



Solar Eclipse Electronic Data Interchange (EDI)

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EPICOR.

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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 Communication Method

Value-added networks, also known as VANs, handle the exchange of data between trading partners. In addition to sending and receiving data, they 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.
- 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.

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.

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 Mappers

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

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

EDI is fully integrated with the Eclipse system and can be accessed from any terminal. For detailed example of mapping, login to the customer support web site (<http://support.epicor.com>). From the **Documentation** link, go to **Downloads** and **EDI**.

Using EDI

Refer to the following topics for information on setting up and using the EDI programs:

- EDI Setup Overview
- EDI Maintenance Overview
- Sending EDI Transactions Overview
- Receiving EDI Transactions Overview

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 logged by EDI programs 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

Now that your company has made the decision to use EDI, you need to set up your system for handling EDI transactions. This 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 on the EDI Maintenance menu to set up your company to use EDI:

- EDI Setup Maintenance - Displays a centralized screen 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

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, you must subscribe to a value added network (VAN) and establish the interchange information for your company.

VANs

The Eclipse EDI system supports transmissions with a VAN via standard FTP. We recommend the Epicor TDX VAN. Contact EDI Support for more information.

Interchange Information

ISA and GS segments are data envelopes created by the EDI software. 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 is displayed 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. It 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 interchange ID is assigned by the selected VAN.

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 have created an EDI trading partner profile for a customer or vendor, you can set up some EDI activities to be automatically triggered by events in the system using the following procedures:

- 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 **Maintenance** menu, select **Customer** to display the Customer Maintenance window.
2. In the **Customer** field, enter the name of the customer for whom to set up EDI activity triggers.
3. From the **Additional** menu, select **Activity Trigger** to display the Activity Trigger Maintenance window.
4. To trigger order confirmations for this customer to be sent by EDI, do the following:
 - In the **Trigger Description** field, select **EDI Order Entry**.
 - In the **Activity Description** field, select **EDI Sales Document**.
 - From the **File** menu, select **Activity Properties** and at the **EDI Document Type** prompt enter **856**.
5. To trigger shipment notifications for this customer to be sent by EDI, do the following:
 - In the **Trigger Description** field, select **Shipment Notification**.
 - In the **Activity Description** field, 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.
 - From the **File** menu, select **Activity Properties** and at the **EDI Document Type** prompt enter one of the following options:
 - **856** - Advance Ship Notice.
 - **857** - Shipment and Billing Notice.
 - **810** - Invoice.
6. Save the record and exit Customer Maintenance.

Vendor Activity Triggers

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

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To set up EDI activity triggers for a vendor:

1. From the **Maintenance** menu, select **Vendor** to display the Vendor Maintenance window.
2. In the **Vendor** field, enter the name of the vendor for whom to set up EDI activity triggers.
3. From the **Additional** menu, select **Activity Trigger** to display the Activity Trigger Maintenance window.
4. To trigger a purchase order for this vendor to be sent by EDI, do the following:
 - In the **Trigger Description** field, select **New Purchase Order**.
 - In the **Activity Description** field, select **EDI Purchasing Document**.
 - From the **File** menu, select **Activity Properties** and at the **EDI Document Type** prompt enter **850**.
5. To trigger a direct purchase order for this vendor to be sent by EDI, do the following:
 - In the **Trigger Description** field, select **New Direct Order**.
 - In the **Activity Description** field, select **EDI Purchasing Document**.
 - From the **File** menu, select **Activity Properties** and at the **EDI Document Type** prompt enter **850**.
6. To trigger a remittance advice for this vendor to be sent by EDI, do the following:
 - In the **Trigger Description** field, select **EFT Remittance Advice**.
 - In the **Activity Description** field, select **EDI doc for Remit Advice**.
 - From the **File** menu, select **Activity Properties** and at the **EDI Document Type** prompt enter **820**.
7. Save the record exit Vendor Maintenance.

Setting Up Customer EDI Invoicing

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

To set up customer EDI invoicing:

1. From the **Maintenance** menu, select **Customer** to display the Customer Maintenance window.
2. In the **Customer** field, enter the name of the customer for whom to set up EDI invoicing.
3. From the **Pricing** menu, select **Price Information** to display the Customer Pricing Information window.
4. In the **Invoice Fax Copies** field, select **EDI**.
5. Save the record 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 by EDI.

To set up a vendor for EDI transmission:

1. From the **Maintenance** menu, select **Vendor** to display the Vendor Maintenance window.
2. In the **Vendor** field, enter the name of the vendor to which you want to send EDI documents.
3. From the **Additional** menu, select **Additional Vendor Information** to display the Additional Vendor Information window.
4. In the **Print Status Override** field, select **EDI**.

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.

For each vendor you do business with using EDI, you can select whether to use the pricing defined in Eclipse, or whether to allow a variance in either dollars or a percentage. Use the **Allowed Pricing Variance** field and the field adjacent to it to indicate the pricing variance allowed for this vendor. If the difference in pricing information that is defined in Eclipse is outside the range you enter here on transactions with this vendor, the system uses the pricing information defined in Eclipse.

6. In the **Freight Days** field, enter the number of days lead time required for a shipment from this vendor. 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. Save the record and exit the window.

Handling EDI Custom Data on Orders

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

Important: EDI Support must customize the mapper for transactions that use the fields displayed on this window.

To handle EDI custom data on an order:

1. On the **Header** tab of a sales order or purchase order, from the **Edit** menu, select **EDI** to display the EDI User Defined Data window. The following occurs:
 - The system populates the **File Name** field with EDI.ADD.DATA, the name of the file where it stores the data entered on this screen.
 - The **Desc ID** field displays the transaction ID.
 - The **Prompts** column displays the custom prompts defined for EDI.
 - The **Category** column is not used by EDI.
 - On incoming documents, the **Input** column displays the data associated with each prompt.
2. To enter custom data on an outgoing order, enter the requested information in the **Input** column for any of the prompts listed on the window. If the field is validated, you can select from a list of options.
3. Use the following menu options as needed:

To...	Use this menu option...
displays the Maintenance Log Viewing window, where you can view changes made to the EDI.ADD.DATA file.	File > Log
change the order in which the Prompts display	File > Sort Select one of the following options: <ul style="list-style-type: none"> • Default - 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. • By Attribute - Sorts by the attribute number assigned in Dictionary Maintenance. • By Category by Prompt - Sorts alphabetically by category and then alphabetically by prompt within each category. • By Category by Attribute - Sorts alphabetically by category and then ascending order by attribute number. • By Prompt - Sorts alphabetically by prompt name.

4. Save your 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 the EDI program to use this feature, you need to create a product for this purpose 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:

1. From the **Maintenance** menu, select **Product** to display the Product Maintenance window.
2. Click the **New Product** button.
3. In the **Description** field, enter *****EDI PRODUCT NOT FOUND ***** as the product description.
4. In the **Price Line** field, enter **nonstock**.
5. In the **Buy Line** field, enter **nonstock**.
6. In the **Status** field, select the **NonStock** status.
7. In the **UM Defaults** area, in the **Quantity** field for the default unit of measure, enter **1**.
8. In the **GL Account/Product Type** field, select a miscellaneous code.
9. Save the record and exit the window.

To assign the product to the **EDI Default Product If Not Found** control maintenance record:

1. From the **System > System Files** menu, select **Control Maintenance** to display the Control Maintenance window.
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 procedure above.
4. Save the record and exit the window.

EDI Setup Maintenance Overview

Control maintenance records govern the operation of EDI and authorization keys govern user access to EDI functions.

EDI Setup Maintenance provides a centralized location for viewing and editing the control maintenance records.

The following topics apply to Setup Maintenance:

- Setting Up EDI Parameters
- Control Maintenance Records and Authorization Keys for EDI

Setting Up EDI Parameters

Set up EDI parameters to govern the operation 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.

Note: If prompted, log on to the character-based system.

The following fields display EDI default parameters:

Field	Description
Default EDI A/P Batch	Default A/P batch ID to be used any time an invoice is received via EDI, as determined by the Default EDI A/P Batch control maintenance record. You can leave this parameter blank.
Default EDI Sales Source	Default sales source for EDI sales, as determined by the Default EDI Sales Source control maintenance record. You can leave this parameter blank.
Default Print Status To "E" For	Default print status for purchase orders to EDI vendors, as determined by the Default Print Status To "E" For All EDI Vendors control maintenance record.
EDI Default Product If Not Found	Default EDI product for the product-not-found situation, as determined by the EDI Default Product If Not Found control maintenance record. This parameter is required.
Include Default Shipping Instruc	Indicates whether to include default shipping instructions on incoming EDI orders, as determined by the Include Default Shipping Instructions On EDI Orders control maintenance record. You can leave this parameter 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.

Note: If prompted, log on to the character-based system.

The following fields display EDI archive parameters:

Field	Description
Archive EDI Inbound Documents After (Days)	Number of days after which the EDI inbound documents are archived, as determined by the Archive EDI Inbound Documents After (Days) control maintenance record.
Archive EDI Inbound Envelopes After (Days)	Number of days after which the EDI inbound envelopes are archived, as determined by the Archive EDI Inbound Documents After (Days) control maintenance record.
Archive EDI Outbound Envelopes After (Days)	Number of days after which the EDI outbound envelopes are archived, as determined by the Archive EDI Inbound Documents After (Days) control maintenance record.
Archive EDI Review Queue Documents After (Days)	Number of days after which the EDI review queue documents are archived, as determined by the Archive EDI Inbound 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.

Note: If prompted, log on to the character-based system.

2. To change the IDs displayed in the **EDI.ADM Msg Grp** column, 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:

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- 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 exit the screen and return to the EDI menu.

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
- Enable 856 Processing For Directs
- Order Processing Lock For EDI Payables (New in Release 9.0.5)
- 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

- EDI Product Matching Priorities
- EDI Pricing UOM Conversion Table
- EIPP Inbound Filename Criteria

EDI ID

- EDI Outgoing ID

EDI OE

- Allow Auto-Matching For Lot Order With EDI
- Allow Printing of Zero/Negative Dollar Direct Shipment PO
- 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

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- EDI Default Product If Not Found
- Include Default Shipping Instructions on EDI Orders
- Incoming EDI 846 Status
- Log Remote Pricing Variance
- Prevent Search for EDI Part Identifiers in Product Index
- Send Carton Packing Detail in EDI 856
- Store EDI Order Confirmation Message In

EDI Purchasing

- EDI Product Matching Priorities
- Expire All Matrix Cells When EDI 845 Contracts Are Imported
- Reconcile EDI 810 Open Generations With Partial Matches
- Update Rebate View Dates When An EDI 845 Processes

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, you need to 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.

Complete the following tasks to setup EDI network calls:

- Create network configuration profiles.
- Schedule network calls.
- Make network calls now.
- 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, you need to create a network configuration profile.

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.

Note: If prompted, log on to the character-based system.

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. Complete the fields on the Network Configuration Profile screen.
5. Press **Esc** to save the information and return to the EDI Network Call Scheduling screen.
6. Press **Esc** again to exit the EDI Network Call Scheduling screen.

Scheduling EDI Network Calls

Schedule regular network calls to your value added network (VAN) to access your mailbox.

Before you can schedule network calls, you need to create a network configuration profile.

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.

Note: If prompted, log on to the character-based system.

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 **Network Config** hot key to create a network configuration profile for your network provider, if it hasn't already been done.
4. 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, there is no guarantee for a successful connection due to issues with modems, telephone lines, and a network that can be very active. We recommend setting up a schedule to make periodic attempts throughout the day.

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

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

6. Press **Esc** to exit the EDI Network Call Scheduling screen.

Changing EDI Network Call Schedules

You can change an EDI network call schedule when necessary. For example, you can change the frequency of calls or delete the current schedule.

To change an EDI network call schedule:

1. From the **System** menu, select **Phantom Status** to display the Phantom Status window.
2. In the **Program Name** column, select the process called EDI Network Call.
3. From the **File** menu, select one of the following:
 - **Kill** - Stops the process and deletes it from the phantom.
 - **Edit Schedule** - Displays the Phantom Job Scheduler Maintenance window, 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). You can also initiate a network call at any time, if necessary.

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

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.

Note: If prompted, log on to the character-based system.

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 *****. The system returns you to the EDI menu.
- **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. The system returns you to the EDI menu.

EDI Trading Partner Profile Overview

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 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 the value added network (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 for you 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.

Each customer or vendor with whom you have an EDI relationship must be assigned 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.

Note: If prompted, log on to the character-based system.

2. Enter the trading partner information.
3. Change 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. You need to set EFT 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 instead 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 UOM 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 that custom mappers use at the trading partner level. For example, if your trading partner is Kohler, enter your Kohler account number to use with 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.

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6. To flag the message system to ignore the control numbers the trading partner sends, 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 and clear the screen.

Deleting EDI Trading Partner Profiles

Delete an EDI trading partner 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 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.

Note: If prompted, log on to the character-based system.

2. In the **Trading Partner ID** field, enter the ID of the trading partner you want 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.

Displaying EDI Trading Partner Profiles

Display a trading partner profiles in one of the following ways:

- **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 **Maintenance** menu, select **Customer** to display the Customer Maintenance window.
2. In the **Customer** field, enter a customer name or ID.
3. From the **Additional** menu, select **EDI** to display the customer's trading partner profile.

Note: If prompted, log on to the character-based system.

If a trading partner profile has not been set up for this customer, the screen is blank.

To display a trading partner profile from Vendor Maintenance:

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

Note: If prompted, log on to the character-based system.

If a trading partner profile has not been set up 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.

Note: If prompted, log on to the character-based system.

2. In the **Trading Partner ID** field, enter the name or ID of the trading partner whose profile to display.

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 from each trading partner.

Use EDI Trading Partner Profile Maintenance to enter trading partner information and view or edit default ISA Envelope information. Use the hot keys 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 following trading partner information:

- 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.

Enter this information in the top sections of the EDI Trading Partner Profile Maintenance screen.

Note: You can mass load some information for your trading partner documents, see Mass Uploading EDI Trading Partner Settings in the Report Writer/Mass Load documentation.

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.

Note: If prompted, log on to the character-based system.

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**.

The 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 standard created by the Accredited Standards Committee, which was chartered to develop uniform standards for electronic interchange of business transactions.
 - **T-UCS** - Uniform Communication Standard, the electronic data interchange standard used by the grocery industry and other wholesale and retail-oriented industry sectors.
5. To synchronize control numbers from a previous system with those to be assigned by 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 used by your trading partner.
7. Press **Esc** to save this information and exit the EDI Trading Partner Profile Maintenance 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 requires 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.

Note: If prompted, log on to the character-based system.

The ISA envelope information fields are set to the defaults listed in the following table. Change the ISA envelope information defaults only if requested by your network provider.

Field	Default
Security Qualifier	00 Leave this field set to the default 00 for not used, unless requested otherwise.
Security	Blank This field remains blank unless 01 is entered in the Security Qualifier field. If required, your trading partner will provide the security password.
Auth Info Qualifier	00 Leave this field set to the default 00 for not used, unless requested otherwise.
Auth Info	Blank This field remains blank, unless something other than 00 is entered in the Auth Info Qualifier field. If required, your trading partner provides the authorization.
ISA Version	The ISA (Interchange Control Header) version number trading partner uses.
Test	N Indicates that transmissions using this profile are <i>not</i> for Test purposes. Changing this field to Y flags transmissions using this profile as Test rather than Production. Normally, trading partners have separate interchange IDs for Test and Production.
Separator	Asterisk (*) Separates fields within a segment.
Sub-Separator	A right square bracket (]) Separates sub-fields within a field.
Terminator	Character used to mark the end of a segment. The most commonly used terminator is the tilde (~).
Rep Separator	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 "/".

2. Press **Esc** to update the trading partner profile and exit the EDI Trading Partner Profile Maintenance 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 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

Use the TP's Internal Account # Maintenance screen to 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.
Note: If prompted, log on to the character-based system.
2. Use the **Edit Tables** hot key and select **Account #s** to display the Account #s screen.
3. Select **Internal Acct #** to display the TP's Internal Account # Maintenance screen.
4. For each branch listed, enter the account number your trading partner supplied.
5. Press **Esc** twice to save this information and 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.

Important: The EFT companion product is required for EFT functionality. In addition, Eclipse EDI Support must customize the 820 mapper for transactions that use information entered in this window.

To enter EFT account information:

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

Note: If prompted, log on to the character-based system.

2. Use the **Edit Tables** hot key and select **Account #s** to display the Account #s screen.
3. Select **EFT Account Info** to display the EFT Account Info screen.
4. Enter the following information regarding the EFT account:

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

5. Press **Esc** twice to save this information and 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.

Important: 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.
Note: If prompted, log on to the character-based system.
2. Use the **Edit Tables** hot key and select **Account #s** to display the Account #s screen.
3. Select **Alt Remit-To Acct** to display the **Alt Remit-To Account** prompt.
4. At the prompt, enter the remit-to account to which the system should post the payable.
5. Press **Enter** to save the information and return to the Account #s screen.
6. Press **Esc** to exit this screen and return to the EDI Trading Partner Profile Maintenance screen.

Entering EDI Override Send IDs

The EDI trading partner ID for your company is stored in the EDI Outgoing ID control maintenance record. This ID 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 override send IDs:

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

Note: If prompted, log on to the character-based system.

2. Use the **Edit Tables** hot key and 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 each branch defined for your company.

3. 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.
4. Repeat step 3 for each branch that requires override IDs.
5. 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 required by the EDI trading partner vendor.

Important: 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.
Note: If prompted, log on to the character-based system.

2. Use the **Edit Tables** hot key and 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.

3. 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.

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

4. 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.

This 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 used by this trading partner. The system displays the ISA version number next to the **VerRel** hot key. Use this hot key, if needed, to change the version number.

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

Defining EDI Unknown UOM Processing

Incoming 850 purchase orders may contain units of measure that the system does not recognize. 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 UOM cross-reference table.

Convert the unit of measure for each line on purchase order documents the system sends to a vendor to the unit of measure the vendor requires. Likewise, the system converts the customer's unit of measure in a sales order to the corresponding system unit of measure.

Important: EDI Support must customize the mapper to use the information you define for unknown units of measure.

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:

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

Note: If prompted, log on to the character-based system.

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

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

4. Press **Esc** to save the information and return to the EDI Trading Partner Profile Maintenance screen.

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.
Note: If prompted, log on to the character-based system.
2. Use the **Edit Tables** hot key and select **Authorized 867 Branches** to display the Assign EDI 867 To Authorized Branch screen.
3. For each branch that is not authorized to send an 867, enter another branch that can send an 867 for that branch.
4. 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.

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

To enter trading partner user-defined information:

1. Display the record for a trading partner on the EDI Trading Partner Profile Maintenance screen.
Note: If prompted, log on to the character-based system.
2. Use the **Edit Tables** hot key and 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.
3. In the **Code** column, enter codes to be used by a customized mapper.
You can enter up to 10 user-defined codes.
4. In the **Description** column, enter a description for each code. The description is optional.
5. Repeat steps 3 and 4 to enter additional codes.
You can enter up to 10 user-defined codes.
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. For each document, the group profile identifies:

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

Use the EDI Group Profile Maintenance screen to define the types of incoming and outgoing documents exchanged with EDI trading partner groups and the customers and vendors assigned to those groups.

Use the hot keys on the Group Profile Maintenance screen to 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 customer or vendor records in your system associated with the group ID and 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.

Note: If prompted, log on to the character-based system.

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.

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 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.

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
BT	Asterisk (*) identifies a bill-to customer.
ST	Asterisk (*) identifies a ship-to customer.
Customer Acct#	Customer account number.

Note: To assign multiple customer accounts to the group ID, use the **Multiple Bill-To Accounts** hot key.

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 on this line as follows:

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

Note: To assign multiple vendor accounts to the group ID, use the **Multiple Ship-From Accounts** hot key.

7. For each group profile, enter additional information, as needed, in the following group profile information tables:
 - Receive Code - Codes used by all inbound 850 mappers, which direct documents coming into this group to the proper bill-to and ship-to accounts.
 - Send Code - Codes used by a customized mapper, which identify outgoing documents from this group with specific pay-to or ship-from account.
 - User Defined - Additional information used by custom mappers 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.
Note: If prompted, log on to the character-based system.
2. In the **Group ID** column, do the following:
 - Select the group profile you want to delete.
 - Tab to the customer or vendor name and clear the field.The system clears the corresponding account number column.
Note: Use the **Multiple Accounts** hot key to delete multiple accounts.
3. Use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
4. 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.
5. Use the **Delete Profile** hot key to delete the profile.
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.
6. At the prompt, type **Y** and press **Enter**.
The system displays the following message: This group has been deleted. Press Enter.
7. Press **Enter** to return to the EDI Trading Partner Profile Maintenance screen.

Defining Documents Exchanged with EDI Groups

Use the EDI Group Profile Maintenance screen to define the types of incoming and outgoing documents exchanged with EDI trading partner groups.

For each document you exchange with a trading partner group, you need to 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 those clients who do not subscribe to EDI Platinum support. For those clients who subscribe to EDI Platinum support, most customized mappers are provided at no fee.

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

Note: If you use Corcentric™ third party A/P processing, captures the vendor and invoice number necessary to contact the Corecentric website. Use the **Corcentric** option from the **Inquiries** menu in A/P Entry to view the information captures.

To define the documents exchanged with an EDI group:

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

Note: If prompted, log on to the character-based system.

2. Select a 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
Group#	Qualifier, interchange ID, and group ID, which identify this group to your network provider.
Name	Name of the trading partner group. The system populates this field with the name of the trading partner. Update the name, if necessary.
Active Information Tables	Indication whether any receive codes, send codes, or user-defined data have been entered for this group. Use the Edit Tables 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.

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- 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 the trading partner will agree upon the version number of the document before establishing the 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:

- 810 identifies the document as an invoice.
- 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

- 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**.

- 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.

Documents	Option	Action
Incoming	Y	Sends a 997 to the trading partner to acknowledge that the incoming document has been received. We recommend using this option.
	N	Does not send a 997.
Outgoing	Y	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.
	N	Waits to 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 using this option.

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

Note: To delete a document type, position the cursor on the type 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.

11. If necessary, use the **Delete Profile** hot key to delete all EDI document information for the displayed group. The system prompts you to confirm the deletion.
12. 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.

Note: If you are defining additional document information for inbound 845s, you can access the document information in Solar Eclipse from the 845 Contract Upload Queue.

To enter additional EDI document information:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.
Note: If prompted, log on to the character-based system.
2. Select a group ID and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
3. Select a document number and use the **Add'l Doc Info** hot key to display the EDI Add'l Doc Info screen.

The document number you select determines the fields displayed in the EDI Add'l Doc Info screen.

4. Complete the fields on the EDI Add'l Doc Info screen, as needed.

Note: The fields available for each document are different depending on your document number selection. For example, the system displays different fields if you select an 855 than if you select an 845. See the *Field Options on the EDI Add'l Doc Info Screen* below for more information.

5. Press **Esc** to save the information and return to the EDI Group Profile Maintenance screen.

Field Options on the EDI Add'l Doc Info Screen

The following table describes all the possible fields on the EDI Add'l Doc Info screen:

Inbound Documents

- Inbound 810 Fields

Field	Applies To	Description
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Enable Auto-Approve on Invoicing	Inbound 810	Enter Y 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/short range. The default is N .

Entering Additional EDI Document Information

Field	Applies To	Description
Create 855/856 Documents From 810	Inbound 810	<p>Enter Y to have the system generate an 855 P/O Acknowledgment or an 856 Advanced Ship Notice against the P/O. If you enter Y, then press F10 to select the documents. The default is N.</p> <p>This function applies to vendors that are unable to send either the 855 or 856 documents.</p>
Create Payables for Non-Eclipse PO#s	Inbound 810	<p>Enter Y 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 number. The system checks the vendor's home branch and first authorized branch based on the User Accessible Branches window, if there is no valid G/L branch.</p> <p>When selecting Yes for this field, you can also select which type of document to check: 855, 856, or Both. The default is N.</p> <p>Note: Setting this option to Y can be useful when converting a legacy system to Eclipse.</p> <p>Note: Invoices for either option remain in the EDI 810 Review Queue for processing marked as "No Match."</p>
Reconcile Invoice Freight Charges	Inbound 810	<p>If you enter Y and the invoice amount differs from the purchase order amount by the freight amount, the system marks that invoice as a perfect match in the 810 Review Queue. The default is N.</p>
Process Invoices for Directs	Inbound 810	<p>Enter Y 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 N.</p> <p>If the Direct Invoice option in the Order Status Print Status Defaults control maintenance record is blank or set to any status other than No Print, set the Enable Auto Approve on Invoicing field in this screen to Y. 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 P when the invoice is approved.</p> <p>If the Direct Invoice option in the Order Status Print Status Defaults control maintenance record is set to No Print, then the print status for the order will not change when the invoice is approved, regardless of how the ship via for the order or the Print Status On Direct When Payable Approved control record are set.</p> <p>Note: The system allows for zero dollar (\$0.00)direct orders to process.</p>

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Field	Applies To	Description
Enable Terms Checking	Inbound 810	Enter Y 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 T . The default is N .
Freight Already Posted on Eclipse PO	Inbound 810	Enter Y to indicate that freight is already posted on the Eclipse purchase orders. The customer posts the freight to the purchase order during the receiving process. Direct orders do not have freight included on the purchase order. Vendors may bill for freight and have this put in the freight bucket in AP Entry. The default is N .
Alternate Interchange ID	Inbound 850	Identify a test ID (or alternate production ID) for your trading partner. It follows the same format as the group number. Use this field instead of setting up a separate profile for the purpose of testing with your partner. Note: 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 choose the main profile and get to the Alternate Interchange ID through the main profile, not by selecting the alternate interchange at this point.
Check All Unpaid Gens	Inbound 810	If you leave this field blank or enter N , the system checks for matches only at the generation level. The default is N . Enter Y 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 that purchase order.
		If you enter Yes in this field and the EDI PO Variances For EDI 810 Invoices control maintenance record is also set to Yes , then orders with multiple generations with a variance are auto-matched to an 810 vendor invoice.
		If you enter Yes in this field and the Reconcile EDI 810 Open Generations With Partial Matches control maintenance record is set to Yes , then the system automatically reconciles any open generations with partial matches on the defined criteria when received through the EDI 810 invoice.
Use PO Terms	Inbound 810	Enter Y 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 Y , the system ignores the setting in the Enable Terms Checking field and uses the terms from the purchase order regardless of what is sent in the 810. When set to Yes , the system does not consider the Discount Amount field as being overridden on the payable being created. Enter N to use the terms sent in the 810. If the Enable Terms Checking field is set to Y , 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 T . 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 N .

Entering Additional EDI Document Information

Field	Applies To	Description
Allow Match Invoice in Closed Period	Inbound 810	<p>Enter Y to allow the system to automatically match an 810 vendor invoice and a prior period receipt, regardless of other matched criteria, and the system creates a payable for the invoice.</p> <p>If you enter Y, the system displays the Allow Days After Close prompt. Enter the number of days after the closing date that invoices can still be matched. For example, you enter 30. The system uses this setting if the period close date was in the past 30 days. If this prompt is left blank, then this setting works regardless of when the period was closed.</p> <p>The Create PO Variance for EDI 810 Invoices control maintenance record must also be set to Yes for the payable to apply to the prior period receipt automatically. The system then creates a P/O variance record.</p>
Allow Match Lot Item Invoice	Inbound 810	You must have the Allow Auto-Matching For Lot Order With EDI control maintenance record set to Yes for this field to display.
Use Branch Lookup Table	Inbound 810	<p>Enter Y to use the Branch Lookup Table to match store numbers with Eclipse Branch IDs.</p> <p>For more information about this table, see Linking Store Numbers and Eclipse IDs for EDI.</p>
Use Match Job Management Invoice	Inbound 810	This option works with the Payable Variance Resolution Queue (PVRQ) logic. If you have the the PVRQ enabled and this option is set to Yes , then purchase order created through the Job Management order is reconciled with a payable.
Enable Auto Freight Debit Memo	Inbound 810	<p>Enter Y to allow the system to create debit memos automatically for this trading partner.</p> <p>For more information, see Automatic 810 Matching for Lot Orders in this documentation or Using Debit Memos in the Accounts Payable documentation.</p>

• Inbound 830 Fields

Field	Applies To	Description
Initial Order Status	Inbound 830 Inbound 840 Inbound 850 P/O Inbound 855 VMI	<p>Enter the default order status. We recommend setting this field as follows:</p> <ul style="list-style-type: none"> • B (Bid) For 830s, 840s, and 850s. • O (Open) For 855 VMIs.

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Field	Applies To	Description
Round Up To Minimum Sales Quantity	Inbound 830 Inbound 846 Inbound 850 Inbound 862	Indicate whether the system should round up the order quantity for a product when a minimum package quantity is defined but the customer didn't order that quantity. <ul style="list-style-type: none"> • Y - Rounds up. • N - Does not round up. • Q - Sends the order to the Remote Order Entry Review Queue for review. If you leave this field blank, the system uses the setting in the Round Up to Minimum Sales Quantity field on the EDI Group Profile Global Info Table.
Use Partner's Pricing on Orders	Inbound 830 Inbound 850	P/O Enter Y to use the pricing provided by the trading partner in the 850 inbound documents. The default is N .
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.

• Inbound 840 Fields

Field	Applies To	Description
Initial Order Status	Inbound 830 Inbound 840 Inbound 850 P/O Inbound 855 VMI	Enter the default order status. We recommend setting this field as follows: <ul style="list-style-type: none"> • B (Bid) For 830s, 840s, and 850s. • O (Open) For 855 VMIs.
Default Writer	Inbound 840 Inbound 850 Inbound 855 VMI	Select the user for the system to display in the Written by field in the header of the sales order or quote created by the transaction.
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.

• Inbound 845 Fields

Note: Use the Product **Matching** hot key to define how you want the EDI 845 to determine matching priorities on the product data. This is new in Release 9.0.5.

Entering Additional EDI Document Information

Field	Applies To	Description
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Alternate Interchange ID	Inbound 845	<p>Identify a test ID (or alternate production ID) for your trading partner. It follows the same format as the group number. Use this field instead of setting up a separate profile for the purpose of testing with your partner.</p> <p>Note: 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 choose the main profile and get to the Alternate Interchange ID through the main profile, not by selecting the alternate interchange at this point.</p>
Cost/Price Matrix	Inbound 845	<p>Select from the following options for how you want to handle matrix creations based on the incoming document from your trading partner:</p> <ul style="list-style-type: none"> • C - Cost Only Matrix - This option creates a cost-only matrix with matrix type 'O.' • P - Price Only Matrix - This option creates a price-only matrix which restricts cost values from EDI. • B - Cost and Price Matrix - This option creates a matrix with both options.
Default Selling Formula	Inbound 845	<p>Enter the pricing formula, if the vendor always uses the same formula for determining your selling price for 845 pricing contracts. The system populates the Formula column in the Sell Price view on the 845 Contract Detail with this formula.</p> <p>You can override the formula for individual customers in the Formula field on the Contract Upload Settings screen in Customer Maintenance or for individual 845s in the Formula column of the Sell Price view of the 845 Contract Detail.</p>
Update COMM-COST on Sell Matrix	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 Yes, 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>

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Field	Applies To	Description
Invert Multiplier	Inbound 845	Specify whether the vendor sends straight multipliers or an inverse multiplier in their inbound 845 documents. The multiplier is a number 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"> • Actual multiplier - 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 No to indicate in the formula that you want to use 55% <i>of</i> the amount. • Inverse multiplier - 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 Yes to indicate in the formula that you want to use 55% <i>off</i> the amount.
Auto Create 845 Renewal SPA	Inbound 845	Enter Y to let the system create renewals automatically for special pricing agreements (SPA). The system conducts the same checks as if you were processing it manually through the 845 Contract Upload Queue.
Default Global SPA COGS Basis	Inbound 845	Enter the cost-of-good-sold (COGS) basis you want the system to use when automatically processing SPA agreements.
Default Global SPA Direct COGS Basis	Inbound 845	Enter the direct cost-of-good-sold (COGS) basis you want the system to use when automatically processing SPA agreements.
Sell Groups	Inbound 845	Use the Sell Groups hot key to display the Sell Group Translation screen, where you list the vendor's product groups and map them to Eclipse sell groups. <ul style="list-style-type: none"> • In the Vendor Group column, enter the vendor's product groups. • In the Sell Group column, for each vendor group, select or enter the corresponding Eclipse sell group. • Use the Group Matrix hot key, as needed, to display the Buy/Sell Group Maintenance screen, where you can create new Eclipse sell groups.
Enable Product Matching Priority New in Release 9.0.5	Inbound 845	Indicate if you want to match your products when receiving EDI 845 documents by other parameters than by UPC or EAN codes. You can decide which options on which to match and in what order giving you more control over your product matching priorities. Set this option to Yes to activate the Product Matching hot key. For more information about this option, see Defining Product Matching Priorities for EDI. By leaving this set to No , the system works as designed prior to Release 9.0.5 using the UPC and EAN codes on 845 documents. Note: Matching options are automatically available for the following EDI documents: 810, 855, 856, and 845.

Field	Applies To	Description
Ignore Purpose Code for Auto Creation	Inbound 845	In conjunction with the Auto Create 845 Renewal SPA option above, you can set this option to Yes to <i>only</i> bypass the EDI 845 Contract Review Queue and automatically update the sell matrix records. This requires the second field value in the Beginning Segment for Price Authorization Acknowledgement/Status (BPA) be set to 04 . The default is No .
		If this option is set to Yes , the system addresses the following: <ul style="list-style-type: none"> • If Sell Matrix records already exist for the specified contract and product, then the system automatically sets the existing records to expire the <i>day before the new contract records are set to take effect</i>, and creates new Sell Matrix records for the updated contract information. • If Sell Matrix records do not already exist for the specified contract and product, then the system automatically creates new Sell Matrix records for the contract information. • If the system is unable to match a part number (UPC or vendor catalog) in the 845 data, then the 845 contract information for only the product(s) that the system was unable to match goes to the EDI 845 Contract Review Queue.

• Inbound 846 Fields

Field	Applies To	Description
Round Up To Minimum Sales Quantity	Inbound 830 Inbound 846 Inbound 850 Inbound 862	Indicate whether the system should round up the order quantity for a product when a minimum package quantity is defined but the customer didn't order that quantity. <ul style="list-style-type: none"> • Y - Rounds up. • N - Does not round up. • Q - Sends the order to the Remote Order Entry Review Queue for review. If you leave this field blank, the system uses the setting in the Round Up to Minimum Sales Quantity field on the EDI Group Profile Global Info Table.
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.

• Inbound 849 Fields

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Field	Applies To	Description
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.
Alternate Interchange ID	Inbound 849	Identify a test ID (or alternate production ID) for your trading partner. It follows the same format as the group number. Use this field instead of setting up a separate profile for the purpose of testing with your partner. Note: 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 choose the main profile and get to the Alternate Interchange ID through the main profile, not by selecting the alternate interchange at this point.
Disable Payable Creation	Inbound 849	Select at the Trading Partner level to disable the system from creating payables during 849 transaction processing. By disabling the payable creation, all payables are sent to the P/O Variance Queue for review. You can use the EDI Trading Partner Mass 810 Options Settings to load this setting, if needed.

• Inbound 850 Fields

Field	Applies To	Description
Initial Order Status	Inbound 830 Inbound 840 Inbound 850 P/O Inbound 855 VMI	Enter the default order status. We recommend setting this field as follows: <ul style="list-style-type: none"> • B (Bid) For 830s, 840s, and 850s. • O (Open) For 855 VMIs.
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Use Partner's Pricing on Orders	Inbound 830 Inbound 850	P/O Enter Y to use the pricing provided by the trading partner in the 850 inbound documents. The default is N . Note: When set to Yes , partner prices display on all generations of the created order regardless how the transaction is processed: manually or through the phantom processor.

Entering Additional EDI Document Information

Field	Applies To	Description
Alternate Interchange ID	Inbound 850	<p>Identify a test ID (or alternate production ID) for your trading partner. It follows the same format as the group number. Use this field instead of setting up a separate profile for the purpose of testing with your partner.</p> <p>Note: 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 choose the main profile and get to the Alternate Interchange ID through the main profile, not by selecting the alternate interchange at this point.</p>
EDI Order Entry Discount%	Inbound 850	<p>Enter the percentage discount the system gives to customers who send in 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 EDI Discount Given autoposting item.</p>
Round Up To Minimum Sales Quantity	Inbound 850	<p>Indicate whether the system should round up the order quantity for a product when a minimum package quantity is defined but the customer didn't order that quantity.</p> <ul style="list-style-type: none"> • Y - Rounds up. • N - Does not round up. • Q - Sends the order to the Remote Order Entry Review Queue to be reviewed. <p>If you leave this field blank, the system uses the setting in the Round Up to Minimum Sales Quantity field on the EDI Group Profile Global Info Table.</p>
Remove 'Price Per' Comment Line from Order	Inbound 850	<p>If you enter Y, the price per line item comment that includes pricing information is not included in the printed order.</p> <p>For example, you direct ship to a customer's customer. The shipping ticket that you pack with the order includes the printable line item comments from the order. Using this setting, you can remove the line item comment that contains pricing information so the direct ship customer does not see the prices that your customer is pays for the items on the order.</p>

- Inbound 855 Fields

Solar Eclipse Electronic Data Interchange (EDI)

Field	Applies To	Description
855 Function Type	Inbound 855	<p>Identify the function the 855 serves:</p> <ul style="list-style-type: none"> • VMI - Enables the vendor to create purchase orders on your system. Used with the outbound 852 Product Activity Data document. • P/O Ack - Creates open generations by ship date as defined in the 855 documents from your vendor. <p>Note: If the trading partner sends both 855 types, select P/O Ack 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 P/O Acknowledgment.</p>
Dflt Lead Time if NO Shp Dt Provided	Inbound 855	<p>Enter the number of days it takes the vendor to send material 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 a blank field.</p> <p>This field applies to vendors that do not send a ship date in the 855 documents.</p>
Override Perfect Match Auto-Clearing	Inbound 855	<p>Enter Y 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 N, the system automatically clears any purchase orders with a match level of P from the Active view in the queue and moves them to the Cleared view.</p>
Process Multiple Stock PO Ack 855s	Inbound 855	<p>Enter Y to enable the system to process multiple 855s per order. The default is N.</p>
Received Document Notification	Inbound 855	<p>Select who to notify when the system receives an EDI 855. If you leave this field blank, the system does not message a user when it receives an 855.</p> <ul style="list-style-type: none"> • GRP/USER - The system sends a message to the user you enter in the Grp/User field that displays after you select this option. • WRITTEN BY - The system sends a message to the user specified in the Written by field in the header of the order.
Received Document Reviewer	Inbound 855	<p>Select who to assign 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"> • GRP/USER - The system assigns the user you enter in the Grp/User field that displays after you select this option. • WRITTEN BY - The system assigns the user specified in the Written by field in the header of the order.

Field	Applies To	Description
Update Req'd Date with the Ship Date	Inbound 855	Enter Y or N to override the system default defined in the Update The Required Date With Ship Date Received On An EDI 855 control maintenance record. <ul style="list-style-type: none"> • Y - The system updates the required date on EDI purchase orders with the ship date received on EDI 855 P/O Acknowledgements. • N - The system does not update the required date.
Use Partner's Pricing on VMI Orders	Inbound 855 VMI	Enter Y to use the pricing provided by the trading partner in the 855 inbound documents when creating VMI orders. The default is N , in which case the system creates the order using matrix or price sheet pricing.
Initial Order Status	Inbound 830 Inbound 840 Inbound 850 P/O Inbound 855 VMI	Enter the default order status. We recommend setting this field as follows: <ul style="list-style-type: none"> • B (Bid) For 830s, 840s, and 850s. • O (Open) For 855 VMIs.
Use Receive Code Table on VMI Orders	Inbound 855 VMI	Set to Y (Yes) to have Eclipse use the code table for VMI orders. The default is No . When an Inbound 855 VMI order is received from a vendor, the system automatically attempts to create an Eclipse purchase order from the data. By default, the Ship-From is the first vendor account number attached to the EDI Trading Partner Profile. To specify which vendor to user for the purchase orders, set this option to Yes and complete the EDI Group Profile Receive Code Info Table accordingly.
Send Duplicate VMI 855 to the EDI 855 Review Queue	Inbound 855 VMI	Set to Y (Yes) to send duplicate VMI 855 documents to the EDI 855 Review Queue, instead of the EDI Error Queue. The documents have a message indicating that the purchase order already exists in the system. From the EDI 855 Review Queue, users can select the Vendor Item Detail screen for the purchase order and a message displays indicating the 855 was from a duplicate VMI order: VMI 855 FROM VENDOR. PO NUMBER ALREADY EXISTS. REVIEW FOR CHANGES. The default is No .
Use Next Available PO# for VMI Orders	Inbound 855 VMI	New in Release 9.0.1 Set to Y (Yes) to uses the next available purchase order number generated by Eclipse when creating purchase orders for VMI transactions. The VMI transaction program then uses the next available purchase order number and populates the Order ID field on the purchase order Header tab with the vendor's Order ID sent in the 855 document.

- Inbound 856 Fields

Solar Eclipse Electronic Data Interchange (EDI)

Field	Applies To	Description
Auto-Clear Review Queue Entry	Inbound 856	Set the following options, as needed, to tell the system when to clear the EDI Review Queue of these transactions: <ul style="list-style-type: none"> • Clear on Perfect Match - System clears transactions when all items and quantities match. • Clear when No Open Gens - System clears transactions with no open generations. These include 856 records with no generations with un-received line items on the purchase order or record with an invalid purchase order number. • Clear Directs - System clears transactions marked as direct purchase orders.
Enable Processing for Directs	Inbound 856	Indicate if you want to process direct orders using the 856 inbound document process. You can use this option even if the Enable 856 Processing For Directs control maintenance record is not set to Yes .
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.
Alternate Interchange ID	Inbound 856	Identify a test ID (or alternate production ID) for your trading partner. It follows the same format as the group number. Use this field instead of setting up a separate profile for the purpose of testing with your partner. Note: 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 choose the main profile and get to the Alternate Interchange ID through the main profile, not by selecting the alternate interchange at this point.

• Inbound 860 Fields

Field	Applies To	Description
Initial Tracker Status	Inbound 860	Enter the default status the system assigns to the trackers it creates for incoming 860s.

Entering Additional EDI Document Information

Field	Applies To	Description
Received Document Review Hierarchy	Inbound 860	Options let users specify who is responsible for processing the 860 document. You can select Writer , Inside Sales , and Outside Sales in any combination. Eclipse then parses out the Customer purchase order and finds a single sales order with the received customer P/O #. Eclipse uses the hierarchy set in this field to send to users. If no user is set to receive the document, Eclipse sends to the standard User/Msg Group defined in the EDI 860 Add'l Doc Info screen.

• Inbound 862 Fields

Field	Applies To	Description
Round Up To Minimum Sales Quantity	Inbound 830 Inbound 846 Inbound 850 Inbound 862	Indicate whether the system should round up the order quantity for a product when a minimum package quantity is defined but the customer didn't order that quantity. <ul style="list-style-type: none"> • Y - Rounds up. • N - Does not round up. • Q - Sends the order to the Remote Order Entry Review Queue for review. If you leave this field blank, the system uses the setting in the Round Up to Minimum Sales Quantity field on the EDI Group Profile Global Info Table.
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.

• Multiple Inbound Transaction Fields

Field	Applies To	Description
Initial Order Status	Inbound 830 Inbound 840 Inbound 850 P/O Inbound 855 VMI	Enter the default order status. We recommend setting this field as follows: <ul style="list-style-type: none"> • B (Bid) For 830s, 840s, and 850s. • O (Open) For 855 VMIs.

Solar Eclipse Electronic Data Interchange (EDI)

Field	Applies To	Description
Round Up To Minimum Sales Quantity	Inbound 830 Inbound 846 Inbound 850 Inbound 862	Indicate whether the system should round up the order quantity for a product when a minimum package quantity is defined but the customer didn't order that quantity. <ul style="list-style-type: none"> • Y - Rounds up. • N - Does not round up. • Q - Sends the order to the Remote Order Entry Review Queue for review. If you leave this field blank, the system uses the setting in the Round Up to Minimum Sales Quantity field on the EDI Group Profile Global Info Table.
Use Partner's Pricing on Orders	Inbound 830 Inbound 850	P/O Enter Y to use the pricing provided by the trading partner in the 850 inbound documents. The default is N .
Default Writer	Inbound 840 Inbound 850 Inbound 855 VMI	Select the user for the system to display in the Written by field in the header of the sales order or quote created by the transaction.
Grp/User to be Notified of Document	Inbound docs (except 855)	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to Review Received Document	Inbound docs (except 855)	Enter the ID of the user or message group handling the account. To assign maintenance users by branch for an 845, use the Multi Users hot key to display the Maintenance Users screen. Each user or message group entered can only access contracts for vendors with a home branch in their branch list.

Outbound Documents

- Outbound 810

Field	Applies To	Description
Grp/User to be Notified of 997	852 and 855 Outbound 850 and 810	Enter the User ID or Group ID who should be notified when an 997 transmission is received.
Default Outgoing Transmission Status	852 and 855 Outbound 850 and 810	Enter the default status to use for outgoing transmissions, such as SEND or HOLD.
Alternate Interchange ID	852 and 855 Outbound 850 and 810	Enter the interchange ID to use if the ID is different than the Primary ID listed in the current profile. The same format must be used: XX~ISAID~GSID

Field	Applies To	Description
Transmission Method Override	Outbound 810 Outbound 852	Enter an alternate transmission method to override the default transmission method set for the trading partner in EDI Trading Partner Profile Maintenance. 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.
Send Credit/Zero Bal Invoices	Outbound 810	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 Y . <ul style="list-style-type: none"> • C - Send Credits • Z - Send Zero Balance Invoices • Y - Send Both • N - Send Neither <p>Note: If you select an option that prints zero balance invoices, the Print Paid-In-Full control maintenance record must be set to Y. These invoices are not necessarily paid in full. The invoice might be for replacement items or there is no charge for some other reason, but the customer still needs to receive the invoice.</p>
Send Pricing Data in Qty UOM (Y/N)	Outbound 810 Outbound 850	Enter Y to convert the pricing information to the same unit of measure as the quantity information. The default is N . 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.

- Outbound 850

Field	Applies To	Description
Grp/User to be Notified of 997	852 and 855 Outbound 850 and 810	Enter the User ID or Group ID who should be notified when an 997 transmission is received.
Default Outgoing Transmission Status	852 and 855 Outbound 850 and 810	Enter the default status to use for outgoing transmissions, such as SEND or HOLD.
Alternate Interchange ID	852 and 855 Outbound 850 and 810	Enter the interchange ID to use if the ID is different than the Primary ID listed in the current profile. The same format must be used: XX~ISAIID~GSID
Send Pricing Data in Qty UOM (Y/N)	Outbound 810 Outbound 850	Enter Y to convert the pricing information to the same unit of measure as the quantity information. The default is N . 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.

Solar Eclipse Electronic Data Interchange (EDI)

Field	Applies To	Description
Disable Sending BP/Eclipse Part #	Outbound 850	Enter Y to prevent the generic outbound 850 mapper from sending the BP qualifier followed by the internal Eclipse part number. The default is N .
Use Purchase Order Date	Outbound 850	Enter Y to use the purchase order's ship date when you create the outbound 850 by changing the purchase order's print status to E for EDI. Leave this field blank or enter N to use the date that the purchase order was entered instead of the order's ship date when you create the outbound 850 by changing the purchase order's print status to E for EDI. The default is N .
Include Price Branch ID in N1 BT	Outbound 850	Enter Y to include the four-digit pricing branch ID at the end of the EDI ID in the N1 BT 04 segment of the outbound 850 document.
Include Price Branch ID in N1 BY	Outbound 850	Enter Y to include the four-digit pricing branch ID at the end of the EDI ID in the N1 BY 04 segment of the outbound 850 document.
Include Ship Branch ID in N1 ST for Directs	Outbound 850	Enter Y to send the DUNS+4 for outbound 850s for direct ship orders.
Enable Consolidated Drop Point PO	Outbound 850	Enter Y to allow users to consolidate purchase orders by drop point.
Include Customer Shipping Instructions on Directs	Outbound 850	Indicate whether to include customer shipping instructions for direct sales orders.
Include Country of Origin on PO1 Seg	Outbound 850	Indicate whether to include the Country of Origin on the line item detail for purchase orders.
2 or 3 Character Abbreviation	Outbound 850	If you enter Yes in the Include Country of Origin on PO1 Seg field, then use this field to indicate if you need two or three characters for the country abbreviation. For example, the United Kingdom requires two (UK), but the United States requires three (USA).

- Outbound 852

Field	Applies To	Description
852 Processing Control File	Outbound 852	Press F10 and select the trading partner-specific control record that determines how the system accumulates 852 data.

Entering Additional EDI Document Information

Field	Applies To	Description
Grp/User to be Notified of 997	852 and 855 Outbound 850	Enter the User ID or Group ID who should be notified when an 997 transmission is received.
Default Outgoing Transmission Status	852 and 855 Outbound 850	Enter the default status to use for outgoing transmissions, such as SEND or HOLD.
Alternate Interchange ID	852 and 855 Outbound 850	Enter the interchange ID to use if the ID is different than the Primary ID listed in the current profile. The same format must be used: XX~ISAID~GSID
Transmission Method Override	Outbound 810 Outbound 852	Enter an alternate transmission method to override the default transmission method set for the trading partner in EDI Trading Partner Profile Maintenance. 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.
Include 'Catalog' Items	Outbound 852	Enter Y to accumulate catalog index items and primary index items for the 852 report. The default is N .
Include 'Tags'	Outbound 852	Enter Y to include transfer quantities for tags sales order items. The default is DFLT . Leave this field set to DFLT to use the settings set in the selected file displayed in the 852 Processing Control File field.

- Outbound 855

Field	Applies To	Description
Grp/User to be Notified of 997	855	Enter the User ID or Group ID who should be notified when an 997 transmission is received.
Default Outgoing Transmission Status	855	Enter the default status to use for outgoing transmissions, such as SEND or HOLD.
Alternate Interchange ID	855	Enter the interchange ID to use if the ID is different than the Primary ID listed in the current profile. The same format must be used: XX~ISAID~GSID
Automatically Send 855 Only One Time	855	Set to Yes to send the 855 document only once.

Solar Eclipse Electronic Data Interchange (EDI)

Field	Applies To	Description
Disallow Job Management Outbound 855	855	Set to Yes to ignore the <i>New Sales Order</i> and <i>EDI Sales Document</i> activity triggers for Job Management orders and disable the E-EDI print status. The default is No .

- Outbound 856

Field	Applies To	Description
Grp/User to be Notified of 997	856 Advance Ship Notice	Enter the User ID or Group ID who should be notified when an 997 transmission is received.
Default Outgoing Transmission Status	856 Advance Ship Notice	Enter the default status to use for outgoing transmissions, such as SEND or HOLD.
Alternate Interchange ID	856 Advance Ship Notice	Enter the interchange ID to use if the ID is different than the Primary ID listed in the current profile. The same format must be used: XX~ISAID~GSID
Send Carton Packing Detail	856 Advance Ship Notice	If you generate an EDI 856 Advance Ship Notice from Sales Order Entry on an order in an invoiced status, the system sends carton packing data if found. If no carton packing data is found, the system treats the 856 as if this control maintenance record is set to No. The setting here overrides the Send Carton Packing Detail in EDI 856 control maintenance record. Note: Carton Packing is an Eclipse companion product. Contact your inside salesperson for more information.
Suppress 856 for Credit Invoice	856 Advance Ship Notice	Indicate if you want to send an 856 advance notice for credit invoices. New in Release 8.7.9.
Include Header Level Tracking Number	856 Advance Ship Notice	Set to Yes to include tracking numbers using the following hierarchy: 1. The system first uses tracking numbers posted to the change log in the sales order generation from the Shipping Manifest companion product. If found, the system uses these tracking numbers on the 856

Field	Applies To	Description
REF Qualifier to Use	856 Advance Ship Notice	<p>outbound transaction.</p> <p>2. If no tracking numbers are found in the change log, the system looks for tracking numbers added manually to the Internal Notes field on the sales order. These must be added with asterisks followed by the REF Qualifier, for example *CN1Z1234560300000010.</p> <p>If both are blank, the REF segment for the tracking numbers will not be reported, per EDI standards.</p> <p>Note: Any tracking numbers are sent to the Header for the Outbound 856.</p> <p>These two fields are mutually dependent. You must have both populated.</p>

- Multiple Outbound Transaction Fields

Field	Applies To	Description
Send Pricing Data in Qty UOM (Y/N)	Outbound 810 Outbound 850	<p>Enter Y to convert the pricing information to the same unit of measure as the quantity information. The default is N.</p> <p>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>
Transmission Method Override	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>
Default Outgoing Transmission Status	Outbound docs	<p>Enter one of the following options to define the initial status of the document in the EDI Outgoing Status Queue.</p> <ul style="list-style-type: none"> • Send - 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. • Hold - The document goes to the EDI Outgoing Status Queue with a status of Hold. The document stays in the queue until you change the status to Send or delete the document. <p>To change the status of a document, do so from the EDI Outgoing Status Queue, not from the group profile.</p>
Grp/User To Be Notified of 997	Outbound docs	Enter the user or message group handling the account.

- All documents

Solar Eclipse Electronic Data Interchange (EDI)

Field	Applies To	Description
Alternate Interchange ID	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 with your partner.</p> <p>Note: 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 get to the Alternate Interchange ID through the main profile, not by selecting the alternate interchange at this point.</p>

Field	Applies To	Description
Display 2 Decimals in Rebate Detail	Outbound 844 Inbound 849	<p>Enter Y 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 Y in this field to display the rebate cost, cost, and rebate amounts to two decimal places.</p> <p>Enter N to round to three decimal places.</p> <p>Note: The system uses standard rounding logic. If the third decimal place is 5 for 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>

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. 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 these 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 dash.

- 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.

Use the EDI Group Profile Receive Code Info Table screen to enter group profile receive codes.

To enter a group profile receive code:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.
Note: If prompted, log on to the character-based system.
2. Select the 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 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 originated. If a trading partner requests that a unique code be sent for a specific location, enter that code on this screen.

Important: 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.
Note: If prompted, log on to the character-based system.
2. 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 **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 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: Use a different screen to enter trading partner user-defined information.

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

To enter group profile user-defined information:

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

Note: If prompted, log on to the character-based system.

2. 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 **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 Maintenance screen.

4. In the **Code** field, enter information to use with a customized mapper. 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 this check is activated. The flag names are located below the hot keys on the screen.

Also use this table to indicate how this 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.
Note: If prompted, log on to the character-based system.
2. Select a Group ID 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. Complete the following fields, as needed:

Field	Description
Ignore GS Ctrl # Mismatch Warnings	<p>Indicate whether the system should ignore mismatch warnings when an inbound document arrives with an out-of-sequence functional group control number.</p> <ul style="list-style-type: none"> • Y - The system does not send a message to the EDI Administrator. When a Y is entered 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.

Field	Description
<p>Check for Duplicate PO #s</p>	<p>Indicate whether the system should check incoming orders for duplicate purchase order numbers.</p> <ul style="list-style-type: none"> • Y - After you enter a Y in this field, the system prompts you to specify the number of previous days to check for duplicate numbers. The system displays the number you enter here next to the Dup PO Days field below the hot keys. 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 specified. If a duplicate is found, the system sends the document to the EDI Error Queue. <p>Note: The 850 can be re-queued by removing the Duplicate P/O Check, re-queuing the document, and resetting the Duplicate P/O Check.</p> <ul style="list-style-type: none"> • 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.
<p>Round Up To Minimum Sales Quantity</p>	<p>Indicate whether the system should round up the order quantity 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.</p> <ul style="list-style-type: none"> • Y - The system rounds up the order quantity. • N - The system does not round up the order quantity. This is the default. • Q - The system sends the order to the Remote Order Entry Review Queue for review.
<p>Book Letter of Credit Vendor</p>	<p>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.</p> <ul style="list-style-type: none"> • Y - This vendor must use the rebate report book letters of credit option and send their 844 from the rebate purchase order. • N - This vendor is not required to use the rebate report book letters of credit option and can send their 844 from the rebate report.
<p>Match on Eclipse Internal PN First</p>	<p>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.</p> <ul style="list-style-type: none"> • Y - First. • N - Last.
<p>Use Branch Customer D&B in N104</p>	<p>Set the field to Y for outbound mappers to check the branch customer record to see if the D&B number is populated.</p> <p>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.</p>
<p>Search Product Index for Parts</p>	<p>Indicate if you want to skip searching product descriptions for EDI documents for this trading partner. Set this field to Yes to override the global setting in the Prevent Search for EDI Part Identifiers in Product Index control maintenance record.</p>

Solar Eclipse Electronic Data Interchange (EDI)

Field	Description
Transaction Types In Separate Envelope	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 . <i>Important:</i> If you have a value in the Alternate Interchange ID field, the system <i>does not</i> send documents in separate envelopes regardless of setting this field to Yes .

5. 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. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.
Note: If prompted, log on to the character-based system.
2. In the **Trading Partner ID** field, enter the trading partner to whose record to copy the group profile.
3. Select a 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 and press **Enter** to display the copy prompts.
5. 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.
6. 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.

7. 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. This setting links 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

Use the Multiple Accts Maintenance screens in EDI Trading Partner Profile Maintenance to 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.
Note: If prompted, log on to the character-based system.
2. To change the column heading in the group information section to **Customer Name**, use the **View** hot key.
3. Position the cursor on 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
Customer Name	Name of customer account.
BT	Displays an asterisk (*) if customer is a bill-to account.
ST	Displays an asterisk (*) if customer is a ship-to account.
PT	Not used for customers.
SF	Not used for customers.
BT Acct#	Internal account number for a bill-to customer or the bill-to customer associated with the ship-to account. Note: 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.
ST Acct#	Internal account number for a ship-to customer.

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

The system populates the remaining fields for that customer.

5. Use the following hot keys, as needed:

Hot Key	Description
Export	Downloads the screen information and the Receive/Send codes in a .csv spreadsheet format to open in a spreadsheet program, such as Excel. Press Alt+X and browse your desktop to enter the file path and file name to save the file for later management.

Hot Key	Description
Import	<p>Import additional customers and their current Receive/Send codes. Press Alt+I to browse your desktop and select the file to import into the system. The import <i>does not</i> overwrite existing data. If any import errors occur, such as duplicate entries, the system sends a user message and a report to Your Hold File for review.</p> <p>File requirements:</p> <ul style="list-style-type: none"> • The file must be a comma-separated file (.csv format). • Column headers expected by the import utility: Entity Name, BT/PT, ST/SF, Receive Code, and Send Code. • The ST/SF column cannot be blank.

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

Assigning Multiple Accounts to Vendor Group IDs

Use the Multiple Accts Maintenance screens in EDI Trading Partner Profile Maintenance to 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 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.
Note: If prompted, log on to the character-based system.
2. To change the column heading in the group information section to **Vendor Name**, use the **View** hot key.
3. Position the cursor on 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
Vendor Name	Name of vendor account.
BT	Not used for vendors.
ST	Not used for vendors.
PT	Displays an asterisk (*) if vendor is a pay-to account.
SF	Displays an asterisk (*) if vendor is a ship-from account.
PT Acct#	Internal account number for a pay-to vendor or the pay-to vendor associated with the ship-from account. Note: To define EDI as the default print status for outgoing P/Os, see Entering Miscellaneous Vendor Information.
SF Acct#	Internal account number for a ship-from vendor.

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

The system populates the remaining fields for that vendor.

5. Use the following hot keys, as needed:

Hot Key	Description
Export	Downloads the screen information and the Receive/Send codes in a .csv spreadsheet format to open in a spreadsheet program, such as Excel. Press Alt+X and browse your desktop to enter the file path and file name to save the file for later management.

Hot Key	Description
Import	<p>Import additional vendors and their current Receive/Send codes. Press Alt+I to browse your desktop and select the file to import into the system. The import <i>does not</i> overwrite existing data. If any import errors occur, such as duplicate entries, the system sends a user message and a report to Your Hold File for review.</p> <p>File requirements:</p> <ul style="list-style-type: none"> • The file must be a comma-separated file (.csv format). • Column headers expected by the import utility: Entity Name, BT/PT, ST/SF, Receive Code, and Send Code. • The ST/SF column cannot be blank.

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

EDI Integrated Transactions

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

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

Contact 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 is likely.		X
830	Forecast Schedule: Produces sales order bid. Customization is likely.	X	
840	Request for Quote (RFQ): Produces sales order bid	X	
843	Response to RFQ		X
850	Purchase Order/Sales Order	X	
855	P/O 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	P/O 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
844	Product Transfer Account Adjustment/Rebate Reporting with Book Letters of Credit option		X
845	Price Authorization Acknowledgment: Creates price contract.	X	

EDI Integrated Transactions

Trans Set	Description	Inbound	Outbound
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	P/O Acknowledgment: Type 1 - Produces a vendor purchase order or creates an order generated by the vendor.	X	
855	P/O 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

ANSII X12 Transaction Set

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

Contact 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 Baying 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)
147	Response to Request for Student Educational Record (Transcript)

Transaction	Description
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
206	Real Estate Inspection

Solar Eclipse Electronic Data Interchange (EDI)

Transaction	Description
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
272	Property and Casualty Loss Notification

Transaction	Description
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)
362	Cargo Insurance Advice of Shipment

Solar Eclipse Electronic Data Interchange (EDI)

Transaction	Description
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
492	Miscellaneous Rates

Transaction	Description
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
824	Application Advice

Solar Eclipse Electronic Data Interchange (EDI)

Transaction	Description
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
861	Receiving Advice/Acceptance Certificate

Transaction	Description
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
928	Automotive Inspection Detail

Solar Eclipse Electronic Data Interchange (EDI)

Transaction	Description
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.

View the log daily to track transmission activity.

- 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.

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.

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

Use the EDI Activity Log Viewing screen to monitor the daily activity logged by EDI programs.

To monitor the EDI activity log:

1. From the **System > Systems Programming > EDI > EDI Maintenance** menu, select **EDI Activity Log Viewing** to display the EDI Activity Log Viewing screen.

Note: If prompted, log on to the character-based system.

2. To filter the list, use the **Sel** hot key to display the Selection Criteria screen.
3. Make entries in as many fields as you want or leave the screen blank to display all entries in the log.

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

4. 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. They display the following information:

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

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

Hot Key	Description
Synop	Changes the expanded view to display each comment's first line only.
Expand	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.

6. 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.

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

Hot Key	Function
New	Displays the EDI Log Entry screen, where you can create a new entry in the EDI log. Note: We recommend that you <i>not</i> use this hot key.
Edit Item	Displays the EDI Log Entry screen, where you can edit the log entry on which the cursor is positioned. Note: We recommend that you <i>not</i> 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.
Append	Displays the Append Message screen, where you can append a comment to the log entry. Note: We recommend that you <i>not</i> use this hot key.
UserQ	Displays the User Job Queue Viewing screen, where you can enter a user ID and view that user's job queue.
JobQ	Displays the Call Tracking Entry screen, where you can create a tracker for a customer, vendor, or user.

Note: All activity log viewing screens use the same screen layout and hot keys. Hot keys that should *not* be used with the EDI log, even though they are functional, are so noted in the table.

8. 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, the system may receive a document without a mapping routine set up or without a definition in EDI Trading Partner Profile Maintenance. An inbound document from an undefined trading partner displays the following error message: No Trading Partner Profile Found.

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

You should monitor and maintain this queue daily.

To maintain the EDI Error Queue:

1. From the **System > Systems Programming > EDI > EDI Maintenance** menu, select **EDI Error Queue Maintenance** to display the EDI Errors screen.

Note: If prompted, log on to the character-based system.

2. Select an error and press **Enter** to display the EDI Error Queue Maintenance screen.

This screen displays the raw 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. Complete the following tasks, as needed:

To...	Use this hot key...
extract information from the displayed data and partially set up a new trading partner profile	Auto Setup When Auto Setup is finished, you must manually set up the rest of the trading partner profile.
reprocess the displayed data	Requeue After the requeue process runs, the system displays the EDI Error Queue Maintenance screen. <ul style="list-style-type: none"> • If successful, the system deletes the entry from the queue. • If unsuccessful, the system reenters the error in the EDI Errors list.
display the EDI Trading Partner Profile Maintenance screen, where you can create a new EDI trading partner profile	Profile Maintenance
delete the queue entry displayed on the screen	Delete The system prompts you to confirm the deletion.
display the transaction data on the Hold Entry Pre-View screen	Print When you press Esc to exit this screen, the system prompts you to save the report in the Hold file and then displays the EDI Error Queue Maintenance screen.
enter the bill-to or ship-to (N1-BT/N1-ST) data for the trading partner in response to a 5 - Partner Sub-ID Not Found error	Add Sub-ID At the prompt, enter the correct Eclipse customer and then requeue the document.

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.

Reviewing 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. Monitor and maintain this queue daily.

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

To review the EDI Outgoing Status Queue:

1. From the **System > Systems Programming > EDI > EDI Maintenance menu**, select **EDI Outgoing Status Queue** to display the EDI Outgoing Status Queue.
2. Use the optional header fields to limit the display in the queue, if needed.

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

3. Click **Update** to display the following information:

Field	Description
Trading Partner	Name of the trading partner to which you are transmitting the EDI document.
Doc	Type of document being sent, such as an 852 or 810.
Reference ID#	ID used to identify the document being sent, such as a purchase order number or an invoice number.
Status	Status of the outgoing document: Send, Sent, Hold, Enveloped, or Ack Error.
Entry Date/Time	Date and time assigned to the document when it entered the queue.
997	EDI ID assigned to each document on a next available number basis. <ul style="list-style-type: none"> • Blank - Waiting for status or to be cleared. •  - Document rejected. •  - Document accepted, but errors were noted.
Vendor Name	Name of the vendor to which you are transmitting the EDI document.

4. Review the queue and address any errors or handle documents, as needed. See below for more options on this queue.

More Options for the EDI Outgoing Status Review Queue

The following tasks can be completed from the EDI Outgoing Status Review Queue:

Option	Description
View the envelope information.	Change View > Views > Envelope Details
View the document data as your trading partner sees it (raw data format) to confirm that the correct information is being sent	File > View Document
delete a document from the queue if an item with an Ack Error status was rejected by the trading partner due to a fatal error. A fatal error has a code of R, M, W, or X .	<p>File > Delete Document</p> <p>Use this option if an item with an ACK ERROR status was rejected by the trading partner due to a fatal error, indicated by code R, M, W, or X. The system records deletions in the EDI Activity Log.</p>
delete multiple documents older than a designated date from the queue.	<p>File > Delete by Date</p> <p>At the prompt, enter the date to delete documents from that date and older. The system records deletions in the EDI Activity Log.</p> <p>Note: If you use the Header fields to filter the list of documents displayed in the queue, the Delete By Date option only applies to the items on the selected list.</p>
change the status of outbound documents from Send to Hold or from Hold to Send Note: You can change the SENT status to SEND only for the 820, 852, and 867 documents. You <i>cannot</i> change the Enveloped and Ack Error statuses.	<p>File > Change Status</p> <p>Select Hold or Send and click OK.</p> <p>Press and hold the Ctrl key to select more than one document. The system saves changes in the EDI Activity Log. This record contains the EDI Reference ID and the statuses before and after the change.</p>
view the required 997 ID for a queue item with a status of Sent	<p>Select the Status for the selected document and let the cursor hover to display the 997 ID.</p> <p>A functional acknowledgement must contain this ID for the system to clear the item from this queue.</p> <p>Use with EDI Inbound Document Archive Maintenance. If the system does not clear an item off the EDI Outgoing Status Queue when the functional acknowledgment is received, use these columns to compare the required ID with the received ID.</p>
manually post the item to the change log and clear it from the queue cleanly to keep track of the documents.	<p>File > Manual 997</p> <p>The system prompts you to confirm the posting.</p> <p>Use this option if an item with the ACK ERROR status was accepted with non-fatal errors, indicated by code E.</p> <p>Note: When you clear documents from the queue using this option, the system makes an entry in the EDI Activity Log.</p>

EDI Outgoing Document Statuses

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

When a call to the network starts, the system envelopes items with the 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 does one of the following:

- If a 997 shows no errors, the system removes the 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
Send	<p>The document is waiting to be sent to the network set up for that trading partner in Trading Partner Profile Maintenance.</p> <p>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 the system determines the network call is complete and the transmission was successful, their status changes to Sent.</p> <p>Note: As of Release 9.0.4, if the document reminder is sent via e-mail and contains HTML content, the system respects the formatting ensuring easier reading.</p>
Sent	<p>The document has been sent to the network, but the recipient has yet been to acknowledge the document.</p> <p>The document stays in the queue with a 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 **.</p>
Enveloped	<p>The document is being transmitted.</p> <p>If the status remains Enveloped after connection to the network is complete, the document was not successfully transmitted to the network. Check the EDI Activity Log Viewing screen for a Network Call Complete entry and the corresponding Transmission Summary Report.</p>
Hold	<p>The document is waiting to be sent, but has been placed on hold.</p> <p>Use the Change Status hot key to place items on Hold or enter hold as the Default Outgoing Transmission Status in Trading Partner Group Maintenance. The Hold status remains in effect until you manually change it to Send using the Change Status hot key.</p>

Status	Description
Ack Error	<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">• E - The document was accepted, but with non-fatal errors. In the EDI Outgoing Status Queue, use the Manual 997 hot key to manually post the item and clear it from the queue.• R - The document was rejected due to fatal errors. <p>Contact the trading partner to determine what caused the error. Resend the document after resolving the problem. Then use the Delete hot key to remove the Ack Error from the queue.</p>

Viewing EDI Outgoing Document Data

From the EDI Outgoing Status Queue, you can select a document and view the raw data. You can also use the **Edit Data** hot key to display the screen in edit mode. Viewing and editing raw data can help determine errors that are causing documents to not transmit successfully.

To view EDI outgoing document data:

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

Note: If prompted, log on to the character-based system.

2. Use the **View** hot key to display the EDI Outgoing Status Queue Viewing screen.

This screen displays the raw data in the selected EDI document.

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.

Handling Errors on the EDI Outgoing Status Queue

When the system receives 997 acknowledgments from trading partners for sent items, 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 reads ACK ERROR.
- If the 997 contains an alert code , the document remains in the queue and the status reads ACK ERROR.

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

Finding an Error Code

The Ack Error status displays when a 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**

On the Inbound Document Archive 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
```

Handling Errors

The Ack Error status displays when a trading partner has sent a 997 functional acknowledgment with an **E** or **R** error code. Handle documents with these errors as follows:

- **E** - The trading partner accepted the item with errors.

In the EDI Outgoing Status Queue, use the **Manual 997** hot key to manually post the item and clear 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 resolving the problem. Then use the **Delete** hot key to remove the entry with the Ack Error status from the queue.

Sending EDI Transactions Overview

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

Refer to the following topics for detailed information about sending EDI 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 **Print** field on the **Status** tab of the invoiced order generation is set to **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.

Note: Use the **Order Processing Lock For EDI Payables** control maintenance record to tell the system to terminate the processing of an order through EDI 810 when it is locked by a user or other process. Additionally, you can indicate how many minutes you want the system to wait before terminating the process. This is new in Release 9.0.5.

Use the procedures in this topic to complete the following tasks:

- 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 **Maintenance** menu, select **Customer** to display the Customer Maintenance window.
2. In the **Customer** field, enter the customer's name.
The system displays the customer's record.
3. From the **Pricing** menu, select the **Pricing Information** option to display the Customer Pricing window.
4. In the **Invoice Fax Copies** field, select **EDI**.
5. Save the updated customer record and exit the window.

Single Invoice Processing

To re-send a single invoice using EDI, set the print status in the sales order.

To resend a single invoice using EDI:

1. Display an invoiced order in Sales Order Entry.
2. Click the **Status** tab.
3. In the **Print** field of the generation to be transmitted, select **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. Save the updated order and exit the window.

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 up 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 (**G/L > Deductions** from the A/P Entry window) 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 Properties** option 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 > Systems 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, 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 #** 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.

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4. Click **Generate**.

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 then changes the **Prt** status to **E** for EDI. When the user presses **Esc** to exit the bid, the system sends your 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 window.
2. Select the bid, and from the **Order** menu select **Edit Order**.
3. Edit the bid, as needed.
4. Display the **Status** tab of the bid and change the **Prt** status to **E** for EDI.
5. Save the order and exit the window.

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, select the order, and from the **Edit** menu select **Clear Review**.

Sending EDI 844 Rebate Reports

The 844 Product Transfer Account Adjustment (Outbound) is an 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 they plan to 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 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 outbound 844 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
- 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. From the **System > System Programming > EDI > EDI Generate Reports** menu, select **EDI 844 Product Customer Sales Rebates**.

Note: You can also display this report from the **Reports > End of Month Reports > Customer Reports** menu, select **Customer Sales Rebates**.

- Complete the fields, as needed, in the Customer Sales Rebate Report window considering the following:

To...	Do this:																									
send a standard 844	<ul style="list-style-type: none"> Select one of the options that begins with Br in the Sort By field. Select the Create & Queue EDI Documents field in the Report Options area. <p>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.</p> <p>Consider the following when you are selecting these options:</p> <table border="1"> <thead> <tr> <th>Scenario</th> <th>If the EDI 'Book Letter of Credit Vendor' field set to...</th> <th>and Customer Sales Rebate Report 'Book Letter of Credit' is...</th> <th>and the 'Create & Queue EDI Document' option is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>The document is created and queued.</td> </tr> <tr> <td>2</td> <td>Yes</td> <td>No</td> <td>No</td> <td>A message displays to the user indicating they must select the Book Letter of Credit option.</td> </tr> <tr> <td>3</td> <td>No</td> <td>Yes</td> <td>Yes.</td> <td>The document is created and queued.</td> </tr> <tr> <td>4</td> <td>No</td> <td>No</td> <td>Yes</td> <td>A warning message displays and only an EDI document is created.</td> </tr> </tbody> </table>	Scenario	If the EDI 'Book Letter of Credit Vendor' field set to...	and Customer Sales Rebate Report 'Book Letter of Credit' is...	and the 'Create & Queue EDI Document' option is...	Then...	1	Yes	Yes	Yes	The document is created and queued.	2	Yes	No	No	A message displays to the user indicating they must select the Book Letter of Credit option.	3	No	Yes	Yes.	The document is created and queued.	4	No	No	Yes	A warning message displays and only an EDI document is created.
Scenario	If the EDI 'Book Letter of Credit Vendor' field set to...	and Customer Sales Rebate Report 'Book Letter of Credit' is...	and the 'Create & Queue EDI Document' option is...	Then...																						
1	Yes	Yes	Yes	The document is created and queued.																						
2	Yes	No	No	A message displays to the user indicating they must select the Book Letter of Credit option.																						
3	No	Yes	Yes.	The document is created and queued.																						
4	No	No	Yes	A warning message displays and only an EDI document is created.																						
send a book letter of credit 844	<ul style="list-style-type: none"> Select one of the options that begins with Br in the Sort By field. From the File menu, select Book Letter of Credit complete the associated fields. 																									

- Set options, if needed, and generate 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 -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 comprises the purchase order total.

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.

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If your company uses landed average cost or average cost as your COGS (cost of goods sold) basis and you are capitalizing freight to inventory, the system creates a journal entry that reconciles the inventory valuation. Inventory was 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 **Status** tab, enter **E** for EDI in the **Print** 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 exit the order.

The system sends the EDI 844 Rebate Request to the EDI Outgoing Status Queue when you exit the order. The system transmits the report to your trading partner during the next scheduled network call. After the report is transmitted, the system changes the status of the purchase order to **No**.

Sending EDI 850 Purchase Orders

The system transmits purchase orders to vendors using electronic data processing (EDI) when you set the print status of the order to **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 850s from a purchase order, set up your system and the vendor record for EDI processing.

- 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.

Use the **Allow Printing of Zero/Negative Dollar Direct Shipment PO** to indicate if you want to include zero or negative dollar direct shipment purchase orders when sending the EDI 850 transaction for customers on credit hold.

To send an EDI purchase order:

1. Display the **Body** tab of an open order in Purchase Order Entry.

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

2. Click the **Status** tab of the order.

3. In the **Print** field, enter **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.

If the system sent an 850 for the original order generation, the system does not populate any new generations created for that order during receiving with **E**, even if the **Print Status Override** field and/or the **Default Print Status To "E" For All EDI Vendors** control maintenance record are set to **Yes**.

4. Exit the window to process the order.

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

5. Click **Enter** to clear the message and display a blank Purchase Order Entry window.

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 (promo) numbers, quote numbers, and contract numbers:

Qualifier	Qualifier and Number	Description
*PR	*PRquote#	Price quote (also known as Promo) number.
*Q1	*Q1quote#	Quote number.
*CT	*CTcontract#	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.
- Each qualifier and number combination must contain no paces.

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. From the **Purchase** menu, select **Purchase Order Entry** and display the purchase order to which to assign a quote or contract number
2. Select the line item to which you want to assign the quote or contract number, and from the **Line Item** menu select **Comment** to display the Line Item Comments window.
3. In a blank line and enter the quote or contract number.
4. Save your changes and exit the window.

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

1. From the **Maintenance > Price Maintenance** menu, select **Buy Matrix** or **Sell Matrix** and the matrix cell to which you want to assign a quote or contract number.
2. Click the **Additional** tab.
3. In the **Select Comment Type** field, select **Matrix Tag Along Comments**.
4. In the comment area, enter the quote or contract number on a blank line.
5. Save your changes and exit the window.

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 **Purchase** menu, select **Purchase Order Entry** and display the purchase order to which you want to assign the quote or contract number.
2. Click the **Header** tab.
3. In the **Shipping 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, use this field for delivery and shipping instructions only. Enter free-form delivery/shipping instructions on other lines.

4. Save your changes and exit the window.

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

1. From the **Maintenance** menu, select **Vendor** to display the Vendor Maintenance window and display the vendor record to which you want to assign the quote or contract number.
2. From the **Orders** menu, select **Vendor Order Entry Instructions** to display the Vendor Order Entry Instructions window.
3. In the **Instruction Type** field, select **Vendor Instructions**.
4. In the space provided, enter the quote or contract number.
5. Save your changes and exit the vendor record.

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By default, when you create a purchase order for the designated vendor, the system populates the **Shipping Instructions** field on the order's **Header** tab 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 **EDI**.

Before you can send an 855, set up your system and the customer record for EDI processing 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 following happens:

- The system creates a sales order with a Bid status.
- The system sends a message to the user responsible for reviewing incoming orders. This person does the following:
 - Reviews the order and makes any needed changes.
 - Enters the corresponding EDI acknowledgment type codes.
 - Changes the Bid status to an open status.
 - Changes the print status to **EDI**.
- The system sends the customer an EDI 855 Purchase Order Acknowledgment.

To send an EDI purchase order acknowledgement to a customer:

1. Display an EDI bid on the Sales Order Entry **Body** tab in one of the following ways:
 - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue window. Select the bid and from the **Order** menu, select **Edit Order**.
 - From the **System > Message System** menu, select **Message Queue**. If necessary, set the mode to **Received**. Select the bid and from the **Message** menu, select **View Item**.
2. Edit the order as needed.

If you change a line item, select **Line Item > Comment** 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. Note: After you transmit the 855, remove the rejected items from the order.
~IA	Item accepted. This is the default value if a code is not entered in this field.

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3. Display the order's **Header** tab and 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. Note: After you transmit the 855, cancel the order.

4. Display the order's **Status** tab and change the order status to an open status, such as Call When Complete.

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

5. In the **Print** field, change the print status to **EDI**.
6. Save the order and exit the window.

The system sends the acknowledgment to the EDI Outgoing Status Queue. The system transmits this 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 from StarShip. Use activity triggers to set up these processes. You can also manually send an 856 by setting the **Print** field on the Status screen of the invoiced order generation to **EDI**.

If you want to process direct orders through the EDI system and process them the same as EDI 856 standard orders, use the **Enable 856 Processing For Directs** control maintenance record.

Note: 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.

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 window, do the following:

- In the **Trigger Description** column, 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** column 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.
- From the **File** menu, select **Activity Properties** and then select the **856** document type.

Sending EDI 857 Advance Ship Notices and Billing

The system can create and send an EDI 857 Advance Ship Notice and invoice from the Shipping Manifest Queue immediately after the manifest is created. Use activity triggers to set up this process. You can also manually send an 857 by setting the **Print** field on the **Status** tab of the invoiced order generation to **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 the 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 window, do the following:

- In the **Trigger Description** column, select the **Manifest Lock** trigger description.
- In the **Activity Description** column, 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.
 - From the **File** menu, select **Activity Properties** and then select the **857** document type.

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 **Print** status on a received purchase order generation to **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, 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** column, select the **Received Purchase Order** trigger description.
- In the **Activity Description** column, select the **EDI Purchasing Document** activity description. The system sends an EDI document for each order on a given stop.
- From the **File** menu, select **Activity Properties** and then 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 **EDI**.

Before you can send an 865, set up your system and the customer record for EDI processing 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 following happens:

- The system creates a sales order with a Bid status.
- The system sends a message to the user responsible for reviewing incoming orders.
- This person does the following:
 - Reviews the order and makes any needed changes.
 - Enters the corresponding EDI acknowledgment type codes.
 - Changes the Bid status to an open status.
 - Changes the print status to **EDI**.
- The system then sends the customer an EDI 855 Purchase Order Acknowledgment.

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

1. Display an EDI bid on the Sales Order Entry **Body** tab in one of the following ways:
 - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue window. Select the bid and from the **Order** menu and select **Edit Order**.
 - From the **System > Message System** menu, select **Message Queue**. If necessary, set the mode to **Received**. Select the bid and from the **Message** menu and select **View Item**.
2. Edit the order as needed.

If you change a line item, select **Line Item > Comment** 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.

Sending EDI 865 Purchase Order Acknowledgments With Change

Code	Description
~IA	Item accepted. This is the default value if a code is not entered in this field.

3. Display the order's **Header** tab and 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.

4. Display the **Status** tab of the order and change the order status to an open status, such as Call When Complete.

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

5. In the **Print** field, change the print status to **EDI**.
6. Save the order and exit the window.

The system sends the acknowledgment to the EDI Outgoing Status Queue. The document is transmitted 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.

Important: You can also generate an EDI 867 report from the Product Sales Report using the **EDI 867 Doc** field. When you create the EDI 867, the system generates a standard Product Sales Report, EDI 867s for each of the branches for which you run the report, and places a report in your Hold file that mimics the data in each of the branch reports. The system uses the data in the Hold file when you generate an EDI 867 Audit Report.

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

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

Some sales are made from locations that are not authorized locations but are close to the branch that is authorized. In Trading Partner Maintenance, 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.

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.
Note: If prompted, log on to the character-based system.
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. The default is **Yes**.
8. In the **Include Transfers** field, indicate whether to include transfers in the report. The default is **No**.
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. After the report is transmitted, the system changes the status of the purchase order to **No**.

Note: Due to the amount of data on each line of the report, 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.

Running EDI 867 Vendor Audit Reports

Create an EDI 867 Vendor Audit Report to tally and validate the actual dollar amounts sent to your vendor on the EDI 867 Product Transfer and Resale Report. When you create the EDI 867, the system generates a standard Product Sales Report, EDI 867s for each of the branches for which you run the report, and places a report in your Hold file that mimics the data in each of the branch reports. The system uses the data in the Hold file when you generate an EDI 867 Audit Report.

You can only run the audit report after running the 867 Product Transfer and Resale Report.

The audit uses the same start and end date you used on the Product Transfer and Resale Report, if you run the two in succession without closing the report driver window.

To run an EDI 867 Vendor Audit Report:

1. Run an EDI 867 Product Transfer and Resale Report, or generate an 867 document using the Product Sales Report.
2. From the **Reports > End of Month Reports > Product Sales Reports** menu, select **Product Sales** to display the Product Sales Report window.
3. Complete the fields in the **General** tab and click the **Additional** tab. For more information, see Running the Product Sales Report in the Solar Eclipse Reporting documentation.
4. In the **867 Audit Vendor** field, select the vendor for which you want to run the audit.
5. Set options, if needed, and generate the report.

The report lists the products that were sent on the 867 for the same sales date range and EDI trading partner.

If you use the **Print** or **Hold** menu options, depending on your authorization level, the system may prompt you to choose whether to view generic (commission) costs, cost of goods sold, or no costs on the report. Select an option to 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 EDI 867 Purge Log Process window.
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, select **File > Begin**.
 - To schedule the purge to run at a later time, select **Options > Schedule**. For more information, see Scheduling Phantom Processes in the System Maintenance documentation.

Sending EDI 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.

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.

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 **File > Activity Properties** menu 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 Sales Order Entry **Body** tab in one of the following ways:
 - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue window. Select the bid and from the **Order** menu, select **Edit Order**.
 - From the **System > Message System** menu, select **Message Queue**. If necessary, set the mode to **Received**. Select the bid and from the **Message** menu, select **View Item**.
2. Edit the order, as needed.
3. Display the **Status** tab 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 EDI in the **Print** field.
6. Save the order and exit the window.

Sending EDI 870 Order Statuses or Shipment Statuses

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 have 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
- Part Number Matching
- 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
- 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 Part Number Matching

When the system receives an 810, 855, or 856, it tries to find an *exact* match for each line item listed on the invoice, acknowledgement, or ASN.

Use the **EDI Product Matching Priorities** control maintenance record to define the hierarchy in which you want the system to match product IDs for incoming EDI documents: 810, 855, and 856. Settings at the EDI Trading Partner level supercede this control maintenance record.

By default, the system uses the standard Eclipse product matching types. The system makes comparisons of inbound product information in the following order to try to find the matching product in your system:

- UPC to the **Primary UPC** and **Secondary 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** or **Description** field of the Product file.
- Buyer PN to the internal Eclipse product number.

You can rearrange these priorities based on your warehouse needs.

To set EDI part number matching:

1. From the **System > System Files** menu, select **Control Maintenance**.
2. In the **Filter Description** field, enter **EDI Product** and select **EDI Product Matching Priorities**.
The system displays the available Product Matching Types in their current priority order.
3. Use the **Enabled** column check boxes to select which priorities you want the system to use for matching EDI documents.
4. Use the **Move Up** and **Move Down** buttons to rearrange the options in the order that you watch the system to match.
5. To include a cost variance match, use the **Ledger Detail ID and Unit Cost Variance** area to enter the values you want to use: None, Percentage, or Dollars. For example, if you want the system to ignore a dollar amount within a two cent difference, select Dollar Amount and enter .02.
6. To restore the original system values, click **Default Values**.
7. Click **Save**.

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

Note: Prior to Release 9.0.3, to have the system check the internal Eclipse product number first rather than last, you set the **Match on Eclipse Internal PN First** field on the EDI Group Profile Global Info Table screen to **Y**. As of Release 9.0.3, use the **EDI Product Matching Priorities** control maintenance record to move the Eclipse Internal Part Number option to the top of the list.

Defining Product Matching Priorities for EDI

Use the **EDI Product Matching Priorities** screen to indicate how you want to match your products when receiving EDI documents. Prior to Release 9.0.5, the system only matched by UPC or EAN codes. Now, you can decide which options on which to match and in what order giving you more control over your product matching priorities.

The system checks these product matching priorities first when creating the product matches. If no matches are found, the system checks the UPC code listing in Product Maintenance to resolve the information matches.

Note: These options are automatically available for the following EDI documents: 810, 855, 856, and 845. However, while it's available for the EDI 845, it must enable this new matching priority for EDI 845 documents. Use the EDI 845 Add'l Doc Info parameters to disable this feature by setting the **Enable Product Matching Priority** option to **No**. By leaving this set to **No**, the system works as designed prior to Release 9.0.5 using the UPC and EAN codes on 845 documents.

To define your product matching:

1. From the **System > System Programming** menu, select **EDI**.
2. From the **EDI Maintenance** menu, select **EDI Trading Partner Maintenance**.
3. In the **Trading Partner ID** field, select the trading partner for which you want to define priorities.
4. Navigate to the Group ID you want to define and use the **Group Profile Maintenance** hot key.
5. Navigate to the Incoming document you want to review and use the **Global Settings > Product Matching** hot keys.



6. Use the **Enable/Disable** hot key to manipulate the asterisks column and indicate which options you want to match.
7. Use the **Move Up/Down** hot keys to rearrange the options ensuring that the system matches your products in the order you want.

Important: By default this new matching screen will inherit your current company hierarchy settings.

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EDI Product Matching Priorities			
1	User Defined IDs		*
2	UPC Code		*
3	EAN Code		*
4	Internal Eclipse Part Number		*
5	Customer/Vendor Part Number		*
6	Catalog ID		*
7	Key Words		*
8	Product Description		*
9	Ledger Detail ID and Exact Unit Cost		*
			1 of 9
Move Up/Down	Enable/Disable	Default	F12
Variance			

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

See Also:

Entering Additional EDI Document Information

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 processed successfully and which were not processed due to errors.

The system contains queues for the following inbound EDI transactions:

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

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 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.

To indicate the view you want to see, use the **Select View** field in the queue selection windows when you are entering selection criteria for filtering content displayed in each queue.

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 you have received from vendors. Users must be assigned the EDI.IN.REVIEW authorization key to access the review queue.

Note: If you use Corcentric™ third party A/P processing, captures the vendor and invoice number necessary to contact the Corecentric website. Use the **Corcentric** option from the Inquiries menu in A/P Entry to view the information captures.

Before the system can receive an 810, set up the system as follows:

- 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 process 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 adds the document to the EDI 810 Invoice Review Queue with an active status. 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.

View a summary of the active invoices in the Active view of the EDI 810 Invoice Review Queue screen. To view information on mismatches, see the unsuccessful matches information below including the Product Matching Audit available from the queue.

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

Use the queue to review the invoices and to complete 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 no match.
- Clear approved invoices.
- Review invoices that were not approved and that have variances.
- Delete invoices from the Active view that no longer require your attention. For example:
 - 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 display the EDI 810 Invoice Review Queue:

1. Do one of the following to display the EDI Review Queue Selection Criteria window:
 - From the **System > Systems Programming > EDI > EDI Review Queues** menu, select **810 Invoice (Inbound)**.
 - From the **A/P** menu, select **EDI 810 Invoice Review Queue**.
2. Enter the selection criteria and click **OK** to populate the EDI 810 Invoice Review Queue with invoices that match the criteria.

Field	Description
Sort By	<p>Sort order of selected items. The default is Ascending By Date. Select from the following options:</p> <ul style="list-style-type: none"> • Ascending By Date - Sorts the items from oldest to newest by the received date for invoices or by the ship date for acknowledgements and ASNs. • Descending By Date - Sorts the items from newest to oldest by the received date for invoices or by the ship date for acknowledgements and ASNs. • Ascending By Trading Partner - Sorts the items in alphabetical order by trading partner name. • Descending By Trading Partner - Sorts the items in reverse alphabetical order by trading partner name.
User ID	<p>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.</p>
Branch	<p>Branch to which the invoices are assigned. Enter all for all branches.</p>
Vendor	<p>Vendor who sent the invoices. To review 810s from all vendors, leave this field blank.</p>
View	<p>Review status of an 810 invoice. Displays invoices based on one of the following statuses:</p> <ul style="list-style-type: none"> • Active - 810s requiring review that have not been cleared from the queue. • Archived - 810s older than the number of days specified in the Archive EDI Review Queue Documents After (Days) control maintenance record. In the Directory field, select the month and year to access. • Cleared - Reviewed 810s that have been cleared from the queue.
Start Date	<p>First date in a range 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 Select End Date field.</p>
End Date	<p>Last date in a range for which to view invoices. For example, if you want to review all invoices received in July 2006, enter 07/01/06 in the Select Start Date field and 07/31/06 in the End Date field.</p>
PO #	<p>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.</p>
Invoice	<p>Specific vendor invoice number. To display all invoices, leave this field blank.</p>
AP #	<p>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.</p>

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Field	Description
Invoice Type	Type of invoice to display in the queue: <ul style="list-style-type: none"> • Purchase Orders - Payables resulting from a standard purchase order in the system. • Directs - 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. • Freight - Payables that include freight charges. • Tagged - 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. • Canceled - Payables that have been canceled in the system. • Problem - Payables that do not have a valid sales order or purchase order number. • Lot Item - Payables that include lot items. • Job Management - Payables that include items from Job Management orders.
Pay To Vendor	Select a pay to vendor by which you want to display the queue.

The summary information for each invoice displays.

Column	Description
Match Level	The level of success, or match level, the system had in matching the 810 invoice to the purchase order. Click the Message icon to view an explanation of the status. Note: Match levels also apply to lot orders.
Approved	Whether the payable has been approved for payment.
Purchase Order	Purchase order number associated with the invoice.
Payable	The system-assigned payable ID If the Payable field for the 810 is blank, one of the following conditions exists: <ul style="list-style-type: none"> • The invoice is a duplicate. • The purchase order ledger record does not exist. • 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 and requeue the entry from the Archive Data within the review queue. The system creates a payable and new entry in the review queue. Delete the old review queue entry with the blank Payable field.
Invoice Type	The type of invoice associated with the system-created payable created. <ul style="list-style-type: none"> • Direct - The payable resulted from a direct order. • Tagged - A freight charge is associated with the payable and the order is tagged. • Freight - A freight charge is associated with the payable. • Canceled - The payable has been canceled.

Column	Description
Trading Partner	The trading partner who sent the invoice.
Pay To Vendor	Pay-to vendor listed on the invoice or payable.
Ship From Vendor	Ship-from vendor listed on the invoice or payable.
Vendor Invoice Amt	Amount the vendor invoiced.
Reconciled Amt	Invoice amount matched to the purchase order. Note: If the review queue does not contain the field, use the Options > Change View menu and select Reconciled Amount/Difference .
Difference	Difference between the invoiced and reconciled amounts. Note: If the review queue does not contain the field, use the Options > Change View menu and select Reconciled Amount/Difference .
Status	Indication if the invoice is in the Purchase Order Variance Queue. <ul style="list-style-type: none"> • An exclamation point icon  when viewing Active invoices indicates that the invoice is in the Purchase Order Variance Queue. Variances are created for EDI invoices where there is enough information to match a received purchase order generation and that have cost or quantity discrepancies. For example, an EDI 810 that is in the 810 Review Queue with a match level of Some Line Items Matched might also result in an entry in the variance queue. • A green icon  indicates the invoice was cleared through the normal approval process. • A red icon  when viewing Cleared invoices in the 810 Review Queue indicates that the invoice was removed from the view manually. Click the icon to view additional information about the invoice, such as when it was cleared from the queue, or if a variance record was created. The Create PO Variances For EDI 810 Invoices control maintenance record must be set to Yes for the system to create variance records for EDI 810s.
Lot Invoice	If an invoice is attached, a check mark  displays.
Received Date	Date the system received the invoice. Note: If the review queue does not contain the field, use the Options > Change View menu and select Received Date/Reference Number .
Pay Date	The payment date of the payable associated with the invoice. Note: If the review queue does not contain the field, use the Options > Change View menu and select Pay Date/Reference Number .
Reference #	System-assigned sequential number that identifies the review queue entry. Note: If the review queue does not contain the field, use the Options > Change View menu and select Received Date/Reference Number .

Note: To refine or change your search, select **Edit > Select** and enter new selection criteria.

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- From the **Edit** menu, select **Clear Approved** to clear all approved entries from the Active view of the queue and move them to the Cleared view.

To research unsuccessful invoice matches:

- Display the EDI 810 Invoice Review Queue.
- Use any of the following options to research any unsuccessful invoices matches:

To...	Select this menu option...
display the associated purchase order	View > View PO
display the invoice formatted data, including quantities, prices, descriptions, and fixture types. The Product Matching Audit displays at the bottom of this window to provide more detail, such as UPC code or product IDs. Ensure that the columns you want to view are selected in View > Configure Vendor Item Detail .	View > Vendor Item Detail
display the EDI Archive Viewing window, where you can view the raw EDI data from the invoice	View > Archive Detail
clear invoices that have already been approved	Edit > Clear Approved
reprocess 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.	Edit > Requeue
manually reconcile the selected invoice and approve the payable	Edit > Edit AP
adjust the Batch ID of all the payables listed or only the payables having no batch IDs or individual payable. Use the Batch ID column to adjust batch information, as needed.	Change view: Options > Change View > Receive Date / Batch ID Then use: Edit > Assign Batch ID for All Edit > Assign Batch ID for Unassigned

- Exit the EDI 810 Invoice Review Queue.

More Options When Using the EDI 810 Invoice Review Queue

The following are additional options you can use when reviewing EDI invoices in the EDI 810 Invoice Review Queue:

To...	Select this menu option...
toggle between the available columns depending on what you would like to review.	Options > Change View
display the EDI Review Queue Selection window, where you can change the 810 selection criteria used to display invoices	Edit > Select

To...	Select this menu option...
delete the selected invoice that no longer requires your attention from the Active view and move it to the Cleared view of the queue,	Edit > Delete
select the columns that display in the queue, to view the information that meets your needs	View > Configure Vendor Item Detail The selection works like selecting columns in a report. For more information, see in Eclipse documentation.

View Options on the EDI 810 Invoice Review Queue

Use the **View Manager**  or select **Options > Change View** to select from the following:

Use this view:	Default Columns in All Views
Reconciled Amount / Difference	Match Level / Approved / Purchase Order / Payable / Invoice Type / Trading Partner / Pay To Vendor / Ship From Vendor / Vendor Invoice Amt / Reconciled Amt / Difference / Status / Lot Invoice / Message
Received Date / Reference Number	Match Level / Approved / Purchase Order / Payable / Invoice Type / Trading Partner / Pay To Vendor / Ship From Vendor / Vendor Invoice Amt / Vendor Invoice Amt / Received Date
Pay Date / Reference Number	Match Level / Approved / Purchase Order / Payable / Invoice Type / Trading Partner / Pay To Vendor / Ship From Vendor / Vendor Invoice Amt / Pay Date / Reference # / Status / Lot Invoice / Message
Release Number Invoice Number	Match Level / Approved / Purchase Order / Release # / Payable / Vendor Inv# / Vendor Inv Dte / Trading Partner / Pay To Vendor / Ship From Vendor / Vendor Invoice Amt / Reconciled Amt / Difference / Status / Lot Invoice / Message
Received Date / Batch ID	Match Level / Approved / Purchase Order / Payable / Invoice Type / Trading Partner / Pay To Vendor / Ship From Vendor / Vendor Invoice Amt / Received Date / Batch ID / Status / Lot Invoice / Message
User Defined View Maintenance	Launches User Defined View Maintenance so you can customize your view.

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 **No Matches** and leaves the **Payable** field in the review queue blank.

Note: When a payable is created, the system considers settings from EDI as overwrite values on the payable. This means if you change post date or invoice date, the system *does not* update the due date or pay date automatically because the system considers the those dates values as having been previously overwritten.

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.

4. Recognizes the purchase order contains lot items. If yes, then the system does the following:
 - Applies the invoice amount less freight and tax to the purchase order in A/P Entry.
 - Automatically populates the **A/P Billed** field in the A/P Open Lot Item screen with amount applied to the purchase order.
 - Automatically selects the **Material Detail Needed** check box in the A/P Open Lot Item screen.
 - If the vendor invoice is less than the remaining lot cost, the system accepts the Create B/O Ship Date based on A/P rules.
 - The payable remains unapproved and goes to the P/O Variance Queue for resolution.

Depending on the matching results, 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.	Perfect Match	Y
System cannot find a received generation on the purchase order. This match may occur if the 810 arrives before the items have been received. Re-queuing the 810 at a later date may correct this match level.	No Matches	N
System finds an exact match but the terms codes on the invoice and purchase order do not match.	T	N

Matching Results	Match Level	Payable Approved
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 Percentage and Over/Short Dollars fields in Vendor Maintenance.	G	N
Accounting period for the payable or purchase order is closed.	Accounting Period for PO Closed	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. Re-queuing the 810 at a later date may correct this match level.	I	N
System does not find an exact match, but finds a partial match.	Some Line Items Matched	N
No line items match.	No Matches	N

If the **Create PO Variances For EDI 810 Invoices** control maintenance record is set to **Yes**, the system creates entries in the Purchase Order Variance Queue for EDI invoices if there is enough information to match a received purchase order generation and there are cost or quantity discrepancies between the two. The payable for the invoice is not approved through EDI if it is outside the over/short parameters set in Vendor Maintenance.

In addition, if you enter **Yes** in **Check All Unpaid Gens** field on the EDI Add'l Doc Info screen and the **Create PO Variances for EDI Invoices** control maintenance record is also set to **Yes**, then orders with multiple generations with a variance are auto-matched to an 810 vendor invoice.

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. After the shipment is received, you can reprocess the invoice. You can also reprocess invoices after making changes to matching purchase orders.

Note: 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 for the following:

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

Note: You can use the Invoice Processing Entry screen to process invoices manually, if needed. For more information, see Processing Paper Invoices in the Accounts Payable online help documentation.

To reprocess a single EDI 810 invoice:

1. With items listed in the EDI 810 Invoice Review Queue, select the 810 you want to reprocess.
2. From the **Edit** menu, select **Requeue** and select one of the following options at the Requeue Option prompt:
 - **Requeue Now** - Starts the process immediately.
 - **Schedule** - Displays the Phantom Scheduler window, where you can schedule the process to complete at a later time.

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. 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.
4. Exit the EDI 810 Invoice Review Queue.

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 immediately.
 - **Schedule** - Displays the Phantom Scheduler screen, where you can schedule the process to run at a later time.
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 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 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. Exit the EDI 810 Invoice Review Queue.

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.

Note: Match logic applies for lot orders. If the system recognizes the order as a lot, the same rules and automatic payable logic will apply. Lot orders are indicated with by ***Lot*** displayed in the **Qty** field on the order.

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

Level	Description
No Matches	No match, for any of the following reasons: <ul style="list-style-type: none"> • The 810 contains an invalid purchase order number. • The 810 invoice number is a duplicate. • The 810 arrives before the items have been received. • The account number attached to the 810 is not assigned to a trading partner profile. • The system cannot match any items and quantities on the 810 with items and quantities on a received generation of the purchase order.
L	Invoice not reconciled because the order contains a lot item.
Some line items matched	Some items and quantities match.
G	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. Note: The system reincorporates any unapproved amount posted by EDI into the total then determining the over/short amounts.
Perfect Match	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. Note: The system reincorporates any unapproved amount posted by EDI into the total then determining the over/short amounts.
Accounting Period for PO Closed	Accounting period for the payable or purchase order is closed.
T	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 Enable Terms Checking field on the EDI Add'l Doc Info screen for the 810 document in EDI Group Profile Maintenance is set to Y .
Freight Not Allowed	The invoice contains a freight amount, but the purchase order is flagged as freight allowed. The system does not auto-reconcile purchase orders with a Freight Not Allowed message.
I	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: Click the **Message** icon in the **Message** field of the line item in the queue to view the system-generated message associated with the match level.

Automatic 810 Matching for Lot Orders

Eclipse provides a way to increase the vendor payable processing time and accuracy by automatically creating payable records and matching those records to purchase orders. You can manage your EDI 810 lot orders through the P/O Variance Queue. By using the P/O Variance Queue, users can review the individual items that on EDI 810 lot orders. After the 810 Invoice is received for a lot order, the system uses the predefined matching rules to automatically process the order.

Review the following control maintenance records before using automatic lot matching.

- **Create PO Variances for EDI Invoices** - This must be set to **Yes**.
- **Automatic Cash Receipts Option** - Decide how you want the matching rules to work for your cash receipts.

The system does the following when matching:

- Applies the invoice amount in the payable record minus freight and tax to the purchase order.
- Automatically populates the A/P Open Lot Item from the **A/P Billed** field with the amount applied to the purchase order.
- Selects the **Material Detail Needed** check box in the A/ P Open Lot Item window.

The system checks the invoice to see if the invoice is more or less than the remaining cost:

If the invoice is...	Then the system does this:
<p>More than the remaining cost:</p>	<ul style="list-style-type: none"> • Automatically-selects Match Open Cost at the authorize payment prompt. • For a transaction in which the vendor invoice cost is \$500 and the remaining cost on the lot order is \$400, this results in the system adjustment of A/P billed amount for the remaining cost on the lot order. In this example, \$400. The system displays a variance of \$100 in the P/O Variance Queue for resolution. • Users can then resolve the variance, per their company instructions.

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If the invoice is...	Then the system does this:
Less than the remaining	<ul style="list-style-type: none">• The system accepts the Create B/O Ship Date if the total lot cost is not reconciled in full or not billed in full.• The payable then remains unapproved and the variance is sent to the P/O Variance Queue to be managed with the usual process.

Linking Store Numbers and Eclipse Branch IDs for EDI

Use the Branch Code Lookup feature to cross-reference your internal store numbers to the Eclipse branch IDs assigned in the system. By using this table, when EDI 810s come in the system can reconcile the information. You can also include the credit branch so the system can apply credit memos appropriately.

Note: This table is also used when automatically creating debit memos.

To link a store number and branch ID:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.
Note: If prompted, log on to the character-based system.
 2. Select Group ID and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
 3. Select an EDI 810 Incoming document and use the **Addl Doc Info** hot key.
 4. Set the **Use Branch Lookup Table** field to **Y**.
 5. Press **Esc** to return to Group Profile Maintenance.
 6. Use the **Edit Tables** hot key.
 7. Select **Branch Code Lookup**.
 8. Complete the following columns:
 - **Store** - Enter the store number.
 - **Branch** - Enter the branch ID that corresponds to the store number.
 - **Credit Branch** - Enter the branch number that the system should use for credit and debit memos.
 8. Press **Esc** and save your changes.
-

Cross-Referencing Trading Partner Ship Vias for EDI

Use the Ship Via Lookup feature to cross-reference your internally assigned ship vias to the ship vias set up in Eclipse. By using this table, when EDI 810s come in the system can assign the correct ship via accordingly.

To add a cross-referenced ship via:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.
Note: If prompted, log on to the character-based system.
 2. Select Group ID and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
 3. Select an EDI 810 Incoming document.
 4. Use the **Edit Tables** hot key and select **Ship Via Lookup**.
 5. In the **Trading Partner Via** enter the ship via assigned by the trading partner.
 6. In the corresponding line in the **Eclipse Ship Via** column, enter the ship via Eclipse should use when receiving and 810 document in the system.
 7. Press **Esc** to save your changes and return to the EDI Group Profile Maintenance screen
-

Adjusting Batch ID Information for Invoices

Use the Batch ID in the EDI 810 Invoice Review Queue to modify the Batch ID of all the payables listed or only the payables having no batch IDs or individual payable.

To adjust batch ID information for EDI invoices:

- Do one of the following to display the EDI Review Queue Selection Criteria window:
 - From the **System > Systems Programming > EDI > EDI Review Queues** menu, select **810 Invoice (Inbound)**.
 - From the **A/P** menu, select **EDI 810 Invoice Review Queue**.
- Enter the selection criteria and click **OK** to populate the EDI 810 Invoice Review Queue with invoices that match the criteria.

Field	Description
Sort By	Sort order of selected items. The default is Ascending By Date. Select from the following options: <ul style="list-style-type: none"> Ascending By Date - Sorts the items from oldest to newest by the received date for invoices or by the ship date for acknowledgements and ASNs. Descending By Date - Sorts the items from newest to oldest by the received date for invoices or by the ship date for acknowledgements and ASNs. Ascending By Trading Partner - Sorts the items in alphabetical order by trading partner name. Descending By Trading Partner - Sorts the items in reverse alphabetical order by trading partner name.
User ID	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.
Branch	Branch to which the invoices are assigned. Enter all for all branches.
Vendor	Vendor who sent the invoices. To review 810s from all vendors, leave this field blank.
View	Review status of an 810 invoice. Displays invoices based on one of the following statuses: <ul style="list-style-type: none"> Active - 810s requiring review that have not been cleared from the queue. Archived - 810s older than the number of days specified in the Archive EDI Review Queue Documents After (Days) control maintenance record. In the Directory field, select the month and year to access. Cleared - Reviewed 810s that have been cleared from the queue.
Start Date	First date in a range 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 Select End Date field.

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Field	Description
End Date	Last date in a range for which to view invoices. For example, if you want to review all invoices received in July 2006, enter 07/01/06 in the Select Start Date field and 07/31/06 in the End Date field.
PO #	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.
Invoice	Specific vendor invoice number. To display all invoices, leave this field blank.
AP #	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.
Invoice Type	Type of invoice to display in the queue: <ul style="list-style-type: none"> • Purchase Orders - Payables resulting from a standard purchase order in the system. • Directs - 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. • Freight - Payables that include freight charges. • Tagged - 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. • Canceled - Payables that have been canceled in the system. • Problem - Payables that do not have a valid sales order or purchase order number. • Lot Item - Payables that include lot items. • Job Management - Payables that include items from Job Management orders.
Pay To Vendor	Select a pay to vendor by which you want to display the queue.

The summary information for each invoice displays.

Column	Description
Match Level	The level of success, or match level, the system had in matching the 810 invoice to the purchase order. Click the Message icon to view an explanation of the status. Note: Match levels also apply to lot orders.
Approved	Whether the payable has been approved for payment.
Purchase Order	Purchase order number associated with the invoice.

Adjusting Batch ID Information for Invoices

Column	Description
Payable	<p>The system-assigned payable ID</p> <p>If the Payable field for the 810 is blank, one of the following conditions exists:</p> <ul style="list-style-type: none"> • The invoice is a duplicate. • The purchase order ledger record does not exist. • 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 and requeue the entry from the Archive Data within the review queue. The system creates a payable and new entry in the review queue. <p>Delete the old review queue entry with the blank Payable field.</p>
Invoice Type	<p>The type of invoice associated with the system-created payable created.</p> <ul style="list-style-type: none"> • Direct - The payable resulted from a direct order. • Tagged - A freight charge is associated with the payable and the order is tagged. • Freight - A freight charge is associated with the payable. • Canceled - The payable has been canceled.
Trading Partner	The trading partner who sent the invoice.
Pay To Vendor	Pay-to vendor listed on the invoice or payable.
Ship From Vendor	Ship-from vendor listed on the invoice or payable.
Vendor Invoice Amt	Amount the vendor invoiced.
Reconciled Amt	<p>Invoice amount matched to the purchase order.</p> <p>Note: If the review queue does not contain the field, use the Options > Change View menu and select Reconciled Amount/Difference.</p>
Difference	<p>Difference between the invoiced and reconciled amounts.</p> <p>Note: If the review queue does not contain the field, use the Options > Change View menu and select Reconciled Amount/Difference.</p>

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Column	Description
Status	<p>Indication if the invoice is in the Purchase Order Variance Queue.</p> <ul style="list-style-type: none"> • An exclamation point icon  when viewing Active invoices indicates that the invoice is in the Purchase Order Variance Queue. Variances are created for EDI invoices where there is enough information to match a received purchase order generation and that have cost or quantity discrepancies. For example, an EDI 810 that is in the 810 Review Queue with a match level of Some Line Items Matched might also result in an entry in the variance queue. • A green icon  indicates the invoice was cleared through the normal approval process. • A red icon  when viewing Cleared invoices in the 810 Review Queue indicates that the invoice was removed from the view manually. <p>Click the icon to view additional information about the invoice, such as when it was cleared from the queue, or if a variance record was created. The Create PO Variances For EDI 810 Invoices control maintenance record must be set to Yes for the system to create variance records for EDI 810s.</p>
Lot Invoice	If an invoice is attached, a check mark  displays.
Received Date	<p>Date the system received the invoice.</p> <p>Note: If the review queue does not contain the field, use the Options > Change View menu and select Received Date/Reference Number.</p>
Pay Date	<p>The payment date of the payable associated with the invoice.</p> <p>Note: If the review queue does not contain the field, use the Options > Change View menu and select Pay Date/Reference Number.</p>
Reference #	<p>System-assigned sequential number that identifies the review queue entry.</p> <p>Note: If the review queue does not contain the field, use the Options > Change View menu and select Received Date/Reference Number.</p>

Note: To refine or change your search, select **Edit > Select** and enter new selection criteria.

- From the **Options** menu, select **Receive Date / Batch ID** to display the Batch ID associated with the payables, if any.
- From the **Edit** menu, select one of the following:
 - **Assign Batch ID for ALL** - Assigns a batch ID for all rows that have a payable.
 - **Assign Batch ID for Unassigned** - Assigns a batch ID for all rows that have a payable, but no batch ID assigned.

Note: You can also use the Batch ID column to assign a single batch number to a single row.

Adjusting Batch ID Information for Invoices

5. At the prompt, enter the batch ID you want to use and click **OK**.

Note: You cannot change a batch ID on a canceled payable.

6. Save your changes and exit the screen.

Receiving 823 Lockbox Documents

Eclipse Business Connect EFT can help you streamline your A/P and A/R processes with easy-to-use functionality that lets you pay your vendor invoices by transmitting funds to your bank electronically and accept electronic payments from your customers. It works in conjunction with EDI 820 remittance advice documents - to let your vendors know which invoices are being paid via EFT, and to alert your system to incoming electronic payments from designated customers.

There are several options of EFT Eclipse supports.

- Outbound Vendor EFT
- Positive Pay
- Inbound Lockbox

Outbound Vendor EFT

The **Outbound Vendor EFT** option allows customers to generate EFT checks instead of paper checks. Vendors must be in enabled for EFT through check setup and Vendor Maintenance. The purchase order and A/P process must be completed with the payable created and invoice approved.

Instead of generating a paper check, the system generates an EFT flat file to send to the bank and saves it. The system saves all these files until the user runs the EFT transmission release to send the file to a queue. Then the system automatically can send a single file to the bank with all the transmissions included. Users can also manually send the files to the bank.

To enable a vendor for EFT:

1. From the Maintenance menu, select **Vendor**.
2. In the **Vendor** field, enter the vendor name or ID to display the vendor details.
3. From the **Additional** menu, select **Vendor Payment Information**.
4. Set the **Payment Via EFT** field, to **Yes**.
5. Save your changes and exit the window.

Positive Pay

The **Positive Pay** process allows you to generate a flat file to send to the bank. The bank uses this file to validate the amounts printed on the original checks match the amounts the pay-to customer is attempting to cash the check for.

Positive Pay requires no changes to the check printing process. The program is scheduled to send a flat file via FTP and can only send through FTP. You can use Pretty Good Privacy (PGP) encryption.

Note: Many programs required custom work because many banks require different formats.

You can schedule the program to run nightly or manually each time you generate a check.

Inbound Lockbox

The **Inbound Lockbox** process requires cooperation from the customer's bank. The bank generates a file to send to the customers through e-mail or posting to an FTP site for retrieval. The system can then process this file and automatically create a cash receipt based on matching logic for an invoice.

Users must upload the file to the Your Hold Files. When the process runs, the system automatically creates cash receipts. The system only supports fixed width files. The spooler (hold file) allows you to specify the format of the file.

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.

Before the system can receive an 830, set up the system as follows:

- 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 EDI Support before using it.

Receiving EDI 832 Price/Sale Catalog Requests

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

Before the system can receive an 832, set up the system as follows:

- 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, see Importing IDW Catalog Data into PDW. This is for standard PDW, not Enhanced PDW (PDW2).

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.

Before the system can receive an 840, set up the system as follows:

- 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 in Sales Order Entry in one of the following ways:
 - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue window. The system displays "RFQ" in the **Sta** column for 840s. Select the item and from the **Order** menu, select **Edit Order**.
 - From the **System > Message System** menu, select **Message Queue**. If necessary, set the mode to **Received**. Select the bid and from the **Message** menu, select **View Item**.
2. Edit the bid, as needed.
3. Display the **Status** tab of the bid.
4. Change the **Print** status to **EDI**.
5. Save the order and exit the window.

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, select the order and from the **Edit** menu, select **Clear Review**.

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 Brand A fluorescent light is \$6. One of your large customers requests competitive pricing on the Brand A 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 Brand A 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 Customer Rebate 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 Review Queue

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

Control Maintenance Records

The following control maintenance records should be considered when managing the queue:

- Expire All Matrix Cells When EDI 845 Contracts Are Imported
- Update Rebate View Dates When An EDI 845 Processes

Authorization Keys

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

- EDI.IN.REVIEW - Allows access to the EDI 845 Contract Upload Queue.
- PRODUCT.MAINT - Allows access to Product Maintenance. Users must be assigned Level 2 to edit a record.
- SMATRIX.MAINT - Allows access to Sell Matrix Maintenance and Quick Sell Matrix Maintenance.
- BUY.SELL.GROUP.MAINT - lows access to Buy/Sell Group Maintenance.
- SMATRIX.COST.EDIT - Allows users to edit costs on Sell Matrix Maintenance and Quick Sell Matrix Maintenance.
- SMATRIX.COGS.EDIT - Allows users to cost-of-goods-sold (COGS) costs on Sell Matrix Maintenance and Quick Sell Matrix Maintenance.

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. Trading Partner Maintenance is current unavailable in Solar Eclipse.

Customer Maintenance

When you receive a pricing contract from a vendor, 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 additional keywords 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, select **Edit > Contracts** on the Customer Pricing/Printing window.

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, select **Edit > Contracts** on the Customer Pricing/Printing window in Customer Maintenance to display the Contract Pricing window 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 the system receives an 845 from an EDI vendor, the system places the contract information in the EDI 845 Contract Review 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 **Status** column, to one of the following:

- **Review (or Reviewed)** - The system found a matching customer contract record, and the contract details are ready for review.
- **Updated** - A contract for which you have run an update. When the 845 comes in, the system checks for an existing matrix cell that has pricing and rebate information. If the system finds a current matrix cell, that existing cell is expired as of the effective date of the new cell. The system then creates a new cell with the same type as the old one that was expired. The new rebate cost information is added to the new cell and the pricing information is copied over from the old, expired cell. Select **View > Contract Detail** from the 845 Contract Review Queue to review these line items. When all items on a contract are updated, the system removes the contract from the queue.

Use the **Expire All Matrix Cells When EDI 845 Contracts Are Imported** control maintenance record to automatically expire all existing matrix values a day before new matrix created based on the imported EDI 845 effective date. For detailed information and examples, see EDI Control Maintenance Records in the online help documentation.

Set the **Update Rebate View Dates When An EDI 845 Processes** control maintenance record to update Effective Dates and Expiration Dates for both Cost view and Rebate view in the sell matrix. Use caution as this may change your rebate costs. For detailed information, see EDI Control Maintenance Records in the online help documentation.

- **Not found** - The system could not find a matching customer contract record. Create or identify a customer contract record and requeue the 845 before you can process the contract details.

To review EDI 845 price contracts in the 845 Review Queue:

1. Display the Selection Criteria window in one of the following ways:
 - From the **System > Systems Programming > EDI > EDI Review Queues** menu, select **EDI 845 Review Queue**.
 - From the **Purchase > Queues** menu, select **EDI 845 Contract Upload** to display the EDI 845 Review Queue.
2. Enter the selection criteria and click **OK** to display 845 documents that meet the criteria.

Reviewing and Processing EDI 845 Pricing Contracts

Field	Description
Branch/Tr/All	The branch, branches, 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. This field defaults to All .
Vendor	Vendor that sent the 845.
User	User ID of the user assigned to review incoming 845s. This field defaults to your user ID. To review 845s 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 queue. Level 2 authorization is required to view other users' entries.
Contract	Pricing contract number.
Received Start Date	First received date for which to view 845s. For example, if you want to review all 845 contracts received in July 2007, enter 07/01/07 in this field and 07/31/07 in the Select End Date field.
Received End Date	Last received date for which to view 845s. For example, if you want to review all 845 contracts received in July 2007, enter 07/01/07 in the Select Start Date field and 07/31/07 in this field.
Status	Contract status: <ul style="list-style-type: none"> • All - All contracts. This is the default. • Reviewed - New contracts ready for review. • Updated - Contracts for which you have run an update and error messages need to be reviewed. • No Match - Contracts for which the system did not find a match.

The system displays the following information about the selected 845s display on the EDI 845 Review Queue window:

Field	Description
Check box	Flag that indicates which contracts the system processes when you use the File > Update Items menu option. Select the check box in this column to flag a contract for processing. When all items on a contract are processed, the system removes the contract from the queue.

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Field	Description
Status	<p>Status of the 845 document in the queue:</p> <ul style="list-style-type: none"> • R (Review) - A new contract that needs to be reviewed before doing an update. • 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. Select View > Contract Detail 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 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"> • Create or identify a customer contract record in Eclipse for this 845. • Enter the customer name in the Customer field in the 845 Contract Upload Queue. If the field does not display, select Options > Change View > Customer. When you do this, the system changes the status from Not Found to Review. <p>Note: When you set up or edit a customer contract record, add the contract number to the entity record Name and Index fields or additional keywords for the contract.</p>
Type	<p>The 845 type:</p> <ul style="list-style-type: none"> • 00 - New • 04 - 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. • 30 - Matrix renewal • 56 - Expire existing matrix <p>To expire but not change an existing matrix cell, the vendor must send the contract with the type code of 56.</p>
Vendor	Vendor that sent the 845.
Customer	Customer record to which the pricing contract applies.
Contract Number	Pricing contract number from the 845.
Branch	<p>The branch or territory to which the contract applies. Type all if the contract applies to all branches. The system respects the user's branch authorization. This field is required.</p> <p>Important: Branch information for this field is based on your settings in the EDI 845 Vendor/Territory Cross Reference table. You can change the branch information in the EDI 845 Review Queue for a single session, but when you re-update the display the system refers to and pulls the branch information from this cross-reference table.</p> <p>Note: If a contract comes through with an unknown branch, the system sets the branch to DFLT.</p>
Last Received	Date and time the 845 was received or last processed.

3. To review and edit the detail of a contract, select a contract and select **Edit > Contract Detail** from the to display the Contract Detail window.

- To update the contract in the Eclipse system, select the check box in the first column and select **File > Process** to display the Contract Update screen.

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. After the system updates the items, it displays an error message indicating how many items processed successfully.

Note: If you prefer to view the errors prior to processing any records, select **File > Scan For Errors** to display the error messages prior to entering items into the matrix.

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 right-click on the row and select **Delete Rows**. If you do not want to create matrix cells for all the line items, you can return to the queue and select the check box for that contract and use the **File > Delete** to remove the 845 entry.

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

More Options for Reviewing and Processing EDI 845 Pricing Contracts

The 845 Contract Upload Review Queue also offers these options for reviewing and processing 845 pricing contracts:

To...	Use this menu option...
view the raw data of the 845	View > Archive Detail
view and edit contract detail information	View > Contract Detail
enter new criteria for filtering the queue	Edit > Select
reprocess the selected 845 contract	Edit > Requeue
select which contracts to update and launch the update processes	<p>Edit > Update Items</p> <ul style="list-style-type: none"> In the Select Items field, select one of the following options: <ul style="list-style-type: none"> Update All - Selects all contracts in the queue. Flagged Items - Selects only the contracts flagged for update in the Update column on the queue. This option is the default. Click OK to launch the update process. <p>Note: You can verify the updates in the new sell matrix created from your actions. After the system updates the items, it displays an error message indicating how many items processed successfully.</p>
define additional information required to process an 845 contract for the selected vendor	Edit > EDI Additional Document Information

Reviewing and Editing EDI 845 Pricing Contract Detail

Review and edit the detail of pricing contract information the system receives on EDI 845 Price Authorization Acknowledgment documents. Each line on the Contract Detail window 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 window 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 when you run the contract update. Before running the update, you need to review and edit the contract detail.

Use the views in the Contract Detail window to review and scan for errors and edit the contract detail. As you are reviewing details, the lines in error display with an icon  in the **Error** field. Move your cursor over the icon to display the error message. You can also select the item in error and select **View > View Error** messages. Use the Error icon as a way to scan the list for the items that require your attention before updating the contracts.

- **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 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 **Cost** column to **Yes**.

Note: The system auto-populates the fields in this view, if default values have been set in Customer Maintenance or Trading Partner Maintenance.

Note: You can double-click the **Error** column heading to sort all the lines with errors to the top of the queue.

To review and edit EDI 845 pricing contract detail:

1. Display the Selection Criteria window in one of the following ways and enter the selection criteria:
 - From the **System > System Programming > EDI > EDI Review Queues** menu, select **EDI 845 Review Queue**.
 - From the **Purchase >Queues** menu, select **EDI 845 Review Queue**.
2. Select a contract you want to review or edit and select **View > Contract Detail** to display the EDI/Product Group view of the Contract Detail window.

Note: The window has four views. Select **Options > Change View** to select a different view.

- Review and edit the data displayed in the **EDI/Product Group** 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 select **Edit > Requeue** to reprocess the 845.

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
Error	Move your cursor over the icon in this field to display the error for the line item. This field is blank for items received without errors.
Group/Product	Eclipse description of the product or product sell group. Products 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, select Edit > Product Maint to access Product Maintenance and use the UPC# or the vendor catalog number to search the Product file for a matching record. When you find a match, select Additional Data > UPC Code Maintenance within Product Maintenance and enter the UPC# in the Primary UPC or Secondary UPC field in the UPC Codes Maintenance window. Product Groups The system uses the group ID to locate matching sell groups in the Sell Group Translation window 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, you need to update the Sell Group Translation window to include the group ID.
UPC #	Product's universal product code. Data from the 845 populates this field.
Price Line	Eclipse price line to which the product or product group belongs. Data from the Eclipse product record or the product sell group populates this field.
Vendor Group / Catalog #	Vendor's product group ID or product catalog number. Data from the 845 populates this field.
Matrix	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.

- Review and edit the data in the **Rebate Cost** view, to set the cost rebate for stock sales of the designated products to the designated customers.

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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
Error	Move your cursor over the icon in this field to display the error for the line item. This field is blank for items received without errors.
Group/Product	Eclipse description of the product sell group or product.
Cost Basis	Eclipse cost basis to use in calculating the rebate amount. You cannot enter Ord COGS or Ord Comm as the cost basis in this field as they apply to sell prices only. This field is required. Note: 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.
Cost	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.
Price Date	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.
Effective Date	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.
Expiration Date	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.
Matrix	Indication whether a sell matrix cell for this product or product group exists in the Eclipse system. An asterisk (*) in this column indicates that a sell matrix cell exists.

5. If the pricing contract includes cost rebates for direct orders, review and edit the data in the **Direct Cost** view.

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
Error	Move your cursor over the icon in this field to display the error for the line item. This field is blank for items received without errors.
Group/Product	Eclipse description of the product sell group or product.

Field	Description
Cost Basis	Eclipse cost basis to use in calculating the rebate amount. Eclipse cost basis to use in calculating the rebate amount. You cannot enter Ord COGS or Ord Comm as the cost basis in this field as they apply to sell prices only. This field is required. Note: 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.
Cost	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.
Price Date	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.
Effective Date	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.
Expiration Date	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.
Matrix	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.

6. 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 **Cost** column (Override Cost Only flag) to **Yes**.

Field	Description
Error	Move your cursor over the icon in this field to display the error for the line item. This field is blank for items received without errors.
Group/Product	Eclipse description of the product sell group or product.

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Field	Description
<p>Cost</p>	<p>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 Cost Only field on the Contract Upload Settings window for this contract in Customer Maintenance or the Cost Only Matrix field on the trading partner's Additional Doc Info window for the 845 in Trading Partner Maintenance. The field in Customer Maintenance takes precedence over the field in the additional doc info.</p> <ul style="list-style-type: none"> • Yes - The matrix cell the system creates will an O type matrix, which does not allow you to set a selling price. When you set this field to Yes, you cannot access the Formula field. • No - The matrix cell the system creates will be a N type matrix, which allows you to set the selling price as well as the cost. <p>Note: If you change an N to Y, the system clears the Formula field.</p>
<p>Price Basis</p>	<p>Eclipse price basis used in calculating the selling price. Enter Ord COGS 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 Ord Comm to use the commissions cost basis. This field is required.</p> <p>Note: The system validates this field with the price basis associated with the price line to which the product belongs.</p>
<p>Formula</p>	<p>Formula for calculating the selling price for the product. This system populates this field as follows:</p> <ul style="list-style-type: none"> • The system uses data from the 845, if the vendor sends a formula for calculating the selling price. • If the vendor does not send a formula, the system uses the value entered in the Formula field on the Contract Upload Settings window for the generic customer contract record in Customer Maintenance. • If the Formula field is blank, the system uses the value entered in the Default Selling Formula field on the EDI Add'l Doc Info window for the 845 defined for the group profile in Trading Partner Maintenance. • You can also populate this field with your own formula.
<p>Price Date</p>	<p>Price sheet date that determines the value of the price basis used with the formula for calculating the selling price. 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>
<p>Effective Date</p>	<p>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.</p>
<p>Expiration Date</p>	<p>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.</p>
<p>Matrix</p>	<p>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.</p>

- To delete rows from the contract, select the row or rows you want to delete, right-click and select **Delete Row**.

When you close the Contract Detail window, select **Yes** to the save prompt to make the deletions permanent. If you select **No**, the system returns the items you deleted to the contract.

- Save your changes and exit the window.

Note: After returning to the EDI 845 Contract Upload Queue screen, use the **Update Items** hot key to process the changes you entered.

More Options When Reviewing and Editing EDI 845 Pricing Contract Detail

The Contract Detail window also offers the following options for reviewing and editing 845 pricing contract details:

To...	Use this menu option...
copy 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. For the Basis field, the Copy to End function only copies to the end of the column, within a single price line.	Edit > Copy to End
display a selection list of views, which change the fields displayed	Options > Change View
display the selected product in Product Maintenance, if you are authorized	Edit > Product Maint
displays the sell matrix cell for the selected contract in Sell Matrix Maintenance, if you are authorized.	Edit > Matrix Maint This menu option is only available for line items with a valid matrix.
display the errors that prevented the system from creating a sell matrix cell for the selected line item.	View > View Errors Note: This menu option is active for any given line item only after the update for the 845 is run and only if errors exist. You can also identify lines with errors using the icon  in the Error field. Move your cursor over the icon to display the error message. You can also select the item in error and select View > View Error messages. Use the Error icon as a way to scan the list for the items that require your attention before updating the contracts.
search for a product listed on the window using keywords	View > Find

Reprocessing EDI 845 Pricing Contracts

The EDI 845 Review Queue displays pricing contracts received by 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. 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.

Note: You can set up the system to automatically renew contracts, if needed. For more information, see *Automatically Renewing 845 SPA Contracts* in this documentation.

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

To reprocess an EDI 845 pricing contract:

1. Display the Selection Criteria window in one of the following ways and enter the selection criteria:
 - From the **System > System Programming > EDI > EDI Review Queues** menu, select **EDI 845 Review Queue**.
 - From the **Purchase > Queues** menu, select **EDI 845 Review Queue**.
2. Review EDI 845 contracts in the EDI 845 Review Queue and make any necessary changes to the contract detail or to your system records.
3. Select the contract that you want to requeue and select **Edit > Requeue** to display the Requeue Entry window.

Note: If you want to requeue all the contracts in the queue, it is not necessary to select a specific contract prior to selecting **Edit > Requeue**.

4. Enter the following selection criteria and click **OK** to reprocess the contract. The system updates the **Last Received** date and time to reflect the current day.

Field	Description
All or Remaining Items	Select All to requeue all the items on the contract, or select Remaining to requeue only those items that have not yet been updated in the system.
Current Line or Date Range	Select Current Line to requeue only the contract that was selected when you selected Edit > Requeue , or select Date Range to requeue contracts that you received with in a specific period of time. Use the Start Date and End Date fields to enter the date range.
Start Date	If you selected Date Range in the Current Line or Date Range 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 2007, enter 08/01/07 in the Start Date field and 08/07/06 in the End Date field.

Field	Description
End Date	If you selected Date Range in the Current Line or Date Range 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 2007, enter 08/01/07 in the Start Date field and 08/07/06 in the End Date field.

A message displays if the system cannot process any items in the 845. Review the contract detail again, make any updates, and reprocess.

Entering Additional 845 Document Information

Use additional documentation information to define additional parameters required to process an 845 pricing contract for an EDI trading partner.

To enter additional 845 document information:

1. Display pricing contracts in the 845 Contract Upload Queue.
2. Select a line from a vendor whose 845 document information you want to update.
3. From the **Edit** menu, select **EDI Additional Document Information** to display the EDI Additional Document Information window for the vendor.
4. Enter the following information:

Note: Use the **Product Matching** hot key to define how you want the EDI 845 to determine matching priorities on the product data. This is new in Release 9.0.5.

Field	Description
Grp/User to Review Received Document	Enter the ID of the person or message group to notify when an EDI transaction is received.
Grp/User to be Notified of Document	Enter the ID of the person or message group to notify when an EDI transaction is received.
Alternate Interchange ID	Identify a test ID (or alternate production ID) for your trading partner. It follows the same format as the group number. Use this field instead of setting up a separate profile for the purpose of testing with your partner. Note: 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 choose the main profile and get to the Alternate Interchange ID through the main profile, not by selecting the alternate interchange at this point.
Cost/Price Matrix	Select from the following options for how you want to handle matrix creations based on the incoming document from your trading partner: <ul style="list-style-type: none"> • C - Cost Only Matrix - This option creates a cost-only matrix with matrix type 'O.' • P - Price Only Matrix - This option creates a price-only matrix which restricts cost values from EDI. • B - Cost and Price Matrix - This option creates a matrix with both options. This is the default.
Default Selling Formula	Enter the pricing formula, if the vendor always uses the same formula for determining your selling price for 845 pricing contracts. The system populates the Formula column in the Sell Price view on the 845 Contract Detail with this formula. You can override the formula for individual customers in the Formula field on the Contract Upload Settings screen in Customer Maintenance or for individual 845s in the Formula column of the Sell Price view of the 845 Contract Detail.

Field	Description
Update COMM-COST on Sell Matrix	<p>Indicate whether the system should upload and update the COMM-cost in addition to the COGS cost.</p> <p>If set to Yes, 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>
Invert Multiplier	<p>Specify whether the vendor sends straight multipliers or an inverse multiplier in their inbound 845 documents. The multiplier is a number 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:</p> <ul style="list-style-type: none"> • Actual multiplier - 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 No to indicate in the formula that you want to use 55% <i>of</i> the amount. • Inverse multiplier - 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 Yes to indicate in the formula that you want to use 55% <i>off</i> the amount.
Auto Create 845 Renewal SPA	<p>Enter Y to let the system create renewals automatically for special pricing agreements (SPA). The system conducts the same checks as if you were processing it manually through the 845 Contract Upload Queue.</p>
Default Global SPA COGS Basis	<p>Enter the cost-of-good-sold (COGS) basis you want the system to use when automatically processing SPA agreements.</p>
Default Global SPA Direct COGS Basis	<p>Enter the direct cost-of-good-sold (COGS) basis you want the system to use when automatically processing SPA agreements.</p>
Sell Groups	<p>Use the Sell Groups hot key to display the Sell Group Translation screen, where you list the vendor's product groups and map them to Eclipse sell groups.</p> <ul style="list-style-type: none"> • In the Vendor Group column, enter the vendor's product groups. • In the Sell Group column, for each vendor group, select or enter the corresponding Eclipse sell group. • Use the Group Matrix hot key, as needed, to display the Buy/Sell Group Maintenance screen, where you can create new Eclipse sell groups.
Enable Product Matching Priorities New in Release 9.0.5	<p>Indicate if you want to match your products when receiving EDI 845 documents by other parameters than by UPC or EAN codes.</p> <p>You can decide which options on which to match and in what order giving you more control over your product matching priorities. Set this option to Yes to activate the Product Matching hot key. For more information about this option, see Defining Product Matching Priorities for EDI.</p> <p>By leaving this set to No, the system works as designed prior to Release 9.0.5 using the UPC and EAN codes on 845 documents.</p>

Field	Description
Ignore Purpose Code for Auto Creation	<p>In conjunction with the Auto Create 845 Renewal SPA option above, you can set this option to Yes to <i>only</i> bypass the EDI 845 Contract Review Queue and automatically update the sell matrix records. This requires the second field value in the Beginning Segment for Price Authorization Acknowledgement/Status (BPA) be set to 04.</p> <p>The default is No.</p>
	<p>If this option is set to Yes, the system addresses the following:</p> <ul style="list-style-type: none"> • If Sell Matrix records already exist for the specified contract and product, then the system automatically sets the existing records to expire the <i>day before the new contract records are set to take effect</i>, and creates new Sell Matrix records for the updated contract information. • If Sell Matrix records do not already exist for the specified contract and product, then the system automatically creates new Sell Matrix records for the contract information. • If the system is unable to match a part number (UPC or vendor catalog) in the 845 data, then the 845 contract information for only the product(s) that the system was unable to match goes to the EDI 845 Contract Review Queue.

5. Save your changes and exit the window.

To enter sell groups for the vendor:

1. From the EDI Additional Document Information window, select **Sell Groups** from the **Edit menu** to display the EDI Sell Group Translation window, where you list the vendor's product groups and map them to Eclipse sell groups.
2. In the **Vendor Group** column, enter the vendor's product groups.
3. In the **Sell Group** column, enter the corresponding Eclipse sell group.
4. If you need to create new sell groups, select **Edit > Group Maintenance** to display the Buy/Sell Group Maintenance window.
5. Save your changes and exit the window.

Automatically Assigning EDI 845 Pricing Contracts by Branch or Territory

Use the EDI 845 Vendor/Territory Cross Reference window to help you maintain the branch or territory-level pricing contracts you have with your vendors.

Updating the pricing contract information in this window keeps the EDI 845 Review Queue up to date. When the EDI 845 is received, Eclipse checks the EDI 845 Vendor/Territory Cross Reference Table and populate the EDI 845 Review Queue with the defined branches and territories. You can change the branch information in the EDI 845 Review Queue for each contract.

Important: You must have an EDI Trading Partner defined in EDI Trading Profile Maintenance for the vendor for which you want to add cross-reference values. The system alerts you if no trading partner is associated and does not open the window.

Displayed and accessible branches for this window are dependent on the User Accessible Branches settings. Only branches for which the logged in user are authorized display. Likewise, territories are limited to those that contain only the user's authorized branch.

To review an 845 pricing contract:

1. From the **Maintenance** menu, select **Vendor** to display **Vendor Maintenance**.
2. Display the vendor for which you need to review pricing contracts by branch.
3. From the **Additional > EDI** menu, select **EDI 845 Vendor/Territory Cross Reference**.

Note: The system alerts you if no trading partner is associated and does not open the window.

4. Do one of the following:
 - **Add a line** - Use the empty line at the bottom of the **Br/Territory** column to add a new branch or territory contract for this vendor.
 - **Delete a line** - Select the branch or territory which no longer has a valid contract.
 - **Update a line** - Adjust the branch, territory, or contract number for the vendor
 - **Add a Create Date** - For new contracts enter the date the contract was created. The create date lets users see how old contracts are and delete ones that are no longer needed.

Note: The **Contract Number** field has a maximum of 30 characters and can be alphanumeric, as needed.

5. Save your changes and exit the window.

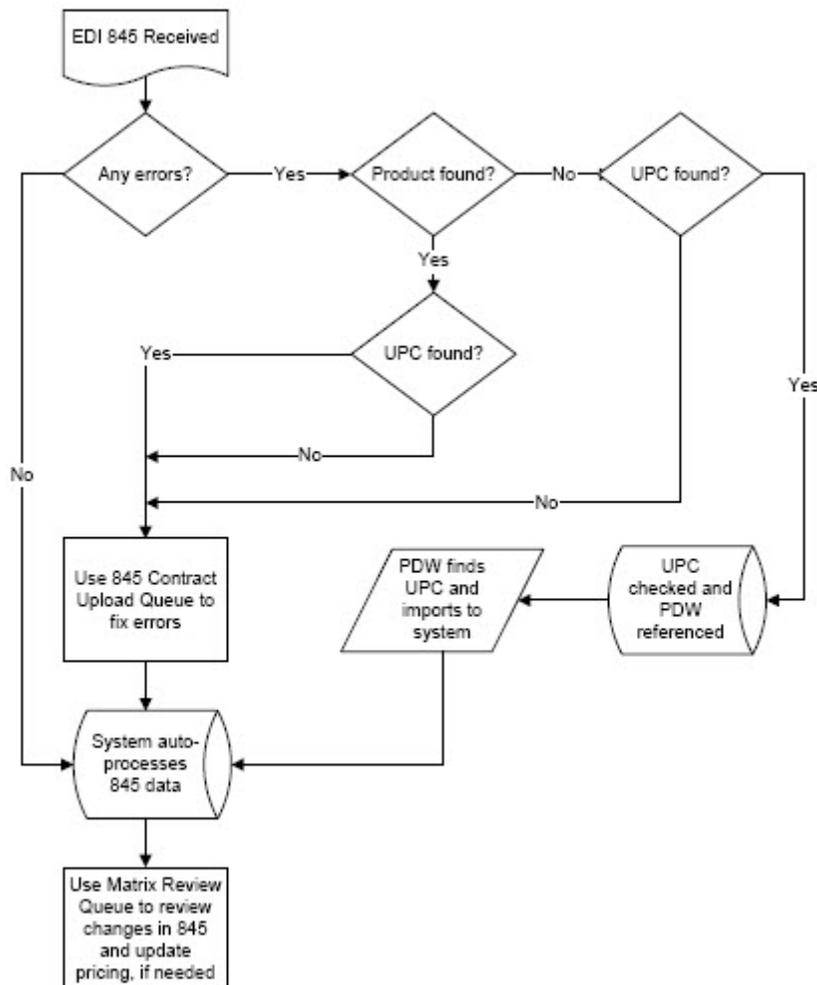
Automatically Renewing 845 SPA Contracts

If you frequently have special pricing agreements that do not change and just need to be renewed, you can set up the system to automatically renew the contract and create the new matrix cell. You can use the SPA Matrix Review Queue to review any updates or pricing changes, as needed. The system handles errors, such as when products are not found, but universal product codes (UPCs) are located. You can fix errors and adjust pricing as needed. The system also leverages your product data warehouse (PDW) to locate product and the corresponding UPCs.

Note: You can create a widget for both the *SPA Matrix Review Queue* and the *845 Contract Upload Queue*, if you monitor either of them on a regular basis.

To automatically renew a SPA agreement, setup a trading partner with the correct parameters. Then you can use the SPA Matrix Review Queue to renew at a glance, the contracts that come through EDI to your system.

When contracts are automatically renewed, the system expires the old matrix, copies the sell information to a new matrix and populates the information accordingly.



To setup a trading partner to automatically renew a special pricing agreements:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.
Note: If prompted, log on to the character-based system.
2. Select a group ID and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
3. Select the 845 document number and use the **Add'l Doc Info** hot key to display the EDI Add'l Doc Info screen.
4. In the **Auto Create 845 Renewal SPA** field, enter **Y** to activate the automatic renewals.
5. In the **Default Global SPA COGS Basis** field, enter the cost-of-good-sold (COGS) basis you want the system to use when automatically processing SPA agreement renewals.
6. In the **Default Global SPA Direct COGS Basis**, enter the direct cost-of-good-sold (COGS) basis you want the system to use when automatically processing SPA agreement renewals.
7. Press **Esc** to save your changes and exit the screen.
8. From the **Purchase > Queues** menu, select **EDI 845 Review Queue** to display the contract upload queue.
9. Review 845 Contract Upload Queue.

The system creates an 04 document and checks the Trading Partner Connect file to see if the auto-renewal is flagged. If the auto-renewal is not flagged, the system places the file into the standard 845 Contract Upload Queue.

To review pricing agreements:

1. From the **Purchase > Queues** menu, select **SPA Matrix Review Queue**. You can also double-click the contract matrix from Quick Sell Matrix Maintenance.
Note: This queue is only available in the Solar application.
2. Use the header fields to filter the information you need to display and click **Update**.

Field	Description
Branch/Tr/All	Enter the pricing branch for which you want to view the SPA matrix.
Inside Sales	Enter the sales person responsible for inside sales if you want to view only those contracts for a particular salesperson. Leave blank to run for all sales people.
Outside Sales	Enter the sales person responsible for outside sales if you want to view only those contracts for a particular salesperson. Leave blank to run for all outside sales personnel.
Vendor	Enter the vendor responsible for fulfilling the contract agreement. Leave blank to run for all vendors.

The system displays the current matrix information for each branch by branch.

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- Review the matrix queue columns.

Field	Description
Branch*	The branch to which the SPA applies.
Vendor*	The vendor with whom the SPA has been made.
Customer/Contract*	The auto-assigned contract number or the customer number as found in Customer Maintenance.
SPA Number*	The auto-assigned SPA number.
Effective Date	The date on which the SPA takes effect.
Expire Date	The date on which the SPA no longer applies.
Source	The location from which the information has come to place the SPA in the queue.
Receive Date*	The date the SPA renewal request has been received.

* View Only

Note: Use the **View** menu to display other columns.

- Use the check boxes to select which contracts you want to remove from the queue, if any.
- From the **Edit** menu, select **Remove**.

This action permanently removes that contract information from the queue. The contract is still accessible through the EDI 845 Contract Upload Queue.

- Use the Matrix Review Queue to review and make changes, as needed.
- Save your changes and exit the window.

Handling *Product Not Found* Errors from the EDI 845 Review Queue

When new special pricing agreement (SPA) contracts on products are received, sometimes those products are not defined in the product file. The system produces a ***Product Not Found*** error message in the EDI 845 Review Queue for each product. By using the EDI 845 Review Queue, you can save these products to a file so the information is not lost.

The system checks to see if all the information needed to create a matrix is defined. If not, an error message displays with the additional information that is required, such as Basis Not Defined. After the information is saved off to a file the ***Product Not Found*** errors can be removed from the EDI 845 Review Queue.

If the product is created through Sales Order Entry using the Non-Stock Product Entry feature and has the same universal product code (UPC) as a product saved off to the file, the system automatically creates the contract matrix and uses it on the sales order. This new SPA contract then populates the SPA Matrix Review Queue for pricing review.

To handle *Product Not Found* Errors:

1. From the **Purchase > Queues** menu, select **EDI 845 Review Queue** to display the EDI 845 Review Queue.
2. Set the heading parameters to find the contracts you want to review.
3. Select the row with *Product Not Found* that you want to save the information for.
4. From the **Edit** menu, select **Contract Detail** to display the Contract Detail window.

When viewing the ***Product Not Found*** Errors, any line that has a net price uses the cost basis defined at the Vendor Trading Partner level, if defined. Since the system does not have all the information to determine the local basis, the field populates with the current default basis, such as *Auto* DFLT-COST.

5. From the **Edit** menu, select **Save Contract Information**.

The system can then reference this saved information when products are added by UPC code.

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.

Before the system can process an 846, set up the system as follows:

- 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, select the **Consignment Inventory?** check box field on the Additional Customer Information window. 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.

Before the system can process an 849, set up the 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:

- Create 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
- Assign the vendor account from which you receive the 849 to a group profile defined for the EDI trading partner profile.

Receiving EDI 849 Rebate Responses

Use one of the EDI 849 Rebate Queues (Detail or Summary) to review EDI 849 Response to Product Transfer Account Adjustments (Credit Memos), 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 processed. 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 Using the EDI 849 Rebate Detail Queue 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 Report Queue (Your Hold Files).
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 Eclipse rebate purchase order associated with the 849.

1. From the **Purchase > Queues** menu, select one of the following:
 - EDI 849 Rebate Detail Queue - Provides extended details for the orders, such as customer numbers, catalog IDs, payable IDs and invoice numbers.
 - EDI 849 Rebate Summary Queue - Displays only the payable, the proposed and accepted costs and their differences. Use this queue to resolve those differences.
2. Exit the queue.

Reviewing Book Letter of Credit EDI 849 Rebate Detail Differences

Use the Rebate Detail Maintenance window 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** option to export the entire file or you can use the **Export Exceptions** option 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 window.
- 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 **Purchase > Queues** menu, select **Rebate Detail Maintenance** to display the Rebate Detail Maintenance window.
2. In the **P/O Number** field, press **F10**, select the purchase order associated with the 849, and press **Enter**.
3. Use one of the following menu options to copy data from the Rebate Detail file to a spreadsheet program on your computer:
 - **File > Export** - Copies the entire detail file.
 - **Edit > Export 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
P/O#~Line Number	Purchase order and line on which you requested the rebate for the designated product.
Invoice #	Invoiced sales order on which the designated product was sold.
Description	Product description.

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Field	Description
Quantity	Product quantity sold.
Rebate Cost	Eclipse product rebate cost.
Override Rebate Cost *	Override for Eclipse product rebate cost. To change the Eclipse rebate cost to match the vendor's rebate cost, copy the value from the Vendor Rebate Cost field on the spreadsheet and enter it here.
Cost	Eclipse product cost.
Rebate Amount	Eclipse requested rebate amount.
Cat #	Vendor's product catalog number stored in the Eclipse Product file.
Dispute *	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.
Notes Entered *	Personal notes. Enter notes for your personal use in this field.
Accepted *	Indication from the vendor that designates whether they accepted your rebate request. <ul style="list-style-type: none"> • Y - Accepted. • N - Not accepted. If you have resolved a rebate difference with the vendor, you can change the N to a Y .
Contract #	Eclipse pricing contract number.
Customer ID #	Eclipse customer ID number.
UPC	Product UPC code.
Customer Name	Eclipse customer name.
Vendor Part #	Vendor's part number for the product.
Line #	Line on which the product is listed on the sales invoice.
Ship Date	Date the product shipped.
Branch	Branch from which the product shipped.
Stock or Direct	Indication whether the product sold was from stock or a direct order.
Vendor Quantity	Product quantity from the 849.
Vendor Cost	Product cost on the 849.
Vendor Rebate Cost	Product rebate cost on the 849.
Product Number	Eclipse product ID number.
Credit Memo	Vendor's ID for credit memo issued for the rebate amount.
Vendor Proposed Rebate Amount	Rebate amount the vendor plans to pay. If this value is present, the system uses this value to calculate the rebate amount.

Field	Description
Resubmit	Indication from the vendor whether you should correct and resubmit a rejected rebate request. <ul style="list-style-type: none"> • Y - You should correct and resubmit this rebate request. • N - The rebate request was approved, so there is no need to resubmit the request.

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 window.

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 window, select **File > 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.

- Click **OK** 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 window accordingly.

Important: The import function only imports changes to the following fields: **Override Rebate Cost, Dispute, Notes Entered, and Canceled**. Any entry in the **Canceled** column on the spreadsheet removes the amount from the **Detail Value** field since it signifies a canceled item.

- 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.

Using the EDI 849 Rebate Summary Queue

After creating negative purchase orders for a vendor for Booking Letter of Credit processes, the system populates the information to the EDI 849 Rebate Detail Queue. This queue lets you review the information and handle the rebate claims that do not match. You can manage these exceptions and adjust the pricing on the purchase order. You can then export the information, as needed, to a spreadsheet.

Review the proposed and actual costs and decide what to do with any differences that may remain.

For a more detailed queue with information down to the line number level including quantities, invoice numbers, and payable IDs, see Using the EDI 849 Rebate Detail Queue.

Note: You can only update the following fields from the queue: **Override Amount**, **Notes**, **Dispute Reason**, and **Accepted** flag. You can also update these fields using the import tool.

To use the EDI 849 Rebate Summary Queue:

1. From the **Purchase > Queues** menu, select **EDI 849 Rebate Summary** to display the EDI 849 Rebate Summary Queue window.
2. Use the header fields to set the parameters you want to review for the queue.

Parameter	Description
Branch/Tr/All	Enter the branch, branches, or territories by which you want to limit the queue. The system uses the branch the purchase order used when creating the book letter of credit option. Each branch that is filing and creating the book letter of credit displays the branch in the rebate detail file.
Vendor	Enter the vendor by which you want to limit the queue. The vendor on the purchase order.
Rebate Status	Enter which rebates you want to display: Resolved , Unresolved , or Pending .
Start Ship Date	Define the time frame by shipping dates that you want to review for rebates.
End Ship Date	

3. Use the queue columns to review the rebate data and make sure items match.

Column	Description
P/O Number	The purchase order number assigned by the system for the payable you are using to send to the vendor.
Vendor Name	The vendor name either limited to the vendor selected in the header or each vendor within the defined parameters of the header information if you set the Vendor field to All .

Column	Description
Vendor Proposed Rebate Total	<p>The rebate amount approved by the vendor using the following conditions:</p> <ul style="list-style-type: none"> • If the vendor has sent a Proposed Rebate Amount in the 849, that value is used here. • If there is an Override Rebate Cost in the 849, that value is used here. • 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. • If none of the above exist, the rebate amount in your system is used here.
Purchase Order Rebate Total	The rebate amount you requested for the purchase order.
Rebate Difference	The difference, if any, between the requested and approved amounts. Use the Rebate Difference column on the queue to decide how you want to handle any difference displayed, such as writing it off in your accounts.

3. Review the value in the **Difference** field and address the amount, as per your company guidelines:

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"> 1. Exit the window. 2. Create a payable for the rebate amount.
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"> 1. Do one of the following: <ul style="list-style-type: none"> • From the File menu, select Update to revise your P/O amount to match the vendor rebate amount, then exit the Rebate Detail Maintenance window. • Exit the Rebate Detail Maintenance screen without using the Update option, then post the Difference amount to a general ledger account. 2. Create a payable for the rebate amount.

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If the Difference is...	And...	Then...
Non-zero	You want to review the differences in the rebate detail file.	<p>1. From the File menu, select Export or from the Edit menu, select Export Exceptions, 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.</p> <p><i>Important:</i> The import function only imports changes from the following columns: Override Rebate Cost, Dispute, Notes Entered, and Canceled. Any entry in the Canceled column on the spreadsheet removes the amount from the Detail Value field since it signifies a canceled item.</p> <p>2. Do one of the following:</p> <ul style="list-style-type: none"> • From the File menu, select Update to revise your P/O amount to match the vendor rebate amount, then exit the Rebate Detail Maintenance window. • Exit the Rebate Detail Maintenance window without using the Update option, then post the Difference amount to a general ledger account. <p>3. Create a payable for the rebate amount.</p>

5. Use the following to manage the purchase order rebates in the queue:

To...	From the Edit menu, select...
view invoice information for the payable for the selected line item.	View Payable Invoice to display the invoice in A/P Entry.
change the totals on a purchase order using the Totals tab.	Update P/O Totals to display the purchase order in the Totals tab.
send the rebate detail from the queue out to a spreadsheet format to make changes to the fields.	Export to display the data in your default spreadsheet program, such as MS Excel.
send only the exceptions from the rebate detail queue out to a spreadsheet format to make changes to the fields	Export Exceptions to display the data in your default spreadsheet program, such as MS Excel.
view or edit the purchase order	View or Edit to display the purchase order. You receive a warning if the payable has already been processed.
update the rebate detail file with changes made to the spreadsheet after you exported it.	<p>Import</p> <p><i>Important:</i> The Import functionality imports only those changes from the Override Rebate Cost, Dispute, Notes Entered, and Accepted columns from the spreadsheet.</p> <p>Any entry in the Canceled column on the spreadsheet removes the amount from the Vendor Proposed Rebate Total field since it signifies a canceled item.</p>
view the EDI 849 Rebate Detail for the specified order	View Detail

To...	From the Edit menu, select...
delete the detail for the specified purchase order from the Rebate Detail file	<p>Delete Items</p> <p><i>Important:</i> The Delete Items functionality purges only the line item detail for the purchase order that is currently selected in the queue. If you have a large number of purchase orders to purge from the Rebate Detail file, see <i>Purging the Rebate Detail File</i> in the Purchasing documentation.</p>

6. Exit the window.

Using the EDI 849 Rebate Detail Queue

After creating negative purchase orders for a vendor for Booking Letter of Credit processes, the system populates the information to the EDI 849 Rebate Detail Queue. This queue lets you review the information and handle the rebate claims that do not match. You can manage these exceptions and adjust the pricing on the purchase order. You can then export the information, as needed, to a spreadsheet.

The following detail queue provides information down to the line number level including quantities, invoice numbers, and payable IDs. For a more high-level view, see Using the EDI 849 Rebate Summary Queue.

Note: You can only update the following fields from the queue: **Override Amount**, **Notes**, **Dispute Reason**, and **Accepted** flag. You can also update these fields using the import tool.

To use the EDI 849 Rebate Detail Queue:

1. From the **Purchase > Queues** menu, select **EDI 849 Rebate Detail** to display the EDI 849 Rebate Detail Queue window.
2. Use the header fields to set the parameters you want to review for the queue:

Parameter	Description
Branch/Tr/All	Enter the branch, branches, or territories by which you want to limit the queue. The system uses the branch the purchase order used when creating the book letter of credit option. Each branch that is filing and creating the book letter of credit displays the branch in the rebate detail file.
Vendor	Enter the vendor by which you want to limit the queue. The vendor on the purchase order.
Rebate Status	Enter which rebates you want to display: Resolved , Unresolved , or Pending .
Start Ship Date	Define the time frame by shipping dates that you want to review for rebates.
End Ship Date	

3. Use the queue columns to review the rebate data and make sure items match.

Column	Description
P/O Number	The purchase order number assigned by the system for the payable you are using to send to the vendor.
Invoice #	The invoice number including the generation.
Line #	The line on which the product displays on the purchase order.
Product Description	The short description of the product as found in Product Maintenance.
Quantity	The amount billed for to the customer.
Rebate Amount	The extended amount of the rebate for the entire line item.
Vendor Quantity	The quantity for which the vendor will provide rebates.
Vendor Proposed Rebate Amount	The rebate offered by the vendor for the entire line.

Column	Description
Override Rebate Cost	The override for the cost per item, if any, that has been negotiated.
Payable ID	<p>The corresponding accounts payable ID for the purchase order. The system uses the following icons to indicate the status of the payable:</p> <ul style="list-style-type: none">  - Indicates the payable has been created, but needs to be reconciled to the invoice manually.  - Indicates the payable has been created and automatically approved based on preset parameters. Red highlight - Indicates a mismatch from the purchase order to the invoice. Blank - No payable created based on over and short parameters.

- Use the **View Manager**  button to display other view options. For full descriptions, see **More View Options** at the bottom of this topic. Add additional column views, if needed, with User-Defined View Maintenance.
- Use the following to manage the purchase order rebates in the queue:

Note: For a quick summary and to view the difference between proposed and accepted costs, see Using the EDI 849 Rebate Summary Queue.

To...	From the Edit menu, select...
view invoice information for the payable for the selected line item.	View Payable Invoice to display the invoice in A/P Entry.
change the totals on a purchase order using the Totals tab.	Update P/O Totals to display the purchase order in the Totals tab.
send the rebate detail from the queue out to a spreadsheet format to make changes to the fields.	Export to display the data in your default spreadsheet program, such as MS Excel.
sent only the exceptions from the rebate detail queue out to a spreadsheet format to make changes to the fields	Export Exceptions to display the data in your default spreadsheet program, such as MS Excel.
view or edit the purchase order	View or Edit to display the purchase order. You receive a warning if the payable has already been processed.
update the rebate detail file with changes made to the spreadsheet after you exported it.	<p>Import</p> <p>Important: The Import functionality imports only those changes from the Override Rebate Cost, Dispute, Notes Entered, and Accepted columns from the spreadsheet.</p> <p>Any entry in the Canceled column on the spreadsheet removes the amount from the Vendor Proposed Rebate Total field since it signifies a canceled item.</p>

- Exit the window.

More View Options for the EDI Rebate Detail Queue

The following view options are available in the EDI Rebate Detail Queue. Columns in the queue are view only. Double-click a line item to access the related transaction, such as the invoice.

- Customer Information

Column	Description
Invoice #	The invoice number assigned for the bill going out for the items your customer ordered.
Catalog #	The number associated in Product Maintenance. This field populates when the Book Letter of Credit runs through the Customer Sales Rebate Report.
Notes Entered	Free-form field for user notes about the transaction.
Customer ID #	The customer ID as assigned in Customer Maintenance.
UPC	The universal product code (UPC) for the item being billed as listed in Product Maintenance.
Customer Name	The name of the customer on the sales order.
Vendor Part #	The part number for the items being billed.
Line Reference	The Line # of the item on the order. For example, when the 844 is sent, the invoice # will be S1234567.001.1 where the last digit should match this column.
Ship Date	The date the items ships from your customer.

- Vendor Information

Column	Description
Vendor Name	The vendor name as listed in Vendor Maintenance.
Stock or Direct	Indicates if the item is a stock item or nonstock and shipped directly from the vendor.
Vendor Quantity	The quantity for which the vendor will provide rebates.
Vendor Cost	The cost of the item for the vendor.
Vendor Rebate Cost	The agreed vendor rebate cost for the item.
Product Number	The product number as assigned in Product Maintenance.
Credit Memo	Credit memo, if any, for the transaction. Populated by the 849 document when it runs.
Vendor Proposed Rebate Amount	Amount of rebate the vendor proposes to you.
Dispute	The reject code from the 849 if the item is not accepted.
FIFO Reference #	The number to refer to for first-in-first-out warehouse setup.

Column	Description
Kit Components	Eclipse truncates this field on the invoice # for components when the Book Letter of Credit from the Customer Sales Rebate Report runs for kit/components. For example, on an invoice with the number S1234567.001.1.1 the last digit is the number of the line in the kit. Note: When kits are in an 849 transaction, the system uses the UPC# to match the item, instead of the invoice #.
Accepted	Indicates if the vendor rebate proposal was accepted.

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 when defining additional document information for the 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 in 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 to review this order type, 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 tab in one of the following ways:
 - From the **Orders > Queues** menu, select **Remote Order Entry Review** to display the Remote Order Entry Review Queue window. Select the bid and from the **Order** menu, select **Edit Order**.
 - From the **System > Message System** menu, select **Message Queue**. If necessary, set the mode to **Received**. Select the bid and from the **Message** menu, select **View Item**.

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** tab 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, type **EDI** in the **Print** field to send an EDI 855 Purchase Order Acknowledgement notifying the customer that the order was accepted and will be shipped on the dates specified.
7. Save the order and exit the window.

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Note: To remove an order from the Remote Order Entry Review Queue, select the order and from the **Edit** menu, select **Clear Review**.

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 when defining additional document information for the 850 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 **Yes**. 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 **Yes**. 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 you receive 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 additional information, see EDI 855 VMI P/O Acknowledgments and Vendor Managed Inventory Overview.

Before the system can receive an 855, set up the system as follows:

- 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

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 you receive 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. After the invoice has been received, delete the 855 entry from the queue.

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

To display the EDI 855 P/O Acknowledgment Review Queue:

- Do one of the following to display the EDI Review Queue Selection window:
 - From the **System > System Programming > EDI > EDI Review Queues** menu, select **855 P/O Acknowledgment (Inbound)**.
 - From the **Purchase > Queues** menu, select **EDI 855 P/O Acknowledgment**.
- Enter selection criteria and click **OK** to populate the EDI 855 P/O Acknowledgement Review Queue.

The summary information for each acknowledgement displays.

Column	Description
Reference #	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.
Purchase Order	Purchase order number that the 855 is acknowledging. Click the Message icon in the Message column to view the message attached to the acknowledgement.
Vendor	Vendor who received the purchase order and sent the acknowledgment.
Match Level	The level of success, or match level, the system had in matching the 855 acknowledgement to a purchase order. Click the Message icon in the Message column to view an explanation of the status. In addition to the match level, a dollar sign (\$) indicates a price mismatch and a pound sign (#) indicates a quantity mismatch.
Post Date	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.
Branch	Ship branch of the purchase order, if the branch is noted in the 855 and is valid.
Shipping Carrier	Carrier handling the shipment, if noted in the 855.

Note: To refine or change your search, select **Edit > Select** and enter new selection criteria.

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3. From the **Edit** menu, select **Clear Matches** to clear all entries that have a Perfect match level from the Active view and move them to the Cleared view of the queue.

To research unsuccessful P/O acknowledgements:

1. Display the EDI 855 P/O Acknowledgement Review Queue.
2. Use any of the following options to research any unsuccessful P/O acknowledgements:

To...	Select this menu option...
display the associated purchase order	View > View PO
display the formatted acknowledgement data	View > Vendor Item Detail
display the raw data from the 855	View > Archive Detail

3. Exit the EDI 855 P/O Acknowledgement Review Queue.

To delete items from the queue that no longer require your attention:

1. Display the EDI 855 P/O Acknowledgement Review Queue.
2. Use the following options to delete items from the queue that no longer require your attention:

To...	Select this menu option...
delete the selected 855 from the Active view of the queue and move it to the Cleared view.	Edit > Delete
delete 855 documents older than a designated date from the Active view of the queue and move them to the Cleared view. At the prompt, enter a date.	Edit > Delete by Date

Note: Deletions are immediate. The system does not prompt you to confirm deletions.

3. Exit the EDI 855 P/O Acknowledgement Review Queue.

Entering EDI 855 and 856 Selection Criteria

The system displays a selection window when you access the EDI 855 P/O Acknowledgment Review Queue or EDI 856 Advance Ship Notice Review Queue. Use this window to filter the items displayed in the queue.

To enter EDI 855 or 856 selection criteria:

1. Display the EDI Review Queue Selection window in one of the following ways:
 - From the **System > System Programming > EDI > EDI Review Queues** menu, select **855 P/O Acknowledgment (Inbound)**.
 - From the **Purchase > 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 **Purchase > Queues** menu, select **EDI 856 Advance Ship Notice**.
2. Complete any of the following fields to select purchase order acknowledgements:

In this field...	Enter...
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"> • Ascending By Date - Sorts the 855s or 856s from oldest to newest by the received date for invoices or by the ship date for acknowledgements and ASNs. • Descending By Date - Sorts the 855s or 856s from newest to oldest by the received date for invoices or by the ship date for acknowledgements and ASNs. • Ascending By Trading Partner - Sorts the 855s or 856s in alphabetical order by trading partner name. • Descending By Trading Partner - Sorts the 855s or 856s in reverse alphabetical order by trading partner name.
Select User ID	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.
Select Ship Branch	Branch or territory to which the vendor has shipped the items on a purchase order.
Select Vendor	Vendor entered here is the vendor that shipped items on a purchase order to you.

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In this field...	Enter...
Select View	Displays 855s or 856s based on one of the following statuses: <ul style="list-style-type: none"> • Active - 855s or 856s requiring review that have not been cleared from the queue. • Cleared - Reviewed 855s or 856s that have been cleared from the queue. • Archived - 855s or 856s older than the number of days specified in the Archive EDI Review Queue Documents After (Days) control maintenance record. At the Dir prompt, press F10 and select the directory to access.
Select Start Date	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 Select End Date field.
Select End Date	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 Select End Date field.
Select PO #	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.

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 that you sent to the vendor.

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 when defining additional document information for the 855 to **Yes**, 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*].

Otherwise, the system adds the 855 document to the EDI 855 P/O Acknowledgment Review Queue with an active status.

2. 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 in Vendor Maintenance. This field defines 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, and the total number of line items and quantities match, the system treats the 855 as a perfect match.

3. Depending on the results of the matching, the system sets the 855 match levels.
4. 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 in the Additional Vendor Information window, 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 09/03/2005 and the number of freight days is 3, the revised ship date is 09/06/2005.

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5. If the match level is **Perfect**, **Good**, or **Some**, the system posts the following message to the purchase order change log: EDI Created PO Acknowledgment Gen.
6. If the match level is **Perfect**, 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 an 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 review 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 for the trading partner.

The system displays the following match levels in the EDI 855 P/O Acknowledgment Review Queue:

Level	Description
No Matches	No match, for any of the following reasons: <ul style="list-style-type: none"> • The 855 contains an invalid purchase order number. • There are no open generations on the purchase order. • There is an open generation on the purchase order, but it is locked by another process or user. • The system cannot match any items and quantities on the 855 with items and quantities on the purchase order.
Some Line Items Matched	Some items and quantities match.
Good Match but number of items is less than PO	All items and quantities on the 855 match, but the purchase order generation contains more items than those listed on the 855 acknowledgement.
Perfect Match	All items and quantities match the purchase order generation. If the Override Perfect Match Auto-Clearing field in the EDI Add'l Doc Info screen is set to N , purchase orders with a perfect match are automatically cleared from the review queue. Note: In the Allowed Pricing Variance field in the Additional Vendor Information window, 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.

Note: Click the **Message** icon in the **Message** column 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 attempts 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 purchase order to “In Process.”

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

Before the system can receive an 856, set up the system as follows:

- 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.

The 856 attempts 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 purchase to "In Process."

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

To display the EDI 856 Advance Ship Notice Review Queue:

1. Display the Selection Criteria window in one of the following ways:
 - From the **System > System Programming > EDI > EDI Review Queues** menu, select **856 Advance Ship Notice (Inbound)**.
 - From the **Purchase > Queues** menu, select **856 Advance Ship Notice**.
2. Enter the selection criteria and click **OK** to populate the EDI 856 Advance Ship Notice Review Queue with ASNs that match the criteria.

The summary information for each ASN displays.

Field	Description
Reference #	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.
Purchase Order	Purchase order number that the 856 references. Click the icon in the Message column to view more information about the purchase order and its generations.
Vendor	Vendor who received the purchase order from you, and who is shipping you the items.
Match Level	The level of success, or match level, the system had in matching the 856 to the purchase order. Click the icon in the Message column to view an explanation of the status.
Ship Date	Date your vendor shipped items on the purchase order to you.
Branch	Branch that placed the purchase order and is receiving the items.

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Field	Description
Shipping Carrier	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.

Note: To refine or change your search, select **Edit > Select** and enter new selection criteria.

- From the **Edit** menu, select **Clear Matches** to clear all entries that have a match level of Perfect from the Active view and move them to the Cleared view.
- From the **Edit** menu, select **Clear Received POs** to move all entries whose entire purchase order has been received from the Active view and move them to the Cleared view.

To retrieve the tracking information for the order:

- Display the EDI 856 Advance Ship Notice Review Queue.
- Locate the order you want to review.
- From the **View** menu, select **View PO**.
- From the **File** menu on the order, select **View Change Log**.
- In the **Comment** column, locate the tracking information and click **Locate Via Google** to display the tracking information in your default browser.

To research unsuccessful ASN matches:

- Display the EDI 856 Advance Ship Notice Review Queue.
- Use any of the following options to research unsuccessful ASN matches in the queue:

To...	Select this menu option...
display the associated purchase order	View > View PO
display the advance ship notice formatted data	View > Vendor Item Detail
displays the raw data from the 856 notice	View > Archive Detail

- Exit the EDI 856 Advance Ship Notice Review Queue.

To delete items from the queue that no longer require your attention:

- Display the EDI 856 Advance Ship Notice Review Queue.
- Use the following options to delete items from the queue:

To...	Select this menu option..
delete the selected 856 from the Active view of the queue and moves it to the Cleared view	Edit > Delete
delete 856 documents older than a designated date from the Active section and move them to the Cleared section of the queue.	Edit > Delete by Date

Reviewing Inbound EDI 856 Advance Ship Notices

Note: Deletions are immediate. The system does not prompt you to confirm deletions.

3. Exit the EDI 856 Advance Ship Notice Review 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 purchase order number referenced in the notice and tries to match the items on the 856 to an open generation on the purchase order. 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 window, the system adds that number of days to the ship date on the 856 to determine the expected arrival date of the shipment. The system retrieves the freight days value from the bill-to customer if no freight days are specified on ship-to customer record.

- 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 Perfect or Some Items Match: EDI Creating Vendor Ship Notification.

Tracking 856 Shipments

As of Release 9.0.4, you have the ability to update tracking numbers on a purchase order or sales orders for direct orders when the number is sent by EDI 856 document and relay that information to the customers. Using the Change Log, you can locate the tracking number. When you click the link, the Shipping Info window displays a new **Locate via Google** option that displays the shipping information for the carrier site, such as UPS, in a browser.

Note: As of this release, if tracking numbers come through an EDI 810, the system does not capture those tracking numbers.

You can use the Shipment Notification Activity Trigger for the customer set to an **Email Ship Tracking Info HTML** to send the notification information when the EDI 856 is received. Use the email address ****AUTO**** for the system to select the email to which notifications should be sent based on the following hierarchy:

1. The **Email Address** field in sales order header.
2. The **Ordered By** field to see if that field has an email for an associated contact.
3. The customer record for an assigned email contact address.
4. View the Activity Log to find the tracking information.

Important: For Eterm, you must have the Shipping URL Maintenance information set up to activate the **Shipping** hot key and enable the system to launch a browser for the tracking numbers..

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 in the EDI 856 Advance Ship Notice Review Queue:

Level	Description
No Matches	No match, for any of the following reasons: <ul style="list-style-type: none"> • The 856 contains an invalid purchase order number. • There are no open generations on the purchase order. • There is an open generation on the purchase order, but it is locked by another process or user. • The system cannot match any items and quantities on the 856 with items and quantities on an open generation of the purchase order.
Some Line Items Matched	Some items and quantities match.
Perfect Match	Perfect match. All items and quantities match.

Note: Click the **Message** icon in the **Message** field of the line item in the queue to view the system-generated message associated with the match level.

Linking Carriers to Freight Vendors in EDI

Use the Freight Vendor Lookup feature to cross-reference your internally freight carriers to the freight vendors set up in Eclipse. By using this table, when EDI 856s come in the system can assign the correct freight vendor and translate that onto the associate bill of lading accordingly.

To link a carrier to a freight vendor:

1. Display a trading partner profile on the EDI Trading Partner Profile Maintenance screen.
Note: If prompted, log on to the character-based system.
 2. Select Group ID and use the **Group Profile Maintenance** hot key to display the EDI Group Profile Maintenance screen.
 3. Select an EDI 856 Incoming document.
 4. Use the **Edit Tables** hot key and select **Freight Vendor Lookup**.
 5. In the **Trading Partner Carrier** column, enter the carrier, such as United Postal Service, assigned by the trading partner.
 6. In the corresponding line in the **Eclipse Freight Vendor** column, enter the ship via Eclipse should use when receiving and 856 document in the system, such as UPS.
 7. Press **Esc** to save your changes and return to the EDI Group Profile Maintenance screen
-

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.

Before the system can receive an 860, set up the system as follows:

- 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.
- 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 **EDI**.

Note: Eclipse gathers the EDI ID for the 860 transaction from the order's bill-to/ship-to customer information rather than the Trading Partner Profile information.

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, your 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.

Before the system can receive an 862, set up the system as follows:

- Create a trading partner profile for which an 862 inbound document is defined.
- Assign the customer from whom you are receiving the 860 to this profile.
- Have EDI Support 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.

In EDI Group Profile Maintenance, 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.

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 an 852 document is 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 this profile.
- To designate an acceptable pricing variance for incoming 855s, complete the **Allowed Pricing Variance%** field on the Additional Vendor Information window.
- 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

For products whose replenishment is managed by vendors, you need to identify the branches in which the product is vendor-managed.

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 Maintenance menu, select Product to display the Product Maintenance window.
2. Display the product record for the product you want to change.
3. From the **Inventory** menu, select **Primary Inventory Maintenance** to display the Primary Inventory Maintenance window.
4. From the **Edit** menu, select **EDI/VMI Maintenance** to display the Product EDI/VMI Maintenance window.
5. From the **File** menu, select **Hierarchy** and enter the hierarchy branch to view the settings for a specific branch and where those settings came from.

All territories that contain that branch display in the Branch column in the Product EDI/VMI Maintenance window in territory priority order. For more information, see Branch Hierarchy Details.

6. In the **Managed** column for each branch, enter one of the following:
 - **Yes** - The EDI vendor manages the product.
 - **No** - 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	Yes	A - Active.
Stock	No	X - Do not manage.
Nonstock	Blank	X - Do not manage.
Nonstock	Yes	D - Do not stock. Manage only in a backorder situation.
Nonstock	No	X - Do not manage.

7. Save your changes and return to the previous window.

You must exit 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 (Inbound), from which your system creates an open purchase order.

After you determine and flag the products a vendor will manage, 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.

About 852 Calculations

In a central warehouse, the system does not roll order point and line point information or minimum/maximum information for all branches in the network for 852 reports. The system only pulls this information from the parent branch. In a central warehouse and distributive warehouse, only the system reports the calculated values for minimum only, order point, and line point in the OP/OQ parameters and pass the minimum only in the QL. The QM should be zero (0).

In a central purchasing warehouse, if the branches have no minimum/maximum/only values set, the system reports the summed information of the OP/LP as OP/OQ and QL/QM should be zero (0). If there is a combination of these values, the system sums up the information for all of these and reports it as OP/OQ, but the QL/QM should still be zero (0). If there is only minimum/maximum/only values, then the system sums up and reports the information as QL/QM and the OP/OQ should be zero (0).

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 report includes products whose order points and line points are less than the minimum quantity required to have on hand, and includes the minimum and maximum values for the vendor's reference. 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 running the initial report, 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. Activity includes 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.

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.

To send an 852 product activity report:

1. From the **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.

Note: If prompted, log on to the character-based system.

2. In the **Trading Partner** field, enter the name of the 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, 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 **Stock** column on the Primary Inventory Maintenance window determines whether an item is stock or nonstock.

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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 to select the 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, 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, select one of the following handling statuses:
 - **Notification Only** - The vendor is only monitoring activity.
 - **Plan Orders and Ship** - The vendor will be replenishing your inventory.
9. In the **852 Accumulation Type** field, 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 was run.
 - **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 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.

Sending EDI 852 Product Activity Reports

- 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. When the phantom runs the report, it sends the report to your Hold file.

Performing an EDI 852 Complete Item Refresh

Use the EDI 852 Complete Refresh option in the 852 Product Activity Report Setup 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 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 **852 Product Activity Report** to display the EDI 852 Product Activity Setup screen.

Note: If prompted, log on to the character-based system.

2. Complete the options on the report, as necessary. For more information, see Sending EDI 852 Product Activity Reports.
3. In the **852 Accumulation Type** field, select **Complete Refresh** and enter the date from which the purge should begin in the **Start Date** field.
4. 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.

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 he captured, 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 on a weekly basis, and purge log entries older than one week.

To purge an EDI 852 sales transmission:

1. From the **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.

Note: If prompted, log on to the character-based system.

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 immediately.
- **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 an incoming 855 P/O Acknowledgment into an open purchase order.

Pricing Method

When creating a purchase order from an 855 VMI P/O Acknowledgment, the system can use the line item prices from the 855 the vendor sends or prices from system matrixes 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 in Vendor Maintenance. 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 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 (Inbound), from which your system creates an open purchase order.

The system processes an incoming VMI 855 as follows:

1. Creates an open purchase order in one of the following ways:
 - Uses the purchase order number supplied by the vendor. You should reserve a block of valid, unused Eclipse purchase order numbers for the vendor to assign to 855s.
 - Uses the next available purchase order number generated by Eclipse. You must have the **Use Next Available PO# for VMI Orders** option on the EDI Add'l Doc Info screen set to **Yes** to use this feature. The VMI transaction program then uses the next available purchase order number and populates the **Order ID** field on the purchase order **Header** tab, with the automatically generated number.
2. 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.

Solar 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 you can use to exchange EDI transactions with WIT vendors. This Internet-based connection replaces the dial-up VAN connection. Using WIT-NET, you receive invoices without having to connect to a VAN or pay VAN charges. You 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.

As of Release 9.0.2, the WIT interface also processes the following transactions:

- Outgoing 850 purchase orders.
- Incoming 855 purchase order acknowledgements.
- Incoming 856 advanced shipping notifications (ASN).

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.
 - Note:** As of Release 9.0.2, you can upgrade your WIT interface, if needed. The upgrade includes new transaction support, but requires you to requires changing the transmission method to FTP for the respective training partner. We recommend contacting EDI Support for assistance to coordinate this upgrade.
- 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 to 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 **Maintenance** menu, select **Vendor** to display the Vendor Maintenance window.
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. From the **File** menu, select **Classify** to display the User Defined Data window.
5. In the **Input** column for the **WIT-NET DUNS4** prompt, enter the pay-to vendor's DUNS+4 number.
6. From the **File** menu, select **Save** and close the window.
7. Save the vendor record and close the Vendor Maintenance window.

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 WIT 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 Solar 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.

Note: If prompted, log on to the character-based system.

2. In the **Start Date** field, enter the first day of the year. For example, enter **01/01/YR**.
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#*nnnnn* 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.

EDI Archive Maintenance Overview

The system archives every 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.

Documents and envelopes are stored in the *active* archives for a specified number of days. After this time, they move to the *inactive* archives. Documents and envelopes in the inactive archives are stored in directories by month and year.

Active and inactive archives exist for inbound documents, inbound envelopes, and outbound envelopes.

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.

Inbound Documents

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.

- **EDI Inbound Document Archive** contains individual documents that have been received within the specified number of days.
- **EDI Inactive Inbound Document Archive** contains inbound documents that are more than the specified number of days old.

Inbound Envelopes

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.

- **EDI Inbound Envelope Archive** contains enveloped EDI data that has been received within the specified number of days. An inbound envelope may contain multiple documents from multiple trading partners.
- **EDI Inactive Inbound Envelope Archive** contains inbound envelopes that are more than the specified number of days old. Each envelope may contain multiple documents from a trading partner.

Outbound Envelopes

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.

- **EDI Outbound Envelope Archive** contains enveloped EDI data that has been sent within the specified number of days. An outbound envelope may contain multiple documents from multiple trading partners.
- **EDI Inactive Outbound Envelope Archive** contains enveloped EDI data that has been sent more than the specified number of days ago. Each envelope may contain multiple documents to a trading partner.

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.

To view EDI archived documents:

- 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.

Note: If prompted, log on to the character-based system.

- The screen displays the following information about each archived document:

Field	Description
Date Received Range	Time span, first and last dates, during which the selected documents were received.
Trading Partner	Name of the trading partner.
Doc	Document type number, such as 850 or 852.
ISA Control #	Reference ID for the ISA (Interchange Control Header) envelope.
GS Control #	Reference ID for the GS (Functional Group Header) envelope.
ST Control #	Reference ID for the designated transaction set.
Rec Date	Date the document was received from the trading partner.

- Use the following hot keys as needed:

Hot Key	Description
View	Displays the EDI Archive Data Viewing screen, where you can view the data in the document.
Delete	Deletes the document from the archives. Note: We recommend that you <i>not</i> use this hot key.
Select	Displays the Selection Criteria screen, where you can define selection criteria for filtering the list of displayed documents.
997 ID	Displays the 997 ID for documents that are functional acknowledgements. Use this hot key in conjunction with the 997 ID 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 appears when you access the active archive or when you use the **Select** hot key on the archive maintenance screen.

To define document selection criteria:

1. 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.

2. Enter data in any of the following fields or leave the screen blank to display all documents in the archive:

Field	Description
Select Start Date	First date for which to select documents.
Select End Date	Last date for which to select documents.
Select Interchange ID	ID of a designated envelope.
Select Group ID	ID of a functional group within an envelope.
Select ISA Control #	Reference ID for a specific ISA envelope.
Select GS Control #	Reference ID for a specific group of transactions.
Select ST Control #	Reference ID for a specific transaction set.
Select Document Type	Document type, such as 850 or 852.

3. Press **Esc** to make the selections and return to the archive maintenance screen.

Viewing EDI Archived Document Data

From a document archive, you can select a document and view the raw data in the EDI Archive Data Viewing window. From this window, you can complete the following tasks:

- Reprocess the EDI document data.
- Display the data in report format and print the report.
- Delete the entry from the queue.

You can access archived EDI document data directly from each EDI review queue, the Inbound Document Archive, and the Inactive Inbound Document Archive.

To view EDI archived document data from the EDI review queues:

1. Display data in one of the following queues:
 - EDI 810 Invoice Review Queue
 - EDI 855 P/O Acknowledgement Review Queue
 - EDI 856 Advance Ship Notice Review Queue
2. Select the item for which to view the archived data, and select View > Archive Detail to display EDI Archive Data Viewing window.
3. Use any of the following menu options, as needed:

To...	Use this menu option...
send the displayed data back to the EDI program for complete reprocessing	<p>Options > Requeue</p> <p>Note: 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.</p>
display the formatted document data on the Hold Entry Pre-View screen	<p>Options > Print</p> <p>When you to exit this window, 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.</p>
delete the document data from the archive	<p>Options > Delete</p> <p>Note: We recommend that you <i>do not</i> delete data from the archive.</p>

To view EDI archived document data from the Document Archives:

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.

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- **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.

Note: If prompted, log on to the character-based system.

2. Use the **View** hot key to display the EDI Archive Data Viewing screen.

This screen displays the raw data in the EDI document.

3. Complete the following tasks, as needed:

To...	Use this hot key...
send the displayed data back to the EDI program for complete reprocessing	<p>Requeue</p> <p>Note: 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.</p>
display the formatted document data on the Hold Entry Pre-View screen	<p>Print</p> <p>When you press Esc to exit this 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.</p>
delete the document data from the archive	<p>Delete</p> <p>Note: We recommend that you <i>do not</i> delete data from the archive.</p>

4. 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.

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:
 - **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.

Note: If prompted, log on to the character-based system.

2. The screen displays the following information about each archived envelope:

Field	Description
Date Received (Sent) Range	Time span, first and last dates, during which the selected inbound documents were received or outbound envelopes were sent.
Network	Network provider for the record.
Date Recd (Sent)	Date the envelope was received from or sent to the trading partner.
Time Recd (Sent)	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.

3. Use the following hot keys as needed:

Hot Key	Function
View	Displays the EDI Enveloped Data Viewing screen, where you can view the data in the envelope.

Hot Key	Function
Delete	Deletes the envelope from the archives. Note: We recommend that you <i>not</i> use this hot key.
Select	Displays the Selection Criteria screen, where you can define selection criteria for filtering the list of displayed envelopes.

4. 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 appears when you access an active archive or when you use the **Select** hot key on an archive maintenance screen.

To define envelope selection criteria:

1. 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.

2. Complete one or both dates or leave the screen blank to display all envelopes in the archive.

Field	Description
Select Start Date	First date for which to select envelopes.
Select End Date	Last date for which to select envelopes.

3. 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 use the hot keys to:

- View documents in an envelope.
- Display the document data in report format and print the report.

To view EDI archived envelope data:

1. From the **System > System Programming > EDI > EDI Maintenance > EDI Archive Maintenance** menu, select one of the following:
 - **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.

Note: If prompted, log on to the character-based system.

2. Use the **View** hot key to display the EDI Enveloped Data Viewing screen.
This screen displays the raw data in the EDI document.
3. Complete the following tasks, as needed:

To...	Do this...
display the previous envelope, if there are multiple envelopes	Previous Envelope
display the next envelope, if there are multiple envelopes	Next Envelope
display the formatted envelope data on the Hold Entry Pre-View screen	Print When you press Esc to exit this screen, the system prompts you to save the report in the Hold file and then returns to the EDI Enveloped Data Viewing screen. You can print a copy of the formatted data from the Hold file.

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

Purging EDI Archives

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. Reducing the size of archived files reduces the amount of time required to perform system backups and restores.

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.

Note: If prompted, log on to the character-based system.

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 should keep 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 you plan to send and receive.. 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 topic provides 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 assist you in resolving 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

Prior to beginning the exchange of production EDI data, you should thoroughly test all documents that you plan to send and receive. Testing ensures that the intended party receives the transmitted data and that the data meets the needs of both you and your trading partner. There are prerequisites to consider prior to vendor or customer testing.

Note: We strongly recommend that you complete the EDI 101 training prior to doing any testing.

Prerequisites

After 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 use, 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 are not 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 test is the outbound 850 purchase order. After you test the 850 purchase order, you can test inbound documents such as the 810, 855, and 856 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 **Purchase** menu, select **Purchase Order Entry** and create a purchase order for the trading partner.

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Note: The system provides functionality for sending quote and contract numbers to your vendors. See *Entering Quote or Contract Numbers on 850s*.

2. Click the **Status** tab to display the Status of the order.
3. In the **Print** field, enter **EDI** or press **F10** and select **EDI** from the menu.

If you cannot change the print status to **EDI**, do the following:

- Display the trading partner's record in Vendor Maintenance.
 - From the **Additional** menu select **Additional Vendor Information** to display the Additional Vendor Information window.
 - In the **Print Status Override** field, enter an **E** for EDI.
 - Save your changes and exit the vendor record.
4. 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 need to change the status of the document to 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 does not occur automatically on a scheduled basis, 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. 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.

Receiving Inbound Documents

After you test the 850 purchase order, you can test additional documents such as the 810, 855, and 856 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. After you process the sales order created from the 850, you can create the other test documents using the data received in the test document.

Note: You must have a trading partner profile set up for the company being tested, and within 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 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 window.
2. In the **Branch/Terr/All** field, enter the branch or **All**.
3. In the **Source** field, enter or select **EDI** and click **Update** to display the orders matching the search criteria.
4. Select the test order and then select **Order > View Order** to display the order in Sales Order Entry.

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.
Note: If prompted, log on to the character-based system.
2. Select the order and using the Edit hot key to display the order in Sales Order Entry.

To process the sales order:

1. From the Remote Order Entry Review Queue or the EDI Activity Log, select the order and display the order in Sales Order Entry.
2. Click the **Status** tab to display the Sales Order Entry Status window.
Note: 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** to process the order.
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.

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- In the **Print** field, enter or select EDI.
- From the **File** menu, select **Save..**
- 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 does not accept **EDI** in the **Print** 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:

After the relationship is put into production, if you want to send 810 invoices automatically upon invoice printing from the Print Invoices menu (**Orders > Printing > Print Invoices**), add that functionality to the customer record file by entering E in the Invoice Fax Copies field.

1. From the **Maintenance** menu, select **Customer** and display the customer record you want to flag for EDI invoices.
2. From the Pricing menu, select Price Information to display the Customer Pricing Information window.
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. Save your changes and exit the customer record.

The system sends the invoice to the Invoice Preview Queue. After 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 in EDI Group Profile Maintenance 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. Use the **Add Sub-ID** hot key to enter the correct customer data and 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

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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.

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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

Messages

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.

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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