



DDMS
EDI
Manual

April 1994 Revision • Item # O-EDI

DDMS EDI Manual

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INTRODUCTION

Electronic Data Interchange (EDI) is the exchange of transaction data between business organizations using a standard format. A group chartered by the American National Standards Institute (ANSI) has developed inter-industry standards for communicating business transactions between different computer systems. This group, called the Accredited Standards Committee X12, is responsible for developing and maintaining a collection of transaction sets for this purpose.

Transaction sets received through an EDI network are translated into a format that can be used by the O/P Dealer system. Transaction sets are also automatically created for transmission from your system to the network. Once you have established parameters for EDI communications, the process will be virtually invisible to you.

With EDI, it is possible for your customers to transmit orders to your system from their non-DDMS systems, and for you to transmit acknowledgments, shipping notices, and other information to their systems. This method of communication can eliminate the duplication of data entry, dramatically reduce errors that occur during keyboard entry, and make the procurement process much more efficient for you and your customers.

Establishing parameters is as simple as the current procedure for creating communications parameters for wholesalers. To set EDI communication parameters, refer to **Chapter 6: Setting Up EDI Parameters** and **Chapter 7: Setting Up Customer Parameters** of this manual. The way you set up your system parameters determines how information is processed through the network. Parameters must be set before any information can be transmitted through the network.

Notes: If you use EDI with your vendors, they must be included in your customer database. Records are entered in the customer database through the (A) Customer Master screen. For more information on entering customer records, see "Volume 1: The Customer Database" in *Book 1: Customers, Vendors, and Salespersons*.

In some chapters in this book, you will find numbers in parentheses, such as (810). These numbers are the EDI names for certain documents discussed in the text, and are included for your easy reference. For example, (850) is a purchase order, (855) is an acknowledgment, and (810) is an invoice.

USING WINDOWS IN DDMS PROGRAMS

The (SGAR) EDI Customer Cross Reference screen features interactive windows for some fields, messages, and prompts. Windowing allows you to display a wide variety of information. These displays overlay other information on the screen, which speeds up the cross-referencing process by eliminating time-consuming screen redraws.

One important feature of interactive windows is the highlighted key. Each option in a window, whether a "yes" or "no" answer to a prompt or a choice in a menu, has one character highlighted. To select an option, you simply type the highlighted character. This character is usually the first letter of the word; the number of the option, if they are numbered; or the letter of the option, if they are listed by letter.

Most terminals have the capability of highlighting these letters, but on a few terminals these characters will look no different from any other character on the screen. If there is no apparent difference between highlighted and plain characters on your terminal, try adjusting the terminal's

contrast. If you still cannot see which characters are highlighted, your terminal may not be able to display the highlights.

For those whose terminals cannot differentiate the highlighted characters from the plain characters, the instructions throughout this book will tell you which key to type for the fastest system response.

You can also select options in another way. Each time a window containing a prompt appears, the default option will be bracketed, like this:

<Yes>

To select the default, press RETURN.

To select a different option, press TAB to move the brackets down, or press BACKSPACE to move the brackets up. When the brackets move to the option you want, you select that option by pressing RETURN. With this method of selection, you do not need the highlighting capability on your terminal to select an option.

Note: To make the instructions simple and easy to follow, this manual will not tell you to select an item by tabbing to it and pressing RETURN each time you select an option. Instead, instructions in the text for selecting an option cite only the fastest and easiest method, usually the single keystroke of a highlighted letter. However, tabbing to your choice and pressing RETURN is always a valid method of selection in interactive windows.

You may notice that when you use your monitor, the boxes look better than they do on your terminals. The monitor is using its graphic ability to display the windows. Most terminals cannot display graphics, and must therefore substitute text characters, such as dashes and plus signs.

CHECKLIST: SETTING UP THE EDI APPLICATION

Below is a list of the preliminary steps necessary to set up and use EDI on the DDMS system.

- Set the EDI Parameters. Call Don Morrison at (214) 778-2037 or Linda Boracci at (214) 778-2039 at AT & T to obtain these parameters and then enter them in the appropriate fields in the (L6W) EDI Parameters screen.
- Set the Customer EDI Parameters. To do this, select the [A] Set Up Customer Parameters action code in the (SG) EDI Communications screen. The (SGA) Customer EDI Parameters screen is displayed. Refer to **Chapter 7: Setting Up Customer Parameters** for information about the fields in this screen.
- From the (ES) Inventory Alias screen, select the [E] EDI action code to set up aliases for your EDI customers. Using a list or catalog supplied by the EDI customer, create an alias for every item that is referred to by the customer with a different item number or with a different unit of measure than the one in your inventory database. Refer to **Chapter 4: Setting Up EDI Aliases** for information about how to do this.
- Set up a fixed or flexible contract for the EDI customer in the (ET) Inventory Contract Price screen. Refer to “Chapter 3: The Inventory Database” in the *O/P Dealer Systems Software Manual* for information about how to do this.
- Retrieve the customer record in the (A) Customer Master screen and specify the contracts in the CONTRACTS fields.
- From the (A) screen, select the [R] Reindex action code. After entering the correct password (as specified in the (LA) Customer and A/R Parameters screen), select the [C] function to reindex using the EDI sort field. This will let you retrieve this customer's record using the Receivers Code ID number specified in the (SGA) Customer EDI Parameters screen.
- In the (LG) Order Entry Parameters screen, verify that the ARCHIVE SPECIALS field is set to Y. If this is not the case, use the [C] Change function and set this field to Y.

This completes the preliminary instructions for setting up and using EDI with your customers. Once your customers have set up their computer systems for EDI communications, you will be able to offer them this powerful advantage in today's competitive marketplace.

CHAPTER 1: PROCESSING FUNCTIONS

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Introduction

This chapter describes the processing functions necessary to translate files that you send or receive. Files that are sent using EDI must be in the ANSI standard format to be sent accurately. However, before you send these files, and after you receive them, you work in them using the DDMS format. This chapter describes how to translate your files from DDMS format to ANSI format, and back again.

Section 1: Building Files for Transmission

Before communications can take place through the EDI network, you must build the various files that will be transmitted. These files specify whether the information being transmitted is a purchase order, a purchase order acknowledgment, an invoice, or a quote. This section describes the steps necessary to do the following:

- Build transmission files for purchase orders
- Build transmission files for purchase order acknowledgments
- Build transmission files for invoices
- Build transmission files for quotes.

Files for EDI communication are created in the (SG) EDI Communications screen.

BUILDING TRANSMISSION FILES FOR PURCHASE ORDERS (850)

Once you have created purchase orders in the (F) Purchase Order screen, you can build files for transmitting these purchase orders to your vendors who utilize EDI capabilities. To create and build these files, do the following:

From the (SG) screen, select the [B] Build For Transmission function.

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission          Format to Process [1] [_____]
  (C) Process Received File          1) Purchase Order
                                     2) Acknowledgement
Communication Functions :          3) Invoice
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [B ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====

```

Figure 1-1. Building a Transmission File for Purchase Orders

```

10:34:23      (SG) EDI Communications Screen rev. (07/23/91)      04/06/94
=====
Processing Functions :      File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission      Format to Process [1] [_____]
  (C) Process Received File      1) Purchase Order
                                   2) Acknowledgement
                                   3) Invoice
Communication Functions :
  (D) Send Files
  (E) Receive Files      Acct #      Dept :
  (F) Interactive Mode      Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....12300] To [.....12500] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust # [.....] To [.....]

      File Name [.....] Vol. Ser. [SR??]

Action [B ]      Location [..] Line [M1] Printer [P1] Copies [ 1]
=====

```

Figure 1-2. Entering a Range of Purchase Order Numbers

To specify a standard purchase order, in the FORMAT TO PROCESS field, as shown in Figure 1-1, type:

1

To build POs using a special format required by the group with whom you are using EDI, leave the FORMAT TO PROCESS field blank. Press TAB to move the cursor to the blank field in brackets, and enter the name of the correct special format.

The cursor moves to the P/O # field. You can enter a range of purchase order numbers, as shown in Figure 1-2, or, if you want to build a file for only one purchase order, specify the same number in both the P/O # and TO fields.

To limit the purchase order by vendor number, press TAB until the cursor moves to the VENDOR # field and enter a range of vendor numbers. To build a file for only one vendor, specify the same number in both the VENDOR # and TO fields.

Press RETURN.

Note: If you do not specify purchase order numbers, the system will build a transmission file for all of your purchase orders.

The cursor moves to the FILENAME field. Enter a unique file name. You may find it easier to identify the file if you use the format type followed by the date. For example, a purchase order created on 06/01/94 can be called PO060194. You can also use the format type followed by an abbreviated form of the customer's name. For example, a purchase order created for the ABC Company can be called POABC.

```

10:34:23      (SG) EDI Communications Screen rev. (07/23/91)      04/06/94
=====
Processing Functions :      File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission      Format to Process [1]  [_____]
  (C) Process Received File      1) Purchase Order
                                   2) Acknowledgement
Communication Functions :      3) Invoice
  (D) Send Files
  (E) Receive Files      Acct #      Dept :
  (F) Interactive Mode      Name : 
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....12300] To [.....12500] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

      File Name [.....] Vol. Ser. [SR??]

Action [B ]      Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
ENTER RECEIVING CUSTOMER

```

Figure 1-3. Specifying the Receiving Customer

To specify the volume serial, press TAB to move the cursor to the VOL SER field. Enter the volume serial for the unit on which the file will be created. Press RETURN.

The cursor moves to the NAME field and the following prompt appears, as shown in Figure 1-3:

ENTER RECEIVING CUSTOMER

To display the customer record, enter part of or all the customer's name, or press TAB to move to the ACCT # field and enter the customer's account number. Press RETURN.

The system displays the record that most closely matches the one you specified, along with following prompt:

CORRECT RECORD Y/N ?Y

Note: If you specify **Y** and the parameters for that customer have not been set in the (SGA) Customer EDI Parameters screen, the following prompt will appear:

CUSTOMER HAS NO PARAMETER RECORD

or more information, refer to **Chapter 7: Setting Up Customer EDI Parameters.**

If the displayed record is not for the correct customer, and you want to scroll through the remaining records in the file, type:

N

The system displays the next record and repeats the CORRECT RECORD prompt.

```

10:34:23      (SG) EDI Communications Screen rev. (07/23/91)      04/06/94
=====
Processing Functions :      File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission      Format to Process [1] [_____]
  (C) Process Received File      1) Purchase Order
                                   2) Acknowledgement
                                   3) Invoice
Communication Functions :
  (D) Send Files
  (E) Receive Files      Acct #      Dept :
  (F) Interactive Mode      Name :ABC Company
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....12300] To [.....12500] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust # [.....] To [.....]

      File Name [.....] Vol. Ser. [SR??]

Action [B ]      Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
SORTING RECORDS .....
    
```

Figure 1-4. The SORTING RECORDS Message

If the displayed record is for the correct customer, press RETURN or type:

Y

The cursor moves to the LOCATION field. Enter the G/L location and press RETURN.

The following prompt appears:

ARE YOU SURE Y/N ?N

If you do not want to build this file, press RETURN or type:

N

The cursor returns to the action code field.

If you are ready to build the file as you specified, type:

Y

The system begins building the purchase order file. The following message appears, as shown in Figure 1-4:

SORTING RECORDS ...

If there are no records in the file matching those you specified, the system displays the following prompt:

**NO RECORDS MATCHING THE LIMITS SELECTED
END OF FILE - ANY KEY TO CONTINUE**

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission          Format to Process [1]  [_____]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
Communication Functions :          3) Invoice
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :ABC Company
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....12300] To [.....12500] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [B ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
END OF FILE - ANY KEY TO CONTINUE

```

Figure 1-5. Completing the Process

Press RETURN.

When the system finds records that match those you specified, it displays the purchase order information as it continues to build the file for transmission. When the system has completed this process, the following prompt appears, as shown in Figure 1-5:

END OF FILE - ANY KEY TO CONTINUE

The file is ready for transmission through the EDI network. To return to the (SG) screen, press RETURN.

BUILDING TRANSMISSION FILES FOR P/O ACKNOWLEDGMENTS (855)

Your EDI customers may require that you send a purchase order acknowledgment listing the quantity you are sending, whether an item is backordered, the shipping date, and so on, each time you receive a purchase order. To build a purchase order acknowledgment, do the following steps.

From the (SG) screen, select the [B] Build For Transmission function.

To build a standard acknowledgment, in the FORMAT TO PROCESS field, as shown in Figure 1-6, type :

2

To build an acknowledgment using a special format required by the group with whom you are using EDI, leave the FORMAT TO PROCESS field blank. Press TAB to move the cursor to the blank field in brackets, and enter the correct special format.

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission          Format to Process [2] [_____]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
Communication Functions :          3) Invoice
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [B ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====

```

Figure 1-6. Selecting the Acknowledgment Format

In the INV # field, enter the range of invoices to be acknowledged. To build a file for only one purchase order acknowledgment, specify the same number in both the INV # and TO fields.

To limit the invoices by customer number, press TAB until the cursor moves to the CUST # field. Enter a range of customer numbers in the CUST # and TO fields. To limit invoices to a single customer, enter the same customer number in both fields. If you do not want to limit by customer number, press RETURN.

Note: If you do not specify invoice numbers, the system will build purchase order acknowledgments for all invoices in the P-MASTER file.

The cursor moves to the FILE NAME field. Enter a unique file name, as shown in Figure 1-7. You may find it easier to identify the file if you use the format type followed by the date. For example, a purchase order acknowledgment created on 06/01/94 can be called ACK060194. You can also use the format type followed by an abbreviated form of the customer's name. For example, a purchase order acknowledgment created for the ABC Company can be called ACKABC.

To specify the volume serial, press TAB to move the cursor to the VOL SER field. Enter the volume serial for the unit on which the file will be created, or press RETURN to accept the default.

The following prompt appears:

ENTER RECEIVING CUSTOMER

To display the customer's record, enter part of or all the customer's name, as shown in Figure 1-7, or press TAB to move to the ACCT # field and enter the customer's account number. Press RETURN.

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission          Format to Process [2] [_____]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
                                       3) Invoice
Communication Functions :
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....12300] To [.....12500] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [ACK040594 ] Vol. Ser. [SR??]

Action [B ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====

```

Figure 1-7. Specifying the Acknowledgment File Name

The following prompt appears:

CORRECT RECORD Y/N ?Y

Note: If you specify **Y** and the parameters for that customer have not been set in the (SGA) Customer EDI Parameters screen, the prompt **CUSTOMER HAS NO PARAMETER RECORD** will appear. For more information, refer to **Chapter 7: Setting Up Customer EDI Parameters**.

If the displayed record is not for the correct customer, and you want to scroll through the remaining records in the file, type:

N

The system displays the next record and repeats the **CORRECT RECORD** prompt.

If the displayed record is for the correct customer, press **RETURN** or type:

Y

The cursor moves to the **LOCATION** field. Enter the G/L location and press **RETURN**.

The following prompt appears:

ARE YOU SURE Y/N ?N

If you do not want to build this file, press **RETURN** or type:

N

The cursor returns to the action code field.

```

10:34:23      (SG) EDI Communications Screen rev. (07/23/91)      04/06/94
=====
Processing Functions :      File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission      Format to Process [3] [_____]
  (C) Process Received File      1) Purchase Order
                                   2) Acknowledgement
                                   3) Invoice
Communication Functions :
  (D) Send Files
  (E) Receive Files      Acct #      Dept :
  (F) Interactive Mode      Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust # [.....] To [.....]

      File Name [.....] Vol. Ser. [SR??]

Action [B ]      Location [..] Line [M1] Printer [P1] Copies [ 1 ]
=====

```

Figure 1-8. Selecting the Invoice Format

If you are ready to build the file as you specified, type:

Y

The system begins building the acknowledgment file. The following message appears:

SORTING RECORDS ...

If there are no records in the file matching those you specified, the system displays the following prompt:

**NO RECORDS MATCHING THE LIMITS SELECTED
END OF FILE - ANY KEY TO CONTINUE**

Press RETURN.

When the system finds records that match those you specified, it displays the acknowledgment information as it continues to build the file for transmission.

When the system has completed this process, the following prompt appears:

END OF FILE - ANY KEY TO CONTINUE

The file is ready for transmission through the EDI network. To return to the (SG) screen, press RETURN.

```

10:34:23      (SG) EDI Communications Screen rev. (07/23/91)      04/06/94
=====
Processing Functions :      File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Pararmeters
  (B) Build For Transmission      Format to Process [3]  [_____]
  (C) Process Received File      1) Purchase Order
                                   2) Acknowledgement
                                   3) Invoice
Communication Functions :
  (D) Send Files
  (E) Receive Files      Acct #      Dept :
  (F) Interactive Mode      Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....12300] To [.....12500] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

      File Name [INV040594 ] Vol. Ser. [SR??]

Action [B ]      Location [..] Line [M1] Printer [P1] Copies [ 1]
=====

```

Figure 1-9. Specifying the Invoice Format File Name

BUILDING TRANSMISSION FILES FOR INVOICES (810)

The EDI network lets you invoice your customers electronically. To create invoices for transmission to your customers, do the following steps.

From the (SG) screen, select the [B] Build For Transmission function.

To build a standard format, in the FORMAT TO PROCESS field, as shown in Figure 1-8 type:

3

To build an invoice using a special format that is required by the group with whom you are using EDI, leave the FORMAT TO PROCESS field blank. Press TAB to move the cursor to the blank field in brackets, and enter the correct special format.

The cursor moves to the FILE field. Specify the file from which to build the transmission file, or press RETURN to build the transmission file from the default file, P-MASTER. If you build the file from the JOUR-S file, you must specify Y in the ARCHIVE SPECIALS field in the (LGØ) Order Entry Parameters screen.

In the VOL SER field, specify the volume serial for the unit containing the file from which the transmission file will be built.

In the INV # field, enter the range of invoices to be invoiced. To build a file for only one invoice, specify the same invoice number in both the INV # and TO fields.

To limit the invoices by customer number, press TAB until the cursor moves to the CUST # field. Enter a range of customer numbers in the CUST # and TO fields. To limit invoices to a single customer, enter

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER  ] Vol [SR??]
  (A) Set Up Customer Paramters
  (B) Build For Transmission          Format to Process [3]  [_____]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
Communication Functions :          3) Invoice
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :ABC Company
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....12300] To [.....12500] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [INV040594 ] Vol. Ser. [SR??]

Action [B ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
SORTING RECORDS .....
    
```

Figure 1-10. Specifying the Receiving Customer

the same customer number in both fields. If you do not want to limit by customer number, press RETURN.

The cursor moves to the FILE NAME field. Enter a unique file name, as shown in Figure 1-9. You may find it easier to identify the file if you use the format type followed by the date. For example, an invoice created on 06/01/94 can be called INV060194. You can also use the format type followed by an abbreviated form of the customer's name. For example, an invoice created for the ABC Company can be named INVABC.

To specify the volume serial, press TAB and enter the volume serial for the unit containing the file specified in the FILE NAME field. Press RETURN.

The following prompt appears:

ENTER RECEIVING CUSTOMER

To display the customer record, type part of or all the customer's name, as shown in Figure 1-10, or press TAB to move to the ACCT # field and enter the customer's account number. Press RETURN.

The following prompt appears:

CORRECT RECORD Y/N ?Y

Note: If you type Y and the parameters for that customer have not been set in the (SGA) Customer EDI Parameters screen, the prompt **CUSTOMER HAS NO PARAMETER RECORD** will appear. For more information, refer to **Chapter 7: Setting Up Customer EDI Parameters**.

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission          Format to Process [1]  [_____]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
Communication Functions :          3) Invoice
  (D) Send Files
  (E) Receive Files          Acct #ABC Company      Dept :
  (F) Interactive Mode          Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....12300] To [.....12500] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [B ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
SORTING RECORDS .....

```

Figure 1-11. The SORTING RECORDS Message

If the displayed record is not for the correct customer, and you want to scroll through the remaining records in the file, type:

N

The system displays the next record and repeats the CORRECT RECORD prompt.

If the displayed record is for the correct customer, press RETURN or type:

Y

The cursor moves to the LOCATION field. Enter the G/L location and press RETURN.

The following prompt appears:

ARE YOU SURE Y/N ?N

If you do not want to build this file, press RETURN or type:

N

The cursor returns to the action code field.

If you are ready to build the file as you specified, type:

Y

The system begins building the invoice file. The following message appears, as shown in Figure 1-11:

SORTING RECORDS ...

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Pararmeters
  (B) Build For Transmission          Format to Process [ ] [843 ]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
                                       3) Invoice
Communication Functions :
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [B ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====

```

Figure 1-12. Building a Standard Quote

If there are no records in the file matching those you specified, the system displays the following prompt:

**NO RECORDS MATCHING THE LIMITS SELECTED
END OF FILE - ANY KEY TO CONTINUE**

Press RETURN.

When the system finds records that match those you specified, it displays the invoice information as it continues to build the file for transmission.

When the system has completed this process, the following prompt appears:

END OF FILE - ANY KEY TO CONTINUE

The file is ready for transmission through the EDI network. To return to the (SG) screen, press RETURN.

BUILDING TRANSMISSION FILES FOR QUOTES (843)

The EDI network lets you present a quote to your customer electronically. To create quotes for transmission to your customers, do the following steps.

From the (SG) screen, select the [B] Build For Transmission function.

In the FORMAT TO PROCESS field, press TAB. The following prompt appears:

ENTER SELECTOR NAME

The cursor moves to the field to the right of the FORMAT TO PROCESS field. Enter the selector name for an EDI quote.

To build a standard quote, as shown in Figure 1-12, type:

843

Press RETURN.

Note: If you have designed your own EDI quote format, enter the selector name you assigned to your customized format.

In the INV # field, enter the range of quotes to be transmitted. To build a file for only one quote, specify the same quote number in both the INV # and TO fields.

To limit the quotes by customer number, press TAB until the cursor moves to the CUST # field. Enter a range of customer numbers in the CUST # and TO fields. To limit quotes to a single customer, enter the same customer number in both fields. If you do not want to limit the quotes by customer number, press RETURN.

The cursor moves to the FILE NAME field. Enter a unique file name, as shown in Figure 1-12. You may find it easier to identify the file if you use the format type followed by the date. For example, if are building a transmission file for a quote created on 06/01/94, call the file QUO060194. You can also use the format type followed by an abbreviated form of the customer's name. For example, a quote created for the ABC Company can be named QUOABC.

To specify the volume serial, press TAB to move the cursor to the VOL SER field. Enter the volume serial for the unit containing the file specified in the FILE NAME field. Press RETURN.

The following prompt appears:

ENTER RECEIVING CUSTOMER

To display the customer record, type part of or all the customer's name, or press TAB to move to the ACCT # field and enter the customer's account number. Press RETURN.

The following prompt appears, as shown in Figure 1-13:

CORRECT RECORD Y/N ?Y

Note: If you specify Y and the parameters for that customer have not been set in the (SGA) Customer EDI Parameters screen, the prompt **CUSTOMER HAS NO PARAMETER RECORD** will appear. For more information, refer to **Chapter 7: Setting Up Customer EDI Parameters**.

If the displayed record is not for the correct customer, and you want to scroll through the remaining records in the file, type:

N

The system displays the next record and repeats the CORRECT RECORD prompt.

```

10:34:23      (SG) EDI Communications Screen rev. (07/23/91)      04/06/94
=====
Processing Functions :      File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission      Format to Process [ ] [843 ]
  (C) Process Received File      1) Purchase Order
                                   2) Acknowledgement
Communication Functions :      3) Invoice
  (D) Send Files
  (E) Receive Files      Acct #      34      Dept :
  (F) Interactive Mode      Name :ABC Company
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust # [.....] To [.....]

      File Name [QUOT040594] Vol. Ser. [SR??]

Action [B ]      Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
CORRECT CUSTOMER Y/N ?Y
    
```

Figure 1-13. The CORRECT CUSTOMER Prompt

If the displayed record is for the correct customer, press RETURN or type:

Y

The cursor moves to the LOCATION field. Enter the G/L location and press RETURN.

The following prompt appears:

ARE YOU SURE Y/N ?N

If you do not want to build this file, press RETURN or type:

N

The cursor returns to the action code field.

If you are ready to build the file as you specified, type:

Y

The system begins building the invoice file. The following message appears:

SORTING RECORDS ...

If there are no records in the file matching those you specified, the system displays the following prompt:

**NO RECORDS MATCHING THE LIMITS SELECTED
END OF FILE - ANY KEY TO CONTINUE**

Press RETURN.

When the system finds records that match those you specified, it displays the invoice information as it continues to build the file for transmission.

When the system has completed this process, the following prompt appears:

END OF FILE - ANY KEY TO CONTINUE

The file is ready for transmission through the EDI network. To return to the (SG) screen, press RETURN.

Section 2: Processing Received Files

Once a file has been received, the information must be translated into a format that can be read by the DDMS system. This chapter describes the steps necessary to process received files for use by the system.

To process received files, from the (SG) EDI Communications screen, select the [C] Process Received File action code, as shown in Figure 1-14.

The cursor moves to the FILE NAME field. Enter the name specified at the ENTER FILE NAME prompt when you received the file (refer to **Chapter 3: Communications Functions, Section 2: Receiving EDI File Transmissions** for additional information). Press TAB.

In the VOL SER field, specify the volume serial for the unit containing the file, or press RETURN to accept the default.

At the LOCATION field, press TAB to move the cursor to the LINE field. Enter the number of the modem you are using, and press RETURN.

The following prompt appears:

ARE YOU SURE Y/N ?N

If you do not want to process this file, press RETURN or type:

N

The cursor returns to the action code field.

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :                               File [P-MASTER  ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission                         Format to Process [ ] [843  ]
  (C) Process Received File                         1) Purchase Order
                                                    2) Acknowledgement
                                                    3) Invoice

Communication Functions :
  (D) Send Files
  (E) Receive Files                               Acct #           Dept :
  (F) Interactive Mode                           Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix

P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-] To [.....-] Cust # [.....] To [.....]

File Name [.....] Vol. Ser. [SR??]

Action [C ] Location [...] Line [M1] Printer [P1] Copies [ 1 ]
=====
    
```

Figure 1-14. Processing Received Files

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :                               File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission                         Format to Process [ ] [843 ]
  (C) Process Received File                         1) Purchase Order
                                                    2) Acknowledgement
Communication Functions :                           3) Invoice
  (D) Send Files
  (E) Receive Files                               Acct #           Dept :
  (F) Interactive Mode                           Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-] To [.....-] Cust # [.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [C ]          Location [..]   Line [M1]   Printer [P1] Copies [ 1]
=====
FILE PREVIOUSLY PROCESSED --- REPROCESS Y/N? N          RECORDS WRITTEN = 9

```

Figure 1-15. The FILE PREVIOUSLY PROCESSED Prompt

If you are ready to process this file, type:

Y

The system will begin processing the file, or, if the file has been processed already, the following prompt appears, as shown in Figure 1-15:

FILE PREVIOUSLY PROCESSED --- REPROCESS Y/N ?

If you do not want to reprocess the file, type:

N

The cursor moves to the FILE NAME field. Enter a new file name and repeat this procedure.

If you do want to reprocess this file, type:

Y

The file will be reprocessed.

When the process is complete, the following message appears:

PROCESS COMPLETE --- ANY KEY TO CONTINUE ---

To return to the (SG) screen, press RETURN. To return to the Master Menu, press ESC from the action code field.

CHAPTER 2: COMMUNICATION FUNCTIONS

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Introduction

This chapter describes network transmissions and connections, and how to make them. Whether you are sending a file, receiving a file, faxing files, faxing purchase orders, or using interactive mode, you must know how to communicate with the network and your EDI partner. This is described in the following sections.

Also described in this chapter is how to purge EDI files you longer need.

Section 1: Sending EDI File Transmissions

In order to transmit information to your customers or vendors through EDI, it is first necessary to build the transmission files. (To do this, refer to **Chapter 1: Processing Functions, Section 1: Building Files for Transmission.**) The next step is to send the information. This chapter describes the necessary steps for sending the transmission files through the EDI network.

To send the transmission files, from the (SG) EDI Communications screen, select the [D] Send Files function.

The cursor moves to the NAME field and the following prompt appears:

ENTER RECEIVING CUSTOMER

To display the customer record, type part of or all the customer's name, as shown in Figure 2-1, or press TAB to move to the ACCT # field and enter the customer's account number. Press RETURN.

The system displays the record that most closely matches the one you specified, along with the following prompt:

CORRECT RECORD Y/N ?Y

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Pararmeters
  (B) Build For Transmission          Format to Process [ ] [ ]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
Communication Functions :          3) Invoice
  (D) Send Files
  (E) Receive Files          Acct #
  (F) Interactive Mode          Name :ABC COMPANY
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [D ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
ENTER RECEIVING CUSTOMER

```

Figure 2-1. Specifying a Customer Name

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER  ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission          Format to Process [ ] [ ]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
                                       3) Invoice
Communication Functions :
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :ABC COMPANY
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [D ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====

```

Figure 2-2. Specifying the Modem Logical Name

Note: If you type **Y** and the parameters for that customer have not been set in the (SGA) Customer EDI Parameters screen, the following prompt appears:

CUSTOMER HAS NO PARAMETER RECORD

For more information, refer to **Chapter 7: Setting Up Customer EDI Parameters.**

If the displayed record is not the correct one and you want to scroll through the remaining records in the file, type:

N

The system displays the next record and repeats the **CORRECT RECORD** prompt.

If the displayed record is for the correct customer, press **RETURN** or type:

Y

If the customer you specified is not set up for EDI, the system displays the following prompt:

CUSTOMER HAS NO PARAMETER RECORD

Press **RETURN**. The cursor returns to the **NAME** field.

When you specify a valid EDI customer, the cursor moves to the **LOCATION** field. Press **TAB** to pass this field.

In the **LINE** field, enter the name of the modem as specified in the **LOG NAME** field for the **COMM LNK** device in the (Y) Systems Status screen (M1, for example), as shown in Figure 2-2. Press **RETURN**.

```

ISA *00*      *00*   *01*36542*  *01*   549431
*910606*1038*U*00200*100611123*1*T*<
GS*PO*136542*36542*91606*1035633999***00200
ST*850*8402
BEG*00*SS*TEST1***901206
N1*OB*YOUR MACHINE LABEL*91**
PO1*1**EA*19.990*WH*VO*168774*MF*PNXAT60
PO2**BX*18.750*WH*VO*185579*MF*SOUJCL353C
PO1*3**5*PK*6.500*WH*VO*146268*MF*KEMKT
CTT*3
SE*8*8402
GE*000002*134857999
IEA*00001*131247123
LLLL

```

Figure 2-3. File Transfer Listing

The following prompt appears:

ARE YOU SURE Y/N ?N

If you do not want to send this file, press RETURN or type:

N

The cursor returns to the action code field.

If you are ready to send this file, type:

Y

The system dials the network, and a screen with the AT&T logo and the following message appears:

LOGGING ON TO NETWORK FOR EDI

The system begins compiling information and the following prompt appears:

ENTER FILE TO UPLOAD

ENTER FILE NAME

ENTER UNIT #

Enter the name of the file to be transmitted and the number of the unit that the file is on.

If the system has no record of the file you specified on the unit you specified, the following message appears:

FILE DOES NOT EXIST ---- ANY KEY TO CONTINUE

```

PO1*1*1EAZ*19.990*WH*VO*168774*MF*PNXAT60
CTT*1
SE*6*8401
ST*850*8402
BEG*00*SS*TEST1***901206
N1*OB*YOUR MACHINE LABEL*91**
PO1*1**EA*19.990*WH*VO*168774*MF*PNXAT60
PO2**BX*18.750*WH*VO*185579*MF*SOUJCL353C
PO1*3**5*PK*6.500*WH*VO*146268*MF*KEMKT
CTT*3
SE*8*8402
GE*000002*134857999
IEA*00001*131247123
LLLL

ACCEPTED 3537903C
ENTERED: 1 ADDRESS - ACCEPTED: 1 ADDRESS

EASYLINK

3537990C 6DEC90 14:51 EST
PTS
DO YOU WANT TO TRANSMIT ANOTHER FILE Y/N ?Y
    
```

Figure 2-4. Requesting Transmission of Another File

Press RETURN. The cursor returns to the ENTER FILE NAME field.

When you enter the name of an existing file, the following prompt appears:

START FILE TRANSFER

As the file transfer occurs, a listing similar to the one illustrated in Figure 2-3 is displayed. When the transfer is complete, the following prompt appears, as shown in Figure 2-4:

DO YOU WANT TO TRANSMIT ANOTHER FILE Y/N ?

If you want to transmit another file, type:

Y

The following message is displayed so that you can transmit another file:

```

ACCT          #          DEPT :
NAME          :
QUALIFIER     : 01       ID: 136542
    
```

Enter the customer's name or press TAB to move the cursor to the ACCT # field and enter the customer's account number.

If you do not want to transmit another file, type:

N

The following prompt appears:

DO YOU WISH TO GO INTERACTIVE Y/N ?

Note: Use interactive mode to view your electronic mailbox to determine whether additional files have been transmitted to you. For more information on interactive mode, see **Section 3: Using Interactive Mode**, in this chapter. Otherwise, do not specify **Y** unless you have received specific instruction about communicating interactively with the network.

If you want to use interactive mode, type:

Y

The system connects to the network to allow interactive communication.

If you do not want to use interactive mode, type:

N

The program ends.

To return to the Master Menu, press ESC.

Section 2: Receiving EDI File Transmissions

You should check your network mailbox periodically to see whether you have any purchase orders, purchase order acknowledgments, or invoices from customers or vendors. (Refer to **Section 3: Using Interactive Mode** in this chapter for information about how to do this.) In order to use these files in the DDMS system, you will need to use the [E] Receive Files function to move them from your mailbox and into a form that can be used by the system. This chapter describes the steps necessary for receiving files.

From the (SG) screen, select the [E] Receive Files function, as shown in Figure 2-5.

In the LOCATION field, enter the G/L location and press TAB.

In the LINE field, enter the name of the modem as specified in the LOG NAME column for the COMM LNK device in the (Y) Systems Status screen (M1, for example). Press RETURN.

The following prompt appears:

ARE YOU SURE Y/N ?N

If you do not want to receive this file, press RETURN or type:

N

The cursor returns to the action code field.

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :                               File [P-MASTER  ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission                         Format to Process [ ] [ ]
  (C) Process Received File                         1) Purchase Order
                                                    2) Acknowledgement
                                                    3) Invoice
Communication Functions :
  (D) Send Files
  (E) Receive Files                                Acct #           Dept :
  (F) Interactive Mode                            Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-.] To [.....-.] Cust #[.....] To [.....]

File Name [.....] Vol. Ser. [SR??]

Action [E] Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
    
```

Figure 2-5. Receiving Files


```
ENTER FILENAME FOR THIS DOWNLOAD
ENTER FILE NAME:  REC060190  VOLUME SERIAL SR
MBX XMODEM EDI

STARTING FILE TRANSFER ...
RECEIVING BLOCK 8          ERROR COUNT 0          BLOCK SIZE 1024
```

Figure 2-7. Receiving the File

The RECEIVING BLOCK field contains the number of blocks of information being transferred. The ERROR COUNT field indicates any errors occurring during the transfer. The BLOCK SIZE field indicates the size of each block of information transferred. This should always be 1024.

When the transfer is complete, the following prompts appear:

```
FILE TRANSFER SUCCESSFUL - RETURNING ONLINE
DO YOU WISH TO RECEIVE FROM MAILBOX Y/N?
```

To receive additional files, type:

Y

The prompt ENTER THE FILENAME FOR THIS DOWNLOAD redisplay. Repeat this procedure for each additional file to be received.

If you do not want to receive additional files, type:

N

The following prompt appears:

```
DO YOU WISH TO GO INTERACTIVE Y/N ?
```

Note: Do not specify **Y**, except to examine the contents of your electronic mailbox, unless you have received specific instructions from the network about communicating interactively. For information about doing this, refer to **Section 3: Using Interactive Mode**, in this chapter.

```
ENTER FILENAME FOR THIS DOWNLOAD
ENTER FILE NAME: REC060190 VOLUME SERIAL SR
MBX XMODEM EDI

STARTING FILE TRANSFER ...
RECEIVING BLOCK 8          ERROR COUNT 0      BLOCK SIZE 1024
```

Figure 2-7. Receiving the File

If you want to use interactive mode, type:

Y

The system connects to the network to allow interactive communication.

If you do not want to use interactive mode, type:

N

The system begins to beep, and the following message appears:

PRESS ANY KEY TO STOP BEEP

Press RETURN. The following prompt appears, as shown in Figure 2-8:

PRESS ANY KEY

Press RETURN to return to the Master Menu. The modem will automatically disconnect.

Section 3: Using Interactive Mode

Use interactive mode to determine whether there are any documents in your electronic mailbox. There are two ways to go into interactive mode. If you are in the process of receiving files, at the prompt DO YOU WISH TO GO INTERACTIVE, you have the option of going into interactive mode. You can also go into interactive mode by selecting the [F] Interactive Mode function in the (SG) EDI Communications screen. This chapter describes the necessary steps for doing so.

From the (SG) screen, select the [F] Interactive Mode function, as shown in Figure 2-9.

In the LOCATION field, enter the G/L location or press TAB.

In the LINE field, enter the name of the modem as specified in the LOG NAME column for the COMM LNK device in the (Y) Systems Status screen (M1, for example). Press RETURN. The following prompt appears:

ARE YOU SURE Y/N ?N

If you do not want to use interactive mode, press RETURN or type:

N

The cursor returns to the action code field.

If you do want to use interactive mode, type:

Y

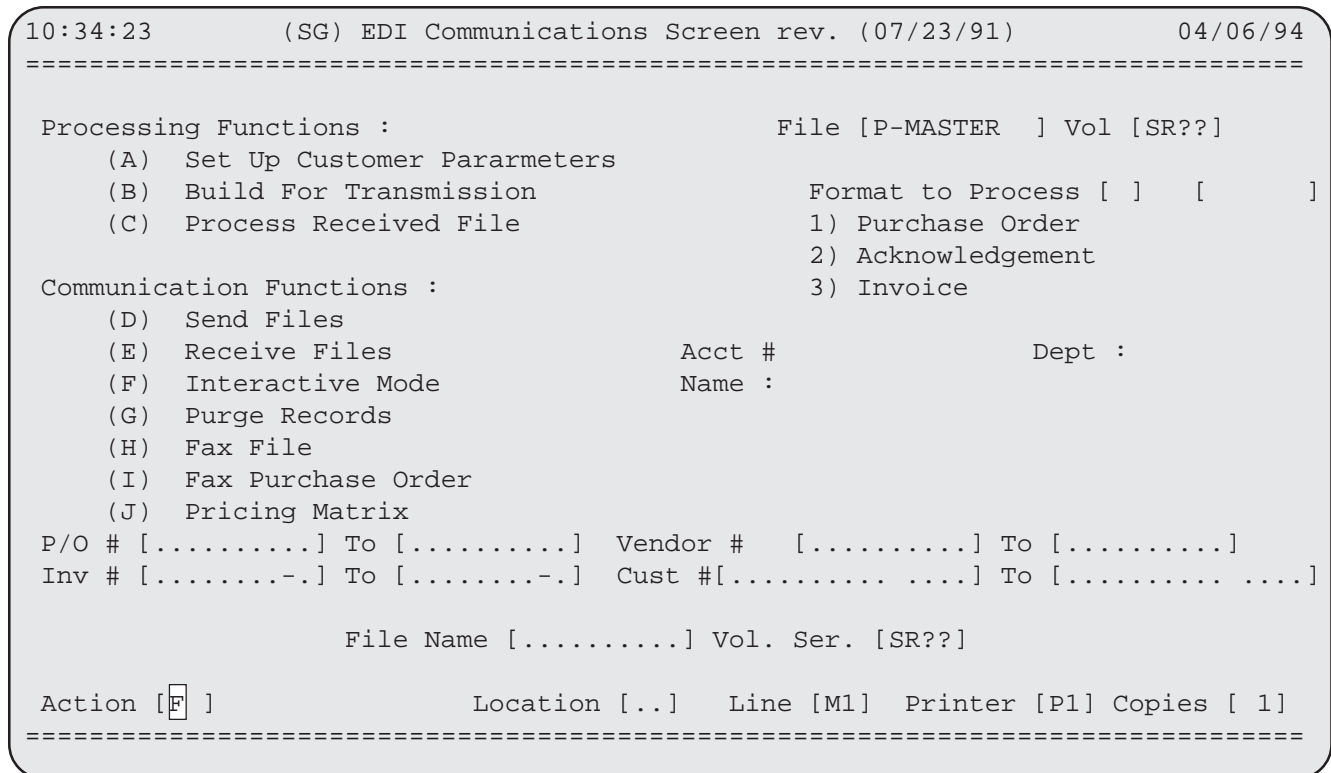


Figure 2-9. Using Interactive Mode


```
SIGNING ON TO WESTERN UNION FOR EDI "  
(-SENDING AUTO BAUD SENSE CHARS
```

```
EASYLINK  
ID?00 0123456789 TEST
```

```
3506147C 6DEC90 12:43 EST  
PTS  
SCAN
```

```
NO.  LINES  ACCEPTED  ON  ORIGINATOR                (REFERENCE  
1     12     6DEC    12:40 DISTRIBUTION DATA MGMT SYSTEM  (EDI CONTROL NUMBER  
MAILBOX SCAN COMPLETED
```

```
EASYLINK
```

```
3506210C 6DEC90 12:44 EST  
PTS
```

Figure 2-11. Examining Your Electronic Mailbox for Documents

When you are successfully connected to the network, your next step can be one of the following:

To examine the contents of your electronic mailbox, type:

SCAN

Press RETURN. If there are no documents in the mailbox, a message similar to the following will be displayed:

```
YOUR MAILBOX IS EMPTY  
EASYLINK
```

```
3503483C 6DEC90 12:43 EST  
PST
```

If your electronic mailbox contains one or more documents, a message similar to the one shown in Figure 2-11 is displayed.

To view the documents you have processed in the past seven days, type:

SCAN HOLD

Press RETURN.

If you want view the documents you have sent in the past seven days, type:

SCAN SENT

Press RETURN.

The following HELP messages are available to assist you in using Easy Link. To display a HELP message, at the PTS prompt, type the appropriate command, and press (Return). We recommend that you print any HELP messages you may want to refer to later. Many HELP messages contain more than one "screenful" of information, and will scroll off the screen. To prevent this, use one of the following procedures:

1. To receive only 24 lines of text at a time, at the PTS prompt, type the letters CRT and press (Return). To resume continuous flow of information, at the PTS prompt, type the letters CRT OFF.
2. To stop the screen from scrolling when needed, hold down the CTRL key and press the letter S. To resume delivery of the message, hold down the CTRL key and press the letter Q.

PRESS (RETURN) TO CONTINUE

Figure 2-12. EDI HELP Screen

If you want to view the documents you have sent in the past hour, two hours, and so on, type:

STATUS _H

Replace the blank (_) with the number of hours you want to view. You can view up to 24 hours of documents.

For example, if you want to view the documents you have sent in past three hours, you would enter **STATUS 3H**. The documents and their status will be displayed as shown in the following example:

| | | | |
|--|-----------------------|-------------------------|------------|
| MSG 4183985C received 9OCT91 10:43 EST | | | |
| ADDR | TO | DELIVERED | ANSWERBACK |
| 001 | FAX 8174310668 | 9OCT91 10:45 EST | |
| 002 | FAX 8175551212 | in transit | |
| 003 | FAX 8171234567 | 9OCT91 10:46 EST | |

For a list of the options you can use while connected to your electronic mailbox, type:

HELP

Press RETURN.

The screen shown in Figure 2-12 will be displayed.

There are two ways to view the HELP screens. First, you can view 24 lines at a time. To do this, at the PTS prompt, type:

CRT

Press RETURN. This method will give you one screen at a time. Press RETURN after viewing each screen to display the next screen.

You can also stop scrolling through the screen when needed. To do this, press the CTRL and S keys simultaneously. To resume scrolling through the screens, press the CTRL and Q keys simultaneously.

To return to the previous screen from the HELP screen, press RETURN.

To exit interactive mode, press CTRL and A simultaneously. The AT & T/EDI Communications screen appears. Press RETURN twice to return to the Master Menu.

Section 4: Purging EDI Files

Periodically, you may want to clear out your EDI files, P-MASTERE and P-SPECIALE. You can purge acknowledgments, purchase orders, invoices, changed purchase order requests, or all of these. To perform the purging procedure, from the (SG) screen, select the [G] Purge Records action code.

The following prompt appears:

ENTER TYPE TO PURGE A=ACK, P=P/O, C=CHANGE, I=INVOICE, X=PURGE ALL []

Enter the action code corresponding to what you want to purge.

To purge acknowledgments (855), as shown in Figure 2-13, type:

A

To purge purchase orders (850), type:

P

The cursor moves to the INV # fields.

Note: Before you purge purchase orders, print the EDI Purchase Order Report. This report will list each receive number with its corresponding purchase order number. Use this report to decide which purchase orders you want to purge. The P/O number assigned to the purchase order is the number in the NEXT RECEIVE # field in the (L6W) screen.

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :                               File [P-MASTER  ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission                         Format to Process [  ] [      ]
  (C) Process Received File                         1) Purchase Order
                                                    2) Acknowledgement
Communication Functions :                           3) Invoice
  (D) Send Files
  (E) Receive Files                                Acct #
  (F) Interactive Mode                             Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-] To [.....-] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [G ]          Location [...] Line [M1] Printer [P1] Copies [ 1]
=====
ENTER TYPE TO PURGE A=ACK, P=P/O, C=CHANGE, I=INVOICE, X=PURGE ALL [A]

```

Figure 12-13. Entering Type to Purge

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission          Format to Process [ ] [ ]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
Communication Functions :          3) Invoice
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [ 500-0] To [ 1000-0] Cust # [.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [G ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
ENTER TYPE TO PURGE A=ACK, P=P/O, C=CHANGE, I=INVOICE, X=PURGE ALL [P]

```

Figure 12-14. Entering Purchase Orders to Purge

Enter the range of next receive numbers that correspond with the purchase order number of the P/Os you want to purge, as shown in Figure 2-14. Press RETURN.

To purge only the changed purchase order requests (860), type:

C

To purge all invoices (810), type:

I

To purge acknowledgments, changed purchase order requests, and invoices, as shown in Figure 2-15, type:

X

Note: This will **not** purge purchase orders (850).

After you specify what you want to purge, the following prompt appears:

ARE YOU SURE Y/N ?N

If you want to continue with the purging procedure, type:

Y

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :          File [P-MASTER ] Vol [SR??]
  (A) Set Up Customer Pararmeters
  (B) Build For Transmission          Format to Process [ ] [ ]
  (C) Process Received File          1) Purchase Order
                                       2) Acknowledgement
Communication Functions :          3) Invoice
  (D) Send Files
  (E) Receive Files          Acct #          Dept :
  (F) Interactive Mode          Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [ 500-0] To [ 1000-0] Cust #[.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [G ]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
ENTER TYPE TO PURGE A=ACK, P=P/O, C=CHANGE, I=INVOICE, X=PURGE ALL []

```

Figure 12-15. Purging EDI Files

If you want to cancel the purging procedure, press RETURN or type:

N

The cursor returns to the action code field.

To return to the Master Menu, press ESC.

Section 5: Faxing Files

Using the EDI network, you can fax files to your customers. Faxing files through your computer eliminates the steps of getting up from your desk, dialing a fax number, hearing a busy signal and having to wait until the customer's fax machine is clear. This function will also enhance your telemarketing. If you have a letter you need to fax to many customers, you can set up the fax numbers of the customers in a file. The system will automatically transmit the fax to each of the customers.

The fax file and the customer fax number file are created using the work processor. For more information on creating word processing files, refer to Chapter 33: Word Processor and Text Editor in the *O/P Dealer Systems Software Manual*. To build the fax file and the customer fax number file, do the following steps.

Create the letter you want to fax to your customers. If you want your logo to appear on the fax, the first two lines of the file must look like the following, as shown in Figure 2-16:

```
/LOGO XXXX  
/FORM
```

In place of the XXXX, type the name of your logo. Your logo must be on file with AT & T. If it is not, an error message appears when you transmit the fax.

The /FORM message eliminates the AT & T logo.

```
/LOGO DDMS  
/FORM
```

October, 1991

Dear DDMS/EDI User:

You will soon be receiving the latest version of the EDI Manual. This new edition is intended to replace any previous editions of the book that you may have. It contains up-to-date information on setting up and maintaining the EDI program.

The EDI Manual reflects the most current information at the time of this writing. However, by its nature, this manual is a work-in-progress. DDMS continually revises software. As in the past, the manual will be revised when a change is made and available to you.

Sincerely,

DDMS

Figure 2-16. Sample Fax with DDMS Logo

```

10:34:23      (SG) EDI Communications Screen rev. (07/23/91)      08/06/91
=====
Processing Functions :                               File [P-MASTER  ] Vol [SR??]

  (A) Set Up Customer Parameters                    Format to Process [_] [_____]
  (B) Build For Transmission                        1) Purchase Order
  (C) Process Received File                         2) Acknowledgement
                                                    3) Invoice

Communication Functions :

  (D) Send Files                                   Acct #           Dept :
  (E) Receive Files                               Name :
  (F) Interactive Mode
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Orders
  (J) Pricing Matrix

P/O #[.....] To [.....] Vendor #[.....] To [.....]
Inv #[.....-.] To [.....-.] Cust #[.....] To [.....]

File Name [.....] Vol. Ser. [SR??]

Action [H]           Location [...] Line [M1] Printer [P1] Copies [ 1]

```

Figure 2-17. Selecting the Fax File Function

If you are sending the letter to more than one customer, create the customers' fax numbers file. Place a comma after the fax numbers, unless you are entering the last fax number. If this is the last fax number, enter a plus sign (+) after the number. You must type the word FAX before the number, but do not enter the dashes in the fax number. For example:

```

FAX 8174310668,
FAX 8175551212,
FAX 8171234567+

```

Note: If you are sending the letter to a single customer, creating a customer fax number file is not necessary.

After you have created the necessary word processing files, go to the (SG) EDI Communications Screen.

From the (SG) screen, select the [H] Fax File action code, as shown in Figure 2-17.

At the LOCATION field, press RETURN. The following prompt appears:

ARE YOU SURE Y/N ?N

If you are not ready to fax the letter, press RETURN or type:

N

The cursor returns to the action code field.


```
SIGNING ON TO AT&T FOR FAX TRANSMISSION
<-SENDING AUTO BAUD SENSE CHARS
00 OPD000066 TEST.TEST
```

Figure 2-19. When the Modem Connects With AT&T

If you enter a file name that does not exist on the volume you specify, the system displays the following prompt:

FILE DOES NOT EXIST

Press RETURN. The cursor returns to the file name field so that you can specify another file name or volume.

When you specify an existing file and volume, the system displays a screen with the fax number, file name, and the letters GA. The GA signifies that the specified fax number is a "good address," or a valid fax number.

The system displays the following prompt:

ENTER FAX SPECIFICATIONS --- <ESC> WHEN COMPLETE

You can add information to the top of your document at this point. This information could be a heading, a note specifying for whom the fax is intended, or simply information you left out of the text. If you have such specifications to add to your fax, enter that text now. When you finish, or if you do not have specifications, press ESC.

The system displays the file that you are faxing.

Each time the system tries to connect with the fax you are sending the file to, the following characters will appear:

LLLL

When the system connects with the fax and sends the P/O, a message similar to the following one appears:

ACCEPTED 425614C
ENTERED: 1 ADDRESS -- ACCEPTED: 1 ADDRESS
EASYLINK
4256335C 4APR94 11:04 EST
PTS
DO YOU WISH TO GO INTERACTIVE Y/N ?N

If the fax is rejected, the same message displays, but the word REJECTED replaces the word ACCEPTED. The system automatically displays the Master Menu. To send the fax again, you must repeat the steps described in this section.

To go into interactive mode and view your electronic mailbox, type:

Y

For instructions on using interactive mode, see **Section 3: Using Interactive Mode** of this chapter.

If you do not want to go into interactive mode, press RETURN or type:

N

The system will automatically redisplay the Master Menu.

Section 6: Faxing Purchase Orders

Using the EDI network, you can fax purchase orders to your customers. This is the simplest way of sending a purchase order to a customer. To fax purchase orders to a customer, do the following:

From the (SG) screen, select the [I] Fax Purchase Order function.

The following prompt appears, as shown in Figure 2-20:

ENTER FORMAT NAME

The cursor moves to the field to the right of the FORMAT TO PROCESS field. At this field, enter the selector name of the purchase order format you are using. The selector name of the DDMS created format is **FAXPO**. If you have created your own format, enter that selector name.

In the P/O # and TO fields, enter the range of purchase orders you are faxing. If you are faxing only one P/O, enter the same number in both fields. Press TAB.

In the VENDOR # and TO fields enter the vendor you are transmitting to. If you choose a purchase order in your range of P/O numbers that does not belong to this vendor, the P/O will not be sent. For example, if you are faxing P/Os to Stadco but the range of specified P/Os includes a purchase order to Associated Stationers, the Associated Stationers P/O will not be sent to Stadco.

```

10:34:23          (SG) EDI Communications Screen rev. (07/23/91)          04/06/94
=====
Processing Functions :                               File [P-MASTER  ] Vol [SR??]
  (A) Set Up Customer Parameters
  (B) Build For Transmission                         Format to Process [ ] [ ]
  (C) Process Received File                         1) Purchase Order
                                                    2) Acknowledgement
Communication Functions :                           3) Invoice
  (D) Send Files
  (E) Receive Files                                Acct #           Dept :
  (F) Interactive Mode                             Name :
  (G) Purge Records
  (H) Fax File
  (I) Fax Purchase Order
  (J) Pricing Matrix
P/O # [.....] To [.....] Vendor # [.....] To [.....]
Inv # [.....-] To [.....-] Cust # [.....] To [.....]

          File Name [.....] Vol. Ser. [SR??]

Action [I ]          Location [...] Line [M1] Printer [P1] Copies [ 1]
=====
ENTER FORMAT NAME

```

Figure 2-20. Entering the Format Name


```

42562335C      9OCT91      15:06  EST
PTS
DO YOU WISH TO GO INTERACTIVE Y/N ?N
START 15:05:41 END 15:06:58      CONNECT 00:01:17  RECORDS SENT
SUCCESSFUL TRANSMISSION COMPLETE
AT&T EDI TERMINATED - PRESS ANY KEY TO STOP BEEP

```

Figure 2-22. Completing the EDI Transmission

The P/O being faxed is displayed on the screen.

Each time the system tries to connect with the fax you are sending the P/O to, the following characters will appear:

LLLL

If the P/O is rejected, the system displays a message similar to the following:

REJECTED 425614C
ENTERED: 1 ADDRESS - REJECTED: 1 ADDRESS

Return to the (SG) screen and repeat the steps for faxing P/Os.

When the system connects with the fax and sends the P/O, a message similar to the following one appears:

ACCEPTED 425614C
ENTERED: 1 ADDRESS - ACCEPTED: 1 ADDRESS

EASYLINK

4256335C 9OCT91 15:06 EST
PTS
DO YOU WISH TO GO INTERACTIVE Y/N ?N

If the system accepts your P/O, and you want to view your electronic mailbox, type:

Y

For instructions on interactive mode, refer to **Section 3: Using Interactive Mode** in this chapter.

If you do not want to go into interactive mode, press RETURN or type:

N

A message similar to the one shown in Figure 2-22 appears.

The system will beep when the connection is terminated. Press RETURN to stop the beep.

To return to the Master Menu, press RETURN again.

CHAPTER 3: RELEASING EDI FILES

Once a file has been processed, it can be released through the (G) Order Entry screen. This chapter describes the simple steps necessary to release EDI files.

Note: DDMS recommends that you print the EDI Purchase Receive Report through the (T) Order Entry Selectors screen before releasing EDI orders. Prior to releasing EDI files, be sure to read **Important Considerations**, in this section.

To release EDI files, from the (G) Order Entry screen, select the [E] EDI Release action code, as shown in Figure 3-1.

At the PICK # field, if you only want to process one purchase order, enter the receive number of that P/O. The receive number is printed on the EDI Purchase Receive Report.

Processing of the file will begin. Pick tickets will be printed at the status specified for the terminal in the (L1) Terminal and Ticket Parameters screen. (If you batch print, they will not be printed until you print batches). Quotes will print at a status 8.

As orders are released, the individual line items on each order are displayed.

If the customer's order includes more than one purchase order, the following prompt appears after every P/O but the last:

MORE TO PROCESS --- CONTINUE Y/N ?

```

5:51:39                (G) Order Entry (04/18/XX)                04/21/94
-----
Order Writer :STEP      G/L Loc # 1   Inv Loc # 1       Transaction # _____-
Action ?E                File :P-MASTER   Vol :W1??
Name : _____      Account # _____
                        Slsm : _____ Status :_   P/O   # _____
                        Lines # _____ %
                        Sub-Total $ _____
-----
#   Item           Mfg           Description           UM C Order  Ship  Price
-----
                                     ----- Action Codes -----
O-Order           S-Drop Ship Order
V-Verify          v-Old Verify
I-Inquire         P-Print
D-Delete          d-Old Delete
R-Release         C-Change Order
Q-Quote          M-Modify Quote
A-Auto Bill      E-EDI Release
                  J-Journal Actions

```

Figure 3-1. Releasing an EDI File through the (G) Order Entry Screen

```

5:51:39                (G) Order Entry  (04/18/XX)                04/21/94
-----
Order Writer :STEP      G/L Loc # 1   Inv Loc # 1       Transaction #    102-0
Action ?E                               File :P-MASTER   Vol :W1??
Name :ABC COMPANY                               Account # _____
                               H 7.0 Slsn :1008   Status :H   P/O #
                               Route #1001  Limit $ 7437   Lines #      %
542 LBJ LANE                               TX 76248      214 555 2327   Sub-Total $
DALLAS                               Paycode [2] P/O #12345678   Number of Lines 1   $6.00   .__ @ 20.0% Status [6]
STOCK NUMBER__ CO.____ DESCRIPTION_____ UNIT C D C ORDER  BACK  SHIP
33401          UNVSL   BNDR, RNG, 11X8.5,1.5IN,BK  EA  W 1

Unit Received [DZ] Nbr Received [POS0-000045-0 ] Qty Ordered [2 ]
Alias Unit [BX] Factor(M/D) [M] Factor Amt [1 ] Buy Unit [ ] Qty [2 ]
INVALID UNIT
    
```

Figure 3-2. The INVALID UNIT Error Message

If you want to continue releasing the file, type:

Y

If not, type :

N

If you specified **Y** in the field USE RECEIVED PRICE in the (SGA) screen, any differences between the prices your customer sent and your system's calculated selling prices for this customer are recorded in the file EXCEPT-EDI. To see these differences, print the EDI Exception Report. (For more information on the USE RECEIVED PRICE field, refer to **Chapter 7: Setting Up Customer EDI Parameters**. For more information on the EDI Exception Report, refer to **Chapter 5: Using EDI Reports**.)

TROUBLESHOOTING

The process of releasing the EDI file may stop prior to completion, for one of the following reasons:

1. A match could not be found for the transmitted item number in the inventory database or in the alias file. If this occurs, the following prompt appears:

ENTER ITEM OR (??) FOR OPTIONS

NO MATCH FOUND

Refer to the EDI P/O Receive Report. This report will list the purchase order number, alias number, and the description. Enter the correct item number or press RETURN to create an

```

5:51:39                (G) Order Entry (04/18/XX)                04/21/94
-----
Order Writer :STEP      G/L Loc # 1   Inv Loc # 1       Transaction #   102-0
Action ?E                               File :P-MASTER  Vol :W1??
Name :ABC COMPANY                               Account #_____
                                         H 7.0  Slsn :1008  Status :H   P/O   #
                                         Route #1001  Limit $ 7437  Lines #           %
542 LBJ LANE                               TX 76248      214 555 2327  Sub-Total $
DALLAS                                     Number of Lines 1      $6.00  .__ @ 20.0% Status [6]
Paycode [2] P/O #12345678
STOCK NUMBER__ CO._____ DESCRIPTION_____ UNIT C D C ORDER BACK SHIP
33401          UNVSL      BNDR, RNG, 11X8.5,1.5IN,BK  EA  W 1

Unit Received [DZ] Nbr Received [POS0-000045-0 ] Qty Ordered [2 ]
Alias Unit [BX] Factor(M/D) [M] Factor Amt [1 ] Buy Unit [ ] Qty [2 ]
ARE YOU SURE Y/N ?N
    
```

Figure 3-3. Changing the Unit of Measure

uncatalogued item. At the prompt CORRECT RECORD Y/N/A/Q/U, specify Y, or, to create an uncatalogued item, type U.

2. A match could not be found for the transmitted unit of measure in the inventory database or in the alias file. If this occurs, the following prompts are displayed, as shown in Figure 3-2:

```

Unit Received [ ] Nbr Received [ ] Qty Ordered [ ]
Alias Unit [ ] Factor (M/D) [ ] Factor Amt [ ] Buy Unit [ ] Qty [ ]
    
```

INVALID UNIT

The UNIT RECEIVED field displays the unit of measure transmitted by your EDI customer. The NBR RECEIVED field displays the item number and company that will be transmitted to your EDI customer. The QTY ORDERED field displays the order quantity that will be transmitted to your EDI customer.

The ALIAS UNIT field contains the selling unit specified when the alias for the customer's item was created. Enter the correct selling unit, or press TAB to accept the displayed unit. The FACTOR (M/D) and FACTOR AMOUNT fields are used in combination to calculate the ratio between the customer's unit of measure and your unit of measure. In the FACTOR (M/D) field, specify whether the value in the FACTOR AMOUNT field is to be multiplied or divided. In the FACTOR AMOUNT field, specify the value to be multiplied or divided to obtain the customer's unit of measure. The BUY UNIT and QTY fields display the buy unit and the number of selling units in the buy unit. This information comes from the Wholesaler Record in the (E) Inventory Master screen for this item, and may be helpful in determining the correct factor and factor amount.

```

5:51:39                (G) Order Entry (04/18/XX)                04/21/94
-----
Order Writer :STEP      G/L Loc # 1   Inv Loc # 1       Transaction #    102-0
Action ?E                File :P-MASTER   Vol :W1??
Name :ABC COMPANY      Account # _____
                        H 7.0  Slsm :1008  Status :H   P/O #
                        Route #1001  Limit $ 7437  Lines #      %
542 LBJ LANE
DALLAS                TX 76248      214 555 2327  Sub-Total $
Paycode [2] P/O #12345678  Number of Lines 1    $6.00  .__ @ 20.0% Status [6]
STOCK NUMBER__ CO.____  DESCRIPTION_____  UNIT C D C ORDER  BACK  SHIP
33401                UNVSL    BNR, RNG, 11X8.5,1.5IN,BK  EA  W 1

Unit Received [DZ] Nbr Received [POS0-000045-0 ] Qty Ordered [2 ]
Alias Unit [BX]  Factor(M/D) [M] Factor Amt [1 ] Buy Unit [ ] Qty [2 ]
ALIAS UNIT DOES NOT MATCH RECEIVED UNIT --- ACCEPT Y/N? N
    
```

Figure 3-4. The ALIAS UNIT Error Message

For example, your customer orders 12 pencils by the each. You sell these pencils by the box, with 12 pencils per box. Specify EA in the ALIAS UNIT field. You will need to divide your unit of measure by 12 to obtain the customer's unit of measure; therefore, specify D in the FACTOR M/D field and 12 in the FACTOR AMOUNT field.

Your unit of measure will print on pick tickets; however, the invoice transmitted to your EDI customer will contain the customer's unit of measure, and quantities shipped will be based on this unit of measure.

If the information you enter corrects the problem, the prompt ARE YOU SURE appears, as shown in Figure 3-3. If you specify Y, the item number and unit of measure will be cataloged automatically in the file I-ALIAS and the release process will continue. If you specify N, the cursor will move to the CUSTOMER UNIT field. If you specify S (for Skip creating alias record), the system will not create an alias record.

If the units of measure still do not match after you complete or tab past the FACTOR AMT field, the following prompt is displayed, as shown in Figure 3-4:

ALIAS UNIT DOES NOT MATCH RECEIVED UNIT --- ACCEPT Y/N ?

If you want to try again to match the units of measure, type:

N

If you want to accept the alias unit, type:

Y

```

5:51:39                (G) Order Entry (04/18/XX)                04/21/94
-----
Order Writer :STEP      G/L Loc # 1   Inv Loc # 1       Transaction #   102-0
Action ?E                File :P-MASTER   Vol :W1??
Name :ABC COMPANY      Account #_____
                        H 7.0   Slsm :1008   Status :H   P/O   #
                        542 LBJ LANE   Route #1001   Limit $ 7437   Lines #   %
                        DALLAS      TX 76248     214 555 2327   Sub-Total $
Paycode [2] P/O #12345678   Number of Lines 1   $6.00   .__ @ 20.0%   Status [6]
STOCK NUMBER__ CO.____   DESCRIPTION_____   UNIT C D C ORDER   BACK   SHIP
33401      UNVSL   BNDR, RNG, 11X8.5,1.5IN,BK   EA   W 1

```

INVALID MULTIPLE

Figure 3-5. The Error Message INVALID MULTIPLE

- The transmitted unit of measure matches the alias unit of measure, but the FACTOR (M/D) and FACTOR AMOUNT fields for the alias are blank. If this occurs, the following prompt is displayed:

```

Unit Received [ ] Nbr Received [ ] Qty Ordered [ ]
Alias Unit [ ] Factor (M/D) [ ] Factor Amt [ ] Buy Unit [ ] Qty [ ]
INVALID UNIT

```

- The customer's unit of measure is smaller than your unit of measure, but they order a quantity that does not evenly divide into your unit of measure.

For example, you sell pens by the box, with 12 pens per box, but your customer buys them individually. The customer therefore needs to order in multiples of 12. However, they transmit an order for 15, which does not evenly divide into 12. If this occurs, the following message appears, as shown in Figure 3-5:

INVALID MULTIPLE

Enter the item number of the item you are selling, if you know it, or press RETURN.

At the prompt CORRECT RECORD Y/N/A/Q/U, type U. The system will create an uncataloged item, and fill the order quantity to the nearest selling unit. Using the example above, the order quantity would be one box.

- A match could not be found because an item number was not sent. Only the description was transmitted. If this occurs, the following message appears, as shown in Figure 3-6:

```

INVALID ITEM          ITEM NOT ON FILE

```

```

5:51:39                (G) Order Entry (04/18/XX)                04/21/94
-----
Order Writer :STEP      G/L Loc # 1   Inv Loc # 1       Transaction #    102-0
Action ?E                File :P-MASTER  Vol :W1??
Name :ABC COMPANY      Account #_____
                        H 7.0 Slsm :1008 Status :H   P/O #
                        Route #1001 Limit $ 7437 Lines #      %
                        DALLAS TX 76248      214 555 2327 Sub-Total $
Paycode [2] P/O #12345678 Number of Lines 1      $6.00  .__ @ 20.0% Status [6]
STOCK NUMBER__ CO._____ DESCRIPTION_____ UNIT C D C ORDER BACK SHIP
33401          UNVSL      BNDR, RNG, 11X8.5,1.5IN,BK  EA W 1
INVALID ITEM          ITEM NOT ON FILE
                        LAMINATING FILM - MYLAR PERMANENT
                        WATER PROOF TEAR RESISTANT CLEAR
    
```

Figure 3-6. The INVALID ITEM Error Message

The following messages appear at the bottom of the screen:

ENTER ITEM OR <??> FOR OPTIONS

NO MATCH FOUND

You cannot enter the INVALID ITEM as a uncataloged item. If you press RETURN and at the CORRECT RECORD Y/N/A/Q/U ? enter U, the following message appears:

UNCATALOGED NOT ALLOWED

At the STOCK NUMBER field, enter the true item matching the description or enter an item number to uncatalog.

After any problems are corrected, processing of the file will continue. When the process is completed, the cursor will return to the action code field. Press ESC to return to the Master Menu.

IMPORTANT CONSIDERATIONS

The following information must be carefully considered when releasing EDI files:

1. If an item in the EDI file is not matched by an item or alias in the inventory database, or if the unit of measure of the item in the EDI file does not match the unit of measure of the item in the inventory database, the process will stop at that item. You can enter the item so that it matches the item in the inventory database, change the unit of measure to match the unit of measure in the inventory database, or specify that the item is uncataloged. You can also create an item alias for this customer.
2. Do not delete line items or orders from EDI purchase orders. When orders are transmitted by your customers, they contain sort codes which are transmitted back to the customer. These are used to match the items on the purchase order with the items on the invoice transmitted back to them. If you delete line items or orders, these will not match and the invoice will be rejected.
3. After you release an EDI file, the ticket that the system creates will go to the status specified for your terminal in the (L1) Terminal and Tickets Parameters screen. If this status is a pick ticket status, you need to verify the ticket. (Instructions for verifying tickets can be found in "Chapter 8: Order Entry," in the *O/P Dealer System Software Manual* or in the *O/P Dealer Verification Manual*.) When verifying, you may notice that the quantities on the order are different from the quantities on the customer's order. These quantities differ because the system converts the customer's unit of measure to your unit of measure. For example, the customer may order 10 each of an item that you sell in boxes of 10. The invoice will show one box. However, the invoice you transmit back to the customer will show 10 each.

If you change the quantity shipped during verification, you may see the prompt **MUST BE A MULTIPLE OF []**. Adjust the quantity you are shipping so that it is a multiple of the number displayed between the brackets.

4. When you do the [MA] Execute Daily Backup Procedure function, if you specify Y to the USING 810 field in the (SGA) screen, invoices with a status of B will not be sent to the Sales Journal until the file for transmitting invoices has been built. If you specify Y to the USING 855 field in the (SGA) screen, invoices will not be sent to the Sales Journal until the file for transmitting acknowledgments has been built.

Note: While it is necessary to build the invoice file, it does not have to be transmitted prior to doing the [MA]. Once the file has been built, the invoices will be listed on the Daily Invoice Register and Open Pick Report, and they will remain in the files P-MASTER and P-SPECIAL until the [MA] has been done.

CHAPTER 4: SETTING UP EDI ALIASES

In many cases, your EDI customers use item numbers and units of measure that do not match the item numbers and units of measure in your inventory database. Setting up the EDI alias file automates the process of converting these item numbers and units of measure to item numbers and units of measure in your inventory database.

To create EDI aliases, from the (ES) Inventory Alias screen, select the [E] EDI function, as shown in Figure 4-1.

In the CUSTOMER NAME field, enter the EDI customer's name, or press TAB and enter the EDI customer's account number in the # field. Press RETURN.

The system displays the record that most closely matches the one you specified, along with the following prompt, as shown in Figure 4-2:

CORRECT RECORD Y/N ?Y

If the displayed record is not the correct one, and you want to scroll through the remaining records in the file, type:

N

The system displays the next record in the file and repeats the CORRECT RECORD prompt.

```

15:54:32                (ES) INVENTORY ALIAS  REV. (10/29/93)                04/21/94
-----
ACTION [E] A-Add C-Chg D-Del I-Inq R-Reindex X-Xerox E-EDI P-Print S-Scan Codes
----- B-Back To E -
Customer Name :ROADWAY                #          RDW Dept :
Suite         :                        City :KELLER                State :TX
Street        :                        Phone :001-          -
-----
Alias Number      Item Number      Co.      Description                Un
-----

```

Figure 4-1. Selecting the EDI Alias Function

```

15:54:32          (ES) INVENTORY ALIAS REV. (10/29/93)          04/21/94
-----
ACTION [E] A-Add C-Chg D-Del I-Inq R-Reindex X-Xerox E-EDI P-Print S-Scan Codes
-----
Customer Name :ROADWAY          #          RDW Dept :
Suite          :          City :KELLER          State :TX
Street         :          Phone :001-          -
-----
Alias Number          Item Number          Co.          Description          Un
-----
123                  153                  BOORUM          SHEET,3COL,9.25X11-7/8,WE          C
-----
Customer Unit [ ]          Factor (M/D) [ ]          Factor Amount [ ]
CORRECT RECORD Y/N ?Y
    
```

Figure 4-2. The CORRECT RECORD Prompt

If the displayed record is the correct one, press RETURN or type:

Y

The cursor moves to the ALIAS NUMBER field. Enter the customer's item number and press TAB.

In the ITEM NUMBER field, enter the corresponding item number from your inventory database. Press TAB.

In the CO field, press RETURN or enter the company prefix for the item and press RETURN.

The system displays the item number, company, description, and unit of measure for the item that most closely matches the one you specified, along with the following prompt:

**CUSTOMER UNIT [] FACTOR (M/D) [] FACTOR AMOUNT []
CORRECT RECORD Y/N ?Y**

If the displayed item is not the correct one, and you want to scroll through the remaining items in the file, type:

N

The system displays the next item in the file, and repeats the prompt.

If the displayed item is the correct one, press RETURN or type:

Y

The cursor moves to the CUSTOMER UNIT field. Enter the unit of measure transmitted by your EDI customer. Press TAB if you do not fill the field.

The FACTOR (M/D) and FACTOR AMOUNT fields are used in combination to calculate the ratio between the customer's unit of measure and your unit of measure. In the FACTOR (M/D) field, specify whether the value in the FACTOR AMOUNT field is to be multiplied or divided.

If the value is to be multiplied, type:

M

If the value is to be divided, type:

D

In the FACTOR AMOUNT field, specify the value to be multiplied or divided to obtain the customer's unit of measure. Press TAB or RETURN if you do not fill the field.

For example, your customer orders 12 pencils by the each. You sell these pencils by the box, with 12 pencils per box. Specify **EA** in the CUSTOMER UNIT field. You will need to divide your unit of measure by 12 to obtain the customer's unit of measure; therefore, specify **D** in the FACTOR M/D field and **12** in the FACTOR AMOUNT field.

Your unit of measure will print on pick tickets; however, the invoice transmitted to your EDI customer will contain the customer's unit of measure, and quantities shipped will be based on this unit of measure.

When you complete the FACTOR AMOUNT field, the cursor returns to the ALIAS NUMBER field so that you can create another alias.

To return to the CUSTOMER NAME field to create aliases for another customer, press ESC.

To return to the Master Menu, press ESC until that screen appears.

CHAPTER 5: USING THE EDI REPORTS

This chapter describes the EDI reports you can print, and explains how to catalog them.

The six EDI reports are described below:

- The EDI Invoice Receive Report lists all of the invoices you have received.
- The EDI Quote Receive Report lists all of the quotes you have received.
- The EDI Purchase Receive Report lists all of the items that you have received, and indicates whether these items match the items in your inventory database. You print this report before releasing EDI files through the (G) screen.
- The EDI Acknowledgement Report lists the acknowledgments you have received.
- The EDIP/O Change Report lists any quantity changes you have received from you customer. The report list the change and the quantity difference.
- The EDI Exception Report lists the differences, if any, between the prices received from your customer and the calculated selling prices for that customer. For example, if your contract with this customer includes an item that sells for \$10.00, and your customer's purchase order lists that item for \$1.00, the item would be listed on the EDI Exception Report.

| SELECT | SUBTITLE | DESCRIPTION | REPORT TITLE |
|--------|-------------------------------------|-------------|-------------------------------------|
| TDUMMY | SELECT THE CLASSIC T SCREEN WITH #1 | | * * * CLASSIC REPORTS * * * |
| QUOTE | TC - SORTS: PICK#,SORT,GROUP,ITEM # | | QUOTE FORMAT - CUSTOMER FORMAT |
| QUOTE1 | KUYGJYFJ | | QUOTE FORMAT - WITH ANALYSIS |
| PICK-1 | TE - SORTS: PICK #, ITEM # | | OPEN PICK REPORT |
| INVREG | TF - SORTS: INVOICE # (SUB-TOTAL) | | DAILY INVOICE REGISTER |
| VEREXC | VERIFICATION EXCEPTION SELECTOR | | VERIFICATION EXCEPTION REPORT |
| VEREX2 | SORT: LOC,DATE,INV# LIMIT: CODE 4XX | | FLUSHING EXCEPTIONS REPORT |
| S-BUYS | SE - SORTS: S. CLASS, VENDOR, ITEM | | SHORT BUY REPORT |
| BO ALL | SE - SORTS: STOCK CLASS, VENDOR # | | BACKORDER REPORT |
| 0-PO'S | SE - SORTS: STOCK CLASS, VENDOR # | | BACKORDER REPORT - ITEMS NOT ON P/O |
| POS | POINT OF SALE TERMINAL DETAIL | | P.O.S. DETAIL REPORT |
| POSTOT | P.O.S. TENDER SELECTOR | | P.O.S. TENDERED TOTALS REPORT |
| PAYBRN | TOTAL POINT OF SALE REPORT | | P.O.S. PAYOUT REPORT |
| MANIFD | SHIPPING MANIFEST FOR DELIVERY | | SHIPPING MANIFEST REPORT |
| MANIFL | SHIPPING MANIFEST FOR LOADING | | SHIPPING MANIFEST REPORT |

Figure 5-1. The (LT) Order Entry Standard Reports Screen

```

15:56:13                (LT) ORDER ENTRY STANDARD REPORTS                04/21/94
-----
ACTION [C] (C-CHANGE, I-INQUIRY)   G/L LOCATION [ 1 ]
-----
SELECT SUBTITLE DESCRIPTION                REPORT TITLE
-----
BARCUS SORT: CUSTOMER NUMBER   NO LIMITS   CUSTOMER RETAIL EXPRESS BARCODE LBL
TENDER P.O.S. TENDER SELECTOR   P.O.S. TENDER REPORT
810P

```

Figure 5-2. Entering the Selector

You need to print this report only if you have specified **Y** in the USE RECEIVE PRICE field in the (SGA) screen. If you specified **N** in the USE RECEIVE PRICE field, the errors that this report lists cannot occur. If you specified **Y** in the USE RECEIVE PRICE field, you should print the EDI Exception Report each time you finish releasing EDI files through the (G) screen.

These reports must be cataloged before you can use them. Cataloging a report gives you the ability to print it through a report selector screen.

To catalog these reports in the (T) Order Entry Selectors screen, do the following:

Go to the (LT) Order Entry Standard Reports screen, and select the [C] Change action code, as shown in Figure 5-1.

In the G/L LOCATION field, enter the location you are cataloging this report for (01, for example).

Press TAB to move the cursor to a blank line. The blank line you choose will determine where the report will be listed on the (T) screen. For example, if you choose the 16th line, the report you are cataloging will be displayed on the 16th line of the (T) screen.

Note: If there are no blank lines available in the (LT) screen, press RETURN to display the screen's second page and select a blank line.

```

15:56:13          (LT) ORDER ENTRY STANDARD REPORTS          04/21/94
-----
                ACTION [C] (C-CHANGE, I-INQUIRY)   G/L LOCATION [ 1]
-----
SELECT SUBTITLE DESCRIPTION                                REPORT TITLE
-----
BARCUS SORT: CUSTOMER NUMBER    NO LIMITS          CUSTOMER RETAIL EXPRESS BARCODE LBL
TENDER P.O.S. TENDER SELECTOR    P.O.S. TENDER REPORT
810P

810P  EDI INVOICE RECEIVE REPORT          CATALOG THIS Y/N ?Y
    
```

Figure 5-3. The CATALOG THIS Prompt

On the line you have chosen, type the select number of the report you want to print, as shown in Figure 5-2. The following is a list of the selectors and their corresponding reports:

| <u>Selector</u> | <u>Report</u> |
|-----------------|-----------------------------------|
| 810P | EDI Invoice Receive Report |
| 840P | EDI Quote Receive Report |
| 850P | EDI Purchase Receive Report |
| 855P | EDI Acknowledgement Report |
| 860P | EDI P/O Change Request Format 860 |
| EDI-EX | EDI Exception Report |

After you enter the select number of the appropriate report, the system will display the select number, the name of the report, and the following prompt, as shown in Figure 5-3:

CATALOG THIS Y/N ?Y

If you do not want to catalog the report you specified, type:

N

If you do want to catalog the report you specified, press RETURN or type:

Y

```

16:05:11          (T) Order Entry Selectors rev. (03/10/XX)          04/21/94
Number      Report: 810P          Selector: 810P
18 - CUSTOMER RETAIL EXPRESS BARCODE LBL SORT: CUSTOMER NUMBER    NO LIMITS
19 - P.O.S. TENDER REPORT          P.O.S. TENDER SELECTOR
20 - EDI INVOICE RECEIVE REPORT    EDI INVOICE RECEIVE REPORT
21 -
22 -
23 -
24 -
25 -
26 -
27 -
28 -
29 -
30 -
31 -
32 -
33 -
34 -

Cost P/A :P  Loc GL/Inv :G  Pick File :          Vol. :  Short Buy :
[20] Selector Totals Only :N Loc : 1 Prt :P1 Copies : 1 Recs :          Chain :N
ENTER THE SELECTOR NUMBER TO EXECUTE
    
```

Figure 5-4. Selecting an EDI Report

The system catalogs the report, and displays the selector and name of the report.

Press RETURN to save the changes you made to the (LT) screen. To return to the Master Menu, press ESC until it is displayed.

The reports you cataloged will now be displayed in the (T) Order Entry Selectors screen.

Printing the Reports You Cataloged

To print the reports you cataloged, go to the (T) screen and enter the number corresponding to the report you want to print, as shown in Figure 5-4.

Notes: If you already had 17 or more reports cataloged in the (T) screen, the EDI reports will be displayed on the second page of the (T) screen. To display the second page, press RETURN while the cursor is in the SELECTOR field in the first page of the (T) screen.

For complete instructions on printing reports through the (T) screen, refer to "Chapter 26: Requesting and Modifying Reports Using Report Writer Screens," in the *O/P Dealer Systems Software Manual*.

As you are executing the report you want to print, the system displays the following prompt, as shown in Figure 5-5:

DELETE RECORDS AFTER PRINTING Y/N ?N

Note: Your response to the DO YOU WISH TO CHANGE ALL, CHANGE PRINTER OR EXECUTE A/P/E ? prompt, which appears when you select the report you want to print, determines when this prompt will appear.

```

16:05:11          (T) Order Entry Selectors  rev. (03/10/XX)          04/21/94
Number      Report: 810P                      Selector: 810P
18 - CUSTOMER RETAIL EXPRESS BARCODE LBL SORT: CUSTOMER NUMBER  NO LIMITS
19 - P.O.S. TENDER REPORT                      P.O.S. TENDER SELECTOR
20 - EDI INVOICE RECEIVE REPORT                EDI INVOICE RECEIVE REPORT
21 -
22 -
23 -
24 -
25 -
26 -
27 -
28 -
29 -
30 -
31 -
32 -
33 -
34 -

DELETE RECORDS AFTER PRINTING Y/N ?N

```

Figure 5-5. Deleting Records After Printing an EDI Report

If you do not want to purge the report data when the report is printed, press RETURN or type:

N

If you want to purge the EDI report information out of your P-MASTERE and P-SPECIALE files, type:

Y

The report data will be deleted from these files. For example, if you are printing the EDI Acknowledgment Report, the acknowledgment data printed on the report will be purged.

Note: This will **not** clear out your purchase orders.

Finish printing the report as instructed in "Chapter 26: Requesting and Modifying Reports Using Report Writer Screens," in the *O/P Dealer Systems Software Manual*.

CHAPTER 6: SETTING UP EDI PARAMETERS

The EDI Parameters screen lets you set up communication parameters for transferring information between non-DDMS systems and the DDMS system.

In addition to the EDI Parameters, the (L6W) screen contains modem parameters. For more information about these fields, refer to "Chapter 36: Setting Up Telecommunications" in the *O/P Dealer Systems Software Manual*.

The following paragraphs describe the information you enter in the (L6W) screen that affects EDI. An example of the (L6W) screen is shown in Figure 6-1.

From the (L6W) screen, press RETURN to move the cursor to the PHONE LINE field. This and the following fields are your EDI Parameters. These fields are shown in Figure 6-2. Enter the name of the modem as specified in the LOG NAME column for the COM LNK device in the (Y) Status Systems screen (M1, for example). Press TAB.

In the CODE field, enter the code number. This number is issued by the network with which you are communicating. Press TAB.

In the LOGON ID field, enter your logon identification number. This number is also issued by the network with which you are communicating. Press TAB. In the PASSWORD field, enter your password. This number is issued by the network with which you are communicating. Press TAB.

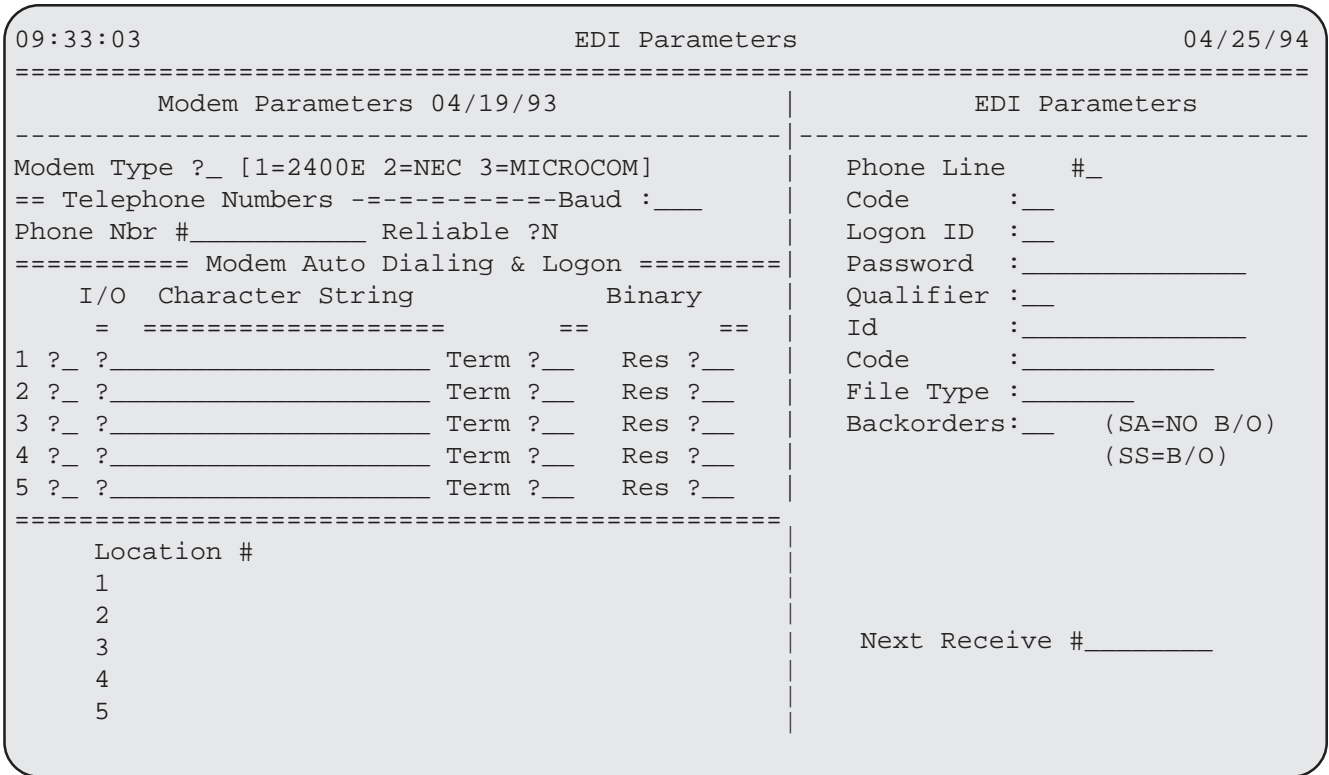


Figure 6-1. The (L6W) EDI Parameters Screen

```

09:33:03                               EDI Parameters                               04/25/94
-----
Modem Parameters 04/19/93
-----
Modem Type ?_ [1=2400E 2=NEC 3=MICROCOM]
== Telephone Numbers -----Baud :__
Phone Nbr #_____ Reliable ?N
===== Modem Auto Dialing & Logon =====
  I/O Character String                      Binary
  =  =====                               ==  ==
1 ?_ ?_ _____ Term ?__ Res ?__
2 ?_ ?_ _____ Term ?__ Res ?__
3 ?_ ?_ _____ Term ?__ Res ?__
4 ?_ ?_ _____ Term ?__ Res ?__
5 ?_ ?_ _____ Term ?__ Res ?__
-----
Location #
1
2
3
4
5
-----
EDI Parameters
-----
Phone Line #_
Code :__
Logon ID :__
Password :_____
Qualifier :__
Id :_____
Code :_____
File Type :_____
Backorders:___ (SA=NO B/O)
                (SS=B/O)

Next Receive #_____

```

Figure 6-2. The EDI Parameters

In the QUALIFIER field, enter the number issued to you by the network with which you are communicating. Press TAB.

The cursor moves to the ID field. Enter the identification number issued by the network. Press TAB.

The cursor moves to the CODE field. This field is used to enter a code that has been agreed on by you and your EDI customer. Press TAB.

In the FILE TYPE field, enter the type of file that you are transmitting, such as one sent to a wholesaler or manufacturer. Press TAB.

In the BACKORDERS field, specify whether you will accept backorders.

To accept backorders, type:

SS

If you do not want to accept backorders, type:

SA

The NEXT RECEIVE # field displays the next transaction number.

To return to the (L) O/P Dealer Parameters screen, press ESC twice.

To return to the Master Menu, press ESC while in the (L) screen.

CHAPTER 7: SETTING UP CUSTOMER EDI PARAMETERS

Contents

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Introduction

The Customer EDI Parameters screen is used to store information about customers and wholesalers that you communicate with.

The parameters are set in the (SGA) Customer EDI Parameters screen. The (SGA) screen can be reached by selecting the [A] Set Up Customer Parameters action code in the (SG) EDI Parameter Communications screen.

You cannot set up EDI customer parameters unless information for each customer or wholesaler is set in the (A) Customer Master screen. Figure 7-1.

```

09:48:43                CUSTOMER EDI PARAMETERS REV. (MM/DD/YY)                04/25/94
-----
Action [ ] ( C=Chg, D=Del, I=Inq R=Ref Codes )
-----
Name : _____ Account # _____ Dept : _____
      _____
      _____
-----
Interchange ID Qualifier :__ ID : _____ Auto Send           :__ (Y/N)
Auth. Info Qualif.       :__ Info : _____ Auto Receive      :__ (Y/N)
Security Info Qualif.    :__ Info : _____ Use Received Price :__ (Y/N)
Interchange Control Std  :__ Version : _____ Status           :__
Receivers Code Id       : _____ Using 810                 :__
                                                                    Using 855                 :__

Responsible Agency Code :__
                          Version : _____

Test Indicator :__ (T/P) Buy Unit      :__ (S/M/W)
Acknowledgement :__ Customer Ref :__

===== AOPD Use Only =====
| Contract # _____
| Location # _____
| Contracting Dealer # _____
| Reports Used :__
-----
    
```

Figure 7-1. The (SGA) Customer EDI Parameters Screen

Section 1: Setting and Changing Customer EDI Parameters

To set or change information set in the (SGA) Customer EDI Parameters screen, from the (SGA) screen, select the [C] Change action code, as shown in Figure 7-2.

The cursor moves to the NAME field. Enter all or part of the customer's name, or press TAB to move to the ACCOUNT # field and enter the customer's account number. Press RETURN.

The following prompt appears:

CORRECT RECORD Y/N ?Y

If the customer record displayed is not the correct one, and you want to scroll through the remaining records in the file, type:

N

The system displays the next record, searching alphabetically by customer name, or numerically by account number, and repeats the CORRECT RECORD prompt.

If the customer record displayed is the correct one, press RETURN or type:

Y

The cursor moves to the INTERCHANGE QUALIFIER field.

In the INTERCHANGEID QUALIF field, enter the number issued to you by the customer. Press TAB.

```

09:48:43                CUSTOMER EDI PARAMETERS REV. (MM/DD/YY)                04/25/94
-----
Action [C] ( C=Chg, D=Del, I=Inq R=Ref Codes )
-----
Name : _____ Account # _____ Dept : _____
      _____
      _____
-----
Interchange ID Qualifier :__ ID : _____ Auto Send           :_ (Y/N)
Auth. Info Qualif.      :__ Info : _____ Auto Receive       :_ (Y/N)
Security Info Qualif.   :__ Info : _____ Use Received Price :_ (Y/N)
Interchange Control Std :_ Version : _____ Status             :_
Receivers Code Id      : _____ Using 810                 :_
                                                                Using 855                 :_
Responsible Agency Code :_
                          Version : _____
Test Indicator :_ (T/P) Buy Unit :_ (S/M/W)
Acknowledgement :_ Customer Ref :_
-----
===== AOPD Use Only =====
| Contract # _____
| Location # _____
| Contracting Dealer # _____
| Reports Used :_
-----

```

Figure 7-2. Retrieving a Customer Record

```

09:48:43                CUSTOMER EDI PARAMETERS REV. (MM/DD/YY)                04/25/94
-----
Action [C] ( C=Chg, D=Del, I=Inq R=Ref Codes)
-----
Name : _____ Account # _____ Dept : _____
      _____
      _____
-----
Interchange ID Qualifier :__ ID : _____ Auto Send           :_ (Y/N)
Auth. Info Qualif.       :__ Info : _____ Auto Receive      :_ (Y/N)
Security Info Qualif.    :__ Info : _____ Use Received Price :_ (Y/N)
Interchange Control Std  :_ Version : _____ Status           :_
                                                                Using 810             :_
Receivers Code Id       : _____ Using 855                 :_
Responsible Agency Code :_
                          Version : _____
Test Indicator :T (T/P) Buy Unit      :_ (S/M/W)
Acknowledgement:_ Customer Ref :_
-----

```

Figure 7-3. Specifying a Test Transmission

The cursor moves to the ID field. The identification number entered here is issued by the network. Press TAB.

The cursor moves to the AUTH INFO QUALIF field. This field, the corresponding INFO field, and the SECURITY INFO QUALIF field and its corresponding INFO field are all reserved for future use. Tab through each of these fields.

When the cursor moves to the INTERCHANGE CONTROL STD field and the VERSION field, enter information issued to you by the network. Press TAB.

In the RECEIVERS CODE ID field, enter the code agreed upon by you and your EDI customer. Press TAB.

In the RESPONSIBLE AGENCY CODE field, enter the code issued to you by your EDI customer. In the corresponding VERSION field, enter information issued by your EDI customer. Press TAB.

The cursor moves to the TEST INDICATOR field. This field determines whether the transmission is for test purposes or for transmission of a productive transaction.

To transmit a test, as shown in Figure 7-3, type:

T

To send a productive transmission, type:

P

```

09:48:43                CUSTOMER EDI PARAMETERS REV. (MM/DD/YY)                04/25/94
-----
Action [C] ( C=Chg, D=Del, I=Inq R=Ref Codes)
-----
Name : _____ Account # _____ Dept : _____
      _____
      _____
-----
Interchange ID Qualifier :__ ID : _____ Auto Send           :_ (Y/N)
Auth. Info Qualif.       :__ Info : _____ Auto Receive      :_ (Y/N)
Security Info Qualif.    :__ Info : _____ Use Received Price :_ (Y/N)
Interchange Control Std  :_ Version : _____ Status           :_
Receivers Code Id       : _____ Using 810                 :_
                                                                    Using 855                 :_
Responsible Agency Code :_
                                                                    Version : _____
                                                                    ===== AOPD Use Only =====
Test Indicator :T (T/P) Buy Unit :M (S/M/W) | Contract # _____
Acknowledgement :_ Customer Ref :_ | Location # _____
                                                                    | Contracting Dealer # _____
                                                                    | Reports Used :_
-----

```

Figure 7-4. Specifying That the Buy Unit is From the Direct Buy Record

The cursor moves to the ACKNOWLEDGEMENT field. This field lets you send a functional acknowledgment each time a transmission is received. A functional acknowledgment lets your customer or vendor know that you have received the transmitted information. A functional acknowledgment should be sent only if requested.

To request that a functional acknowledgment be sent, type:

Y

To send the AK2 segment on the acknowledgment, which explains the type of document that was received, type:

2

If a functional acknowledgement has not been requested, type:

N

In the BUY UNIT field, specify where the buy unit comes from.

If the buy unit comes from the manufacturer, as listed in the Direct Buy Record in the (E) Inventory Master screen, as shown in Figure 7-4, type:

M

If the buy unit comes from the Wholesaler Record in the (E) screen, type:

W

```

09:48:43                CUSTOMER EDI PARAMETERS REV. (MM/DD/YY)                04/25/94
-----
Action [C] ( C=Chg, D=Del, I=Inq R=Ref Codes)
-----
Name : _____ Account # _____ Dept : _____
      _____
      _____
-----
Interchange ID Qualifier :__ ID : _____ Auto Send           :__ (Y/N)
Auth. Info Qualif.      :__ Info : _____ Auto Receive       :__ (Y/N)
Security Info Qualif.   :__ Info : _____ Use Received Price :Y (Y/N)
Interchange Control Std :__ Version : _____ Status             :__
Receivers Code Id      : _____ Using 810                 :__
                                                                Using 855                 :__
Responsible Agency Code :__
                          Version : _____
                                                                ===== AOPD Use Only =====
Test Indicator :__ (T/P) Buy Unit      :__ (S/M/W) | Contract # _____
Acknowledgement :__ Customer Ref :__ | Location # _____
                                                                Contracting Dealer # _____
                                                                Reports Used :__
-----

```

Figure 7-5. Using the Customer's Price

If the buy unit comes from the Master Record in the (E) screen, type:

S

In the CUSTOMER REF field, specify what trading partner this will be assigned to. What you specify in this field determines where the system looks for departmental codes when processing the order.

Press TAB to move the cursor past the AUTO SEND and AUTO RECEIVE fields, which are reserved for future use.

The cursor moves to the USE RECEIVED PRICE field. This field determines how EDI orders will be priced when you release them in the (G) Order Entry screen.

To accept the price your customer sends, as shown in Figure 7-5, type:

Y

To use your system's calculated selling price, type:

N

Note: If you specify **Y** in the USE RECEIVED PRICE field, and your customer does not send the price for an item, the system will use the calculated selling price for that item.

If you specify **Y** in the USE RECEIVED PRICE field, you can find out if there are any differences between your selling prices and the prices your customer sent by printing the EDI Exception Report. For more information on this report, refer to **Chapter 5: Using EDI Reports**.

Specifying N in the USE RECEIVED PRICE field will prevent you from selling an item at the wrong price if your customer sends the price incorrectly. However, specifying N in this field can also cause your customer's system to reject the invoices you send if the customer does not have your current prices.

When the cursor moves to the STATUS field, press TAB. This field is reserved for future use.

The cursor moves to the USING 810 field. Enter Y if you want invoices to remain in the P-MASTER file until the invoice transmission file is built. For more information on building an invoice file for transmission, refer to **Building Transmission Files for Invoices in Section 1: Building Files for Transmission**, in **Chapter 1: Processing Functions**.

If you specify N or leave this field blank, each time you perform the (MA) Execute Daily Backup Procedures during the day-end procedures, the invoices will go to the file JOUR-S.

The cursor moves to the USING 855 field. Enter Y if you want invoices to remain in the P-MASTER file until the acknowledgment file is built. For more information on building an acknowledgment file for transmission, refer to **Building Transmission Files for P/O Acknowledgment**, in **Section 1: Building Files for Transmission**, in **Chapter 1: Processing Functions**.

Press RETURN to move the cursor past the remaining fields and record the parameters for this customer.

To return to the NAME field, press ESC.

Section 2: Deleting the Customer EDI Parameters

You may want to delete parameter records for persons or companies with whom you are no longer using EDI communications. To delete parameters, from the (SGA) screen, select the [D] Delete action code, as shown in Figure 7-6. The following prompt appears, as shown in Figure 7-7:

ENTER PASSWORD

If a password has been set in the (LA) Customer and A/R Parameters screen, enter the password. If no password has been set, the cursor moves to the NAME field. Enter the name of the customer you want to delete parameter records for, or press TAB to move the cursor to the ACCOUNT # field and enter the customer's account number. Press RETURN.

The system displays the customer record that most closely matches the one you specified, along with the following prompt:

CORRECT RECORD Y/N ?Y

If the customer record displayed is not the correct one, and you want to scroll through the remaining records in the file, type:

N

The system displays the next record, searching alphabetically by customer name, or numerically by account number, and repeats the CORRECT RECORD prompt.

```

09:48:43                CUSTOMER EDI PARAMETERS REV. (MM/DD/YY)                04/25/94
-----
Action [D] ( C=Chg, D=Del, I=Inq R=Ref Codes)
-----
Name : _____ Account # _____ Dept : _____
      _____
      _____
-----

Interchange ID Qualifier :__ ID : _____ Auto Send           :__ (Y/N)
Auth. Info Qualif.       :__ Info : _____ Auto Receive       :__ (Y/N)
Security Info Qualif.    :__ Info : _____ Use Received Price :__ (Y/N)
Interchange Control Std  :__ Version : _____ Status           :__
Receivers Code Id       : _____ Using 810                 :__
                                                                    Using 855                 :__

Responsible Agency Code :__
                          Version : _____

Test Indicator :__ (T/P) Buy Unit      :__ (S/M/W)
Acknowledgement :__ Customer Ref :__

===== AOPD Use Only =====
| Contract # _____
| Location # _____
| Contracting Dealer # _____
| Reports Used :__
-----
    
```

Figure 7-6. Selecting the [D] Delete Action Code

```

09:48:43          CUSTOMER EDI PARAMETERS REV. (MM/DD/YY)          04/25/94
-----
Action [D] ( C=Chg, D=Del, I=Inq R=Ref Codes)
-----
Name : _____ Account # _____ Dept : _____
      _____
      _____
-----
Interchange ID Qualifier :__ ID : _____ Auto Send          :__ (Y/N)
Auth. Info Qualif.      :__ Info : _____ Auto Receive       :__ (Y/N)
Security Info Qualif.   :__ Info : _____ Use Received Price :__ (Y/N)
Interchange Control Std :__ Version : _____ Status           :__
Receivers Code Id      : _____ Using 810                   :__
                                                                Using 855                   :__

Responsible Agency Code :__
                          Version : _____
                                                                ===== AOPD Use Only =====
                                                                | Contract # _____
Test Indicator :__ (T/P) Buy Unit      :__ (S/M/W) | Location # _____
Acknowledgement :__ Customer Ref :__ | Contracting Dealer # _____
                                                                | Reports Used :__
-----
ENTER PASSWORD

```

Figure 7-7. Using the Customer's Price

If the customer record displayed is the correct one, press RETURN or type:

Y

The following prompt appears:

DELETE THIS ONE Y/N ?N

If you do not want to delete the parameters for this customer record, press RETURN or type:

N

If you are sure you want to delete the parameters for this customer record, type:

Y

The parameter information for that customer is deleted.

The system displays the next customer record and repeats the CORRECT RECORD prompt.

Section 3: Viewing the Customer EDI Parameters

To view the information in the Customer EDI Parameters screen, from the (SGA) screen, select the [I] Inquire action code, as shown in Figure 7-8.

Retrieve the customer record you want to view. To retrieve the customer record, enter all or part of the customer's name, or press TAB to move to the ACCOUNT # field and enter the customer's account number. Press RETURN.

The system displays the record that most closely matches the one you specified, along with the following prompt:

CORRECT RECORD Y/N ?Y

If the record displayed is not the correct record, and you want to scroll through the remaining records in the file, type:

N

The system displays the next record, searching alphabetically by customer name or numerically by account number, and repeats the CORRECT RECORD prompt.

If the record displayed is the record you want to view, press RETURN or type:

Y

```
09:48:43                CUSTOMER EDI PARAMETERS REV. (MM/DD/YY)                04/25/94
-----
Action [I] ( C=Chg, D=Del, I=Inq R=Ref Codes )
-----
Name : _____ Account # _____ Dept : _____
      _____
      _____
-----
Interchange ID Qualifier :__ ID : _____ Auto Send           :__ (Y/N)
Auth. Info Qualif.       :__ Info : _____ Auto Receive       :__ (Y/N)
Security Info Qualif.    :__ Info : _____ Use Received Price :__ (Y/N)
Interchange Control Std  :__ Version : _____ Status             :__
Receivers Code Id       : _____ Using 810                 :__
Responsible Agency Code :__ Using 855                 :__
      Version : _____
Test Indicator :__ (T/P) Buy Unit :__ (S/M/W)
Acknowledgement :__ Customer Ref :__
-----
===== AOPD Use Only =====
| Contract # _____
| Location # _____
| Contracting Dealer # _____
| Reports Used :__
```

Figure 7-8. Viewing a Customer's Parameters

The system displays the parameter information for the specified customer.

To return to the NAME field, press ESC. To return to the (SG) screen, press ESC while the cursor is in the action code field.

CHAPTER 8: CROSS-REFERENCING TRADING PARTNERS AND CUSTOMER ACCOUNTS

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Introduction

In the (SGAR) EDI Customer Cross Reference screen, you can build a cross reference for a trading partner using reference codes that refer to your own customer account numbers.

A trading partner is an EDI group that links you to your customers and vendors when you use EDI. The customer accounts referred to in this chapter are the trading partner's customers: your company, your vendors, and your customers.

ote: If you use EDI with your vendors, they must be entered in your customer database. Records are entered in the customer database through the (A) Customer Master screen. For more information on entering customers in the database, see "Chapter 1: The Customer Database" in the *O/P Dealer Systems Software Manual*.

The trading partner acts as a middleman between your company and your customers and vendors. When your company places orders to your vendors using EDI, the EDI information passes through the trading partner. Similarly, when your customers place orders to your company using EDI, the EDI information passes through the trading partner then as well.

Because the trading partner communicates primarily through EDI, each of its customer accounts (your company, your customers, and your vendors) must have a unique identification number, called a reference code, for quick and easy identification. Each customer account has a unique reference code, assigned by the trading partner.

When the trading partner tells you what the reference code is for each customer account that pertains to you (your customers or vendors), you must enter that reference code into the appropriate customer or vendor record. When you do, you are cross referencing that customer or vendor to the trading partner.

Through the (SGAR) screen, you can add, delete, and view reference codes; you can also change the customer accounts they refer to.

The code entered in the CUSTOMER REF field in the (SGA) Customer EDI Parameters screen determines what trading partner is being cross referenced.

Note: See **Section 1: Setting and Changing Customer EDI Parameters** in **Chapter 7: Setting Up Customer EDI Parameters** for more information on the CUSTOMER REF field.

To get to the (SGAR) screen, go to the (SG) EDI Communications screen and select the [A] Set Up Customer Parameters action code. The system displays the Customer EDI Parameters screen. Select the [R] Ref Codes action code. The system displays the (SGAR) screen.

Section 1: Selecting a Customer to Cross Reference

When the system displays the (SGAR) screen, the cursor is in the NAME field and the following message appears, as shown in Figure 8-1:

Input Trading Partner Name or Number

Notes: The trading partner you retrieve at this point will be used throughout this screen. To use a different trading partner at any point, press ESC until this prompt reappears and the cursor returns to the NAME field, then specify the new trading partner you wish to use.

Before you can enter reference codes, all trading partners must have a record set up in the (A) Customer Master screen.

All trading partners must already be listed as customers in your customer database file. You can retrieve the record for the trading partner you want to cross reference by name, account number, or both, or you can scroll through the customers in the file one by one until you find the appropriate trading partner.

If you are unsure of the trading partner's name, and want to search for it by scrolling through the customer records, press RETURN from the NAME field. The system displays the first customer record in the file.

To retrieve a trading partner's record by name, enter part or all of the trading partner's name in the NAME field and press RETURN.

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name : .....          Acct # :..... Dept :.....
                               Interchange ID :.. ..
-----

+-----+
| Input Trading Partner Name or Number |
+-----+
    
```

Figure 8-1. Specifying the Trading Partner

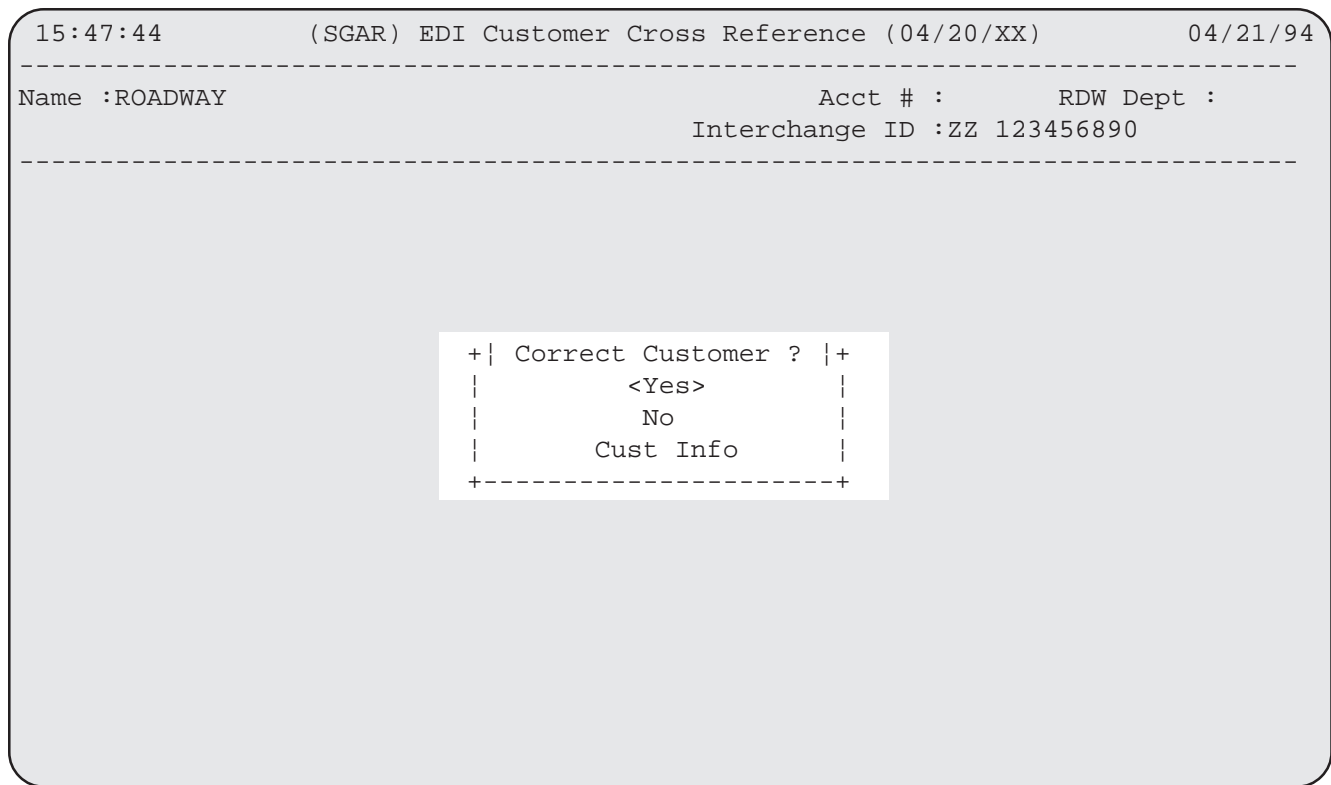


Figure 8-2. The Correct Customer Window

To retrieve a trading partner record by account number, press TAB to move the cursor to the ACCT # field. Enter the trading partner’s account number, and press RETURN.

To retrieve a trading partner’s record by both name and account number, enter part or all of the trading partner’s name in the NAME field, and press TAB to move the cursor to the ACCT # field. Enter the trading partner’s account number in this field, and press RETURN.

The system displays the customer record that most closely matches the one you specified, including the customer’s department number, which appears in the DEPT field, and the customer’s interchange identification number, which appears in the INTERCHANGE ID field.

These fields are for your reference only, to help you confirm that the displayed customer is correct. The information in the INTERCHANGE ID field comes from the ID field in the (SGA) Customer EDI Parameters screen. The information in the DEPT field comes from the (A) screen.

When the system displays a customer record, a window with the following prompt also appears, as shown in Figure 8-2:

Correct Customer ?

At this point, you can verify that the displayed record is the correct one, scroll through the remaining records to find the correct one, return to the NAME field to retrieve a different record, or view more information on the customer whose record is displayed. Each of these options is described below.

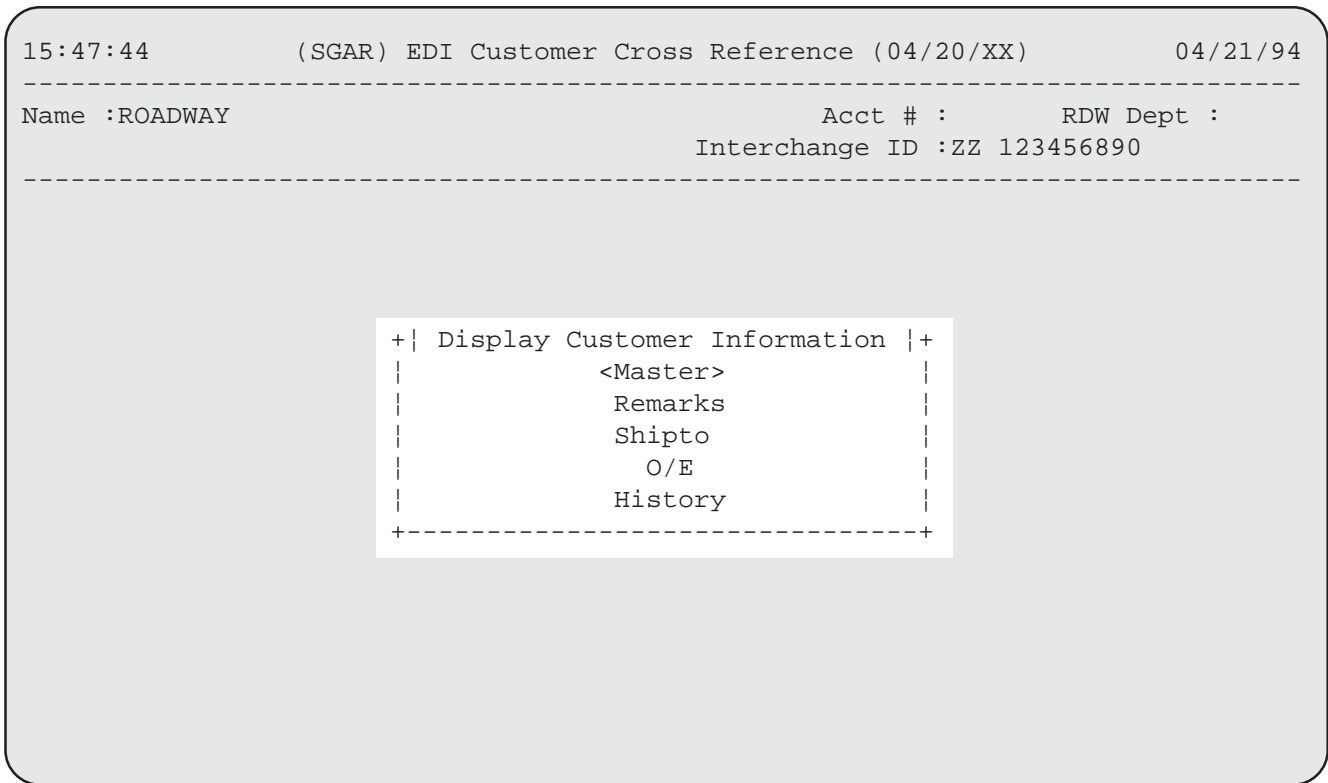


Figure 8-3. The Display Customer Information Window

Scrolling Through the Remaining Records

To scroll through the remaining records in the file one by one, type:

N

The system displays the next record in the file, and repeats the CORRECT CUSTOMER prompt.

Note: If you retrieved the customer record by number, the system displays the remaining records sorting numerically by account number.

If you retrieved the customer record by name or by both number and name, the system displays the remaining records sorting alphabetically by customer name.

When the system displays the last record in the file, the following message appears:

END OF FILE - ANY KEY TO CONTINUE !!

If this is not the trading partner record you want to retrieve, press RETURN. The cursor returns to the NAME field, and the system displays the INPUT TRADING PARTNER NAME OR NUMBER message.

Specifying a Different Record

To return to the NAME field to retrieve a different record, press ESC. The cursor returns to the NAME field.

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY          Acct # :          RDW Dept :
                          Interchange ID :ZZ 123456890
-----

+-----| Customer Master Information |-----+
| Acct #          RDW Dept :          |
| Name :ROADWAY          |
| Suite :          |
| Addr. :          |
| City :KELLER          |
| State :TX Zip #76262 [0000]          |
| Phone #001- -          Sic :          |
| Status O/E :G Sism #          Route :          |
| Stat. Exempt [ ]          Credit Limit $          |
| Entry Date :04/14/94 Start Limit $          |
+-----+-----+-----+-----+-----+-----+
Press Any Key

```

Figure 8-4. The Customer Master Information Window

Displaying Customer Information

To view more information on the customer whose record is displayed, type:

C

A window with the following prompt appears, as shown in Figure 8-3:

Display Customer Information

At this point, you can view customer master information, such as address, phone number, and credit limit; information from the Remarks Record from the (A) Customer Master screen; the customer's shipping address; order entry information; or the customer's sales history.

To view main information for the customer, press RETURN or type:

M

The system displays the Customer Master Information Window, as shown in Figure 8-4. The information in this window comes from the Customer Master Record in the (A) screen.

Note: For details about the fields displayed here, as well as the other customer fields displayed in the (SGAR) screen, see "Chapter 1: The Customer Database" in the *O/P Dealer Systems Software Manual*.

When you finish viewing this window, press RETURN. The system redisplay the Display Customer Information Window.

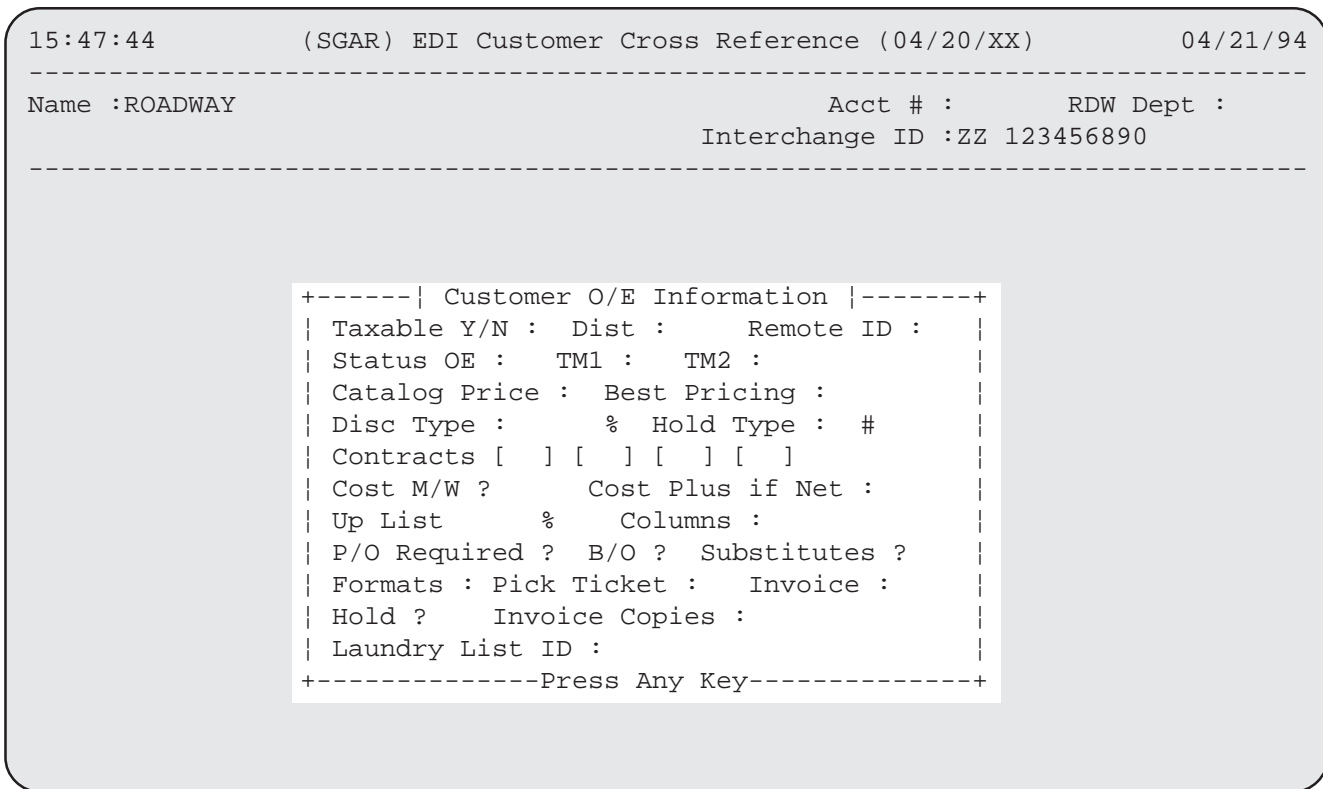


Figure 8-5. The Customer O/E Information Window

To view information from the Remarks Record, type:

R

The system displays the Customer Remarks Information Window. The information in this window comes from the Remarks Record in the (A) screen.

When you finish viewing this window, press RETURN. The system redisplay the Display Customer Information Window.

To view the customer’s shipping address, type:

S

The system displays the Customer Shipto Information Window. The information in this window comes from the Shipping Address Record in the (A) screen.

When you finish viewing this window, press RETURN. The system redisplay the Display Customer Information Window.

To view the customer’s order entry information, type:

O

The system displays the Customer O/E Information Window, as shown in Figure 8-5. The information in this window comes from the Order Entry Record in the (A) screen.

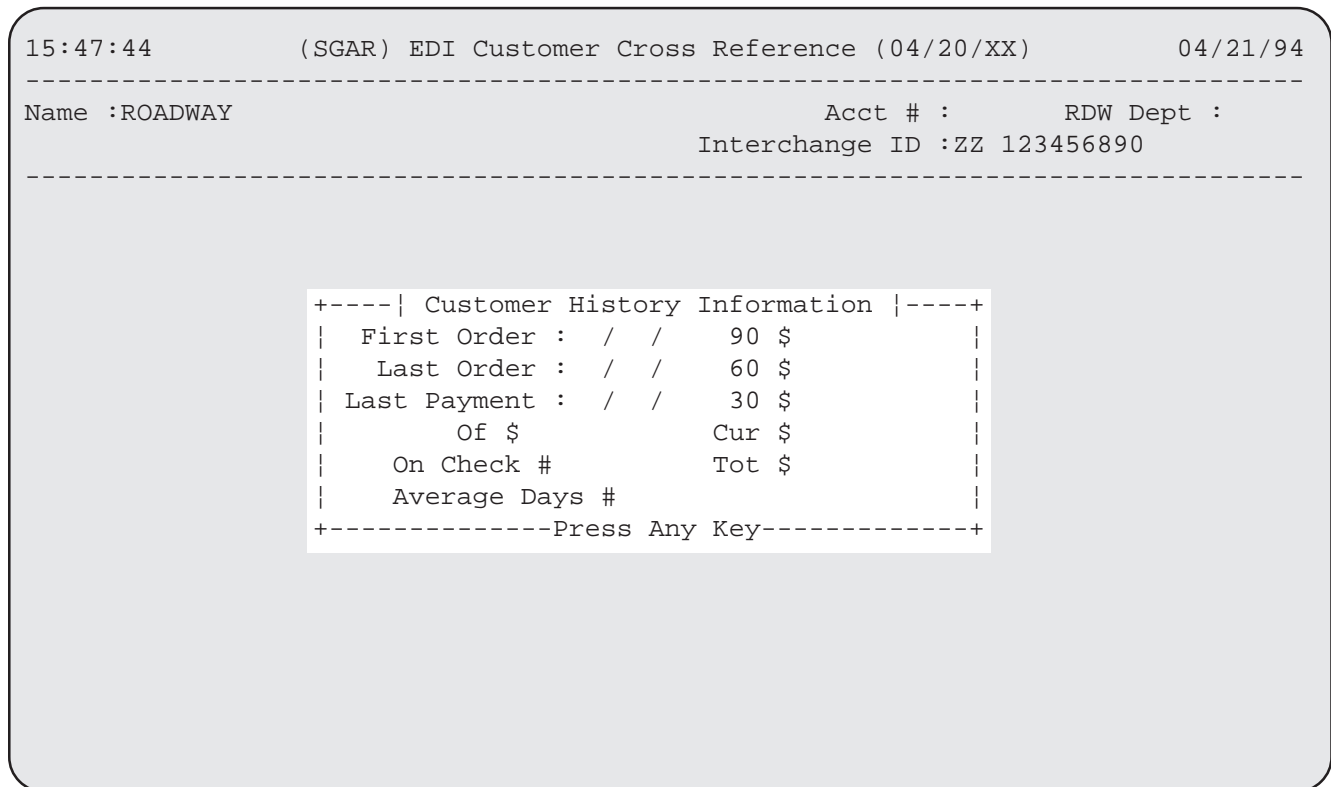


Figure 8-6. The Customer History Information Window

When you finish viewing this window, press RETURN. The system redisplay the Display Customer Information Window.

To view the customer’s sales history, type:

H

The system displays the Customer History Information Window, as shown in Figure 8-6. The information in this window comes from the Customer History Record in the (AH) Customer History screen.

When you finish viewing this window, press RETURN. The system redisplay the Display Customer Information Window.

To return to the Correct Customer Window from the Display Customer Information Window, press ESC.

Selecting the Correct Customer

When the system displays the record for the trading partner you intended, press RETURN or type:

Y

If the customer you specified does not have an EDI record on file, the system displays the following message:

Customer MUST Have An EDI Record on File

Press RETURN. The cursor returns to the NAME field, and the system redisplay the INPUT TRADING PARTNER NAME OR NUMBER message.

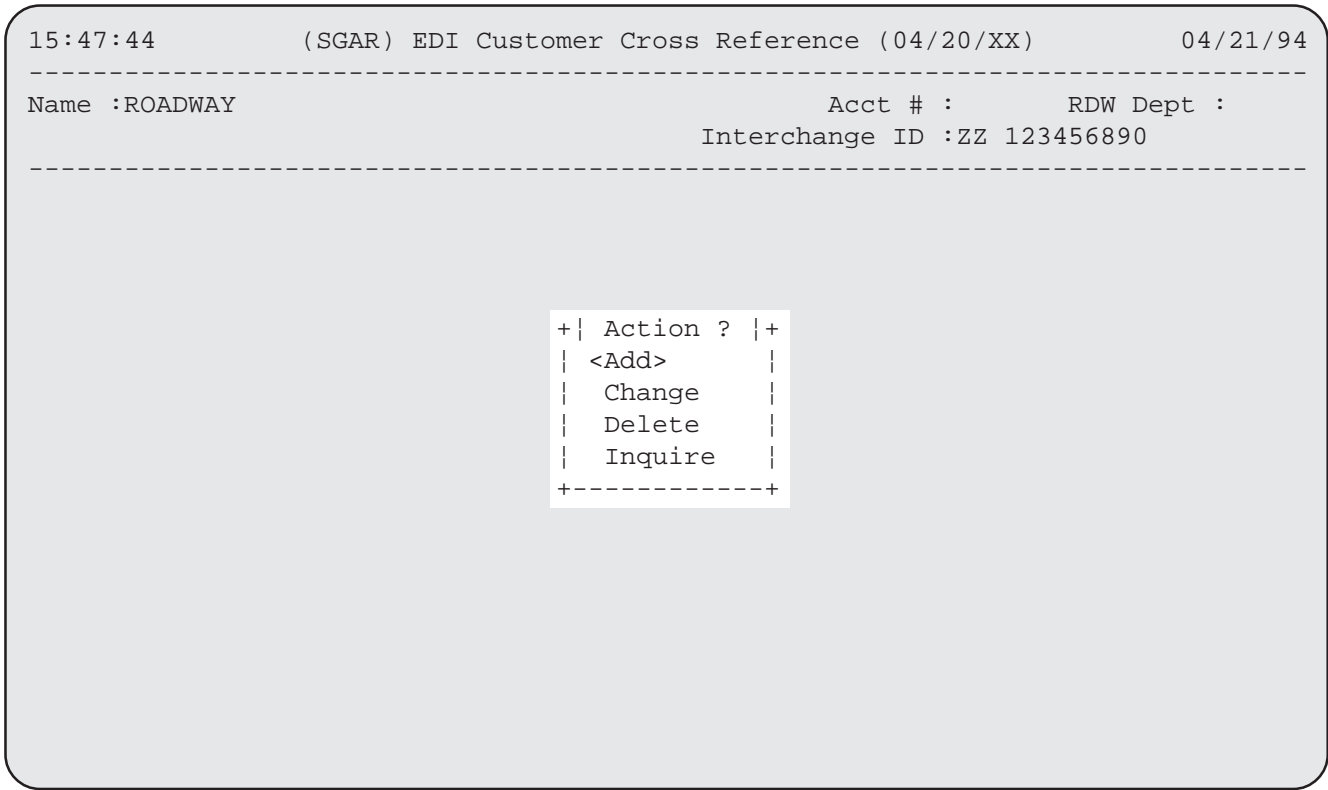


Figure 8-7. The Action Window

If the customer you specified does have an EDI record on file, the system displays the Action Window, as shown in Figure 8-7, and the customer is hereafter referred to as the trading partner. At this point, you can choose whether to add reference codes, change the customer account assigned to a reference code, delete reference codes, or view reference codes. These options are described in the following sections.

Section 2: Adding Reference Codes to a Trading Partner Record

You can add a reference code to a trading partner's record. This reference code will refer to a specific customer account.

Note: All reference codes are specified by the trading partner.

To add reference codes to specific customer accounts, in the Action Window press RETURN or type:

A

The system displays several new fields, and the cursor moves to the first REFERENCE CODE field. The following message also appears, as shown in Figure 8-8:

Input Reference Code

The reference code is divided into two fields, so that two difference pieces of information can be used to identify the customer account. What the fields are used for is determined by the trading partner. For example, the reference code could be a combination of a buyer's code and a shipto code. The reference code could also refer solely to a billto code.

If you do not completely fill the field, press TAB.

15:47:44 (SGAR) EDI Customer Cross Reference (04/20/XX) 04/21/94

Name :ROADWAY Acct # : RDW Dept :
Interchange ID :ZZ 123456890

Reference Code : []
To Name : Acct # : Dept :

+-----+
| Input Reference Code |
+-----+

Figure 8-8. Entering a Reference Code

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY                      Acct # :          RDW Dept :
                                Interchange ID :ZZ 123456890
-----
Reference Code :ROAD                RD4
    To Name :..... Acct # :..... Dept :....
-----

+-----+
| Input Customer Name or Number to Reference |
+-----+
    
```

Figure 8-9. Specifying the Customer Account to Cross Reference

If the specified reference code is already assigned to a customer account, the system displays the following message:

Reference Code is Currently Referenced to :

XXXXXXXXXX

Note: The letter X in this prompt will be replaced by the account number of the customer to whom this reference code is assigned.

Press RETURN. The cursor returns to the REFERENCE CODE field so that you can specify another reference code.

RETRIEVING A CUSTOMER ACCOUNT RECORD

When you enter a unique reference code, the cursor moves to the TO NAME field, and the following message appears, as shown in Figure 8-9:

Input Customer Name or Number to Reference

Retrieve the record for the customer account that you want to assign this reference code to. You can retrieve the record for the customer account you want to cross reference by account name, account number, or both, or you can scroll through all the records in the file until you find the one you want.

If you are unsure of the customer account’s name, and want to search for it by scrolling through the customer account records, press RETURN from the TO NAME field. The system displays the Customer Information Window with the first customer account record in the file.

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY                      Acct # :          RDW Dept :
                                   Interchange ID :ZZ 123456890
-----
Reference Code :ROAD                RD4
      To Name :ABC COMPANY          Acct # :          32 Dept :
-----
+-----+ Customer Information +-----+
| Acct #          32 Dept :          Suite :
| Name :ABC COMPANY          Addr. :542 LBJ LANE
| Suite :                  City :DALLAS
| Addr. :542 LBJ LANE        State :TX Zip #76248 [   ]
| City :DALLAS              Contact [           ]
| State :TX Zip #76248 [   ]
| Phone #214-555-2327      Sic :          Fax Number #214-555-3452
| Status O/E :H Slsm #3278 Route :1001  FORWARD FAX INFORMATION TO
| Stat. Exempt [ ]      Credit Limit $ 7437 RALPH'S SECRETARY JEAN HILL
| Entry Date :03/05/93 Start Limit $
+-----+
+| Correct Customer ? |+
|      <Yes> No      |
+-----+

```

Figure 8-10. The Customer Information and Correct Customer Windows

To retrieve a customer account record by name, enter part or all of the customer account’s name in the TO NAME field and press RETURN.

To retrieve a customer account record by account number, press TAB to move the cursor to the ACCT # field. Enter the account number, and press RETURN.

To retrieve a customer account record by both name and account number, enter part or all of the customer account’s name in the TO NAME field, and press TAB to move the cursor to the ACCT # field. Enter the account number in this field, and press RETURN.

The system displays the Customer Information Window with the customer account record that most closely matches the one you specified. The fields in this window come from the (A) Customer Master screen. A window with the following prompt also appears, as shown in Figure 8-10:

Correct Customer ?

At this point, you can verify that the displayed record is the correct one, scroll through the remaining records to find the correct one, or return to the TO NAME field to retrieve a different customer record. Each of these options is described below.

Scrolling Through the Remaining Records

To scroll through the remaining records in the file one by one, type:

N

The system displays the next record in the file, and repeats the CORRECT CUSTOMER prompt.

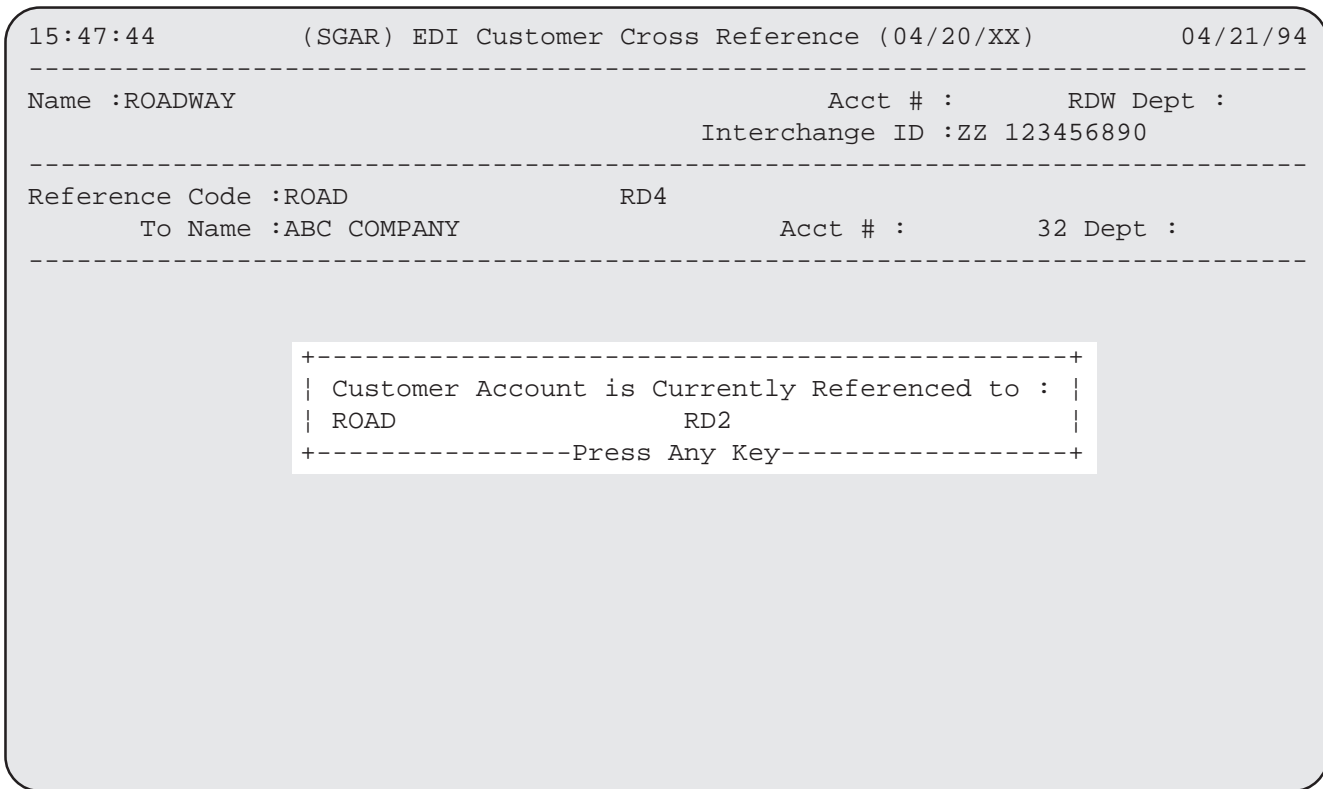


Figure 8-11. Specifying an Account That is Already Cross Referenced

Note: If you retrieve customer account records by number, the system displays the remaining records sorting numerically by account number.

If you retrieve customer account records by name or by both number and name, the system displays the remaining records sorting alphabetically by customer account name.

When the system displays the last record in the file, the following message appears:

END OF FILE - ANY KEY TO CONTINUE !!

If this is not the customer account record you want to retrieve, press RETURN. The cursor returns to the TO NAME field, and the system displays the INPUT TRADING PARTNER NAME OR NUMBER message.

Specifying a Different Record

To return to the TO NAME field to retrieve a different customer account record, press ESC. The cursor returns to the TO NAME field.

Selecting the Correct Customer

If the displayed record is the one you want to add a reference code for, press RETURN or type:

Y

If the specified customer is already assigned to a reference code, the system displays the following message, as shown in Figure 8-11:

Customer Acct is Currently Referenced to :
XX

Note: In this prompt, the letter X will be replaced by the reference code.

Press RETURN. The cursor returns to the REFERENCE CODE field so that you can specify another reference code.

When you specify Y, the cursor returns to the first REFERENCE CODE field, and the system displays the INPUT REFERENCE CODE message. At this point, you can add more reference codes the way you did for the first.

To return to the Action Window, press ESC.

Section 3: Changing the Customers Assigned to Reference Codes

Reference codes are specified by the trading partner. If you enter a reference code correctly, but assign it to the wrong customer account, you can change the account the reference code refers to through the Change function. However, if you enter the reference code incorrectly, you must delete it and re-enter it. For instructions on deleting a reference code, see **Section 4: Deleting a Reference Code**.

To change the customer account assigned to a particular reference code, at the Action Window type:

C

The system displays several new fields, and the cursor moves to the first REFERENCE CODE field. The following message also appears, as shown in Figure 8-12:

Input Reference Code

Enter the reference code assigned to the customer account you want to change. If you do not completely fill the first field in the REFERENCE CODE field, press TAB to move the cursor to the second field. If you do not completely fill the second field, press RETURN.

The system displays the reference code that most closely matches the one you specified, along with the Customer Information Window displaying the record of the customer account assigned to that

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY                      Acct # :          RDW Dept :
                                   Interchange ID :ZZ 123456890
-----
Reference Code [ ].....
To Name :..... Acct # :..... Dept :....
-----

+-----+
| Input Reference Code |
+-----+
    
```

Figure 8-12. Entering a Reference Code

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY                      Acct # :          RDW Dept :
                                   Interchange ID :ZZ 123456890
-----
Reference Code :4DRE56              GRAYTEX
      To Name :GRAYTEX PRINTING      Acct # :          2230 Dept :
-----
+-----| Customer Information |-----+
| Acct #      2230 Dept :          Suite :          |
| Name :GRAYTEX PRINTING          Addr. :          |
| Suite :112                      City :          |
| Addr. :2225 BELT LINE ROAD      State :      Zip #      [      ] |
| City :CARROLTON                Contact [      ] |
| State :TX Zip #75006 [      ]    |
| Phone #214-416-1111 Sic :          Fax Number #      -      - |
| Status O/E :P Sls #      Route : |
| Stat. Exempt [      ] Credit Limit $ |
| Entry Date :11/02/90 Start Limit $ |
+-----+
+| Change This One ? |+
| <Yes> No |
+-----+
    
```

Figure 8-13. The Customer Information Window and the CHANGE THIS ONE Prompt

reference code. The fields in this window come from the (A) Customer Master screen. A window with the following prompt also appears, as shown in Figure 8-13:

Change This One ?

At this point, you can change the customer account assigned to this reference code, select another reference code assigned to a customer account you want to change, or scroll through the customer accounts assigned to this and the remaining reference codes.

To scroll through the customer accounts assigned to this and the remaining reference codes, type:

N

The system displays the record for the customer account assigned to the next reference code in the file. The system also displays the Customer Information Window for that customer account and repeats the CHANGE THIS ONE prompt.

To select another reference code assigned to a customer account you want to change, press ESC. The cursor returns to the REFERENCE CODE field, and the system repeats the message INPUT REFERENCE CODE.

To change the customer account assigned to this reference code, press RETURN or type:

Y

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY                      Acct # :          RDW Dept :
                                Interchange ID :ZZ 123456890
-----
Reference Code :ST PETER          PEARLY GATES
      To Name :GRAYTEX PRINTING    Acct # :          2230 Dept :
-----
+-----+
| Input Customer Name or Number to Reference |
+-----+
    
```

Figure 8-14. Specifying the New Customer Account for a Reference Code

The cursor moves to the TO NAME field, and the system displays the following message, as shown in Figure 8-14:

Input Customer Name or Number to Reference

Retrieve the record for the customer you want to assign to this reference code. For instructions, see **Retrieving a Customer Account Record in Section 2: Adding Reference Codes to a Trading Partner Record.**

If the specified customer account is already assigned to a reference code, the system displays the following message:

Customer Acct is Currently Referenced to :
XX

Note: In this prompt, the letter X will be replaced by the reference code assigned to the specified customer account.

Press RETURN.

If the specified customer account is not already assigned to a reference code, the system assigns it to this code.

The cursor returns to the REFERENCE CODE field and the system redisplay the INPUT REFERENCE CODE message so that you can select another reference code and customer account to cross-reference.

To return to the Action Code Window, press ESC.

Section 4: Deleting a Reference Code

You may need to delete a reference code if you entered the code incorrectly, or if the trading partner specifies that a reference code has changed. To delete one or more of the reference codes for a trading partner, at the Action Window type:

D

The system displays the Delete Window, as shown in Figure 8-15. At this point, you can delete all the reference codes for a specific trading partner, or delete individual reference codes for that trading partner. Each option is described below.

Deleting Reference Codes Individually

To delete reference codes individually, press RETURN or type:

B

If there are no reference codes assigned to the displayed trading partner, the system displays the following message:

No References for This Trading Partner

Press RETURN, and the system redisplay the Action Window.

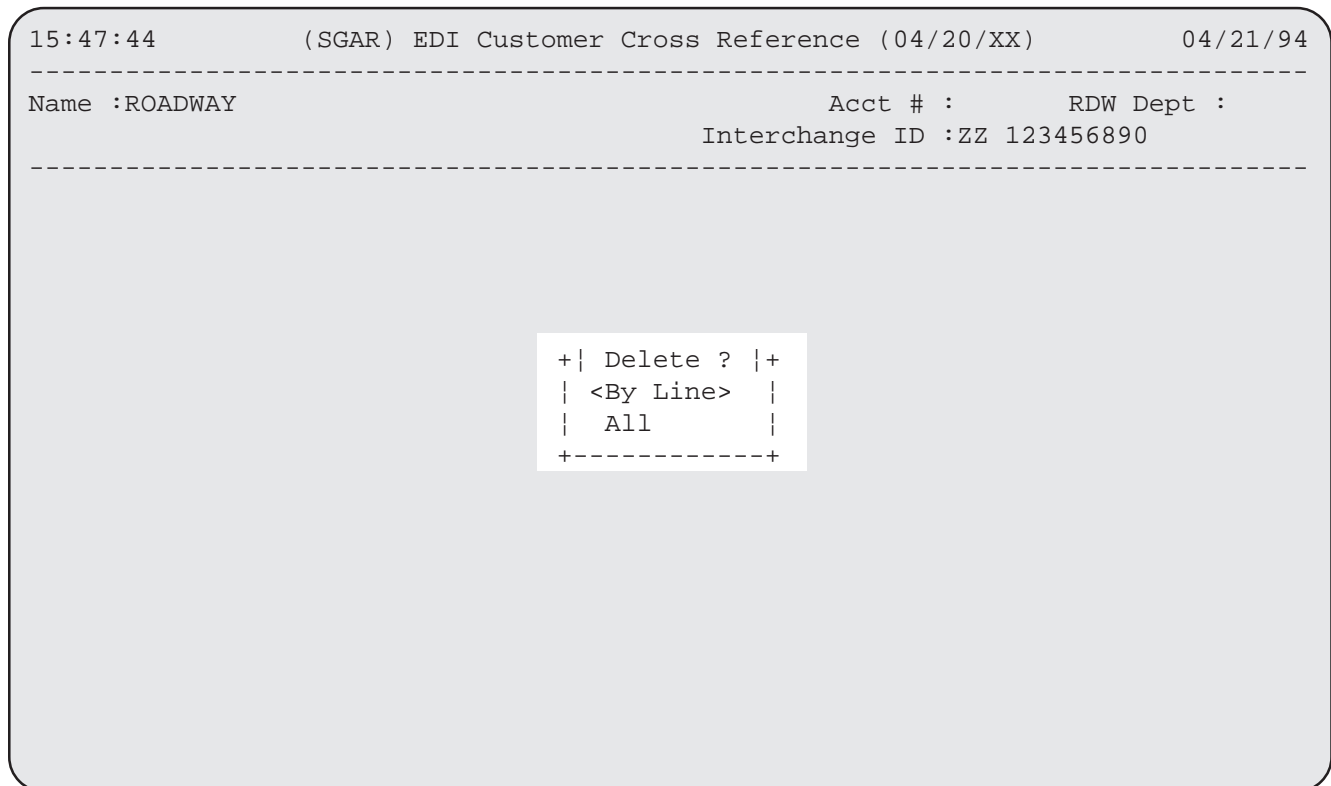


Figure 8-15. The Delete Window

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY                      Acct # :          RDW Dept :
                                Interchange ID :ZZ 123456890
-----
Reference Code          Account #  Dept Name
-----
B123                   OHENRY          428          O'HENRY, INC.
                                +| Delete This One ? |+
                                | Yes <No> Detail   |
                                +-----+
    
```

Figure 8-16. The DELETE THIS ONE Prompt

If there are reference codes assigned to the displayed trading partner, the system displays the following message:

Input Starting Reference Code or Press Return for All

At this point, you can specify a reference code number to start the display with, or begin the display with the first reference code in the file.

To start the display with a particular reference code, enter part or all of that reference code and press RETURN. The system displays the reference code that most closely matches the one you specified, along with the name and account number of the customer account to which it is assigned.

To begin the display with the first reference code in the file, press RETURN. The system displays the first reference code in the file, along with the name and account number of the customer account to which it is assigned.

The system also displays the following prompt, as shown in Figure 8-16:

Delete This One ?

At this point, you can choose to delete the displayed reference code, choose not to delete the displayed reference code, or view more information on the customer account assigned to the displayed reference code.

To view more information on the customer account assigned to the displayed reference code, type:

D

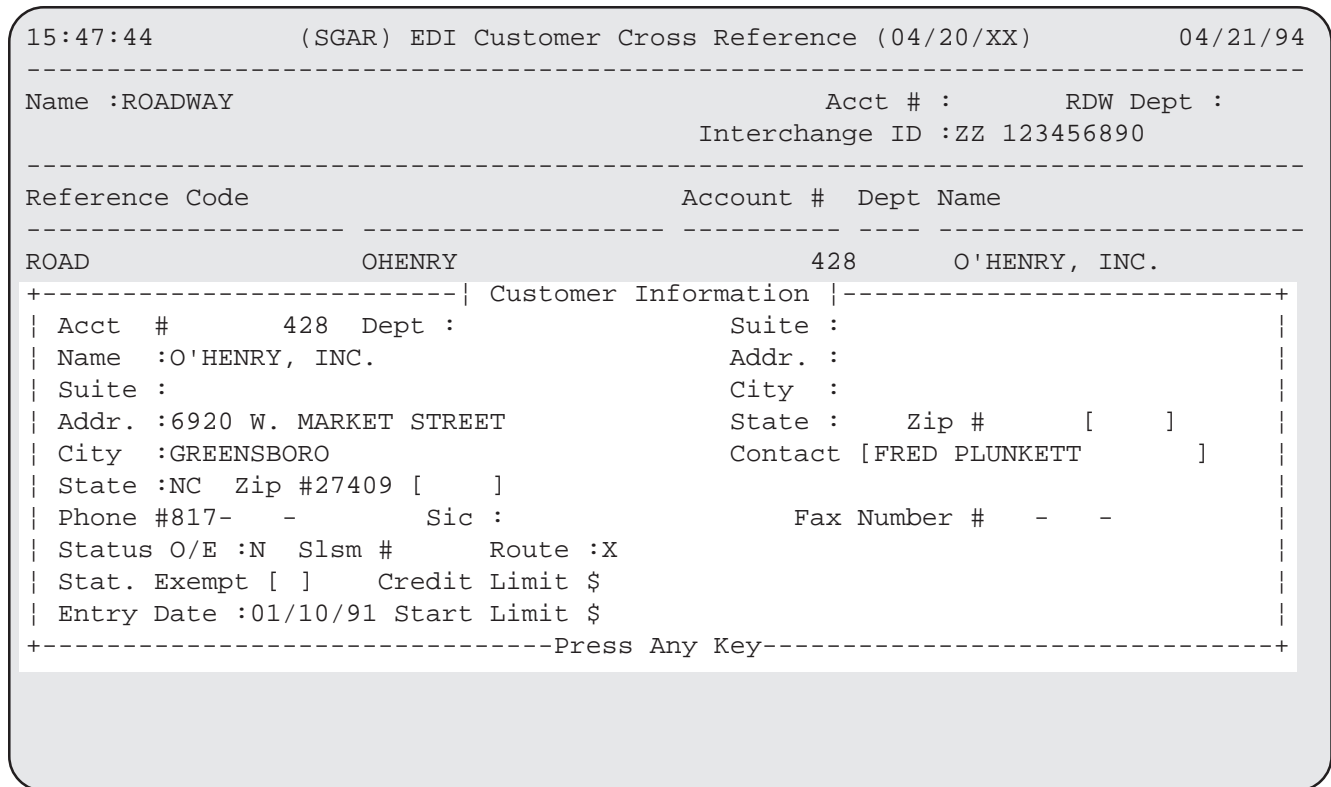


Figure 8-17. The Customer Information Window

The system displays the Customer Information Window, with information about the specified customer account, as shown in Figure 8-17. This information comes from the (A) screen.

When you finish viewing the information, press RETURN. The system redisplay the DELETE THIS ONE prompt.

If you do not want to delete this reference code, press RETURN or type:

N

If you do want to delete this reference code, type:

Y

The system displays the next reference code, along with the name and account number of the customer account assigned to it. The system also repeats the DELETE THIS ONE prompt. Respond to this prompt as instructed above.

To stop displaying reference codes before all the reference codes have appeared, press ESC. The cursor returns to the REFERENCE CODE field. To return to the Action Window, press ESC.

When you respond to the DELETE THIS ONE prompt for the last customer record in the file, the system redisplay the Action Window.

Deleting All Reference Codes for a Trading Partner

To delete all the reference codes for a particular trading partner, while the cursor is in the Delete Window, type:

A

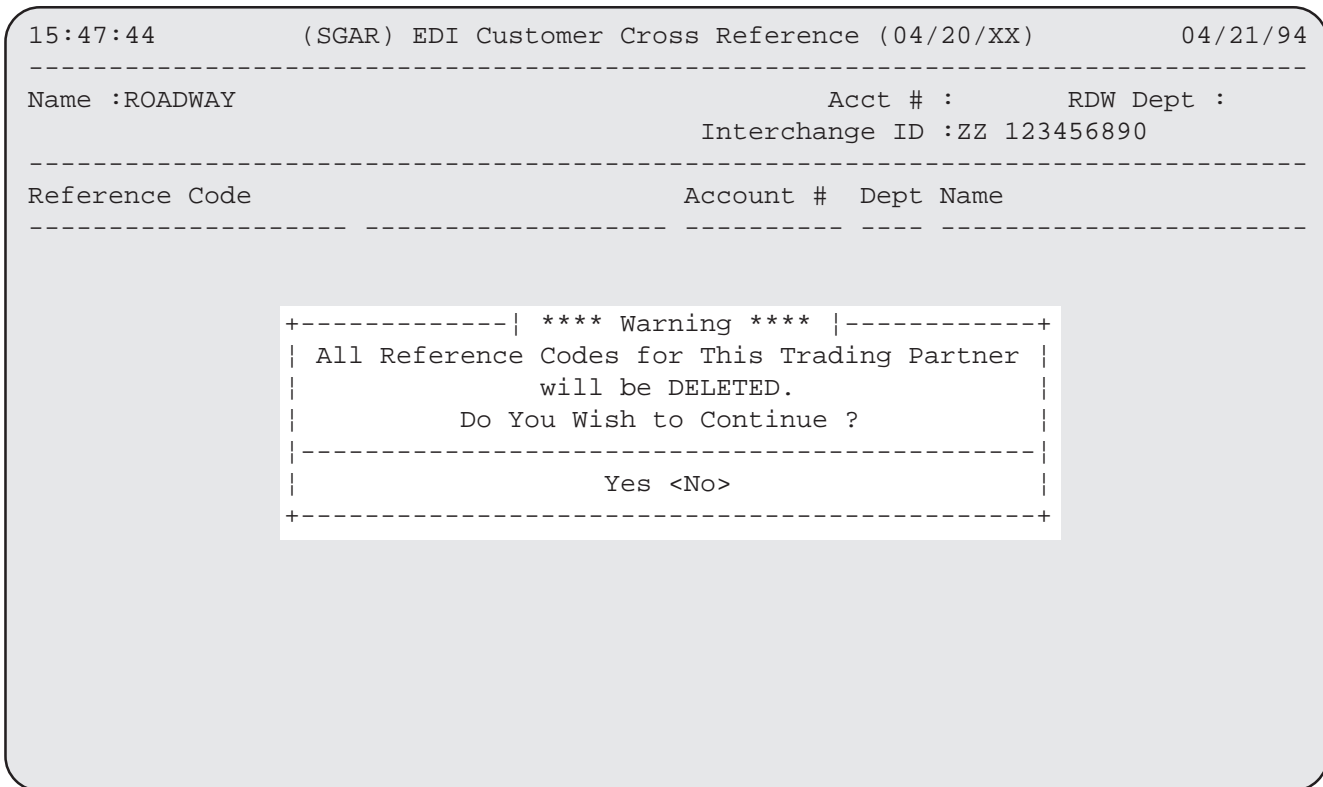


Figure 8-18. The Delete Warning

If there are no reference codes assigned to the displayed trading partner, the system displays the following message:

No References for This Trading Partner

Press RETURN, and the system redisplay the Action Window.

If there are reference codes assigned to the displayed trading partner, the system displays the following prompt, as shown in Figure 8-18:

****** Warning ******
All Reference Codes for this Trading Partner
will be DELETED.
Do You Wish to Continue ?

If you do not want to delete all the reference codes for this trading partner, press RETURN or type:

N

The system redisplay the Action Window.

If you are sure that you want to delete every reference code for this trading partner, type:

Y

The system deletes the reference codes and redisplay the Action Window.

Section 5: Viewing Reference Codes

To view the reference codes for a trading partner and the names and account numbers of the customer accounts they are assigned to, at the Action Window type:

I

If there are no reference codes assigned to the displayed trading partner, the system displays the following message:

No References for This Trading Partner

Press RETURN, and the system redisplay the Action Window.

If there are reference codes assigned to the displayed trading partner, the system displays a window with the following prompt, as shown in Figure 8-19:

Display Order ?

At this point, select whether you want the reference codes displayed in order by reference code or by customer account number.

```
15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY                      Acct # :          RDW Dept :
                                   Interchange ID :ZZ 123456890
-----
Reference Code                      Account #  Dept Name
-----
                                     +| Display Order ? |+
                                     | <Reference Code> |
                                     | Customer Account |
                                     +-----+
```

Figure 8-19. The DISPLAY ORDER Prompt

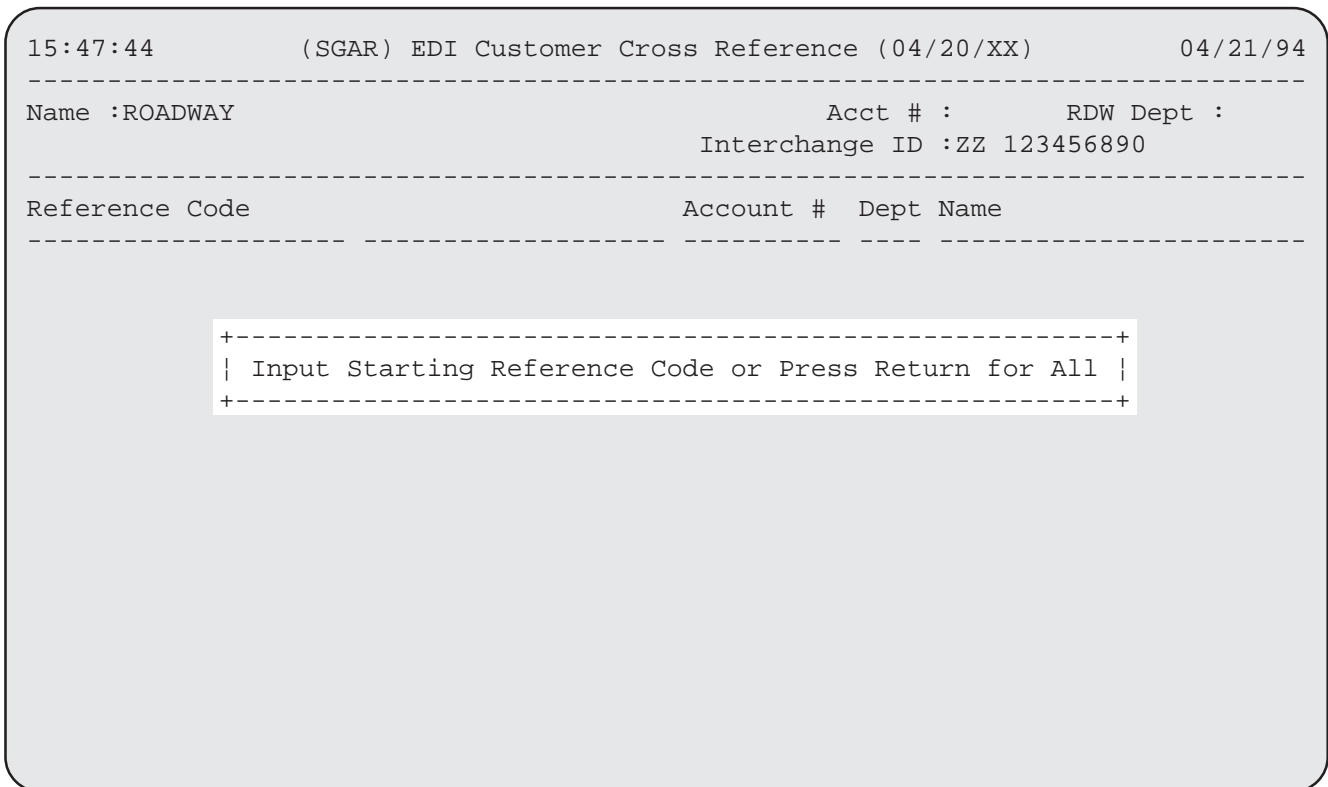


Figure 8-20. Entering the Reference Code to Begin the Display

Viewing Reference Codes in Reference Code Order

To display the reference codes in reference code order, press RETURN or type:

R

The cursor moves to the REFERENCE CODE field and the system displays the following message, as shown in Figure 8-20:

Input Starting Reference Code or Press Return for All

At this point, you can choose to enter a reference code number to start the display with, or to begin the display with the first reference code in the file.

To start the display with a particular reference code, enter part or all of that reference code and press RETURN. The system displays a list of reference codes and the name and account numbers of the customer accounts assigned to them, starting with the reference code that most closely matches the one you specified.

To begin the display with the first reference code in the file, press RETURN. The system displays all of the reference codes in the file, and the name and account numbers of the customer accounts assigned to them.

If there is more than one page of reference codes, the system also displays the following message, as shown in Figure 8-21:

More References - Press Any Key

| | | |
|---------------------------------|--|----------------------|
| 15:47:44 | (SGAR) EDI Customer Cross Reference (04/20/XX) | 04/21/94 |
| ----- | | |
| Name :ROADWAY | Acct # : | RDW Dept : |
| | Interchange ID :ZZ 123456890 | |
| ----- | | |
| Reference Code | Account # | Dept Name |
| ----- | | |
| B423 | OHENRY | 428 O'HENRY, INC. |
| G20 | 43223234 | PM SCREEN |
| G440 | H220 | STEPHANIE |
| G589 | SCREEN | 10030 ? SCREEN |
| H424 | | 37 |
| H768 | PARSLEY | 441 PARSLEY, DOUG |
| H876 | PAGE | 69 BETTY PAGE |
| H9423 | SHIPPING | 45 SHIPPING MANIFEST |
| H99876 | SCHUTTS | 6000 SCHUTTS |
| J428 | POOH | 27 POOH |
| J826 | UU | 43 UU |
| ROAD | RD1 | 42 COHEN, BOB |
| ROAD | RD2 | RDW 1 ROADWAY |
| ROAD | RD3 | RDW 2 ROADWAY |
| +-----+ | | |
| More References - Press Any Key | | |
| +-----+ | | |

Figure 8-21. The MORE REFERENCES Prompt

Press RETURN to view the next page of reference codes. To return the cursor to the REFERENCE CODE field, press ESC.

When the system displays the last page of reference codes, the following message appears:

End of References - Press Any Key

Press RETURN. The cursor returns to the REFERENCE CODE field and the system redisplay the INPUT STARTING REFERENCE CODE message, so that you can display more reference codes.

To return to the Action Window, press ESC.

Viewing Reference Codes in Customer Order

To display the reference codes in customer account number order, type:

C

The cursor moves to the ACCOUNT # field and the system displays the following message, as shown in Figure 8-22:

Input Starting Customer Account or Press Return for All

At this point, you can specify an account number to start the display with, or begin the display with the first account number in the file.

To start the display with a particular account number, enter part or all of that account number and press RETURN. The system displays a list of reference codes and the name and account numbers of the customer accounts assigned to them, starting with the account number that most closely matches the one you specified.

```

15:47:44          (SGAR) EDI Customer Cross Reference (04/20/XX)          04/21/94
-----
Name :ROADWAY                      Acct # :          RDW Dept :
                                   Interchange ID :ZZ 123456890
-----
Reference Code                      Account #  Dept Name
-----
+-----+
| Input Starting Customer Account or Press Return for All |
+-----+

```

Figure 8-22. Entering the Customer Account to Begin the Display

To begin the display with the first account number in the file, press RETURN. The system displays all of the reference codes in the file in account number order.

If there is more than one page of reference codes, the system also displays the following message:

More References - Press Any Key

Press RETURN to view the next page of references. To return the cursor to the REFERENCE CODE field, press ESC.

When the system displays the last page of reference codes, the following message appears:

End of References - Press Any Key

Press RETURN. The cursor returns to the ACCOUNT # field and the system redisplay the INPUT STARTING CUSTOMER ACCOUNT message, so that you can display more reference codes.

To return to the Action Window, press ESC.