

*Setting Up & Receiving
Electronic Invoices
is.group*

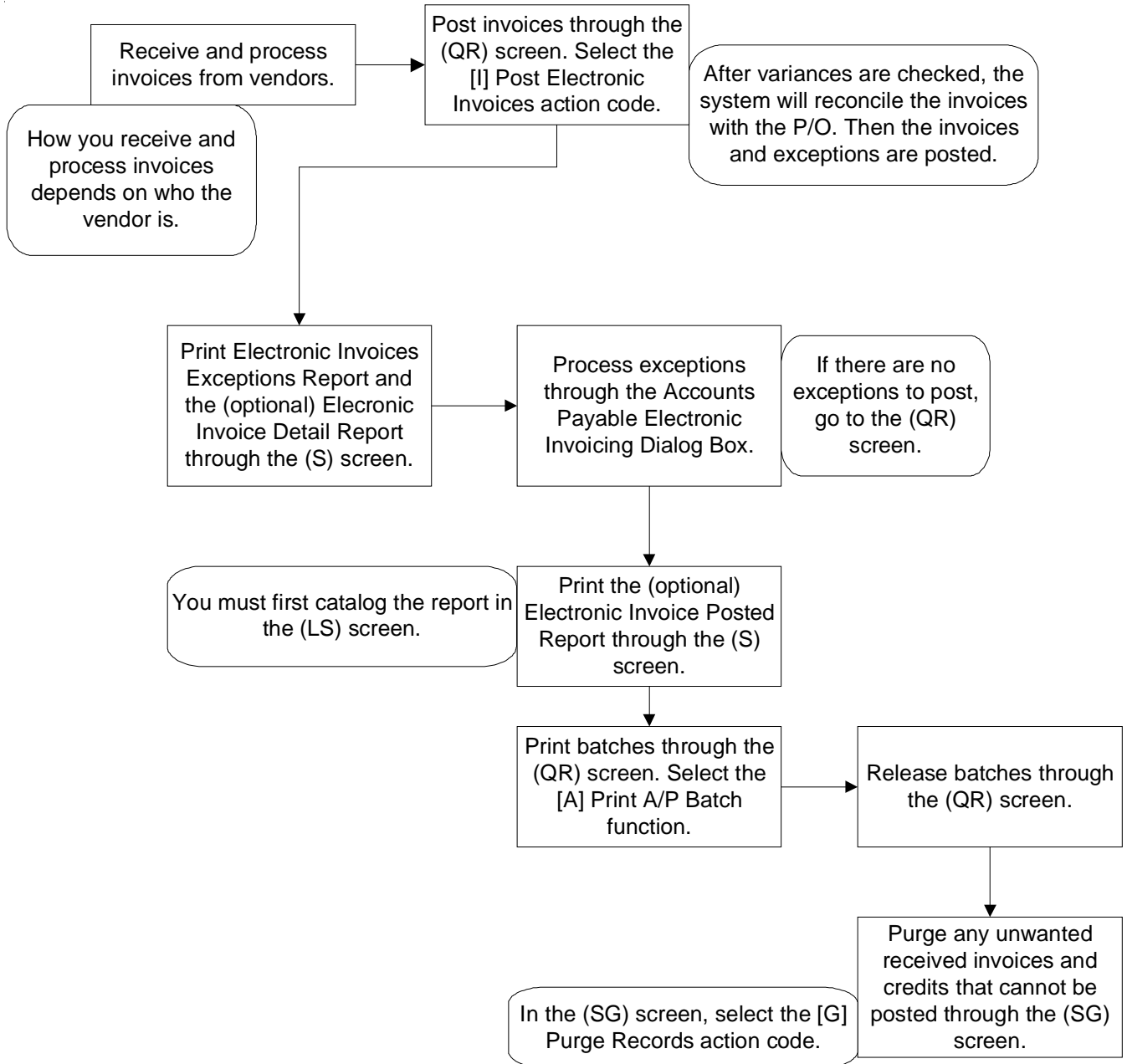


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Chart 1: The Flow of Electronic Invoicing



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, and set up is.group as a customer and a vendor. Then you set up each is.group vendor in the Vendor window and the Vendor Electronic Invoicing Parameters dialog box. Once they are set up, you can receive and process invoices through the (SG) EDI Communications Screen. If you receive an invoice from a vendor who is not set up, the invoice posts to the main is.group vendor.

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 broadband internet connection.
- 2 Install Importer. See *Setting Up and Using Importer*. It is available at www.ddms.com/Resources/Support/faq/ecommerce/importer.pdf.
- 3 Arrange to receive invoices.

To use Electronic Invoicing with is.group, you must contact ECi with the following information:

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

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


- 4 You must be set up to transmit P/Os through PSN. If you are not already set up, follow the steps in the Phase II: Setting Up and Using the is.group PSN document at <http://www.ddms.com/Resources/Doc/PSN/isgrouppsn.pdf>.

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 parameters. 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

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]
=====
    
```

match the received invoices against 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.
- 2 Tab to the Build Acknowledgment Index for JOUR-PO field, shown in Figure 1, and type Y.
- 3 When you finish, press Enter.

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.

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.

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) [       ] [  ]
-----
    
```

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.
- 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

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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
- is.group

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, and press Enter.
- 4 Press Esc to return to the Main Menu.

To set up the EDI810 Customer:

- 1 From the DDMS Main Menu, double-click .



- 2 When the Customer window opens, click .


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
=====
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)
    
```

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- 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 is.group as a Customer



- 1 In the Customer window, click .
- 2 In the Name box, enter a unique name for the is.group customer.
- 3 In the Acct# box, enter is.group'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.
 - 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.

Figure 5: The (SGA) Trading Partner Parameters Screen

```
13:54:34          (SGA) TRADING PARTNER PARAMETERS REV. (05/05/00)          08/01/01
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :INDEPENDANT STATIONER'S          Account #      10010 Dept :
                                   KELLER
                                   817-      -          TX
-----
EDI VAN :B
Interchange ID Qualif :ZZ ID :INDEPUSP          Auto Send      :. (Y/N)
Auth. Info Qualif.   : Info :          Negate Credit Inv. :.
Security Info Qualif. : Info :          Use Received Price :. (Y/N)
Interchange Control Std :U Version :00401      Using 810      :.
                                           Using 855      :.
                                           Auto 850 Sendfile :.....
Receivers Code Id    :INDEPUSP          Default Selector :.....
                                           Interchange Control# :.....
Responsible Agency Code :X          Group Control   # :.....
                                           ===== AOPD Use Only =====
                                           Version :004010
Test Indicator :P (T/P) Buy Unit : (S/M/W) | Contract #...
Acknowledgement :N Customer Ref :. | Location #.....
Release/Contract: 1:A 2:. | Contracting Dealer #...
Round Quantities when Needed U/D/R ?.. Seg Term:... | Reports Used :.
-----
** ENTER DATA OR <?> FOR HELP !!
```

Setting Up the (SGA) Screen

You must set up the (SGA) screen for is.group.

- 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 is.group in the Customer window. Press Enter. When the correct record appears, press Enter.

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



- 3 In the Edi Van field, type **B**
- 4 In the Interchange ID Qualif field, type **ZZ** and press Tab.
- 5 In the ID field, type **INDEPUSP** and press Tab.
- 6 In the Interchange Control Std field, type **U** and press Tab.
- 7 In the corresponding Version field, type **00401** and press Tab.
- 8 In the Receivers Code ID field, type **INDEPUSP** and press Tab.
- 9 In the Responsible Agency Code field, type **X** and press Tab.
- 10 In the corresponding Version field, type **004010** and press Tab.
- 11 In the Test Indicator field, type **P** to send a productive transmission. Press Tab.
- 12 In the Acknowledgment field, type **N** to send a functional acknowledgment (997). Press Tab.
- 13 In the Release/Contract 1 field, type **A** and press Enter.

Setting Up the Vendor Window

You must set up an is.group vendor in the Vendor window before you can receive electronic invoices from is.group. You must also set up a vendor in the Vendor window for each vendor who sends you invoices through is.group.

To set up the is.group vendor in the Vendor window:



You must set up as a vendor, each is.group vendor from which you receive electronic invoices through is.group.

- 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 **is.group**.

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- 5 Click  to save your changes.

To set up other is.group vendors:

- 1 In the Vendor window, click . The cursor moves to the Vendor # box.
- 2 Enter the vendor number to add.
- 3 In the Name box, type the new vendor's name.
- 5 Click  to save your changes.
- 6 Repeat steps 1 through 5 for each vendor you add.

Repeat these steps for every vendor who sends you invoices through is.group. You must get a Receivers Code for each vendor and you must set up each box in the Vendor Electronic Invoice Parameters dialog box.

Setting Up the Vendor Electronic Invoice Parameters

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


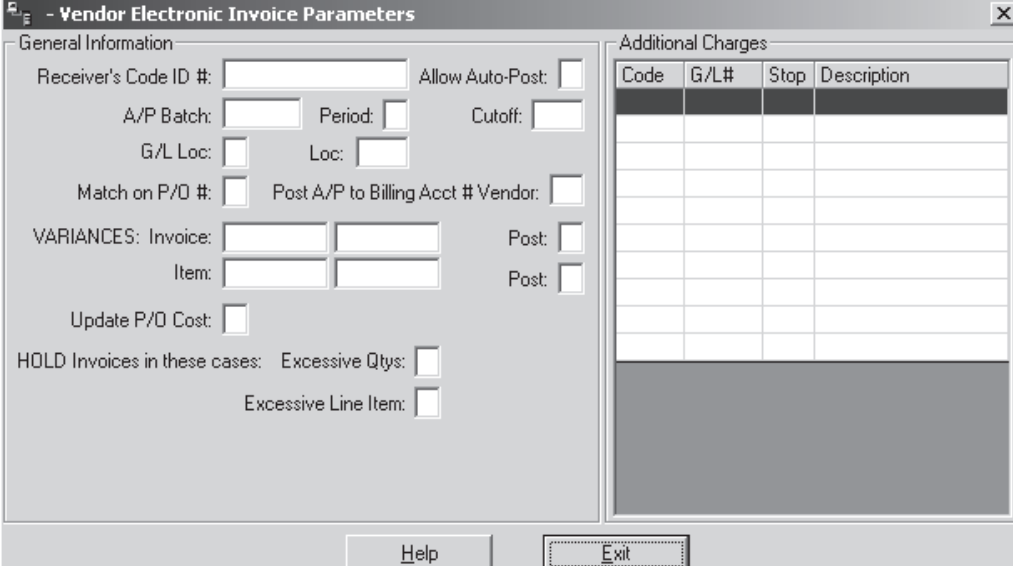
- 1 From the DDMS Main Menu, double-click  .
- 2 In the Vendor # box, type the vendor number for is.group. When you do, the vendor name displays, and the Code and general ledger boxes are completed.


Figure 6: The (CP) Vendor Electronic Invoice Parameters Screen



General Information		Additional Charges					
Receiver's Code ID #:	<input type="text"/>	Allow Auto-Post:	<input type="checkbox"/>	Code	G/L#	Stop	Description
A/P Batch:	<input type="text"/>	Period:	<input type="checkbox"/>				
Cutoff:	<input type="text"/>	G/L Loc:	<input type="checkbox"/>				
Loc:	<input type="text"/>	Match on P/O #:	<input type="checkbox"/>				
Post A/P to Billing Acct # Vendor:	<input type="checkbox"/>	VARIANCES: Invoice:	<input type="text"/>				
		Item:	<input type="text"/>				
Post:	<input type="checkbox"/>	Update P/O Cost:	<input type="checkbox"/>				
Post:	<input type="checkbox"/>	HOLD Invoices in these cases:					
		Excessive Qty's:	<input type="checkbox"/>				
		Excessive Line Item:	<input type="checkbox"/>				

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. See Figure 6.
 - 4 In the Receivers Code ID box, enter the number from the Receivers Code ID field in the (SGA) screen for is.group. 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.
-

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 is.group 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 in Step 7.

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.

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- 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 (preferred).
 - 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 is.group. 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 is.group. 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 is.group.) If the manufacturer is not set up properly, the invoice posts to the is.group 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.
- 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. (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 D2ØØ.

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
D2ØØ	Freight
ZZZ	Misc.

- 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 D2ØØ 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.

Repeat these steps for every vendor who sends you invoices through is.group. You must get a Receivers Code for each vendor and you must set up each box in the Vendor Electronic Invoice Parameters dialog box.

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

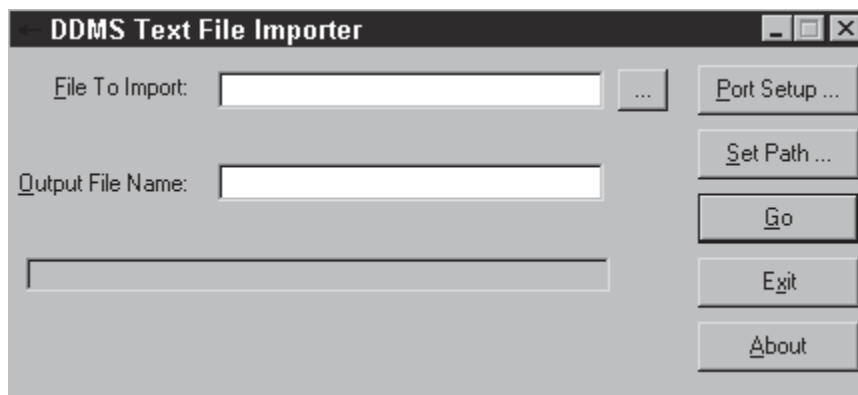
You can receive and process files from is.group and post electronic invoices.

Receiving Files From is.group


You should retrieve files directly from is.group and place them on a PC or network drive you can access from your Importer PC. You use the Importer software, shown in Figure 7, to translate the files into a format DDMS can process.

Note: You must configure Importer correctly before you use it. For instructions on installing and setting up Importer, see the handout, *Setting Up and Using Importer*. It is available at www.ddms.com/Resources/Support/faq/ecommerce/importer.pdf.

Figure 7: The Importer window



After you retrieve your files and place them on your PC or network, use Importer as follows:

- 1 Click the Importer icon on the desktop of the PC where Importer is installed. You can also click Start, Programs, then Importer.
- 2 Click  next to the File to Import box to find the file to process.
- 3 Browse to the file you placed on your PC or network and double-click it.
- 4 Click the Output File Name box and type a name to use for the file when Importer saves it on your work unit.

Note: Importer saves files on the Work Unit you specify in the (LØ) screen.

- 5 When you are sure both boxes are correct, click Go. The file is translated and stored on your Work Unit with the name you specified in the Output File Name box.

Note: You do not use the Set Path button when running Importer using the Windows interface.

- 6 Repeat steps 1 through 5 to translate another file, or click Exit to close the Importer.

Processing Received Files

Note: Before you can process received files, you must set up the (SGA) screen. For instructions, refer back to **Setting Up the SGA Screen**.

**Figure 8: (SG)
Process
Received Files
in the EDI
Communications
Screen**

```

15:18:48          (SG) EDI Communications Screen rev. (09/21/00)          02/26/01
=====
Processing Functions :
(A) Set Up Trading Partner Parameters
(B) Build For Transmission          File [P-MASTER ] Vol. [SR??]
(C) Process Received File
(K) Build P/O File For Sharp        Transaction Set to Process [.....]
Communication Functions :
(D) Send Files
(E) Receive Files
(F) Interactive Mode                Acct #..... Dept :....
(G) Purge Records                   Name :.....
(H) Fax File                         .....
(I) Fax Purchase Orders              .....
(J) Pricing Matrix                   .....
(T) Transaction Monitor
P/O #[.....] To [.....] Invoice #[.....-.] To [.....-.]
Vndr#[.....] To [.....] Cust #[.....] To [.....]
Vendor Code [.] To [.]
          File Name [DDMSFILE ] Vol. Ser. [W1 ]

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

Setting Up and Receiving Electronic Invoices — is.group

To process received files in the (SG) screen:

- 1 In the (SG) screen, select the [C] Process Received File function. See Figure 8.
- 2 The cursor moves to the File Name field. Enter the output file name you specified in Importer when you translated the file, and press Tab.
- 3 In the Vol Ser field, specify the volume serial of the unit where the file is located, or press Enter to accept the default.
- 4 The cursor moves to the Location field. Specify the location, or press Tab to accept the default.
- 5 In the Line field, press Enter.
- 6 At the Are You Sure prompt, type Y to receive the invoices.
- 7 The file begins processing. The process is complete when the Process Completed message appears.

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.