

*Setting Up & Receiving
Electronic Invoices*

*Trimega
Purchasing
Association*

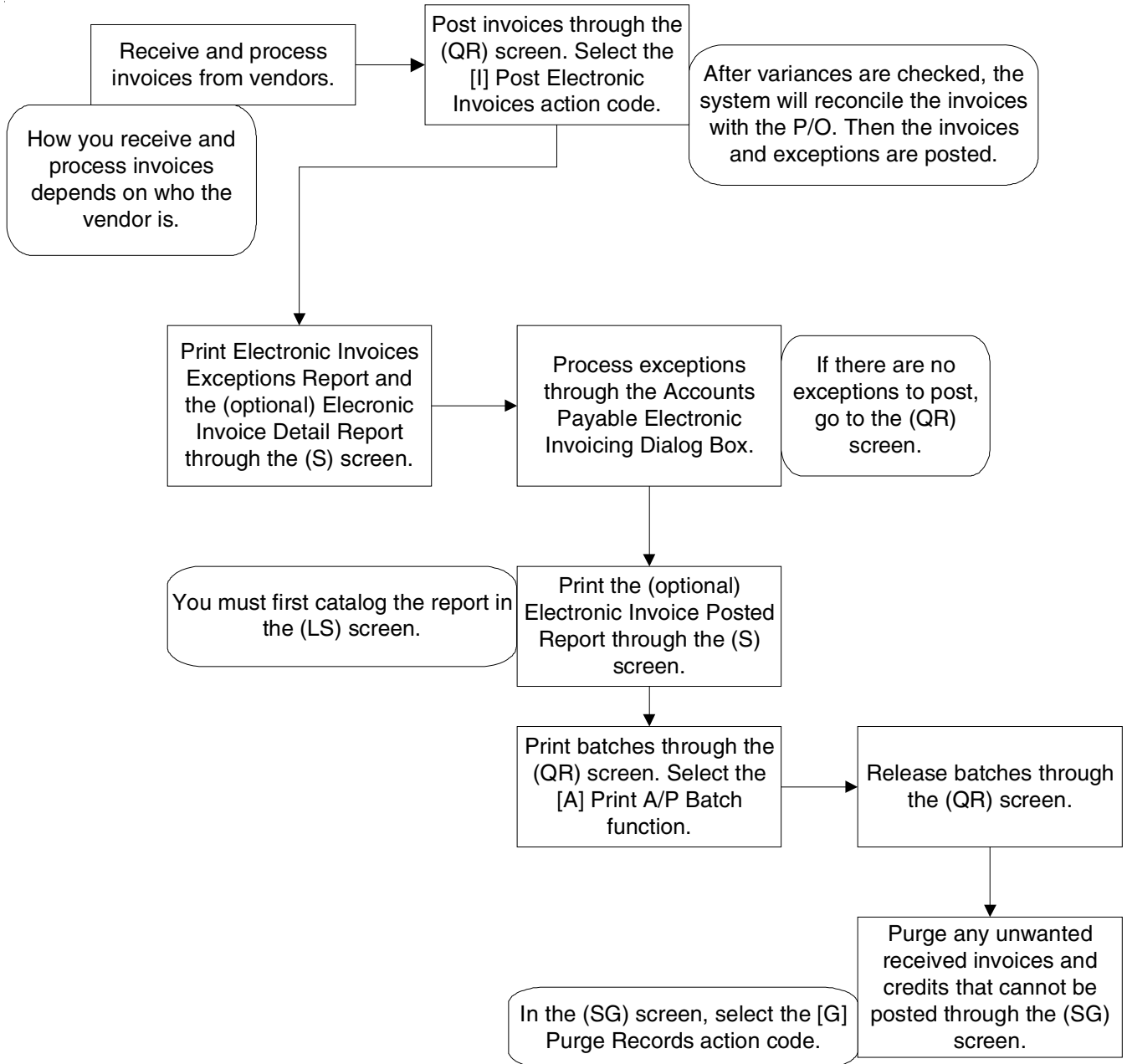


August 2010 Rev.

Contents

- The Flow of Electronic Invoicing 3**
- Understanding Electronic Invoicing 4**
- Before You Begin 4**
- What You Need To Set Up 4**
- Setting Up Your Parameters 5**
 - Setting Up the (LF) Screen 5
 - Setting Up the (LF2) Screen 6
 - Setting Up the (LS) Screen 7
 - Setting Up the Customer Window 8
 - Setting Up the EDI810 Customer 8
 - Setting Up TriMega as a Customer 10
 - Setting Up the (SGA) Screen 10
 - Setting Up the Vendor Window 11
 - Setting Up the TriMega Vendor 11
 - Setting Up Other Vendors 12
 - Setting Up the Vendor Electronic Invoice Parameters 12
 - Building the Indexes 18
- Using Electronic Invoicing..... 19**
 - Receiving Files From TriMega 19
 - Posting Electronic Invoices 20
 - Handling Exceptions 20
- Appendix: TPA Sample Vendors List..... 21**

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 TriMega as a customer and a vendor. Then you set up each TriMega vendor in the Vendor window and the Vendor Electronic Invoicing Parameters dialog box. Once they are set up, you can receive and process invoices. The electronic invoices are downloaded from TriMega, but they are posted to the vendor's account in the A/P Post P/O tab. If you receive an invoice from a vendor who is not set up, the invoice posts to the main TriMega vendor.

Invoices are downloaded in the (SR) Purchase Order Reports screen, using the [I] Receive Electronic Invoice function. They 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/edi.htm.

Before You Begin

- 1 You must have a transmission or wholesaler modem or broadband internet connection.
- 2 Arrange to receive invoices. Contact TriMega with the following information:
 - Your TriMega account number(s)
 - Estimated start date for TriMega electronic invoicing (TriMega needs at least one week advance notice)
 - Your password
 - Request the vendor receiver's code list.
- 3 You can use the same PSN connection you use to transmit P/Os. If you are connecting via a communications modem, connect the modem before beginning.

What You Need To Set Up

- 1 Install DDMS software, version 7.8.3 or greater.
- 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 . Click Text Base Parameters. The (L) Parameters screen opens.

Parameters

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.

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:

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.

- 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

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.

- 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.

- Press Esc twice to return to the Master Menu.

Setting Up the Customer Window

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

- EDI810
- TPA

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.

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
    
```

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.

To set up the EDI810 Customer:




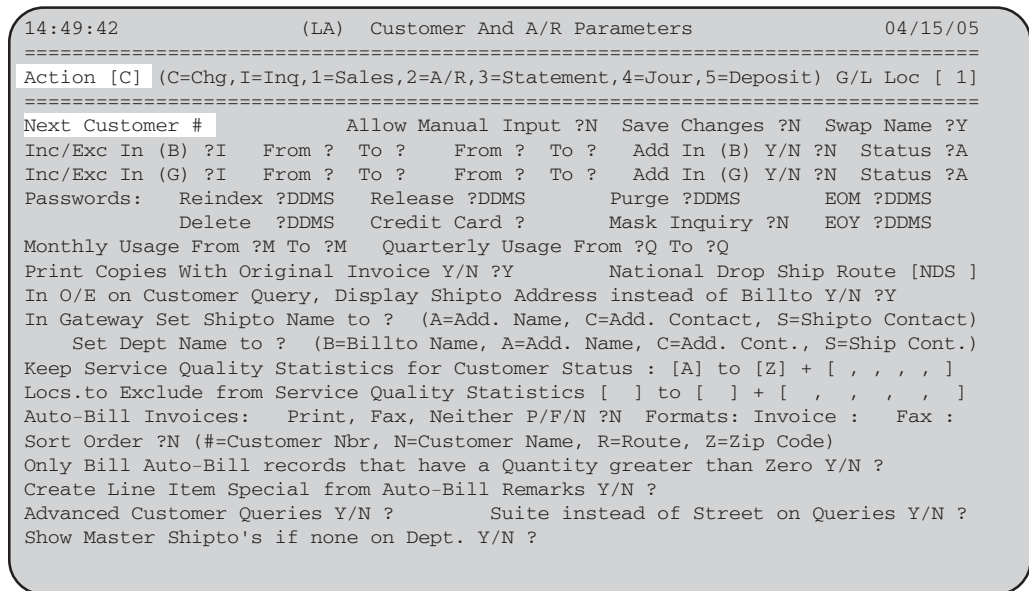


- 1 From the DDMS Master Menu, double-click .
- 2 When the Customer window opens, click .
- 3 In the Acct# box, type **EDI810** and press Enter.
- 4 In the Name box, enter a unique name for the EDI810 customer.
- 5 Click  to save your changes.

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



Setting Up TriMega as a Customer

- 1 In the Customer window, click .
- 2 In the Acct# box, type TPA.
- 3 In the Name box, enter a unique name for the TriMega 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.
 - 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 set up trading partner parameters in the (SGA) screen, which is text-based. Open your TBL client to access the DDMS Master Menu. To set up your trading partner parameters:

- 1 In the (SGA) screen, type C in the Action field.

Figure 5: The (SGA) Trading Partner Parameters Screen

```

13:58:21          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          10/14/05
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :TPA_____ Account #_____ Dept :____
_____
-----
EDI VAN :_
Interchange ID Qualif :12 ID :6019825650
Auth. Info Qualif. :_ Info :_____
Security Info Qualif. :_ Info :_____
Interchange Control Std :U Version :00400

Receivers Code Id :6019825650

Responsible Agency Code :X
Version :004010

Test Indicator :P (T/P) Buy Unit :S (S/M/W)
Acknowledgement :_ Customer Ref :_
Release/Contract:A 1:_ 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 #100000
===== Shipping Info =====
Contract #_____
Delivering Dlr #_____
Contracting Dealer #_____
2nd Party Delivery :_
    
```

- 2 In the Name field, type **TPA** and press Enter. When the correct record appears, press Enter.

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




- 3 In the Interchange ID Qualif field, type **12**. See Figure 5.
- 4 In the ID field, type **6019825650** and press Tab.
- 5 Tab to the Interchange Control Std field and type **U**.
- 6 In the corresponding Version field, type **00400**.
- 7 In the Receivers Code ID field, type **6019825650** and press Tab.
- 8 In the Responsible Agency Code field, type **X**.
- 9 In the corresponding Version field, type **004010** and press Tab.
- 10 In the Test Indicator field, type **P** to send a productive transmission.
- 11 In the Buy Unit field, type **S**.
- 12 Tab to the Release/Contract 1 field, type **A**.
- 13 Tab to the Seg Term field and type **~~**.
- 14 The number in the Interchange Control field increases by one with each transaction. To enter a starting point, type **100000** and press Tab.
- 15 The number in the Group Control field increases by one with each transaction. To enter a starting point, type **1000000** and press Enter.

Setting Up the Vendor Window

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

Setting Up the TriMega Vendor

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

- 1 From the DDMS Master Menu, double-click  .
- 2 When the Vendor window opens, click .
- 3 In the Vendor # box, type **TPA**.
- 4 In the Name box, enter a unique name for the TriMega vendor.
- 5 Click the down arrow in the Comm box and select EDI.
- 6 Click  to save your changes.

Setting Up and Receiving Electronic Invoices — TriMega

- 4 In the Receivers Code ID box, enter the number from the Receivers Code ID field in the (SGA) screen for TriMega. This number comes from TriMega.
- 5 In the Allow Auto Post box, type **Y**.
- 6 In the A/P Batch box, enter the batch number to which to post TriMega 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 business period of the invoice.
 - Type **P** to post them by the business period of 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.

- 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.

Setting Up and Receiving Electronic Invoices — TriMega

- 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 on the acknowledgment number.
 - Type **O** to post the invoice without matching on anything at all.
 - Type **1** to match the invoice release number against the P/O acknowledgment number.
 - Type **2** to match the manufacturer's invoice number against the P/O acknowledgement number. (ECi recommends setting this box to 2, unless specified otherwise for individual manufacturers.)
- 12 Use the Post A/P To Billing Acct # Vendor box to post an invoice to A/P.
 - Type **N** to post to the vendor set in the (SG) EDI Communications screen's Process Received File program.
 - Type **I** to set the A/P Remarks box to the manufacturer's invoice number. (Recommended by ECi.)
 - Type **Y** to cross-reference the vendor using the Vendor Account Index file.

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** (default) 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 cost.
- 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 freight and handling or for taxes. These codes are defined by the vendor.

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
FRT	Freight & Handling
TAX	Tax
OTH	Other

Notes: Using these codes prevents additional charges posting to blank accounts.

The first type code, shown in Figure 7, is the default when no match is found. Although it appears as a blank, it refers to any code other than FRT, TAX and OTH. If TPA were to use a new type code, FUE for fuel surcharge, for example, the parameters you set here govern how this charge is handled.

- 19 In the Additional Charges: G/L # box, specify the general ledger account to which to post this charge.
- 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 & Handling** 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 TriMega. You must get a Receivers Code from TriMega for each vendor and you must set up each box in the Vendor Electronic Invoice Parameters dialog box.

Figure 7: The Default Type Code Field in the (CP) Screen

```

14:08:40 (CP) Vendor Electronic Invoice Parameters Rev. (09/20/03) 10/24/05
=====
ACTION [ ] C=Change, I=Inquire
=====
Vendor#_____ Code :_ G/L #____-__

Receiver's Code Id #_____ Allow Auto-Post Y/N ?_
A/P Batch :___ Period C/I/P ?_ Cutoff :___ G/L Loc P/M/L ?_ Loc :___
Match on P/O Nbr Y/N/O ?_ Post A/P to Billing Acct # Vendor ?_
VARIANCES : Invoice ___.% $____.____ Post Y/N/U ?_
            Item ___.% $____.____ Post Y/N/U ?_ Update P/O Cost Y/N ?_

HOLD Invoices in these cases Y/N : Excessive Qtys:_ Excessive Line Item :_

ADDITIONAL CHARGES :
Type Stop Type Stop
Code G/L # Y/N/E Description Code G/L # Y/N/E Description
_____- - _____ _____- - _____
_____- - _____ _____- - _____
_____- - _____ _____- - _____
_____- - _____ _____- - _____
=====
    
```



Building the Indexes

You must build indexes to incorporate the information you added to DDMS. You can only build an index through a text-based screen. You can access text-based screens through your TBL client.

Note: You build indexes only once.

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

- 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 V-EIP Index.
 - 2.1: In the (C) Vendor Master screen, select the [R] Reindex action code.
 - 2.2: Enter your password, if required.
 - 2.3: At the Are You Sure prompt, type **Y**
- 3 Build the PO Acknowledgment Index. This step is optional. Reindex your JOUR-PO only if you do not purge received P/Os daily, during manual or automatic day-end procedures, for example. Reindexing your JOUR-PO can be a time-consuming procedure.
 - 3.1: In the (SR) screen, type **R** in the Request field.

Note: To access the (SR) screen from the DDMS Master, double-click  , then double-click  . The (SR) Purchase Order Reports screen opens.

- 3.2: In the Reindex field, type **Y**
- 3.3: In the 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.

- 3.4: At the Are You Sure prompt, type **Y**.

Using Electronic Invoicing

To use electronic invoicing:

- 1 Receive (or download) the invoices
- 2 Post the invoices
- 3 Handle the exceptions.

Receiving Files From TriMega

The first step in using electronic invoicing is receiving invoices from the vendor. TriMega posts electronic invoices daily. You use the (SR) screen to receive (or download) files using batch communication. See Figure 8. Once the invoices are received, you can post them to A/P.

- 1 In the (SR) screen, in the Request field, type I.

Note: To access the (SR) screen from the DDMS Master Menu, double-click



Reports screen opens.

- 2 In the Who field, type N for TPA.
- 3 In the Location field, press Enter to accept the default, or enter another G/L location number and press Enter.

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

```

10:02:03          (SR) Purchase Order Reports  rev. (12/16/04)          05/02/05
=====
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 ?   TPA          ARLINGTON
C. Receive P/O Transmission From Vendor.
D. Print P/O Receipts From Vendor.   Delete File Y/N ?
E. Talk To Wholesaler.              Who ?N
I. Receive Electronic Invoice.       Regional Wholesaler ?

E. Backorder Reports.              Short Buy Report Y/N ?
  Keep Short Buy File for P/O's ?   Print All ?
M. Debit Memo Report.
P. Purge Purchase Orders.
  From File [PO-MASTER ] Vol. [W1 ]
  To File [JOUR-PO   ] Vol. [W1 ]

R. Inquire or Report on Archive   Reindex Y/N ?.
S. Compare Vendor Purchases with Daisytek

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 — TriMega

- 4 In the Printer field, press Enter.
- 5 In the Copies field, press Enter.
- 6 At the Are You Sure prompt, type Y

Note: No invoices actually print during this process.

- 7 At the Enter Number for Vendor prompt, type 1 for TPA and press Enter.
- 8 The invoices are downloaded to your system. Follow the on-screen instructions to complete the process.

Posting Electronic Invoices

Now that the invoices are downloaded, you can post them to A/P.

Invoices are reconciled and posted through the (QR) screen. For complete instructions, see the handout *Posting Electronic Invoices*. It is available at www.ddms.com/support/faq/ecommerce.htm#edi.

Handling Exceptions

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.

Appendix: TPA Sample Vendors List

These are some sample TPA vendors. It is accurate at the time of publication. However, new vendors are added frequently. For the latest information, contact Linda Kusiolek at TPA.

These are some sample TPA vendors. New vendors are added frequently. For the latest information, contact Linda Kusiolek at TPA.

Vendor Number	Vendor Name	Receiver's Code
MMM	3M Company	006173082
SAN	Sanford Corporation	6111970034
SMD	Smead Manufacturing	6124382021
TPA	TriMega Purchasing Assoc.	6019825650
XER	Xerox Corporation	049591852