



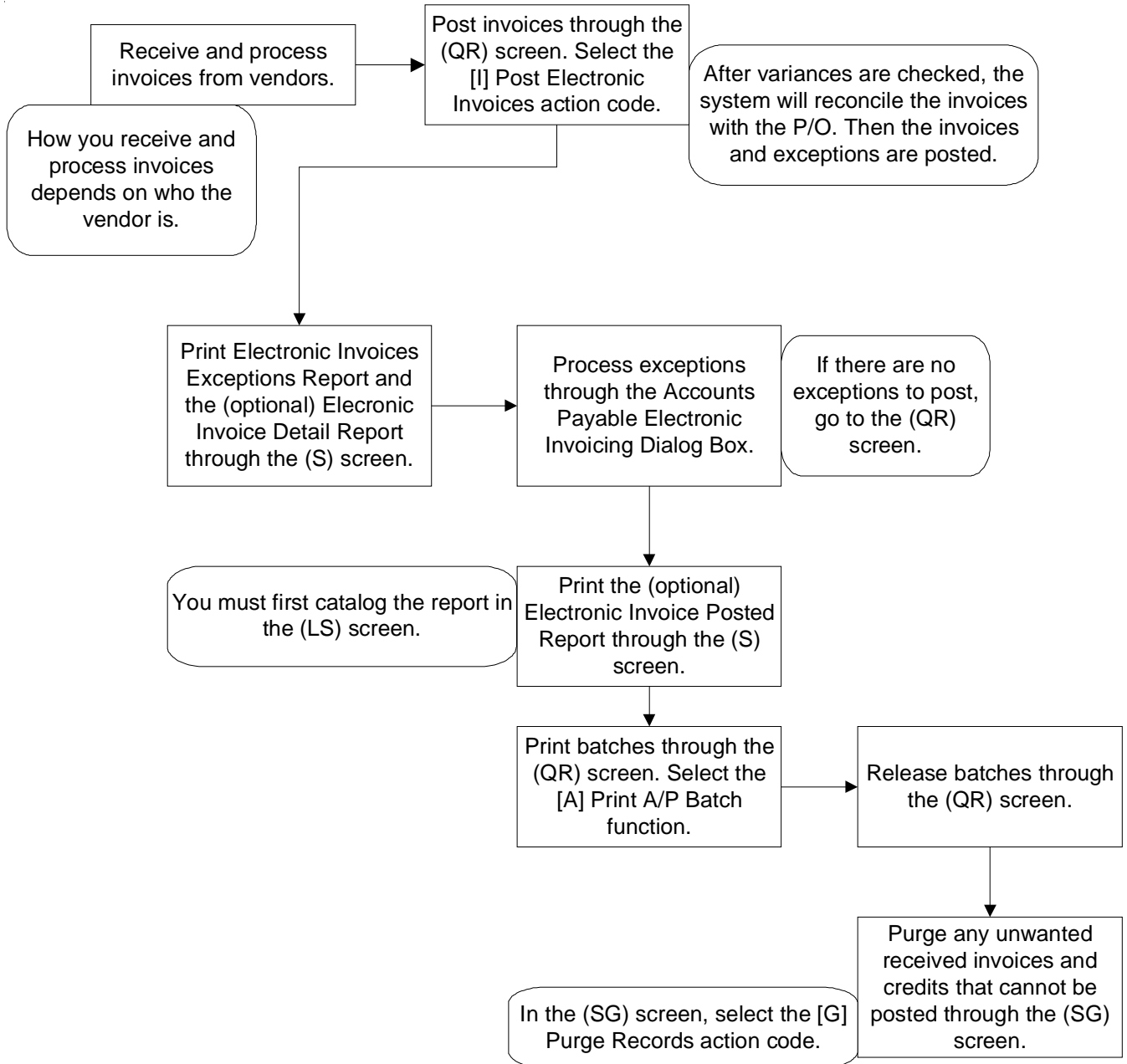
*Setting Up & Receiving  
Electronic Invoices*

*Arlington*

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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.

Getting started with EDI is easy. Most new users require no additional hardware and only minimal training.

First, you set several parameters, then set up Arlington as a customer and a vendor. Once setup is complete, invoices are received and automatically processed in one step through the (SR) Purchase Order Reports screen using the [I] Receive Electronic Invoices function.

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).

## Before You Begin

- 1 You must be set up for PSN. See the handout *Phase I: Setting Up PSN*. It is available at [www.ddms.com/support/doc/psn.htm](http://www.ddms.com/support/doc/psn.htm). For help setting up Arlington-specific PSN parameters, see *Phase II: Setting Up and Using the Arlington PSN for DDMS*. It is available at [www.ddms.com/Resources/Doc/PSN/arlingtonpsn.pdf](http://www.ddms.com/Resources/Doc/PSN/arlingtonpsn.pdf).

- 2 Arrange to receive invoices.

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

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

ECi contacts Arlington with your account information. Arlington then gives ECi your customer password. ECi passes this information back to you.

## What You Need To Set Up

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

## Setting Up Your Parameters

Once the software is loaded, you must configure your system by setting pa-

rameters. To access the parameter screens in DDMS, double-click



then . Set parameters in the following:

- (LF) Purchase Order Parameters screen
- (LF2) P/O Journals Parameters screen
- (LS) P/O Standard Reports 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 against the original purchase orders.

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

```

11:47:13                (LF) Purchase Order Parameters                06/22/04
=====
ACTION [C] (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 Y          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]
=====
    
```

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

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, shown in Figure 1, and 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 the invoices to A/P, each invoice must be matched to its P/O(s). This list is used to find P/O locations. The file JOUR-PO is searched first. If the P/O(s) 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 on invoices from the past three months, only enter the journal names from that time period.

**Note:** The information in this screen only applies if you set the Match On P/O # box in the Vendor Electronic Invoice Parameters dialog box to Y or N.

*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.*

**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 [ 1 ]
-----
Journal Name  Volume
JOUR-PO      [W1 ]
1) [AUGPO ] [W1 ] (Newest Journal to Oldest Journal)
2) [JULYPO ] [W1 ]
3) [JUNEPO ] [W1 ]
4) [MAYPO ] [W1 ]
5) [APRILPO ] [W1 ]
6) [ ] [ ]
7) [ ] [ ]
8) [ ] [ ]
9) [ ] [ ]
10) [ ] [ ]
11) [ ] [ ]
12) [ ] [ ]
-----
    
```

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 general ledger 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 purchase order 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.

---

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

---

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

In the Journal Name field, enter the name of the P/O file to add to the list. For example, you might have renamed your JOUR-PO from August to AUGPO. To add that file to the list, you would enter 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 you can catalog:

**INVPOS**      Electronic Invoice Posted Report

**INVDET**      Electronic Invoice Detail Report

**INVEXC**      Electronic Invoice Exceptions Report

## Setting Up and Receiving Electronic Invoices — Arlington

With your cursor on a blank line, type the report's name, INVPOS, for example. See Figure 3.

- 4 The selector name and title appear at the bottom of the screen, along with the Catalog This prompt. 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.

- 5 Continue this process until you finish cataloging selectors, then press Enter. For example, you would now type INVDET, then INVEXC. When you finish, the cursor returns to the Action field.

---

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

---

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

### Setting Up the Customer Window

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

- EDI810
- Arlington

The EDI810 customer's account number is EDI810. The Arlington customer's account number is ARLINGTON.

**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
```

## Setting Up the EDI810 Customer

The EDI810 customer record stores an 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 4.
- 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.
- 4 In the Allow Manual Input Parameter field, type Y and press Enter.
- 5 Press Esc to return to the Main Menu.




**Figure 4: The (LA) Customer and A/R Parameters Screen**

```



14:49:42                (LA) Customer And A/R Parameters                04/15/05
=====
Action [C] (C=Chg,I=Inq,1=Sales,2=A/R,3=Statement,4=Jour,5=Deposit) G/L Loc [ 1]
=====
Next Customer #          Allow Manual Input ?N Save Changes ?N Swap Name ?Y
Inc/Exc In (B) ?I From ? To ? From ? To ? Add In (B) Y/N ?N Status ?A
Inc/Exc In (G) ?I From ? To ? From ? To ? Add In (G) Y/N ?N Status ?A
Passwords: Reindex ?DDMS Release ?DDMS Purge ?DDMS EOM ?DDMS
           Delete ?DDMS Credit Card ? Mask Inquiry ?N EOY ?DDMS
Monthly Usage From ?M To ?M Quarterly Usage From ?Q To ?Q
Print Copies With Original Invoice Y/N ?Y National Drop Ship Route [NDS ]
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 [ ] + [ , , , , ]
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)
Only Bill Auto-Bill records that have a Quantity greater than Zero Y/N ?
Create Line Item Special from Auto-Bill Remarks Y/N ?
Advanced Customer Queries Y/N ? Suite instead of Street on Queries Y/N ?
Show Master Shipto's if none on Dept. Y/N ?
    
```

## Setting Up and Receiving Electronic Invoices — Arlington

To set up the EDI810 Customer:

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

### Setting Up Arlington as a Customer

- 1 In the Customer window, click .
- 2 In the Acct# box, type **ARLINGTON**.
- 3 In the Name box, enter a unique name for the Arlington customer.
- 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 now.
  - 5.1: In the (LA) screen, select the [C] Chg action code.

**Figure 5: The (SGA) Trading Partner Parameters Screen**

```



15:38:39          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          04/08/05
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :ARLINGTON          Account # ARLINGTON Dept :
                          KELLER                      TX
                          817- -
-----
EDI VAN :
Interchange ID Qualif  :12  ID :8473621001
Auth. Info Qualif.    :   Info :
Security Info Qualif. :   Info :
Interchange Control Std :U  Version :00401
-----
Receivers Code Id      :8473621001
-----
Responsible Agency Code :X
                          Version :004010
-----
Test Indicator  :P (T/P)  Buy Unit   : (S/M/W) | Contract #....
Acknowledgement :          Customer Ref :      | Location #.....
Release/Contract: 1: 2:      | Contracting Dealer #...
Round Quantities when Needed U/D/R ? Seg Term:~~| Reports Used :.
-----
** ENTER DATA OR <?> FOR HELP !!

```

- 5.2: Tab to the Next Customer # field. Enter the number you noted previously and press Tab.
- 5.3: In the Allow Manual Input Parameter field, type N and press Enter.
- 5.4: Press Esc to return to the Main Menu.

## Setting Up the (SGA) Screen

You must set up the (SGA) screen for Arlington.

- 1 In DDMS, double-click  , then double-click  .  
Reports Menu Custom P/O
- 2 The (S) Purchase Order Selectors screen opens. Type ? in the Selector field and press Enter.
- 3 At the Program Selection prompt, quickly type **SG**. (If you type it too slowly, the (S) screen reopens.)
- 4 The (SG) EDI Communications Screen opens. In the Action field, type **A**.
- 5 In the (SGA) screen, type **C** in the Action field.
- 6 Tab to the Account # field, type **ARLINGTON** and press Enter.
- 7 At the Correct Record prompt, press Enter.
- 8 Tab to the Interchange Id Qualif field and type **12**.
- 9 In the ID field, type **8473621001**
- 10 Tab to the Interchange Control Std field and type **U**
- 11 In the Version field, type **ØØ4Ø1**
- 12 In the Receivers Code Id field, type **8473621001** and press Tab.
- 13 In the Responsible Agency Code field, type **X**
- 14 In the Version field, type **ØØ4Ø1Ø**
- 15 Tab to the Test Indicator field and type **P**
- 16 Tab to the Seg Term field and type ~~, as shown in Figure 5.

---

**Note:** The tilde (~) key is located in the upper left corner of most keyboards.

---

- 17 In the Interchange Control field, type **1** and press Tab.
- 18 In the Group Control field, type **1** and press Enter.

---




*When working in any text-based screen, remember to use your Caps Lock key.*

---

## Setting Up the Vendor Window


You must set up an Arlington vendor in the Vendor window before you can receive electronic invoices from Arlington.

To set up the Arlington vendor in the Vendor window:

- 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 **Arlington**.
- 5 Click  to save your changes.

## Setting Up the Vendor Electronic Invoice Parameters

You must set up the Vendor Electronic Invoice Parameters dialog box for Arlington and for every vendor who sends you invoices through Arlington.


- 1 From the DDMS Master Menu, double-click  .
- 2 In the Vendor # box, type the vendor number for Arlington. 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, if it is set up.

---

- 3 After you retrieve the correct vendor, click  . The Vendor Electronic Invoice Parameters dialog box opens. See Figure 6.
- 4 In the Receivers Code ID box, enter the number from the Receivers Code ID field in the (SGA) screen for Arlington. This number comes from the vendor.
- 5 In the Allow Auto Post box, type **Y** to automatically post invoices to A/P. Type **N** to disable auto-posting.



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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 (preferred). 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 The Post A/P To Billing Acct # Vendor box lets you post invoices received to an account for Arlington. 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 **I** to post invoices to the manufacturer's account instead of Arlington. For this to work, you must set up each manufacturer in the Vendor Electronic Invoice Parameters dialog box. You must also enter the Receiver's Code ID in the Receiver's Code ID box. (This information comes from Arlington.) If the manufacturer is not set up properly, the invoice posts to the Arlington account.
  - 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 box. 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.

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- 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 Qty's 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. (This is recommended for wholesalers.)
  - Type **N** to post the invoices even when the invoice quantity is greater than the received quantity on the purchase order. (This is recommended for manufacturers.)
- 17** In the Hold Invoices In These Cases: Excessive Line Item box, specify whether to automatically post invoices when there is at least one item on the invoice that is not on the purchase order. In other words, when there are more items on the invoice than on the purchase order.
- Type **Y** to automatically hold the invoices when there are items on the invoice that are not on the purchase order. Invoices post only if the totals on the P/O match the invoice totals. (This is recommended.)
  - Type **N** to post the invoices, even if there are items on the invoice that are not on the purchase order. All invoices with totals that match the P/O totals are posted, show up as a Q exception and no aliases are added for mismatched items.
- 18** The Additional Charges: Code box specifies surcharges. For example, there may be charges for wrap-n-label, freight, and small orders. These codes are predefined by the vendor.

In the Code boxes, you can specify up to 10 three-character codes that correspond to charges from the vendor. For example, the vendor may assign freight charges a type code of D200.

The first Code box (blank) is for charges that do not fit in other codes.

- 19** In the Additional Charges: G/L # box, specify the general ledger account to which to post this charge. For example, in the Code box, we entered the code of D200 for freight. In this box, you would enter the G/L# for freight.
- 20** In the Additional Charges: Stop box, specify how to post transactions for each general ledger account.
  - Type **Y** to treat the transaction as an exception rather than automatically posting it.
  - Type **N** to automatically post the charge.
  - Type **E** to automatically post the charge and report the transaction as an exception.
- 21** The Additional Charges: Description box is user-defined. You use this box to enter a description of the type code. Using the previous example, you would enter **Freight Charge** in the description box.
- 22** When you finish, click Exit to return to the Vendor window.
- 23** When the cursor returns to the Vendor window, click  to save your changes.

## Building the Indexes

You must build indexes to incorporate the information you added to DDMS.

- 1** Build the C-EDI Index.
  - 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**

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### 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**, as shown in Figure 7.
- 2.3:** In the Purge Purchase Orders From File field, make sure the file name is JOUR-PO. This reindexes your JOUR-PO file. Press Enter.

---

**Note:** If the file name is not JOUR-PO, type JOUR-PO, press Tab and type the correct volume for your JOUR-PO file. Press Enter.

---

- 2.4:** 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**

**Figure 7:**  
**Building the**  
**P/O**  
**Acknowledgment**  
**Index**

```

10:50:14          (SR) Purchase Order Reports  rev. (12/16/04)          07/29/05
=====
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  G=Horizon
D. Print P/O Receipts From Vendor.  Delete File Y/N ?.  C=Sparco  J=Emco
E. Talk To Wholesaler.          Who ?.  D=Daisytek  O=Lagasse
I. Receive Electronic Invoice.  Regional Wholesaler ?.  E=Whl-Grp  R=Synnex
          F=United

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 [JOUR-PO ] Vol. [W1 ]          E=Dept
  To File [ ] Vol. [ ]          D=Date  P=Prefix  V=Vendor
          S=Slsm  R=Route  N=Item Nbr
R. Inquire or Report on Archive  Reindex Y/N ?Y  C=Cust  L=Class  I=Invoice
S. Compare Vendor Purchases with Daisytek  Sort Codes  1(.), 2(.), 3(.)

P/O Numbers  #.....  To #.....
Vendor Nbr   #.....  To #.....
Request [R]  Location ? 1  Printer ?P1  COPIES ? 1  Totals Only ?N Y/N

```



## 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, 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).