



*Setting Up & Receiving  
Electronic Invoices  
ActionEmco*

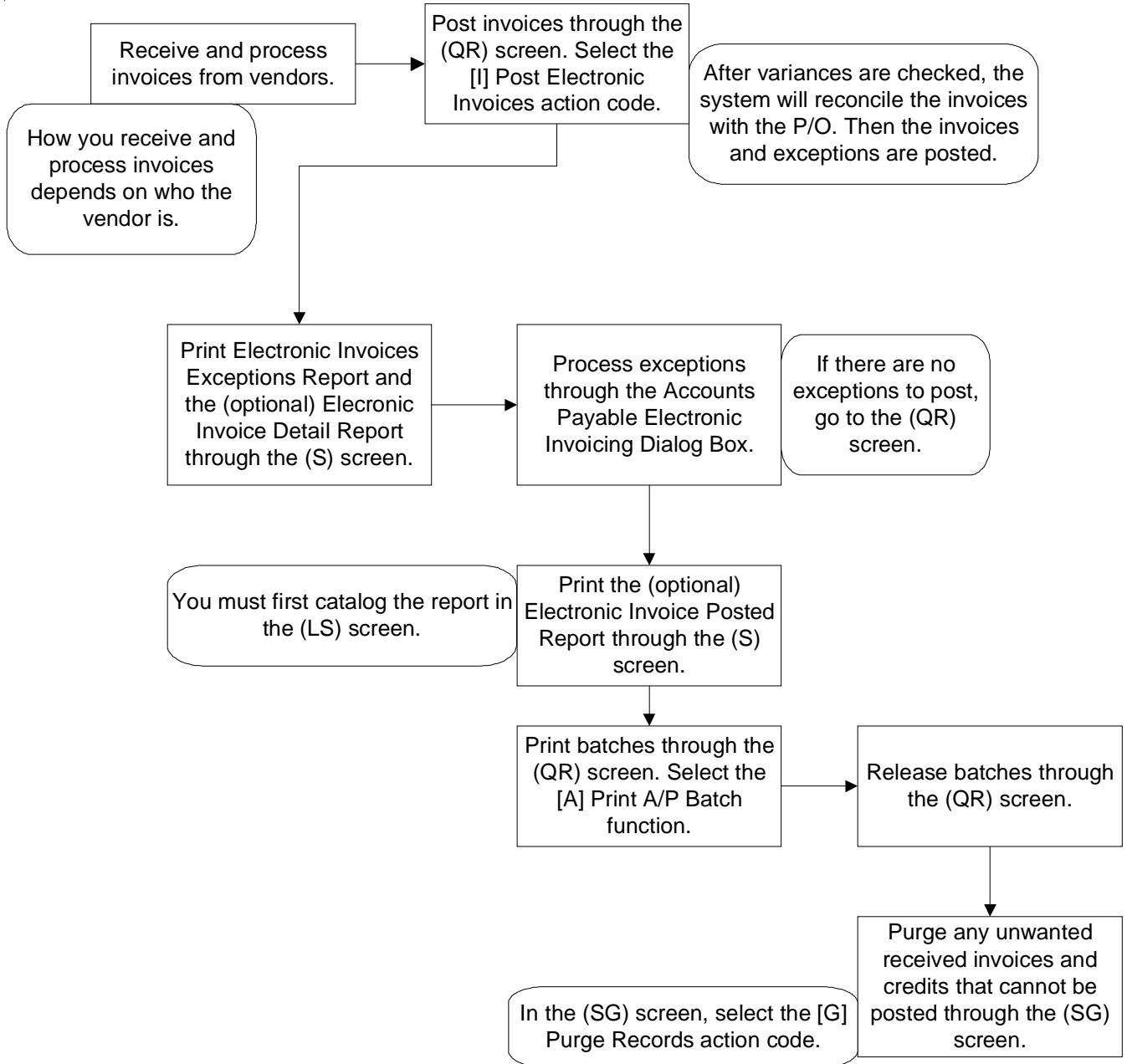
**ECi** DDMS®

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# Chart 1: The Flow of Electronic Invoicing



## Understanding Electronic Invoicing

Electronic invoicing lets dealers who are using the Electronic Data Interchange (EDI) application accept electronic invoices from vendors. This electronic link allows paperless transactions and bridges the gap between corporations that use different computer systems.

Typically, a dealer can begin using EDI with no additional hardware investment and only minimal training.

First, you set up your vendor and several EDI parameters. Then you can receive and process invoices.

Invoices are reconciled and posted through the (QR) Accounts Payable Reports screen using the [I] Post Electronic Invoices function. For posting instructions, see the handout *Posting Electronic Invoices*. It is available at [www.ddms.com/support/faq/ecommerce.htm#edi](http://www.ddms.com/support/faq/ecommerce.htm#edi), or refer to your online help.

## Before You Begin

- 1 Set up PSN. For instructions, go to [www.ddms.com/products/psn/actionemco.htm](http://www.ddms.com/products/psn/actionemco.htm).
- 2 Arrange to receive invoices.

To use Electronic Invoicing with ActionEmco, you must contact ECi with the following information:

- Your ActionEmco account number(s)
- Estimated start date for ActionEmco electronic invoicing (ActionEmco needs at least one week advance notice)
- Your technical contact's name.

ECi contacts ActionEmco with your account information.

## What You Need To Set Up

- 1 Install required software.
- 2 Set up parameters.
- 3 Build the indexes.

## Installing the Software

If you are not using version 6.1.79 or later, you must install a version update on your server. Follow the printed instructions that came with your software or go to [www.ddms.com](http://www.ddms.com) and download the installation instructions.

## Setting Up Parameters

Once the software is loaded, you must configure your system by setting parameters in the:

- (LF) Purchase Order Parameters screen
- (LF2) P/O Journals Parameters screen
- (LS) P/O Standard Reports screen
- (L6J) Emco Communications screen
- Customer window
- (SGA) Trading Partner Parameters screen
- Vendor window
- Vendor Electronic Invoice Parameters dialog box.

### Setting Up the (LF) Screen

You must set up the Build Acknowledgment Index For JOUR-PO field in the (LF) screen, shown in Figure 1. You use this field to create an index file to match the received invoices to the original P/Os.

The JOUR-P-ACK file is built when you purge your completed P/Os to the JOUR-PO file or when you reindex the JOUR-PO file from the (SR) Purchase Order Reports screen.

**Figure 1: The (LF) Purchase Order Parameters Screen**

```

11:47:13                (LF) Purchase Order Parameters                06/22/04
=====
ACTION [I] (C=Chg,I=Inq,1=Flushing,2=Journals,3=Debit Memo,4=O/E P/O's,A=ASB)
===== G/L Loc[ 1]
Next P/O #      25101      Next Debit Memo # -      Logo on P/O ?Y

PASSWORDS:  Delete ?DDMS  Release ?DDMS  Purge ?DDMS  Use Super Index Y/N ?

Round Quantities when Needed U/D/N ?U      Archive Specials during Purge Y/N ?Y
Build Ack. Index for JOUR-PO Y/N ?          Allow O/E Online Purchasing Y/N ?
Only Print P/O's that have been ENDED Y/N ?N      Call Code O/E Purchasing [ ]
Only Update I-AUX on P/O's that have been ENDED Y/N ?N
Allow Adding on to P/O's that have been ENDED Y/N ?Y
Always Display Unassigned P/O's for Items on SHORT-BUY Y/N ?
When Ordering, Display Allocated Added into the On-Hand Y/N ?N
Prompt for Using a Contract Cost on Purchase Orders Y/N ?
Prompt for Percent to Up Cost when Receiving Y/N ?
Allow Updating Wholesaler Cost if Vendor Matches Y/N ?
Receiving By Item: Add New Bar Codes Y/N ? Overs O/R/I ? Not on P/O A/I ?
Split Lines on Partial Received Quantities Y/N ?Y
Update Average Cost at Release to On-Hand Y/N ?Y
Default Selector: [PO2-F ] Printer: [2]
=====
    
```

To set up the (LF) screen:

- 1 In the (LF) screen, select the [C] Chg action code.
- 2 Tab to the Build Acknowledgment Index For JOUR-PO field. Type Y
- 3 When you finish, press Enter.

## Setting Up the (LF2) Screen

The (LF2) screen, shown in Figure 2, lets you specify the names and locations of journalized P/O files. This list is used when invoices are received via EDI from vendors.

To send invoices to A/P, each invoice must be matched to its P/O. This list is used to find P/O locations. The file JOUR-PO is searched first. If the P/O is not found, the next file on the list is searched. This second file is probably the most recent journalized file (the one from last month, for example). Enter only the journal names that are necessary. For example, to match invoices from the past three months, only enter journal names from that time period.

To set up the (LF2) screen:

- 1 In the (LF2) screen, select the [C] Change action code.
- 2 In the G/L Location field, specify the G/L location or press Enter to accept the default.
- 3 The cursor moves to the Volume field. The first field in the Journal Name column defaults to JOUR-PO. This file represents the current P/O file. Press Tab to accept the default volume, or enter the volume serial where your JOUR-PO file is located, for example, W1. Press Tab.

**Figure 2: The (LF2) P/O Journals Parameters Screen**

```

13:40:04                (LF2)  P/O JOURNALS PARAMETERS                03/05/98
-----
ACTION [I] (C-Change, I-Inquiry, N-New Journal)                G/L Location [  ]
-----
Journal Name  Volume
JOUR-PO      [W1 ]
1) [JULYPO ] [W1 ] (Newest Journal to Oldest Journal)
2) [JUNEPO ] [W1 ]
3) [MAYPO ] [W1 ]
4) [APRILPO ] [W1 ]
5) [ ] [ ]
6) [ ] [ ]
7) [ ] [ ]
8) [ ] [ ]
9) [ ] [ ]
10) [ ] [ ]
11) [ ] [ ]
12) [ ] [ ]
    
```

When adding new journals to the (LF2) screen, the P/O journal in the 1) field of the Journal Name column moves to the 2) field, the journal in the 2) field moves to the 3) field, and so on. If there is a journal in the 12) field, it moves off the list.

**Note:** You *must* specify the volume serial where your JOUR-PO file is located.

- 4 Use the Journal Name field to list your P/O files from most recent (at the top) to oldest (last on the list). You can list up to 12 journalized P/O files.

In the Journal Name field, enter the name of the P/O file to add to the list. For example, AUGPO if you have renamed your JOUR-PO from August to AUGPO.

You can continue to enter journals and their corresponding volumes. Press Tab to move the cursor from one field to the next.

- 5 When you finish, press Enter.

### Setting Up the (LS) Screen

You should catalog the selectors, INVPOS, INVDET and INVEXC in the (LS) screen so you can print the reports from the (S) Purchase Order Selectors screen. To set up the (LS) screen:

- 1 In the (LS) screen, select the [C] Change action code.
- 2 In the G/L Location field, enter the location for which to catalog the report. Press Tab until the cursor moves to a blank line.
- 3 There are three reports that you can catalog:
  - **INVPOS** is the Electronic Invoice Posted Report
  - **INVDET** is the Electronic Invoice Detail Report
  - **INVEXC** is the Electronic Invoice Exceptions Report.

**Figure 3: The (LS) P/O Standard Reports Screen**

```

15:33:10                (LS) P/O STANDARD REPORTS                05/31/01
=====
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
    
```

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With your cursor on a blank line, type the report's name, INVPOS, for example.

- 4 At the Catalog This prompt, shown in Figure 3, type Y.
- 5 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.
- 6 When you finish, press Enter to save your changes and catalog your selectors.
- 7 Press Esc twice to return to the Master Menu.

### Setting Up the (L6J) Screen

- 1 In the (L6J) screen, tab to the Emco Direct field, as shown in Figure 4. Type Y and press Enter.
- 2 Tab to the Pre-Receive Purchase Orders field. To pre-receive the order, type Y and press Enter.

**Note:** If you select to pre-receive the order, the purchase order is automatically received when the acknowledgment prints. This updates the purchase order with the acknowledgment number. When you process the electronic invoice, you can match it to this number.

- 3 Press Enter through the screen. If you press Esc before doing so, your changes are not saved.

**Figure 4: Setting Up the (L6J) Screen**

```

10:34:12                               Emco Communications Screen                               09/18/03
=====
Communication Parameters                  | Emco Parameters [ 1 ]
-----|-----
Hayes Only ?N                            Capture Log ?Y (Y/N) | Acct Id [123456] Pass [DDMS ]
Prefix ?9,                               Reliable ?Y         | Account #1 [111111] [111]
P/O Batch #12012953832                   Baud :19.2        | Account #2 [222222] [222]
On-Line #18883621080                     Baud :             | Account #3 [ ] [ ]
                                           Emco Direct ?    | Account #4 [ ] [ ]
Block Size #32 Time Out #                 Ack. Retry #     | Account #5 [ ] [ ]
Phone Line #M1                           Transmission #99981
Custom String [ ]
Order Type ?12                           File Type ?E     | Shipping Inst. N, ,I, , ,
ADOT ? W-N-L ?N Consolidated W-N-L ?    | Consumer Text R, , , ,
Multiple Drop Ships ?Y Zipcode Routing ? | Barcode ?P
Allow Backorders ?Y Ignore NDS ?Y       | ASI Label Format ?
Exc. Mfg [ ] [ ] [ ] [ ] [ ] [ ] [ ]    | Label Format [ ]
Consolidate Locations on Orders ?        | Route :R (R/S/Z) Tag [ROUTE]
Item Description on Acknowledgment ?    | Ref# :I (I/C/P) Tag [ ]
Break Page Between Each Order ?Z        | P/O# :P (C/P) Tag [P/O# ]
Pre-Receive Purchase Orders ?Y          |
Printer [P1]                             | Online Logon Id [DDMS ]
=====

```

## Setting Up the Customer Window

You must set up the following customers in the Customer window if you have not already done so:

- EDI810
- ActionEmco

### Setting Up the EDI810 Customer

The EDI810 customer stores the item alias. When an item you receive from an electronic P/O does not match any item number in your database, it goes to this item alias. You can change or delete the alias in the Item Alias dialog box.

Before you can do this, if your account numbers are automatically assigned, you must remove your Next Customer # in the (LA) Customer & A/R Parameters screen.

- 1 In the (LA) screen, select the [C] Chg action code. See Figure 5.
- 2 Tab to the Next Customer # field. Note the number in this field and save it for later.
- 3 Space through the number in the Next Customer # field, and press Enter.
- 4 Press Esc to return to the Master Menu.

To set up the EDI810 customer in the Customer window:

**Figure 5: The (LA) Customer and A/R Parameters Screen**




```

08:35:10                (LA) Customer And A/R Parameters                06/07/01
=====
Action [C] (C=Chg, I=Inq, 1=Sales, 2=A/R, 3=Statement, 4=Journals) G/L Loc [ 1]
=====
Next Customer #          Save Changes ?          Swap Name ?Y
Inc/Exc In (B) ?E      From ?P To ?P      From ? To ?      Add In (B) Y/N ?N      Status ?A
Inc/Exc In (G) ?I      From ? To ?      From ? To ?      Add In (G) Y/N ?Y      Status ?A
=====
                        PASSWORDS      =====
Reindex ?DDMS      Release ?DDMS      Purge ?DDMS      EOM ?DDMS      EOY ?DDMS
Delete ?DDMS      Credit Card ?          Mask Inquiry ?N
=====
Monthly Usage From ?G To ?Z      Quarterly Usage From ?G To ?Z



Print Copies With Original Invoice Y/N ?Y
In O/E on Customer Query, Display Shipto Address instead of Billto Y/N ?Y
In Gateway Set Shipto Name to ? (A=Add. Name, C=Add. Contact, S=Shipto Contact)
Set Dept Name to ? (B=Billto Name, A=Add. Name, C=Add. Cont., S=Ship Cont.)
Keep Service Quality Statistics for Customer Status : [A] to [Z] + [ , , , , ]
Locs.to Exclude from Service Quality Statistics [ ] to [ ] + [ , , , , ]
National Drop Ship Route [NDS ]
Auto Bill Invoices:      Print, Fax, Neither P/F/N ?N      Formats: Invoice :      Fax :
Sort Order ?N (#=Customer Nbr, N=Customer Name, R=Route, Z=Zip Code)

```

## Setting Up and Receiving Electronic Invoices — ActionEmco

- 1 From the DDMS Master Menu, double-click  .
- 2 When the Customer window opens, click .
- 3 In the Name box, enter a unique name for the EDI810 customer.
- 4 In the Acct# box, type **EDI810** and press Enter.
- 5 Click  to save your changes.

### Setting Up ActionEmco as a Customer

- 1 In the Customer window, click .
- 2 In the Name box, enter a unique name for the ActionEmco customer.
- 3 In the Acct# box, enter Emco's account number. It must match the vendor number in the Vendor window.
- 4 Click  to save your changes.
- 5 If you removed the number from the Next Customer # field in the (LA) screen when you started setting up the Customer window, follow these instructions to replace it.
  - 5.1: In the (LA) screen, select the [C] Chg action code.
  - 5.2: Tab to the Next Customer # field. Enter the number you noted previously and press Enter.
  - 5.3: Press Esc to return to the Master Menu.

### Setting Up the (SGA) Screen

You must set up the (SGA) screen with information from ActionEmco.




- 1 In the (SGA) screen, shown in Figure 6, select the [C] Chg action code.
- 2 In the Name field, enter the customer name you set up for ActionEmco in the Customer Master tab. When the correct record appears, press Enter.
- 3 In the Interchange ID Qualif field, type **12** and press Tab.
- 4 In the ID field, type **000002012959200** and press Tab.
- 5 In the Interchange Control Std field, type **U** and press Tab.
- 6 In the corresponding Version field, type **00401** and press Tab.
- 7 In the Receivers Code ID field, type **000002012959200** and press Tab.

- 8 In the Test Indicator field, type **P** to send a productive transmission instead of a test and press Tab.
- 9 In the 1: field, type **4** and press Tab.
- 10 In the Interchange Control field, type **10000** and press Tab.
- 11 In the Group Control field, type **20000** and press Enter.

## Setting Up the Vendor Window

You must set up an ActionEmco vendor in the Vendor Master tab before you can receive electronic invoices from ActionEmco.

To set up the ActionEmco vendor:

- 1 From the DDMS Master Menu, double-click  .
- 2 When the Vendor window opens, click  . The cursor moves to the Vendor # box.
- 3 Enter the vendor number from the Acct# box in the Customer window.
- 4 In the Name box, type **EMCO**.
- 5 Click  to save your changes.

## Setting Up the Vendor Electronic Invoice Parameters

You must set up the vendor electronic invoice parameters, shown in Figure 7,

**Figure 6: The (SGA) Trading Partner Parameters Screen**

```

13:53:53          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          09/18/03
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :EMCO          Account #          EMCO Dept :
-----
EDI VAN :
Interchange ID Qualif :12 ID :000002012959200
Auth. Info Qualif.   : Info :
Security Info Qualif. : Info :
Interchange Control Std :U Version :00401
Receivers Code Id    :000002012959200
Responsible Agency Code :
Version :
Test Indicator :P (T/P) Buy Unit : (S/M/W)
Acknowledgement : Customer Ref :
Release/Contract : 1:F 2:
Round Quantities when Needed U/D/R ? Seg Term:
-----
Auto Send : (Y/N)
Negate Credit Inv. :
Use Received Price : (Y/N)
Using 810 :
Using 855 :
Auto 850 Sendfile :
Default Selector :
Interchange Control# 10000
Group Control # 20000
===== AOPD Use Only =====
Contract #
Location #
Contracting Dealer #
Reports Used :
-----
** ENTER KEYS OR <?> FOR HELP !!
    
```

## Setting Up and Receiving Electronic Invoices — ActionEmco

before using electronic invoicing.

- 1 From the DDMS Master Menu, double-click




- 2 In the Vendor # box, type the vendor number for ActionEmco. When you do, the vendor name displays, and the Code and general ledger boxes are completed.

---

**Notes:** The Code box shows the vendor code for the specified vendor. The Expense G/L # box shows the specified vendor's G/L account number.

---

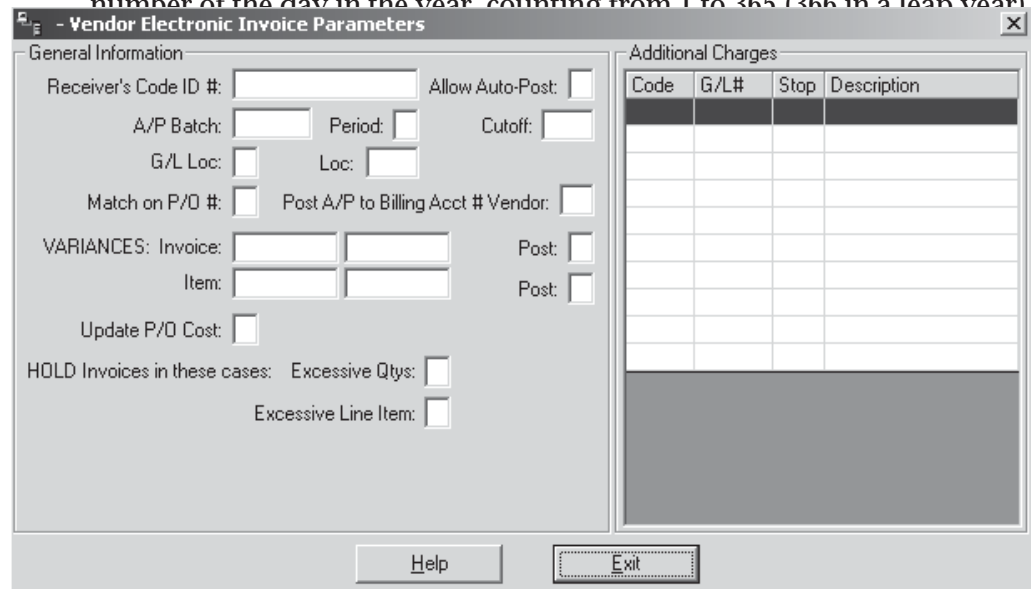
- 3 After you retrieve the correct vendor, click . The Vendor Electronic Invoice Parameters dialog box opens.
- 4 In the Receivers Code ID box, enter the number from the Receivers Code ID field in the (SGA) screen for ActionEmco, for example, 000002012959200. This number comes from ActionEmco.
- 5 In the Allow Auto Post box, type Y to automatically post invoices to A/P. Type N to disable auto-posting.

---

**Note:** For the following parameters to work, you must specify Y in the Allow Auto Post box.

---

- 6 In the A/P Batch box, enter the batch number to which to post invoices. If you leave this field blank, the batch number is the Julian date, which is the number of the day in the year, counting from 1 to 365 (366 in a leap year).

A screenshot of a software dialog box titled "Vendor Electronic Invoice Parameters". The dialog is divided into two main sections: "General Information" and "Additional Charges".  
The "General Information" section contains several input fields and checkboxes:

- Receiver's Code ID #: [text box]
- Allow Auto-Post:
- A/P Batch: [text box]    Period:     Cutoff: [text box]
- G/L Loc:     Loc: [text box]
- Match on P/O #:     Post A/P to Billing Acct # Vendor:
- VARIANCES: Invoice: [text box]    Post:
- Item: [text box]    Post:
- Update P/O Cost:
- HOLD Invoices in these cases: Excessive Qty's:
- Excessive Line Item:

The "Additional Charges" section is a table with the following columns: Code, G/L#, Stop, and Description. The table is currently empty.  
At the bottom of the dialog, there are two buttons: "Help" and "Exit".

**Figure 7: The Vendor Electronic Invoice Parameters Dialog Box**

## Setting Up and Receiving Electronic Invoices — ActionEmco

For example, the Julian date for January 31 is 31, and the Julian date for December 31 is 365, except in a leap year, when the Julian date is 366.

- 7 In the Period box, specify to which business period to post electronic invoices.
  - Type **C** to post them in the current business period. Go to **Step 8**.
  - Type **I** to post them by the invoice date.
  - Type **P** to post them by the purchase order receiving date.
- 8 In the Cutoff box, specify the last day to post to a previous business period for invoice date or purchase order receiving date. The Cutoff box only applies if you specified **I** or **P** in the Period field.

The date entered in the Cutoff box is up to and including the date specified. This only works for invoices from the previous month.

Suppose you receive an invoice dated July 29. Today is August 7. If you specify **I** in the Period box and 10 in the Cutoff box, the invoice posts to the prior business period. If today is August 11, though, the invoice posts to the current business period.

If the Cutoff box is blank, the invoice posts to the prior business period.
- 9 In the G/L Loc box, you can specify the location to which to post when using auto-posting.
  - Type **P** to post to the location in the JOUR-PO file for purchase order lines. Go to **Step 11**.
  - Type **M** to post to the location assigned to the terminal from which you are posting (the master location). Go to **Step 11**.
  - Type **L** to enter the location to which to post.
- 10 In the corresponding Loc box, enter the location to which to post, only if you set the G/L Loc box to L. Otherwise, leave this box blank.
- 11 Use the Match On P/O # box to specify whether to match the invoice by acknowledgment number, to match by P/O, or not to match at all.
  - Type **Y** to match on the P/O number.
  - Type **N** to match the invoice on the acknowledgment number but not the P/O number. If you are receiving invoices from a wholesaler, type **N**.
  - Type **O** to post the invoice without matching on anything at all.
- 12 Post A/P To Billing Acct # Vendor box lets you post invoices received to an account for ActionEmco. This account is set up in the Acct # box in the Vendor Master tab. This means you can post invoices to the vendor

account number that created the purchase order.

- Type **Y** to post invoices to the vendor account that created the P/O.
- Type **N** if you are not posting invoices to the vendor account that created the P/O.

---

**Notes:** The vendor's account number on the invoice must match the vendor's account number in the Acct # box in the Vendor Master tab to post this invoice to the proper vendor.

The index is built using the combination of the Vendor # and Acct # boxes in the Vendor Master tab.

---

**13** Using the Variances:Invoice boxes, you can specify which invoice total differences to automatically post to A/P.

There are three ways to determine whether an invoice's variance is acceptable or is an exception: by dollar amount, by the percentage of the invoice total, or both. If the invoice total exceeds the acceptable variance, an exception is created for the invoice. The invoice posts according to your response in the corresponding Post field. If the invoice is within the acceptable variance, it posts automatically.

Some price differences between you and the vendor are too small to worry about. However, you should track the larger price differences.


To set an invoice variance:

- 13.1:** In the first Invoice box, enter the largest percentage of an invoice total that is an acceptable variance. If the vendor's bill exceeds your expected charge by more than this percentage, an exception is created for this invoice.
- 13.2:** In the second Invoice box, enter the highest dollar amount that is an acceptable variance. If the variance is greater than this amount, an exception is created for this invoice.
- 13.3:** In the corresponding Post box, specify whether to post invoices with variances.
- Type **Y** to post every invoice outside the variance.
  - Type **N** if you are not posting invoices outside the variance.
  - Type **U** to post the invoice only if the difference is less than the P/O.

**14** Using the Variances:Item boxes, you can specify which unit price differences automatically post to A/P.

You can determine whether unit price differences are acceptable or exceptions by dollar amount, by the percentage of the unit price, or both. If the unit price exceeds the acceptable variance, an exception is created. The invoice posts according to your response in the corresponding Post box. If the unit price is within the acceptable variance, the invoice posts automatically.

To set a unit price variance:

- 14.1:** In the first Item box, enter the largest percentage of the unit price that is an acceptable variance. If the vendor's unit price exceeds your expected unit price by more than this, an exception is created.
- 14.2:** In the second Item box, enter the greatest dollar amount that is an acceptable variance. If the variance is greater than this, an exception is created.
- 14.3:** In the corresponding Post box, specify whether to post invoices with variances.
- Type **Y** to post every invoice outside the variance.
  - Type **N** if you are not posting invoices outside the variance.
  - Type **U** to post invoices only if the difference is less than the P/O.
- 15** Use the Update P/O Cost box to determine whether to update the journal cost in the JOUR-PO file. The cost is only updated if there are no variances specified or if the cost falls within the variances specified.
- Type **Y** to update the purchase order cost.
  - Type **N** if you are not updating the purchase order cost.
- 16** In the Hold Invoices In These Cases: Excessive Qtys box, specify whether to automatically post invoices when the invoice quantity is greater than the received quantity on the P/O.
- Type **Y** to automatically hold the invoices when the invoice quantity is greater than the received quantity on the purchase order.
  - Type **N** to post the invoices even when the invoice quantity is greater than the received quantity on the purchase order.
- 17** When you finish, click Exit to return to the Vendor window.
- 18** In the Vendor window, click  to save your changes.

## Building the Indexes

You must build indexes to incorporate the information you added.

- 1 Build the C-EDI Index.

## Setting Up and Receiving Electronic Invoices — ActionEmco

- 1.1:** In the (A) Customer Master screen, select the [R] Reindex action code.
- 1.2:** At the Enter Desired Function prompt, type **C**
- 1.3:** At the Are You Sure prompt, type **Y**
- 2** Build the PO Acknowledgment Index.
  - 2.1:** In the (SR) screen, select the [R] Reindex action code.
  - 2.2:** In the Reindex field, type **Y**
  - 2.3:** In the Purge Purchase Orders From File field, type **JOUR-PO** to reindex your JOUR-PO file. Press Tab.
  - 2.4:** In the Vol field, enter the correct volume for your JOUR-PO file and press Enter.
  - 2.5:** At the Are You Sure prompt, type **Y**
- 3** Build the V-EIP Index.
  - 3.1:** In the (C) Vendor Master screen, select the [R] Reindex action code.
  - 3.2:** Enter your password, if required.
  - 3.3:** At the Are You Sure prompt, type **Y**

## Using Electronic Invoicing

You can receive files from ActionEmco and post electronic invoices.

### Receiving Files from ActionEmco

Use the (SR) screen to receive batch files, as shown in Figure 8.

- 1** In the (SR) screen, select the [I] Receive Electronic Invoices function.
- 2** In the Who field, type **J** for ActionEmco.
- 3** The Location field shows the G/L location parameter from the (L6J) screen. Each G/L location can be set up with different ActionEmco accounts. Press Tab to accept the default, or enter another location number.
- 4** In the Printer field, enter the logical name of the modem to transmit the P/O. To accept the default modem, press Tab. The default comes from the (L6J) screen.
- 5** In the Copies field, press Enter.
- 6** At the Are You Sure prompt, type **Y**

## Posting Electronic Invoices

Invoices are reconciled and posted through the (QR) screen and exceptions are processed through the Accounts Payable Posting window. For complete instructions for processing electronic invoices, see *Posting Electronic Invoices*, available at [www.ddms.com/support/faq/ecommerce.htm#edi](http://www.ddms.com/support/faq/ecommerce.htm#edi), or refer to your online help.

**Figure 8:  
Receive  
Electronic  
Invoices in the  
(SR) Purchase  
Order Reports  
Screen**

```

13:41:24          (SR) Purchase Order Reports rev. (05/21/01)          07/03/01
=====
A. Print P/O's.   P/O Form Format Y/R/B/S ?   Past Due Y/N ?   Outstanding Y/N ?

B. Transmit P/O To Vendor          Send Special Codes ?
C. Receive P/O Transmission From Vendor.          A=Azerty   F=United
D. Print P/O Receipts From Vendor.   Delete File Y/N ?   C=Sparco   G=Horizon
F. Talk To Wholesaler.              Who ?J D=Daisytek J=Emco
I. Receive Electronic Invoice.       Regional Wholesaler ?. E=Whl-Grp X=OPDX

E. Backorder Reports.              Short Buy Report Y/N ?
   Keep Short Buy File for P/O's ?   Print All ?   Match Against P/O's A/E ?
M. Debit Memo Report.
P. Purge Purchase Orders.          Archive Purge to Journal Y/N ?
   From File [PO-MASTER ] Vol. [IN??]          E=Dept
   To File [JOUR-PO   ] Vol. [IN??]          S=Slsm   P=Prefix   V=Vendor
                                          S=Slsm   R=Route   N=Item Nbr
R. Inquire or Report on Archive   Reindex Y/N ?.   C=Cust   L=Class   I=Invoice
                                          Sort Codes 1( ), 2( ), 3( )

   P/O Numbers #           To #
   Vendor Nbr  #           To #
Request [I]   Location ? 1   Printer ?PA   COPIES ? 1   Totals Only ?N Y/N
ARE YOU SURE Y/N ?Y
    
```

**Setting Up and Receiving Electronic Invoices — ActionEmco**