

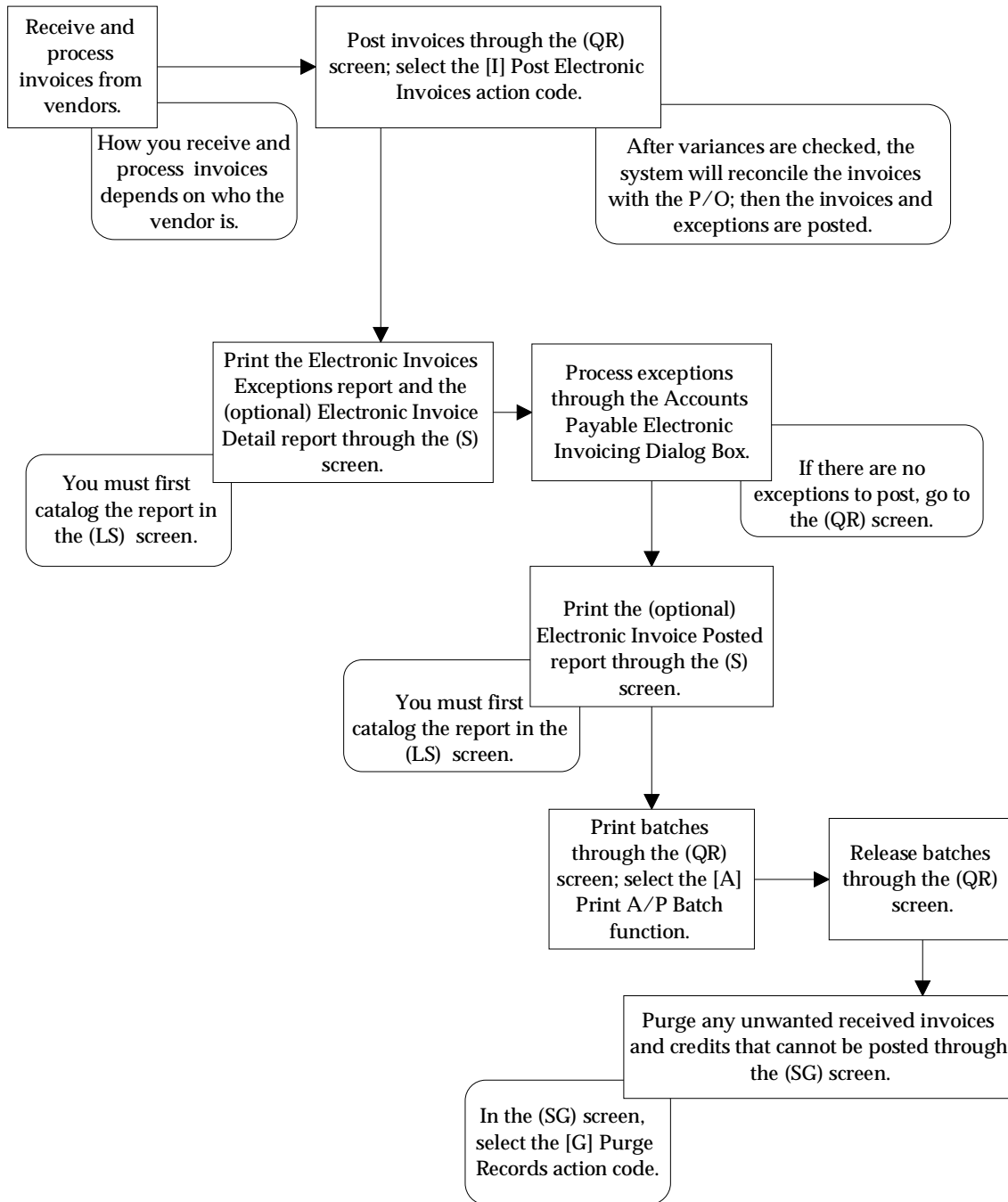


# *Posting Electronic Invoices*

## Contents

<b>Chart 1: The Flow of Electronic Invoicing .....</b>	<b>3</b>
<b>Understanding Electronic Invoicing .....</b>	<b>4</b>
<b>What You Need To Set Up .....</b>	<b>5</b>
<b>Posting Electronic Invoices in the (QR) Screen .....</b>	<b>5</b>
Checking the Posting and Reconciling Process .....	6
Understanding Exceptions .....	7
<b>Viewing Electronic Invoice Exceptions .....</b>	<b>12</b>
<b>Printing Reports .....</b>	<b>16</b>
Cataloging Reports .....	16
Printing the Reports .....	17
<b>Releasing Batches .....</b>	<b>18</b>
<b>Purging Records .....</b>	<b>19</b>

# Chart 1: The Flow of Electronic Invoicing



## Understanding Electronic Invoicing

Electronic Data Interchange (EDI) is the intercompany, computer-to-computer exchange of business information in a standardized format. Electronic invoicing lets dealers use the EDI application to accept electronic invoices from vendors. This electronic link allows paperless transactions, and bridges the gap between corporations that use different computer systems.

Electronic Invoicing with EDI can streamline your accounts payable posting procedures. With EDI, you receive invoices from vendors that are ANSI X.12 compatible. Electronic vendor invoicing is efficient — no wasted time waiting for the invoices to arrive. It's paperless — no printing means no wasted resources. It also saves keying time by minimizing data entry errors.

EDI is already a software reality for every Ensite Pro system. The typical customer beginning EDI with their first vendor needs no additional hardware investment and only minimal training.

First, you receive and process invoices. How you receive invoices and process them depends on who your vendor is. When you receive an electronic invoice from a vendor, it is assigned a receiving number.

Invoices are reconciled and posted through the (QR) Accounts Payable Reports screen using the (I) Post Electronic Invoices function. The electronic invoices are reconciled with the P/O and if there are no exceptions, they are posted to accounts payable. Your expected price is compared to the vendor's charge to determine whether there are any significant differences between them. If there are exceptions, only those invoices need to be set aside and handled as exceptions. (Any invoices that don't match up when posting are called exceptions.)

You can print the Electronic Invoice Exceptions report through the (S) Purchase Order Selectors screen before going into the Accounts Payable window to process exceptions. There is a feature in the Accounts Payable window that allows you to post these exceptions. The (S) screen also allows you to print the Electronic Invoice Detail report, which is an optional report.

---

**Note:** Before printing these reports, you must catalog them in the (LS) P/O Standard Reports screen.

---

The graphical Vendor Electronic Invoice Parameters dialog box is checked for any variances during posting. Variances are overages and underages that may be encountered on the invoices that are being posted. You must also set parameters in the (LF) Purchase Order Parameters screen, the (LF2) P/O Journals Parameters screen, the appropriate (L6) EDI Parameters screen, and the (SGA) Trading Partner Parameters screen, depending on the trading partners you set up.

Credits are not posted automatically (except for SP Richards, where a new feature posts credits and freight charges automatically). To view credits, print the Electronic Invoice Detail report. After printing the credits, you can post them manually.

Print batch reports through the (QR) screen.

After the batches are printed, you can release them. Remember that releasing batches deletes invoices that were posted from the receive invoices file. *Also remember all reports must be run before batches are released. Reports can be run any-time before releasing batches.*

Finally, purge any unwanted received invoices and credits that cannot be posted. Purging is done through the (SG) Screen using the [G] Purge Records function.

When you have finished posting invoices, but before you release batches, you can print the Electronic Invoice Posted report through the (S) screen. This optional report is a summary of all invoices posted.

---

**Note:** Before printing this report, you must catalog it in the (LS) P/O Standard Reports screen.

---

## What You Need To Set Up

Your setup depends on the vendors from which you plan to receive electronic invoices. There are several parameter screens, accounts and communications parameters to set up for EDI and your vendor. These must all be functioning correctly before you can receive electronic invoices.

To set up your Electronic Invoicing, you should use the documentation on Setting Up and Receiving Electronic Invoices for the correct vendors. You might need, for example, the Setting Up and Receiving Electronic Invoices - Sparco documentation. Make sure your Electronic Invoicing package includes the correct handouts. If not, contact ECI.

## Posting Electronic Invoices in the (QR) Screen

Invoices are reconciled and posted through the (QR) screen using the [I] Post Electronic Invoices function, shown in Figure 1. This function determines whether there are any significant differences between your expected price and the vendor's charge. The electronic invoices are reconciled with the P/O and if there are no exceptions, they are posted to accounts payable. If there are exceptions, only those invoices need to be set aside and handled as exceptions. (Any invoices found during posting that are outside the variances you set up in the graphical Vendor Electronic Invoice Parameters dialog box are called exceptions. Exceptions are discussed later in this document.)

## Posting Electronic Invoices

When posting invoices in the (QR) screen, an attempt is made to post any exceptions that were not previously posted. An attempt to post these invoices is made every time you use the (QR) [I] function until the invoices are either posted or purged from the system.

Use the following instructions to post electronic invoices:

- 1 Go to the (QR) screen and select the [I] Post Electronic Invoices function.
- 2 The Enter Password prompt appears. If a password is set in the (LC) Vendor And A/P Parameters screen Passwords Release field, enter the password. If no password is set, press Enter.
- 3 The Are You Sure prompt appears. Enter one of the following responses:
  - Y Post the invoices. Go to **Step 4**.
  - N (default) Do not post the invoices.
- 4 Invoice posting begins. The cursor returns to the Enter Requested Report Code field. Press Esc to return to the Master Menu.

## Checking the Posting and Reconciling Process

Be sure the posting and reconciling process is complete before you do any other procedure.

---

**Note:** If you want to view invoice detail, run the Electronic Invoice Detail Report.

---

**Figure 1: The (QR) Accounts Payable Reports Screen**

```
11:42:13          (QR) Accounts Payable Reports rev. (04/24/97)          03/10/98
-----
A. Print A/P Batch.      Batch Number #.... To #.... Release Y/N ?.
B. Print Trial Balance.  Suppress Invoices Y/N ?. Over $.....
                        Days From Invoice Date ?.. (30,60,90)
                        Period From ?.. To ?.. (Tab - All)
                        Cutoff ../..../.. Invoice, Paid or Detail I/P/D ?.
                        Released Y/N/O-Open ?.
                        System Paid or Hand Check S/H ?.
C. Print A/P Reports.   Release Checks Y/N ?. (Updates G/L)
                        Purge Completed Invoices Y/N ?.
                        To Be Paid Y/N ?.          Paid Y/N ?.
                        Futures Y/N ?.          No Voucher Y/N ?.
D. Print Checks.        Alignment Form Y/N/S?. First Check #.....
E. Posting to Check File. Accounts Payable/Payroll/Both A/P/B ?.
                        Open Checks ?. (N-Outstanding, Y-Returned)
                        Date ../..../.. To ../..../..
F. Print Check File.    Check #..... To :..... Purge Y/N ?.

I. Post Electronic Invoices.
Z. Print A/P G/L Summary Report.
Loc ?.. Name From :..... Nbr. From #..... Code ?.
      To :..... To #.....
Enter Requested Report Code [.] Printer ?P1 Copies ? 1
```

## Checking for Completion

On Windows® 2000 Systems, open TBLServer and click Users. The program name ;RPT:QI shows that the system is posting and reconciling. You must refresh the view each time you check for completion. To refresh, click View, then click Refresh. When this program name no longer appears, the process is complete.

On UNIX Systems, from the UNIX shell, type WHO ;RPT. The program name ;RPT:QI shows that the system is posting and reconciling. You must retype WHO;RPT each time you check for completion. When this program name no longer appears, the process is complete.

---

**Note:** When the process is complete, the following steps have occurred:

- Invoices are posted.
  - Invoices are posted with exceptions.
  - Invoices did not post due to exceptions.
- 

## Processing Invoices

On all systems, you must use the Accounts Payable window to process the invoices that did not post because of exceptions, or you must purge unwanted invoices using the (C) Process Received File function in the (SG) EDI Communications screen. Information for processing invoices can be found under the heading **Viewing Electronic Invoice Exceptions**.

## Understanding Exceptions

Any variances outside your limits that occur when posting invoices are called exceptions. Each exception has a code which appears on the Electronic Invoice Exceptions Report (see Figure 7 at the end of this document). A cross-reference of exceptions by code is shown below:

A00	Trading Partner Not Found
A02	A/P Vendor Not Found
A03	Vendor Inv Parameter Not Found
A04	Invoice Number Exists
A05	P/O posted to A/P From O/E
A0A	Invoice Over \$ Variance
A0B	Invoice Under \$ Variance
A0C	Invoice Over % Variance
A0D	Invoice Under % Variance
A0E	Zero Invoice Total
A0F	Zero P/O Total
A0G	Prior Period Inv Posted Current

## Posting Electronic Invoices

A1Ø	Over Qty on Invoice
A11	Under Qty on Invoice
A12	Invoice Line Item Not on P/O
A13	P/O Line Item Not on Invoice
A14	Invoice Item Not on File
A15	No Unit of Measure Match
A16	Remainder on Unit Conversion
A1A	Item Cost Over \$ Variance
A1B	Item Cost Under \$ Variance
A1C	Item Cost Over % Variance
A1D	Item Cost Under % Variance
A1E	Zero Inv Item Cost
A1F	Zero P/O Item Cost
A1G	Item Cost Diff.
A1H	P/O Item Cost Updated
A51	Additional Charge

### **A/P Vendor not Found - AØ2**

If the exception is A/P vendor not found, the Receiver's Code ID on the 810 does not match any Receiver's Code ID in the graphical Vendor Electronic Invoice Parameters dialog box. Call ECi support.

---

**Note:** This exception only appears if the information in the Receiver's Code ID field in the (SGA) screen and the Vendor Electronic Invoice Parameters dialog box do not match exactly.

---

### **Additional Charge - A51**

This exception indicates an additional charge that did not post to Accounts Payable. This exception is for your information only.

### **Invoice Item not on File - A14**

This exception type indicates that this is an invoice item that is not on file and does not match an item in your item database. If you do not have an Uncataloged department set up in the (LGØ) Order Entry Parameters screen, you can enter the department to which you want to post this item. You do this by clicking the Input Dept button shown in the Accounts Payable Handling Exceptions dialog box, described later in this handout.

---

**Note:** If this is an uncataloged item, and you do not enter a department, the default department number is retrieved from the (LGØ) screen. If it is not in the (LGØ) screen it will post to department 10.

---

**Invoice Line Item not on P/O - A12**

This exception indicates that the line item on the invoice is not on the P/O for that invoice.

**Invoice Number Exists - AØ4**

This exception means the invoice has already been posted to A/P and you must purge the invoice.

**Invoice Over \$ Variance - AØA**

The invoice amount is off by more than the dollar variance limit set in the Vendor Electronic Invoice Parameters dialog box. This exception means the invoice dollar amount is greater than the P/O dollar amount.

**Invoice Over % Variance - AØC**

The invoice amount is off by more than the percent variance limit set in the Vendor Electronic Invoice Parameters dialog box. This exception means the invoice percent is greater than the P/O percent.

**Invoice Under \$ Variance - AØB**

The invoice amount is different from but within the allowed dollar variance limit set in the Vendor Electronic Invoice Parameters dialog box. This exception means the invoice dollar amount is less than the P/O dollar amount.

**Invoice Under % Variance - AØD**

The invoice amount is different from but within the allowed percent variance limit set in the Vendor Electronic Invoice Parameters dialog box. This exception means the invoice percent is less than the P/O percent.

**Item Cost Difference - A1G**

The P/O cost is not equal to the invoice cost and there is not variance set in the Vendor Electronic Invoice Parameters dialog box.

**Item Cost Over \$ Variance - A1A**

The item cost on the invoice is over the allowed dollar variance limit set in the Vendor Electronic Invoice Parameters dialog box. This exception means the invoice dollar amount is greater than the P/O dollar amount.

## Posting Electronic Invoices

### **Item Cost Over % Variance - A1C**

The item cost on the invoice is over the allowed percent variance limit set in the Vendor Electronic Invoice Parameters dialog box. This exception is for your information only.

### **Item Cost Under \$ Variance - A1B**

The item cost on the invoice is deferent from but within the allowed dollar variance limit set in the Vendor Electronic Invoice Parameters dialog box. This exception means the invoice dollar amount is less than the P/O dollar amount.

### **Item Cost Under % Variance - A1D**

The item cost on the invoice is deferent from but within the allowed percent variance limit set in the Vendor Electronic Invoice Parameters dialog box. This exception means the invoice percent amount is less than the P/O percent amount.

### **No Matching P/O or Ack # Found:**

This exception shows that no matching P/O or acknowledgment number was found in the purchase order journals (JOUR-PO). This indicates that the item numbers on the invoice do not match the P/O.

### **No Unit of Measure Match - A15**

The unit of measure on the invoice does not match the unit of measure sent by the vendor. For example, the invoice is for EA (each) and the P/O is for BX (box).

### **Over Quantity on Invoice - A1Ø**

The item cost differences listed may have occurred due to a unit of measure difference. For example, you sent a P/O ordering five EA (each) and received one BX (box) from the vendor.

### **P/O Item Cost Updated - A1H**

The item cost was updated on the P/O from the invoice received from the vendor.

### **P/O Line Item Not on Invoice - A13**

The line item on the P/O is not on the invoice received from the vendor. This means the P/O was found in the journal, but the item numbers do not match between the P/O and the invoice.

**P/O Posted to A/P from O/E - AØ5**

This exception means the order was created through the drop ship function in order entry and must be posted from order entry.

---

**Note:** You must purge this invoice through the (SG) screen using the [G] function.

---

**Prior Period Invoice Posted Current - AØG**

The invoice is for a prior business period but it was posted to the current business period.

**Remainder on Unit Conversion - A16**

There was a remainder quantity when the unit of measure conversion completed.

**Trading Partner not Found - AØØ**

This exception means no matching record was found in the (SGA) screen for the vendor. If you have this vendor set up in the (SGA) screen, call ECi Support.

---

**Note:** This prompt only appears if you have not set up your vendors in the (SGA) screen. If you do not have this vendor set up in the (SGA) screen, you must do so before you can process this invoice.

---

**Under Quantity on Invoice - A11**

The item cost differences listed may have occurred due to a unit of measure difference. For example, you ordered five items and received one item.

**Vendor Inv Parameter not Found - AØ3**

This exception type indicates that the vendor invoice parameters were not found.

---

**Note:** This exception only appears if you have not set up your parameters in the Vendor Electronic Invoice Parameters dialog box.

---

**Zero Invoice Item Cost - A1E**

The item on the invoice has a zero cost.

**Zero Invoice Total - AØE**

This exception type indicates that the invoice has a zero total.

## Posting Electronic Invoices

**Note:** The invoice may have other charges like freight, miscellaneous, etc. that are not included in the total. You can see these charges on the Electronic Invoices Detail Report (see Figure 8 at the end of this document).

### Zero P/O Item Cost - A1F

The item on the P/O has a zero cost.

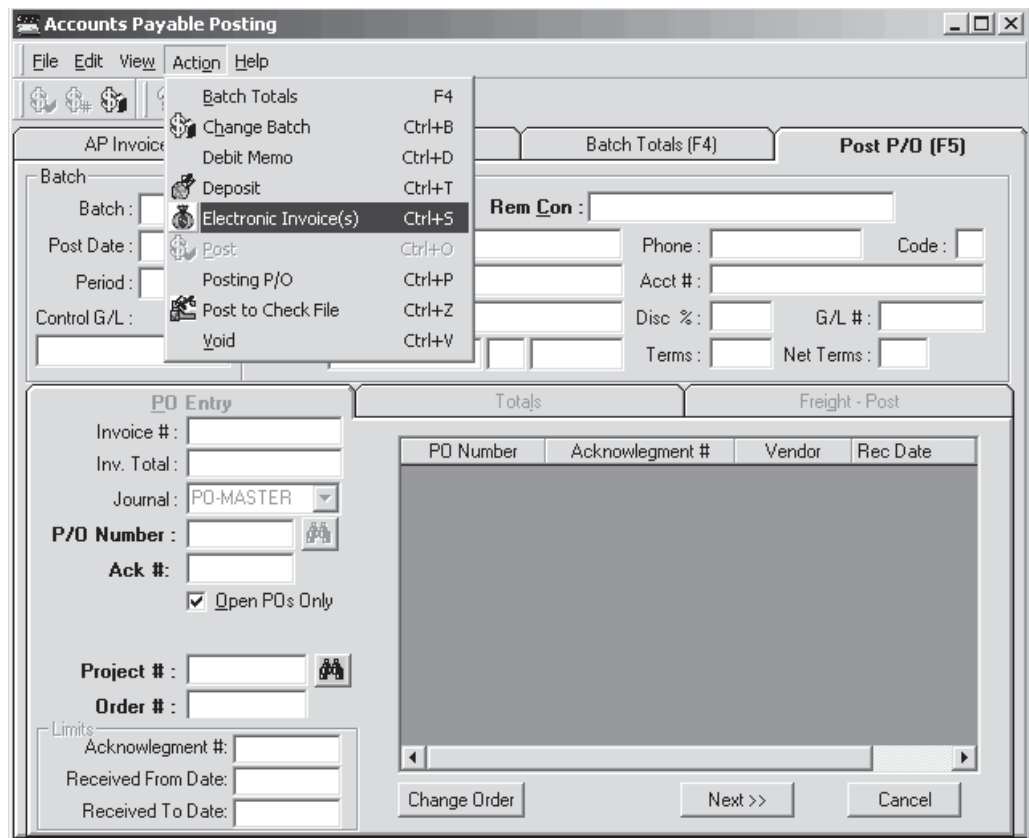
### Zero P/O Total - AØF

The P/O has a zero dollar total so the invoice was not posted.


## Viewing Electronic Invoice Exceptions

Use the following instructions to view and process electronic invoice exceptions in the Accounts Payable window:

**Figure 2:**  
Posting  
Electronic  
Invoices in the  
Accounts  
Payable  
Window



**Note:** We recommend that you run the Electronic Invoice Exception Report (see Figure 7 at the end of this document) and the Electronic Invoice Detail Report (see Figure 8 at the end of this document) at this time, if you have not already done so. The exception report can be useful in determining whether to reprocess the invoices. If the exception report does not contain any "Status E" invoices, there are no exceptions to process in the Accounts Payable window. The Electronic Invoice Exception report and the Electronic Invoice Detail report are run through the (S) Purchase Order Selectors screen. For further information, see the heading **Printing Reports**.

- 1 From the DDMS Master Menu, double-click  . The Accounts

Payable Posting window opens.

- 2 Click the Action menu and click Electronic Invoice(s), as shown in Figure 2, or type **Ctrl + S**.

**Figure 3:  
Viewing  
Electronic  
Invoices in the  
A/P Electronic  
Invoices Dialog  
Box**

Rec Invoice	Invoice	Total \$	Rec P/O#	Rec #	Exception	P/O Amt	Inv Amt
<input type="checkbox"/> 36WNNP3	11/26/03	61.54	112502014	7555			
<input type="checkbox"/> 36WNNP4	11/26/03	84.49	112502015	7556			
<input type="checkbox"/> 36WNNP6	11/26/03	198.70	112502016	7557			
<input type="checkbox"/> 36WNNP7	11/26/03	73.99	112502017	7558			
<input type="checkbox"/> 36WNNP9	11/26/03	97.58	112502018	7559			
<input type="checkbox"/> 36WNNQE	11/26/03	24.49	112502019	7560			
<input type="checkbox"/> 36WNNQC	11/26/03	32.33	112502020	7561			
<input type="checkbox"/> 36WNNQC	11/26/03	26.75	112502021	7562			
<input type="checkbox"/> 36WNNQF	11/26/03	268.82	112502022	7563			
<input type="checkbox"/> 36WNNQC	11/26/03	570.84	112502023	7564			
<input type="checkbox"/> 36WNNQF	11/26/03	64.15	112502024	7565			
<input type="checkbox"/> 36WNNQJ	11/26/03	13.27	112502025	7566			
<input type="checkbox"/> 36WNNQF	11/26/03	648.20	112502026	7567			
<input type="checkbox"/> 36WNNQL	11/26/03	22.12	112502027	7568			
<input type="checkbox"/> 36WNNQM	11/26/03	362.27	112502028	7569			
<input type="checkbox"/> 36WNNQF	11/26/03	99.98	112502029	7570			
<input type="checkbox"/> 05614538	05/26/04	2063.73	405099	7571			
<input type="checkbox"/> 05614539	05/26/04	135.29	SPR406209	7572			
<input type="checkbox"/> 05614540	05/26/04	162.16	S05253	7573			
<input type="checkbox"/> 13123751	05/26/04	11.43	S05261	7574			
<input type="checkbox"/> 13123752	05/26/04	339.41	S05263	7575			
<input type="checkbox"/> 08333151	05/26/04	.47	S05264	7576			

Re-Process      Exit

## Posting Electronic Invoices

- 3 The Electronic Invoicing message appears while the invoices are processed. When the procedure is complete, the A/P Electronic Invoicing dialog box opens, displaying the invoices. See Figure 3.
- 4 To view the specific exception for the invoice, click the (+) plus sign to the left of each invoice. The exception explanation appears in the Exception column. For example, the text A/P Vendor Not Found may appear. See Figure 4. Variances outside your limits are called exceptions. You can have multiple exceptions for each invoice.
- 5 To handle invoice exceptions, click the check box shown on the left of the invoice that you want to process. The system automatically opens the Handling Exceptions dialog box, so you can choose the correct response. See Figure 5.

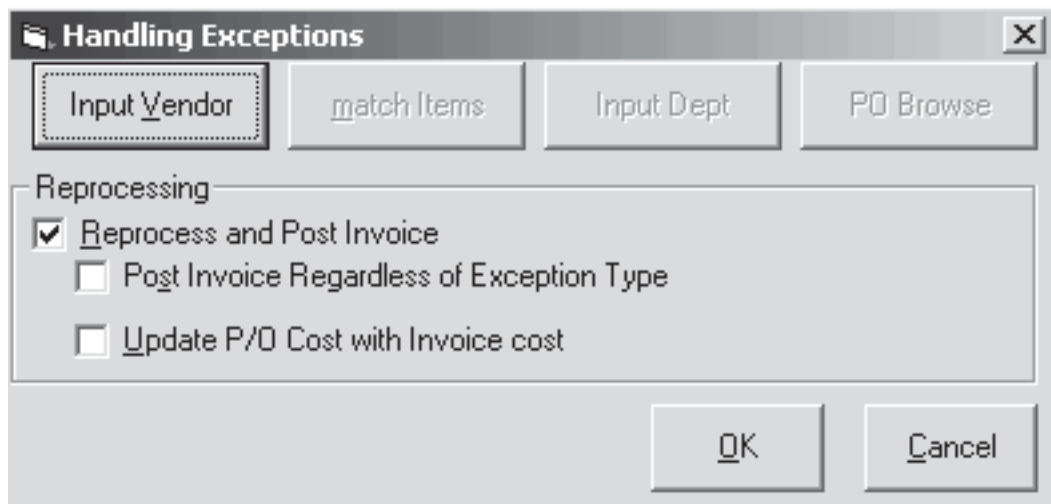
This dialog box lets you take certain steps to handle the invoice. While Figure 5 illustrates the choices when processing the A/P Vendor Not Found exception, the responses in this dialog box may vary slightly, depending on the exception. Following is a list of possible exceptions you may encounter for an invoice.

**Figure 4:  
Viewing  
Exceptions in  
the A/P  
Electronic  
Invoices Dialog  
Box**

A/P Electronic Invoicing							
Rec Invoice	Invoice	Total \$	Rec P/O#	Rec #	Exception	P/O Amt	Inv #
<input type="checkbox"/> 36WNNQJ	11/26/03	13.27	112502025	7566	No Matching P/O or Ack # Found		
<input type="checkbox"/> 36WNNQK	11/26/03	648.20	112502026	7567	No Matching P/O or Ack # Found		
<input type="checkbox"/> 36WNNQL	11/26/03	22.12	112502027	7568	No Matching P/O or Ack # Found		
<input type="checkbox"/> 36WNNQM	11/26/03	362.27	112502028	7569	No Matching P/O or Ack # Found		
<input type="checkbox"/> 36WNNQF	11/26/03	99.98	112502029	7570	No Matching P/O or Ack # Found		
<input type="checkbox"/> 05614538	05/26/04	2063.73	405099	7571	A/P Vendor Not Found		
<input type="checkbox"/> 05614539	05/26/04	135.29	SPR406209	7572	A/P Vendor Not Found		
<input type="checkbox"/> 05614540	05/26/04	162.16	S05253	7573	A/P Vendor Not Found		
<input type="checkbox"/> 13123751	05/26/04	11.43	S05261	7574	A/P Vendor Not Found		
<input type="checkbox"/> 13123752	05/26/04	339.41	S05263	7575	A/P Vendor Not Found		
<input type="checkbox"/> 08333151	05/26/04	.47	S05264	7576	A/P Vendor Not Found		

- **Input Vendor:** This button lets you select a vendor for the invoice. When you click Input Vendor, the system opens the Vendor Query dialog box so you can select the vendor for the invoice.
- **Match Items:** This button lets you manually match the unmatched items.
- **Input Dept:** This button lets you specify the department for an invoice item. If you do not have an Uncataloged department set up in the (LGØ) Order Entry Parameters screen, you can enter the department to which you want to post this item. If this is an uncataloged item, and you do not enter a department, the default department number is used from the (LGØ) screen. If it is not in the (LGØ) screen it will post to department 10.
- **PO Browse:** This button lets you open the Purchase Order Browse dialog box to select a P/O for the invoice.
- **Reprocess and Post Invoice:** If this option is checked, the system reprocesses and posts the invoice using the information you specify in the Handling Exceptions dialog box. If you do not make changes, checking this option posts the invoice to accounts payable regardless of exceptions.
- **Post Invoice Regardless of Exception Type:** This option appears when a purchase order match has occurred. Check this option to post the invoice regardless of the type of exception.

Figure 5: The Accounts Payable Handling Exceptions Dialog Box



## Posting Electronic Invoices

- **Post Consolidated Invoice Without Comparing P/O's Not Found:** If this exception is a consolidated invoice, this option appears. If you check this response, the system posts the consolidated invoice without comparing purchase orders not found. This posts the whole consolidated invoice and does not display this option again if the P/O does not exist on other invoices. You can also click the PO Browse button to open the Purchase Order Browse dialog box to select a P/O for the invoice.
  - **Post Invoice Without Comparing P/O:** This option appears when the exception is not a consolidated invoice. If you check this option, the system posts the invoice without comparing the invoice to the purchase order.
  - **Update P/O Cost With Invoice Cost:** This option appears for all exceptions except miscellaneous exceptions. Check this option to update the purchase order cost and the JOUR-PO file with the invoice cost. The invoice is posted.
- 6 When you finish handling the exception for this invoice, click OK in the Handling Exceptions dialog box. The cursor returns to the A/P Electronic Invoicing dialog box. Process as many exceptions as necessary.
  - 7 When you finish processing the exceptions shown in the A/P Electronic Invoicing dialog box, click Reprocess. The system reprocesses and posts the invoice(s).

## Printing Reports

There are three reports you can print for electronic invoicing. If you want to print any of these reports, you must print them before you release batches. For an example of these reports, see Figures 7, 8, and 9 at the end of this document.

## Cataloging Reports

You should catalog the selectors, INVPOS, INVDET and INVEXC in the (LS) screen so the reports are available to print from the (S) Purchase Order Selectors screen.

Use the following instructions to set up the (LS) screen:

- 1 Go to the (L) Parameters screen and type S.
- 2 When the (LS) screen displays, select the [C] Change action code.
- 3 The cursor moves to the G/L Location field. Enter the location for which you want to catalog the report, and press Tab until the cursor moves to a blank line.

- 4 Type INVPOS.
- 5 The selector name and title appear at the bottom of the screen, along with the Catalog This prompt, as shown in Figure 6.
- 6 Type Y or press Enter to catalog the selector. The selector name, title, and description appear on the line where you entered the selector name, and the cursor moves to the next blank line so you can specify another selector to catalog.
- 7 Continue this process until you finish cataloging selectors, then press Enter until the cursor returns to the action code field.

---

**Note:** If you do not press Enter when you finish cataloging selectors, your changes are not saved, and the selectors are not cataloged.

---

- 8 Press Esc twice to return to the Master Menu.

## Printing the Reports

When you finish posting in the A/P Electronic Invoicing dialog box, you must print the Electronic Invoices Posted Report which shows invoices that have been posted in the (QR) screen. This report must be printed before releasing batches. See Figure 9 at the end of this document.

---

**Note:** For details on printing reports in the (S) Purchase Order Selectors screen, see your online documentation.

---

**Figure 6:**  
**Cataloging**  
**Selectors in the**  
**(LS) Purchase**  
**Order Selectors**  
**Screen**

```

07:59:22                (LS) P/O STANDARD REPORTS                06/11/01
=====
                ACTION [C] (C=CHANGE, I=INQUIRY)  G/L LOCATION [ 1]
=====
SELECT SUBTITLE DESCRIPTION                                REPORT TITLE
-----
INVDET ELECTRONIC INVOICE ITEM DETAIL                    ELECTRONIC DETAIL REPORT
FR-REC SAR-FURNITURE PO RECEIVE REPORT                  P/O RECEIVING REPORT
NPAFAX NPA/NOB FAX P/O FORMAT                          NPA/NOB PURCHASE ORDER FAX FORMAT
CROSS
PO-1 OPEN PO'S;SORT;VENDOR;LIMIT;CLASSF                OPEN PO'S NOT ACKNOWLEDGED
PO-7 PO RECEIVED;SORT;PO#;LIMIT;NONE                    PO RECEIVED REPORT
REG
DROP
DANC
RUSH
INVPOS
=====
INVPOS ELECTRONIC INVOICES POSTED                        CATALOG THIS Y/N ?Y
    
```

## Posting Electronic Invoices

Once batches have been released, any invoices that did not post remain in the file and appear on the Electronic Invoice Exceptions Report. See Figure 7 at the end of this document. All of the information for the invoices that are posted is purged.

### Printing Batch Reports in the (QR) Screen

If you want to print a report showing the invoices that were posted electronically, you can print the A/P Batch Report. See Figure 10 at the end of this document.

---

**Note:** You must print the batch report before releasing batches.

---

Use the following instructions to print the A/P Batch Report:

- 1 From the (QR) screen, select the (A) Print A/P Batch function.
- 2 The cursor moves to the Batch Number # field. In the Batch # and To # fields, specify the batch number from the A/P Batch box in the Vendor Electronic Invoice Parameters dialog box. If you left the A/P Batch box blank, you must enter the current Julian date in the Batch # and To # fields.
- 3 When the cursor moves to the Release field, type N to print the batch report now.
- 4 When the cursor moves to the Loc field, enter the location for which you want to print batches.
- 5 When the cursor moves to the Printer field, enter the name of the printer you want to use to print the batch report.
- 6 When the cursor moves to the Copies field, enter the number of copies of the batch report you want to print and press Enter.
- 7 The Are You Sure prompt appears. Type Y to print the batch report.

---

**Note:** Reports can be customized or new ones created using DDMS Report Writer.

---

## Releasing Batches

Use the following instructions to release batches from the (QR) Accounts Payable Reports screen:

- 1 From the (QR) screen, select the (A) Print A/P Batch function.
- 2 The cursor moves to the Batch Number # field. Specify the range of batch numbers you want to print and release in the Batch Number # and the corresponding To # fields. Enter the first batch number in the range

and press Tab. In the corresponding To # field, enter the last batch number in the range and press Tab. To limit to only one batch number, enter the same number in both fields.

- 3 When the cursor moves to the Release field, you can release batches now or release them later with your regular batches. Enter one of the following responses:
  - Y Release A/P batches now.
  - N Release batches with the regular batches.
- 4 Complete the fields in this screen as you normally would. For details on releasing batches, see your online documentation.

## Purging Records

Periodically, you may want to purge your EDI files from your system. You can purge any unwanted received invoices and credits that cannot be posted. Use the following instructions:

- 1 Go to the (SG) screen and select the (G) Purge Records function.
- 2 At the Enter Type To Purge prompt, select the [I] Invoices function.
- 3 The Only Purge Credit Invoices prompt appears. To purge all invoices, press Enter or type N.
- 4 The cursor moves to the Invoice # field. In this field and the corresponding To field, you can enter a range of receiving numbers of the invoices that you want to purge.

---

**Note:** When you receive an electronic invoice from a vendor, it is assigned a receiving number. The receiving number prints on all electronic invoicing reports.

---

- Step 1:** In the Invoice # field, enter the first invoice receiving number that you want to purge.
- Step 2:** In the corresponding To field, enter the last receiving number that you want to purge. Press Tab.
- 5 The Are You Sure prompt appears. Enter one of the following responses:
  - Y Purge the specified invoices.
  - N (default) Do not purge the specified invoices.

## Posting Electronic Invoices

### Figure 7: The Electronic Invoice Exceptions Report

ABC CO. 123 XYZ LANE ROANOKE TX 76262	ELECTRONIC INVOICE EXCEPTIONS	08/12/97 15:27:20 PAGE 1
	[ S ] COLUMN E = Invoice "NOT" Posted Q = Invoice POSTED W/Exception	

RECEIVE#	S	INVOICE #	P/O #	ITEM	COM	EXC	P/O AMT	INV AMT	DESC	ORDER #
132	E	32240542	430	AS	A04				Invoice Number Exists	
133	E	32240543	430	BN	A04				Invoice Number Exists	
134	E	32240544	430	N1	A04				Invoice Number Exists	
135	E	32240545	430	N2	A04				Invoice Number Exists	
141	E	32240068	F1189S	919492	HON	A01			No Matching P/O or Ack # Found 32197051	
147	E	32239332	F1184S	514PK	HON	A01			No Matching P/O or Ack # Found 32193206	
156	E	32238868	F1183S	512PQ	HON	A01			No Matching P/O or Ack # Found 32190528	

ABC CO. 123 XYZ LANE ROANOKE TX 76262	ELECTRONIC INVOICE EXCEPTIONS	08/12/97 15:27:20 PAGE 2
	[ S ] COLUMN E = Invoice "NOT" Posted Q = Invoice POSTED W/Exception	

RECEIVE#	S	INVOICE #	P/O #	ITEM	COM	EXC	P/O AMT	INV AMT	DESC	ORDER #
155	Q	32239133	422N2	66200	BAU	A11			Under Qty on Invoice	
155	Q	32239133	422N2	66200	BAU	A1G	.19	4.81	Item Cost Diff. - Inv POSTED	32191903
159	Q	32238871	421N1	44582	QUA	A11			Under Qty on Invoice	
159	Q	32238871	421N1	44582	QUA	A13			P/O Line Item Not on Invoice	
159	Q	32238871	421N1	44582	QUA	A1G	.09	8.48	Item Cost Diff. - Inv POSTED	32190543
163	Q	32238615	418N1	8405	CRO	A12			Invoice Line Item Not on P/O	32189254

- 1 The invoice number has been posted in accounts payable.
- 2 No matching purchase order or acknowledgement number was found in the purchase order journals.
- 3 The item cost differences listed may have occurred due to a unit of measure difference.
- 4 Exception code.

**Note:** If you post exceptions by executing the (DO)[E] function, you must execute the (QR)[A] function to clear the exceptions file. If you post invoices by executing the (D)[P] function, you must execute the (SG)[G] function to purge the file.

Posting Electronic Invoices

**Figure 8: The Electronic Invoice Detail Report**

ABC CO		ELECTRONIC INVOICE DETAIL							08/12/97		
123 XYZ LANE									15:27:56		
ROANOKE TX 76262		PAGE 1									
ITEM NO	COMPANY DS	REC QTY	REC COST	UN	SELL COST	DESCRIP	P/O NBR	P/O VNDR	TYPE	ADD AMT	ORD#
=====	=====	=====	=====	==	=====	=====	=====	=====	=====	=====	=====
*****#132 INV #32240542		P/O#		430AS		INV. DATE:05/01/97 ORDER: / /					
100	Order #32199963	P/O# 430AS									
110	Ship Date: 05/01/1997										
120	EZ-ORDER E.D.I.										
130	PURCHASE ORDER										
05102	AVE	B	1		1.400	RL					32199963
08888	AVE	B	12		5.760	EA					32199963
2120	FSK	B	1		2.130	EA					32199963
OH10BE	ITY	B	12		6.240	EA					32199963
OH10BK	ITY	B	12		6.240	EA					32199963
K105A	PEN	B	36		25.200	EA					32199963
K105B	PEN	B	20		13.000	EA					32199963
K105C	PEN	B	48		33.600	EA					32199963
60053	SAN	B	24		30.000	EA					32199963
60054	SAN	B	12		15.000	EA					32199963
3532	SWI	B	1		8.600	BX					32199963
7024	HUN	B	12		12.120	EA					32199963
7033	HUN	B	12		12.120	EA					32199963
7056	HUN	B	12		12.120	EA					32199963
6R396	XER	B	1		187.900	CT					32199963
SS3R	SMD	B	3		6.330	PK					32199963
=====INV #32240542		DISC		377.76							
*****#133 INV #32240543		P/O#		430BN		INV. DATE:05/01/97 ORDER: / /					
100	Order #32199964	P/O# 430BN									
110	Ship Date: 05/01/1997										
120	EZ-ORDER E.D.I.										
130	PURCHASE ORDER										
509S12	ACM	B	1		13.620	EA					32199964
509S9	ACM	B	1		9.460	EA					32199964
511C6	ACM	B	1		6.040	EA					32199964
7090520	AAG	B	1		3.850	EA					32199964
8090910	AAG	B	1		4.160	EA					32199964
95701	PAP	B	12		10.320	EA					32199964
PD347TC	PEN	B	1		2.420	EA					32199964
95201	SAN	B	3		5.490	EA					32199964
BE9BLA	ATA	B	4		22.920	ST					32199964
02148	SPR	B	1		18.110	CT					32199964

**Note:** To purge data after you run the Electronic Invoicing Detail report, you must execute the (QR)[A] function.

## Posting Electronic Invoices

### Figure 9: The Electronic Invoices Posted Report

ABC CO.  
123 XYZ LANE  
ROANOKE TX 76262

#### ELECTRONIC INVOICES POSTED

08/12/97  
15:28:45  
PAGE 1

RECEIVE #	VENDOR	INV DATE	NET DATE	INV TOTAL
=====	=====	=====	=====	=====
<< SPARCO >>				
136	SPARCO	04/30/79	/ /	216.00
137	SPARCO	04/30/79	/ /	111.40
138	SPARCO	04/30/79	/ /	142.60
139	SPARCO	04/30/79	/ /	112.53
140	SPARCO	04/30/79	/ /	349.36
142	SPARCO	04/29/79	/ /	263.20
143	SPARCO	04/29/79	/ /	210.13
144	SPARCO	04/29/79	/ /	828.10
145	SPARCO	04/29/79	/ /	132.26
146	SPARCO	04/29/79	/ /	561.40
148	SPARCO	04/24/79	/ /	160.61
149	SPARCO	04/24/79	/ /	439.94
150	SPARCO	04/24/79	/ /	951.75
151	SPARCO	04/24/79	/ /	550.54
152	SPARCO	04/23/79	/ /	251.01
153	SPARCO	04/23/79	/ /	60.62
154	SPARCO	04/23/79	/ /	225.09
155	SPARCO	04/23/79	/ /	91.89
157	SPARCO	04/22/79	/ /	93.92
158	SPARCO	04/22/79	/ /	105.58
159	SPARCO	04/22/79	/ /	822.04
160	SPARCO	04/22/79	/ /	304.34
161	SPARCO	04/21/79	/ /	250.46
162	SPARCO	04/21/79	/ /	338.47
163	SPARCO	04/21/79	/ /	532.61
164	SPARCO	04/21/79	/ /	208.52
165	SPARCO	04/21/79	/ /	87.87
SPARCO				--> \$8402.24
GRAND TOTAL				--> \$8402.24

**Figure 10: The  
A/P Batch  
Report**

D.D.M.S. INC.  
P.O. BOX 507  
KELLER

BATCH REPORT OF A/P POSTINGS  
BATCH NUMBER ( 0210)

03/13/96  
8:33:38  
PAGE 1

INVOICE VENDOR #	DATE	CHECK #	VOUCHER	NET DATE	REMARKS	CHARGES	PAYMENTS	DIS%	DISCOUNT	CONT.	G/L REV.	G/L
11	LEWIS	02/03/96	03/10/96	03/30/96	SUPPLIES	37.50	.00	2.0	.00	01-201-01	01-104-01	
15	LEWIS	02/05/96	03/10/96	03/30/96	SUPPLIES	60.00	.00	2.0	.00	01-201-01	01-104-01	
18	LEWIS	02/09/96	03/10/96	03/30/96	FURN	150.00	.00	2.0	.00	01-201-01	01-104-02	
21	LEWIS	02/10/96 100163	03/10/96	03/30/96	SUPPLIES	37.50	.00	2.0	.00	01-201-01	01-104-01	
						370.50	.00		.00	TOTAL		370.50

GENERAL LEDGER SUMMATION

G/L NBR.	DESCRIPTION	TOTAL	COUNT	BP
01-104-01	INVENTORY - DEPT 1	220.50	3	1
01-104-02	INVENTORY - DEPT 2	150.00	1	1
01-201-01	ACCOUNTS PAYABLE TRADE	-370.50	4	1
		.00		

D.D.M.S. INC.  
P.O. BOX 507  
KELLER

BATCH REPORT OF A/P POSTINGS  
GRAND TOTALS FOR ALL BATCHES ON THIS REPORT

03/13/96  
8:33:38  
PAGE 1

GRAND TOTAL - CHARGES	370.50	PAYMENTS	.00	DISCOUNTS	.00	TOTAL	370.50
-----------------------	--------	----------	-----	-----------	-----	-------	--------

GENERAL LEDGER SUMMATION

G/L NBR.	DESCRIPTION	TOTAL	COUNT	BP
01-104-01	INVENTORY - DEPT 1	220.50	3	1
01-104-02	INVENTORY - DEPT 2	150.00	1	1
01-201-01	ACCOUNTS PAYABLE TRADE	-370.50	4	1
		.00		