



# **Eclipse Electronic Data Interchange (EDI)**

Release 8.6.5 (Eterm)

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## Table Of Contents

Electronic Data Interchange (EDI) Overview.....	1
EDI Data Formatting Standard .....	1
EDI Enveloping Structure.....	1
EDI Communication Method.....	1
EDI Trading Partner Profiles .....	2
EDI Mappers.....	2
EDI Administrator Responsibilities.....	3
EDI Setup Overview .....	4
Initiating the EDI Process .....	4
Company Setup.....	4
Customer and Vendor Setup .....	4
Initiating the EDI Process .....	6
VANs .....	6
Interchange Information.....	7
Qualifier .....	7
Interchange ID .....	7
Group ID .....	7
Setting Up EDI Activity Triggers.....	8
Customer Activity Triggers .....	8
Vendor Activity Triggers.....	9
Setting Up Customer EDI Invoicing.....	10
Setting Up Vendors for EDI Transmission.....	11
Handling EDI Custom Data on Orders .....	12
Setting Up an ***EDI Product Not Found*** Product.....	13
Setting Up EDI Parameters.....	14
Control Maintenance Records and Authorization Keys for EDI.....	17
Control Maintenance Records.....	17
Authorization Keys .....	18
Making EDI Network Calls Overview .....	19
Creating Network Configuration Profiles.....	20
Scheduling EDI Network Calls.....	21

## Eclipse Electronic Data Interchange (EDI)

Making EDI Network Calls Now .....	22
EDI Trading Partner Profile Overview .....	23
Creating EDI Trading Partner Profiles .....	24
Displaying EDI Trading Partner Profiles.....	26
Deleting Trading Partner Profiles .....	27
EDI Trading Partner Profile Maintenance Overview .....	28
Entering EDI Trading Partner Information.....	29
Changing ISA Envelope Information Defaults.....	30
EDI Trading Partner Specific Tables Overview .....	31
Entering EDI Internal Account Numbers .....	32
Entering EFT Account Information for EDI.....	33
Entering EDI Alternate Remit-To Accounts.....	34
Entering EDI Override Send IDs .....	35
Entering Additional EDI Ship Via Information.....	36
Defining EDI Unknown UOM Processing .....	37
Entering Authorized EDI 867 Branches .....	38
Entering EDI Trading Partner User-Defined Information .....	39
EDI Group Profile Maintenance Overview .....	40
Creating EDI Group Profiles .....	41
Deleting EDI Group Profiles .....	43
Defining Documents Exchanged with EDI Groups.....	44
Entering Additional EDI Document Information .....	47
Entering EDI Group Profile Receive Codes .....	55
Entering EDI Group Profile Send Codes .....	56
Entering EDI Group Profile User-Defined Information .....	57
Changing EDI Group Profile Global Defaults.....	58
Copying EDI Group Profiles .....	61
Assigning Multiple Accounts to Customer Group IDs.....	62
Assigning Multiple Accounts to Vendor Group IDs .....	63
EDI Integrated Transactions .....	64
Customer Transaction Set .....	64
Vendor Transaction Set.....	64
ASC X12 Transaction Set.....	66

EDI Maintenance Overview .....	75
Monitoring the EDI Activity Log .....	76
Maintaining the EDI Error Queue.....	78
Maintaining the EDI Outgoing Status Queue .....	79
EDI Outgoing Document Statuses .....	82
Handling Errors on the EDI Outgoing Status Queue.....	84
Viewing EDI Outgoing Document Data.....	86
Vendor Managed Inventory Overview .....	87
Flagging Products as Vendor Managed Inventory.....	88
EDI 852 Product Activity Reports Overview .....	89
Sending EDI 852 Product Activity Reports.....	90
Performing an EDI 852 Complete Item Refresh.....	93
Purging EDI 852 Sales Transmissions.....	94
EDI 855 VMI P/O Acknowledgments.....	95
Pricing Method.....	95
Allowed Pricing Variance .....	95
Freight Days.....	95
How the System Processes EDI 855s for VMI.....	96
Eclipse Interface for Use with WIT Overview .....	97
Setup Requirements for the WIT Interface .....	98
Distributor Prerequisites .....	98
Installation Requirements .....	98
Distributor Requirements.....	98
Setting Up WIT Vendors .....	99
Sending EDI 820B Purchasing Activity Reports to WIT .....	100
Sending EDI Transactions Overview.....	101
Sending EDI 810 Invoices .....	102
Batch Processing.....	102
Single Invoice Processing .....	102
Sending EDI 820 Remittance Advice Information.....	103
Sending EDI 843 Responses to Requests for Quote.....	105
Sending EDI 844 Rebate Reports .....	106
Sending EDI 850 Purchase Orders .....	108

## Eclipse Electronic Data Interchange (EDI)

Entering Quote or Contract Numbers on EDI 850 Purchase Orders .....	109
Quote and Contract Qualifiers .....	109
Assigning Quote or Contract Numbers to Purchase Orders Line Items .....	109
Sending EDI 855 Purchase Order Acknowledgments .....	112
Sending EDI 856 Advance Ship Notices .....	114
Sending 857 Advance Ship Notices and Billing .....	115
Sending EDI 861 Receiving Advice Documents .....	116
Sending EDI 865 Purchase Order Acknowledgments With Change .....	117
Sending EDI 867 Product Transfer and Resale Reports .....	119
Purging the EDI 867 Log File .....	121
Sending 870 Order Statuses or Shipment Statuses .....	122
Sending EDI 997 Functional Acknowledgments .....	124
Receiving EDI Transactions Overview .....	125
EDI Review Queues Overview .....	126
EDI Part Number Matching .....	127
Structure of Inbound EDI Review Queues .....	128
Receiving EDI 810 Invoices Overview .....	129
Reviewing Inbound EDI 810 Invoices .....	130
Reprocessing EDI 810 Invoices .....	134
How the System Processes EDI 810s .....	136
EDI 810 Invoice Match Levels .....	137
Receiving EDI 830 Forecast Schedules .....	138
Receiving EDI 832 Price/Sales Catalog Requests .....	139
Reviewing EDI 840 Quote Requests .....	140
Receiving EDI 845 Price Authorization Acknowledgments Overview .....	141
Setup Requirements for the EDI 845 Contract Upload Queue .....	142
Authorization Keys .....	142
Trading Partner Maintenance .....	142
Customer Maintenance .....	142
Reviewing and Processing EDI 845 Pricing Contracts .....	144
Reviewing and Editing EDI 845 Pricing Contract Detail .....	148
Reprocessing EDI 845 Pricing Contracts .....	154
Receiving EDI 846 Inventory Advice Documents .....	155

Receiving EDI 849 Rebate Responses Overview .....	156
Receiving EDI 849 Rebate Responses.....	157
Reviewing Book Letter of Credit EDI 849 Rebate Detail Differences .....	159
Receiving EDI 850 Purchase Orders Overview.....	162
Reviewing Inbound EDI 850 Purchase Orders.....	163
How the System Processes EDI 850s .....	165
Receiving EDI 855 P/O Acknowledgments Overview.....	166
Entering EDI 855 and 856 Selection Criteria .....	167
Reviewing Inbound EDI 855 P/O Acknowledgments .....	169
How the System Processes EDI 855s .....	171
EDI 855 P/O Acknowledgment Match Levels .....	173
Receiving EDI 856 Advance Ship Notices Overview .....	174
Reviewing Inbound EDI 856 Advance Ship Notices .....	175
How the System Processes EDI 856s .....	177
EDI 856 Advance Ship Notice Match Levels.....	178
Receiving EDI 860 Purchase Order Change Requests .....	179
Receiving EDI 862 Shipping Schedules.....	180
Receiving EDI 997 Functional Acknowledgments.....	181
EDI Archive Maintenance Overview.....	182
Viewing EDI Archived Documents .....	183
Defining Document Selection Criteria.....	184
Viewing EDI Archived Document Data .....	185
Viewing EDI Archived Envelopes.....	186
Viewing EDI Archived Envelope Data.....	188
Purging EDI Archives.....	189
EDI Testing and Troubleshooting Overview .....	190
Testing Inbound and Outbound EDI Documents.....	191
Prerequisites .....	191
Vendor Testing.....	193
Customer Testing .....	194
Troubleshooting EDI System Errors.....	197
EDI Error Queue Maintenance Screen Errors .....	197
EDI Activity Log Viewing Screen Errors.....	202

## Eclipse Electronic Data Interchange (EDI)

Order Entry Screen (SOE or POE) Errors .....	202
Trading Partner Maintenance Screen Errors.....	204
Troubleshooting EDI Transmission Failures .....	206
EDI Disaster Recovery Planning Guidelines.....	209
EDI File Locations .....	210
Eclipse Release 8040.4 and Later .....	210
Eclipse Release 8040.3 and Earlier.....	210
Windows NT/2000/2003 Systems .....	210
Index .....	211



# Electronic Data Interchange (EDI) Overview

Electronic Data Interchange (EDI) is a companion product that you can use to set up an electronic trading relationship with your customers and vendors. EDI enables your company to conduct routine business transactions through an automatic computer-to-computer exchange of business documents. You have the ability to send and receive documents electronically in a standardized ANSI X12 format, communicating through a third-party dial-up network. For example, you can use EDI to submit a purchase order to a vendor. They, in turn, can use EDI to send you an order acknowledgement, shipping notice, and invoice.

Electronic processing of documents for purchasing, scheduling, and sales activity can provide dramatic savings of time and money through lower administrative costs. In addition, using the simplicity and speed of EDI enables you to strengthen customer relations, reduce inventories, and shorten sales cycles, resulting in improved business controls and greater efficiencies.

## EDI Data Formatting Standard

EDI uses the standards set by the Accredited Standards Committee (ASC) X12. X12 transactions are divided into sets defined by numbers. For example, an 850 is a purchase order and an 810 is an invoice.

## EDI Enveloping Structure

EDI uses an enveloping structure for electronically transmitting a series of diverse business transactions. EDI can transmit transaction sets of different types from one party to another in the same transmission by enveloping each type. A hierarchical structure of headers and trailers groups the data logically for easy interpretation by the receiver. EDI envelopes have the following characteristics:

- An interchange envelope can contain multiple transactions for the same trading partner. The envelope begins with an Interchange Control Header (ISA) and ends with an Interchange Control Trailer (IEA).
- Within the envelope, transactions are grouped by transaction type. For example, 810s are in one group and 850s are in another group. Each group begins with a Functional Group Header (GS) and ends with a Functional Group Trailer (GE).
- The data in a document, such as an 810, is called a transaction set and begins with a Transaction Set Header (ST) and ends with a Transaction Set Trailer (SE).

## EDI Communication Method

Value added networks, also known as VANs, handle the exchange of data between trading partners. In addition to sending and receiving data, VANs are responsible for the messages and security requirements between EDI trading partners. They ensure that your transmissions are successful and that other businesses do not intercept your transmissions.

Trading partners submit transactions to their VAN. The VAN then processes and groups transactions before sending them to their final destination.

Your relationship with your VAN is like having a mailbox at the post office, with the following functions:

- The Eclipse system places outgoing EDI transactions in the Outgoing EDI Status Queue. On a regular basis, your system initiates a network call to your VAN and transmits the outgoing items from the queue to your mailbox. The VAN checks your mailbox on a regular basis, picks up your outbound transactions, and distributes them to the designated destinations. For more information, see [Sending EDI Transactions Overview](#).
- As the VAN receives incoming transactions sent to you, it places them in your mailbox. On a regular basis, your system initiates a network call to your VAN, picks up the inbound transactions from your mailbox, and processes them accordingly. For more information, see [Receiving EDI Transactions Overview](#).

## EDI Trading Partner Profiles

For each customer or vendor with whom you have an EDI relationship, you need to set up a trading partner profile. The system uses the information stored in the profiles to determine how to prepare data for transmission to and process data received from each trading partner. For more information about trading partner profiles, see [Trading Partner Profile Overview](#).

## EDI Mappers

Mappers are internal subroutines used to do one of the following:

- Convert EDI transmissions into Eclipse system transactions.
- Convert Eclipse system transactions and documents into EDI transmissions.

EDI is fully integrated with the Eclipse system and you can access its functionality from any terminal.

## EDI Administrator Responsibilities

The EDI administrator should check the following three things on a daily basis:

- EDI Outgoing Status Queue  
Monitor documents in various stages of being sent that have remained in the queue too long.  
**Note:** Eclipse considers any document that remains in the queue more than two business days as overdue and requiring attention.
- EDI Activity Log  
Monitor the daily activity that EDI programs log to ensure that documents are being created, received, and enveloped.
- EDI Error Queue Maintenance  
Monitor inbound and outbound document errors that have not been addressed.

## EDI Setup Overview

After your company has made the decision to use EDI, you need to set up your system for handling EDI transactions. This setup includes initiating the EDI process, and entering company, customer, and vendor EDI information into the system.

### Initiating the EDI Process

Before your system can send and receive EDI transactions, you must initiate the EDI process by subscribing to a value added network (VAN).

### Company Setup

After subscribing to a VAN, FTP, or HTTP data transfer method, use the following programs to set up your company to use EDI:

- EDI Setup Maintenance – A centralized location from which to view and edit the internal settings of your EDI parameters.
- EDI Network Call Scheduling – Enables you to do the following:
  - Set up and change the network configuration.
  - Schedule network calls to your VAN, FTP, or HTTP partner to access your mailbox.
  - Make a direct network call to your VAN, FTP, or HTTP partner to access your mailbox.

### Customer and Vendor Setup

After your company is set up for EDI, you need to set up customers and vendors as EDI trading partners using the following program:

- EDI Trading Partner Maintenance – Provides profile data screens used to set up trading partner information.

After the trading partner profile is defined, you can set up the following additional EDI functions:

- Customer EDI Invoicing – Sets up customers to be invoiced through EDI.
- Vendor EDI Transmission - Sets up Eclipse to transmit documents to the vendor through EDI.
- Customer and Vendor Activity Triggers – Sets up customers to receive order confirmations and shipment notifications and vendors to receive purchase orders and remittance advice through EDI.
- Vendor-Managed Inventory – Sets up vendors to manage your inventory by EDI.

From open orders, you can also:

- Handle EDI Custom Data – View custom EDI information on incoming sales orders or enter custom EDI information on outgoing purchase orders.

## Initiating the EDI Process

To initiate the EDI process, subscribe to a value added network (VAN) and establish the interchange information for your company.

For each EDI trading partner you need the following information:

- Their VAN, FTP, or HTTP method.
- Their Qualifier.
- Their ISA and Group IDs.
- Any test IDs.
- The EDI documents they use.
- The version of EDI they are using.

**Note:** Eclipse maintains generic maps for most documents for versions 003020 and 004010. We recommend using version 004010.

## VANs

The Eclipse EDI system supports the following VANs:

VAN	File Transfer Protocol	Support Phone #
Advantis (IBM Global Services)	Xmodem	800-727-2222
Harbinger/Peregrine Harbinger FTP	Xmodem FTP	800-759-8282
MCI EDINet	Zmodem	800-228-316
MISG (reseller of mailboxes on GE Information Systems)		919-549-8700 ext.871, ask for ANSI Net
OrderNet (also known as CommerceNet or Sterling Software) Sterling FTP	ASCII  FTP	877-432-4300
Activant/IDXchange IDX Direct	Xmodem FTP	800-289-2677

Xmodem and Zmodem protocols have error detection and correction built into them. The ASCII protocol has no error detection or correction.

## Interchange Information

ISA and GS segments are data envelopes that the EDI software creates. The segments contain information used to identify and route EDI documents, as follows:

- ISA segments contain the qualifier and interchange ID.
- GS segments contain a group ID used to identify a group or division within your company.

Interchange information displays in the following format:

Qualifier-ISAID-GSID

where the first set of characters represents the qualifier, the second set represents the interchange ID, and the third set represents the group ID.

## Qualifier

The qualifier informs the network of the type of interchange ID that follows. The following table describes the typical qualifiers:

Qualifier	The interchange ID that follows is...
ZZ	mutually defined.
01	the Dun & Bradstreet ID number for your company.
12	a telephone number.

## Interchange ID

The interchange ID is a unique identifier for your company and can come from different sources. For example, if your company has a Dun & Bradstreet number, your VAN can use that number as the interchange ID.

In most cases, the selected VAN assigns the interchange ID.

## Group ID

The group ID can be used to identify multiple branches within your company. We recommend that the group ID be the same as the interchange ID.

## Setting Up EDI Activity Triggers

After you create an EDI trading partner profile for a customer or vendor, you can set up some EDI activities to automatically trigger by events in the system.

- Customer Activity Triggers
- Vendor Activity Triggers

### Customer Activity Triggers

You can set up the system to send order confirmations and shipment notifications to customers as EDI transactions.

#### ► To set up EDI activity triggers for a customer:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. In the **Customer/New** field, enter the name of the customer for whom to set up EDI activity triggers.
3. Use the **Add'l Info** hot key to display the Additional Info screen.
4. Use the **Activity Trigger** hot key to display the Activity Trigger Maintenance screen.
5. To trigger the system to send order confirmations for this customer using EDI, do the following:
  - In the **Trigger Description** field, press **F10** and select **EDI Order Entry**.
  - In the **Activity Description** field, press **F10** and select **EDI Sales Document**.
  - Use the **Properties** hot key and at the **EDI Document Type** prompt type **856** and press **Esc**.
6. To trigger the system to send shipment notifications for this customer using EDI, do the following:
  - In the **Trigger Description** field, press **F10** and select **Shipment Notification**.
  - In the **Activity Description** field, press **F10** and select one of the following options:
    - **EDI Adv Shipping Notification** – Sends one 856 per shipped generation.
    - **EDI Single Adv Shipping Not** – Sends one 856 per ship-to address on the truck when a shipping manifest is closed. This option requires a customized mapper.
  - Use the **Properties** hot key and at the **EDI Document Type** prompt type one of the following options and press **Esc**:
    - **856** – Advance Ship Notice.
    - **857** – Shipment and Billing Notice.
    - **810** – Invoice.



## Vendor Activity Triggers

You can set up the system to send vendors purchase orders and remittance advice using EDI.

### ►To set up EDI activity triggers for a vendor:

1. From the **Files** menu, select **Vendor** to display the Vendor Maintenance screen.
2. In the **Vendor/New** field, enter the name of the vendor for whom to set up EDI activity triggers.
3. Use the **Add'l Data** hot key to display the Additional Info screen.
4. Use the **Activity Trigger** hot key to display the Activity Trigger Maintenance screen.
5. To trigger the system to send a purchase order to this vendor using EDI, do the following:
  - In the **Trigger Description** field, press **F10** and select **New Purchase Order**.
  - In the **Activity Description** field, press **F10** and select **EDI Purchasing Document**.
  - Use the **Properties** hot key and at the **EDI Document Type** prompt type **850** and press **Esc**.
6. To trigger the system to send a direct purchase order to this vendor using EDI, do the following:
  - In the **Trigger Description** field, press **F10** and select **New Direct Order**.
  - In the **Activity Description** field, press **F10** and select **EDI Purchasing Document**.
  - Use the **Properties** hot key and at the **EDI Document Type** prompt type **850** and press **Esc**.
7. To trigger the system to send remittance advice to this vendor using EDI, do the following:
  - In the **Trigger Description** field, press **F10** and select **EFT Remittance Advice**.
  - In the **Activity Description** field, press **F10** and select **EDI doc for Remit Advice**.
  - Use the **Properties** hot key and at the **EDI Document Type** prompt type **820** and press **Esc**.
8. Press **Esc** three times to save the information and exit Vendor Maintenance.

## Setting Up Customer EDI Invoicing

After you create an EDI trading partner profile for a customer, you can set up the system to send the customer's invoices using EDI.

► **To set up customer EDI invoicing:**

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. In the **Customer/New** field, enter the name of the customer for whom to set up EDI invoicing.
3. Use the **Pricing** hot key to display the Customer Pricing/Printing screen.
4. In the **Invoice Fax Copies** field, press **F10** and select **EDI**.
5. Press **Esc** to return to the Customer Maintenance screen.
6. Press **Esc** again to save the information and exit Customer Maintenance.

## Setting Up Vendors for EDI Transmission

After you create an EDI trading partner profile for a vendor, you can set up the system to send documents to the vendor using EDI.

► **To set up a vendor for EDI transmission:**

1. From the **Files** menu, select **Vendor** to display the Vendor Maintenance screen.
2. In the Vendor/New field, enter the name of the vendor for whom to set up EDI transmissions.
3. Use the **Add'l Data** hot key and then the **Misc Vend Info I** hot key to display the Miscellaneous Vendor Information I screen.
4. In the **Print Status Override** field, press **F10** and select the **EDI** option.

**Note:** The EDI option is only available if the vendor is assigned to a trading partner profile.

5. If your company uses vendor managed inventory, in the **Allowed Pricing Variance%** field designate an acceptable pricing variance for incoming 855s.
6. To add lead time for the vendors orders, enter the number of days in the **Freight Days** field.

The system adds that number of days to the ship date on 855s and 856s to determine the expected arrival date of the shipment.

7. Press **Esc** to return to the Vendor Maintenance screen.
8. Press **Esc** again to save and exit the vendor record.

## Handling EDI Custom Data on Orders

Use the EDI Custom Data screen to view custom EDI information on incoming sales orders or enter custom EDI information on outgoing purchase orders.

EDI Support must customize the mapper for transactions that use the fields displayed on this screen.

### ► To handle EDI custom data on an order:

1. From the Header screen of a sales order or purchase order, use the **Add'l** hot key and then the **Additional EDI Info** hot key to display the EDI Custom Data screen. The following information displays:

Field	Description
<b>Filename</b>	The name of the file where the system stores the data entered on this screen.
<b>Desc ID</b>	The transaction ID.
<b>Prompts</b>	Custom prompts defined for EDI.
<b>Input</b>	For inbound documents only, the data associated with each prompt.
<b>Category</b>	Not used with EDI.

2. To enter custom data on an outgoing order, enter the requested information in the **Input** field for any of the prompts listed on the screen. If the field is validated, you can press **F10** and select from a list of options.
3. You can also complete the following: Use the following hot keys as needed:

To...	Use this hot key...
view changes made to the EDI.ADD.DATA file	<b>Log</b>
change the order in which the <b>Prompts</b> display	<b>Sort</b> Select one of the following options: <ul style="list-style-type: none"> <li>• <b>Default</b> – Sorts by the order defined in the Product Classification Sort List control maintenance record. If that record is blank, the items display in alphabetical order.</li> <li>• <b>By Attribute</b> – Sorts by the attribute number assigned in Dictionary Maintenance.</li> <li>• <b>By Category by Prompt</b> – Sorts alphabetically by category and then alphabetically by prompt within each category.</li> <li>• <b>By Category by Attribute</b> – Sorts alphabetically by category and then ascending order by attribute number.</li> <li>• <b>By Prompt</b> – Sorts alphabetically by prompt name.</li> </ul>

4. Press **Esc** to save changes and return to the sales order or purchase order.

## Setting Up an \*\*\*EDI Product Not Found\*\*\* Product

When the system processes an EDI order for a product it cannot identify or find a match for, the system substitutes a default product for the line item so it can continue processing the order. The line item comment for these products contain as much information as possible from the line item received in the EDI order. At a later time an employee can review the order and the line item comments and replace the default product entries with actual products. The line item comments for these products contain the detail received for the product in the 850. As you overwrite these line items with products in your product file, the system maintains the original line item comments. This allows you to validate your pricing information against what your customers sent in 850.

For EDI to use this feature, create a record for the product the system uses for the substitution in Product Maintenance and then assign the product to the **EDI Default Product If Not Found** control maintenance record.

### ►To create an \*\*\*EDI PRODUCT NOT FOUND\*\*\* product record:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. In the **Product ID** field, type **new** and press **Enter**.
3. In the **Description** field, enter **\*\*\*EDI PRODUCT NOT FOUND \*\*\*** as the product description.
4. In the **Quant** field for the unit of measure, enter **1**.
5. In the **Prc Line** field, enter **NONSTOCK**.
6. In the **Buy Line** field, enter **NONSTOCK**.
7. In the **Status** field, select the **NonStock** status.
8. In the **GL Acct/Product Type** field, press **F10** and select a miscellaneous code.
9. Press **Esc** to save the record and exit the screen.

### ►To assign the \*\*\*EDI PRODUCT NOT FOUND\*\*\* record to the control maintenance record:

1. From the **System > System Files** menu, select **Control Maintenance** to display the Control Maintenance screen.
2. In the **Keyword** field, enter **EDI Default Product If Not Found** to display the prompt for that record.
3. At the prompt, enter the **\*\*\*EDI PRODUCT NOT FOUND\*\*\*** product you created in the previous procedure.
4. Press **Esc** to update the record and exit the screen.

## Setting Up EDI Parameters

Use the EDI Setup Maintenance screen to view and edit the internal parameters that govern the operation of EDI. The fields on the screen are view-only and the parameters displayed are set in several control maintenance records. This screen provides a centralized location for accessing these records.

Use the hot keys on the EDI Setup Maintenance screen to view and edit the following parameters:

- EDI Default Parameters
- EDI Archive Parameters
- Additional EDI Parameters

### ► To edit EDI default parameters:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Setup Maintenance** to display the EDI Setup Maintenance screen.

The following fields display EDI default parameters:

Field	Description
<b>Default EDI A/P Batch</b>	Default A/P batch ID used any time the system receives an invoice through EDI. The default is set in the <b>Default EDI A/P Batch</b> control maintenance record. This parameter can be left blank.
<b>Default EDI Sales Source</b>	Default sales source for EDI sales. The default is set in the Default EDI Sales Source control maintenance record. This parameter can be left blank.
<b>Default Print Status To "E" For</b>	Default print status for purchase orders to EDI vendors. The default is set in the Default Print Status To "E" For All EDI Vendors control maintenance record.
<b>EDI Default Product If Not Found</b>	Default EDI product for transactions that do not have matching products. The default is set in the EDI Default Product If Not Found control maintenance record. This parameter is required. For more information, see Setting Up an EDI Product Not Found Product.
<b>Include Default Shipping Instruc</b>	Flag to indicate whether to include default shipping instructions on incoming EDI orders. The default is set in the Include Default Shipping Instructions On EDI Orders control maintenance record. This parameter can be left blank.

2. Use the **Defaults** hot key to display a list of the EDI default control maintenance records.
3. Select the control maintenance record to change.
4. At the prompt, enter the new value.
5. Press **Esc** three times to save the information and return to the EDI Setup Maintenance screen.

► **To edit EDI archive parameters:**

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Setup Maintenance** to display the EDI Setup Maintenance screen.

The following fields display EDI archive parameters:

Field	Description
<b>Archive EDI Inbound Documents After (Days)</b>	Number of days after which the EDI inbound documents are archived. The default is set in the Archive EDI Inbound Documents After (Days) control maintenance record.
<b>Archive EDI Inbound Envelopes After (Days)</b>	Number of days after which the EDI inbound envelopes are archived. The default is set in the Archive EDI Inbound Envelopes After (Days) control maintenance record.
<b>Archive EDI Outbound Envelopes After (Days)</b>	Number of days after which the EDI outbound envelopes are archived. The default is set in the Archive EDI Outbound Envelopes After (Days) control maintenance record.
<b>Archive EDI Review Queue Documents After (Days)</b>	Number of days after which the EDI review queue documents are archived. The default is set in the Archive EDI Review Queue Documents After (Days) control maintenance record.

2. Use the **Archives** hot key to display a list of the EDI archive control maintenance records.
3. Select the control maintenance record to change.
4. At the prompt, enter the new value.
5. Press **Esc** three times to save the information and return to the EDI Setup Maintenance screen.

► **To edit the additional EDI parameters:**

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Setup Maintenance** to display the EDI Setup Maintenance screen.
2. To change the IDs assigned to the EDI.ADM message group, do the following:
  - Use the **Message Group** hot key to display the Message Group Maintenance screen.
  - Change the IDs assigned to the EDI.ADM message group, as needed.
  - Press **Esc** to update the message group and return to the EDI Setup Maintenance screen.

**Note:** This is the *only* message group that can use a period. Do not assign this message group to trackers. The system sends important EDI information, such as error messages, to these users.

3. To change the interchange information assigned to a branch in the **EDI Outgoing IDs** column, do the following:

- Use the **Outgoing IDs** hot key to display the EDI Outgoing ID control maintenance record.
- Edit the record.
- Press **Esc** to update the record and return to the EDI Setup Maintenance screen.

You must assign an outgoing ID to each branch that uses EDI. You and your VAN determine the outgoing ID for each branch.

4. To change a branch listed in the A/P branches column, do the following:

- Use the **A/P Brs** hot key to display the Assign EDI Invoices To A/P Branch control maintenance record.
- Edit the record.
- Press **Esc** to update the record and return to the EDI Setup Maintenance screen.

The **A/P Brs** field displays the A/P branch where the system creates a payable record when the designated branch receives an EDI 810 invoice.

5. Press **Esc** to save your changes and exit the screen.



# Control Maintenance Records and Authorization Keys for EDI

Following are the control maintenance records and authorization keys used for EDI.

## Control Maintenance Records

Set the following control maintenance records:

### EDI AP

- Assign EDI Invoices To A/P Branch
- Default EDI A/P Batch
- Do Not Display Payables Entered Via EDI In The AP Preview Queue
- Override Print Status For Reconciled Direct EDI Invoices
- Pass All Freight Charges For EDI Directs On To Customer

### EDI ARCH

- Archive EDI Inbound Documents After (Days)
- Archive EDI Inbound Envelopes After (Days)
- Archive EDI Outbound Envelopes After (Days)
- Archive EDI Review Queue Documents After (Days)

### EDI DFLT

- EIPP Inbound Filename Criteria
- EDI Pricing UOM Conversion Table

### EDI ID

- EDI Outgoing ID

### EDI OE

- Allow Writer Field To Be Blank On EDI 840, 850, And 855 VMI Orders
- Create A Report For Zero Quantity Or Confirming EDI Orders
- Default EDI Sales Source
- Default Print Status To "E" For All EDI Vendors
- Disable Checking Part #'s, UOM's, And Quantities On EDI Invoices
- EDI Default Product If Not Found
- Include Default Shipping Instructions on EDI Orders
- Incoming EDI 846 Status

- Log Remote Pricing Variance
- Store EDI Order Confirmation Message In

### **EPDW EDI**

- EDI IDW Interchange ID
- EDI IDW Member Number

### **Authorization Keys**

Set the following authorization keys:

- EDI.ACTIVITY.VIEW
- EDI.IN.REVIEW

## Making EDI Network Calls Overview

The system makes network calls to your value added network (VAN) to transmit EDI documents. After making a connection, the system sends outgoing EDI documents to and retrieves incoming EDI documents from your mailbox at the VAN.

Before you can make network calls, create a network configuration profile. A configuration profile records the network access telephone number and your company's identification information for that network.

After a network configuration profile is in place, you can schedule the system to make network calls at regular intervals. You can also make a network call now.

Use the EDI Network Call Scheduling screen to complete the following tasks:

- Create network configuration profiles.
- Schedule network calls.
- Make network calls now.

Use the Phantom Status screen to complete the following task:

- Change an EDI network call schedule.

## Creating Network Configuration Profiles

Before the system can make calls to the network provider your company uses for electronic data interchange, create a network configuration profile. The profile stores the network access telephone number and your company's identification information.

► **To create a network configuration profile:**

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Network Call Scheduling** to display the EDI Network Call Scheduling screen.
2. In the **Network** field, press **F10** and select your network provider.
3. Use the **Network Config** hot key to display the Network Configuration Profile screen.  
**Note:** The screen for each network provider is different.
4. To access a provider's screen and field descriptions, select the provider from the following list:
  - Advantis
  - EDINet
  - Harbinger
  - MISG
  - OrderNet
5. Populate the fields on the Network Configuration Profile screen.
6. Press **Esc** to save the information and return to the EDI Network Call Scheduling screen.
7. Press **Esc** again to exit the EDI Network Call Scheduling screen.

## Scheduling EDI Network Calls

After creating a network configuration profile, schedule regular network calls to your value added network (VAN) to access your mailbox and transfer documents from your system to the VAN, or from the VAN to your system.

### ►To schedule EDI network calls:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Network Call Scheduling** to display the EDI Network Call Scheduling screen.
2. In the **Network** field, press **F10** and select your VAN.

The **Last Call** field displays the day and time of the last network connection attempt.

3. Use the **Schedule Call** hot key to display the Phantom Scheduler screen and set up a schedule for making network connections to send or receive documents.

**Note:** When trying to connect to one of the networks, it is not there is no guarantee that the connection will be successful due to issues with modems, telephone lines, and network activity. We recommend setting up a schedule to make periodic attempts throughout the day.

4. Use the following hot keys as needed for troubleshooting purposes:

Hot Key	Description
<b>View EDI Activity Log</b>	Displays the EDI Activity Log, where you can view the log entries.
<b>Chk Modem Status</b>	<p>Checks the modem connection.</p> <p>The system displays one of the following messages:</p> <ul style="list-style-type: none"> <li>• Modem Check ok. Press Enter to Continue.</li> <li>• Modem Check Failed. Reset the Modem. Then Press Enter to Continue.</li> </ul> <p><b>Note:</b> Changes to the data on the Network Call Scheduling screen may prevent communication with your network provider.</p>

5. Press **Esc** to save your changes and exit the EDI Network Call Scheduling screen.

### ►To change an EDI network call schedule:

1. From the **System** menu, select **Phantom Status** to display the Phantom Status screen.
2. In the **Program** column, position the cursor on the process called EDI Network Call.
3. Use one of the following hot keys:
  - **Kill** – Stops the process and deletes it from the phantom.
  - **Schedule** – Displays the Phantom Job Scheduler Maintenance screen, where you can edit the schedule.
4. Press **Esc** to exit the Phantom Status screen.

## Making EDI Network Calls Now

Typically, you schedule the system's calls to your value added network (VAN) to be made periodically throughout the day. You can also initiate a network call at any time, if necessary.

Before you can make network calls, create a network configuration profile for your VAN.

### ►To make an EDI network call now:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Network Call Scheduling** to display the EDI Network Call Scheduling screen.

2. In the **Network** field, press **F10** and select your VAN.

The **Last Call** field displays the day and time of the last network connection attempt.

3. Use one of the following hot keys:

- **Call Now Foreground** – Makes an immediate attempt to connect to the network. You can view the progression of the call.

Running a call in the foreground ties up your terminal for the duration of the call. Press **Enter** when the following message displays: \*\*\* CALL COMPLETE \*\*\*.

- **Call Now Background** – Makes an immediate attempt to connect to the network, while leaving your terminal free to perform other tasks. Running a call in the background places an entry in the Phantom Status screen for the duration of the call.

4. Use the following hot keys as needed for troubleshooting purposes:

Hot Key	Description
<b>View EDI Activity Log</b>	Displays the view EDI Activity Log, where you can view the log entries.
<b>Chk Modem Status</b>	<p>Checks the modem connection.</p> <p>The system displays one of the following messages:</p> <ul style="list-style-type: none"> <li>• Modem Check ok. Press Enter to Continue.</li> <li>• Modem Check Failed. Reset the Modem. Then Press Enter to Continue.</li> </ul> <p><b>Note:</b> Changes to the data on the Network Call Scheduling screen may prevent communication with your network provider.</p>

## EDI Trading Partner Profile Overview

For each customer or vendor with whom you have an EDI relationship, set up a trading partner profile. The system uses the information stored in the profiles to prepare data for transmission to and process data received from each trading partner.

### Trading Partner Profiles

The trading partner profile identifies the entity's unique trading partner ID and the ISA Envelope information, including the communication standard, version number, optional security information, and data separators that your VAN uses.

### Group Profiles

Each trading partner profile contains one or more group profiles. An EDI group profile identifies the EDI documents your company exchanges with that trading partner group.

Assigning an EDI customer or vendor to a group profile identifies their trading partner and the documents they exchange with that trading partner. Multiple vendors or customers can use the same group profile.

Typically, a trading partner has just one group, and the trading partner and group IDs are the same number. If a company has multiple divisions, there may be multiple group numbers associated with the trading partner ID. For example, a corporation may have separate lighting and wiring divisions, and each division is assigned its own group ID.

## Creating EDI Trading Partner Profiles

An EDI trading partner profile contains the following information necessary to exchange EDI documents with the designated trading partner:

- Trading partner name, ID, EDI standard, and ISA version used.
- ISA envelope defaults and other miscellaneous information.
- Trading partner group profile information.

You must assign each customer or vendor with whom you have an EDI relationship to a trading partner profile.

### ►To create a trading partner profile:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Trading Partner Maintenance** to display the EDI Trading Partner Profile Maintenance screen.
2. Enter the trading partner information.
3. Change the ISA envelope information defaults, if necessary.
4. Enter additional information, as needed, in the following trading partner information tables:
  - Internal Account Number – The account number your vendor uses to identify your company and its branches.
  - EFT Account Information – Information specific to the trading partner's and your company's banking information. Set the electronic funds transfer account information only if your company creates an EDI 820 (EFT) payment.
  - Alternate Remit-To Account – A remit-to account to a payable that is different than the account that is associated with the ship-from account.
  - Override Send ID – Trading partner IDs used instead of the IDs specified in the EDI Outgoing ID control maintenance record.
  - Ship Via Information – Transport type codes used in place of the ship-via defined in the purchase order, to send in an 850 Purchase Order document to your vendor.
  - Unknown UOM Processing – Unit of measure to use when a trading partner's unit of measure is unknown. You can use a system default or create a cross-reference table for the customer or vendor units of measure and the system units of measure.
  - User-Defined Information – Additional information to use in custom mappers at the trading partner level. For example, if your trading partner is Kohler, enter your Kohler account number to use in the Kohler mapper.

**Note:** If information for a trading partner has been defined in any of these tables, the **Active Information Tables** field at the top of the EDI Group Profile Maintenance screen displays **Yes**. Otherwise, it displays **No**.



5. Enter group profile information.
6. To flag the message system to ignore the control numbers sent by the trading partner, use the **Ignore Ctrl#'s** hot key.

The system sends a message to the users in the EDI.ADM message group each time a control number is received out of sequence. An asterisk (\*) displays to the left of the hot key name if EDI is to ignore out-of-sequence ISA control numbers.

7. Press **Esc** to save the trading partner profile.

## Displaying EDI Trading Partner Profiles

Display an EDI trading partner profiles from any of the following locations:

- Customer Maintenance – After displaying a record in Customer Maintenance, you can display the trading partner profile to which the customer record is linked.
- Vendor Maintenance – After displaying a record in Vendor Maintenance, you can display the trading partner profile to which the vendor record is linked.
- EDI Menu – In EDI Trading Partner Profile Maintenance, you can display a trading partner profile by entering the trading partner name or ID.

### ►To display a trading partner profile from Customer Maintenance:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. In the **Customer/New** field, enter a customer name or ID.
3. Use the **EDI** hot key to display the customer's trading partner profile on the EDI Trading Partner Profile Maintenance screen.

If a trading partner profile is not defined for this customer, the screen is blank.

### ►To display a trading partner profile from Vendor Maintenance:

1. From the **Files** menu, select **Vendor** to display the Vendor Maintenance screen.
2. In the **Vendor/New** field, enter a vendor name or ID.
3. Use the **EDI** hot key to display the vendor's trading partner profile on the EDI Trading Partner Profile Maintenance screen.

If a trading partner profile is not defined for this vendor, the screen is blank.

### ►To display a trading partner profile from the EDI menu:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Trading Partner Maintenance** to display the EDI Trading Partner Profile Maintenance screen.
2. In the **Trading Partner ID** field, enter the name or ID of the trading partner whose profile to display.

## Deleting Trading Partner Profiles

Delete an EDI trading partner profile when it is no longer needed. Before you can delete an EDI trading partner profile, delete the group profiles assigned to it.

► **To delete a trading partner profile:**

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Trading Partner Maintenance** to display the EDI Trading Partner Profile Maintenance screen.
2. In the **Trading Partner ID** field, enter the ID of the trading partner to delete.
3. Use the **Delete Profile** hot key.

The system displays the following prompt: Are You Sure You Want to Delete ALL EDI Info? (Y/N).

**Note:** If you attempt to delete a profile of a trading partner that is associated with an active group, the system displays the following message: There Are Still Active Groups. Delete Them First.

4. At the prompt, enter **Y** to delete the profile.

## **EDI Trading Partner Profile Maintenance Overview**

The system uses the information stored in trading partner profiles to prepare data for transmission to and process data received from each trading partner.

Use the EDI Trading Partner Profile Maintenance screen to enter trading partner information and view or edit default ISA Envelope information. Use the hot keys on this screen to enter trading partner-specific information, such as internal account numbers, EFT account information, alternate remit-to account information, override send IDs, additional ship via information, unknown unit of measure processing instructions, and user-defined information.

## Entering EDI Trading Partner Information

The first task in creating an EDI trading partner profile is to enter the trading partner information including the following:

- Trading partner's ISA ID.
- Trading partner's name.
- Name of your network provider.
- EDI standard used with this trading partner.
- ISA version agreed upon between you and your trading partner.

### ► To enter trading partner information:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Trading Partner Maintenance** to display the EDI Trading Partner Profile Maintenance screen.
2. In the **Trading Partner ID** field, press **F10**, select **New**, and press **Enter**. Then enter the qualifier and interchange ID, separated by a tilde (~). For example, enter **01~001181858**.  
Your trading partner assigns these numbers to you.
3. In the **Name** field, enter the name by which to identify this trading partner.
4. In the **Transmission Method** field, press **F10** and select your network provider (VAN).  
The system populates the **EDI Standard** field, with the EDI record layout standard used with this trading partner. The available standards are:
  - **X-X12** – ASC X12, the Accredited Standards Committee standard, which was chartered to develop uniform standards for electronic interchange of business transactions.
  - **T-UCS** – Uniform Communication Standard, the electronic data interchange standard that the grocery industry and other wholesale and retail-oriented industry sectors use.
5. To synchronize control numbers from a previous system with those assigned in the Eclipse system, enter the numbers in the **Last Ctrl # Sent** and **Received** fields.  
Otherwise, leave these fields blank.  
These fields display the system-assigned control numbers identifying the last EDI envelopes exchanged by your company with this trading partner.
6. In the **ISA Version** field, press **F10** and select the version your trading partner uses.
7. Press **Esc** to save this information and exit screen.

## Changing ISA Envelope Information Defaults

The fields in the ISA Envelope Information section of the EDI Trading Partner Profile Maintenance screen display defaults associated with your network provider. If your network provider requests changes, you can change the defaults.

### ►To change ISA envelope information defaults:

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.

The ISA envelope information fields are set to the following defaults:

Field	Default Setting
<b>Security Qualifier</b>	<b>00</b> – Leave this field set to the default 00 for not used, unless requested otherwise.
<b>Security</b>	<b>Blank</b> – This field remains blank unless 01 is entered in the <b>Security Qualifier</b> field. If required, your trading partner provides the security password.
<b>Auth Info Qualifier</b>	<b>00</b> – Leave this field set to the default 00 for not used, unless requested otherwise.
<b>Auth Info</b>	<b>Blank</b> – This field remains blank, unless something other than 00 is entered in the <b>Auth Info Qualifier</b> field. If required, your trading partner provides authorization information.
<b>ISA Version</b>	The ISA (Interchange Control Header) version number your trading partner uses.
<b>Test</b>	<b>N</b> – Indicates that transmissions using this profile are <i>not</i> for Test purposes. Changing this field to <b>Y</b> flags transmissions using this profile as Test rather than Production. Normally, trading partners have separate interchange IDs for Test and Production.
<b>Separator</b>	<b>Asterisk ( * )</b> – Separates fields within a segment.
<b>Sub-Separator</b>	<b>A right square bracket ( ] )</b> – Separates sub-fields within a field.
<b>Terminator</b>	Character that the designated VAN uses to mark the end of a segment. Depending on your VAN, it is one of the following: <ul style="list-style-type: none"> <li>• ~ (tilde) – If you subscribe to OrderNet.</li> <li>• <b>010</b> – If you subscribe to Harbinger, Advantis, or MCI EDINet.</li> </ul> <p>When using Advantis or MCI EDINet, we recommend changing the default terminator to a tilde (~).</p> <ul style="list-style-type: none"> <li>• <b>013</b> – If you subscribe to MISG.</li> </ul>
<b>Rep Separator</b>	Delimiter used to separate repeated occurrences of a simple data element or a composite data structure in ISA versions 00402 or higher. The default separator is <b>/</b> .

2. Change the ISA envelope information defaults only if your network provider requests that you do so.
3. Press **Esc** to save your changes and exit the screen.

## EDI Trading Partner Specific Tables Overview

Use the trading partner-specific tables associated with a trading partner profile to enter optional information used to ensure proper data is present to process EDI documents with the vendor or customer. For example, you can enter data such as internal account numbers, EFT account information, alternate remit-to account information, override send IDs, additional ship via information, unknown unit of measure processing instructions, and user-defined information.

Use the following procedures to enter this optional information:

- Entering an Internal Account Number
- Entering EFT Account Information
- Entering an Alternate Remit-To Account
- Entering Override Send IDs
- Entering Additional Ship Via Information
- Defining Unknown UOM Processing
- Entering Authorized 867 Branches
- Entering Trading Partner User-Defined Information

## Entering EDI Internal Account Numbers

Enter the account number your trading partner uses to identify your company. Trading partners may have an internal account number for each of your branches.

► **To enter an internal account number:**

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.

For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.

2. Use the **Edit Tables** hot key to display the Table Select List screen.
3. Select **Account #s** to display the Account #s screen.
4. Select **Internal Acct #** to display the TP's Internal Account # Maintenance screen.
5. For each branch, enter the account number your trading partner supplies.
6. Press **Esc** to save the information and return to the Table Select List screen.
7. Press **Esc** again to return to the EDI Trading Partner Profile Maintenance screen.



## Entering EFT Account Information for EDI

You can set up EDI 820 payment transactions to a vendor to create an electronic funds transfer (EFT) from your bank account to their bank account. Use the EFT Account Info screen to enter information specific to the trading partner's and your company's banking information. This screen is used only if you create an EDI 820 EFT payment.

Eclipse EDI Support must customize the mapper to use the EFT account information.

### ► To enter EFT account information:

1. Display the record for a trading partner vendor on the EDI Trading Partner Profile Maintenance screen.

For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.

2. Use the **Edit Tables** hot key to display the Table Select List screen.
3. Select **Account #s** and press **Enter** to display the Account #s screen.
4. Select **EFT Account Info** and press **Enter** to display the EFT Account Info screen.
5. Populate the following fields:

Field	Description
<b>Receiver's ABA #</b>	Vendor's 9-digit American Banking Association routing number, which identifies the vendor's bank.
<b>Receiver's Account #</b>	Vendor's bank account number to which payment is deposited.
<b>Receiver's Account Type</b>	Vendor's bank account type.
<b>Sender's ABA #</b>	Your company's 9-digit American Banking Association routing number, which identifies your bank.
<b>Sender's Account #</b>	Your company's account number from which the payment is made.
<b>Sender's Account Type</b>	Your company's bank account type.
<b>Sender's DUNS #</b>	Your company's DUN & Bradstreet D-U-N-S (Data Universal Numbering System) number, used to identify businesses for data-processing purposes.

6. Press **Esc** to save the information and return to the Table Select List screen.
7. Press **Esc** again to return to the EDI Trading Partner Profile Maintenance screen.

## Entering EDI Alternate Remit-To Accounts

An EDI vendor trading partner may request that you remit payments to an account other than the vendor's ship-from account. In this case, you need to identify the alternate remit-to account that trading partner wants you to use.

EDI Support must customize the mapper to use the alternate remit-to account.

### ► To enter an alternate remit-to account:

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.

For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.

2. Use the **Edit Tables** hot key to display the Table Select List screen.
3. Select **Account #s** to display the Account #s screen.
4. Select **Alt Remit-To Acct** to display the **Alt Remit-To Account** prompt.
5. At the prompt, enter the remit-to account to which the system should post the payable.
6. Press **Enter** to save the information and return to the Account #s screen.
7. Press **Esc** to exit this screen and return to the EDI Trading Partner Profile Maintenance screen.

## Entering EDI Override Send IDs

The EDI Outgoing ID control maintenance record stores the EDI trading partner ID for your company that identifies your company on every outgoing EDI transaction. You can have the same ID for each branch in the company or different IDs.

If a trading partner has any of your branches set up in their system with a trading partner ID other than the one you set up with your VAN, enter that ID on the Override Sender's ID screen for that trading partner. The system uses the override ID on outgoing EDI transactions to that trading partner.

### ► To enter an override send ID:

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.

For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.

2. Use the **Edit Tables** hot key to display the Table Select List screen.
3. Select **Override Send IDs** to display the Override Sender's ID screen.

The system populates the **ISA #** and **Name** fields with data from the Trading Partner Profile Maintenance screen. The **Branch** column lists every branch defined for your company.

4. To identify a branch of your company to the trading partner with an override ID, complete the following fields:
  - In the **ISA ID Override** field, enter the override qualifier and interchange ID.
  - In the **GS ID Override** field, enter the override group ID.
5. Repeat step 4 for each branch that requires override IDs.
6. Press **Esc** to save the information and return to the EDI Trading Partner Profile Maintenance screen.

## Entering Additional EDI Ship Via Information

On outgoing EDI 850 Purchase Order documents, some vendors require that you cross-reference system ship vias to their user-defined codes or standard ANSI transportation type codes.

Use the EDI Ship Via Maintenance screen to specify the ship via information that the EDI trading partner vendor requires.

Eclipse EDI Support must customize the mapper to use this ship via information.

### ►To enter additional ship via information:

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.

For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.

2. Use the **Edit Tables** hot key to display the Table Select List screen.
3. Select **Ship Vias** to display the EDI Ship Via Maintenance screen.

The **Eclipse Ship Via** column displays all the ship vias defined for your system.

4. If your trading partner requires a specified code when a designated ship via is assigned to a purchase order, use the **TP Code** hot key to enter or edit the code in the **TP Ship Via** field.

The TP code is included in 850 Purchase Order documents with the designated ship via for this trading partner in data element TD505.

5. If your trading partner requires the ANSI code for the transportation type when a designated ship via is assigned to a purchase order, use the **X12 Transport** hot key to select the transportation type code.

The transportation type code is included in 850 Purchase Order documents with the designated ship via for this trading partner in data element TD504.

**Note:** The options displayed for the **X12 Transport** hot key are determined by the **ISA Version** number the trading partner uses. The system displays the ISA version number next to the **VerRel** hot key. Use this hot key, if needed, to change the version number.

6. Press **Esc** to exit this screen and return to the EDI Trading Partner Profile Maintenance screen.

## Defining EDI Unknown UOM Processing

Incoming documents may contain units of measure that the system does not recognize. Set up EDI to handle unknown units of measure in one of the following ways:

- Replace the unknown unit of measure with the default selling unit of measure defined for that product in the system.
- Convert the unknown unit of measure to a system unit of measure set up in a unit of measure cross-reference table.

Purchase order documents sent to a vendor convert the system unit of measure for each line item to the unit of measure the vendor requires. Likewise, the system converts the customers' unit of measure in a sales order to the corresponding system unit of measure.

Eclipse EDI Support must customize the mapper to use the unit of measure information entered in the EDI Unknown UOM Processing screen.

Use the EDI Pricing UOM Conversion Table control maintenance record to set up which EDI units of measure map to system units of measure for pricing purposes.

### ► To define unknown UOM processing options:

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.

For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.

2. Use the **Edit Tables** hot key to display the Table Select List screen.
3. Select **UOMs** to display the EDI Unknown UOM Processing screen.
4. In the **Method** field, press **F10** and select one of the following processing options:

Method	Description
<b>Default Selling UOM</b>	Replaces the unknown unit of measure with the default selling unit of measure defined for the product.  <b>Note:</b> Selecting this option overrides settings previously entered using the TP Specific UOM Table option.
<b>TP Specific UOM Table</b>	Displays the UOM Cross Reference screen, where you can set a cross-reference list of the customer units of measure and the corresponding system units of measure. <ul style="list-style-type: none"> <li>• In the <b>Cus/Ven UOM</b> field, enter the unit of measure the customer wants to send or the vendor wants to receive.</li> <li>• In the <b>Eclipse UOM</b> field, enter the corresponding system unit of measure.</li> </ul> Press <b>Esc</b> to save the cross reference table. The system converts the unknown unit of measure to the cross-referenced system unit of measure.

## Entering Authorized EDI 867 Branches

For outgoing EDI 867 Product Transfer and Resale Reports, some vendors require that you forward sales from any branch that is not an authorized location to the closest branch that is authorized.

Use the Assign EDI 867 To Authorized Branch screen to cross-reference branches that are not authorized locations to other branches that are authorized. These sales are generated in the home branch for the customer and are counter sales to the authorized branch.

### ► To assign authorized 867 branches:

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.  
  
For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.
2. Use the **Edit Tables** hot key to display the Table Select List screen.
3. Select **Authorized 867 Branches** to display the Assign EDI 867 To Authorized Branch screen.
4. For each branch that is not authorized to send an 867, enter another branch that can send an 867 for that branch.
5. Press **Esc** to save the information and return to the EDI Trading Partner Profile Maintenance screen.

## Entering EDI Trading Partner User-Defined Information

Use the EDI Trading Partner User-Defined Info Table screen to define additional information to include in EDI documents sent to or received from a designated trading partner.

**Note:** Use a different screen to enter group profile user-defined information.

Eclipse EDI Support must customize the mapper for transactions that use information entered on this screen.

### ► To enter trading partner user-defined information:

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.

For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.

2. Use the **Edit Tables** hot key to display the Table Select List screen.
3. Select **User Defined** to display the EDI Trading Partner User-Defined Info Table screen.  
The **ISA #** and **Name** fields display the trading partner ID and name.
4. In the **Code** column, enter codes the customized mapper uses.  
You can enter up to 10 user-defined codes.
5. In the **Description** column, enter a description for each code. The description is optional.
6. Press **Esc** to save the information and return to the EDI Trading Partner Profile Maintenance screen.

## EDI Group Profile Maintenance Overview

Each trading partner profile contains one or more group profiles. Use group profiles to define the types of incoming and outgoing documents exchanged with EDI trading partner groups and the customers and vendors assigned to those groups.

For each document, the profile identifies:

- The mapper subroutine that converts EDI data to a format that the Eclipse system understands, or Eclipse system data to EDI format.
- Whether a 997 acknowledgement is sent for a given document.
- The last control number the system assigned to a received or sent document of this type with the designated trading partner group.

You can also enter additional information required to process a document, such as receive codes, send codes, global defaults, and user-defined information.



## Creating EDI Group Profiles

An EDI group profile identifies the following information:

- The customer or vendor records in your system associated with the group ID.
- The EDI documents your company exchanges with that group.

The following guidelines apply to linking customers and vendors to group IDs:

- Any customer or vendor in the system can only link to one group ID.
- Multiple customer accounts or vendor accounts can link to the same group ID.

Every EDI trading partner is assigned one or more group IDs. Typically, a trading partner has just one group, and the trading partner and group IDs are the same number.

If a company has multiple divisions, there may be multiple group numbers associated with the trading partner ID. For example, a corporation may have separate lighting and wiring divisions, and each division is assigned its own group ID.

### ► To create a group profile:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.

When you create a new trading partner profile, the system populates the **Group ID** column with the trading partner profile number.

To enter a new group ID, position the cursor on a blank line in the **Group ID** column and enter the ID.

For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.

2. Define the documents exchanged with this group.
3. Enter additional EDI document information, as needed.

When you finish entering document information, the system returns you to the EDI Trading Partner Profile Maintenance screen. To the right of the **Group ID** field, **Customer Name** or **Vendor Name** displays, depending on the account you assign to the group.

For more information about the additional information you can enter, see *Entering Additional EDI Document Information* in this document.

4. Use the **View** hot key to toggle the customer or vendor field name, if necessary.
5. If the entity associated with this group ID is a customer, enter their name in the **Customer Name** field.

The system populates the remaining fields on this line as follows:

Field	Descriptions
<b>BT</b>	Asterisk (*) identifies a bill-to customer.
<b>ST</b>	Asterisk (*) identifies a ship-to customer.
<b>Customer Acct#</b>	Customer account number.

**Note:** To assign multiple customer accounts to the group ID, use the **Multiple Bill-To Accounts** hot key. For more information, see *Assigning Multiple Accounts To Customer Group IDs* in this document.

6. If the entity associated with this group ID is a vendor, enter their name in the **Vendor Name** field.

The system populates the remaining fields as follows:

Field	Descriptions
<b>PT</b>	Asterisk (*) identifies a pay-to vendor.
<b>SF</b>	Asterisk (*) identifies a ship-from vendor.
<b>Vendor Acct#</b>	Vendor account number.

**Note:** To assign multiple vendor accounts to the group ID, use the **Multiple Ship-From Accounts** hot key. For more information, see *Assigning Multiple Accounts To Customer Group IDs* in this document.

7. For each group profile, enter additional information, as needed, in the following group profile information tables:
  - Receive Code – Codes that all inbound 850 mappers use, which direct documents coming into this group to the proper bill-to and ship-to accounts.
  - Send Code – Codes that the customized mapper uses, which identify outgoing documents from this group with specific pay-to or ship-from accounts.
  - User Defined – Additional information the custom mappers use at the group level.
8. Change the group profile global defaults, if needed.
9. Press **Esc** to save the updated group profile and return to the Trading Partner Profile Maintenance screen.

## Deleting EDI Group Profiles

Delete an EDI group profile when it is no longer needed. Before you can delete an EDI trading partner profile, you must delete the group profiles assigned to it.

### ►To delete a group profile:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.

For information about displaying trading partner records, see *Displaying EDI Trading Partner Profiles* in this document.

2. In the **Group ID** column, select the group profile to delete.
3. Tab to the customer or vendor name and press the Delete key to clear the field.

The system clears the corresponding account number column.

**Note:** Use the **Multiple Accounts** hot key to delete multiple accounts.

4. Use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
5. If an alternate interchange ID is assigned to the group profile, do the following:
  - Use the **Add'l Doc Info** hot key to display the EDI Add'l Doc Info screen.
  - Clear the **Alternate Interchange ID** field.
  - Press **Esc** to return to the Group Profile Maintenance screen.

**Note:** You must delete the alternate interchange ID before you can delete the group profile.

6. Use the **Delete Profile** hot key.

The system displays the following prompt: Are You SURE You Want To Delete ALL This Groups EDI Info? (Y/N).

**Note:** You can delete a group profile that defines an outbound 810 or outbound 857 only if the **Invoice Fax Copies** field on the Customer Pricing/Printing screen is not set to **E** for EDI.

7. At the prompt, type **Y** and press **Enter**.

The system displays the following message: This group has been deleted. Press Enter.

8. Press **Enter** to return to the EDI Trading Partner Profile Maintenance screen.

## Defining Documents Exchanged with EDI Groups

For each document you exchange with a trading partner group, define the document type, whether it is incoming or outgoing, and the document version number you are using for this transaction set. The system uses this information to select a default mapper for the document.

The system provides generic mappers for several documents for no fee. Custom mappers are necessary when a required mapping routine is not available or modifications must be made to an existing mapping routine to meet trading partner requirements. Customization is subject to a custom programming charge for Eclipse clients who do not subscribe to EDI Platinum support. For those clients who subscribe to EDI Platinum support, Eclipse provides most customized mappers at no fee.

To process documents for which there is no mapper, you can use the **EDLPRINT.DOC** subroutine, which sends a copy of the document to your Hold file. From there you can view or print the data.

### ► To define a document exchanged with an EDI group:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.

For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.

2. In the **Group ID** column, select the group ID and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.

The following information displays in the header of the screen:

Field	Description
<b>Group#</b>	Qualifier, interchange ID, and group ID, which identify this group to your network provider.
<b>Name</b>	Name of the trading partner group. The system populates this field with the name of the trading partner. You can change this name.
<b>Active Information Tables</b>	Indication whether any receive codes, send codes, or user-defined data has been entered for this group. Use the <b>Edit Tables</b> hot key to enter this information.

3. In the **Doc** field, enter the document type to send to or receive from this trading partner group. Press **F10** to select from a list of document types.
4. In the **In/Out** field, enter **I** or **O** to designate whether this document is inbound or outbound.

**Note:** If you enter **I** for an 855 document, the system prompts you to specify the 855 Function Type.

5. Use the **Add'l Doc Info** hot key to display the EDI Add'l Doc Info screen, where you enter additional information required to process the document.

6. In the **Ver/Rel** field, enter the document version number you are using for this transaction set. Press **F10** to select from a list of version numbers.

**Note:** You and your trading partner agree upon the version number of the document before establishing a trading partnership.

The system populates the **Mapper/Subroutine** field with a generic mapper/subroutine name, if one exists. For example, in the Mapper/Subroutine name 850.003.020.O:

- 850 identifies the document as a PO.
  - 003 represents the ANSI version number. (Numeric only)
  - 020 represents the ANSI release number. (Numeric only)
  - O identifies the document as o
7. In the **Mapper/Subroutine Name** field, do one of the following:
- Press **Enter** to accept the default mapper/subroutine name.
  - Press **F10** and select a custom mapper.
  - Type **EDI.PRINT.DOC** in the **Mapper/Subroutine Name** field and press **Enter**.
8. In the **997** field, indicate how to use a 997 (Functional Acknowledgment) with the document. How you answer the question depends on whether the document is incoming or outgoing.

Document	Option	Action
Incoming	<b>Y</b>	Sends a 997 to the trading partner to acknowledge that your system has received the incoming document. We recommend this option.
	<b>N</b>	Does not send a 997.
Outgoing	<b>Y</b>	Clears the document from the EDI Outgoing Status Queue right after it is sent, without waiting to receive a 997 acknowledgment from the trading partner.
	<b>N</b>	Does not clear the document from the EDI Outgoing Status Queue until the system receives a 997 acknowledgment from the trading partner to whom it was sent. We recommend that you use this option.

**Note:** The number in the **Control #** field identifies the last transaction. The system assigns the number if the document is outgoing, or picks up the number from the trading partner's document if the document is incoming. Change this number only if you are using a different EDI package with this trading partner and need to synchronize control numbers to continue an existing sequence.

9. Repeat steps 3 through 8 for each document type you exchange with the designated trading partner group.

**Note:** To delete a document type, select the document and press **Alt-Delete**. You can delete the last outbound 810 or outbound 857 from a trading partner group profile only if the **Invoice Fax Copies** field on the Customer Printing/Pricing screen is *not* set to **E** for EDI.

10. Press **Esc** to save the document information and return to the EDI Trading Partner Profile screen.

## Entering Additional EDI Document Information

Use the EDI Add'l Doc Info screen to define additional information required to process a document assigned to an EDI trading partner's group profile.

► **To enter additional EDI document information:**

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.  
For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.
2. In the **Group ID** column, select the group ID you want to add additional documentation information to and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
3. Select the document number and use the **Add'l Doc Info** hot key to display the EDI Add'l Doc Info screen.
4. Complete the fields on the EDI Add'l Doc Info screen, as needed and press **Esc** to save the information and return to the EDI Group Profile Maintenance screen.

The options available for each document are different. The following table describes all the fields and hot keys that can display on the EDI Add'l Doc Info screen. Fields and hot keys are listed in alphabetical order.

Field or Hot Key	Applies To	Description
<b>852 Processing Control File</b>	Outbound 852	Press <b>F10</b> and select the trading partner-specific control record that determines how the system accumulates 852 data.
<b>855 Function Type</b>	Inbound 855	<p>Identify the function the 855 serves:</p> <ul style="list-style-type: none"> <li>• <b>VMI</b> Enables the vendor to create purchase orders on your system. Used with the outbound 852 Product Activity Data document.</li> <li>• <b>P/O Ack</b> Creates open generations by ship date as defined in the 855 documents from your vendor.</li> </ul> <p><b>Note:</b> If the trading partner sends both 855 types, select <b>P/O Ack</b> for this field. The system uses data element 02 from the BAK segment to identify VMI orders. If this code is AP, the system treats this order as though the vendor is trying to create an order for the distributor. The system treats anything other than AP as a purchase order acknowledgment.</p>

Field or Hot Key	Applies To	Description
<b>Alternate Interchange ID</b>	All docs	<p>Enter a test ID or alternate production ID for your trading partner. The ID follows the same format as the group number. Use this field instead of setting up a separate profile for the purpose of testing transactions with your partner.</p> <p><b>Note:</b> When entering EDI Trading Partner Maintenance and entering a Trading Partner ID number, the IDs listed include this Alternate Interchange ID. We recommend that you always select the main profile and access the Alternate Interchange ID through the main profile, not by selecting the alternate interchange at this point.</p>
<b>Check All Unpaid Gens</b>	Inbound 810	<p>Enter <b>Y</b> to have the system check for an exact match on one generation and then also check for an exact match by summing all of the received unpaid generations on a purchase order. The default setting is <b>N</b>.</p> <p>If you leave this field blank or enter <b>N</b>, the system checks for matches only at the generation level.</p>
<b>Cost Only Matrix</b>	Inbound 845	<p>Enter <b>Y</b> to automatically create Override Cost Only matrix cells for 845s received from this vendor. In this case, the system determines the product cost using the cost only matrix cell and the product price using another matrix cell. The default is <b>N</b>. You can override this default for individual customers in the <b>Cost Only</b> field when entering contract upload settings for a customer in Customer Maintenance or for individual 845s in the <b>C</b> column of the Sell Price view of the 845 Contract Detail.</p>
<b>Create 855/856 Documents From 810</b>	Inbound 810	<p>Enter <b>Y</b> to have the system generate an 855 P/O Acknowledgment or an 856 Advanced Ship Notice against the purchase order. Press <b>F10</b> to select the documents to send. The default setting is <b>N</b>.</p> <p>This function applies to vendors that are unable to send either the 855 or 856 documents.</p>
<b>Create Payables for Non-Eclipse PO#s</b>	Inbound 810	<p>Enter <b>Y</b> to create a payable for non-Eclipse purchase order numbers, and to attach a message to the payable stating that it is a non-Eclipse purchase order. The system checks the vendor's home branch and first authorized branch if there is no valid G/L branch. The default setting is <b>N</b>.</p> <p><b>Note:</b> Setting this option to <b>Y</b> can be useful when converting a legacy system to Eclipse.</p>



Field or Hot Key	Applies To	Description
<b>Default Outgoing Transmission Status</b>	Outbound docs	<p>This field defines the initial status of the document in the EDI Outgoing Status Queue. To change the status of a document, do so from the EDI Outgoing Status Queue, not from the group profile. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Send</b> The document goes to the EDI Outgoing Status Queue with a status of Send. The document stays in the queue until the system makes the next network call to the VAN.</li> <li>• <b>Hold</b> The document goes to the EDI Outgoing Status Queue with a status of Hold. The document stays in the queue until someone changes the status to Send or deletes the document.</li> </ul>
<b>Default Selling Formula</b>	Inbound 845	<p>Enter the formula the vendor uses to determine the selling price for 845 pricing contracts.</p> <p>The system populates the <b>Formula</b> column in the Sell Price view on the 845 Contract Detail screen with this default.</p> <p>You can override this default for individual customers in the <b>Formula</b> field when entering contract upload settings in Customer Maintenance or for individual 845s in the <b>Formula</b> field of the Sell Price view of the 845 Contract Detail.</p>
<b>Default Writer</b>	Inbound 840 Inbound 850 Inbound 855 VMI	<p>Select the user for the system to assign as the order writer in the header of the sales order or quote created for the transaction.</p> <p>A default order writer is required unless the Allow Writer Field To Be Blank On EDI 840, 850, And 855 VMI Orders control maintenance record is set to <b>Yes</b>.</p>
<b>Dflt Lead Time if NO Shp Dt Provided</b>	Inbound 855	<p>Enter the number of days it takes the vendor to ship material on an order from their warehouse. The system adds this number to the date of the 855 and uses this calculated date as the expected receive date. The default is no lead time.</p> <p>This field applies to vendors that do not send a ship date in the 855 documents.</p>
<b>Disable Sending BP/Eclipse Part #</b>	Outbound 850	<p>Enter <b>Y</b> to prevent the generic outbound 850 mapper from sending the BP qualifier followed by the internal Eclipse part number. The default is <b>N</b>.</p>

Field or Hot Key	Applies To	Description
<b>Display 2 Decimals in Rebate Detail</b>	Outbound 844 Inbound 849	<p>Enter <b>Y</b> to display the actual cost, rebate cost, difference amount, and the extended rebate amount for the total quantity sold of the product to two decimal places in outbound 844 rebate reports.</p> <p>The decimal place rounding also applies to inbound 849 rebate responses. Enter <b>Y</b> in this field to display the rebate cost, cost, and rebate amounts to two decimal places.</p> <p>Enter <b>N</b> to round to three decimal places.</p> <p><b>Note:</b> The system uses standard rounding logic. If the third decimal place is 5 or greater, the second decimal point is rounded up.</p> <p>Amounts on the 849 rebate responses can extend anywhere from two to six digits. When the system compares the vendor cost on the inbound 849 to the cost in Eclipse, rounding may cause the system to see items on the 849 as exceptions. Use this field to indicate how you want the system to handle rounding to avoid rebate items from unnecessarily being considered exceptions.</p>
<b>EDI Order Entry Discount%</b>	Inbound 850	<p>Enter the percentage discount the system gives to customers who send orders using EDI. If you leave this field blank, the system does not give a discount.</p> <p>To set up EDI discounts, create a G/L account for EDI discounts and assign this account to the <b>EDI Discount Given</b> autoposting item.</p>
<b>Enable Auto-Approve on Invoicing</b>	Inbound 810	Enter <b>Y</b> to have the system reconcile and approve the EDI invoice for payment when the line items match and the dollar amount is within the over or short range. The default is <b>N</b> .
<b>Enable Terms Checking</b>	Inbound 810	Enter <b>Y</b> to have the system verify the terms defined in the 810 with the terms from the purchase order. If the terms do not match, the match code in the 810 Review Queue is <b>T</b> . The default is <b>N</b> .
<b>Freight Already Posted on Eclipse PO</b>	Inbound 810	Enter <b>Y</b> to indicate that freight is already posted on the purchase order in the Eclipse system. The customer posts the freight to the purchase order during the receiving process. Direct orders do not include freight on the purchase order. Vendors may bill for freight and have this put in the freight bucket in AP Entry. The default is <b>N</b> .
<b>Grp/User To Be Notified of 997</b>	Outbound docs	Enter the user ID or message group handling the account.
<b>Grp/User to be Notified of Document</b>	Inbound docs (except 855)	Enter the user ID or message group to notify when the system receives an EDI transaction.

Field or Hot Key	Applies To	Description
<b>Grp/User to Review Received Document</b>	Inbound docs (except 855)	Enter the user ID or message group handling the account. To assign maintenance users by branch for an 845, use the <b>Multi Users</b> hot key to display the Maintenance Users screen. Each user or message group entered on this screen can only access contracts for vendors with a home branch in their branch list.
<b>Include 'Catalog' Items</b>	Outbound 852	Enter <b>Y</b> to accumulate catalog index items and primary index items for the 852 report. The default is <b>N</b> .
<b>Initial Order Status</b>	Inbound 830 Inbound 840 Inbound 850 Inbound 855 VMI	Enter the default order status. We recommend setting this field as follows: <ul style="list-style-type: none"> <li>• <b>B</b> (Bid) For 830s, 840s, and 850s.</li> <li>• <b>O</b> (Open) For 855 VMIs.</li> </ul>
<b>Initial Tracker Status</b>	Inbound 860	Enter the default status the system assigns to the trackers it creates for incoming 860s.
<b>Invert Multiplier</b>	Inbound 845	Specify whether the vendor sends straight multipliers or an inverse multiplier in their inbound 845 documents. The multiplier is a that the vendor sends in the 845 that is used in the pricing matrix formula to calculate the rebated cost that is applied to a product when it is sold. The vendor can send the multiplier in one of two formats: <ul style="list-style-type: none"> <li>• <b>Actual multiplier</b> – For example, the formula is sent as 0.55 and the value used in the pricing matrix formula is the exact same value. In this case, set this field to <b>No</b> to indicate in the formula that you want to use 55% of the amount.</li> <li>• <b>Inverse multiplier</b> – For example, the formula is sent as 0.55, but it needs to be inverted to 0.45. In this case, set this field to <b>Yes</b> to indicate in the formula that you want to use 55% off the amount.</li> </ul>
<b>Override Perfect Match Auto-Clearing</b>	Inbound 855	Enter <b>Y</b> to keep inbound purchase orders that have a perfect match in the EDI 855 P/O Acknowledgement Review Queue's Active view until you move them to the Cleared view. If this field is set to <b>N</b> , the system automatically clears any purchase orders with a match level of <b>P</b> from the Active view in the queue and moves them to the Cleared view.

Field or Hot Key	Applies To	Description
<b>Process Invoices for Directs</b>	Inbound 810	<p>Enter <b>Y</b> to have the system try to match the inbound 810 invoices to the purchase order of a direct order. If a match is found, the system receives that purchase order generation and reconciles the 810 invoices against that generation. The default is <b>N</b>.</p> <p>To have the system auto approve direct invoices, also set the <b>Enable Auto Approve on Invoicing</b> field in this screen to <b>Y</b>. The default print status set for the ship via for the order and the setting in the Print Status On Direct When Payable Approved control maintenance record affect whether the print status for the order changes to <b>P</b> when the invoice is approved.</p>
<b>Process Multiple Stock PO Ack 855s</b>	Inbound 855	Enter <b>Y</b> to enable the system to process multiple 855s per order. The default is <b>N</b> .
<b>Received Document Notification</b>	Inbound 855	<p>Enter the user ID or message group who the system notifies when the system receives an EDI 855. If you leave this field blank, the system does not message a user.</p> <ul style="list-style-type: none"> <li>• <b>Grp/User</b> The system sends a message to the user you enter in the <b>Grp/User</b> field that displays after you select this option.</li> <li>• <b>Written By</b> The system sends a message to the user specified in the <b>Written by</b> field in the header of the order.</li> </ul>
<b>Received Document Reviewer</b>	Inbound 855	<p>Enter the user ID who the system assigns in the EDI 855 Review Queue to review the record created for the incoming document. If you leave this field blank, the system does not assign a user.</p> <ul style="list-style-type: none"> <li>• <b>Grp/User</b> The system assigns the user you enter in the <b>Grp/User</b> field that displays after you select this option.</li> <li>• <b>Written By</b> The system assigns the user specified in the <b>Written by</b> field in the header of the order.</li> </ul>
<b>Reconcile Invoice Freight Charges</b>	Inbound 810	Enter <b>Y</b> to have the system mark the invoice as a perfect match in the 810 Review Queue is the invoice amount differs from the purchase order amount by the freight amount. The default is <b>N</b> .
<b>Round Up To Minimum Sales Quantity</b>	Inbound 830 Inbound 846 Inbound 850 Inbound 862	<p>Indicate whether the system should round up the order quantity for a product when a minimum package quantity is defined but the customer did not order that quantity.</p> <ul style="list-style-type: none"> <li>• <b>Y</b> Rounds up.</li> <li>• <b>N</b> Does not round up.</li> <li>• <b>Q</b> Sends the order to the Remote Order Entry Review Queue for review.</li> </ul> <p>If you leave this field blank, the system uses the setting in the <b>Round Up to Minimum Sales Quantity</b> field in the EDI Group Profile Global Info Table.</p>

Field or Hot Key	Applies To	Description
<b>Sell Groups</b>	Inbound 845	<p>Use this hot key to list the vendor's product groups and map them to Eclipse sell groups.</p> <ul style="list-style-type: none"> <li>• In the <b>Vendor Group</b> column, enter the vendor's product groups.</li> <li>• In the <b>Sell Group</b> column, for each vendor group, select or enter the corresponding Eclipse sell group.</li> <li>• Use the <b>Group Matrix</b> hot key, as needed, to display the Buy/Sell Group Maintenance screen, where you can create new Eclipse sell groups.</li> </ul>
<b>Send Credit/ Zero Bal Invoices</b>	Outbound 810	<p>Select one of the following options to indicate whether the system sends 810s for invoices with negative balances (credits) or zero balances. The default is <b>Y</b>.</p> <ul style="list-style-type: none"> <li>• <b>C</b> Send credits</li> <li>• <b>Z</b> Send zero balance invoices</li> <li>• <b>Y</b> Send both</li> <li>• <b>N</b> Send neither</li> </ul> <p><b>Note:</b> If you select an option that prints zero balance invoices, the Print Paid-In-Full Invoices control maintenance record must be set to <b>Y</b>. These invoices are not necessarily paid in full. The invoice might be for replacement items or there is no charge for other reasons, but the customer still needs to receive the invoice.</p>
<b>Send Pricing Data in Qty UOM (Y/N)</b>	Outbound 810 Outbound 850	<p>Enter <b>Y</b> to convert the pricing information to the same unit of measure as the quantity information. The default is <b>N</b>. You can define how EDI units of measure are converted to system units of measure in the EDI Pricing UOM Conversion Table control maintenance record.</p>
<b>Transmission Method Override</b>	Outbound 810 Outbound 852	<p>Enter an alternate transmission method to override the default transmission method set for the trading partner in EDI Trading Partner Profile Maintenance.</p> <p>For example, if you send invoices through a third party billing company, that company may have a different EDI transmission default than the customer to which the EDI trading partner profile is assigned. Use this field to specify an alternate transmission method for the outbound invoice.</p>
<b>Update COMM- COST on Sell Matrix</b>	Inbound 845	<p>Indicate whether the system should upload and update the COMM-cost in addition to the COGS cost.</p> <p>If set to <b>Yes</b>, the system applies the formula and basis for the rebate cost of goods sold (COGS) to the rebate COMM cost, and from the direct COGS to the direct COMM cost.</p>

Field or Hot Key	Applies To	Description
<b>Update Req'd Date with the Ship Date</b>	Inbound 855	<p>Enter <b>Y</b> or <b>N</b> to override the system default defined in the Update The Required Date With The Ship Date Received On An EDI 855 control maintenance record.</p> <ul style="list-style-type: none"> <li>• <b>Y</b> The system updates the required date on EDI purchase orders with the ship date received on EDI 855 P/O Acknowledgements.</li> <li>• <b>N</b> The system does not update the required date.</li> </ul>
<b>Use Partner's Pricing on Orders</b>	Inbound 830 Inbound 850 P/O	Enter <b>Y</b> to use the trading partner provided pricing in the 850 inbound documents when creating orders. The default is <b>N</b> .
<b>Use Partner's Pricing on VMI Orders</b>	Inbound 855 VMI	Enter <b>Y</b> to use the trading partner provided pricing provided in the 855 inbound documents when creating VMI orders. The default is <b>N</b> , in which case the system creates the order using matrix or price sheet pricing.
<b>Use PO Terms</b>	Inbound 810	<p>Enter <b>Y</b> to use the terms, such as discount amount, discount date, and due date, from the purchase order rather than the 810. If you set this field to <b>Y</b>, the system ignores the setting in the <b>Enable Terms Checking</b> field and uses the terms from the purchase order regardless of what is sent in the 810.</p> <p>Enter <b>N</b> to use the terms sent in the 810. If the <b>Enable Terms Checking</b> field is set to <b>Y</b>, the system verifies the terms in the 810 against those in the purchase order. If the terms do not match, the match code in the 810 Review Queue is <b>T</b>. If the terms in the 810 are incomplete, the system places the item in the 810 Review Queue without creating the payable. The default is <b>N</b>.</p>

## Entering EDI Group Profile Receive Codes

The system routes incoming EDI order transactions that affect the sales order ledger, such as 850s or 832s, to trading partner group IDs. If multiple customer ship-to accounts are associated with one group profile, you need to set up receive codes for each one customer in the group. When a ship-to customer in this group sends an EDI order or request for bid, they include their receive code in the EDI document. As your system receives the document, it uses the receive code to determine the ship-to account to which to assign the transaction.

Typically, your trading partner provides receive codes.

### Receive Code Format

The receive code has a two-part format. Each part can be up to 17 alphanumeric characters. The parts are separated by a hyphen.

- The ID preceding the dash identifies the bill-to customer. The ID is transmitted in the N1-BT segment (field four) of the document.
- The ID following the dash identifies the ship-to customer. The ID is transmitted in the N1-ST segment (field four) of the document.

#### ►To enter a group profile receive code:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.  
For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.
2. In the **Group ID** field, select a group id and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
3. Use the **Edit Tables** hot key, select **Receive Code**, and press **Enter** to display the EDI Group Profile Receive Code Info Table screen.

The system populates the **Group #** and **Name** fields with view-only information from the EDI Group Profile Maintenance screen.

4. In the **Receive Code** field, enter the receive code.

**Note:** If your trading partner does not provide a bill-to code, enter a dash followed by the ship-to code.

5. In the **Customer Name** field, enter the account with which to associate this receive code.
6. To enter additional receive codes, repeat steps 4 and 5.
7. Press **Esc** to save the receive code list and return to the EDI Group Profile Maintenance screen.

## Entering EDI Group Profile Send Codes

When multiple entities use the same group profile, use the EDI Group Profile Send Code Info Table screen to specify codes that identify each entity. The codes identify the ship-froms or ship-tos from which the documents originate. If a trading partner requests that you send a unique code for a specific location, enter that code on this screen.

EDI Support must customize the mapper to incorporate this information in the transaction.

### ► To enter a group profile send code:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.  
For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.
2. Position the cursor on a Group ID and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
3. Use the **Edit Tables** hot key, select **Send Codes**, and press **Enter** to display the EDI Group Profile Send Code Info Table screen.

The system populates the **Group #** and **Name** fields with view-only information from the EDI Group Profile Maintenance screen.

4. In the **Send Code** field, enter the code used to identify the customer ship-to or vendor ship-from.
5. In the **Customer/Vendor Name** field, enter the customer ship-to or vendor ship-from account with which to associate the send code.
6. To enter additional send codes, repeat steps 4 and 5.
7. Press **Esc** to save the send code list and return to the EDI Group Profile Maintenance screen.



## Entering EDI Group Profile User-Defined Information

Use the EDI Trading Partner Profile User-Defined Info Table screen to define additional information to include in EDI documents sent to or received from a designated group profile.

**Note:** Enter user-defined information specific to the trading partner, not the group, in Trading Partner Maintenance.

Eclipse EDI Support must customize the mapper for transactions that use user-defined information.

### ►To enter group profile user-defined information:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.

For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.

2. Select the group ID to modify and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
3. Use the **Edit Tables** hot key, select **User Defined**, and press **Enter** to display the EDI Trading Partner Profile User-Defined Info Table screen.

The system populates the **ISA#** and **Name** fields with view-only information from the EDI Group Profile.

4. In the **Code** field, enter the information the customized mapper uses. You can change this as needed instead of having to re-customize the mapper.
5. In the **Description** field, enter a description of the corresponding code. This field is optional.
6. Repeat steps 4 and 5 to enter additional codes.  
You can enter up to 10 user-defined codes.
7. Press **Esc** to save this information and return to the EDI Group Profile Maintenance screen.

## Changing EDI Group Profile Global Defaults

Use the EDI Group Profile Global Info Table to change the default settings for flags that check for the following problems:

- Out-of-sequence control numbers.
- Duplicate purchase order numbers.
- Line item quantities not matching minimum sales quantity.

The default entry for each field is **N**. If you enter **Y** in any of the following fields, the system displays an asterisk (\*) next to the corresponding flag name on the EDI Group Profile Maintenance screen to show that the check is activated. The flag names are located below the hot keys on the screen.

Also use global defaults to indicate how the trading partner group sends their rebate reports and to indicate whether the part number matching routine for inbound documents compares the product information to internal Eclipse product numbers first rather than last.

### ► To change group profile global defaults:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.  
For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.
2. Select the group ID to modify and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
3. Use the **Global Settings** hot key to display the EDI Group Profile Global Info Table screen.

The **Group#** and **Name** fields identify the group for which you are entering the global information.

4. In the **Ignore GS Ctrl # Mismatch Warnings** field, indicate whether the system should ignore mismatch warnings when an inbound document arrives with an out-of-sequence functional group control number.
  - **Y** – The system does not send a message to the EDI Administrator. If you enter **Y** in this field, the system displays an asterisk (\*) next to the **Ctrl#** field below the hot keys.
  - **N** – The system sends a message to the EDI Administrator, identifying the document with the out-of-sequence control number. This is the default.
5. In the **Check for Duplicate PO #s** field, indicate whether the system should check incoming orders for duplicate purchase order numbers.
  - **Y** – Before creating a new sales order from an incoming 850, the system checks the existing sales orders from the same customer for duplicate purchase order or release numbers. It checks all the non-canceled orders within the number of days you specify

after entering **Y** in the field. The system displays the number you enter here next to the **Dup PO Days** field below the hot keys. If the system finds a duplicate purchase order number, it sends the document to the EDI Error Queue.

**Note:** Requeue the 850 by removing the Duplicate P/O Check, re-queuing the document, and resetting the Duplicate P/O Check.

- **N** – The system creates a sales order for every incoming 850, regardless of the purchase order and release number the customer assigned to the order. This is the default.
6. In the **Round Up To Minimum Sales Quantity** field, indicate whether the system should round the order quantity up for a product on an incoming 830, 846, 850, or 862 order when a minimum package quantity is defined but the customer did not order that quantity.
    - **Y** – The system rounds the order quantity up to the minimum package quantity..
    - **N** – The system does not round the order quantity. This is the default.
    - **Q** – The system sends the order to the Remote Order Entry Review Queue for review.
  7. In the **Book Letter of Credit Vendor** field, indicate whether this trading partner group must send their 844s from a rebate purchase order created by the rebate report book letters of credit option.
    - **Y** – The trading partner group must use the rebate report book letters of credit option and send their 844 from the rebate purchase order.
    - **N** – The trading partner group is not required to use the rebate report book letters of credit option and can send their 844 from the rebate report.
  8. In the **Match on Eclipse Internal PN First** field, indicate whether the part number matching routine for inbound documents compares the product information to internal Eclipse product numbers first rather than last. The default is **N**.
    - **Y** – Compares the incoming product information to internal Eclipse product numbers first.
    - **N** – Compares the incoming product information to internal Eclipse product numbers last.
  9. In the **Use Branch Customer D&B in N104** field, set the field to **Y** for outbound mappers to check the branch customer record to see if the D&B number is populated.
 

If the branch record's D&B number is populated, the system sends that number for the N104 EDI ID. The system calculates the N103 qualifier from the N104 ID. If it is a DUNS number, the system sends 1. If it is a DUNS+4 number, the system sends 9. Otherwise, if the document is a vendor facing document, the system sends 92, Defined by Buyer. If it is a customer facing document, the system sends 91, Defined by Seller.

10. In the **Transaction Types In Separate Envelope** field, enter **Y** to place documents for this trading partner in separate outbound FTP files.

To envelope documents of different types in a single FTP file, leave this field set to **N**.

11. Press **Esc** to save the changes and return to the EDI Group Profile Maintenance screen.

## Copying EDI Group Profiles

To create a new group profile that uses the same transaction sets, mappers, and additional document information already defined for another group profile, you can copy the information from that profile.

You can copy a group profile from the same or another trading partner profile.

### ► To copy a group profile:

1. From Customer Maintenance or Vendor Maintenance, use the **EDI** hot key to display the EDI Trading Partner Profile Maintenance screen.
2. In the **Trading Partner ID** field, enter the trading partner whose record you want to copy to the group profile.
3. Select the group ID and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
4. Use the **Copy Profile** hot key.

The system displays the following message: This copy will NOT copy account #s or Alternate IDs!!

5. Press **Enter** to display the copy prompts.
6. In the **Copy From Trading Partner ID** field, verify that the trading partner ID is the ID that contains the group you want to copy. If it is not, delete the entry in this field, press **F10**, and select the correct trading partner ID.
7. In the **Copy From Group ID** field, press **F10**, select the group profile to copy, and press **Enter**.

**Note:** The copied profile overwrites any group profile information in the new record, except for the account numbers or alternate IDs.

The system returns to the EDI Trading Partner Profile Maintenance screen.

8. Enter the customer or vendor associated with this new profile in the **Customer Name** or **Vendor Name** field on the EDI Trading Partner Profile Maintenance screen to link the account to the profile.

**Note:** The account number cannot be assigned to any other EDI trading partner profile.

## Assigning Multiple Accounts to Customer Group IDs

You can assign multiple customer bill-to accounts to the same trading partner group profile. For example, a large corporation might have multiple customer accounts, which all use the same trading partner profile.

Set up a trading partner group profile for one customer account. Then use the following procedure to specify the additional customer accounts that use this profile.

### ►To assign multiple customer accounts to customer group IDs:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.

For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.

**Note:** To change the column heading in the group information section to **Customer Name**, use the **View** hot key.

2. Select the customer account name and use the **Multiple Bill-To Accts** hot key to display the Multiple Bill-To Accts Maintenance screen.

The screen displays the following information:

Field	Description
<b>Customer Name</b>	Name of customer account.
<b>BT</b>	Displays an asterisk (*) if customer is a bill-to account.
<b>ST</b>	Displays an asterisk (*) if customer is a ship-to account.
<b>PT</b>	Not used for customers.
<b>SF</b>	Not used for customers.
<b>BT Acct#</b>	Internal account number for a bill-to customer or the bill-to customer associated with the ship-to account.  <b>Note:</b> Assign a bill-to account if you plan to send EDI invoices to this customer. To automate batch processes for EDI, see Defining Customer Invoice Printing Options.
<b>ST Acct#</b>	Internal account number for a ship-to customer.

3. In the **Customer Name** column, enter the name of another customer on a blank line that uses the same trading partner group profile.

The system populates the remaining fields for that customer.

4. To add additional customers, repeat step 3.
5. Press **Esc** to save the data and exit the screen.

## Assigning Multiple Accounts to Vendor Group IDs

You can assign multiple vendor accounts to the same trading partner group profile. For example, a large corporation may have multiple vendor accounts, which all use the same trading partner profile.

Set up a trading partner group profile for one vendor account. Then use the following procedure to specify the additional vendor accounts that will also use this profile.

### ► To assign multiple vendor accounts to vendor group IDs:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.

For information about how to display a trading partner profile, see *Displaying EDI Trading Partner Profiles* in this document.

**Note:** To change the column heading in the group information section to **Vendor Name**, use the **View** hot key.

2. Select the vendor account name and use the **Multiple Ship-From Accts** hot key to display the Multiple Ship-From Accts Maintenance screen.

The screen displays the following information:

Field	Description
<b>Vendor Name</b>	Name of vendor account.
<b>BT</b>	Not used for vendors.
<b>ST</b>	Not used for vendors.
<b>PT</b>	Displays an asterisk (*) if vendor is a pay-to account.
<b>SF</b>	Displays an asterisk (*) if vendor is a ship-from account.
<b>PT Acct#</b>	Internal account number for a pay-to vendor or the pay-to vendor associated with the ship-from account.  <b>Note:</b> To define EDI as the default print status for outgoing purchase orders, see Entering Miscellaneous Vendor Information.
<b>SF Acct#</b>	Internal account number for a ship-from vendor.

3. In the **Vendor Name** column, enter the name of a vendor on a blank line that uses the same trading partner group profile.

The system populates the remaining fields for that vendor.

4. To add additional vendors, repeat step 3.
5. Press **Esc** to save the data and exit the screen.

## EDI Integrated Transactions

The system is capable of receiving and printing any valid ANSI X12 formatted transaction. The system can translate any inbound document not listed using the EDI.PRINT.DOC print routine, which produces a report placed in the Hold file.

The following tables list the transactions integrated into the system. All documents listed have a generic mapper that many trading partners can use. Some trading partners require customization to the generic mappers. Customization is subject to a custom programming charge for those who do not subscribe to EDI Platinum support. For those who subscribe to EDI Platinum support, most customized mappers are provided at no charge.

Contact Eclipse EDI Support to obtain a quote for mapper customization.

### Customer Transaction Set

The following table lists the customer transactions integrated into the system:

Trans. Set	Description	Inbound	Outbound
810	Generic Invoice: Customization likely		X
830	Forecast Schedule: Produces sales order bid, customization likely	X	
840	Request for Quote (RFQ): Produces sales order bid	X	
843	Response to RFQ		X
850	Purchase Order/Sales Order	X	
855	Purchase Order Acknowledgment: Acknowledges customer order		X
856	Advance Ship Notice		X
857	Advance Ship Notice & Billing		X
860	Purchase Order Change Requests: creates Hold file report only	X	
865	Purchase Order Acknowledgment With Change: Acknowledges customer order with changes		X
997	Functional Acknowledgments	X	X

### Vendor Transaction Set

The following table lists the vendor transactions integrated into the system:

Trans. Set	Description	Inbound	Outbound
810	Invoice	X	
820	Generate Remittance Advice		X



Trans. Set	Description	Inbound	Outbound
844	Product Transfer Account Adjustment/Rebate Reporting with Book Letters of Credit option		X
845	Price Authorization Acknowledgment: Creates price contract.	X	
849	Response to Product Transfer Account Adjustment when used with Book Letters of Credit option	X	
850	Purchase Order/Sales Order		X
852	Product Activity Data: Customization likely		X
855	Purchase Order Acknowledgment: Type 1 – Produces a vendor purchase order or creates an order generated by the vendor.	X	
855	Purchase Order Acknowledgment: Type 2 – Updates expected ship dates and compares pricing. This type of 855 does not update pricing, it only shows a comparison between pricing on the purchase order and pricing in the 855.	X	
856	Advance Ship Notice	X	
867	Point of Sale Reporting		X
997	Functional Acknowledgments	X	X

## ASC X12 Transaction Set

The Accredited Standards Committee (ASC) of the American Standards Institute has defined the following set of EDI transactions. Asterisks (\*) denote transactions integrated into the Eclipse system as inbound transactions, outbound transactions, or both.

Contact Eclipse EDI Support about viewing or printing transactions that have not yet been integrated.

Transaction	Description
100	Insurance Plan Description
101	Name and Address Lists
104	Air Shipment Information
105	Business Entity Filings
106	Motor Carrier Rate Proposal
107	Request for a Motor Carrier Rate Proposal
108	Response to a Motor Carrier Rate Proposal
109	Vessel Content Details
110	Air Freight Details and Invoice
112	Property Damage Report
120	Vehicle Shipping Order
121	Vehicle Service
124	Vehicle Damage
125	Multi-Level Railcar Load Details
126	Vehicle Application Advice
127	Vehicle Bidding Order
128	Dealer Information
129	Vehicle Carrier Rate Update
130	Student Educational Record (Transcript)
131	Student Educational Record (Transcript) Acknowledgment
135	Student Loan Application
138	Testing Results Request and Report
139	Student Loan Guarantee Result
140	Product Registration
141	Product Service Claim Response
142	Product Service Claim
143	Product Service Notification
144	Student Loan Transfer and Status Verification
146	Request for Student Educational Record (Transcript)

Transaction	Description
147	Response to Request for Student Educational Record (Transcript)
148	Report of Injury
149	Notice of Tax Adjustment or Assessment
150	Tax Rate Notification
151	Electronic Filing of Tax Return Data Acknowledgment
152	Statistical Government Information
153	Unemployment Insurance Tax Claim or Charge Information
154	Uniform Commercial Code Filing
155	Business Credit Report
157	Notice of Power of Attorney
159	Motion Picture Booking Confirmation
160	Transportation Automatic Equipment Identification
161	Train Sheet
163	Transportation Appointment Schedule Information
170	Revenue Receipts Statement
175	Court and Law Enforcement Notice
176	Court Submission
180	Return Merchandise Authorization and Notification
185	Royalty Regulatory Report
186	Insurance Underwriting Requirements Reporting
188	Educational Course Inventory
189	Application for Admission to Educational Institutions
190	Student Enrollment Verification
191	Student Loan Pre-Claims and Claims
194	Grant or Assistance Application
195	Federal Communications Commission (FCC) License Application
196	Contractor Cost Data Reporting
197	Real Estate Title Evidence
198	Loan Verification Information
199	Real Estate Settlement Information
200	Mortgage Credit Report
201	Residential Loan Application
202	Secondary Mortgage Market Loan Delivery
203	Secondary Mortgage Market Investor Report
204	Motor Carrier Load Tender
205	Mortgage Note

Transaction	Description
206	Real Estate Inspection
210	Motor Carrier Freight Details and Invoice
211	Motor Carrier Bill of Lading
212	Motor Carrier Delivery Trailer Manifest
213	Motor Carrier Shipment Status Inquiry
214	Transportation Carrier Shipment Status Message
215	Motor Carrier Pick-up Manifest
216	Motor Carrier Shipment Pick-up Notification
217	Motor Carrier Loading and Route Guide
218	Motor Carrier Tariff Information
219	Logistics Service Request
220	Logistics Service Response
222	Cartage Work Assignment
223	Consolidators Freight Bill and Invoice
224	Motor Carrier Summary Freight Bill Manifest
225	Response to a Cartage Work Assignment
242	Data Status Tracking
244	Product Source Information
248	Account Assignment/Inquiry and Service/Status
249	Animal Toxicological Data
250	Purchase Order Shipment Management Document
251	Pricing Support
252	Insurance Producer Administration
255	Underwriting Information Services
256	Periodic Compensation
260	Application for Mortgage Insurance Benefits
261	Real Estate Information Request
262	Real Estate Information Report
263	Residential Mortgage Insurance Application Response
264	Mortgage Loan Default Status
265	Real Estate Title Insurance Services Order
266	Mortgage or Property Record Change Notification
267	Individual Life
268	Annuity Activity
270	Eligibility
271	Eligibility

Transaction	Description
272	Property and Casualty Loss Notification
273	Insurance/Annuity Application Status
275	Patient Information
276	Health Care Claim Status Request
277	Health Care Claim Status Notification
278	Health Care Services Review Information
280	Voter Registration Information
285	Commercial Vehicle Safety and Credentials Information Exchange
286	Commercial Vehicle Credentials
288	Wage Determination
290	Cooperative Advertising Agreements
300	Reservation (Booking Request) (Ocean)
301	Confirmation (Ocean)
303	Booking Cancellation (Ocean)
304	Shipping Instructions
309	U.S. Customs Manifest
310	Freight Receipt and Invoice (Ocean)
311	Canadian Customs Information
312	Arrival Notice (Ocean)
313	Shipment Status Inquiry (Ocean)
315	Status Details (Ocean)
317	Delivery/Pickup Order
319	Terminal Information
322	Terminal Operations and Intermodal Ramp Activity
324	Vessel Stow Plan (Ocean)
325	Consolidation of Goods in Container
326	Consignment Summary List
350	U.S. Customs Status Information
352	U.S. Customs Carrier General Order Status
353	U.S. Customs Events Advisory Details
354	U.S. Customs Automated Manifest Archive Status
355	U.S. Customs Acceptance/Rejection
356	U.S. Customs Permit to Transfer Request
357	U.S. Customs In-Bond Information
358	U.S. Customs Consist Information
361	Carrier Interchange Agreement (Ocean)

Transaction	Description
362	Cargo Insurance Advice of Shipment
404	Rail Carrier Shipment Information
410	Rail Carrier Freight Details and Invoice
414	Rail Carhire Settlements
417	Rail Carrier Waybill Interchange
418	Rail Advance Interchange Consist
419	Advance Car Disposition
420	Car Handling Information
421	Estimated Time of Arrival and Car Scheduling
422	Shipper's Car Order
423	Rail Industrial Switch List
425	Rail Waybill Request
426	Rail Revenue Waybill
429	Railroad Retirement Activity
431	Railroad Station Master File
432	Rail Description
433	Railroad Reciprocal Switch File
434	Railroad Mark Register Update Activity
435	Standard Transportation Commodity Code Master
436	Locomotive Information
437	Railroad Junctions and Interchanges Activity
440	Shipment Weights
451	Railroad Event Report
452	Railroad Problem Log Inquiry or Advice
453	Railroad Service Commitment Advice
455	Railroad Parameter Trace Registration
456	Railroad Equipment Inquiry or Advice
460	Railroad Price Distribution Request or Response
463	Rail Rate Reply
466	Rate Request
468	Rate Docket Journal Log
470	Railroad Clearance
475	Rail Route File Maintenance
485	Ratemaking Action
486	Rate Docket Expiration
490	Rate Group Definition

Transaction	Description
492	Miscellaneous Rates
494	Rail Scale Rates
500	Medical Event Reporting
501	Vendor Performance Review
503	Pricing History
504	Clauses and Provisions
511	Requisition
517	Material Obligation Validation
521	Income or Asset Offset
527	Material Due-In and Receipt
536	Logistics Reassignment
540	Notice of Employment Status
561	Contract Abstract
567	Contract Completion Status
568	Contract Payment Management Report
601	U.S. Customs Export Shipment Information
602	Transportation Services Tender
620	Excavation Communication
625	Well Information
650	Maintenance Service Order
715	Intermodal Group Loading Plan
805	Contract Pricing Proposal
806	Project Schedule Reporting
*810*	Invoice
811	Consolidated Service Invoice/Statement
812	Credit/Debit Adjustment
813	Electronic Filing of Tax Return Data
814	General Request
815	Cryptographic Service Message
816	Organizational Relationships
818	Commission Sales Report
819	Operating Expense Statement
*820*	Payment Order/Remittance Advice
821	Financial Information Reporting
822	Account Analysis
823	Lockbox

Transaction	Description
824	Application Advice
826	Tax Information Exchange
827	Financial Return Notice
828	Debit Authorization
829	Payment Cancellation Request
*830*	Planning Schedule with Release Capability
831	Application Control Totals
832	Price/Sales Catalog
833	Mortgage Credit Report Order
834	Benefit Enrollment and Maintenance
835	Health Care Claim Payment/Advice
836	Procurement Notices
837	Health Care Claim
838	Trading Partner Profile
839	Project Cost Reporting
*840*	Request for Quotation
841	Specifications/Technical Information
842	Nonconformance Report
*843*	Response to Request for Quotation
*844*	Product Transfer Account Adjustment
*845*	Price Authorization Acknowledgment/Status
846	Inventory Inquiry/Advice
847	Material Claim
848	Material Safety Data Sheet
*849*	Response to Product Transfer Account Adjustment
*850*	Purchase Order
851	Asset Schedule
*852*	Product Activity Data
853	Routing and Carrier Instruction
854	Shipment Delivery Discrepancy Information
*855*	Purchase Order Acknowledgment
*856*	Ship Notice/Manifest
*857*	Shipment and Billing Notice
858	Shipment Information
859	Freight Invoice
860	Purchase Order Change Request - Buyer Initiated



Transaction	Description
861	Receiving Advice/Acceptance Certificate
862	Shipping Schedule
863	Report of Test Results
864	Text Message
*865*	Purchase Order Change Acknowledgment/Request - Seller Initiated
866	Production Sequence
*867*	Product Transfer and Resale Report
868	Electronic Form Structure
869	Order Status Inquiry
870	Order Status Report
871	Component Parts Content
872	Residential Mortgage Insurance Application
*875*	Grocery Products Purchase Order
876	Grocery Products Purchase Order Change
877	Manufacturer Coupon Family Code Structure
878	Product Authorization/De-authorization
879	Price Information
*880*	Grocery Products Invoice
881	Manufacturer Coupon Redemption Detail
882	Direct Store Delivery Summary Information
883	Market Development Fund Allocation
884	Market Development Fund Settlement
885	Retail Account Characteristics
886	Customer Call Reporting
887	Coupon Notification
888	Item Maintenance
889	Promotion Announcement
891	Deduction Research Report
893	Item Information Request
894	Delivery/Return Base Record
895	Delivery/Return Acknowledgment or Adjustment
896	Product Dimension Maintenance
920	Loss or Damage Claim - General Commodities
924	Loss or Damage Claim - Motor Vehicle
925	Claim Tracer
926	Claim Status Report and Tracer Reply

Transaction	Description
928	Automotive Inspection Detail
940	Warehouse Shipping Order
943	Warehouse Stock Transfer Shipment Advice
944	Warehouse Stock Transfer Receipt Advice
945	Warehouse Shipping Advice
947	Warehouse Inventory Adjustment Advice
980	Functional Group Totals
990	Response to a Load Tender
996	File Transfer
*997*	Functional Acknowledgment
998	Set Cancellation

## EDI Maintenance Overview

Use the following programs to maintain EDI queues and monitor the daily activities of EDI:

- EDI Activity Log Viewing – Displays a transmission summary of connection attempts, actual connections, and transaction information, such as whether a document was sent or received.

Monitor transmission activity by viewing the log entries daily.

- EDI Outgoing Status Queue – Provides a summary of outgoing documents that are waiting to be sent, have been enveloped, or have been sent, but whose receipt has not yet been acknowledged by the recipient. When a trading partner acknowledges receipt of a sent item, the system removes the item from the queue.

Monitor the queue daily and follow up on items that remain in the queue too long.

- EDI Error Queue Maintenance – Provides a list of all inbound document errors. Generally, when an error occurs, the system does not process the transaction.

Follow up daily on the reported errors, so the transactions can be resent or reprocessed.

- EDI Archive Maintenance – Provides access to records stored in the archives.

Use the archives to research problems by viewing the data transmitted in the documents and envelopes. The following archive options are available:

Document archives, active and inactive:

- EDI Inbound Document Archive Maintenance
- EDI Inbound Document Inactive Archive Maintenance

Envelope archives, active and inactive:

- EDI Inbound Envelope Archive Maintenance
- EDI Inbound Envelope Inactive Archive Maintenance
- EDI Outbound Envelope Archive Maintenance
- EDI Outbound Envelope Inactive Archive Maintenance

## Monitoring the EDI Activity Log

The EDI activity log contains a summary of transmission connection attempts, actual connections, and transaction information, such as whether a document was sent or received. The log is a permanent repository for this information and maintenance is not required. Use the EDI Activity Log Viewing screen to monitor the daily activity logged by EDI programs.

Refer to the EDI Error Glossary for explanations of the messages that can display in the queue.

### ► To monitor EDI activity log:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Activity Log Viewing** to display the EDI Activity Log Viewing screen.
2. To filter the list, use the **Sel** hot key to display the Selection Criteria screen and enter the criteria the system uses to filter what displays in the log:

Field	Description
<b>Select Pattern</b>	String of characters in the first two lines of the log entry comment field.
<b>Select User ID</b>	ID of user responsible for the log entry. Press <b>F10</b> to display a list of user IDs.
<b>Select Sec Level</b>	Security level on the log entry.
<b>Select Source</b>	Source of the log entry. Press <b>F10</b> to display a list of sources.
<b>Select Open Only</b>	Enter one of the following: <ul style="list-style-type: none"> <li>• <b>Y</b> – Displays log entries that are currently open on your job queue.</li> <li>• <b>N</b> – Displays all log entries. The default is N.</li> </ul>
<b>Select As Of Date</b>	Selects the last item entered on or before this date.

3. Press **Esc** to display the selected log entries on the EDI Activity Log Viewing screen.

The log entries display in date and time sequence, with the most recent entries listed first and contain the following information:

Field	Description
<b>User ID</b>	User who performed the action that generated the log entry.
<b>Date</b>	Date of the log entry.
<b>Time</b>	Time of the log entry.
<b>Comment</b>	System- or user-generated comments describing the log entry.

4. Use the following hot keys, as needed, to change the view:

Hot Key	Description
<b>Synop</b>	Changes the expanded view to display each comment's first line only.
<b>Expand</b>	Changes the synopsis view to display the entire text of each log entry's comment.

By default, the entire text of each log entry's comment displays.

5. If a log entry contains a **Customer #**, **Product #**, **Sales Order #**, or **Invoice #**, use the **View** or **Edit** hot keys to view or edit the associated records.

If the log entry contains multiple IDs, the hot key displays a list from which you can select the record you want to view.

6. Use the remaining hot keys on the EDI Activity Log Viewing screen to perform the following functions:

To...	Use this hot key...
display the EDI Log Entry screen, where you can create a new entry in the EDI log	<b>New</b> <b>Note:</b> We recommend that you do not use this hot key.
display the EDI Log Entry screen, where you can edit the selected log entry	<b>Edit Item</b> <b>Note:</b> We recommend that you do not use this hot key. If you do, we recommend that you use this option only to add information. Editing or removing a system-generated comment may result in misleading or incorrect information when troubleshooting system errors.
display the Append Message screen, where you can append a comment to the log entry	<b>Append</b> <b>Note:</b> We recommend that you do not use this hot key.
displays the job queue entry related to the selected item in the log	<b>UserQ</b>
create a tracker for a customer, vendor, or user	<b>JobQ</b>

**Note:** All activity log viewing screens use the same screen layout and hot keys. Hot keys that we do not recommend that you use in the EDI log, even though they are functional, are so noted in the table.

7. Press **Esc** to exit this screen.

## Maintaining the EDI Error Queue

The EDI Error Queue Maintenance screen displays inbound and outbound document errors that have not been addressed. For example, a document may have been received without a mapping routine set up or without being defined in EDI Trading Partner Profile Maintenance.

After addressing an error, you can requeue the transaction or delete the entry from the queue.

We recommend that you monitor the EDI Error Queue daily to help resolve issues in a timely manner and requeue transactions as necessary.

### ► To maintain the EDI Error Queue:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Error Queue Maintenance** to display the EDI Errors screen.
2. Select an error and press **Enter** to display the EDI Error Queue Maintenance screen.  
This screen displays the raw EDI data that pertains to the error. The first line of data shows the error message.
3. Refer to the EDI Error Glossary for an explanation of the message and action to take.
4. Use the following hot keys as needed to follow up on errors:

To...	Use this hot key...
extract information from the displayed data and partially set up a new trading partner profile	<b>Auto Setup</b> When Auto Setup is finished, you must manually set up the rest of the trading partner profile.
reprocess the displayed data	<b>Requeue</b> After the requeue process runs, the system displays the EDI Error Queue Maintenance screen. <ul style="list-style-type: none"> <li>• If successful, the system deletes the entry from the queue.</li> <li>• If unsuccessful, the system reenters the error in the EDI Errors list.</li> </ul>
create a new EDI trading partner profile	<b>Profile Maintenance</b>
delete the queue entry displayed on the screen	<b>Delete</b> The system prompts you to confirm the deletion.
display the transaction data on the Hold Entry Pre-View screen	<b>Print</b> When you press <b>Esc</b> to exit the screen, the system prompts you to save the report in the Hold file and then displays the EDI Error Queue Maintenance screen.

5. Press **Esc** to exit the EDI Error Queue Maintenance screen and return to the EDI Errors screen.
6. Press **Esc** again to exit the EDI Errors screen.

## Maintaining the EDI Outgoing Status Queue

The EDI Outgoing Status Queue lists outgoing EDI documents that are in various stages of being sent. Statuses show which documents are waiting to be sent, have been enveloped, have been sent but not yet acknowledged by the recipient, or were sent with errors.

When a document remains in the queue too long or the status changes to ACK ERROR, you need to research the problem and resolve the error.

We recommend that you monitor and maintain this queue daily to ensure timely sending of your EDI documents.

### ► To maintain the EDI Outgoing Status Queue:

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Outgoing Status Queue** to display the EDI Outgoing Status Queue screen.

The screen displays the following information:

Field	Description
<b>Trading Partner</b>	The trading partner to which you are transmitting the EDI document.
<b>Doc</b>	Document type being sent.
<b>Reference ID#</b>	ID used to identify the document being sent. For example, purchase order number or invoice number.
<b>Status</b>	Send, Sent, Hold, Enveloped, or ACK.ERROR.
<b>Entry DT/TM</b>	Date and time assigned to the document when it entered the queue.
<b>EDI ID#</b>	EDI ID assigned to each document on a next available number basis.

2. To filter the entries displayed in the queue, use the **Select** hot key to display the Selection Criteria screen.

Enter data in one or more of the following fields or leave the screen blank to display all entries in the queue and then press **Esc** to display the selected entries:

Field	Description
<b>Select Begin Date</b>	First date in a range for which to view items in the queue.
<b>Select End Date</b>	Last date in a range for which to view items in the queue.
<b>Select Trading Partner</b>	Trading partner name.
<b>Select Document Type</b>	Document type number.
<b>Select Status</b>	Queue status.

3. Use the remaining hot keys to complete the following tasks, as needed:

To...	Do this...
view the document data as it is seen by the trading partner (raw data format) to confirm that the correct information is being sent	<b>View</b>

To...	Do this...
delete a document from the queue	<p><b>Delete</b></p> <p>At the prompt, type <b>delete</b> to confirm the deletion.</p> <p>Use this hot key if an item with an ACK ERROR status was rejected by the trading partner due to a fatal error, indicated by code <b>R</b>, <b>M</b>, <b>W</b>, or <b>X</b>.</p> <p><b>Note:</b> The system records deletions in the EDI Activity Log.</p>
delete multiple documents older than a designated date from the queue	<p><b>Delete by Date</b></p> <p>Enter the date at the prompt and type <b>delete</b> to confirm the deletion.</p> <p><b>Note:</b> If you use the <b>Select</b> hot key to filter the list of documents displayed in the queue, the <b>Delete By Date</b> hot key only applies to the items on the selected list. The system records deletions in the EDI Activity Log.</p>
change the status of outbound documents from Send to hold, or from Hold to Send	<p><b>Change Status</b></p> <p><b>Note:</b> You cannot change the Enveloped and ACK ERROR statuses. You can change the Sent status to Send only for the 820, 852, and 867 documents.</p> <p>The system displays the <b>Change Status of</b> prompt with the following choices:</p> <ul style="list-style-type: none"> <li>• <b>Current Line</b> – Changes the status of the item indicated by the cursor.</li> <li>• <b>Selected List</b> – Changes the status of all items listed using the <b>Select</b> hot key.</li> </ul> <p><b>Note:</b> If you choose <b>Selected List</b> without using the <b>Select</b> hot key to create a specific list, every line in the queue becomes part of the selected list.</p> <p>The system then displays the <b>Change Status to</b> prompt with the choices Hold and Send. Select the desired status and press <b>Esc</b>.</p> <p>If the status of a document is changed, a record of the change is placed in the EDI Activity Log. This record contains the EDI Reference ID and the statuses before and after the change.</p>
display the required 997 ID for a queue item with a Sent status	<p><b>997 ID</b></p> <p>A functional acknowledgement must contain the 997 ID for the system to clear the item from the queue.</p> <p>Use this hot key in conjunction with the <b>977 ID</b> hot key on the EDI Inbound Document Archive Maintenance screen. If the system does not clear an item from the EDI Outgoing Status Queue when the functional acknowledgement is received, use these hot keys to compare the required ID with the received ID.</p>



To...	Do this...
manually post the item and clear it from the queue	<b>Manual 997</b> The system prompts you to confirm the posting. Use this hot key if an item with the ACK ERROR status was accepted with non-fatal errors, indicated by code <b>E</b> .  <b>Note:</b> When you clear documents from the queue using this hot key, the system makes an entry in the EDI Activity Log.

4. Press **Esc** to exit the screen.

## EDI Outgoing Document Statuses

The system places a document in the EDI Outgoing Status Queue with an initial status of Send or Hold. The initial status is determined by the **Default Outgoing Transmission Status** field on the EDI Add'l Doc Info screen in Trading Partner Group Maintenance.

When a call to the network starts, the system envelopes items with a Send status into an outgoing file and changes each item status to Enveloped. After the system determines that the network call has completed and the transmission was successful, it changes each item status to Sent.

The system receives 997 acknowledgments for sent items from the trading partners and takes one of the following actions:

- If a 997 shows no errors, the system removes the initial outgoing document from the queue.
- If a 997 contains an error code, the document remains in the queue and the status changes to ACK ERROR. When this occurs, you need to resolve the error.

The following table describes the outgoing EDI document statuses.

Status	Description
<b>Send</b>	The document is waiting to be sent to the network set up for that trading partner in Trading Partner Profile Maintenance. When a call to that network is started, all items with a Send status are enveloped into an outgoing file and their status changes to Enveloped. After EDI has determined that the network call has completed and the transmission was successful, the item status changes to Sent.
<b>Sent</b>	The document has been sent to the network, but the recipient has not yet acknowledged receiving the document. The document stays in the queue with the Sent status until the recipient sends back a 997 Functional Acknowledgement. The system matches the 997 with the sent document, and then removes the document from the queue. An entry in the change log of the order reads ** EDI 997 ACKNOWLEDGEMENT RECEIVED **.
<b>Enveloped</b>	The document is being transmitted. If the status remains Enveloped after connection to the network has been completed, the document was not successfully transmitted to the network. Check the EDI Activity Log for a Network Call Complete entry and the corresponding Transmission Summary Report.
<b>Hold</b>	The document is waiting to be sent, but has been placed on hold. Place items on hold using the <b>Change Status</b> hot key or entering Hold as the <b>Default Outgoing Transmission Status</b> in Trading Partner Group Maintenance. The Hold status remains in effect until it is manually changed to Send using the <b>Change Status</b> hot key.

Status	Description
<b>ACK ERROR</b>	<p>In response to the document that was transmitted, the trading partner has sent a 997 Functional Acknowledgement with one of the following codes:</p> <ul style="list-style-type: none"><li>• <b>E</b> – The document was accepted, but with non-fatal errors. Use the <b>Manual 997</b> hot key to manually post the item and clear it from the queue.</li><li>• <b>R</b> – The document was rejected due to fatal errors. Contact the trading partner to determine what caused the error. Resend the document after you have resolved the problem. Then use the <b>Delete</b> hot key to remove the ACK ERROR from the queue.</li></ul>

## Handling Errors on the EDI Outgoing Status Queue

When the system receives a 997 acknowledgment from the trading partner for a sent item, one of the following occurs in the EDI Outgoing Status Queue:

- If the 997 shows no errors, the system removes the document from the queue.
- If the 997 contains an error code, the document remains in the queue and the status changes to ACK ERROR.

When this occurs, you need to find the error code and resolve the error.

### Finding an Error Code

The system assigns the ACK ERROR status to an item in the EDI Outgoing Status Queue when the trading partner has sent a 997 functional acknowledgment with an error code **E** for accepted with errors, or **R**, **M**, **W**, or **X** for rejected. You can find the 997 error code in one of the following places:

- **Change Log in the Header of the Order**

On the Header screen in order entry, use the **Change Log** hot key to display the Change Log Viewing screen. From this screen, use the **Change ShipDate/Inv#** hot key and select **ALL**. The change log entries for all the generations of the order display. The error entries should read \*\* EDI 997 ACK ERROR CODE: E\*\* for errors noted, or \*\* EDI 997 ACK ERROR CODE: R\*\* for errors rejected.

- **Inbound Document Archive**

From the EDI Inbound Document Archive Maintenance screen, use the **Select** hot key to list the 997 documents. Use the **View** hot key to display the document data. Locate the error code in the AK5 segment. Below are two examples of 997 data with error codes:

The first example shows that the purchase orders being acknowledged were rejected (code **R**):

```
ST*997*305362457
AK1*PO*2171
AK2*850*0001
AK5*R
AK2*850*0002
AK5*R
AK9*R*2*2*0
```

The second example shows that the purchase order being acknowledged was accepted, but errors were noted (code **E**):

```
SE*8*305362457
ST*997*0181
AK1*PO*182
AK2*850*0001
AK5*E
```

AK9\*E\*1\*1\*1  
SE6\*0181

## Resolving Errors

The ACK ERROR status appears when the trading partner has sent a 997 functional acknowledgment with an **E**, **R**, **M**, **W**, or **X** error code. Handle documents with these errors as follows:

- **E** – The trading partner accepted the item with errors. Use the **Manual 997** hot key in the EDI Outgoing Status Queue to manually post the item and remove it from the queue.
- **R**, **M**, **W**, or **X** – The trading partner rejected the item. Contact the trading partner to determine what caused the error. Resend the document after you resolve the problem. Then use the **Delete** hot key to remove the entry with the ACK ERROR status from the queue.

## Viewing EDI Outgoing Document Data

From the EDI Outgoing Status Queue, you can select a document and view the raw data on the EDI Outgoing Status Queue Viewing screen. You can also use the **Edit Data** hot key to display the screen in edit mode.

► **To view EDI outgoing document data:**

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Outgoing Status Queue** to display the EDI Outgoing Status Queue screen.
2. Select the item to view the raw data for and use the **View** hot key to display the EDI Outgoing Status Queue Viewing screen.
3. To edit the displayed data, do the following:
  - Use the **Edit Data** hot key to change the screen to edit mode.
  - Make changes to the data as needed.
  - Press **Esc** to save the changes.

**Note:** The changes do not display.
4. Press **Esc** to return to the EDI Outgoing Status Queue screen.

## Vendor Managed Inventory Overview

Vendor Managed Inventory (VMI) is a process whereby the vendor manages your inventory of selected products. VMI reduces the cost of inventory control by having the vendor assume more of the responsibility for maintaining optimal inventory levels at a branch or central distribution center (CDC).

In a VMI relationship, you send the vendor an 852 Product Activity Data document, which contains sales quantities and inventory levels for items they supply to you. In return, the vendor sends you an 855 Purchase Order Acknowledgment (Inbound), from which your system creates an open purchase order.

For the system to handle vendor managed inventory, you must do the following:

- Create a trading partner profile for which 852 and 855 documents are defined.  
On the EDI Add'l Doc Info screen for the 855, do the following:
  - In the **Initial Order Status** field, select **O** to create an open order.
  - In the **Use Partner's Pricing on VMI Orders** field, enter **Y** to copy the line item pricing from the 855 to the purchase order.
- Assign the vendor to whom you are sending the 852 and from whom you are receiving the 855 to the trading partner profile.
- Designate an acceptable pricing variance for incoming 855s using the **Allowed Pricing Variance%** field on the Miscellaneous Vendor Information I screen.
- Reserve a block of valid, unused Eclipse purchase order numbers for the vendor to assign to the purchase orders they create. For example, you might reserve all the numbers that begin with 9, starting with P9000001.
- Flag products as vendor managed inventory.

## Flagging Products as Vendor Managed Inventory

Identify the branches in which a product is managed for all products whose replenishment vendors manage for you.

The following procedure describes a manual process for setting up a single product. Use the Mass Load program to enter inventory parameters for groups of products.

### ► To flag products as vendor managed inventory:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. Display the product record for the product you want to change.
3. Use the **Inven** hot key to display the Primary Inventory Maintenance screen and then the **EDI** hot key to display the EDI/VMI screen.
4. Use the **Hierarchy** hot key to view the settings for a specific branch and where those settings came from. All territories that contain that branch display in the **Br/Terr** column below the branch, and in territory priority order. For more information, see Branch Hierarchy Details.

**Note:** Use the **Find** hot key as necessary to locate a branch that may be in the list, but not in the viewable area.

5. In the **Managed** field for each branch, enter one of the following:
  - **Y** – The EDI vendor manages the product.
  - **N** – The EDI vendor does not manage the product.
  - **Blank** – The EDI vendor manages stock items by default.

The following table shows the status transmitted to the vendor for stock and nonstock items in an 852 report:

Product Status	VMI Flag	Status Transmitted
Stock	Blank	A – Active.
Stock	Y	A – Active.
Stock	N	X – Do not manage.
Nonstock	Blank	X – Do not manage.
Nonstock	Y	D – Do not stock. Manage only in a backorder situation.
Nonstock	N	X – Do not manage.

6. Press **Esc** to save changes and return to the previous screen.

You must exit out of Product Maintenance for changes to take effect.



## EDI 852 Product Activity Reports Overview

An EDI 852 Product Activity Report shares information about the activity of items in your Product file with an EDI vendor who manages your inventory. The vendor uses this information to determine when and how much of each item to replenish. In return, the vendor sends you an 855 Purchase Order Acknowledgment, from which your system creates an open purchase order.

After you determine and flag the products a vendor manages, run the 852 to create a base report and repository of data for all the products the vendor manages. After you create the initial repository of data, you can send 852s that only report on products with activity.

Set the **Include 'Catalog' Items** field on the EDI Add'l Doc Info screen for outbound 852s to **Y** to accumulate catalog index items as well as primary index items for the report.

## Sending EDI 852 Product Activity Reports

An EDI 852 Product Activity Report shares information about the activity of items in your Product file with an EDI vendor who manages your inventory. The vendor uses this information to determine when and how much of each item to replenish.

After you determine and flag the products a vendor manages, run the 852 report using the **Complete Refresh** (All Items) option. Selecting this option generates an 852 report for all items within the selected price or buy line with activity back to the start date identified on the setup screen. This creates a base report and repository of data for each selected product.

After the initial report runs, schedule the 852 report to run at regular intervals using the **Changes Only** option. Using this option, the system only reports on items with activity since the last time the 852 was run. Use the **Item Activity Refresh** option if your vendor requests a report of all items with activity between the current date and a start date.

Activity is defined as changes in the available, sold, purchased, committed, received, transferred, order point, line point, min, max, reserved, backordered quantities, quantity transferred or quantity in transit, or changes in the **UPC** or **Catalog#** fields due to product updates.

### ► To send an 852 Product Activity Report:

1. From the **System > System Programming > EDI > EDI Generate Reports > EDI 852 Product Activity Report Maintenance** menu, select **852 Product Activity Report** to display the EDI 852 Product Activity Setup screen.
2. In the **Trading Partner** field, enter the name of trading partner to whom you are sending the 852 report.
3. In the **Branch/Territory** field, enter the branch or territory for which you want to generate the 852 report. You can enter multiple branch numbers separated by commas without spaces. For example, you might enter 1,2,3.

Keep in mind the following:

- If you are reporting for a hub, list the hub branch followed by the branches that report to it.
  - If you are reporting for a central distribution center (CDC), list just the CDC branch.
4. In the **Product Status (Stk/Nstk)** field, press **F10** and select which products to report. Select from the following options:
    - **Stock** – Reports on stock items.
    - **Nonstock** – Reports on nonstock items.
    - **Both** – Reports on stock and nonstock items.

The value in the **Stk** field on the Primary Inventory Maintenance screen determines whether an item is stock or nonstock. The following table shows the status transmitted to the vendor for stock and nonstock items in an 852 report, depending on how the product is flagged:

Product Status	VMI Flag	Status Transmitted
Stock	Blank	A – Active.
Stock	Y	A – Active.
Stock	N	X – Do not manage.
Nonstock	Blank	X – Do not manage.
Nonstock	Y	D – Do not stock. Manage only in a backorder situation.
Nonstock	N	X – Do not manage.

5. In the **Product Selection Type** field, press **F10** and select how the report gathers products.
  - **Price Line** – Select products from designated price lines.
  - **Buy Line** – Select products from designated buy lines.
  - **Item** – Select designated products.
6. Use the **Products** hot key to identify the price lines, buy lines, or items for which to generate the report. Press **Esc** after entering the selections.
7. In the **852 Reporting Model** field, press **F10** and select one of the following reporting models:
  - **Branch** – Creates a report for each selected branch.
  - **Sum of Branches** – Creates one cumulative report for all the selected branches.
  - **CDC** – Creates one report for the CDC warehouse group.
8. In the **852 Handling Status** field, press **F10** and select one of the following handling statuses:
  - **Notification Only** – The vendor is only monitoring activity.
  - **Plan Orders and Ship** – The vendor replenishes your inventory.
9. In the **852 Accumulation Type** field, press **F10** select one of the following options:
  - **Complete Refresh** – Accumulates data for *all selected items* between the current date and a start date. At the **Start Date** prompt, enter the date from which the report should reflect activity. Use this option to create a report of all the products the vendor manages.
  - **Changes Only** – Accumulates data for all selected items with activity since the last time the 852 ran.
  - **Item Activity Refresh** – Accumulates data for *all selected items with activity* between the current date and a start date. At the **Start Date** prompt, enter the date

from which the report should reflect activity. Vendors that manage a large number of products often prefer this option.

10. Schedule the 852 to run as follows:

- Use the **Opts** hot key and select scheduling to display the Phantom Scheduler screen, where you can schedule this report to run at regular intervals. Schedule the 852 to run after hours, when item activity is quiet.
- After you press **Esc** to exit the Phantom Scheduler screen and return to the EDI 852 Product Activity Setup screen, use the **Hold** hot key to schedule the job.

## Performing an EDI 852 Complete Item Refresh

Use the EDI 852 Complete Item Refresh to purge all the records from the file the 852 Product Activity Report uses, so the next scheduled report using the **Changes Only** option generates a report for all selected items.

### ► To perform an EDI 852 complete item refresh:

1. From the **System > System Programming > EDI > EDI Generate Reports > EDI 852 Product Activity Report Maintenance** menu, select **Complete Item Refresh** to display the EDI 852 Complete Item Refresh screen.
2. In the **VMI/DMI Vendor** field, enter the name of trading partner for whom you want to purge the 852 file.
3. In the **Branch** field, enter the branch or territory for which you want to perform the purge. Enter **All** to purge the file for all branches.
4. In the **Set Start Date** field, enter the date from which the purge should begin.
5. Use one of the following hot keys to perform the refresh:
  - **Refresh** – Runs the purge.
  - **Schedule** – Displays the Phantom Scheduler screen, where you can schedule the purge to run at another time. After you exit the Phantom Scheduler, use the **Refresh** hot key on this screen to schedule the purge.

## Purging EDI 852 Sales Transmissions

The system keeps a log of every sale reported on 852s to prevent duplicate reporting. When an item ships, the system reports the order on an 852 and adds the order to the log. If the ship date on a sale changes, the system refers to this log before adding the sale to another 852.

For example, when an order is placed on a manifest, the system sets the ship date, sends an 852, and logs the order. If the delivery driver waits until the following day to upload the signatures captured on a delivery run, the system updates the ship date. Because the sale has already been logged, the system does not send another 852. About a week after sending an 852, the system no longer has a need for the information stored in the log.

We recommend that you schedule this program to run weekly, and purge log entries older than a week.

### ► To purge an EDI 852 sales transmission:

1. From the **System > System Programming > EDI > EDI Generate Reports > EDI 852 Product Activity Report Maintenance** menu, select **Purge 852 Sales Transmissions** to display the EDI 852 Item Transmission Purge screen.
2. In the **Purge Date** field, enter the cutoff date for purging data from the 852 log.  
The system purges all data older than, but not including, the purge date.  
**Note:** We recommend that you enter **MO/-7/YR** to purge anything older than 7 days.
3. Use one of the following hot keys to run the purge:
  - **Begin** – Initiates the purge process.
  - **Schedule** – Displays the Phantom Scheduler screen, where you can schedule the purge to run at another time. After you exit the Phantom Scheduler, use the **Begin** hot key on this screen to schedule the purge.

## EDI 855 VMI P/O Acknowledgments

In a vendor managed inventory (VMI) relationship, the system converts incoming 855 P/O Acknowledgments, which vendors send to you acknowledging an 852 Product Activity Report, to an open purchase order in your system.

### Pricing Method

When creating a purchase order for an 855 VMI P/O Acknowledgment, the system can use the line item prices from the 855 the vendor sent or prices from system matrices or price sheets. To determine which method the system uses, enter **Y** or **N** in the **Use Partner's Pricing on VMI Orders** field on the EDI Add'l Doc Info screen.

### Allowed Pricing Variance

Regardless of which pricing method you select for creating the order, the system compares the prices on the 855 to your system prices for each line item. You can designate an allowed variance for line item prices in the **Allowed Pricing Variance%** field on the Miscellaneous Vendor Information I screen. The system does one of the following:

- If line item price differences exist and they fall within your allowed variance, the system creates the open order.
- If line item price differences exist and they exceed your allowed variance or you have not specified an allowed variance, the system places the order in the Remote Order Entry Review Queue with a Bid status.

For example, set the **Allowed Pricing Variance%** field to **P** for percentage and enter **10.0** percent. If one or more line items vary by more than 10 percent, the order goes to the Remote Order Entry Review Queue with a Bid status and Price error. The Error Detail screen, viewed from the queue using the **Error Detail** hot key, shows the pricing discrepancies.

### Freight Days

When creating a purchase order for an 855 VMI P/O Acknowledgement, the system adds the number of days defined in the **Freight Days** field on the Miscellaneous Vendor Information I screen for the vendor to the ship date and the required date of the purchase order.

## How the System Processes EDI 855s for VMI

In a vendor managed inventory (VMI) relationship you send the vendor an 852 Product Activity Data document, which contains sales quantities and stock levels for items they supply to you. In return, the vendor sends you an 855 Acknowledgment, from which your system creates an open purchase order.

The system processes an incoming VMI 855 as follows:

1. The system creates an open purchase order using the purchase order number your vendor supplies.

You should reserve a block of valid, unused Eclipse purchase order numbers for the vendor to assign to 855s.

2. The system checks the prices and product numbers on the 855 with those stored in your system.
  - If there are no discrepancies, the system sets the order status to **Open**.
  - If there are discrepancies, the system sets the order status to **Bid** and adds the order to the Remote Order Entry Review Queue, where you can view the error detail.

If your site is using Virtual Supplier and the Enable Auto-Routing On Creation Of Sales Order control maintenance record is set to **Y** for a branch, when the system receives an inbound 855 Acknowledgement it creates an entry in the review queue for each order generation. If no branches on the order are enabled for auto-routing, the system creates a single review queue entry for the order. In this scenario, the stocking branch must also be flagged in the Define Routing Vs. Sourcing control maintenance record.

3. The system adds any days set in the **Freight Days** field in Vendor Maintenance for the vendor to the ship date and the required dates on the purchase order.



## Eclipse Interface for Use with WIT Overview

The Eclipse Interface for Use With WIT is a companion product that distributors can use to exchange EDI transactions with the WIT buying group.

WIT-NET is an Internet VAN (value added network) connection that distributors can use to exchange EDI transactions with WIT vendors. This Internet-based connection replaces the dial-up VAN connection. Using WIT-NET, distributors receive invoices without having to connect to a VAN or pay VAN charges. Distributors can also send purchasing activity reports and remittance advice documents using this connection.

Use the WIT interface to process the following transactions:

- Incoming 810 invoices.
- Outgoing 820 remittance advice documents.
- Outgoing 820B purchasing activity reports.

## Setup Requirements for the WIT Interface

Before you can use the WIT Interface, the following setup requirements must be completed.

### Distributor Prerequisites

Before Eclipse can install the WIT interface, do the following:

- Ensure that the version of Eclipse installed on your system is 7033 or higher.
- Obtain the following information from WIT and give this information to the Eclipse installation team to add to the WIT network configuration profile:
  - Your company's WIT user name.
  - Your company's WIT password.
  - Your company's DUNS+4 number.

**Note:** If your company has more than one DUNS+4 number, you need to provide the one that WIT recognizes.

### Installation Requirements

Eclipse personnel are responsible for accomplishing the following tasks:

- Install the WIT Interface and related EDI programs on your system.
- Add the WIT-NET DUNS+4 attribute to the VEND.CLASS file.
- Set up WIT as an EDI trading partner in Eclipse, and identify the documents they exchange.
- Set up the network configuration profile for WIT.

### Distributor Requirements

Before you can use the WIT interface, you need to:

- Obtain the WIT-NET DUNS+4 numbers for each WIT vendor.

The DUNS+4 number is a 13-digit number consisting of the 9-digit DUNS number assigned by Dunn & Bradstreet followed by the 4-digit WIT vendor number.

- Set up your WIT vendors in Vendor Maintenance.

## Setting Up WIT Vendors

When you purchase product from a WIT vendor, you receive invoices from and send your payments to WIT. Even though all payments go to WIT, you still need it specify the vendor to whom to direct the payment by setting up a unique vendor pay-to record for each ship-from vendor.

Create a vendor record for each ship-from vendor, such as MOEN or KOHLER, and for each pay-to vendor, such as WIT-MOEN or WIT-KOHLER.

### ►To set up a WIT vendor:

1. From the **Files** menu, select **Vendor** to display the Vendor Maintenance screen.
2. In the **Vendor/New** field, enter the name of the vendor for which you want to enter WIT data.
3. Ensure that the **Pay To** and **Ship From** flags are correctly set.
4. Use the **Classify** hot key to display the User Defined Data screen.
5. In the **Input** column for the **WIT-NET DUNS+4** prompt, enter the pay-to vendor's DUNS+4 number.
6. Press **Esc** to save your changes and return to the Vendor Maintenance screen.
7. Press **Esc** to save the record.

## Sending EDI 820B Purchasing Activity Reports to WIT

The 820B Purchasing Activity Report is a non-standard EDI document that represents purchasing activity over a specified period, such as year-to-date. The report shares information with a vendor about the items you have purchased from them. The vendor uses this information to determine the year-end rebate to which you are entitled.

**Note:** This report is available if you have purchased the Eclipse Interface for Use With WIT.

### ►To send an 820B purchasing activity report:

1. From the **System > System Programming > EDI > EDI Generate Reports** menu, select **WIT-NET Purchasing Activity Report** to display the EDI 820B Purchasing Summary for WIT-NET screen.
2. In the **Start Date** field, enter the first day of the year. For example, enter **01/01/05**.
3. In the **End Date** field, enter the current date. For example, enter **MO/DA/YR**.
4. Do one of the following to run the report:
  - Use the **Generate** hot key to run the report now.
  - Use the **Schedule** hot key to schedule the report to run at another time.

The system generates purchase activity reports for each WIT vendor and places them in the EDI Outgoing Status Queue. The system transmits the reports to WIT during the next scheduled WIT-NET transmission.

**Note:** In the EDI Outgoing Status Queue, you can identify a purchase activity report by the number 845 in the **Doc** column and 820B-Ven#nnnnnn in the **Reference ID** column.

The system sends a message to the user set up as the EDI administrator, similar to the following example:

To EDI ADMINISTRATION: 3 WIT-NET 820B Purchasing Summary Report  
Document(s) created for period: 01/01/2004 to 12/31/2004. They will be sent during the next WIT-NET transmission.

## **Sending EDI Transactions Overview**

After you set up EDI trading partner profiles for outgoing transactions, the system can send transactions to the customers and vendors associated with these profiles.

Refer to the following topics for detailed information about sending transactions:

- Sending EDI 810 Invoices
- Sending EDI 820 Remittance Advice Information
- Sending EDI 820B Purchasing Activity Reports to WIT
- Sending EDI 843 Responses to Requests for Quote
- Sending EDI 844 Rebate Reports
- Sending EDI 850 Purchase Orders
- Sending EDI 852 Product Activity Reports
- Sending EDI 855 Purchase Order Acknowledgments
- Sending EDI 856 Advance Ship Notices
- Sending EDI 857 Advance Ship Notices and Billing
- Sending EDI 861 Receiving Advice Documents
- Sending EDI 865 P/O Acknowledgments With Change
- Sending EDI 867 Product Transfer and Resale Reports
- Sending EDI 997 Functional Acknowledgments

## Sending EDI 810 Invoices

The system transmits invoices to vendors using EDI when the **Prt** field on the Status screen of an invoiced order generation is set to **E** for EDI.

Before you can send an 810, set up your system as follows:

- Create a trading partner profile for which an 810 outbound document is defined.
- Assign the customer to whom you are sending the invoice to this profile.

Use the following procedures to:

- Flag a customer for EDI batch processing.
- Resend a single invoice using EDI.

### Batch Processing

If you flag a customer record for EDI, the system sets the print status during batch processing.

#### ►To flag a customer for EDI batch processing:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. In the **Customer/New** field, enter the customer's name.  
The system displays the customer's record.
3. Use the **Pricing** hot key to display the Customer Pricing/Printing screen.
4. In the **Invoice Fax Copies** field, press **F10** and select **EDI**.
5. Press **Esc** twice to save the updated customer record.

### Single Invoice Processing

To re-send a single invoice using EDI, you need to set the print status.

#### ►To resend a single invoice using EDI:

1. Display an invoiced order in Sales Order Entry.
2. Press **Esc** to display the Status screen.
3. In the **Prt** field of the generation to be transmitted, press **F10** and select **E** for EDI.  
If the 810 outbound document is not defined in the trading partner profile for the customer, **E** is not an available option in the **Prt** field.
4. Press **Esc** to exit the order.

## Sending EDI 820 Remittance Advice Information

Generate a remittance advice for checks that have been sent. You can generate remittance advice for a single check or for all trading partners that have set up an 820. You can also set an activity trigger to send 820s when the system generates electronic funds (EFT) payments.

The system sends a deduction segment if a deduction is taken in the payable. The system searches for the following words in the reasons entered for a deduction amount in the payable (**Alt D** from the A/P Entry screen) and sends the appropriate deduction code along with the amount of the deduction. The system searches for the words in the order they appear below.

- **Pric** – (to catch "price" or "pricing") sends code for "pricing error"
- **Damage** – sends code for "item not accepted – damaged"
- **Short** – sends code for "quantity contested"
- **Tax** – sends code for "tax deducted"
- **Freight** – sends code for "freight deducted"

If the system does not find any of these words in the reason code, the code for "quantity contested" is sent by default. Only one deduction segment is sent per payable. If a payable contains multiple deductions, the system sends the total amount (sum) of the individual deductions.

Before you can send an 820, set up your system as follows:

- Create a trading partner profile for which an 820 document is defined.
- Enter the EFT account information in the trading partner profile.
- Assign the vendor to whom you are sending the remittance advice to this profile.

To set the vendor activity trigger for EFT payments, do the following in Activity Trigger Maintenance:

- Select the **EFT Remittance Advice** trigger description.
- Select the **EDI Doc for Remit Advice** activity description.
- Use the **Activity Props** hot key and select the **820** document type.

### ▶ To generate an EDI 820 remittance advice:

1. Display the EDI 820 Remittance Advice screen in one of the following ways:
  - From the **System > System Programming > EDI > EDI Generate Reports** menu, select **EDI 820 Remittance Advice**.
  - From the **A/P** menu, select **EDI 820 Remittance Advice**.
2. In the **Bank Account** field, press **F10** and select the bank account from which the checks were drawn. This field is required.

3. Complete one of the following fields:
  - To generate remittance advice for one check, complete the **Check Number** field. The check number can be alphanumeric.
  - To generate remittance advice for all trading partners that have set up an 820, complete the **Check Posting Date** field.
4. Use the **Generate** hot key and answer **Y** at the prompt.

The system generates the requested 820 Remittance Advice documents and places them in the EDI Outgoing Status Queue. The system transmits the documents to your trading partners during the next scheduled network call.



## Sending EDI 843 Responses to Requests for Quote

In response to an 840 Request for Quote from an EDI customer, the system creates a sales order with a Bid status and places it in the Remote Order Entry Review Queue. The system sends a message to the user responsible for reviewing incoming 840s. This person reviews the 840 and changes the **Prt** status to **E** for EDI. When the user presses **Esc** to exit the bid, the system sends the customer an EDI 843 Response to RFQ.

Before you can send an 843, set up the system as follows:

- Create a trading partner profile for which an 843 outbound document is defined.
- Assign the customer to whom you are sending the 843 to this profile.

### ► To send an EDI 843 Response to Request for Quote:

1. From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue screen.
2. Select the bid and use the **Edit** hot key.
3. Edit the bid as needed.
4. Display the Status screen of the bid.
5. Change the **Prt** status to **E** for EDI.
6. Press **Esc** to exit the bid.

The system sends your customer an EDI 843 Response to RFQ.

## Sending EDI 844 Rebate Reports

The 844 Product Transfer Account Adjustment is an outbound EDI report sent to your vendors showing sales that qualify for rebate offers. Use the Customer Sales Rebates Report to view rebate offers you have passed along from vendors to your customers and generate the 844. The 844 report lists product sales eligible for vendor rebates.

**Note:** In response to an 844, the vendor sends back an EDI 849 Response to Product Transfer Account Adjustment, which indicates the rebate it will pay.

Before you run the report, set up your system and the vendor record for EDI processing. How you set up your system determines which EDI mapper the system uses to process the 844 you send. You can transmit an 844 with or without using the book letter of credit feature. To set up the system, do the following:

- Define an 844 outbound document for the trading partner profile you are using.  
On the EDI Add'l Doc Info screen for the 844, complete the following fields, as needed:
  - **Grp/User to be Notified of 997**
  - Default Outgoing Transmission Status
  - Alternate Interchange ID
  - Display Decimals in Rebate Detail
- Assign the vendor account for which you run the report to a group profile defined for the EDI trading partner profile.
- To send an 844 using the book letter of credit feature, also do the following:
  - Complete the Rebate Detail Setup Information control maintenance record.
  - Enter **Y** in the **Book Letter of Credit Vendor** field in the EDI Group Profile Global Info Table for the trading partner group profile.

### ► To send an EDI 844 rebate report:

1. Display the Customer Sales Rebate Report screen in one of the following ways:
  - From the **System > System Programming > EDI > EDI Generate Reports** menu, select **EDI 844 Product Transfer Account Adjustm.**
  - From the **Reprts > End of Month Reports > Customer Reports** menu, select **Customer Sales Rebates.**
2. Set up the Customer Sales Rebate Report.

When setting up the report, do one of the following:

- To send a standard 844, do the following:
  - In the **Sort By** field, select one of the options that begins with **Br/**.

- Use the **Include/Exclude/Print Options** hot key to access the Include/Exclude/Print Options screen and enter **Y** in the **Create & Queue EDI 844 Document** field.

**Note:** You can do this only if the vendor is not flagged as a Book Letter of Credit vendor in the trading partner group profile.

- To send a book letter of credit 844, do the following:
  - In the **Sort By** field, select one of the options that begins with **Br/**.
  - Use the **Book Letter of Credit** hot key and complete the associated fields.

### 3. Run the report.

- For a standard 844, the system transmits the report to the vendor.
- For a book letter of credit 844, the system creates the report and creates a negative received purchase order for the rebate vendor. The quantity on the order is negative one (-1) and the product added to the purchase order is the miscellaneous charge product created for rebate requests as specified in the Rebate Detail Setup Information control maintenance record. The amount of the purchase order is the total rebate amount the vendor owes you.

Upon creation of the purchase order, the system populates the Rebate Detail file, which contains the item detail that makes up the purchase order total. You can view this data using the Rebate Detail Maintenance program.

**Note:** When you receive an EDI 849 Response to Product Transfer Account Adjustment from the vendor in reply to the rebate request, the system updates the data in this file.

If your company uses landed average cost or average cost as your cost of goods sold (COGS) basis and you are capitalizing freight to inventory, the system creates a journal entry that reconciles the inventory valuation. Inventory is credited at the rebate cost rather than the purchase order cost, due to the sell matrix COGS override.

The system also sends you a message with the purchase order number and journal entry number, if one was created.

### 4. If you generated a book letter of credit 844, transmit the negative purchase order to the vendor, as follows:

- Open the negative purchase order.
- On the Purchase Order Entry Status screen, enter **E** for EDI in the **Prt** field.

If the 844 document is not defined in the trading partner profile for the vendor, **E** is not an available option in the **Prt** field.

- At the prompt, select the 844 document, and then press **Esc** until you exit the order.

The system sends the EDI 844 Rebate Request to the EDI Outgoing Status Queue. The system transmits the report to your trading partner during the next scheduled network call.

## Sending EDI 850 Purchase Orders

The system transmits purchase orders to vendors using electronic data interchange (EDI) processing when you set the print status of an order to **E** for EDI. The system only sends 850s for purchase order and direct order generations that contain line items with a quantity other than zero. 850s are not sent when no items exist on an order generation.

Before you can send an 850, set up your system as follows:

- Create a trading partner profile for which an 850 document is defined.
- Assign the vendor to whom you are sending the purchase order to this profile.

If you have the New Purchase Order activity trigger set to EDI Purchasing Document for a vendor and are creating purchase orders from the Return Goods Queue, Procurement Confirmation Queue, or through the Suggested P/O program, the system does not automatically generate an 850.

### ►To send an EDI 850 purchase order:

1. Display an open order in Purchase Order Entry.

The Body screen of the order displays.

**Note:** Add quote or contract numbers to the order, as needed.

2. Press **Esc** to display the Status screen of the order.
3. In the **Prt** field, enter **E** for EDI.

If the 850 document is not defined in the trading partner profile for the vendor, **E** is not an available option in the **Prt** field.

4. Press **Esc** to exit and process the order.

The system displays the following message: EDI 850 Document Queued - Send: Next Scheduled.

5. Press **Enter** to clear the message and display a blank Purchase Order Entry screen.

The system sends the purchase order to the EDI Outgoing Status Queue. The system transmits the document to your trading partner during the next scheduled network call.

## Entering Quote or Contract Numbers on EDI 850 Purchase Orders

EDI programs can transmit quote or contract identification numbers in purchase orders at the line item or order header levels. To accurately communicate special offer pricing to your vendor without using free-form text, use designated quote and contract qualifiers and place the information in designated locations in your Eclipse records. When the EDI program encounters a quote or contract number in the purchase order, the program creates a REF segment for each applicable PO1 segment in EDI transmission.

### Quote and Contract Qualifiers

As your Trading Partner announces special programs or quotes, remember to ask for the quote numbers you should use to take advantage of the programs. Use the following contract qualifiers to identify price quote or promotion numbers, quote numbers, and contract numbers:

Qualifier	Qualifier and Number	Description
<b>*PR</b>	<b>*PR</b> quote#	Price quote (also known as Promo) number.
<b>*Q1</b>	<b>*Q1</b> quote#	Quote number.
<b>*CT</b>	<b>*CT</b> contract#	Contract number.

The following rules apply to using quote and contract qualifiers:

- Each qualifiers starts with an asterisk (\*).
- Each qualifier must be in ALL CAPS.
- Do not leave any space between the qualifier and the number.

The following table shows examples of incorrect and correct quote and contract numbers:

Incorrect	Problem	Correct
*pr9999	lowercase letters	*PR9999
CT9999	no *	*CT9999
*Q9876	the qualifier is *Q1, not just *Q	*Q19876
*PR 4444	space between *PR and quote number	*PR4444

### Assigning Quote or Contract Numbers to Purchase Orders Line Items

You can assign quote or contract numbers to any of the following:

- Line items on a purchase order.
- Buy or sell matrix cells, if the quote or contract applies to all products that use the designated matrix.

- Purchase order Header, if the quote or contract applies to all products on the order.
- Vendor record, if the quote or contract applies to all orders from that vendor.

► **To assign a quote or contract number to a purchase order line item:**

1. Display a purchase order on the Purchase Order Entry screen.
2. Select the line item to which you want to assign the quote or contract number and use the **Comment** hot key to display the Comments screen.
3. On a blank line, enter the quote or contract number.
4. Press **Esc** to save and exit the comment screen.
5. Save and exit the order.

► **To assign a quote or contract number to a buy or sell matrix cell:**

1. From the **Files** menu, select **Price Maintenance > Sell Matrix** or **Price Maintenance > Buy Matrix** and display a buy or sell matrix.
2. Use the **Comment** hot key and select **Matrix Tag Along Comments** to display the Matrix Tag Along Comments screen.
3. On a blank line, and enter the quote or contract number.
4. Press **Esc** to save and exit the comment screen.
5. Save and exit the matrix.

When you add a product that uses the designated matrix to an EDI purchase order, the EDI program automatically creates a REF segment at the line item level. When you use this procedure, you do not have to enter a line item comment in the Body of the order for these products.

► **To assign a quote or contract number to the Header of a purchase order:**

1. From the **Purch** menu, select **Purchase Order Entry** and display the purchase order to which you want to assign the quote or contract number.
2. Use the **Header** hot key to display the order's Header screen.
3. In the **Vendor Instructions** field, enter the quote or contract number on a blank line..

**Note:** Do not use free-form descriptions of special buying programs or quotes in this field. Aside from the \*PR/\*CT/\*Q1 quote numbers, the vendor instructions are for delivery/shipping instructions only. Enter free-form delivery/shipping instructions on other lines.

4. Save and exit the order.

► **To assign the same quote or contract number to all orders from a vendor:**

1. From the **Files** menu, select **Vendor** to and display the vendor record to which you want to assign the quote or contract number.
2. Use the **OE Instructs** hot key and select **Vendor Instructions** to display the Default Vendor Instructions screen.
3. On a blank line and enter the quote or contract number.
4. Press **Esc** to save the update and exit the screen.
5. Press **Esc** to save and exit the vendor record.

By default, when you create a purchase order for the designated vendor, the system populates the **Vendor Instructions** field on the order's Header screen with the quote or contract number. You can edit or delete the number if an order does not qualify for the quote.

## Sending EDI 855 Purchase Order Acknowledgments

The system transmits purchase order acknowledgements to customers using EDI when you set the print status of an incoming order to **E** for EDI.

Before you can send an 855, set up your system as follows:

- Create a trading partner profile for which an 855 document is defined.
- Assign the customer to whom you are sending the acknowledgement to this profile.

When an EDI customer submits a purchase order to your company, the system does the following:

- Creates a sales order with a Bid status.
- Sends a message to the user responsible for reviewing incoming orders.

The user responsible for reviewing incoming orders does the following:

- Reviews the order.
- Makes any needed changes.
- Enters the corresponding EDI acknowledgment type codes.
- Changes the Bid status to an open status.
- Changes the print status to **E** for EDI. The system then sends the customer an EDI 855 Purchase Order Acknowledgment.

### ► To send an EDI 855 purchase order acknowledgement to a customer:

1. Display an EDI bid on the SOE Body screen in one of the following ways:
  - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue screen. Select the bid and use the **Edit** hot key.
  - From the **System** menu, select **Message System** and then use the **Recvd** hot key to display the Received Messages screen. Select the bid and use the **View** hot key.
2. Edit the order, as needed.

If you change a line item, use the **Comment** hot key and enter one of the following codes:

Code	Description
~AC	Item accepted and shipped.
~DR	Item accepted – Date rescheduled.
~IC	Item accepted – Changes made.
~IP	Item accepted – Price change.
~IQ	Item accepted – Quantity changed.



Code	Description
<b>~IR</b>	Item rejected.  <b>Note:</b> After you transmit the 855, remove the rejected items from the order.
<b>~IA</b>	Item accepted. This is the default value if a code is not entered in this field.

3. On the Header screen, enter one of the following acknowledgement type codes in the **Shipping Instructions** field:

Code	Description
<b>~AC</b>	Acknowledge – with detail and change.
<b>~AD</b>	Acknowledge – with detail, no change. This is the default if a code is not entered in this field.
<b>~AE</b>	Acknowledge – with exception detail only.
<b>~RD</b>	Rejected – with detail.  <b>Note:</b> After you transmit the 855, cancel the order.

4. Display the Status screen of the order.
5. Change the order status to an open status, such as Call When Complete.  
**Note:** The status cannot be Bid, Invoiced, or Canceled.
6. In the **Prt** field, change the print status to **E**.
7. Press **Esc** to exit and process the order.

The system sends the acknowledgment to the EDI Outgoing Status Queue. The system transmits the document to your trading partner during the next scheduled network call.

## Sending EDI 856 Advance Ship Notices

The system can create and send an EDI 856 Advance Shipping Notice from the Shipping Manifest Queue immediately after the manifest is created or when you ship and order using StarShip. Use activity triggers to set up these processes. You can also manually send an 856 by setting the **Prt** field on the Status screen of the invoiced order generation to **E** for EDI.

**Note:** If the 856 outbound document is not defined in the trading partner profile for the customer, **E** is not an available option in the **Prt** field on the Status screen.

Before you can send an 856, set up your system as follows:

- Create a trading partner profile for which an 856 outbound document is defined.
- Assign the customer to whom you want to send the advance ship notice to this profile.

To set up activity triggers on the customer's Activity Trigger Maintenance screen, do the following:

- In the **Trigger Description** field, select one of the following:
  - **Manifest Lock** – to send a notice from the Shipping Manifest Queue.
  - **Shipment Notification** – to send a notice from StarShip.
- In the **Activity Description** field for either trigger description, select one of the following:
  - **EDI Adv Shipping Notification** – The system sends an EDI document for each order on a given stop.
  - **EDI Single Adv Shipping Not** – The system sends one EDI document for all orders on a given stop. It sends a document for the first order and skips the other orders.
- Use the **Activity Props** hot key and select the **856** option.

## Sending 857 Advance Ship Notices and Billing

The system can create and send an EDI 857 Advance Shipping Notice and Invoice in the following ways:

- From the Shipping Manifest Queue immediately after the manifest is created. Use activity triggers to set up this process.
- When the **Prt** field on the Status screen of the invoiced order generation is set to **E** for EDI.

If the 857 outbound document is not defined in the trading partner profile for the customer, **E** is not an available option in the **Prt** field on the Status screen.

Before you can send an 857, set up your system as follows:

- Create a trading partner profile for which an 857 outbound document is defined.
- Assign the customer to whom you want to send the invoice to this profile.

To set up activity triggers on the customer's Activity Trigger Maintenance screen, do the following:

- In the **Trigger Description** field, select the **Manifest Lock** trigger description.
- In the **Activity Description** field, select one of the following:
  - **EDI Adv Shipping Notification** – The system sends an EDI document for each order on a given stop.
  - **EDI Single Adv Shipping Not** – The system sends one EDI document for all orders on a given stop. It sends a document for the first order and skips the other orders.
  - Use the **Activity Props** hot key and select the **857** option.

## Sending EDI 861 Receiving Advice Documents

The system can send an EDI 861 Receiving Advice document to acknowledge a received shipment from a vendor. The system generates an 861 when a user changes the **Prt** status on a received purchase order generation to **E** for EDI. If the 861 document is not defined in the trading partner profile for the vendor, **E** is not an available option in the **Prt** field.

You can also set a vendor activity trigger, so the system automatically sends an 861 when the status of a purchase order generation from that vendor changes to Received.

Before you can send an 861 receiving advice to a vendor, set up your system as follows:

- Create a trading partner profile for which an 861 outbound document is defined.
- Assign the vendor to whom you want to send the 861 to this profile.

To set the activity trigger for the vendor, do the following in Activity Trigger Maintenance:

- In the **Trigger Description** field, select the **Received Purchase Order** trigger description.
- In the **Activity Description** field, select the **EDI Purchasing Document** activity description. The system sends an EDI document for each order on a given stop.
- Use the **Activity Props** hot key and select the **861** document type.

## Sending EDI 865 Purchase Order Acknowledgments With Change

After processing an EDI 860 Purchase Order Change Request from your customer, which informs you of changes they want to make to a prior order, you can create an EDI 865 Purchase Order Acknowledgement With Change in response. The system transmits purchase order acknowledgements with change to customers using EDI when you set the print status of the order to **E** for EDI.

Before you can send an 865, set up your system as follows:

- Create a trading partner profile for which an 865 document is defined.
- Assign the customer to whom you are sending the acknowledgement to this profile.

When an EDI customer submits a purchase order to your company, the system does the following:

- The system creates a sales order with a Bid status.
- The system sends a message to the user responsible for reviewing incoming orders.

The user responsible for review incoming orders does the following:

- Reviews the order.
- Makes any needed changes.
- Enters the corresponding EDI acknowledgment type codes.
- Changes the **Bid** status to an open status.
- Changes the print status to **E** for EDI. The system then sends the customer an EDI 855 Purchase Order Acknowledgment.

### ► To send an EDI 865 purchase order acknowledgement with change to a customer:

1. Display an EDI bid on the SOE Body screen in one of the following ways:
  - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue screen. Select the bid and use the **Edit** hot key.
  - From the **System** menu, select **Message System** and then use the **Recvd** hot key to display the Received Messages screen. Select the bid and use the **View** hot key.
2. Edit the order as needed.

If you change a line item, use the **Comment** hot key and enter one of the following codes:

Code	Description
~AC	Item accepted and shipped.
~DR	Item accepted - Date rescheduled.
~IC	Item accepted - Changes made.
~IP	Item accepted - Price change.
~IQ	Item accepted - Quantity changed.
~IR	Item rejected.
~IA	Item accepted. This is the default value if a code is not entered in this field.

- On the Header screen, enter one of the following acknowledgement type codes in the **Shipping Instructions** field:

Code	Description
~AC	Acknowledge - with detail and change.
~AD	Acknowledge - with detail, no change. This is the default if a code is not entered in this field.
~AE	Acknowledge - with exception detail only.
~RD	Rejected - with detail.

- Display the Status screen of the order.
- Change the order status to an open status, such as Call When Complete.

**Note:** The status cannot be Bid, Invoiced, or Canceled.

- In the **Prt** field, change the print status to **E**.
- Press **Esc** to exit and process the order.

The system sends the acknowledgment to the EDI Outgoing Status Queue. The system transmits the document to your trading partner during the next scheduled network call.

## Sending EDI 867 Product Transfer and Resale Reports

Some vendors require that you send them periodic reports of their products that you have sold. You can use the EDI 867 Product Transfer and Resale Report to send vendors this information. The program creates a report for each selected branch.

Before you can send an 867, set up your system and vendor record for EDI processing::

- Create a trading partner profile for which an 867 outbound document is defined.

Some vendors require that you forward sales from any branch that is not an authorized location to the closest branch that is authorized. On the Trading Partner Maintenance screen, use the **Edit Tables** hot key and select **Authorized 867 Branches** to display the Assign EDI 867 To Authorized Branch screen, where you can cross-reference branches that are not authorized locations to other branches that are authorized. These sales are generated in the home branch for the customer and are counter sales to the authorized branch.

- Assign the vendor to whom you want to send 867 documents to this profile.

You can also generate an EDI 867 report from the Product Sales Report using the **EDI 867 Doc** field.

### ►To send an EDI 867 report:

1. From the **System > System Programming > EDI > EDI Generate Reports** menu, select **EDI 867 Product Transfer & Resale** to display the EDI 867 Product Transfer & Resale screen.
2. In the **Branch** field, enter the branch or territory for which to run the report. Enter **all** to run the report for all branches and territories.
3. In the **Start Date** field, enter the first date of the period to include in this report. You can enter a calendar date or a variable date.
4. In the **End Date** field, enter the last date of the period to include in this report. You can enter a calendar date or a variable date.
5. In the **Qty Type** field, select the product location quantity type for which to run the report. To run the report for all types, leave this field blank.
6. In the **EDI Trading Partner** field, enter the EDI vendor for whom you want to generate this report.
7. In the **Include Directs** field, indicate whether to include directs in the report.
  - **Y** – Includes directs. This is the default.
  - **N** – Does not include directs.
8. In the **Include Transfers** field, indicate whether to include transfers in the report.
  - **Y** – Includes transfers.
  - **N** – Does not include transfers. This is the default.

9. In the **Select by** field, indicate how to select transactions for the report:
  - **Shipping Branch** – Selects transactions by shipping branch. This is the default.
  - **Pricing Branch** – Selects transactions by pricing branch.
10. To run the report for designated price lines, use the **Price Lines** hot key. By default, the report includes all price lines.
11. Use the **Hold** or **Opts** hot key, as needed, to run the report.

The system creates the EDI 867 transaction to the vendor, places it in the EDI Outgoing Status Queue, and sends a report to your Hold file.

**Note:** Due to the amount of data on each line of the report, you need to download the report to see some columns. The Hold file report is unaffected by the branch selection, because it always shows all items for all branches for which you run the report.



## Purging the EDI 867 Log File

If you generate 867 documents when you run the Product Sales Report, the system logs the sales orders and items contained on each EDI 867 Product Transfer and Resale Report in a log file. If the invoice date on a sales order included in the report changes, the system checks the log file for the sales order number so the items are not double reported on subsequent 867 documents.

We recommend that you purge the EDI 867 log file periodically to delete older transmissions that are no longer needed.

### ►To purge the EDI 867 log file:

1. From the **System > System Programming > EDI > EDI Generate Reports** menu, select **EDI 867 Purge Sales Transmissions** to display the Purge EDI 867 Log screen.
2. In the **Purge As Of** field, enter the date before which you want to purge transmissions. For example, if you want to purge all transmissions older than March 30, 2009, enter **03/30/2009** in this field.
3. Do one of the following to purge the transmissions:
  - To purge the files immediately, use the **Begin** hot key.
  - To schedule the purge to run at a later time, use the **Opts** hot key and select **Scheduling**. For more information, see *Scheduling Phantom Processes* in the System Maintenance documentation.

## Sending 870 Order Statuses or Shipment Statuses

The system transmits order status documents to customers using EDI when an order is in an open status and you change the print status to **E** for EDI. If your system is set up to use 870 shipment status documents, the system transmits the shipment status to the customer when the order's status changes to invoiced. You can use multiple 870s instead of sending 855 purchase order acknowledgements and 856 advance ship notices, however, you can only use 870s at the request of your trading partners. Most customers still use 855s and 856s.

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**Important:** The system provides the ability to send an 870. However, if you require the 870 document, we do not provide a standard EDI mapper. Custom fees are required to define a specific mapper for each trading partner.

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Before you can send an 870, set up your system as follows:

- Create a trading partner profile for which an 870 document is defined.
- Assign the customer to whom you are sending the status document to this profile.
- Assign the Bid to New Order and Shipment Notification activity triggers to the customer and set the **Activity Description** for each to **EDI Sales Document**. Use the **Activity Props** hot key and select the **870** option for each trigger.

The user responsible for reviewing incoming orders does the following:

- Reviews the order.
- Makes any needed changes.
- Changes the Bid status to an open status, or to a shipped status when the order ships, such as invoiced. If activity triggers are set up, the system sends the 870 automatically.
- If activity triggers are not set up, you can send the 870 manually by changing the print status to **E** for EDI and selecting the status documents.

### ► To send an EDI 870 order status or shipment status to a customer:

1. Display an EDI bid on the SOE Body screen in one of the following ways:
  - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue screen. Select the bid and use the **Edit** hot key.
  - From the **System** menu, select **Message System** and then use the **Recvd** hot key to display the Received Messages screen. Select the bid and use the **View** hot key.
2. Edit the order, as needed.
3. Display the Status screen of the order.
4. Change the order status to an open status such as Call When Complete, or a shipped status such as invoiced.

5. If the activity triggers are not set up to send the document automatically, change the print status to **E** in the **Prt** field.
6. Press **Esc** to exit and process the order.

The system sends the document to the EDI Outgoing Status Queue. The system transmits the document to your trading partner during the next scheduled network call.

## **Sending EDI 997 Functional Acknowledgments**

An outgoing EDI 997 Functional Acknowledgment is a document that your system sends to a trading partner to acknowledge that it has received an EDI document they sent to you.

The process of sending 997s is automatic if you flagged the incoming document for send 997s when you defined the documents in EDI Group Profile Maintenance. When your system receives the document, it sends a 997 in return.

## Receiving EDI Transactions Overview

After you set up EDI trading partner profiles for incoming transactions, the system can process transactions received from the customers and vendors associated with these profiles.

Refer to the following topics for detailed information about processing inbound transactions:

- EDI Review Queues Overview
- Receiving EDI 810 Invoices Overview
- Receiving EDI 830 Forecast Schedules
- Receiving EDI 832 Price/Sales Catalog Requests
- Reviewing EDI 840 Requests for Quote
- Receiving EDI 845 Price Authorization Acknowledgments
- Receiving EDI 846 Inventory Advice Documents
- Receiving EDI 849 Responses to Product Transfer Account Adjustments
- Reviewing EDI Inbound 850 Purchase Orders
- Receiving EDI 855 P/O Acknowledgments Overview
- Receiving EDI 855 VMI P/O Acknowledgments
- Reviewing EDI 856 Advance Ship Notices Overview
- Receiving EDI 860 P/O Change Requests
- Receiving EDI 862 Shipping Schedules
- Receiving EDI 997 Functional Acknowledgments

## EDI Review Queues Overview

Use EDI queues to review data documents related to purchase orders received from vendors. When the system receives an EDI document, it processes the document and displays the status in the corresponding queue. Users who monitor the queues can see which documents have been successfully processed and which were not processed due to errors.

The system has separate queues for the following inbound EDI transactions:

- 810 Invoices
- 845 Price Authorization Acknowledgments
- 855 P/O Acknowledgments
- 856 Advance Ship Notices

## EDI Part Number Matching

The system tries to find an *exact* match for each of the items in the 810, 855, or 856 documents.

The system makes the following comparisons of inbound product information in the sequence listed:

- UPC to the **Primary UPC** field of the Product file.
- Vendor part/catalog# to the Vendor Part Number Cross Reference table.
- Vendor part/catalog# to **User Defined** product IDs.
- Vendor part/catalog# to the **Catalog ID** field of the Product file.
- Vendor part/catalog# to the **Key Words** field of the Product file.
- Buyer PN to the internal Eclipse product number.

To have the system check the internal Eclipse product number first rather than last, set the **Match on Eclipse Internal PN First** field on the EDI Group Profile Global Info Table screen to **Y**.

EDI matching logic does not use the **Description** field.

If a match is not found after the system runs through this query, the item is a NO MATCH.

## Structure of Inbound EDI Review Queues

The system stores all incoming EDI documents in document-specific queues. This keeps the documents available for audit purposes.

The following EDI queues are structured in the same way:

- EDI 810 Invoice Review Queue
- EDI 855 P/O Acknowledgement Review Queue
- EDI 856 P/O Advance Ship Notice Review Queue

Each queue has three views for accessing the documents assigned to that queue:

- **Active** – When documents arrive, the system assigns them to the Active view. The review queue screen displays information indicating how the document was processed.
- **Cleared** – When you delete or clear a document from the Active view, it moves to the Cleared view.
- **Archived** – After documents have been in the queue the number of days specified in the **Archive EDI Review Queue Documents After (Days)** control maintenance record, they move from the Cleared view to the Archived view. The system stores each document in a directory that corresponds to the month and year the document was received.



## Receiving EDI 810 Invoices Overview

An EDI vendor can send an 810 invoice after the vendor ships an order. When your system receives an 810, it adds the document to the EDI 810 Invoice Review Queue. Use the queue to review 810 documents that have been received from vendors.

**Note:** Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

For the system to receive an EDI invoice, the following setup is required:

- Create a trading partner profile for which an 810 inbound document is defined.
- Assign the vendor from whom you are receiving the invoice to this profile.

The following topics explain how to handle inbound 810s:

- Reviewing Inbound EDI 810 Invoices
- Reprocessing EDI Invoices
- How the System Processes EDI 810s
- EDI 810 Invoice Match Levels

## Reviewing Inbound EDI 810 Invoices

When your system receives an 810 invoice from an EDI vendor, it creates an entry in the Active view of the EDI 810 Invoice Review Queue. If the purchase order number is valid and the invoice number is not a duplicate, the system creates a payable and attempts to match the invoice to a purchase order.

**Note:** Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

Use various hot keys to do the following tasks:

- Reprocess 810s in the queue that were unable to make a match when they entered the queue. For example, if the invoice arrives before the order is received, the system cannot match the invoice to the purchase order. The result is N = No match.
- Clear approved invoices.
- Review invoices that were not approved.
- Delete invoices (from the Active view) that no longer require your attention.

You can delete an entry from the Active view for the following reasons:

- The invoice is a duplicate.
- You cancel the payable.
- The payable is in a closed period.
- No payable has been created for the entry.

### ►To review inbound EDI 810 invoices:

1. Do one of the following to display the Selection Criteria screen:
  - From the **System > System Programming > EDI > EDI Review Queues** menu, select **810 Invoice (Inbound)**.
  - From the A/P menu, select **EDI 810 Invoice Review Queue**.
2. Complete any of the following fields to select invoices:

Field	Description
Select Sort By	Sort order of selected items. The default is Ascending By Date. Select from the following options: <ul style="list-style-type: none"> <li>• Ascending By Date</li> <li>• Descending By Date</li> <li>• Ascending By Trading Partner</li> <li>• Descending By Trading Partner</li> </ul>

Field	Description
<b>Select User ID</b>	User ID of the user assigned to review incoming 810s. This field defaults to your user ID. To review 810s for all users, leave this field blank. You must have Level 1 authorization in the EDI.IN.REVIEW authorization key to view your own entries in the EDI 810 Invoice Review Queue. Level 2 authorization is required to view other user's entries.
<b>Select Branch</b>	Branch to which the invoices are assigned. Enter <b>ALL</b> for all branches.
<b>Select Vendor</b>	Vendor who sent the invoices.
<b>Select View</b>	Displays invoices based on one of the following statuses: <ul style="list-style-type: none"> <li>• <b>Active</b> - 810s requiring review that have not been cleared from the queue.</li> <li>• <b>Cleared</b> - Reviewed 810s that have been cleared from the queue.</li> <li>• <b>Archived</b> - 810s older than the number of days specified in the <b>Archive EDI Review Queue Documents After (Days)</b> control maintenance record. At the <b>Dir</b> prompt, press <b>F10</b> and select the directory to access.</li> </ul>
<b>Select Start Date</b>	First date for which to view invoices. For example, if you want to review all invoices received in July 2006, enter 07/01/06 in this field and 07/31/06 in the <b>Select End Date</b> field.
<b>Select End Date</b>	Last date for which to view invoices. For example, if you want to review all invoices received in July 2006, enter 07/01/06 in the <b>Select Start Date</b> field and 07/31/06 in this field.
<b>Select Invoice #</b>	Specific vendor invoice number. To display all invoices, leave this field blank
<b>Select AP #</b>	System-assigned payable number of the accounts payable entry associated with the invoice. For example, if you want to see only invoices reconciled on payable Y109779, enter Y109779 in this field. To search all payables, leave this field blank.
<b>Select PO #</b>	Purchase order number associated with the invoice. The system searches for all generations of the purchase order number you enter. For example, if you wanted to see only invoices received that match generations of purchase order P1067075, enter P1067075 in this field. To search all purchase orders in the system, leave this field blank.
<b>Select Invoice Type</b>	Selects one of the following types of invoices: <ul style="list-style-type: none"> <li>• <b>Purchase Orders</b> - Payables resulting from a standard purchase order in the system.</li> <li>• <b>Directs</b> - Payables resulting from an order that goes directly from your vendor to your customer. Items on direct orders do not pass through your inventory at your warehouse, however, the dollars are still posted in and then out by your accounting group.</li> <li>• <b>Freight</b> - Payables that include freight charges.</li> <li>• <b>Tagged</b> - Payables that result from purchase orders that are tagged to sales orders. Tagging occurs when an item on a purchase order is procured outside the normal path of replenishment.</li> <li>• <b>Canceled</b> - Payables that have been canceled in the system.</li> <li>• <b>Problem</b> - Payables that do not have a valid sales order or purchase order number</li> </ul>

3. Press **Esc** to display the selected invoices on the EDI 810 Invoice Review Queue screen.

## 4. Review the following information about each 810 invoice:

Field	Description
<b>M</b>	Match level. Indicates the level of success the system has in matching the 810 invoice to the P/O. Use the <b>Message</b> hot key to view an explanation of the status.
<b>A</b>	Identifies whether the payable has been approved for payment.
<b>PO #</b>	Purchase order number associated with the invoice.
<b>AP #</b>	<p>The system-assigned payable ID, followed by any of the codes listed below:</p> <ul style="list-style-type: none"> <li>• <b>D</b> - The payable resulted from a direct order.</li> <li>• <b>T</b> - A freight charge is associated with the payable and the order is tagged.</li> <li>• <b>F</b> - A freight charge is associated with the payable.</li> <li>• <b>X</b> - Payable has been canceled.</li> </ul> <p><b>Note:</b> An asterisk (*) indicates that a status message is attached to the queue entry. Use the <b>Message</b> hot key to view the message.</p> <p>If the <b>AP#</b> field for the 810 on the review queue screen is blank, one of the following conditions exists:</p> <ul style="list-style-type: none"> <li>• The invoice is a duplicate.</li> <li>• The P/O ledger record does not exist.</li> <li>• The account number attached to the 810 is not assigned to a trading partner profile and a payable was not created. To correct this problem, assign the account number to a trading partner profile. Then requeue the entry from the Archive Data within the review queue. The system creates a payable and new entry in the review queue.</li> </ul> <p>Delete the old review queue entry with the blank <b>AP#</b> field.</p>
<b>Vendor</b>	Vendor who sent the invoice.
<b>Ven Inv Amt</b>	Amount the vendor invoiced.
<b>Reconciled</b>	Invoice amount matched to the purchase order.
<b>Difference</b>	Difference between the invoiced and reconciled amounts.
<b>Received</b>	<p>Date the system received the invoice.</p> <p><b>Note:</b> Use the <b>Chg View</b> hot key and select <b>Received Date/Ref#</b> to display this field.</p>
<b>Pay Date</b>	<p>The payment date of the payable associated with the invoice.</p> <p><b>Note:</b> Use the <b>Chg View</b> hot key and select <b>Pay Date/Ref#</b> to display this field.</p>
<b>Ref#</b>	<p>System-assigned sequential number that identifies the review queue entry.</p> <p><b>Note:</b> Use the <b>Chg View</b> hot key and select either <b>Received Date/Ref#</b> or <b>Pay Date/Ref#</b> to display this field.</p>

5. Use any of the following hot keys to research and requeue unsuccessful matches:

Hot Key	Description
<b>Message</b>	Displays the 810 status message, if an asterisk (*) displays next to the payable record number.
<b>View PO</b>	Displays the associated purchase order on the P/O Entry screen.
<b>Vendor Item Detail</b>	Displays the formatted invoice data on the Hold Entry Pre-View screen. When you press <b>Esc</b> to exit this screen, the system prompts you to save the report in the Hold file and then returns you to the EDI 810 Invoice Review Queue screen.
<b>Archive Detail</b>	Displays the EDI Archive Viewing screen, where you can view the raw data from the invoice.
<b>Chg View</b>	Provides options to view different information in the queue for each invoice, including reconciled amounts, difference amounts between what was invoiced and what was reconciled, the payment received date, the pay date, and system-assigned reference number..
<b>Select</b>	Displays the Selection Criteria screen, where you can change the 810 selection criteria described in step 4.
<b>Requeue</b>	Reprocesses 810s in the queue that did not make a match level upon arrival. The requeue process looks at those entries in the queue with a match level of No Match and Some Match and rechecks the purchase orders for a better match. It only checks those entries whose associated payable has not been reconciled. We recommend that you perform a daily requeue.
<b>Clear Approved</b>	Clears all approved entries from the Active view of the queue and move them to the Cleared view.

6. To manually reconcile an invoice, approve the payable, or update the payable date, position the cursor on the invoice and use the **Edit AP** hot key to display the payable on the A/P Entry screen.
- Note:** After approving a payable and returning to the review queue, you can use the **Clear Approved** hot key to clear the invoice from the Active view.
7. To delete an invoice that no longer requires your attention from the Active view and move it to the Cleared view of the queue, position the cursor on the invoice and use the **Delete** hot key. The system prompts you to confirm the deletion.
8. Press **Esc** to exit the queue.

## Reprocessing EDI 810 Invoices

The EDI 810 Invoice Review Queue displays invoices received by EDI. If the system receives an invoice before it receives the vendor shipment, the entry in the review queue shows that the system did not find a matching received purchase order. Once the shipment is received, you can reprocess the invoice. You can also reprocess invoices after making changes to matching purchase orders.

Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

We recommend that you reprocess invoices in the queue daily. You can schedule the process to run automatically.

You can reprocess:

- Single invoices.
- All invoices within a specified date range.

### ►To reprocess a single EDI 810 invoice:

1. With items listed on the EDI 810 Invoice Review Queue screen, position the cursor on the 810 to be reprocessed.
2. Use the **Requeue** hot key to display a prompt.

The requeue process looks at those entries in the queue with a match level of No Match and Some Match and rechecks the purchase orders for a better match. It only checks those entries whose associated payable has not been reconciled. If you have made manual changes to the payable, such as to the payable date, the system does not override the changes when you reprocess the invoice.

3. At the prompt, select one of the following options:
  - **Requeue Now** – Starts the process now.
  - **Schedule** – Displays the Phantom Scheduler screen, where you can schedule the process to run at a later time.

The system displays the Requeue Criteria screen.

4. In the **Current Line or Date Range** field, type **c** for current line and press **Enter**.

The reprocessing is immediate. The system displays the following message: Processing Finished for 1 Item(s). The date follows the message.

5. Press **Esc** to exit the EDI 810 Invoice Review Queue screen.

► **To reprocess EDI 810 invoices within a date range:**

1. With items listed on the EDI 810 Invoice Review Queue screen, use the **Requeue** hot key.
2. At the prompt, select one of the following options:
  - **Requeue Now** – Starts the process now.
  - **Schedule** – Displays the Phantom Scheduler screen, where you can schedule the process to be done at a later time.

Eclipse displays the Requeue Criteria screen.

3. In the **Current Line or Date Range** field, enter **d** for date range.
4. To select 810s received on or after a designated date, complete the **Start Date** field.
5. To select 810s received on or before a designated date, complete the **End Date** field.
6. Press **Esc**.

One of the following things occurs:

- If no invoices exist with dates within the specified date range, the system displays the following message: No Items Found to Requeue for. The date range follows the message.
  - If invoices with dates within the specified date range exist, the system processes the invoices and displays the following message: Processing Finished for 'x' Item(s). The date range follows the message.
7. Press **Esc** to exit the EDI 810 Invoice Review Queue screen.

## How the System Processes EDI 810s

After an EDI vendor ships an order, they can send an 810 invoice for the shipment. When the 810 arrives, your system processes it as follows:

1. Adds the 810 document to the EDI 810 Invoice Review Queue with an active status.
2. Creates a payable.

If the vendor account number attached to the 810 is not assigned to a trading partner profile, the system does not create a payable. It sets the 810 match level to **N** for No Match and leaves the **AP#** field on the review queue screen blank.

3. Attempts to match the payable to the purchase order, if the purchase order number is valid and the invoice number is not a duplicate.

The system tries to match the items on the 810 to a received generation on the purchase order by looking at the total number of line items, quantities for matching line items, and total dollar amount.

**Note:** If you receive an 810 invoice for a direct sales order on which the credit card payment is declined, the system does not approve the payable and the 810 remains in the review queue.

Depending on the results of the matching, the system sets the 810 match level and determines whether the payable status is Approved, as shown in the following table:

Matching Results	Match Level	Payable Approved
System finds an exact match and the terms codes on the invoice and purchase order match.	P	Y
System cannot find a received generation on the purchase order. This may occur if the 810 arrives before the items have been received. Requeuing this 810 at a later date may correct this match level.	N	N
System finds an exact match but the terms codes on the invoice and purchase order do not match.	T	N
Items and quantities have an exact match, but the dollar amount is not within the acceptable over/short range. The over/short range is set in the A/P Over/Short Maximum Parameters control maintenance record or the Over/Short% and Over/Short\$ fields in Vendor Maintenance.	G	N
Accounting period for the payable or purchase order is closed.	C	N
Invoice contains a freight amount, but the purchase order is flagged as freight allowed.	F	N
The purchase order is in the process of being received or in process by a user and cannot be reconciled until it is completely received. Requeuing this 810 at a later date may correct this match level.	I	N
System does not find an exact match.	S	N
No line items match.	N	N



## EDI 810 Invoice Match Levels

Match levels indicate the success the system has in matching the items and quantities on the 810 invoice to the items and quantities on a received generation of the purchase order.

The system displays the following match levels on the EDI 810 Invoice Review Queue:

Level	Description
<b>N</b>	No match, for any of the following reasons: <ul style="list-style-type: none"> <li>• The 810 contains an invalid purchase order number.</li> <li>• The 810 invoice number is a duplicate.</li> <li>• The 810 arrives before the items have been received.</li> <li>• The account number attached to the 810 is not assigned to a trading partner profile.</li> <li>• The system cannot match any items and quantities on the 810 with items and quantities on a received generation of the purchase order.</li> </ul>
<b>L</b>	Invoice not reconciled because the order contains a lot item.
<b>S</b>	Some items and quantities match.
<b>G</b>	Items and quantities match, but the dollar amount is not within the acceptable over/short range. The over/short range is set in the A/P Over/Short Maximum Parameters control maintenance record or the Over/Short% and Over/Short\$ fields in Vendor Maintenance.
<b>P</b>	Items and quantities match. The dollar amount matches or is within the acceptable over/short range. The over/short range is set in the A/P Over/Short Maximum Parameters control maintenance record or the Over/Short% and Over/Short\$ fields in Vendor Maintenance.
<b>C</b>	Accounting period for the payable or purchase order is closed.
<b>T</b>	Items and quantities match, but terms in the invoice do not match the terms in the purchase order. The system makes this check only if the <b>Enable Terms Checking</b> field on the EDI Add'l Doc Data screen for the 810 document in EDI Group Profile Maintenance is set to <b>Y</b> .
<b>F</b>	The invoice contains a freight amount, but the purchase order is flagged as freight allowed.
<b>I</b>	The purchase order is in the process of being received or in process by a user and cannot be reconciled until it is completely received.

**Note:** Use the **Message** hot key to view the system-generated message associated with the match level.

## Receiving EDI 830 Forecast Schedules

An EDI 830 Forecast Schedule is a document your customer sends to inform you of their projected product needs. The requirements are either firm or forecasts.

For the system to receive an EDI 830, the following setup is required:

- Create a trading partner profile for which an 830 inbound document is defined.
- Assign the vendor from whom you are receiving the 830 to this profile.

You can set up your trading partner profiles to process 830s in one of the following ways:

- Select a custom mapper, which creates an open sales order for the products listed.
- Run the EDI.830.PRINT.DOC program, which formats the data and sends the 830 Forecast Schedule Report to your Hold file.
- Run the EDI.PRINT.DOC program, which translates the raw data and places an unformatted report in your Hold file.

Managing orders created by 830s is a complex process, for the following reasons:

- With each 830 your system creates a new order that contains products that may have been included on a previous 830.
- When a product listed has a zero quantity requirement, the system sends a message to the EDI Error Queue.

We recommend that you discuss this transaction with Eclipse EDI Support before using it.

## **Receiving EDI 832 Price/Sales Catalog Requests**

The EDI 832 Price/Sale Catalog Request is a document used by the Product Data Warehouse (PDW) application.

For the system to receive an EDI 832, the following setup is required:

- Create a trading partner profile for which an 832 inbound document is defined.
- Assign the vendor from whom you are receiving the 832 to this profile.

For more information, refer to the Importing IDW Catalog Data Into PDW topic.

## Reviewing EDI 840 Quote Requests

In response to an 840 Request for Quote from an EDI customer, the system creates a sales order with an RFQ status and places it in the Remote Order Entry Review Queue. The system sends a message to the user responsible for reviewing incoming orders. After this person reviews the bid and makes any necessary changes, the system sends your customer an EDI 843 Response to RFQ.

For the system to receive an EDI 840, the following setup is required:

- Create a trading partner profile for which an 840 inbound document is defined.
- Assign the vendor from whom you are receiving the 840 to this profile.

### ►To review an EDI 840 request for quote:

1. Display the EDI bid on the SOE Body screen in one of the following ways:
  - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue screen. The system displays "RFQ" in the **Sta** column for 840s. Select the bid and use the **Edit** hot key.
  - From the **System** menu, select **Message System** and then use the **Recvd** hot key to display the Received Messages screen. Select the item and use the **View** hot key.
2. Edit the bid as needed.
3. Display the Status screen of the bid.
4. Change the **Prt** status to **E** for EDI.
5. Press **Esc** to exit.

The system transmits an EDI 843 Response to RFQ to the customer from which you received the 840.

**Note:** To remove the bid from the Remote Order Entry Review Queue, position the cursor on the order and use the **Clear Review** hot key.

## Receiving EDI 845 Price Authorization Acknowledgments Overview

EDI vendor trading partners use 845 Price Authorization Acknowledgments to send you information about special pricing contracts for selling designated products to designated customers.

For example, your standard cost for a Sylvania fluorescent light is \$6. One of your large customers requests competitive pricing on the Sylvania fluorescent lights they buy from you. If you can give them a good price, they will buy all their lights from you rather than from your competitor down the street. So, you ask your Sylvania vendor to lower your cost, just for the lights you sell to this customer. The vendor lowers the cost by offering you a rebate for each light you sell to this customer. You are then in a position to offer the customer a lower price and win their business.

Each 845 transaction represents one vendor agreement for one customer or group of customers. The system uses the detail information from the 845 to create new sell matrix cells that establish the rebate cost that the vendor gives you for each product and product group included in the agreement. You then define a special selling price to use with those customers, if applicable.

When the system receives an 845 from an EDI vendor, the system places the contract information in the EDI 845 Contract Upload Queue. After reviewing the data in the contract and adding any missing information to the Eclipse system, you requeue the 845 and then run the update, which creates, expires, and updates matrix cells in the Eclipse system.

The system creates a sell matrix cell for each contract detail line item and then removes the line item from the 845 entry in the queue. Any line item for which the system could not create a matrix cell remains in the queue, from which you can view the contract detail and review the errors. If you do not want to create a matrix cell for a line item in error, you can manually remove the line item from the contract detail. If you do not want to create matrix cells for any of the line items in error, you can return to the queue and delete the 845 entry from the queue. If the system creates a matrix cell for every line item in the 845, it removes the 845 entry from the queue.

The system tracks sales of products tied to pricing contracts and reports these sales when you send EDI 844 Product Transfer Account Adjustment transactions (rebate requests) to the vendors who gave you the contracts. The vendors send back EDI 849 Response to Product Transfer Account Adjustment transactions, which indicate the rebates they will pay.

## Setup Requirements for the EDI 845 Contract Upload Queue

For users to manage and the system to process EDI 845s, the following setup is required.

### Authorization Keys

The following authorization keys are required for users managing the queue:

- EDI.IN.REVIEW
- PRODUCT.MAINT
- SMATRIX.MAINT
- BUY.SELL.GROUP.MAINT

### Trading Partner Maintenance

Create a vendor trading partner profile for which an 845 inbound document is defined.

- Assign the vendor to a group profile defined for this trading partner.
- On the EDI Add'l Doc Info screen for the 845, complete the following fields, as needed:
  - Grp/User to Review Received Document
  - Grp/User to be Notified of Document
  - Alternate Interchange ID
  - Cost Only Matrix
  - Default Selling Formula

If the vendor's contract includes product group information, use the **Sell Groups** hot key on the EDI Add'l Doc Info screen to map the vendor's product groups to Eclipse sell groups.

### Customer Maintenance

When you receive a pricing contract from a vendor, you need to create a customer contract record for which the system sets up the sell matrix information. Then link the customers for which this contract was created to the customer contract record. The following method of creating and then linking to a customer contract record, enables you to link multiple customers to one pricing contract.

Set up customer records for contract pricing, as follows:

- Create a generic customer contract record in Customer Maintenance.

Include words that identify the vendor and the contract number in the **Name** and **Index** fields or use the **Addl Keywords** hot key on the Additional Info screen to store them as keywords.

**Note:** Because the system displays the **Index** in the 845 Queue, we recommend that you at least include the contract number in the **Index** field. The system cannot create the upload without the contract number being in one of these three locations.

To set customer-level defaults, use the **Contract Upload** hot key on the Customer Pricing/Printing screen.

The sell matrix cells will be associated with this customer contract record. The actual customer records to whom this contract applies will link to this customer contract record for pricing.

**Note:** Create a customer contract record for each *new* contract number. If a vendor sends an 845 with updated pricing and effective dates for an existing contract, the system uses the customer contract record that you set up the first time you received that contract number.

- For each customer to whom this contract applies, use the **Contracts** hot key on the Customer Pricing/Printing screen in Customer Maintenance to display the Contract Pricing screen and enter the customer contract name.

## Reviewing and Processing EDI 845 Pricing Contracts

EDI vendor trading partners use 845 Price Authorization Acknowledgments to send you information about special pricing contracts for selling designated products to designated customers. Use this information to create new sell matrix cells that establish the rebate cost that the vendor gives you and the selling price you use with those customers.

When you receive an 845 from an EDI vendor, the system places the contract information in the EDI 845 Contract Upload Queue.

**Note:** Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

The system uses the contract number to search the **Name**, **Index**, and **Additional Keywords** fields in Customer Maintenance for a matching customer contract record and sets the status of the queue entry, in the **S** column, to one of the following:

- **R (Review)** – The system found a matching customer contract record, and the contract details are ready for review.
- **U (Updated)** – A contract for which you have run an update. Following an update, the system deletes contract detail line items that successfully created new sell matrix cells, but still lists the contract detail line items that did not create new sell matrix cells. Use the **Contract Detail** hot key to review these line items. When all items on a contract are updated, the system removes the contract from the queue.
- **N (Not found)** – The system could not find a matching customer contract record. You will need to create or identify a customer contract record and requeue for this 845 before you can process the contract details. ycum

### ►To review and process EDI 845 price contracts in the EDI 845 Contract Upload Queue:

1. Display the Selection Criteria screen in one of the following ways:
  - From the **System > System Programming > EDI > EDI Review Queues** menu, select **EDI 845 Contract Upload**.
  - From the **Purch > Queues** menu, select **EDI 845 Contract Upload**.
2. Enter the selection criteria and press **Esc** to display 845 documents:

Field	Description
Select User ID	The ID of the user assigned to review incoming EDI documents to display only items in the queue for which that user ID is assigned to review. To review documents for all users, leave this field blank. You must have Level 1 authorization in the EDI.IN.REVIEW authorization key to view your own entries in the EDI 845 Contract Upload Queue. Level 2 authorization is required to view other users' entries.



Field	Description
<b>Select Branch</b>	The branch or territory for which you want to display items in the EDI review queue. This is the branch to which the 845 contract update applies. The field defaults to All.
<b>Select Start Date</b>	First received date for which to view 845s. For example, if you want to review all 845 contracts received in July 2006, enter 07/01/06 in this field and 07/31/06 in the <b>Select End Date</b> field.
<b>Select End Date</b>	Last received date for which to view 845s. For example, if you want to review all 845 contracts received in July 2006, enter 07/01/06 in the <b>Select Start Date</b> field and 07/31/06 in this field.
<b>Select Vendor</b>	Vendor that sent the 845.
<b>Select Contract #</b>	Pricing contract number.
<b>Select Status</b>	Contract status: <ul style="list-style-type: none"> <li>• <b>Review</b> – New contracts ready for review.</li> <li>• <b>Updated</b> – Contracts for which you have run an update and error messages need to be reviewed.</li> <li>• <b>No Match</b> – Contracts for which the system did not find a match.</li> <li>• <b>All</b> – All contracts. This is the default.</li> </ul>

The system displays the following information about the selected 845s on the EDI 845 Contract Upload Queue screen:

Field	Description
<b>Type</b>	<p>The 845 type:</p> <ul style="list-style-type: none"> <li>• <b>00</b> – New</li> <li>• <b>04</b> – Change to existing contract. The system finds the existing matrix cell and expires it, and then creates a new matrix with the new data from the 845.</li> <li>• <b>30</b> – Renewing an existing matrix</li> <li>• <b>56</b> – Expire existing matrix</li> </ul> <p>To expire but not change an existing matrix cell, the vendor must send the contract with the type code of 56.</p>

Field	Description
<b>S</b>	<p>Status of the 845 document in the queue.</p> <ul style="list-style-type: none"> <li>• <b>R (Review)</b> – A new contract that needs to be reviewed before doing an update.</li> <li>• <b>U (Updated)</b> – A contract for which you have run an update. Following an update, the system deletes contract detail line items that successfully created new sell matrix cells, but still lists the contract detail line items that did not create new sell matrix cells. Use the <b>Contract Detail</b> hot key to review these line items. When all items on a contract are updated, the system removes the contract from the queue.</li> <li>• <b>N (Not found)</b> – The inbound 845 did not match an existing customer contract record. Resolve this situation before processing any contract details, as follows: <ul style="list-style-type: none"> <li>• Create or identify a customer contract record in Eclipse for this 845.</li> <li>• Enter the customer name in the <b>Customer</b> field on this screen. When you do this, the system changes the status from <b>N</b> to <b>R</b>.</li> </ul> </li> </ul> <p><b>Note:</b> When you set up or edit a customer contract record, add the contract number to the entity record <b>Name</b> and <b>Index</b> fields or Additional Keywords screen.</p>
<b>U</b>	<p>Flag that indicates which contracts the system updates when you use the <b>Update Items</b> hot key. Enter an asterisk (*) in this column to flag a contract for updating. When all items on a contract are updated, the system removes the contract from the queue.</p>
<b>Vendor</b>	<p>Vendor that sent the 845.</p> <p><b>Note:</b> This field displays only when you select the Vendor view.</p>
<b>Customer</b>	<p>Customer contract record to which the pricing contract applies.</p> <p><b>Note:</b> This field displays only when you select the Customer view.</p>
<b>Contract #</b>	<p>Pricing contract number from the 845.</p>
<b>Brch</b>	<p>The branch or territory to which the contract applies. Type <b>all</b> if the contract applies to all branches. The system changes your entry to DFLT for consistency with how the EDI map creates a record for All branches. The system also respects the user's branch authorization. This field is required.</p> <p><b>Note:</b> If a contract comes through with an unknown branch, the system sets the branch to DFLT.</p>
<b>Last Received</b>	<p>Date and time the 845 was received or last processed.</p>

3. To review and edit the detail of a contract, select a contract and use the **Contract Detail** hot key to display the Contract Detail screen.
4. To update the contract in the Eclipse system, enter an asterisk (\*) in the **U** field and use the **Update Items** hot key to display the Update Matrix Rebates screen. Select whether to run the update for only the flagged items, or all the items in the queue.

The system creates a sell matrix cell for each contract detail line item and then removes the line item from the 845 contract detail. Any line item for which the system could not create a matrix cell remains in the contract detail, from which you can review the errors.

If you do not want to create a matrix cell for a single line item, you can manually remove the line item from the contract detail using the **Alt-Delete** keys. If you do not want to create matrix cells for all the line items, you can return to the queue and remove the 845 entry using the **Alt-Delete** keys.

If the system creates a matrix cell for every line item in the 845, it removes the 845 entry from the queue.

5. Use the following hot keys, as needed:

Hot Key	Description
<b>Archive Detail</b>	Displays the raw data of 845 on the EDI Archive Data Viewing screen.
<b>Contract Detail</b>	Displays the Contract Detail screen, where you can view and edit contract detail information.
<b>Select</b>	Displays the Selection Criteria screen, where you can enter new criteria for filtering the queue, as described in Step 2 above.
<b>Requeue</b>	Reprocesses the selected 845 contract.
<b>Update Items</b>	<p>Displays the Update Matrix Rebates screen, where you can select which contracts to update and launch the process.</p> <ul style="list-style-type: none"> <li>• In the <b>Select Items</b> field, select one of the following options: <ul style="list-style-type: none"> <li>• <b>Update All</b> – Selects all contracts in the queue.</li> <li>• <b>Flagged Items</b> – Selects only the contracts flagged for update in the <b>U</b> column on the queue. This option is the default.</li> </ul> </li> <li>• Use the <b>Begin</b> hot key to launch the update process.</li> </ul> <p><b>Note:</b> You can verify the updates in the new sell matrix created from your actions.</p>
<b>Change View</b>	<p>Displays the Change View screen, where you can select one of the following views:</p> <ul style="list-style-type: none"> <li>• <b>Vendor</b> – Shows the vendor who sent the 845.</li> <li>• <b>Customer</b> – Shows the name of the customer contract record associated with the contract.</li> </ul>

6. Press **Esc** to exit the queue.

## Reviewing and Editing EDI 845 Pricing Contract Detail

Use the Contract Detail screen to review and edit the detail of pricing contract information the system receives on EDI 845 Price Authorization Acknowledgment documents and places in the EDI 845 Contract Upload Queue.

Each line on this screen displays the data relevant to each product and product group included in the selected contract. The system uses the UPC# to locate matching product records in Eclipse and uses the group ID to locate matching sell groups in the Sell Group Translation screen associated with the 845's group profile in Trading Partner Maintenance. The system sorts the queue entries in the following order:

- Products not found.
- Matching products, sorted by price line and then product sequence within price line.
- Groups not found.
- Matching groups, in alphabetical order.

The system creates a sell matrix cell for each matched line of information on this screen when you run the contract update. Before running the update, though, you need to review and edit the contract detail.

Use the following views of the Contract Detail screen to review and edit the contract detail:

- **EDI/Product Group** – Use this view to research and correct \*\* Product Not Found \*\* and \*\* Group Not Found \*\* entries. After you have made corrections to the product and group records, return to the queue and use the **Requeue** hot key to reprocess the 845.
- **Rebate Cost** – Use this view to set the rebate cost for stock sales of the designated products/groups to the designated customers.
- **Direct Cost** – Use this view only if the contract offers you a rebate cost for direct orders.
- **Sell Price** – Use this view only if the vendor specifies the contract sell price or if you want to adjust your standard selling price for the customer. If you want to create cost-only matrix cells for the contract, use this view to set the C column (Override Cost Only flag) to Y.

**Note:** The system auto-populates the fields in this view, if default values have been set in Customer Maintenance or Trading Partner Maintenance.

### ►To review and edit EDI 845 pricing contract detail:

1. On the EDI 845 Contract Upload Queue screen, select a contract and use the **Contract Detail** hot key to display the EDI/Product Group view of the Contract Detail screen.

**Note:** The screen has multiple views. Use the **ChgView** hot key to change views.

2. Review and edit the data displayed in the **EDI/Product Group** view, as described below.

Use this view to resolve "product not found" and "group not found" errors by updating the Product file and the Sell Group Table in Trading Partner Maintenance, as needed. After making the required updates and before viewing the other views, return to the queue and use the **Requeue** hot key to reprocess the 845.

You can leave product/group "not found" entries in the queue if you do not want to create matrix cells for those products/groups. When you run an update, the system ignores these entries. You can also use the **Alt-Delete** keys to delete line items for products you do not sell.

Field	Description
<b>Group/Product</b>	<p>Eclipse description of the product or product sell group.</p> <ul style="list-style-type: none"> <li>• <b>Products</b> – The system uses the UPC# from the 845 to locate matching product records in Eclipse. If the system cannot find a matching product, it displays the following message: ** Product Not Found **. In this case, use the <b>Product Maint</b> hot key to access Product Maintenance and then use the UPC# or the vendor catalog number to search the Product file for a matching record. When you find a match, use the <b>UPCs</b> hot key in Product Maintenance and enter the UPC# in the <b>Primary UPC</b> or <b>Secondary UPC</b> field on the UPC Codes Maintenance screen.</li> <li>• <b>Product Groups</b> – The system uses the group ID to locate matching sell groups in the Sell Group Translation screen associated with the 845's group profile in Trading Partner Maintenance. If the system cannot find a matching product group, it displays the following message in this field: ** Group Not Found **. In this case, update the Sell Group Translation screen to include the group ID.</li> </ul>
<b>UPC#</b>	<p>Product's universal product code.</p> <p>Data from the 845 populates this field.</p>
<b>Price Line</b>	<p>Eclipse price line to which the product or product group belongs.</p> <p>Data from the Eclipse product record or the product sell group populates this field.</p>
<b>Vendor Group / Catalog #</b>	<p>Vendor's product group ID or product catalog number.</p> <p>Data from the 845 populates this field.</p>
<b>M</b>	<p>Indication whether a sell matrix cell for this product, product group, customer and branch exists in the Eclipse system.</p> <p>An asterisk (*) in this column indicates that a sell matrix cell exists.</p>

3. Review and edit the data in the **Rebate Cost** view, as described below.

Use this view to set the cost rebate for stock sales of the designated products to the designated customers.

The vendor contract designates either a net cost, which displays with a dollar sign (\$), or a formula for calculating the cost rebate. Enter the Eclipse cost basis the system uses to calculate the rebate amount.

Field	Description
<b>Group/Product</b>	Eclipse description of the product sell group or product.
<b>Cost Basis</b>	Eclipse cost basis to use in calculating the rebate amount. This field is required. You cannot enter <b>Ord COGS</b> or <b>Ord Comm</b> as the cost basis in this field as they apply to sell prices only.  <b>Note:</b> If the vendor specifies a net cost rebate, the system does not use the cost basis entered here, but the program still requires you to enter one.
<b>Cost</b>	Net cost rebate, which displays with a dollar sign (\$), or a formula for calculating the cost rebate. Discounts are identified with a minus sign (-). Data from the 845 populates this field.
<b>Prc Date</b>	Price sheet date that determines the value of the cost basis used in the formula for calculating the cost rebate. Data from the 845 populates this field, <i>only</i> if the vendor provides the data. If this field is left blank, the system does not upload a date into the matrix. You can edit this field, if needed.
<b>Eff Date</b>	Start date of the sell matrix cell the system creates for this line item. Data from the 845 populates this field and is view only.
<b>Exp Date</b>	End date of the sell matrix cell the system creates for this line item. Data from the 845 populates this field and is view only.
<b>M</b>	Indication whether a sell matrix cell for this product, product group, customer, and branch exists in the Eclipse system. An asterisk (*) in this column indicates that a sell matrix cell exists.

4. If the pricing contract includes cost rebates for direct orders, review and edit the data in the **Direct Cost** view, as described below.

Use this view *only* if the contract offers you a cost rebate for *direct* orders.

The vendor contract designates either a net cost, which displays with a dollar sign (\$), or a formula for calculating the cost rebate. In either case, enter the Eclipse cost basis the system uses to calculate the rebate amount.

Field	Description
<b>Group/Product</b>	Eclipse description of the product sell group or product.
<b>Cost Basis</b>	Eclipse cost basis to use in calculating the rebate amount. You cannot enter <b>Ord COGS</b> or <b>Ord Comm</b> as the cost basis in this field, as they apply to sell prices only. This field is required.  <b>Note:</b> If the vendor specifies a net cost rebate, the system does not use the cost basis entered here, but the program still requires you to enter one.
<b>Cost</b>	Net cost rebate, which displays with a dollar sign (\$), or a formula for calculating the cost rebate. Discounts are identified with a minus sign (-). Data from the 845 populates this field.

Field	Description
<b>Prc Date</b>	Price sheet date that determines the value of the cost basis used in the formula for calculating the cost rebate. Data from the 845 populates this field, <i>only</i> if the vendor provides the data. If this field is left blank, the system does not upload a date into the matrix. You can edit this field, as needed.
<b>Eff Date</b>	Start date of the sell matrix cell the system creates for this line item. Data from the 845 populates this field and is view only.
<b>Exp Date</b>	End date of the sell matrix cell the system creates for this line item. Data from the 845 populates this field and is view only.
<b>M</b>	Indication whether a sell matrix cell for this product, product group, customer, and branch exists in the Eclipse system. An asterisk (*) in this column indicates that a sell matrix cell exists.

5. If the vendor specifies the contract sell price or if you want to adjust your standard selling price for the customer, use the **Sell Price** view.

**Note:** If you want to create cost only matrix cells for the contract, use this view to set the **C** column (Override Cost Only flag) to **Y**.

Field	Description
<b>Group/Product</b>	Eclipse description of the product sell group or product.
<b>C</b>	Indication whether the matrix type for this line item's sell matrix cell is Override Cost Only. The system populates this field with the value entered in the <b>Cost Only</b> field on the Contract Upload Settings screen for this contract in Customer Maintenance or the <b>Cost Only Matrix</b> field on the trading partner's Additional Doc Info screen for the 845 in Trading Partner Maintenance. The field in Customer Maintenance takes precedence over the field in the additional doc info. <ul style="list-style-type: none"> <li>• <b>Y</b> – The matrix cell the system creates will an <b>O</b> type matrix, which does not allow you to set a selling price. When you set this field to <b>Y</b>, you cannot access the <b>Formula</b> field.</li> <li>• <b>N</b> – The matrix cell the system creates will be a <b>N</b> type matrix, which allows you to set the selling price as well as the cost.</li> </ul> <b>Note:</b> If you change an <b>N</b> to <b>Y</b> , the system clears the <b>Formula</b> field.
<b>Price Basis</b>	Eclipse price basis used in calculating the selling price. Enter <b>Ord COGS</b> to use the cost of goods sold price basis which is the true cost of merchandise that includes any expense you incurred to sell the product. Enter <b>Ord Comm</b> to use the commissions cost basis. This field is required.  <b>Note:</b> The system validates this field with the price basis associated with the price line to which the product belongs.

Field	Description
<b>Formula</b>	<p>Formula for calculating the selling price for the product.</p> <p>The system populates this field as follows:</p> <ul style="list-style-type: none"> <li>• The system uses data from the 845, if the vendor sends a formula for calculating the selling price.</li> <li>• If the vendor does not send a formula, the system uses the value entered in the <b>Formula</b> field on the Contract Upload Settings screen for the generic customer contract record in Customer Maintenance.</li> <li>• If the <b>Formula</b> field is blank, the system uses the value entered in the <b>Default Selling Formula</b> field on the EDI Add'l Doc Info screen for the 845 defined for the group profile in Trading Partner Maintenance.</li> <li>• You can also populate this field with your own formula.</li> </ul>
<b>Prc Date</b>	<p>Price sheet date that determines the value of the price basis used with the formula for calculating the selling price.</p> <p>Data from the 845 populates this field, <i>only</i> if the vendor provides the data. If this field is left blank, the system does not upload a date into the matrix. You can edit this field, as needed.</p>
<b>Eff Date</b>	<p>Start date of the sell matrix cell the system creates for this line item.</p> <p>Data from the 845 populates this field and is view only.</p>
<b>Exp Date</b>	<p>End date of the sell matrix cell the system creates for this line item.</p> <p>Data from the 845 populates this field and is view only.</p>
<b>M</b>	<p>Indication whether a sell matrix cell for this product, product group, customer, and branch exists in the Eclipse system.</p> <p>An asterisk (*) in this column indicates that a sell matrix cell exists.</p>

6. Use the following hot keys, as needed:

Hot Key	Function
<b>Copy to End</b>	<p>Copies the value in the selected field to the end of the column. Use this hot key to quickly enter the same value in multiple fields.</p> <p>For the <b>Basis</b> field, the Copy to End function only copies to the end of the column, within a single price line.</p>
<b>ChgView</b>	Displays a selection list of views, which change the fields displayed on the screen.
<b>Product Maint</b>	Displays the selected product in Product Maintenance, if you are authorized.
<b>Matrix Maint</b>	Displays the sell matrix cell for the selected contract in Sell Matrix Maintenance, if you are authorized.
<b>View Errors</b>	<p>Displays the errors that prevented the system from creating a sell matrix cell for the selected line item.</p> <p><b>Note:</b> This hot key is active for any given line item only after the update for the 845 is run and only if errors exist.</p>
<b>Find</b>	Prompts you to enter keywords to search for a product listed on the screen. The system displays a list of all the products that match your search criteria, from which you can select the one you want to view.



7. Press **Esc** to return to the EDI 845 Contract Upload Queue screen.

**Note:** After returning to the EDI 845 Contract Upload Queue screen, use the **Update Items** hot key to process the changes you entered on this screen.

## Reprocessing EDI 845 Pricing Contracts

The EDI 845 Contract Upload Queue displays pricing contracts received through EDI. As you receive and review 845 contracts, you may find it necessary to requeue a contract after you resolve customer contract or product/group not found errors. You can requeue all or a portion of an 845 contract directly from the EDI 845 Contract Upload Queue. You can also requeue a specific contract, or requeue all contracts that fall within a date range.

For example, you receive an 845 that contains a product not found error for one item. After reviewing the contract, you decide to add the product in Product Maintenance. After you add the product to the system, requeue the contract to determine if the line items match.

Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

### ►To reprocess an EDI 845 pricing contract:

1. Review EDI 845 contracts in the EDI 845 Contract Upload Queue and make any necessary changes to the contract detail or to your system records.
2. Select the contract that you want to requeue and use the **Requeue** hot key to display the Requeue Criteria screen.

**Note:** If you want to requeue all the contracts in the queue, it is not necessary to select a specific contract prior to using the **Requeue** hot key.

3. Enter the following selection criteria and press **Esc** to reprocess the contract. The system updates the **Last Received** date and time to reflect the current day.

Field	Description
All or Remaining Items	Press <b>F10</b> and select <b>All</b> to requeue all the items on the contract, or select <b>Remaining Items</b> to requeue only those items that have not yet been updated in the system.
Current Line or Date Range	Press <b>F10</b> and select <b>Current Line</b> to requeue only the contract that was selected when you used the <b>Requeue</b> hot key, or select <b>Date Range</b> to requeue contracts that you received with in a specific period of time. Use the <b>Start Date</b> and <b>End Date</b> fields to enter the date range.
Start Date	If you selected <b>Date Range</b> in the <b>Current Line or Date Range</b> field, enter the first day on which you want to requeue contracts. For example, if you want to requeue all contracts for the first seven days of August 2006, enter <b>01/08/06</b> in the <b>Start Date</b> field and <b>01/07/06</b> in the <b>End Date</b> field.
End Date	If you selected <b>Date Range</b> in the <b>Current Line or Date Range</b> field, enter the last day on which you want to requeue contracts. For example, if you want to requeue all contracts for the first seven days of August 2006, enter <b>01/08/06</b> in the <b>Start Date</b> field and <b>01/07/06</b> in the <b>End Date</b> field.

A message displays if the system cannot update any items in the 845. Review the contract detail again, make any updates, and reprocess.

## Receiving EDI 846 Inventory Advice Documents

In response to an 846 Inventory Advice document from an EDI customer, the system creates a consignment sales order with an order status of Invoice and print status **P**. The system places the order in the Remote Order Entry Review Queue and sends a message to the user responsible for reviewing incoming orders.

This process allows the system to relieve the consignment inventory. The system does not send an invoice. The invoice only bills for usage to relieve consignment inventory at the appropriate location.

For the system to process an 846 the following setup is required:

- Set the Incoming EDI 846 Status control maintenance record to **P** for Preview.
- All the ship-tos in the 846 must be set up in the receive code table in the trading partner group profile.
- For all the ship-tos that an 846 uses, you must set the **Consignment Inventory? (Y/N)** field on the Customer Maintenance / Miscellaneous Customer Information screen to **Y**. Otherwise, the system sends the document to the EDI Error Queue with the following message: To EDI Administration : EDI Customer : <Customer Name> - Consignment Flag Not Set For 846 -ECIERR - EDI ERROR#5021

## Receiving EDI 849 Rebate Responses Overview

In response to an 844 Product Transfer Account Adjustment (Rebate Request) that you send to a vendor using EDI, the vendor sends back an EDI 849 Response to Product Transfer Account Adjustment (Credit Memo), which indicates the rebate the vendor has approved.

You can receive an 849 with or without using the Book Letter of Credit feature. When the system uses the Book Letter of Credit feature and generates the 844, it creates a negative purchase order for the total rebate amount and stores detailed information about each product rebate request in the Rebate Detail file. When the system receives the 849 reply from the vendor, it adds the vendor's rebate detail to the file.

For the system to process an 849, you must set up your system and the vendor record for EDI processing. How you set up your system determines which mapper the system uses to process the 849 you receive.

- When not using the book letter of credit feature, the system places the 849 document in the Hold file and sends you a message.
- When the system determines that the 849 being sent back is tied to a rebate purchase order created using the Book Letter of Credit feature, the system updates that purchase order's rebate detail information in the Rebate Detail file, and sends you a message.

To set up the system, do the following:

- You must have a trading partner profile for which an inbound 849 document is defined.
  - If the vendor is a Book Letter of Credit vendor, in the EDI Group Profile Global Info Table for the trading partner group profile, enter **Y** in the **Book Letter of Credit Vendor** field. In this case the system uses a different mapper for processing the 849.
  - On the EDI Add'l Doc Info screen for the 849, complete the following fields, as needed:
    - Grp/User to Review Received Document
    - Grp/User to be Notified of Document
    - Alternate Interchange ID
- The vendor account from which you receive the 849 must be assigned to a group profile defined for the EDI trading partner profile.

## Receiving EDI 849 Rebate Responses

Use the Rebate Detail Maintenance screen to review EDI 849 Response to Product Transfer Account Adjustments (Credit Memo), which a rebate vendor sends to you in response to an 844 Product Transfer Account Adjustment (Rebate Request). The 849 indicates the rebate the vendor has approved. The system can receive an 849 with or without using the Book Letter of Credit feature.

- Not Using Book Letter of Credit – When not using the Book Letter of Credit feature, the system places the 849 document in the Hold file and sends you a message.
- Using Book Letter of Credit – When the system determines that the 849 being sent back is tied to a rebate purchase order created using the Book Letter of Credit feature, the system updates that purchase order's rebate detail information in the Rebate Detail file, and sends you a message. Use the Rebate Detail Maintenance screen to review the 849 detail.

### ►To review an EDI 849 that does not use the Book Letter of Credit feature:

**Note:** The system sends you a message when it receives an 849 document.

1. View the 849 document in your Hold file.
2. Resolve any differences you may have with the vendor, as needed.
3. Create a payable (negative invoice) for the rebate amount.

### ►To review an EDI 849 that uses the Book Letter of Credit feature:

**Note:** The system sends you a message when it receives an 849 document. The message contains the ID of the purchase order created by the 844 rebate request associated with the 849.

1. From the **Purch > Queues** menu, select **Rebate Detail Maintenance** to display the Rebate Detail Maintenance screen.
2. In the **P/O #** field, enter a partial or whole order number and press **F10** and select the purchase order associated with the 849.

You can press **F10** in this field without entering part of the order number to display all the purchase orders available; however, if you have a large number of purchase orders, the system can take a long time to return the search results. You can shorten the search time by purging the rebate details that you no longer need. See the Purchasing documentation for information about purging rebate details.

3. Press **Enter** to display the following summary information for that purchase order:

Field	Description
P/O#	ID of the negative purchase order the system created for the corresponding 844 rebate request amount.

Field	Description
<b>Vendor</b>	Rebate vendor.
<b>Detail Value</b>	Rebate amount approved by the vendor. <ul style="list-style-type: none"> <li>• If the vendor has sent a Proposed Rebate Amount in the 849, that value is used here.</li> <li>• If there is an Override Rebate Cost in the 849, that value is used here.</li> <li>• If there is a Vendor Rebate Cost in the 849 and it does not match the cost in your system, the Vendor Rebate Cost is used here.</li> <li>• If none of the above exist, the rebate amount in your system is used here.</li> </ul>
<b>P/O Value</b>	Rebate amount that you requested.
<b>Difference</b>	Difference, if any, between the requested and approved rebate amounts.

4. Depending on the amount in the **Difference** field, take one of the following actions:

If the Difference is...	And...	Then...
Zero (0)		<p>The vendor-approved rebate is the same as the rebate you requested, and you do not need to review the rebate detail. Do the following:</p> <ol style="list-style-type: none"> <li>1. Exit the Rebate Detail Maintenance screen.</li> <li>2. Create a payable for the rebate amount.</li> </ol>
Non-zero	You are willing to accept the vendor rebate amount and do not want to review the differences in the rebate detail file.	<ol style="list-style-type: none"> <li>1. Do one of the following: <ul style="list-style-type: none"> <li>• Use the <b>Update</b> hot key to revise your P/O amount to match the vendor rebate amount, then exit the Rebate Detail Maintenance screen.</li> <li>• Exit the Rebate Detail Maintenance screen without using the <b>Update</b> hot key, then post the <b>Difference</b> amount to a general ledger account.</li> </ul> </li> <li>2. Create a payable for the rebate amount.</li> </ol>
Non-zero	You want to review the differences in the rebate detail file.	<ol style="list-style-type: none"> <li>1. Use the <b>Export</b>, <b>Exception</b>, and <b>Import</b> hot keys, as needed, to export the rebate detail or the exceptions to a spreadsheet program on your computer, review the differences in the requested and approved detail, make changes as needed, and import the data back into the rebate detail file. See Reconciling Rebate Detail Differences.</li> <li>2. Do one of the following: <ul style="list-style-type: none"> <li>• Use the <b>Update</b> hot key to revise your P/O amount to match the vendor rebate amount, then exit the Rebate Detail Maintenance screen.</li> <li>• Exit the Rebate Detail Maintenance screen without using the <b>Update</b> hot key, then post the <b>Difference</b> amount to a general ledger account.</li> </ul> </li> <li>3. Create a payable for the rebate amount.</li> </ol>

## Reviewing Book Letter of Credit EDI 849 Rebate Detail Differences

Use the hot keys on the Rebate Detail Maintenance screen to create a spreadsheet on your computer, where you can review the detail differences between the a rebate request sent to a vendor in an EDI 844 using the Book Letter of Credit feature and the approved rebate in the EDI 849 response sent back from the vendor.

When the system generates the 844, it creates a negative purchase order for the total rebate amount and stores detailed information about each product rebate request in the Rebate Detail file. When the system receives the 849 reply from the vendor, it adds the vendor's product-level rebate detail to the Rebate Detail file.

To review the data in the file, you need to export the data to a spreadsheet on your computer. You can use the **Export** hot key to export the entire file or you can use the **Exceptions** hot key to export just the line items that contain discrepancies between the requested and approved rebate amounts.

The primary purpose of the spreadsheet is to allow you to review the details of a rebate request and rebate reply, so you can see where the discrepancies occur. All but four fields on the spreadsheet are view-only.

- If you understand the discrepancies but do not want to make any changes, you can return to the Rebate Detail Maintenance screen.
- If you adjust your rebate costs so that your rebate detail matches the vendor's, then you can import the updated detail back into the Rebate Detail file.

### ►To review rebate detail differences:

1. From the **Purch > Queues** menu, select **Rebate Detail Maintenance** to display the Rebate Detail Maintenance screen.
2. In the **P/O #** field, press **F10**, select the purchase order associated with the 849, and press **Enter**.
3. Use one of the following hot keys to copy data from the Rebate Detail file to a spreadsheet program on your computer:
  - **Export** – Copies the entire detail file.
  - **Exceptions** – Copies only the product line items that contain discrepancies between the requested and approved rebate amounts.

The system prompts you to assign a file name and directory location for the spreadsheet, and then displays the spreadsheet, which shows the following information.

4. Review the rebate detail, resolve differences with the vendor as needed, and enter edits when appropriate.

**Note:** All fields are view-only, except for the four fields flagged with an asterisk (\*).

Field	Description
<b>P/O#~Line Number</b>	Purchase order and line on which you requested the rebate for the designated product.
<b>Invoice #</b>	Invoiced sales order on which the designated product was sold.
<b>Description</b>	Product description.
<b>Quantity</b>	Product quantity sold.
<b>Rebate Cost</b>	Eclipse product rebate cost.
<b>Override Rebate Cost *</b>	Override for Eclipse product rebate cost. To change the Eclipse rebate cost to match the vendor's rebate cost, copy the value from the <b>Vendor Rebate Cost</b> field on the spreadsheet and enter it here.
<b>Cost</b>	Eclipse product cost.
<b>Rebate Amount</b>	Eclipse requested rebate amount.
<b>Cat #</b>	Vendor's product catalog number stored in the Eclipse Product file.
<b>Dispute *</b>	ANSI code on the 849, indicating why the vendor disputes your rebate request for the designated product. Although it is unlikely that you would need to change this code, you can edit this field.
<b>Notes Entered *</b>	Personal notes. Enter notes for your personal use in this field.
<b>Accepted *</b>	Indication from the vendor that designates whether they accepted your rebate request. <ul style="list-style-type: none"> <li>• <b>Y</b> – Accepted.</li> <li>• <b>N</b> – Not accepted.</li> </ul> If you have resolved a rebate difference with the vendor, you can change the <b>N</b> to a <b>Y</b> .
<b>Contract #</b>	Eclipse pricing contract number.
<b>Customer ID #</b>	Eclipse customer ID number.
<b>UPC</b>	Product UPC code.
<b>Customer Name</b>	Eclipse customer name.
<b>Vendor Part #</b>	Vendor's part number for the product.
<b>Line #</b>	Line on which the product is listed on the sales invoice.
<b>Ship Date</b>	Date the product shipped.
<b>Branch</b>	Branch from which the product shipped.
<b>Stock or Direct</b>	Indication whether the product sold was from stock or a direct order.
<b>Vendor Quantity</b>	Product quantity from the 849.
<b>Vendor Cost</b>	Product cost on the 849.
<b>Vendor Rebate Cost</b>	Product rebate cost on the 849.



Field	Description
<b>Product Number</b>	Eclipse product ID number.
<b>Credit Memo</b>	Vendor's ID for credit memo issued for the rebate amount.
<b>Vendor Proposed Rebate Amount</b>	Rebate amount the vendor plans to pay. If this value is present, the system uses this value to calculate the rebate amount.
<b>Resubmit</b>	Indication from the vendor whether you should correct and resubmit a rejected rebate request. <ul style="list-style-type: none"> <li>• <b>Y</b> – You should correct and resubmit this rebate request.</li> <li>• <b>N</b> – The rebate request was approved, so there is no need to resubmit the request.</li> </ul>

5. Do one of the following:

- If you understand the discrepancies but do not want to make any changes, return to the Rebate Detail Maintenance screen.

You can delete or archive the spreadsheet on your PC.

- If you edited fields on the spreadsheet and want to update the Rebate Detail file, do the following:

- On the Rebate Detail Maintenance screen, use the **Import** hot key to copy the updated rebate detail from the spreadsheet back to the file.

The system prompts you to select the spreadsheet file from your PC and populates the **Enter DOS Path Name** field on the prompt screen with the selected file name.

- Press **Esc** to import the data.

If you entered values in any of the **Override Rebate Cost** fields, the system updates the **P/O Value** field on the Rebate Detail Maintenance screen accordingly.

- Delete or archive the spreadsheet on your PC.

6. Complete the receiving process for the 849, as described in Receiving EDI 849 Responses to Product Transfer Account Adjustments.

## Receiving EDI 850 Purchase Orders Overview

When a client submits an EDI order to you, the system receives an 850 Purchase Order document. The system processes incoming 850 documents and creates orders. In some cases the system creates a report instead of an order.

The following topics explain how to handle inbound 850s:

- Reviewing Inbound EDI 850 Purchase Orders
- How the System Processes EDI 850s

## Reviewing Inbound EDI 850 Purchase Orders

When an EDI customer submits a purchase order to your company, the system does the following:

- Creates a sales order with the initial order status set in the **Initial Order Status** field of the EDI Add'l Doc Info screen for an incoming 850. The status is typically Bid.  
If an item on the order is backordered, the system sets the order status to the customer's default backorder status and the ship date set to the earliest date that all of the requested quantity of the backordered item will be available.
- Places the order on the Remote Order Entry Review Queue.  
If an item on the order is backordered, the system assigns the **BkOrd** status to the queue entry.
- Sends a message to the user responsible for reviewing incoming orders.

The user reviews the order, makes any needed edits, such as replacing \*\*\*EDI Product Not Found\*\*\* items, and then changes the order status to an open status. Enter this user on the 850 Additional Doc Info screen in EDI Group Profile Maintenance. If you do not designate a user, the system sends the message to the EDI.ADM message group.

Optionally, the person reviewing the order can enter the corresponding EDI acknowledgment type codes and send the customer an EDI 855 Purchase Order Acknowledgement.

### ►To review an inbound EDI 850 purchase order:

1. Display an EDI bid on the SOE Body screen in one of the following ways:
  - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue screen. Select the order and use the **Edit** hot key.
  - From the **System** menu, select **Message System** and then use the **Recvd** hot key to display the Received Messages screen. Select the order and use the **View** hot key.
2. Edit the order as needed.

For example, overwrite any \*\*\*EDI Product Not Found\*\*\* items with the correct item. The line item comments for these products contain the detail received for the product in the 850. As you overwrite these line items with products in your product file, the system maintains the original line item comments. This allows you to validate your pricing information against what your customers sent in 850.

Do not delete a product-not-found item or insert any new items into the order, because the information given in the purchase order needs to be repeated back on the 855 Purchase Order Acknowledgement and the 810 Invoice.

3. Display the Status screen of the order.
4. Change the order status to an open status, such as Call When Complete.

5. Enter a ship date in the **Ship Date** field and a ship via in the **Ship Via** field of each generation.
6. If all items on the order are accepted and will be shipped as ordered, to send an EDI 855 Purchase Order Acknowledgement notifying customer that the order was accepted and will be shipped on the dates specified, type **E** in the **Prt** field.
7. Press **Esc** to exit and process the order.

**Note:** To remove an order from the Remote Order Entry Review Queue, position the cursor on the order and use the **Clear Review** hot key.

## How the System Processes EDI 850s

When an EDI customer submits a purchase order to your company, the system does the following:

- By default the 850 mapper creates a sales order with a Bid status.  
The system sends a message to the user responsible for reviewing incoming orders. Specify this user on the 850 Additional Doc Info screen in EDI Group Profile Maintenance. This person reviews the order, makes any needed edits, and then changes the order status to an open status.  
If you do not specify a user, the system sends the message to the EDI.ADM message group.
- If the **BEG08** field in the 850 transaction contains **INR** for Invoice Not Required, the system creates an order and sends the following message to the user responsible for reviewing the order: INR Purchase Order (PO#) from EDI Customer: (EDI CUSTOMER) has been received.
- If the **BEG01** field in the 850 contains **06**, the document is an *order confirmation* and the system does one of the following:
  - By default the system creates an order and adds the following message to the sales order header: “\*\*\* Confirming Order – DO NOT DUPLICATE \*\*\*”. The Store EDI Order Confirmation Message In control maintenance record determines whether the system places the message in the **Shipping Information** or **Internal Notes** field.
  - If you prefer to create a report rather than an order, set the Create A Report For Zero Quantity Or Confirming EDI Orders control maintenance record to **Y**. In this case, the system creates a report and sends it to the Hold file.
- If the 850 has a quantity of zero, the system does one of the following:
  - By default the system sends the 850 transaction to the EDI Error Queue.
  - If you prefer to have the system create a report, set the Create A Report For Zero Quantity Or Confirming EDI Orders control maintenance record to **Y**. In this case, the system creates a report and sends it to the Hold file.

## Receiving EDI 855 P/O Acknowledgments Overview

After an EDI vendor receives an order from you, they can send an 855 P/O Acknowledgment. The system processes incoming 855 documents and places them in the EDI 855 P/O Acknowledgment Queue. Use the queue to review 855 documents that have been received from vendors.

**Note:** Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

The 855 can update the expected receipt date of the ordered items and flag pricing discrepancies. Use the 855 to resolve pricing discrepancies prior to receiving the invoice.

If you have vendor managed inventory (VMI), the vendor sends an 855 P/O Acknowledgment in response to an 852 Product Activity Report. In this case, the system creates an open purchase order. For more information, see EDI 855 VMI P/O Acknowledgments and Vendor Managed Inventory Overview.

For the system to receive an EDI 855, the following setup is required:

- Create a trading partner profile for which an 855 inbound document is defined.
- Assign the vendor from whom you are receiving the 855 to this profile.

The following topics explain how to handle inbound 855s:

- Reviewing Inbound EDI 855 P/O Acknowledgments
- Entering EDI 855 and 856 Selection Criteria
- How the System Processes EDI 855s
- EDI 855 P/O Acknowledgment Match Levels

## Entering EDI 855 and 856 Selection Criteria

The system displays a selection criteria screen when you access the EDI 855 P/O Acknowledgment Review Queue or EDI 856 Advance Ship Notice Review Queue. Use this screen to filter the items displayed in the queue.

► **To enter EDI 855 or 856 selection criteria:**

1. Display the Selection Criteria screen in one of the following ways:
  - From the **System > System Programming > EDI > EDI Review Queues** menu, select **855 P/O Acknowledgment (Inbound)**.
  - From the **Purch > Queues** menu, select **EDI 855 P/O Acknowledgment**.
  - From the **System > System Programming > EDI > EDI Review Queues** menu, select **856 Advance Ship Notice (Inbound)**.
  - From the **Purch > Queues** menu, select **EDI 856 Advance Ship Notice**.
2. Complete any of the following fields to select invoices:

In this field...	Enter...
<b>Select Sort By</b>	Sort order of selected items. The default is Ascending By Date. Select from the following options: <ul style="list-style-type: none"> <li>• <b>Ascending By Date</b> – Sorts the 855s or 856s from oldest to newest by the received date for invoices or by the ship date for acknowledgements and ASNs.</li> <li>• <b>Descending By Date</b> – Sorts the 855s or 856s from newest to oldest by the received date for invoices or by the ship date for acknowledgements and ASNs.</li> <li>• <b>Ascending By Trading Partner</b> – Sorts the 855s or 856s in alphabetical order by trading partner name.</li> <li>• <b>Descending By Trading Partner</b> – Sorts the 855s or 856s in reverse alphabetical order by trading partner name.</li> </ul>
<b>Select User ID</b>	User ID of the user assigned to review incoming 855s or 856s. This field defaults to your user ID. To review 855s or 856s for all users, leave this field blank. You must have Level 1 authorization in the EDI.IN.REVIEW authorization key to view your own entries in the review queues. Level 2 authorization is required to view other user's entries.
<b>Select Ship Branch</b>	Branch or territory to which the vendor has shipped the items on a purchase order.
<b>Select Vendor</b>	Vendor entered here is the vendor that shipped items on a purchase order to you.

In this field...	Enter...
<b>Select View</b>	Displays 855s or 856s based on one of the following statuses: <ul style="list-style-type: none"> <li>• <b>Active</b> – 855s or 856s requiring review that have not been cleared from the queue.</li> <li>• <b>Cleared</b> – Reviewed 855s or 856s that have been cleared from the queue.</li> <li>• <b>Archived</b> – 855s or 856s older than the number of days specified in the Archive EDI Review Queue Documents After (Days) control maintenance record. At the <b>Dir</b> prompt, press <b>F10</b> and select the directory to access.</li> </ul>
<b>Select Start Date</b>	First date for which to view 855s or 856s. For example, if you want to review all 855s and 856s received in July 2006, enter 07/01/06 in this field and 07/31/06 in the <b>Select End Date</b> field.
<b>Select End Date</b>	Last date for which to view 855s or 856s. For example, if you want to review all 855s or 856s received in July 2006, enter 07/01/06 in the Select Start Date field and 07/31/06 in the <b>Select End Date</b> field.
<b>Select PO #</b>	Purchase order number associated with the 855s or 856s. The system searches for all generations of the purchase order number you enter. For example, if you want to see only 855s or 856s received that match generations of purchase order P1067075, enter P1067075 in this field. To search all purchase orders in the system, leave this field blank.

3. Press **Esc** to display the selected documents in the queue specified in step 1.



## Reviewing Inbound EDI 855 P/O Acknowledgments

After an EDI vendor receives an order from you, they can send an 855 P/O Acknowledgment. The system processes incoming 855 documents and places them in the Active view of the EDI 855 P/O Acknowledgment Queue. Use the queue to review 855 documents that have been received from vendors.

The 855 can update the expected receipt date of the ordered items and flag pricing discrepancies. Use the 855 to resolve pricing discrepancies prior to receiving the invoice. Once the invoice has been received, delete the 855 entry from this queue.

**Note:** Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

### ► To review inbound EDI 855 P/O acknowledgments:

1. Do one of the following to display the Selection Criteria screen:
  - From the **System > System Programming > EDI > EDI Review Queues** menu, select **855 P/O Acknowledgment (Inbound)**.
  - From the **Purch > Queues** menu, select **EDI 855 P/O Acknowledgment**.

2. Enter selection criteria and press **Esc**.

The selected 855s display on the EDI 855 P/O Acknowledgment Review Queue screen.

3. Review the following information about each 855 acknowledgement:

Field	Description
<b>Ref #</b>	System-assigned sequential number that identifies the acknowledgment in the review queue. The system displays a caret (^) to the left of the reference number when the number of items shipped is more than the number ordered.
<b>PO #</b>	Purchase order number that the 855 is acknowledging. An asterisk (*) next to the number indicates that a message is attached to the 855 document. Use the <b>Message</b> hot key to view the message.
<b>Vendor</b>	Vendor who received the purchase order and sent the acknowledgment.
<b>M</b>	Match level. Indicates the level of success the system has in matching the 855 to the purchase order. This is a two-character field. In addition to the match level, a dollar sign (\$) indicates a price mismatch and a pound sign (#) indicates a quantity mismatch.
<b>Post Date</b>	Date the system received the acknowledgment.
<b>Branch</b>	Ship branch of the purchase order, if noted in the 855 and is valid.
<b>Shipping Carrier</b>	Carrier handling the shipment, if noted in the 855.

4. Use the **Clear Matches** hot key to clear all entries that have a match level of **P**, for perfect match, from the Active view and move them to the Cleared view of the queue.

5. Use any of the following hot keys to research unsuccessful matches:

Hot Key	Description
<b>Message</b>	Displays the associated message, if an asterisk (*) displays next to the purchase order number.
<b>View PO</b>	Displays the associated purchase order on the P/O Entry screen.
<b>Vendor Item Detail</b>	Displays the formatted acknowledgement data on the Hold Entry Pre-View screen. When you press <b>Esc</b> to exit this screen, the system prompts you to save the report in the Hold file and then returns you to the EDI 855 P/O Acknowledgment Review Queue screen.
<b>Archive Detail</b>	Displays the raw data from the 855 on the EDI Archive Viewing screen.
<b>Select</b>	Displays the Selection Criteria screen, where you can change the selection criteria.

6. Use the following hot keys, as needed, to delete documents that no longer require your attention:

Hot Key	Description
<b>Delete</b>	Deletes an 855 from the Active view of the queue and moves it to the Cleared view.
<b>Delete by Date</b>	Deletes 855 documents older than a designated date from the Active view of the queue and moves them to the Cleared view. At the prompt, enter a date.

**Note:** Deletions are immediate. The system does not prompt you to confirm these deletions.

7. Press **Esc** to exit the queue

## How the System Processes EDI 855s

How the system processes an 855 depends on which of the following relationships you have with your vendors.

- **Vendor Managed Inventory** – The 855 informs you of a purchase order the vendor created for you. For more information, see *How the System Processes EDI 855s for VMI*.
- **Standard** – The 855 acknowledges a purchase order the vendor received from you.

### Standard Processing

An 855 acknowledges and updates a purchase order that your system generated and sent to the vendor. This type of 855 requires the vendor to send back the same purchase order number they received, and you may receive multiple 855s for a particular purchase order. The 855 can update the expected receipt date of the ordered items and flag pricing discrepancies.

If you set the **Process Multiple Stock PO Ack 855s** field on the EDI Add'l Doc Info screen for inbound 855s to **Y**, the system merges and splits purchase order generations based on the quantity and ship date information received.

Use the 855 to reconcile pricing discrepancies prior to receipt of the invoice.

The system processes an incoming 855 as follows:

1. If the acknowledgment (ACK) code on the 855 contains an **R** for rejection, the system:
  - Halts further processing.
  - Sends the 855 to the review queue without a match level code.
  - Sends the following message to the Grp/User to be Notified: Received PO Rejection From Vendor. PO# *[purchase order number]*.
2. Otherwise, the system adds the 855 document to the EDI 855 P/O Acknowledgment Review Queue with an active status.
3. The system tries to match the items on the 855 to the purchase order by looking at all open generations for the purchase order. The system compares the 855 to the purchase order, looking at the total number of line items and quantities for matching line items.

The system compares any price variance to the values set in the **Allowed Pricing Variance %** field on the vendor's Miscellaneous Vendor Information I screen. This field defines the percentage or dollar amount by which a price on the 855 can vary from the corresponding price on the P/O to which it is being matched without the system flagging the transaction for review due to a pricing discrepancy. If all pricing discrepancies fall within the pricing variance and the total number of line items and quantities match, the system treats the 855 as a perfect match.

4. Depending on the results of the matching, the system sets the 855 match levels.

5. Using information from the 855, the system sets the purchase order generation ship date. If the 855 specifies multiple ship dates, the system creates separate generations for each ship date.

**Note:** If there is an entry in the **Freight Days** field on the Miscellaneous Vendor Information I screen, that number of days is added to the ship date on the 855 to determine the expected arrival date of the shipment. For example, if the projected ship date is 09/03 and the number of freight days is 3, the revised ship date will be 09/06.

6. If the match level is **P**, **G**, or **S**, the system posts the following message to the purchase order change log: EDI Created PO Acknowledgment Gen.
7. If the match level is **P**, the system clears the entry from the queue and moves it the Cleared view of the queue.

## EDI 855 P/O Acknowledgment Match Levels

Match levels indicate the success the system has in matching items and quantities on the 855 acknowledgment to items and quantities on an open generation of the purchase order. The system automatically clears items with a perfect match from the queue at the time they are received.

- If a pound sign (#) displays next to a match code, line item quantities and/or units of measure for items on the purchase order and acknowledgment do not match.
- If a dollar sign (\$) displays next to a match code, the price of one or more items on the purchase order and 855 do not match. The system takes into account the allowed pricing variance specified in the vendor record.

The system displays the following match levels on the EDI 855 P/O Acknowledgment Review Queue:

Level	Description
<b>N</b>	No match, for any of the following reasons: <ul style="list-style-type: none"> <li>• The 855 contains an invalid purchase order number.</li> <li>• There are no open generations on the purchase order.</li> <li>• There is an open generation on the purchase order, but it is locked by another process or user.</li> <li>• The system cannot match any items and quantities on the 855 with items and quantities on the purchase order.</li> </ul>
<b>S</b>	Some items and quantities match.
<b>G</b>	Good match. All items and quantities on the 855 match, but the purchase order generation contains more items than those listed on the 855.
<b>P</b>	<p>Perfect match. All items and quantities match. If the <b>Override Perfect Match Auto-Clearing</b> field in the EDI Add'l Doc Info screen is set to <b>N</b>, purchase orders with a perfect match are automatically cleared from the review queue.</p> <p><b>Note:</b> In the <b>Allowed Pricing Variance%</b> field on the Miscellaneous Vendor Information I screen, select and enter the percentage or dollar amount by which a price on the 855 can vary from the corresponding price on the purchase order to which it is being matched without the system flagging the transaction for review due to a pricing discrepancy. If all pricing discrepancies fall within the pricing variance, the system treats the 855 as a perfect match.</p>

**Note:** Use the **Message** hot key to view the system-generated message associated with the match level.

## Receiving EDI 856 Advance Ship Notices Overview

When an EDI vendor ships an order to you, they can send an 856 Advance Ship Notice through EDI. Use this document to review the items on the shipment before the invoice arrives. The 856 will attempt to create a vendor ship notice generation on the referenced purchase order. The 856 can also update the purchase order by transferring quantities from open generations to a newly created vendor ship generation.

A vendor can ship multiple purchase orders in a container and multiple containers in a pallet, in which case an 856 Advance Ship Notice can include the pallet and container bar codes. When you scan the bar code in RF Receiving, the system changes the status of the associated P/O to “In Process.”

**Note:** Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

For the system to receive an EDI 856, the following setup is required:

- Create a trading partner profile for which an 856 inbound document is defined.
- Assign the vendor from whom you are receiving the 856 to this profile.

The following topics explain how to handle inbound 856s:

- Reviewing Inbound EDI 856 Advance Ship Notices
- How the System Processes EDI 856s
- EDI 856 Advance Ship Notice Match Levels

## Reviewing Inbound EDI 856 Advance Ship Notices

When an EDI vendor ships an order to you, they can send an 856 Advance Ship Notice via EDI. This notice lists the items from the original purchase order that the vendor shipped. The system processes the document and stores it in the Active view of the EDI 856 Advance Ship Notice Review Queue. Use this document to review the items on the shipment before the invoice arrives.

Use the queue to review 856 documents that have been received from vendors.

The 856 will attempt to create a vendor ship notice generation on the referenced purchase order. The 856 can also update the purchase order by transferring quantities from open generations to a newly created vendor ship generation.

A vendor can ship multiple purchase orders in a container and multiple containers in a pallet, in which case an 856 Advance Ship Notice can include the pallet and container bar codes. When you scan the bar code in RF Receiving, the system changes the status of the associated P/O to "In Process."

**Note:** Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

### ► To review inbound EDI 856 advance ship notices:

1. Display the Selection Criteria screen in one of the following ways:
  - From the **System > System Programming > EDI > EDI Review Queues** menu, select **856 Advance Ship Notice (Inbound)**.
  - From the **Purch > Queues** menu, select **856 Advance Ship Notice**.

2. Enter the selection criteria and press **Esc**.

The selected 856s display on the EDI 856 Advance Ship Notice Review Queue screen.

3. Review the following information about each shipping notice:

Field	Description
<b>Ref #</b>	System-generated sequential number that identifies the shipping notice in the review queue. A caret (^) displayed to the left of the reference number indicates that the number of items shipped was more than the number ordered.
<b>PO #</b>	Purchase order number that the 856 references. An asterisk (*) next to the number indicates there is a message attached to the 856 document. Use the <b>Message</b> hot key to view the message.
<b>Vendor</b>	Vendor who received the purchase order from you, and who is shipping you the items.
<b>M</b>	Match level. Indicates level of success the system has in matching the 856 to the P/O.
<b>Ship Date</b>	Date your vendor shipped items on the purchase order to you.
<b>Branch</b>	Ship branch of the purchase order, if noted in the 856 and is valid.

Field	Description
<b>Shipping Carrier</b>	Carrier handling the shipment of the order from your vendor to your warehouse, or to the your customer's ship-to address for direct orders, if noted in the 856 document.

4. Use the **Clear Matches** hot key to clear all entries that have a match level of **P**, for perfect match, from the Active view and move them to the Cleared view of the queue.
5. To clear all entries where the entire P/O has been received from the Active view and move them to the Cleared view of the queue, use the **Clear Received POs** hot key.
6. Use any of the following hot keys to research unsuccessful matches:

Hot Key	Description
<b>Message</b>	Displays the associated message, if an asterisk (*) displays next to the P/O number.
<b>View PO</b>	Displays the associated P/O on the P/O Entry screen.
<b>Vendor Item Detail</b>	Displays the advance ship notice formatted data on the Hold Entry Pre-View screen.  When you press <b>Esc</b> to exit this screen, the system prompts you to save the report in the Hold file and then returns you to the EDI 856 Advance Ship Notice Review Queue screen.
<b>Archive Detail</b>	Displays the raw data from the 856 notice on the EDI Archive Viewing screen.
<b>Select</b>	Displays the Selection Criteria screen, where you can change the selection criteria.

7. Use the following hot keys, as needed, to delete documents that no longer require your attention:

Hot Key	Description
<b>Delete</b>	Deletes an 856 from the Active view of the queue and moves it to the Cleared view.
<b>Delete by Date</b>	Deletes 856 documents older than a designated date from the Active view of the queue and moves them to the Cleared view. At the prompt, enter a date.

**Note:** The deletion is immediate. The system does not prompt you to confirm the deletion.

8. Press **Esc** to exit the queue.



## How the System Processes EDI 856s

After an EDI vendor ships an order, they can send an 856 Advance Ship Notice. This notice lists the items that the vendor shipped.

When an EDI 856 Advance Ship Notice arrives, the system does the following:

1. Adds the 856 to the EDI 856 Advance Ship Notice Review Queue with an active status.
2. Locates the P/O# referenced in the notice and tries to match the items on the 856 to an open generation on the P/O. The system looks at the total number of line items and quantities for matching line items.
3. Depending on the results of the matching, the system sets the 856 match levels.
  - If the system finds an exact match, it changes the generation status from Open to Vendor Shipment Notification.  
  
If there is an entry in the **Freight Days** field on the Miscellaneous Vendor Information I screen, the system adds that number of days to the ship date on the 856 to determine the expected arrival date of the shipment.
  - If the system does not find an exact match, it transfers the matched items from the open generation to a new Vendor Shipment Notification generation.
4. Posts the following message to the P/O change log, if the match level is **P** for perfect match or **S** for some items match: EDI Creating Vendor Ship Notification.

## EDI 856 Advance Ship Notice Match Levels

Match levels indicate the success the system has in matching items and quantities on an 856 notice to items and quantities on an open generation of the purchase order being acknowledged.

The system displays the following match levels on the EDI 856 Advance Ship Notice Review Queue:

Level	Description
N	No match, for any of the following reasons: <ul style="list-style-type: none"><li>• The 856 contains an invalid purchase order number.</li><li>• There are no open generations on the purchase order.</li><li>• There is an open generation on the purchase order, but it is locked by another process or user.</li><li>• The system cannot match any items and quantities on the 855 with items and quantities on an open generation of the purchase order.</li></ul>
S	Some items and quantities match.
P	Perfect match. All items and quantities match.

**Note:** Use the **Message** hot key to view the system-generated message associated with the match level.

## Receiving EDI 860 Purchase Order Change Requests

An EDI 860 Purchase Order Change Request is a document your customer may send to inform you of changes they want to make to a prior purchase order.

For the system to receive an EDI 860, the following setup is required:

- Create a trading partner profile for which an 860 inbound document is defined.
- Assign the vendor from whom you are receiving the 860 to this profile.

You can set up your trading partner profiles to process incoming 860s in one of the following ways:

- Run the EDI.860.PRINT.DOC program, which formats the data and sends the report to your Hold file.
- Run the EDI.PRINT.DOC program, which translates the raw data and places an unformatted report in your Hold file.
- You can install a mapper that has been customized to create a tracker in the user's job queue.

After making the requested changes, you can send an EDI 865 Purchase Order Acknowledgement With Change in response. The system transmits purchase order acknowledgements with change to customers using EDI when you set the print status of the order to **E** for EDI.

## Receiving EDI 862 Shipping Schedules

A customer sends an EDI 862 Shipping Schedule to report on consignment items they have shipped. Depending on the codes transmitted in the 862, you system creates a consignment or regular sales order.

You can also use the data received from an 862 shipping schedule to create a bar code label and pick ticket.

For the system to process an 862 the following setup is required:

- You must have a trading partner profile for which an 862 document is defined.
- The customer account from which you receive the 862 must be assigned to the EDI trading partner profile.
- EDI Support must customize the mapper used to receive the 862.

## Receiving EDI 997 Functional Acknowledgments

An incoming EDI 997 Functional Acknowledgment is a document that your trading partner sends to acknowledge that they received a document you sent to them.

On the EDI Group Profile Maintenance screen, where you define the documents you exchange with a trading partner, you can flag outgoing documents to remain in the Outgoing Status Review Queue until the system receives a 997 acknowledgment from the trading partner.

When the system receives a 997, it removes the matching document from the Outgoing Status Review Queue.

## EDI Archive Maintenance Overview

The system archives each inbound and outbound EDI transaction. The archives are permanent repositories for EDI transactions and maintenance is not required. Use the EDI Archive Maintenance screens to view documents and envelopes stored in the archives.

Active and inactive archives exist for inbound documents, inbound envelopes, and outbound envelopes. Documents and envelopes are stored in the *active* archives for a specified number of days. After this number of days, they move to the *inactive* archives. Documents and envelopes in the inactive archives are stored in directories by month and year. When you access an inactive archive, the system prompts you to select a directory.

Use the Months Before Purge Of EDI Archives control maintenance record and the Purge Archive Documents program to clear the archives of data you no longer need to reference.

Archives exist for the following documents:

- Inbound Documents
- Inbound Envelopes
- Outbound Envelopes

## Viewing EDI Archived Documents

The system archives all active and inactive inbound documents. The screens used for viewing archived documents have the same layout and hot keys. The following procedure explains how to view these archives.

The Archive EDI Inbound Documents After (Days) control maintenance record determines the number of days an inbound document stays in the active archive before moving to the inactive archive.

Use the following procedures to:

- View EDI archived documents.
- Define document selection criteria.

### ► To view EDI archived documents:

1. From the **System > System Programming > EDI > EDI Maintenance > EDI Archive Maintenance** menu, select one of the following:
  - **Inbound Document Archive** – The system displays the Selection Criteria screen, which you can use to define selection criteria for locating a document. When you press **Esc**, the EDI Inbound Document Archive Maintenance screen displays.
  - **Inactive Inbound Document Archive** – The system prompts you to select a directory. At the prompt, press **F10** to display the archive directories and select one. The EDI Inbound Document Inactive Archive Maintenance screen displays.
2. The screen displays the following information about each archived document:

Field	Description
<b>Date Received Range</b>	Time span, first and last dates, during which the selected documents were received.
<b>Trading Partner</b>	Trading partner who sent the document.
<b>Doc</b>	Document type number, such as 850 or 852.
<b>ISA Control #</b>	Reference ID for the ISA (Interchange Control Header) envelope.
<b>GS Control #</b>	Reference ID for the GS (Functional Group Header) envelope.
<b>ST Control #</b>	Reference ID for the designated transaction set.
<b>Rec Date</b>	Date the document was received from the trading partner.

3. Use the hot keys on the screen to complete the following, as needed:

To...	Use this hot key...
view the raw data in the document	<b>View</b>
delete the document from the archives	<b>Delete</b>  <b>Note:</b> We recommend that you do not delete items from the archive.
define selection criteria for filtering the list of displayed documents	<b>Select</b>
display the 997 ID for documents that are functional acknowledgements	<b>997 ID</b> Use this hot key in conjunction with the <b>997 ID</b> hot key on the EDI Outgoing Status Queue screen. If the system does not clear an item off the EDI Outgoing Status Queue when the functional acknowledgment is received, use these hot keys to compare the required ID with the received ID.

4. Press **Esc** to exit the screen.

## Defining Document Selection Criteria

Use the Selection Criteria screen to filter the list of documents displayed from an archive. This screen displays when you access the active archive or when you use the **Select** hot key on the archive maintenance screen.

### ►To define document selection criteria:

- From the archive maintenance screen, use the **Select** hot key to display the Selection Criteria screen.

**Note:** When you access the EDI Inbound Document Archive, the system displays the Selection Criteria screen so you can enter selection criteria before listing the documents in the archive.

- Enter data in any of the following fields or leave the screen blank to display all documents in the archive:

Field	Description
<b>Select Start Date</b>	First date for which to select documents.
<b>Select End Date</b>	Last date for which to select documents.
<b>Select Interchange ID</b>	ID of a designated envelope.
<b>Select Group ID</b>	ID of a functional group within an envelope.
<b>Select ISA Control #</b>	Reference ID for a specific ISA envelope.
<b>Select GS Control #</b>	Reference ID for a specific group of transactions.
<b>Select ST Control #</b>	Reference ID for a specific transaction set.
<b>Select Document Type</b>	Document type, such as 850 or 852.



## Viewing EDI Archived Document Data

From the document archive, you can select a document and view the raw data on the EDI Archive Data Viewing screen.

From this screen, you can do the following:

- Reprocess the EDI document data.
- Display the data in report format and print the report.
- Delete the entry from the queue.

### ► To view EDI archived document data:

1. From document archive maintenance, use the **View** hot key to display the EDI Archive Data Viewing screen.

This screen displays the raw data in the EDI document.

You can also display the raw data for an EDI document using the **Archive Detail** hot key in the EDI 810 Invoice Review Queue, EDI 855 P/O Acknowledgement Review Queue, and the EDI 856 Advance Ship Notice Review Queue.

2. Use the hot keys to complete the following tasks, as needed:

To...	Use this hot key...
send the displayed data back to the EDI program for reprocessing	<b>Requeue</b>  <b>Note:</b> Requeuing a document from archived data can create a duplicate order. For example, if the data has already been processed and has created an order, reprocessing it will create an identical order. Alternately, if you have made changes to your mapper, you can reprocess the order to have the system create a corrected order.
display the formatted document data on the Hold Entry Pre-View screen	<b>Print</b> When you press <b>Esc</b> to exit the screen, the system prompts you to save the report in the Hold file and then returns you to the EDI Archive Data Viewing screen. You can print a copy of the formatted data from the Hold file.
delete the document data from the archive	<b>Delete</b>  <b>Note:</b> We recommend that you do not use this hot key.

3. Press **Esc** to exit the screen.

## Viewing EDI Archived Envelopes

The system archives all active inbound, active outbound, inactive inbound, and inactive outbound envelopes. The screens used for viewing archived envelopes have the same layout and hot keys. The following procedure explains how to view these archives.

The Archive EDI Inbound Envelopes After (Days) control maintenance record determines the number of days an inbound envelope stays in the active archive before moving to the inactive archive. The Archive EDI Outbound Envelopes After (Days) control maintenance record determines the number of days an outbound envelope stays in the active archive before moving to the inactive archive.

Use the following procedures to:

- View EDI archived envelopes.
- Define envelope selection criteria.

### ►To view EDI archived envelopes:

1. From the **System > System Programming > EDI > EDI Maintenance > EDI Archive Maintenance** menu, select one of the following archives:
  - **Inbound Envelope Archive** – The system displays the Selection Criteria screen, which you can use to define selection criteria for locating an envelope. When you press **Esc**, the EDI Inbound Envelope Archive Maintenance screen displays.
  - **Outbound Envelope Archive** – The system displays the Selection Criteria screen, which you can use to define selection criteria for locating an envelope. When you press **Esc**, the EDI Outbound Envelope Archive Maintenance screen displays.
  - **Inactive Inbound Envelope Archive** – The system prompts you to select a directory. At the prompt, press **F10** to display the archive directories and select one. The EDI Inbound Envelope Inactive Archive Maintenance screen displays.
  - **Inactive Outbound Envelope Archive** – The system prompts you to select a directory. At the prompt, press **F10** to display the archive directories and select one. The EDI Outbound Envelope Inactive Archive Maintenance screen displays.
2. The screen displays the following information about each archived envelope:

Field	Description
<b>Date Received (Sent) Range</b>	Time span, first and last dates, during which the selected inbound documents were received or outbound envelopes were sent.
<b>Network</b>	Network provider for the record.
<b>Date Recd (Sent)</b>	Date the envelope was received from or sent to the trading partner.
<b>Time Recd (Sent)</b>	Time the envelope was received from or sent to the trading partner.

**Note:** The date and time field names are different for inbound and outbound envelopes.

- Use the hot keys to complete the following, as needed:

To...	Use this hot key...
view the data in the envelope	<b>View</b>
delete the envelope from the archives	<b>Delete</b> <b>Note:</b> We recommend that you do not use this hot key.
define selection criteria for filtering the list of displayed envelopes.	<b>Select</b>

- Press **Esc** to exit the screen.

### Defining Envelope Selection Criteria

Use the Selection Criteria screen to filter the list of envelopes displayed from an archive. This screen displays when you access an active archive or when you use the **Select** hot key on an archive maintenance screen.

#### ► To define envelope selection criteria:

- From the archive maintenance screen, use the **Select** hot key to display the Selection Criteria screen.

**Note:** When you access the EDI Inbound Envelope Archive or EDI Outbound Envelope Archive, the system displays the Selection Criteria screen so you can enter selection criteria before listing the envelopes in the archive.

- Complete one or both dates or leave the screen blank to display all envelopes in the archive.

Field	Description
<b>Select Start Date</b>	First date for which to select envelopes.
<b>Select End Date</b>	Last date for which to select envelopes.

- Press **Esc** to make the selections and return to the archive maintenance screen.

## Viewing EDI Archived Envelope Data

From an envelope archive, you can select an archive entry and view the raw data in the envelopes associated with that entry on the EDI Enveloped Data Viewing screen.

From this screen, you can do the following:

- View documents in an envelope.
- Display the document data in report format and print the report.

### ► To view EDI archived envelope data:

1. From an envelope archive maintenance screen, use the **View** hot key to display the EDI Enveloped Data Viewing screen.

This screen displays the raw data in the EDI document.

2. Use the following hot keys as needed:

To...	Use this hot key...
display the previous envelope, if there are multiple envelopes	<b>Previous Envelope</b>
display the next envelope, if there are multiple envelopes	<b>Next Envelope</b> Displays the next envelope, if there are multiple envelopes.
display the formatted envelope data on the Hold Entry Pre-View screen	<b>Print</b> When you press <b>Esc</b> to exit the screen, the system prompts you to save the report in the Hold file and then returns you to the EDI Enveloped Data Viewing screen. You can print a copy of the formatted data from the Hold file.

3. Press **Esc** to exit the screen.

## Purging EDI Archives

Reducing the size of archived files reduces the amount of time required to perform system backups and restores. Use the EDI Archive Purge program to specify the number of months of archived EDI data to retain and then purge any data that is older.

### ►To purge EDI archives:

1. From the **System > System Programming > EDI > EDI Maintenance > EDI Archive Maintenance** menu, select **Purge Archive Documents** to display the EDI Archive Purge screen.

The system populates the fields with the defaults entered in the Months Before Purge Of EDI Archives control maintenance record.

2. Override the defaults, as needed, to designate the number of months of archive data the system keeps when the purge program runs.

For example, if you enter 12 in a field, the system preserves the most recent 12 months of archived data and deletes everything that has been in the archive longer than 12 months. If you leave a field blank, the system does not delete records from that archive. If you enter zero (0), the system deletes all the records in the archive.

3. Use one of the following hot keys to run the purge:
  - **Begin** – Purges archived records now.
  - **Schedule** – Schedules the purge for another time.

## EDI Testing and Troubleshooting Overview

Prior to beginning the exchange of production EDI data, you should thoroughly test all documents that are to be used. Testing ensures that the intended party receives the transmitted data and that the data meets the needs of both you and your trading partner.

The following topics provide information that can assist you in testing EDI inbound and outbound documents.

- Testing Inbound and Outbound EDI Documents

The following troubleshooting topics provide information to help you resolve EDI transmission problems.

- Troubleshooting EDI System Errors – Provides information regarding EDI system errors.
- Troubleshooting Transmission Failures – Provides information about transmission error messages.

## Testing Inbound and Outbound EDI Documents

This topic provides information that can assist you in testing EDI inbound and outbound documents.

**Note:** We strongly recommend that you complete the EDI 101 training prior to doing any testing.

Prior to beginning the exchange of production EDI data, you should thoroughly test all documents that are to be used. Testing ensures 1) that the intended party receives the transmitted data and 2) that the data meets the needs of both you and your trading partner.

This topic covers:

- Prerequisites
- Vendor testing
- Customer testing

### Prerequisites

Once your company has made the decision to use EDI, you need to set up your system for handling EDI transactions. This includes the following:

- Initiating the EDI process.
- Entering company EDI information.
- Entering customer EDI information.
- Entering vendor EDI information.

### Initiating the EDI Process

For each EDI trading partner you need the following information from them: their VAN, FTP, or HTTP method, qualifier, ISA and Group IDs, any test IDs, the EDI documents they utilize, and the version of EDI they are using.

**Note:** Eclipse maintains generic maps for most documents for versions 003020 and 004010. We recommend using version 004010.

For more information, see [Initiating the EDI Process](#).

### VAN Interconnect

You must also contact your VAN and request that they create an interconnect between your VAN and your trading partner's VAN. If the interconnect is not present, documents will not be delivered.

You must provide the following information to your VAN:

- Your company's qualifier and ISA ID.
- Your trading partner's VAN, qualifier, and ISA ID.

## Trading Partner Profiles

Before you can begin testing you must set up a trading partner profile for the customer or vendor with whom you are exchanging documents.

**Note:** Trading Partner setup is also explained in the EDI 101 training materials and the *Trading Partner EDI Implementation* document.

Your trading partners may require that a **Y** be sent in the ISA 15 field to signify that the document is a test. The figure below shows the location on the EDI Trading Partner Profile Maintenance screen where the **Y** is entered. The default test status is **N**.

**Note:** When testing is complete ensure that this field is set to **N**.

For all non-specific trading partner fields, you can use the **F10** key to display all possible entries for that field.

**Note:** You must list a vendor or customer name and account number or you will not be able to send documents via EDI.

For more information, see Trading Partner Profile Overview.

## Group Profile Maintenance

Ensure that the correct mappers are in place on the Group Profile Maintenance screen and that the 997 flag is set correctly for each document.

- For inbound documents, set the 997 flag to **Y**, in order to return a 997 Functional Acknowledgment.
- For outbound documents:
  - If you are expecting a 997 from your trading partner acknowledging your outbound document, set the 997 flag to **N** so that your outbound document remains on the EDI Outgoing Status Queue until the received 997 clears it off.
  - If your trading partner will not be sending 997s, set the 997 flag to **Y** so that your outbound document is cleared from the EDI Outgoing Status Queue as soon as it is successfully transmitted to your VAN.

## Entering Document-Specific Information

If your trading partner utilizes a test ID, enter the test ID in the **Alternate Interchange ID** field on the EDI Add'l Doc Info screen for the document being tested.

**Tip:** Setting the **Default Outgoing Transmission Status** field for an outbound test document to **HOLD** allows you to control when the EDI program transmits the outbound test document. Set this flag on the EDI Add'l Doc Info screen for the document being tested.

For more information, see Entering Additional EDI Document Information.



## Vendor Testing

Generally, the first document to be tested is the outbound 850 purchase order. After the 850 purchase order has been tested, inbound documents such as the 810, 855, and 856 can be tested using the data sent in the purchase order.

### Creating an Outbound 850 Document

Create an outbound test 850 document, as follows.

**Note:** For information on entering quotes and contracts, see *Entering Quote or Contract Numbers on 850s*.

#### ►To create an 850 purchase order test document:

1. From the **Purch** menu, select **Purchase Order Entry** to display the Body screen of a purchase order.
2. In the **PrcBr** field, enter the pricing branch.
3. In the **ReqrDate** field, enter a required date one to two weeks in the future, to allow you to complete testing.
4. In the **Ship From** field, enter the name of the trading partner or their vendor account number, preceded by a period.
5. Enter quantities and products in their respective columns.

**Note:** The system provides functionality for sending quote and contract numbers to your vendors. See *Entering Quote or Contract Numbers on 850s*.

6. Press **Esc** to display the Status screen.
7. In the **Prt:** field, enter **E** or press **F10** and select **EDI** from the menu.

If you cannot change the **Prt** status to an **E**, do the following:

- Display the trading partner's record in Vendor Maintenance.
- Use the **Add'l Data** hot key followed by the **Misc Vend Info I** hot key to display the Miscellaneous Vendor Information I screen.
- In the **Print Status Override** field, enter an **E** for EDI.

8. Press **Esc** to save and exit the order.

The system places the document in the Outgoing Status Queue. Unless previously coordinated it is recommended that you notify the trading partner prior to sending the test document. The document must be in "SEND" status.

### Sending the Test Document

If you set the **Default Outgoing Transmission Status** flag for the outgoing document to **HOLD** in the trading partner profile, you will need to change the status of the document to the **SEND** status in the EDI Outgoing Status Queue.

For more information, see *Maintaining the EDI Outgoing Status Queue*.

If the network call to the trading partner is not occurring automatically on a scheduled basis, you need to manually place the network call. If network calls are scheduled, but you want to send the test before the next scheduled call, make a network call now, from the **System > System Programming > EDI > EDI Maintenance > EDI Network Call Scheduling** screen.

There are two options: a background call and a foreground call. We recommend making a background call, which allows you to continue working in Eclipse. The foreground call displays a status screen detailing what is taking place during the call and prevents the user from accessing other Eclipse screens until the call has completed.

For more information, see *Making EDI Network Calls Now*.

## Receiving Inbound Documents

After the 850 purchase order has been tested, additional documents such as the 810, 855, and 856 can be tested using the data sent in the purchase order. The system has a review queue for each of these each documents, which you can access from the **System > System Programming > EDI > EDI Review Queues** menu.

For more information see, *EDI Review Queues Overview*.

A training class called *EDI Review Queues* is also available on the Eclipse website.

## Customer Testing

Normally, the first document tested is the inbound 850 purchase order. When the system receives an inbound 850, it creates a sales order. Once you process the sales order created from the 850, you can create the other test documents using the data received in the test P/O.

**Note:** You must have a trading partner profile set up for the company being tested, and the trading partner profile define the documents that you want to create.

## Processing a Received 850 Purchase Order

Access a received 850 purchase order from either the Remote Order Entry Review Queue or from the EDI Activity Log.

Use the following procedures to:

- Access the order from the Remote Order Entry Review Queue.
- Access the order from the EDI Activity Log.
- Process the order.
- Set up Eclipse for automatic 810 creation upon invoicing.

### ► To access the order from the Remote Order Entry Review Queue:

1. From the **Orders > Queues** menu, select **Remote Order Entry Review**. to display the Remote Order Entry Review Queue screen.
2. In the **Branch/Territory** field, enter the branch or **All**.

3. In the **Src** field, enter **EDI**.
4. Select the test order and use the **Edit** hot key to display the SOE Body screen.

► **To access the order from the EDI Activity Log:**

1. From the **System > System Programming > EDI > EDI Maintenance** menu, select **EDI Activity Log Viewing** to display the EDI Activity Log Viewing screen.
2. Select the order and using the Edit hot key to display the SOE Body screen.

► **To process the sales order:**

1. From the Remote Order Entry Review Queue or the EDI Activity Log, select the order and display the SOE body screen.
2. Press **Esc** to display the SOE Status screen.

**Note:** It is from this screen that the 810 Invoice, 855 P/O Acknowledgment, and 856 Advanced Ship Notice are created. The trading partner must contain the map for the document that you are attempting to create.

3. To create an 855, do the following:
  - Change the order status to one of the open statuses, such as Call When Complete or Ship When Specified.

**Note:** The 855 is not a valid document if the order is in a Bid, Cancel, or Pick Up Now status.

- Press **Esc**.

The system places the document on the EDI Outgoing Status Queue.

4. To create an 810 and 856, do the following:

- Change the order status to Invoiced.
- In the **Prt** field, enter **E** for EDI.
- Press **Esc**.
- At the prompt, select whether to send an 810, 856, or both.

The system places the documents on the EDI Outgoing Status Queue.

**Note:** If the system will not accept an **E** in the **Prt** field, you need to make sure that the customer account is attached to an EDI profile with that outbound document set up in Group Maintenance.

► **To set up automatic 810 creation upon invoicing:**

Once the relationship is put into production, if you want the 810 Invoice to be sent automatically upon invoice printing from the Print Invoices menu (**F3 > P > T**), you will need to add that functionality to customer specific file by placing an “E” in the Invoice Fax Copies field. From the main menu select:

1. Display the customer record you want to flag for EDI invoices.
2. Use the **Pricing** hot key to display the Customer Pricing/Printing screen.
3. In the **Invoice Fax Copies** field, press **F10** and select **E** for EDI.

**Note:** For this option to be available, the customer must be assigned to an EDI trading partner.

4. Press **Esc**.

The system sends the invoice to the Invoice Preview Queue. Once approved, the system sends a copy of the invoice to the customer through EDI.

## Troubleshooting EDI System Errors

The following EDI Error Glossary provides information regarding EDI system errors that display on the following screens:

- EDI Error Queue
- EDI Activity Log
- Order Entry in SOE or POE
- EDI Trading Partner Maintenance

Please reference the screen name when communicating errors to Eclipse EDI Support.

For each program that produces error messages, the glossary shows:

- The message as it appears on the terminal screen.
- A definition of the message.
- The recommended course of action.

### EDI Error Queue Maintenance Screen Errors

The following errors display on the EDI Error Queue Maintenance screen:

#### **CANNOT OPEN EDI.OUT.STATUS -E9PERR**

The EDI.OUT.STATUS file does not exist, or permissions are incorrect. Contact Eclipse EDI Support for assistance.

#### **5 – MAP SUBR -ECIERR: XXX.XXX.XXX.X NOT CATALOGED : XXX**

Mapping subroutine defined on EDI Group Profile Maintenance screen for this trading partner and document does not exist or has not been compiled. Verify that the mapping subroutine that has been defined is correct. If it is not correct it and requeue this document. If the routine is correct, contact Eclipse EDI Support so the mapper can be made available to you.

#### **5 – NO MAPPING FOUND -ECIERR: XXX**

A mapping subroutine is not defined on the EDI Group Profile Maintenance screen for this trading partner and document type. You must set up and define a mapper for this document on the EDI Group Profile Maintenance screen for this trading partner. Then requeue this document.

#### **5 – Partner Sub-ID Not Found -ECIERR : XXXX-XXX**

The bill-to or ship-to (N1-BT/N1-ST) data specified in the error message was not found in the EDI Group Profile Receive Code Info Table accessed from the EDI Group Profile Maintenance screen. You need to enter the bill-to or ship-to (N1-BT/N1-ST) data specified in the error message into the Receive Code Info Table screen for this trading partner. Then requeue this document.

**Doc Type Undefined -ECIERR: XXX**

Received document is an invalid or undefined type. Verify that the document type being sent to you is correct and that it is defined for this trading partner. After verification, if the problem still exists, contact Eclipse EDI Support for assistance.

**EDI Customer/Vendor : XXXX not on file -ECIERR**

No customer or vendor account was found for the specified trading partner. The customer or vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**EDI Bill-To -ECLERR: XXXX not found**

The account specified on the EDI Trading Partner Profile Maintenance screen cannot be found. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**EDI Customer : XXXX not on file -ECLERR**

The account specified on the EDI Trading Partner Profile Maintenance screen cannot be found. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**EDI Customer Xref not found -ECLERR**

No customer Xref account was found for the specified trading partner. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**EDI Pay-To : XXXX not found -ECLERR**

The account specified on the EDI Trading Partner Profile Maintenance screen cannot be found. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then “requeue” this document.

**EDI Vendor : XXXX not on file -ECLERR**

No vendor account was found for the specified trading partner. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**Invalid Ship-From Br - ECLERR**

The account specified on the EDI Trading Partner Profile Maintenance screen is not flagged as a ship-from account. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**No EDI items found -ECLERR**

No valid line items were found on the received EDI order. The most likely cause for this error is that the individual line items on the incoming EDI document have a zero quantity or no part number. Determine if the problem is related to the quantity or part number and then contact your trading partner to have the problem corrected and the document resent.

**Non Bill-To specified -ECLERR: XXXX**

The account specified on the EDI Trading Partner Profile Maintenance screen is not flagged as a bill-to account. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**Non Pay-To specified -ECLERR**

The account specified on the EDI Trading Partner Profile Maintenance screen is not flagged as a pay-to account. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**Non Ship-To specified -ECLERR: XXXX**

The account specified on the EDI Trading Partner Profile Maintenance screen is not flagged as a ship-to account. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected. Then requeue this document.

**\*\*\* Bad Qty : XX - Set to 1 -ECLERR \*\*\***

The received quantity specified in the quantity field of the line item is not a number. Contact your trading partner and have them correct the data that they are sending.

**1 Entity ID not found. -OCLERR**

The entity specified on the EDI Trading Partner Profile Maintenance screen was not found. Contact Eclipse EDI Support for assistance.

**2 No Items found. -OCLERR (Zero Qty)**

No items were found for which to create a ledger record. This is a possible mapper problem. Contact Eclipse EDI Support for assistance. After fixing the problem, you can requeue the document from the Inbound Document Archive.

**3 Ledger Record not found. -OCLERR**

The ledger record specified by the EDI document does not exist. Contact Eclipse EDI Support for assistance.

**4 Ledger GEN not found. -OCLERR**

The generation specified by the EDI document does not exist. Contact Eclipse EDI Support for assistance.

**5 Ledger Record locked. -OCLERR**

The requested ledger record is locked by another process and is not available. Contact Eclipse EDI Support for assistance.

**6 Purchase Order # Wrong Format. -OCLERR**

The purchase order number specified by the EDI document is not in the correct format to be received by Eclipse. The purchase order number that your trading partner is sending you, which should be in Eclipse format, is not in the correct format. Contact your trading partner and have them correct the data they are sending.

**7 Purchase Order # Already Exists. -OCLERR**

The purchase order number that the EDI document tried to create already exists on Eclipse. This could be caused by your trading partner trying to reuse a previously used purchase order number or resending a previously sent order. Contact your trading partner to have problem corrected.

**1 – DOCUMENT TYPE XXX NOT FOUND -ECUERR**

The document type specified by this document was not found on the EDI Trading Partner Profile Maintenance screen for this trading partner. Before you can process this type of document for this trading partner, you must define it on the EDI Group Profile Maintenance screen for this trading partner.

**1 – FUNCTIONAL GROUP XX NOT FOUND -ECUERR**

The functional group type received in the GS segment was not found in the EDI tables. Verify that your trading partner is sending a valid functional group type.

**1 – NO TRADING PARTNER PROFILE FOUND -ECUERR: XXXX**

No trading partner profile could be found for the given interchange ID. Set up a trading partner profile for the given interchange ID.

**1 – NON-NUMERIC CONTROL NO -ECUERR: XXXX**

The given control number cannot be updated because it is not in numeric format. Contact your trading partner and tell them that you can only accept numeric control numbers.

**0 – BAD ISA -EUNERR**

There was something other than ISA found where the interchange control header was expected to start. This typically indicates that your network is performing blocking and padding between ISA envelopes with spaces. Call your network and verify whether or not they have blocking turned on for your mailbox. If they do, have them turn it off. Harbinger does not do blocking. This error also indicates data corruption during transmission if all segments are not present. After determining and fixing the problem, have your trading partner resend the document.

**2 – BAD GE SEGMENT -EUNERR**

There was something other than GE found where the group footer was expected to start. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**2 – BAD GS SEGMENT -EUNERR**

There was something other than “GS” found where the group header was expected to start. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**2 – BAD TS COUNT IN GE SEGMENT -EUNERR XXXX/XXXX**

The number of transactions indicated in the “GE” segment does not match the number of transactions actually counted. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.



**2 – GROUP CONTROL# MISMATCH GS/GE -EUNERR: XXXX/XXXX**

The control number in the group header does not match the control number that was last received from your trading partner. This may indicate that you have missed a transmission from your trading partner. It often indicates that your trading partner does not send control numbers sequentially. Verify with your trading partner whether or not they send sequentially numbered control numbers, and proceed from there.

**3 – NO SE FOUND -EUNERR**

There was no transaction footer found. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**3 – NO ST FOUND -EUNERR**

There was no transaction header found. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**3 – SEG COUNT MISMATCH IN SE -EUNERR: XXXX/XXXX**

The number of segments indicated in the “SE” segment does not match the number of segments actually counted. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**3 – TS CONTROL# MISMATCH ST/SE -EUNERR: XXXX/XXXX**

The control number in the transaction header does not match the control number that is in the transaction footer. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**4 – Duplicate Recv Doc -EUNERR: XXX**

Duplicate control numbers have been received from a particular trading partner for a specific document type. Contact your trading partner and tell them which control numbers have been received in duplicate. Then ask them to verify whether or not it is a duplicate. If the document that was sent was not a duplicate, they must resend it with control numbers that have not yet been used.

**IEA FG COUNT # GROUP COUNT -EUNERR: XXXX-XXXX**

The number of functional groups indicated in the “IEA” segment does not match the number of functional groups actually counted. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**Interchange Control# ISA/ISE mismatch -EUNERR: XXXX/XXX**

The control number in the interchange control header does not match the control number that is in the interchange control footer. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**No IEA Segment found !!! -EUNERR**

There was no interchange control footer found. This typically indicates the receipt of corrupted data from the network. The document must be resent by the trading partner or reprocessed by the VAN.

**Unexpected File Name**

The system did not recognize the file as an EDI file for processing.

**EDI Activity Log Viewing Screen Errors**

The following errors display on the EDI Activity Log Viewing screen.

**Mapping Subroutine not Cataloged -ECDERR**

The mapping subroutine specified on the EDI Group Profile Maintenance screen does not exist or has not been compiled. Recheck the mapping subroutine you are using on the EDI Group Profile Maintenance screen. Make sure each zero and letter O is in the right place.

**No Mapping Defined -ECDERR**

No mapping subroutine entered for the specified EDI document on the EDI Group Profile Maintenance screen. Enter the appropriate mapping subroutine on the EDI Group Profile Maintenance screen for the trading partner.

**No Trading Partner Profile Defined -ECDERR**

A trading partner profile has not been set up on the EDI Trading Partner Profile Maintenance screen. Set up a trading partner profile for this trading partner.

**Trade Partner : XXXX not on file -ECDERR**

The trading partner does not exist on Eclipse. The customer/vendor who is defined on the EDI Trading Partner Profile Maintenance screen for this trading partner must be corrected.

**Error in 852 Transmission -EP8ERR: XXX**

An error occurred while creating the 852 document. Contact Eclipse EDI Support for assistance.

**Order Entry Screen (SOE or POE) Errors**

The following errors display on the Status screen of Sales Order Entry or Purchase Order Entry after changing the status to **E** and pressing **Esc**.

**Ledger Record not found -ECOERR: XXXXXXXX**

The ledger record specified by EDI does not exist on Eclipse. Contact Eclipse EDI Support for assistance.

**Mapping Subroutine not Cataloged -ECOERR**

The mapping subroutine specified on the EDI Group Profile Maintenance screen for this trading partner does not exist or has not been compiled. Recheck the mapping subroutine you have entered on the EDI Group Profile Maintenance screen. Make sure each zero and letter O is in the right place.

**No Mapping Defined -ECOERR**

No mapping subroutine has been defined on the EDI Group Profile Maintenance screen for the specified trading partner. Enter the appropriate mapping subroutine on the EDI Group Profile Maintenance screen for the trading partner.

**No Trading Partner Profile Defined -ECOERR**

No trading partner profile has been found in Trading Partner Profile Maintenance for the account specified on this order. Set up a trading partner profile for this trading partner.

**Transmission Aborted!!! -ECOERR**

The system returns this message if No is the response to the following prompt: This document has already been Transmitted - Continue (Y/N). No action is necessary.

**No Document specified -EDSERR**

No document type has been specified for the attempted transaction. Enter the appropriate document type on the EDI Group Profile Maintenance screen for the trading partner.

**No Mapping Defined -EDSERR**

No mapping subroutine has been defined on the EDI Group Profile Maintenance screen for the specified trading partner. Enter the appropriate mapping subroutine on the EDI Group Profile Maintenance screen for the trading partner.

**No Trading Partner Profile Defined -EDSERR**

No trading partner profile has been found in Trading Partner Profile Maintenance for the account specified on this order. Set up a trading partner profile for this trading partner.

**CANNOT OPEN EDI.STND.DE -EPDERR**

The EDI.STND.DE file does not exist, or permissions are incorrect. This file contains ANSI data element information. Contact Eclipse EDI Support for assistance.

**CANNOT OPEN EDI.STND.SEG -EPDERR**

The EDI.STND.SEG file does not exist, or permissions are incorrect. This file contains ANSI segment information. Contact Eclipse EDI Support for assistance.

**CANNOT OPEN EDI.STND.TS -EPDERR**

The EDI.STND.TS file does not exist, or permissions are incorrect. This file contains ANSI transaction set information. Contact Eclipse EDI Support for assistance.

**Branch EDI Group ID is not Defined -ESDERR**

The “GS” interchange ID is not defined in the EDI OUTGOING ID record in Control File Maintenance for the specified branch. Set up the interchange ID for the specified branch in Control File Maintenance under EDI OUTGOING ID.

**Branch EDI ISA ID is not Defined -ESDERR**

ISA interchange ID is not defined in Control File Maintenance under EDI OUTGOING ID for the specified branch. Set up the interchange ID for the specified branch in Control File Maintenance under EDI OUTGOING ID.

**Trading Partner not found -ESDERR: XXXX**

No trading partner profile was found in Trading Partner Profile Maintenance for the account specified on this order. Set up a trading partner profile for this trading partner.

## Trading Partner Maintenance Screen Errors

The following errors display on the EDI Trading Partner Profile Maintenance screen.

### **Ascii decimal value must be 255 or less**

The three digit decimal value entered in the **Separator/Sub-Separator** field cannot be greater than 255. Re-enter the separator or sub-separator in the correct format.

### **Entity already assigned to EDI group**

An entity can only be assigned to one EDI group. Enter a different entity or find the current trading partner profile that is linked to that entity and delete it.

### **Multiples Entities Are Only Allowed For Vendors**

Customers cannot have multiple entities set up for a single group. Do not enter multiple entities for Customers.

### **Single character or 3 digit decimal value for ascii character**

The value placed in the **Separator/Sub-Separator** field must be either the character used as the separator or its three-digit decimal-value ascii equivalent. Re-enter the separator or sub-separator in the correct format.

### **There Are Still Active Groups. Delete Them First**

You cannot delete a trading partner profile until all groups belonging to that profile have been deleted. Go to the EDI Group Profile Maintenance screen and delete all groups. Then go back to the EDI Trading Partner Profile Maintenance screen and delete the profile.

### **Wrong Format. Use Qualifier Tilde ID. ex 01~12345**

The trading partner ID number must be entered in this format. Enter the trading partner ID number in the correct format.

### **You Must Delete Through Group Maintenance. Press <Enter>**

A group cannot be deleted from the EDI Trading Partner Profile Maintenance screen. Go to the EDI Group Profile Maintenance screen to delete the group.

### **Group is not in file.**

When using the Copy Profile command, the group profile you are attempting to copy must exist. Verify that the group ID you are entering exists in a trading partner profile.

### **ISA ID is not in file.**

When using the Copy Profile command, the ISA ID you are attempting to copy must exist. Verify that the ISA ID you are entering exists in a trading partner profile.

### **You cannot copy a group from itself**

When using the Copy Profile command, you must enter the group whose profile you are copying, not the group receiving the profile. Verify the source group and target group.

### **Duplicate <Press Enter>**

The entity being entered has already been entered. Enter a different entity.

**Entity already assigned to EDI group**

An entity can only be assigned to one EDI group. Enter a different entity.

## Troubleshooting EDI Transmission Failures

Check for EDI transmission problems if the EDI.ADM message group receives a transmission failure message or the associated document remains in the EDI Outgoing Status Queue with a status of ENVELOPED for an extended period of time. What constitutes an extended period of time depends on:

- How often you dial into the network.
- How much mail (EDI documents) is waiting to come back from the network.
- How much mail is waiting to send to the network.
- The network to which you subscribe. Keep in mind that some are slower than others.

If you decide that a document has been in the EDI Outgoing Status Queue with a status of ENVELOPED for an extended period of time, display the EDI Activity Log and review the messages in the Transmission Summary Report.

### Transmission Messages Associated With A Problem

Transmission messages that indicate a problem can refer to:

- Connection failure.
- Logon failure.
- Transmission failure.
- Receive failure.
- A Network Call Complete and Network Call Started with no Transmission Summary Report in between.

### Connection Failure

The following messages are associated with a connection failure:

- Connect Failed
- Logon Failed
- Transmit Nothing
- Receive Unsuccessful

### Cause

The attempt to connect to the network failed.

### Solution

1. Verify that the EDI modem is turned on.
2. Verify that the cables between the modem and computer and the modem and wall jack are securely connected.

3. Verify that the telephone line is plugged into the jack on the modem that says Line or Telco, not Phone.
4. Verify that the telephone line is active. If necessary, connect a telephone to the jack labeled Phone on the back of the modem to confirm that the line is active and you get a dial tone.
5. If one of the previous steps does not isolate the problem, try resetting the modem by turning it off for 10 seconds and then turning it back on.
6. If none of these actions fixes the problem, your network or telephone company may be the source of the problem.

## Logon Failure

### Messages

The following messages are associated with a logon failure:

- Connect Okay
- Logon Failed
- Transmit Nothing
- Receive Failed

### Cause

The network did not return the appropriate prompts associated with the logon procedures for your network.

### Solution

1. Wait a few minutes and try again.
2. If retrying does not fix the problem, your network or telephone company is probably the source of the problem.

## Transmission Failure

### Messages

The following messages are associated with a transmission failure:

- Connect Okay
- Logon Okay
- Transmit Failed
- Receive Failed

### Cause

The transmission of EDI documents to the network was not successfully completed.

**Note:** The documents enveloped for the failed transmission attempt will remain enveloped until a successful transmission is made.

**Solution**

1. Wait a few minutes and try again.
2. If retrying does not fix the problem, your network or telephone company is probably the source of the problem.

**Receive Failure****Messages**

The following messages are associated with a receive failure.

- Connect Okay
- Logon Okay
- Transmit Okay (or Transmit Nothing)
- Receive Failed

**Cause**

The transmission of EDI documents from the network was not successfully completed.

**Solution**

1. Wait a few minutes and try again.
2. If retrying does not fix the problem, your network or telephone company is probably the source of the problem.

**Network Call Complete and Network Call Started With No Transmission Summary Report**

The entry in the EDI Activity Log for a successful transmission starts with Network Call Complete and the name of your network, is followed by a Transmission Summary Report, and ends with Network Call Started and the name of your network.

The EDI Activity Log reports an occurrence of Network Call Complete and Network Call Started with *no* Transmission Summary Report. If you only see "Network Call Complete: <the name of your network>" followed by "Network Call Started: <the name of your network>," one of the following may be the cause of and solution to the transmission problem:

Cause of the Problem	Solution
The tty that the EDI modem uses may be enabled and have a getty running on it.	If the tty has a getty, the configuration for the tty in smit may be incorrect. If so, the login for the tty should be disabled and the tty pdisabled. If you need assistance, call Eclipse Support.
If the tty has no getty, the problem may be caused by the tty having a lock on it.	The tty should not have a lock in /etc/locks. If you need assistance, call Eclipse Support.
The tty to which the EDI modem is connected may not be the same one that is defined to EDI. This may happen if a cable is inadvertently disconnected and then reconnected to the wrong location, or if ttys are changed.	If a cable gets disconnected and you know where to reconnect it, do so. If you do not know where to reconnect it, or if ttys are changed, call Eclipse Support for assistance.



## EDI Disaster Recovery Planning Guidelines

Use the information in this topic and the referenced topics to help you develop an EDI disaster recovery plan. Preparing for data recovery in the event of a disaster, such as a natural disaster, a disk failure, or electrical outage, includes having a regularly scheduled backup or archive process. Every business has its own guidelines for how long files remain active and archived, and if files are ever purged. For more information about defining time frames to keep active and archived files, see Setting Up EDI Parameters.

In the event of a disaster or data loss, contact the Eclipse Customer Support group to help you restore your EDI data, including active and archived EDI files, from a backup tape. Your backup data returns the system to the state just before the last nightly backup ran.

Any EDI documents that you received or sent between the time your last backup ran and the time your system is up and running again are not available on the backup tape. At this time, Eclipse does not contain a way to report EDI activity within a certain period. For example, if an evacuation order is given and you do not have time to run a backup, there is currently not a way in Eclipse to reporting what EDI activity has occurred since the last backup. You can recover these files from your value added network (VAN).

Inform your VAN of the time of the last backup and the time your system is restored. They can resend any inbound documents that you would have received during the outage and report any documents that you sent out during that time as well. After you know what documents were sent out, you can recreate them on your restored system.

## EDI File Locations

Depending on the Eclipse release you are running, the EDI files are located in different locations. Use the following information to determine where to find active and archived EDI files, based on your release.

### Eclipse Release 8040.4 and Later

For sites on 8040.4 or later, EDI files are located in the following directories:

- Active EDI files – /u2/eclipse
- Archive files – /u2/edi

If you have a multiple-account Eclipse box, for example you have both Eclipse and Train accounts on one box, the system stores the archive files in account-specific directories, such as /u2/edi/eclipse and /u2/edi/train.

By default, all active and archived EDI files are backed up nightly. However, the inactive archives can grow quite large and increase the time it takes to backup the directories. On high-volume EDI sites, a nightly backup can take several hours because the inactive archives have grown in size. If needed, Eclipse can change your nightly backup script to exclude the /u2/edi directory. You can schedule special backups to include only the /u2/edi directory. For example, you may decide that your site needs to only backup inactive files once a month.

Release 8040.4 and later also includes an EDI file purge utility you can use to purge the archive directory of files that you no longer need.

### Eclipse Release 8040.3 and Earlier

Prior to the changes in 8040.4, EDI files could be placed in several different locations. As the EDI product has evolved and we have tracked how files are used, Eclipse has changed where the EDI files should be located. If you are running Eclipse Release 8040.3 or earlier, contact EDI Support to determine where your EDI files are located.

If your backups are taking too long, you can contact Eclipse for an upgrade to 8040.4 or higher, giving you the ability to purge old files or exclude the archive files from the nightly backups, if needed.

### Windows NT/2000/2003 Systems

On Windows systems, all EDI files are backed up nightly by default and are located in the following directories::

- Active files – \edi\edi
- Archive files – \edi\arch

# Index

## D

data interchange ..... 1

## E

EDI (electronic data interchange)

about..... 1, 6

activity log

monitoring..... 76

troubleshooting ..... 197

activity triggers ..... 8

administrator responsibilities ..... 3

archive maintenance

about..... 182

purging archives..... 189

viewing document data ..... 185

viewing documents ..... 183

viewing envelope data..... 188

viewing envelopes..... 186

contract numbers..... 109

custom data on orders ..... 12

customer invoicing..... 10

disaster recovery ..... 209

errors

about..... 190

maintaining the queue ..... 78

system errors ..... 197

transmission failures ..... 206

file locations..... 210

group profiles

about..... 40

changing global defaults ..... 58

copying..... 61

creating..... 41

defining documents for ..... 44

deleting..... 43

entering additional document info .... 47

multiple accounts for customer groups  
..... 62

multiple accounts for vendor groups. 63

receive codes ..... 55

send codes ..... 56

user-defined information..... 57

maintenance ..... 75

match levels

810..... 137

855..... 173

856..... 178

network calls

about..... 19

making calls now ..... 22

network configuration profile ..... 20

scheduling ..... 21

part number matching ..... 127

price quotes ..... 109

products not found on 850s..... 13

products without a match..... 13

queues

810 Invoice Review ..... 130, 134

845 Contract Upload..... 144

850 Order Entry Review ..... 163

855 P/O Acknowledgment Review. 169

856 Advance Ship Notice Review .. 175

about.....	126, 128
Error .....	78, 197
Outgoing Status.....	79, 84, 86
quote numbers.....	109
receiving transactions	
810 invoices .....	129
830 forecast schedules .....	138
832 price catalog requests.....	139
840 quote requests.....	140
845 price authorization acknowledgments	
about.....	141
editing contract detail.....	148
reprocessing .....	154
reviewing and processing.....	144
setup requirements .....	142
846 inventory advice.....	155
849 response to rebate requests.....	157
850 purchase orders .....	162
855 P/O acknowledgments .....	166
855 VMI P/O acknowledgments.....	95
856 advance ship notices .....	174
860 P/O change requests.....	179
862 shipping schedules .....	180
997 functional acknowledgments ...	181
about.....	125
sending transactions	
810 invoices .....	102
820 remittance advice .....	103
820B purchase activity to WIT .....	100
843 response to RFQ.....	105
844 rebate reports.....	106
850 purchase orders .....	108

852 product activity reports	
about.....	89
complete item refresh.....	93
purging .....	94
sending .....	90
855 purchase order acknowledgments .....	112
856 advance ship notices .....	114
857 advance ship notice & billing ..	115
861 receiving advice .....	116
865 P/O change requests.....	117
867 product transfer & resale..	119, 121
870 order statuses.....	122
870 shipping statuses .....	122
997 functional acknowledgments ...	124
about.....	101
outgoing document statuses .....	82
setting up	
845 contract upload queue .....	142
about.....	4
activity triggers .....	8
control maintenance records .....	17
custom data on orders .....	12
customer invoicing.....	10
parameters .....	14
product not found.....	13
WIT interface .....	98
trading partner profiles	
about.....	23, 28
additional ship via information .....	36
alternate remit-to account .....	34
changing ISA envelope defaults .....	30
creating.....	24

deleting.....	27	870s.....	122
displaying.....	26	997s.....	124, 181
EFT account information .....	33	ASCII transaction set .....	66
errors .....	197	integrated.....	64
internal account number.....	32	troubleshooting	
override send IDs .....	35	activity log .....	202
trading partner information .....	29	error queue .....	197
trading partner specific tables .....	31	order entry .....	202
trading partner user-defined		system errors .....	197
information.....	39	trading partner maintenance.....	204
unknown UOM processing .....	37	transmission failures .....	206
transactions		vendor managed inventory..	87, 88, 90, 95
810s .....	102, 129, 130, 134, 136, 137	electronic trading .....	1
820Bs .....	103	<b>P</b>	
820s.....	103	purging	
830s.....	138	EDI archives.....	189
832s.....	139	purging/EDI 852 sales transmissions.....	94
840s.....	140	<b>Q</b>	
843s.....	105	queues, EDI	
844s.....	106	810 Invoice Review .....	130, 134
845s.....	144	845 Contract Upload.....	144, 154
846s.....	155	850 Order Entry Review .....	163
849s.....	157	855 P/O Acknowledgement Review ...	169
850s.....	108, 162, 163, 165	856 Advance Ship Notice Review .....	175
852s.....	87, 88, 90	about.....	126, 128
855s.....	87, 88, 95, 112, 166, 167, 169,	Error .....	78, 197
171, 173		Outgoing Status.....	79, 84, 86
856s.....	167, 175, 177, 178	<b>T</b>	
860s.....	179	trading electronically .....	1
861s.....	116	<b>V</b>	
862s.....	180	vendor managed inventory (VMI)	
865s.....	117	about.....	87
867s.....	38, 119, 121	flagging products as .....	88

receiving 855 P/O acknowledgments....	95
sending 852 product activity reports.....	90
VMI (vendor managed inventory)	
about.....	87
flagging products as .....	88
receiving 855 P/O acknowledgments....	95
sending 852 product activity reports.....	90

**W**

## WIT interface

about.....	97
receiving 810 invoices .....	129
sending 820 remittance advice.....	103
sending 820B purchase advice.....	100
setting up WIT vendors.....	99
setup requirements .....	98