Setting Up & Receiving Electronic Invoices

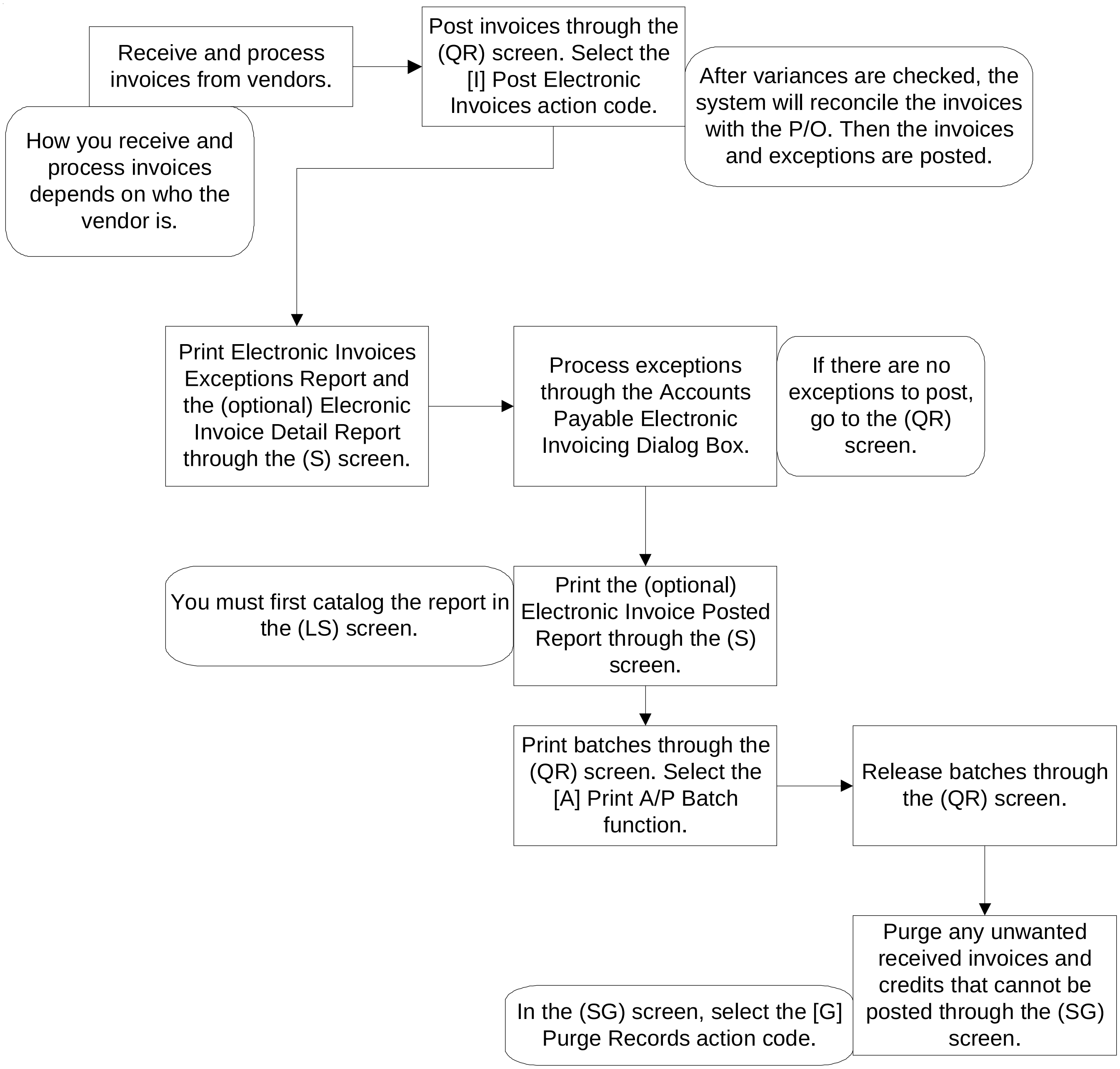
Azerty

ECi DDMS®

June 2008 Item # H-AZELINV

Contents

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 up your vendor and several EDI parameters. Then you can receive and process invoices through the (SG) EDI Communications Screen.

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.

Before You Begin

1. You must have a transmission or wholesaler modem.
2. Arrange to receive invoices.

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

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

   ECi contacts Azerty with your account information. Azerty then gives ECi your customer password. ECi passes this information back to you.
3. Connect a communications modem to your system.

   You can use the same modem you use to transmit P/Os.

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 and download the installation instructions.

Setting Up Parameters

Once the software is loaded, you must configure your system by setting parameters in the following screens.

- Set up the (LF) Purchase Order Parameters screen
- Set up the (LF2) P / O Journals Parameters screen
- Set up the (LS) P / O Standard Reports screen
- Set up the Customer window
- Set up the (SGA) Trading Partner Parameters screen
- Set up the Vendor window
- Set up the 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 purchase orders.

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.

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]
================================================================================
```

2 Tab to the Build Acknowledgment Index for JOUR-PO field 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 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.

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: 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.

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.

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)  [JULYPO    ]  [W1  ]  (Newest Journal to Oldest Journal)
 2)  [JUNEPO    ]  [W1  ]
 3)  [MAYPO     ]  [W1  ]
 4)  [APRILPO   ]  [W1  ]
 5)  [          ]  [    ]
 6)  [          ]  [    ]
 7)  [          ]  [    ]
 8)  [          ]  [    ]
 9)  [          ]  [    ]
10)  [          ]  [    ]
11)  [          ]  [    ]
12)  [          ]  [    ]

-----------------------------------------------------------------------------------
```

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

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.

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 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 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.

7 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
- Azerty.

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 Parametersscreen.

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, and press Enter.

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
```

4 Press Esc to return to the Main Menu.

To set up the EDI810 Customer:

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 Azerty as a Customer

1 In the Customer window, click .

2 In the Name box, enter a unique name for the Azerty customer.

3 In the Acct# box, enter Azerty'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 now.

Figure 4: 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)
```

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 Main Menu.

Setting Up the (SGA) Screen

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

1. In the (SGA) screen, select the [C] Chg action code. See Figure 5.
2. In the Name field, enter the name you set up for Azerty in the Customer window. Press Enter. When the correct record appears, press Enter.

Note: For details on setting up Azerty as a customer, refer back to **Setting Up Azerty as a Customer.**

---

3. In the Interchange ID Qualif field, type **01** and press Tab.
4. In the ID field, type **018978783Z** 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 **018978783Z** and press Tab.
8. In the Responsible Agency Code field, type **X** and press Tab.
9. In the corresponding Version field, type **004010** and press Tab.
10. In the Test Indicator field, type **P** to send a productive transmission instead of a test. Press Tab.

Figure 5: The (SGA) Trading Partner Parameters Screen

```
14:18:42        (SGA) TRADING PARTNER PARAMETERS REV. (07/14/02)        02/10/03
--------------------------------------------------------------------------------
 Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
--------------------------------------------------------------------------------
Name :AZERTY                         Account #    AZERTY Dept :
                                        KELLER                         TX
                                         817-   -
--------------------------------------------------------------------------------
EDI VAN  :                                          Auto Send          :    (Y/N)
Interchange ID Qualif  :01  ID :018978783Z          Negate Credit Inv. :
Auth. Info Qualif.     :    Info :                  Use Received Price :    (Y/N)
Security Info Qualif.  :    Info :                  Using 810          :
Interchange Control Std :U  Version :00401          Using 855          :
                                                    Auto 850 Sendfile  :
Receivers Code Id       :018978783Z                 Default Selector   :
                                                    Interchange Control#
Responsible Agency Code :X                          Group Control      #
                Version :004010                     ======= AOPD Use Only =======
Test Indicator  :P (T/P)  Buy Unit     :  (S/M/W) | Contract #
Acknowledgement :         Customer Ref :          | Location #
Release/Contract:         1:4  2:                 | Contracting Dealer #
Round Quantities when Needed U/D/R ?  Seg Term:   | Reports Used :
--------------------------------------------------------------------------------
** ENTER DATA OR <?> FOR HELP !!
```

11 Tab to the 1: field. This field lets you process consolidated invoicing. Type **4** and press Enter.

Setting Up the Vendor Window

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

To set up the Azerty vendor in the Vendor window:

1. From the DDMS Main 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 **AZERTY**.
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 6, before using electronic invoicing.

1. From the DDMS Master Menu, double-click 

.
2. In the Vendor # box, type the vendor number for Azerty. 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 Azerty, for example, 018978783Z. This number comes from Azerty.
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 Azerty invoices.

If you leave this box 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). 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 9**.
- 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 box.

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 specifiy 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.

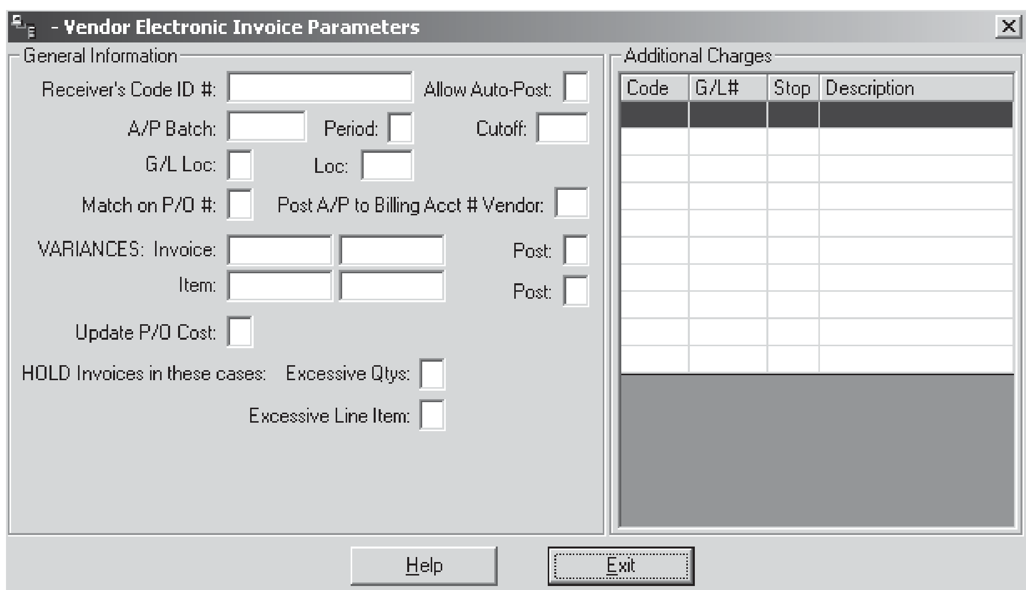


Figure 5: The Vendor Electronic Invoice Parameters Dialog Box

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 The Post A / P To Billing Acct # Vendor box lets you post invoices received to an account for Azerty. 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.

Note: 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.

Note: 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.

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 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.
- 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 400.

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

The following is a list of the codes and their descriptions to use in the Additional Charges boxes. Enter the code in the Code box and the description information in the Description box.

Code	**Description**
027	Gift Wrap Charge
400	Freight
685	Drop Ship Charge
690	Wrap & Label

DTC	Desk Top Delivery Charge
IDL	Inside Delivery Charge
MAD	Minimum Order Charge
MSG	Miscellaneous Charge
SAE	Shrink Wrap Charge
SAH	Stenciling Charge
SCG	Small Order
TAX	Tax

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 400 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**

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, 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**

Using Electronic Invoicing

You can receive files from Azerty and post electronic invoices.

Receiving Files from Azerty

Use the (SR) screen to receive batch files, as shown in Figure 7. If you already download invoices from United, you can skip this section.

1 In the (SR) screen, select the [I] Receive Electronic Invoices function.

2 In the Who field, type **F**

Figure 7: Receive Electronic Invoices in the (SR) Purchase Order Reports Screen

```
13:12:36         (SR) Purchase Order Reports  rev. (06/26/03)          01/26/04
================================================================================
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 ?F D=Daisytek J=Emco
I. Receive Electronic Invoice.    Regional Wholesaler ?. E=Whl-Grp  R=Synnex

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. [W1  ]                            E=Dept
         To File [JOUR-PO   ] Vol. [W1  ]          D=Date    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
S. Compare Vendor Purchases with Daisytek          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
```

3 The Location field shows the G/L location parameter you set in the (L6A) Azerty Communications screen. Each G/L location can be set up with different Azerty 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 use to transmit the purchase order(s). To accept the default modem, press Tab. The default is set in the (L6A) 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. Complete instructions for processing electronic invoices are contained in the handout *Posting Electronic Invoices*. It is available at www.ddms.com/support/faq/ecommerce.htm#edi.