purchase order headers
- Clear electronic purchase order files
- And where to define your translation software controls

Defining Your Translation Software Controls

Step One for Setting Up the Interface

The first step in setting up the interface between Infinium PM and Infinium EX is defining your translation software controls.

Please refer to the appropriate reference manual for the translation software you are using to perform the following:

- Establish the vendor using the external trading partner ID, document direction (send or receive), and external document ID.
- Establish the interface file definitions and mapping definitions for the purchase order.

Defining a Company for Electronic Processing

Step Two for Setting Up the Interface

The second step in setting up the interface between Infinium PM and Infinium EX is defining your Infinium PM company for electronic processing.

In Infinium CA company controls, you use the *EX API program name* field to allow a company to use Infinium EX. You cannot activate the Infinium EX interface unless you use this field as described below.

Path

- *Infinium Cross Applications*
- Control Files
  - Work with Company Controls [WWCO]

Work with Company Controls Prompt Page

Type the appropriate company code in the *Company* field and press Enter.

Work with Company Controls Attribute Page

Type **2** in the *Opt* field next to *Purchasing Information* and press Enter.

Work with Company Controls Purchasing Information Page

To enable a company to use Infinium EX, type **EXGEX** in the *EX API program name* field. EXGEX is the data validation and retrieval program supplied by Infinium.

Note: You must type **EXGEX** in all capital letters.

Defining Purchase Order Types for Electronic Processing

Step Three for Setting Up the Interface

The third step in setting up the interface between Infinium PM and Infinium EX is defining new purchase order types.

Note: Infinium recommends that you set up purchase order types that can use electronic processing separate from ones that cannot.

Path

- *Infinium Purchase Management*
- Control Files
  - Work with purchase type [WWPT]

Order Type Maintenance Selection Page

Perform one of the following on this page:

- Type **2** in the *Opt* column to select an existing order type and press Enter.
- Press F6 (Add PO Type) to create a new order type.

First Order Type Maintenance Page

Type **1** in the *PO is EX Capable* field.

Complete the remaining fields and subsequent pages as you would for other purchase order types.

Defining Processing Controls for EDI Processing

Path

- *Infinium Electronic Exchange*
- Control Files
  - Work with processing controls [WWPC]

Work with Processing Controls Selection Page

Perform one of the following:

- Type **2** in the *Opt* field to select an existing document and press Enter.
- Press F6 (Create) to create a new document.

First Work with Processing Controls Create Record Page

Complete the fields on this page as follows and press Enter.

Internal Vendor ID/address type

Type a valid vendor code that matches a vendor code in your other Infinium applications in the *Internal Vendor ID* portion of this field.

Internal document ID

Select **POO** (Purchase Order Original).

Send or Receive flag

Select **1** (Send).

External trading partner ID
External trading partner qualifier

Type a valid identifier and qualifier that match the translation software trading partner identifier.

Trading document ID

Type a valid identifier that matches the trading partner's definition of this document. The valid entry for this field is **850** (X12).

Note: This document ID must exist in the translation software.

Trading partner validation API

When you type a valid entry in this field, the value in the *External training partner ID* field in the Infinium EX processing controls is compared to the trading partner ID in the translation software database each time an EDI transaction is processed. An error is displayed if these do not match.

The valid entry for this field is **EXGHARB32** (Harbinger EDI/400 Release 3.2). This field is optional.

Second Work with Processing Controls Create Record Page

Complete the fields on this page as follows and press Enter.

EDI processing

Specify **1** (Yes).

EDI processing Program name

Type **PMGEXUF**.

Exit program 1-5

Type the name of the program that the system should call before writing the purchase order header to the EDI Interface files. This field is optional.

Third Work with Processing Controls Create Record Page

These are optional fields. When you press Enter, type **1** to save and exit the Work with Processing Controls Selection Page is re-displayed.

Defining Processing Controls for FAX Processing

Path

- *Infinium Electronic Exchange*
- Control Files
  - Work with processing controls [WWPC]

Work with Processing Controls Selection Page

Perform one of the following:

- Type **2** in the *Opt* field to select an existing document and press Enter.
- Press F6 (Create) to create a new document.

First Work with Processing Controls Create Record Page

Complete the fields on this page as follows and press Enter.

Internal Vendor ID/address type

Type a valid vendor code that matches a vendor code in your other Infinium applications in the *Internal Vendor ID* portion of this field.

Internal document ID

Select **POO** (Purchase Order Original).

Send or Receive flag

Select **1** (Send).

Second Work with Processing Controls Create Record Page

Complete the fields on this page as follows and press Enter.

Facsimile processing

Select **1** (Yes).

Facsimile processing Program name

Type **PMGPOF**.

Phone #
Short name

These fields are mutually exclusive. Type a value in either one or the other, depending on your FAX software.

If you type a value in both fields, the short name takes precedence over the phone number.

FAX user ID

Type the user profile of the person authorized to FAX the document. This profile must be set up in the FAX software.

Note: After you press Enter, the third Work with Processing Controls Create Record Page is displayed. Press Enter and type **1** to save and exit. The Work with Processing Controls Selection Page is re-displayed.

Defining Processing Controls for Print Processing

Path

- *Infinium Electronic Exchange*
- Control Files
  - Work with processing controls [WWPC]

Work with Processing Controls Selection Page

Perform one of the following:

- Type **2** in the *Opt* field to select an existing processing control and press Enter.
- Press F6 (Create) to create a new processing control.

First Work with Processing Controls Create Record Page

Complete the fields on this page as follows and press Enter.

Internal Vendor ID/address type

Type a valid vendor code that matches a vendor code in your other Infinium applications in the *Internal Vendor ID* portion of this field.

Internal document ID

Select **POO** (Purchase Order Original).

Send or Receive flag

Select **1** (Send).

Second Work with Processing Controls Create Record Page

Complete the fields on this page as follows and press Enter.

Print processing

Specify **1** (Yes).

Print processing Program name

Type **PMGPOL**.

Note: After you press Enter, the third Work with Processing Controls Create Record Page is displayed. Press Enter and type **1** to save and exit. The Work with Processing Controls Selection Page is re-displayed.

Defining Infinium AM Printer Controls for FAX Processing

In order for the system to properly process your FAX, you must set up your printer controls with certain values. This section describes how to set up the printer controls for each Infinium AM version of Infinium PM on your system.

Path

- *Infinium Application Manager*
  - Printer Controls [PRINTERCTL]

Printer Controls Page

Complete the fields on this page as follows and press Enter.

System

Select **PM**.

Version

Type **080** or current version.

Printer file

Select **PMGPOF**.

Override with Printer File (OVRPRTF) Page

The values you specify on this page depend on your FAX software settings. The most important fields on this page are:

- Page Length
- Page Width
- Lines per Inch

- Characters per Inch
- Overflow Line Number
- Output Queue
- Library
- Spooled Output Schedule

Modifying Infinium AM Job Controls for FAX Processing

In order for the system to properly process your FAX, you must modify the PRT_PO job control.

Path

- *Infinium Application Manager*
  - Job Controls [JOBCONTROL]

Job Control Maintenance Prompt Page

Complete the fields on this page as follows and press Enter.

System

Select **PM**.

Release/Modification

Type **08** as the release and **00** as the modification (or current version).

Job name

Select **PRT_PO**.

Job type

Select **Program**.

Printer Override Window

Complete the fields in this window as follows, press Enter and then press F3 to exit and save.

10 OVRPRTF PMTPOL

20 OVRPRTF PMTPOL2

Changing Electronic Processing Information at Print/Process Time

Infinium PM allows you to override Infinium EX processing controls defaults for individual purchase orders when the purchase order is ready to print/process.

Path

- *Infinium Purchase Management*
- Purchase Orders
  - Process selected purchase orders [PSPOS]

Print/Process Purchase Orders Selection Page

Select the appropriate company and press Enter.

Type **7** in the *Opt* field next to the appropriate purchase order and press Enter.

Note: The following message is displayed if the vendor is not defined in the translation software, if someone removed the EXGEX program name from the CA company control EX API program, or if Infinium EX is not properly setup:

Purchase order cannot be EX processed because of validation error...

Note: This message is also displayed after you select a vendor at the Purchase Order Header Maintenance page if the above conditions exist.

Change PO Header EX Flags Window

You can change any of the processing values that display in the window. These values default from the Infinium EX processing controls.

When you change the defaults in this manner, you are changing the processing controls for that purchase order only.

Once you change the Infinium EX processing values, you must process the purchase order using option **6**.

Clearing the Electronic Purchase Order Files

You must run program PMCCEX after successful translation of your EDI purchase orders is complete. This program clears the electronic purchase order interface files prior to the next processing cycle.

To accomplish this, access an AS/400 command line and type **CALL PMCCEX**. Press Enter.

The interface files are cleared based on the database you identified in the version library list.

Note: This additional command and processing does not apply to purchase orders that you FAX or print.

Notes

Appendix A Outbound and Inbound Document Flow Diagrams

A

This appendix contains diagrams that illustrate the flow of outbound and inbound documents in Infinium Electronic Exchange.

Infinium Electronic Exchange Outbound Document Flow

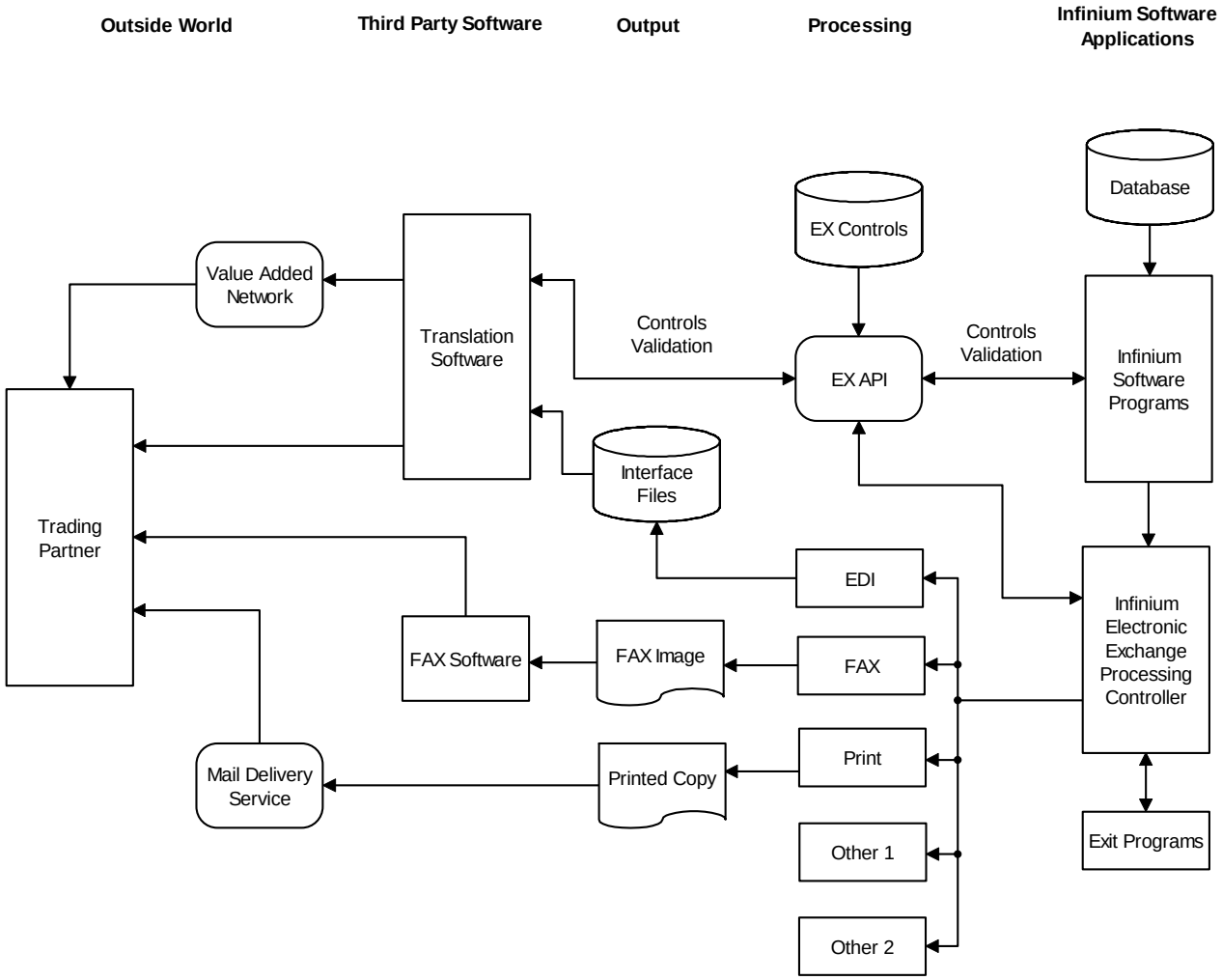

Figure A-1: Outbound document flow

Infinium Electronic Exchange Inbound Document Flow

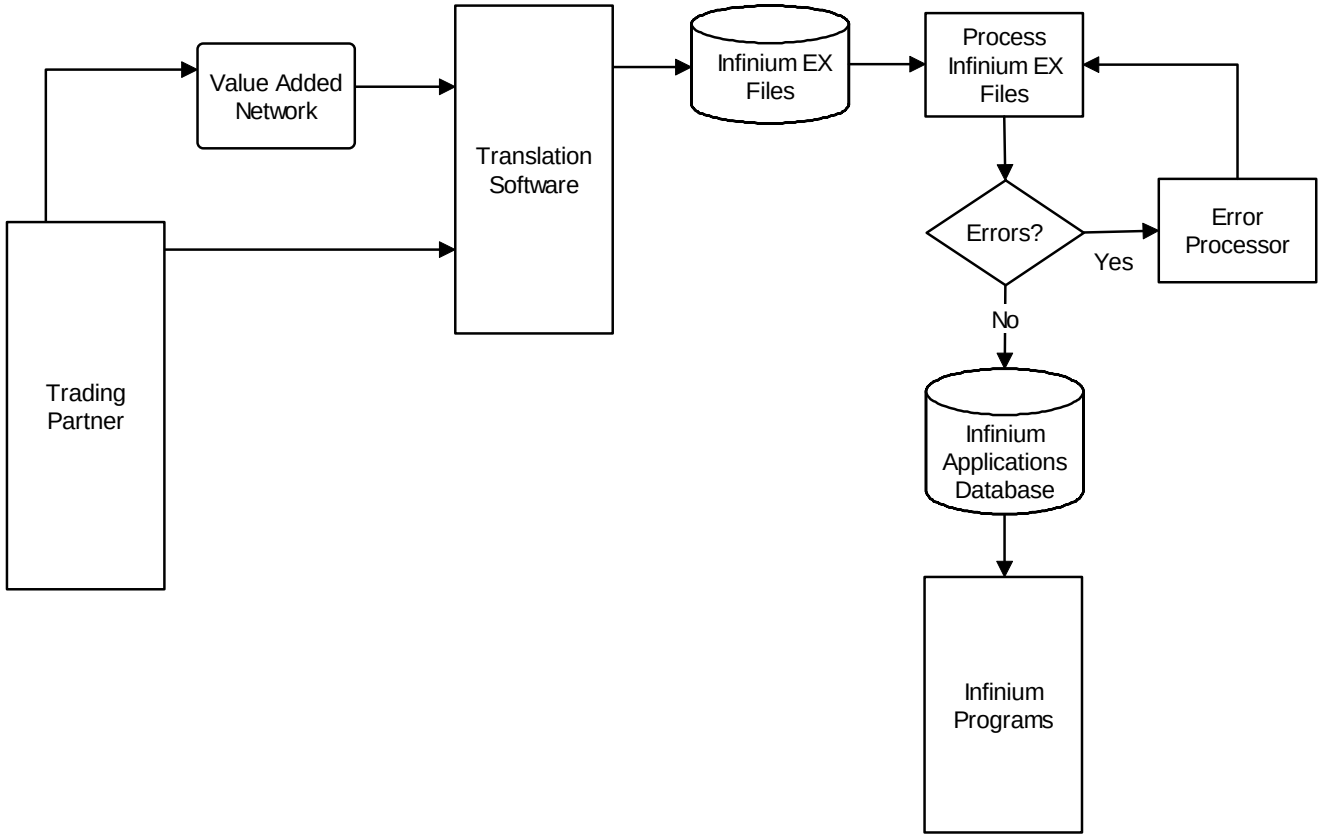

Figure A-2: Inbound document flow

Notes

Appendix B Translation Software

B

This appendix contains an overview of the *Translation Software* menu option.

Overview

Selecting *Translation Software [TS]* transfers you directly to your translation software if you use Peregrine's translation software. If you use translation software other than Peregrine, remove *Translation Software* from your menu.

Infinium provides EXGHARB32 as the interface to Peregrine (formerly Harbinger Corp. TrustedLink Release 3.2). The API allows you to ensure that the following external trading partner relationship information exists and matches the information in *Work with processing controls*:

- *Trading document ID* - Identifies the standard definition of the document and is used in combination with *Send or Receive flag* to verify that this is a valid document
- Send or Receive flag - Specifies whether information is being sent or received
- External trading partner ID - Identifies the trading partner who is sending or receiving documents through electronic processing. It must be the same as the translation software trading partner ID. The External trading partner ID is used to validate the existence of the partner in the translation software database. Several vendors, customers or banks can be defined to one external trading partner.

If that information does not exist in the translation software application, you receive an error message.

Note: The EXLATION CL program (EX Call to Translation Software Application) controls *Translation Software*.