

EDI TRAINING MANUAL

VERSION 6.0.10



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Acknowledgements

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This course and all materials supplied to the student are designed to familiarize the student with the operation of the EDI module of SYSPRO Version 6.0.

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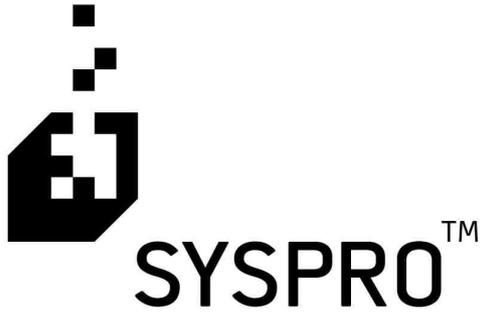
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EDI TRAINING MANUAL

Introduction & Implementation

Section

1



INTRODUCTION TO EDI

EDI (electronic data interchange) is the electronic transmission of standard business documents from a company's business application to its Trading Partner's business application. The transmission of EDI is done in a standard, pre-defined format that includes all required and optional data needed to complete a business transaction.

To establish standard EDI transactions, the industry and various agencies have combined efforts to develop common data formats. The two primary groups that develop EDI standards are ANSI X.12 and EDIFACT.

ANSI X.12 is the United States group which has the responsibility of developing EDI standards that are flexible enough to be used by all domestic industries. ANSI X.12 standards are also referred to as cross-industry standards. EDIFACT is the worldwide EDI standards body and is charged with the responsibility of developing global EDI standards.

The EDI translator mapper system is an add-on package for use with SYSPRO. The translator moves information between SYSPRO and flat ASCII files. The flat ASCII files may be formatted in four different formats for integration with the major DOS/Windows based EDI communications packages.

Sales Order/Invoicing Integration

The EDI translator integrates with the SYSPRO Sales Order system. Orders created by the system are no different than orders manually entered into SYSPRO. Invoicing and Advanced Ship Notice information are retrieved from the sales orders after they have been set for invoicing.

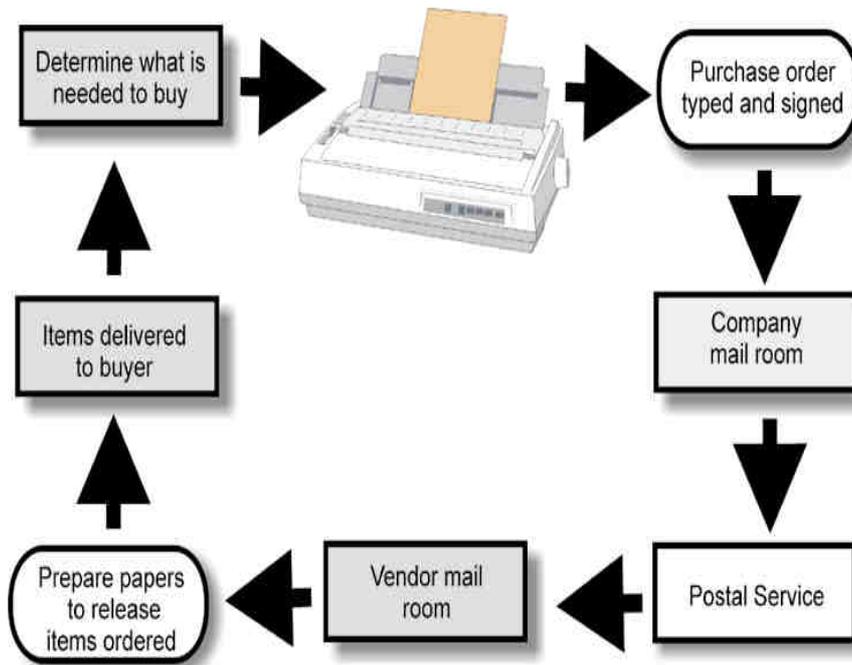


SPECIAL
NOTE

The example on the following page shows how many businesses depend on paper, conventional delivery methods and entry of data. The average time taken to order items from a vendor is around 5 to 8 days.



To run a business, a tremendous amount of paper with other companies is exchanged, for example, purchase orders, invoices, shipping documents etc. In order to do the latter, a large amount of processing and expense is involved, for example, the major steps involved in purchasing are as follows:



In today's fast moving, highly competitive marketplace, there has been a dramatic increase in the requirement to transmit orders, invoices, and various shipping documents electronically between businesses using technology known as Electronic Data Interchange (EDI). To increase accuracy and eliminate unnecessary manual entry, it is critical that these documents flow seamlessly between the accounting and order entry systems in place. This is where the SYSPRO EDI system comes in.

The SYSPRO EDI system is designed to be a mapper/translator that serves as an interface between the SYSPRO system and the EDI standards for sending and receiving electronic documents. There are three parts to the full system, the Value Added Network Provider (VAN), the communications software (often supplied by the VAN), and the SYSPRO software with the EDI translator. The basis of the system is to translate a document file being received from your customer/Trading Partner (i.e.: Wal-Mart, Sam's Club, Toys R Us, K-Mart, Home Depot, Ford) directly into the SYSPRO system as an automatic process and generate documents to send to your customers for processing by their computer system.



Components of Full EDI System

VAN

The VAN serves as the intermediary between you and your customer, similar to the post office, you send a file to the VAN and it is the VAN's responsibility to pass it to your customer. Because the VAN's computers interconnect with each other, your customer does not have to use the same VAN as you do. Some common VANs are IBM Advantis, Ordernet, GEIS, Sterling and Supply Tech.

Communications Software

The communication software is responsible for sending the information to and from the VAN. Some of these packages also handle the tracking and checking of the documents. This software is usually supplied by the VAN.

Common software packages are Trading Partner PC, Sterling, etc.

SYSPRO Software with EDI Translator

The EDI translator is responsible for taking the document files from the communication package (supplied by the VAN) and converting them into corresponding documents in SYSPRO (e.g. Sales Orders). It is also responsible for generating documents for the communications package to send back to your customer (invoices, shipping notices). E.g.:

Van	IBM Advantis
Communication Software	Trading Partner Pc Software
Customer	General Motors
SYSPRO User	ABC Mfg Co.

General Motors creates a purchase order to be sent to the ABC Manufacturing Company. GM then extracts this purchase order from their computer system and creates a file. The format of the file is defined by a set of standards developed by the ANSI (American National Standards Institutes) X12 committee (commonly called an X12 formatted file). GM then has to get the file to the ABC Company. They transmit this file to their VAN. Part of the information in the file is the EDI address. The VAN uses this address to route the file to ABC's electronic mailbox.

On the other side of the table, we now have the ABC Manufacturing Company who on a daily (or as often as required) basis will go into their Trading Partner PC software and check for mail. As soon as it finds the file sent from GM, it would retrieve it and show they have received an 850 transaction set. This is the Purchase Order document set. The Trading Partner PC software will also send an acknowledgment to General Motors stating that ABC Company has received the file (997 - Document Acknowledgment).

What do they do with this file? It can be printed out through the Trading Partner PC software and then the order can be entered manually into SYSPRO. This can be a timely exercise if they receive hundreds of purchase orders. The alternative is to import the file straight into the SYSPRO order entry system. However, this is not that easy to do as the file is in an X12 format, which the SYSPRO system cannot understand. Therefore, this file has to be mapped into the standard SYSPRO data files in order to be processed by SYSPRO. This is where the SYSPRO EDI System comes into play.



Transaction Sets and Mapping

The SYSPRO EDI System allows for establishing a mapping of the X12 file and how it must be imported into SYSPRO. By running a Purchase Order import using the file received from GM, the program will map the X12 file and translate it directly into the Sales Order entry system. A report is generated detailing what errors have been encountered and how many orders have been imported. Similarly, various other documents such as invoices to the customer, advanced shipping notices and many other documents can be imported or exported through the same seamless process.



BENEFITS OF EDI

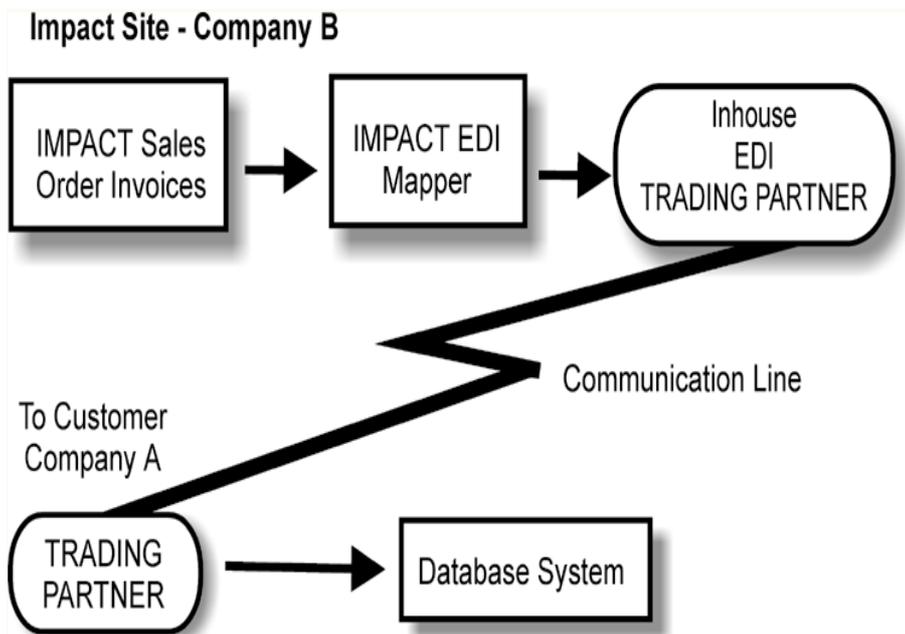
- EDI provides many long-term benefits such as:
- A migration from paper to electronic transactions to decrease lead times and paper use.
- EDI strengthens the link with your Trading Partner and allows for personalized customer service.
- Increases efficiency and reduces errors.
- Reduces clerical work and increases productivity due to automatic reconciliation and faster management reporting.
- Increases the document transfer time therefore increasing the response time.
- Implements the "just-in-time" inventory and manufacturing.
- Decreases costs such as two tier pricing and clerical costs.
- Uniform communication with all Trading Partners.
- Better product planning and forecasting.
- Improved delivery of goods and services.



EDI DATA FLOW

The diagram below illustrates how the translator maps X12 files into SYSPRO sales orders.

The diagram below illustrates how the translator maps invoices from SYSPRO into X12 files for transmission out.





EDI STANDARDS

Implementation of EDI is relatively simple due to **EDI standards**.

Standards have been developed to control how data is communicated electronically. Due to the standards, there is one format for each document thus allowing inter-company communications and the exchange of documents to flow easily.

The pioneers of EDI established standards that were different for each Trading Partner, these formats were fixed in length and rigidly defined. The difficulty in maintaining different formats to accomplish the same thing led to a group of industries forming coalitions to develop industry-based EDI standards for purchasing etc. The first EDI standard was developed by the American National Standards Institute (ANSI) to act as a standardization body. This resulted in the ANSI X12 business data interchange standard.



SPECIAL
NOTE

The most common standards used domestically are as follows:

Domestic Standards	Subset	Industry
EDIA (Transportation)	AIR MOTOR OCEAN RAIL	Air Motor Ocean Railroad
WINS	None	Warehousing
UCS	None	Grocery
ANSI X12	AIAG CIDX EDX EIDX HIBCC ICOPS NWDA PIDX TCIF VICS	Automotive Chemical Electrical Electronics Health care Office products Pharmaceutical Petroleum Telecommunications Textile retail



SPECIAL
NOTE

- *An international standard, EDIFACT, was developed in recent years.*
- *The most common international EDI standards are as follows:*

International Standard	Industry	Region Used
TRADACOMS	Retail	U.K.
EDIFACT	Commercial export and transport	International
ODETTE	Motor and component suppliers	Europe
UK EDIFACT	Retail	U.K.
EANCOM	Retail	International



SPECIAL
NOTE

The standards are updated periodically due to changes needed. Within each EDI standard are different versions. Once a version has been released, it never gets changed. Updated standards are issued every six months.



EDI STRUCTURE

The key to EDI is that the data is **standardized** therefore the data transmitted between two computer systems is in the expected data and format and can be used by multiple Trading Partners.

The EDI structure can be divided into four levels:

- Envelopes
- Transaction Sets
- Segments
- Elements

EDI envelopes separate different types of data and carry the address information (similar to paper envelopes)

The outer level of an envelope structure is the interchange, which contains the interchange header and trailer. All the data is sent from one sender to one receiver in the same transmission. There are different names for this outer envelope depending on which standards are being utilized i.e.: in the ANSI standards, it is called the **Interchange envelope**, in the EDIA standards it is called the **Transmission envelope**. The envelope contains everything that is being sent in one communication to one receiver, which could consist of a number of functional groups addressed to the same Trading Partner.

The second level of the envelope structure inside the interchange is the **functional group**. This contains a group header and trailer that surrounds a group of transactions sets of the same type. The final level of the envelope structure is the **transaction set**. Each set is prefaced by a transaction set header and succeeded by a transaction set trailer. A header segment has a number identifying that particular envelope as well as other data used in the interpretation and transmission of the data contained in the envelope. The trailer segment must contain the same identifying number as the header plus the count of the number of units in the envelope.

Transaction sets are the same as the paper documents, except are the electronic equivalent. Transaction sets are built from segments that relay information. A purchase order or an invoice is a transaction set, **two** purchase orders are **one type** of transaction set yet they are **two separate transaction sets**.



INTERCHANGE ENVELOPES

All EDI communications transmitted are grouped into envelopes. The control structure is common to all transaction sets.

The beginning of each EDI document is identified using a Transaction Set Header (ST). The end of every document is marked using Transaction Set Trailers (SE).

EDI Documents of a similar nature (same functional group ID) and destined for one Trading Partner are gathered into a functional group, identified by a Functional Group Header (GS) and a Functional Group Trailer (GE). Each GS segment marks the beginning of a functional group. There can be many functional groups within a transmission envelope.

EDI documents transmitted during a session are identified by an Interchange Header (ISA) and Trailer (IEA). Each ISA marks the beginning of the transmission and provides sender and receiver identification. There can be many interchange envelopes within a communications session.



SPECIAL
NOTE

- *ANSI X12 standards provides three levels of control. The levels are Interchange, Group and Transaction Set. Within each level there are control numbers, which provide a positive match between the headers and trailers.*
- *The Interchange control number allows the receiver to detect a missing or duplicate transmission. However, unlike the functional group, there is no acknowledgement like the 997, which allows the receiver to notify the sender of missing or duplicate envelopes, the receiver must perform this error checking and notify the sender.*
- *The Group control number is assigned sequentially by the Trading Partner. In a distributed EDI environment, there may be different ED's, and therefore different control numbers. At the group level, the 997 provides positive means of control and can notify the Trading Partners of missing or duplicate groups.*
- *At the Transaction Set Level, the VICS Guidelines recommend the sequential assignment of the transaction set control number beginning each functional group with 0001 and incrementing by one for each additional transaction set within the group. This allows the receiver to identify a particular transaction within a functional group, but the number is unique only within that functional group.*
- *The maps used in the Interchange Envelopes overview are for Version/Release 3060.*



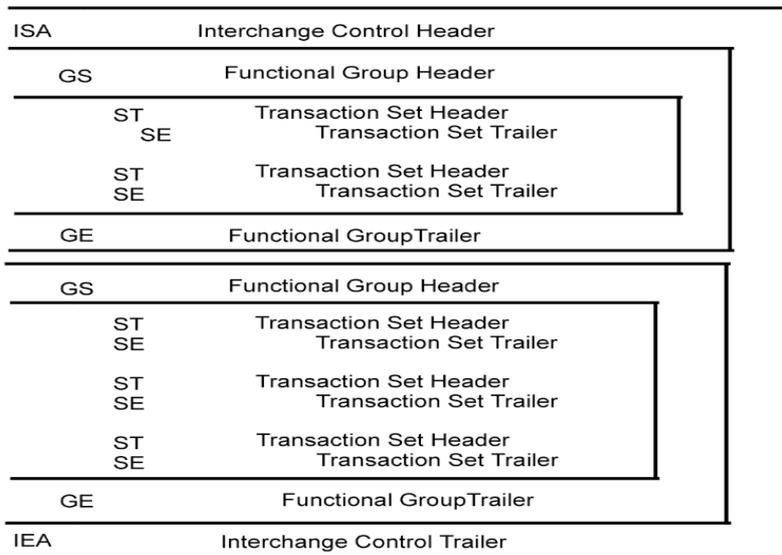
CONTROL SEGMENT HIERARCHY



SPECIAL NOTE

- Many transaction sets (ST/SE) with the same functional ID code (i.e. PO, IN) can be grouped together into the same functional group. Each transaction set is uniquely identified within its functional group by a transaction set control number.
- Many functional groups (GS/GE) destined for the same Trading Partner can be sent in the same interchange envelope. Each group is uniquely identified by the application code, sender and receiver id numbers and group control number assigned by the Trading Partner.
- Many envelopes (ISA/IEA) can be contained within the same communications session. Each envelope is uniquely identified by a sender / receiver id and the interchange control number assignment by the Trading Partner.

Control Segment Hierarchy





ISA - INTERCHANGE CONTROL HEADER

The ISA header starts and identifies an interchange of one or more functional groups and provides interchange related control. The ISA segment is a fixed record length. Each data element within the ISA is also fixed in length. Data element separators are used between data elements to be consistent with the basic syntax of segment structure.



SPECIAL
NOTE

The following example displays how the ISA Interchange control header could look in the file.

ISA*00* *00* *08*611125001 *08*6111010000 *970123*0224*U*00303 *000015533*0*P*>

The fields displayed above are as follows:

SEG ID*00*Spaces*00*Spaces*Qualifier*Interchange ID*Date*Time*Standards Identifier*Envelope
Version Number*Control Number*No Acknowledgement Requested*Production Data*Element
Separator



IEA - INTERCHANGE CONTROL TRAILER

The final segment of transmission is the IEA. This control segment defines the end of an interchange of one or more functional groups and provides a count of the included functional groups.

The IEA segment is a variable record length. The value in IEA02 must be equal to the value in ISA13 for the transmission, e.g. the control number in the trailer must match the control number in the corresponding header for the same interchange envelope.



SPECIAL
NOTE

The following example displays how the IEA Interchange control trailer may look in the file.

IEA*1*000015533 n/l

Segment ID*Count of GS segments in Transaction*Control Number



GS - FUNCTIONAL GROUP HEADER

The GS segment marks the beginning of a functional group of related transaction sets and provides control and application identification information. The GS segment is a variable record length. The application senders code uniquely identifies the sender and the application receivers code uniquely identifies the receiving party.

The value in GS06 is a sequentially assigned number originated and maintained by the sender. This will be a unique number within each Trading Partner. The uniqueness must be maintained until such time that a Functional Acknowledgement is received for that group.

The following example displays how the GS Functional group header may look in a file:

GS*PO*6111250011*6111010000*970123*0224*123456789*X*003060

Segment ID*Functional Code*Senders ID*Receivers ID*Date*Time*Group Control Number*Agency Code*EDI Standards Version



GE - FUNCTIONAL GROUP TRAILER

The GE segment is a variable length record, which defines the end of a functional group and provides a count of the included transactional sets within the group. The value in GE02 must be equal to the value in GS06 for the group, e.g. the control number in the trailer must match the control number in the corresponding header for the same functional group.

The following example displays how the GE Functional group trailer may look in a file:

GE*1*123456789 n/l

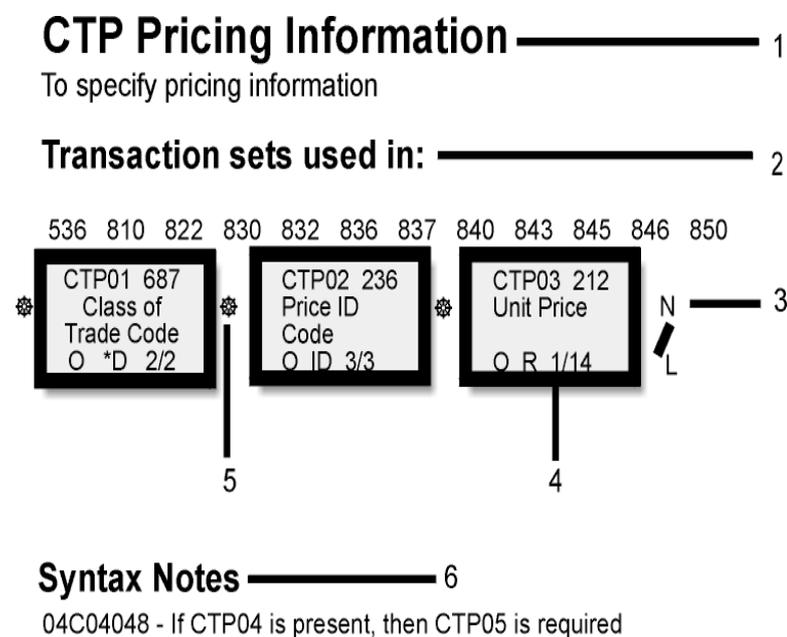
Segment ID*Count of Transaction Sets*Group Control Number



SEGMENTS

In the structure of EDI, the segments are groups of data elements ordered to pass information on for example: a single data element may contain the number "8" which is meaningless on its own, but in the proper place in a segment that relays line information, it indicates quantity. Segments are groups of related elements for example: the ISS segment in the ANSI invoice transaction set is called "Invoice Shipment Summary" which includes elements such as the number of units shipped etc.

The following diagram displays how a segment is shown in the standards:

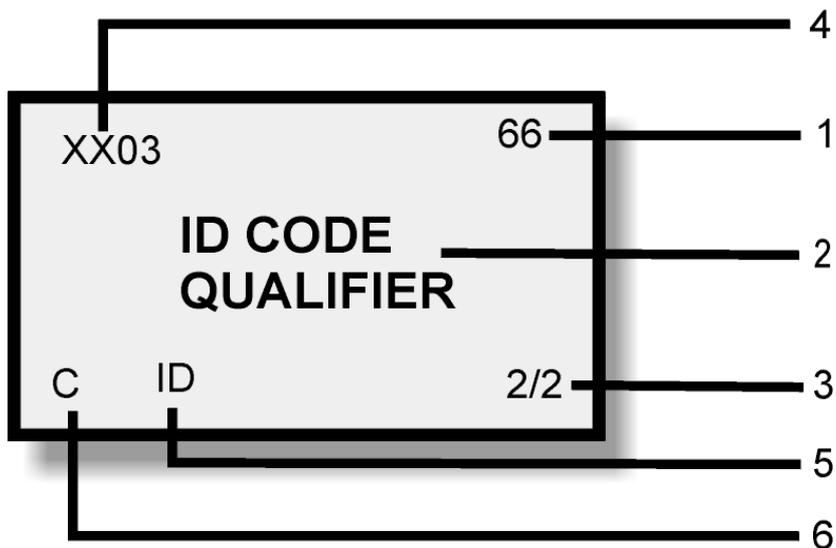


1. A **CTP** is a code identifying a particular segment - no other segment has this code. When this segment is transmitted electronically, the "CTP" is transmitted first, which tells the program that the next information to be transmitted will be the "Pricing information" segment.
2. The transaction sets used in-line indicates which transaction sets the CTP segment can appear in.
3. The **N/L** is a special character at the end of a segment that is transmitted. It is called the segment delimiter or segment terminator and ends the segment.
4. The boxes within the segment are the **elements** that make up the segment. Each box contains information about the element and how it is used in that segment.
5. The * is the element separator.
6. The **syntax notes** are special rules that tell how the segment's elements are to be used.



ELEMENTS

The element is where the actual data on an EDI transaction resides. The following diagram displays the structure of an element:



1. Data element number
2. Name
3. Minimum/maximum length
4. Element ID
5. Type
6. Requirement designator



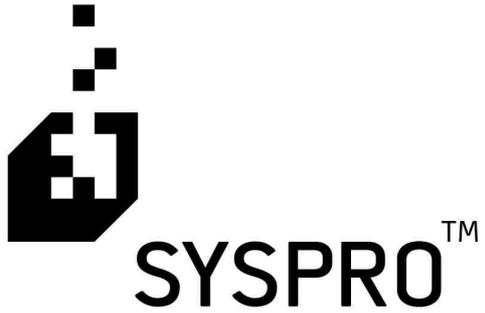
ACCEPTANCE/REJECTION

A transaction set called a Functional Acknowledgement (997) can be received, or sent. This acknowledgement is a special transaction set that tells you that your Trading Partner received your transmission and the errors that were found in the way you formatted the data. Nothing in the acknowledgement indicates whether your Trading Partner is accepting the documents that have been sent. The acknowledgement is not a business document, it is an EDI document acknowledging receipt of the last transmission and indicating whether it passed or failed the test against the standards.



SPECIAL
NOTE

If anything is not according to the standards, it will be rejected.



EDI TRAINING MANUAL

Getting Started

Section

2



GETTING STARTED

The following section outlines the sequence of setting up and running the various EDI programs.

Downloading and installing EDI programs for version 6.0 issue 9 and later

Download the latest programs from website www.sysprodi.com from the Latest Downloads section

- The issue 10 programs are designated as SQL but are also used for C-Isam versions
- The issue 9 programs have separate downloads for SQL and C-Isam.
- Also download the EDI Translation Import File (Enctrans.exe)

For NT Client/Server

- **On the Server:**
 - Place the EDI 60i9 or 60i10 downloaded file in the Syspro60\Base\Upgrade directory.
 - Log into SYSPRO as a user with Administration rights. A message will be displayed that new programs have been detected. Load the programs and run the update.

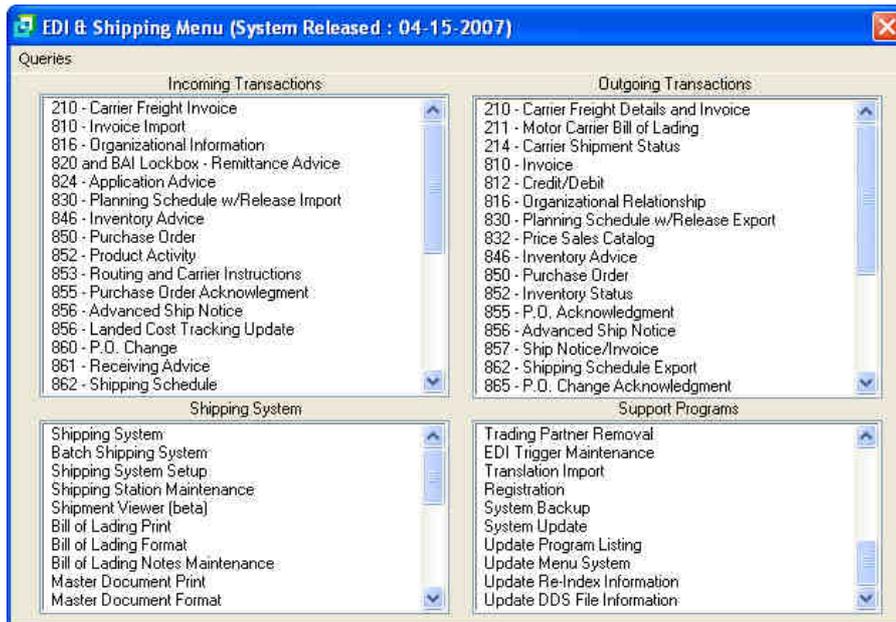
Creating a User Menu

For first time installation, you must create a User Menu shortcut to call the SYSPRO EDI module. To create the user menu follow these steps.

- Go to either the My Menu or the favorites menu
- Create a new Shortcut. Right click on the mouse, click on 'New'
- The type of program in the shortcut must be a 'SYSPRO Program' – the default. Click next.
- Type EDIMNU as the program required to run. When clicking 'next' the setup program will display a message "The program entered does not appear to be a standard SYSPRO program... Do you wish to continue?"
- Select 'Ok' to continue
- Complete the shortcut definition by typing in a name for your menu selection – e.g. SYSPRO EDI
- Select an icon for the menu.
- Double click on the icon and the EDI main menu will come up.



EDI SETUP PROGRAMS



Setup Programs Menu





EDI REGISTRATION

The purpose of the registration screen is to register and activate the EDI system.

The Company Name and the Number of Users will be determined from the Company Setup. The following table outlines the prompts/options available when accessing this screen. Enter the details per the EDI Registration form.

To define the Registration System, select

EDI Menu > Setup Programs > Registration

Registration System

Company Name: The OUTDOORS Company Number of Users: 002

Double-click module to maintain license information.

Module	Status	License	Valid Thru...
EDI System	Not Licensed		
Shipping System	Not Licensed		
Freight Calculation System	Not Licensed		
Quick Release	Not Licensed		
Shipment Import System	Not Licensed		
Vendor Purchase Order Creation	Not Licensed		
Summarized Invoicing	Not Licensed		
RMA Capture System	Not Licensed		
Handheld Shipping System	Not Licensed		
Handheld Receiving System	Not Licensed		
Handheld Stock Take System	Not Licensed		
Handheld VMI System	Not Licensed		
Handheld AFR System	Not Licensed		

Clear Licenses Close Import SYSPRO Combined License Import Individual License

Released: 04-15-2007

License numbers are entered manually for Issue 9. For issue 10 they may also be entered manually or if XML licence documents have been provided the licenses may be imported. There is a combined licence for all add-on modules now available for issue 10 and this includes EDI. An individual EDI XML license may also be provided for Import.

If XML licenses are available click on the import button and import the license.

To enter licenses manually double click on the EDI System line and enter the details. If any of the other listed products have been purchased then follow the same procedure. The following entry screen will appear and is similar for each module.



Registration System

For SYSPRO US Combined Add-On License use import function on main screen

Module Registration

Company Name: The OUTDOORS Company Number of Users: 002

License Termination Year: 2005 License Termination Month: 00 License Number:

Save Cancel

The following table outlines the prompts/options available when accessing this screen:

License Termination Year	Browse and select year.
License Termination Month	Accept the default if no month is assigned on the license sheet else enter the month
Licence Number	Enter the EDI registration number.

Click on 'Save' to save and exit.



EDI SYSTEM SETUP

The System Information is used to set the default parameters pertaining to the data paths, communications package and file formats that are utilized within the EDI system.

To define the system information, select

EDI Menu > Setup Programs > EDI System Setup

General 1 Tab

The following table outlines the prompts/options available when accessing this screen:

Default Import/Export File Format	Select the communication package you are using. The options are: <ul style="list-style-type: none">▪ ANSIX12▪ Harbinger STX▪ EDS Asset▪ Gentran for DOS▪ Trading Partner PC▪ Gentran for Windows
Default “Input Test” Setting for Imports	Leave default as No. Can be changed to Yes for testing purposes.



Append to Output File Question Default Response	Set to Yes , when generating an ASCII output file from one of the translators, the system will check if an output file currently exists. If one does exist, the system will ask if you wish to append to the current file. Select No if the new file should not be appended to the existing output file. Select Don't Ask Question, Always Overwrite if you want the system to always overwrite existing files.
What to do if Output Directory Does Not Exist	Select the required default instruction if an output directory has not been created before running a document.
Execute Standard SYSPRO Triggers	Select if Syspro Triggers are to be used
Execute Standard Triggers while Automating	Select to enable triggers to be activated when automating the EDI function
Report Incoming Envelope Information	Information such as the ISA, GS, etc segments will be entered on the document report
Default Communications Path	If you only have one communication path, then enter the data path here. If you use multiple communication paths, then enter the path for the communication path that you use the most.
Special Processing Code	Will only be used under special circumstance when working with the developer



General 2 Tab

The following table outlines the prompts/options available when accessing this screen:

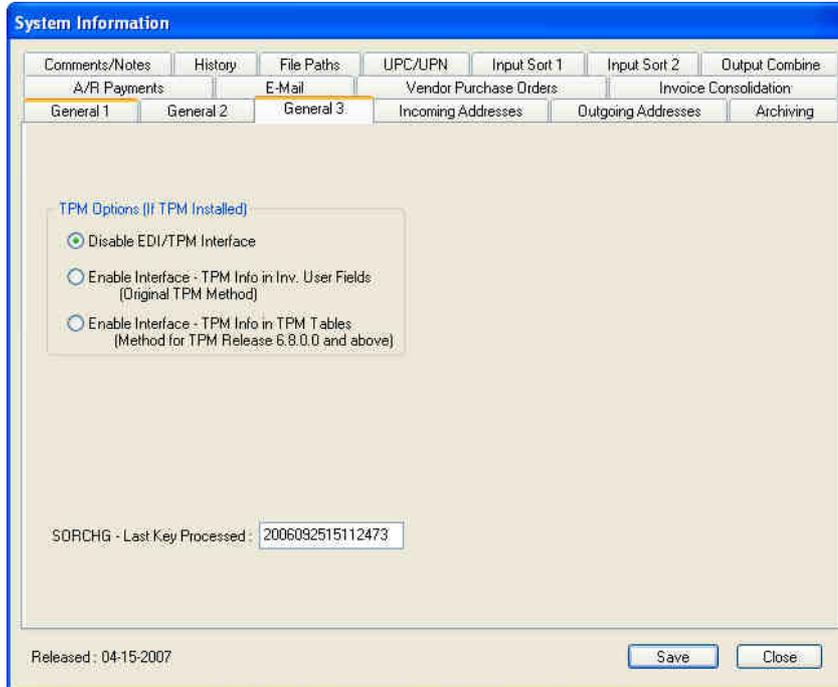
Display Status when Running Using IMPAUT	Select No in order not to display the Sales Order status when documents are processed
Import Error Reporting Options	Select Suppress Duplicate Import Errors to display each type of error once only. The system will normally create an error message for each instance even if this is repetitive. Unknown Code errors may also be suppressed
Mass/Volume Information to Use	SYSPRO does not update sales orders if the weight is changed in inventory after the sales order is created. Select 'Inventory Record' to have EDI select the weight from the inventory record for use with outgoing documents.
Default Case Quantity Calculation	Use to set a default for how many items in a case. For instance there could be 10 items to a case. We could set the Alternate UOM to represent 10 items. The system will then look to the Alternate UOM to determine the number of items in a case.



Allow Warehouse Search	<p>The system checks the warehouse to use for stocked items. If this option is set to No and the stock item is not in the warehouse (meaning the stock record not the quantity on hand) then an error message will be displayed. If set to Yes the system will look into the other warehouses for the item. If it finds the item in another warehouse, the error message will be 'not stocked in selected warehouse'.</p> <p>Select Yes, force all lines to same warehouse to prevent the system from using multiple warehouses for the same codes.</p>
Include Inventory Distribution Warehouse in Lookup List	Check box if the system distribution warehouse should be included in the lookup list.
Include Inventory Warehouse-to-Use in Lookup List	Check box if required.
Include System Default in Lookup List	Check box if the system default warehouse should be included in the lookup list.
Check A/R EDI Sender Code for Address Match	Check for the system to match the EDI Sender code which is entered in the Contacts Screen of the AR Customer Master file
Check A/R Short Name for Address Match	Check if AR Short Name as entered in the Customer Master is to be used for address matching.



General 3 Tab



The following table outlines the prompts/options available when accessing this screen:

TPM Options (If TPM Installed)	If TPM is not being used, select the Disable EDI/TPM Interface option. If TPM is installed, select the option applicable to the SYSPRO version being run.
SORCHG – Last Key Processed	This is system maintained field for the 870 documents. If you run the 870 export and read the order change system then the system stores the key in this field. SORCHG is the name of the Sales Order Detail Line Change file



Incoming Addresses Tab

The following table outlines the prompts/options available when accessing this screen:

Include Location Code in Name	Incoming addresses can be stored by the system. In order to store the location code on the name line, select from: <ul style="list-style-type: none">▪ No – do not store the location▪ Yes, at End of Name (After 1 space)▪ Yes, Right Justified on the name line
First Address Line	Browse and select the line that will be the first line of the address. The actual first line could be used to store other information.
City, State Address Line	Browse and select the line that will contain the city and state information.
Country Address Line	Browse and select the line which will contain the Country
Include Telephone Number in Address	Open drop box and select line on which telephone number is to be placed or select 'Do Not Include'
City, State Placement	Select whether city and state should be placed on the same address line or on separate lines



Postal/Zip Code Location	Many users put the zip code on the last line of the address. This may be used instead of or in addition to the zip code field. If the automatic address update facility on the 850 is used, the system needs to know where to place the zip code.
Number of Spaces between State and Zip	Enter the number of spaces to separate State and Zip Code if this information is placed on the same line
Save Addresses in Upper Case	Check to store addresses in upper case
Use Full Country Name Instead of Country Code	Check if full name is required



Outgoing Addresses Tab

The following table outlines the prompts/options available when accessing this screen:

Address Line to Ignore when Sending Addresses	
	Specify which address lines to ignore. Sometimes an address line is used to store information other than a portion of an address – e.g. a telephone number or buyers name. In this case, we do not require EDI to transmit this information.
How to Find Store Numbers (Old Address Methods)	This is a default for EDI to look for a store number either preceded by a # sign or as the last piece of information on the N1 name line on the address. Can be overridden at document level.



Archiving Tab

The following table outlines the prompts/options available when accessing this screen:

Archive Inbound Documents after Processing	Check in order to archive inbound documents automatically after they have been processed
Archive Existing Outbound Documents before Overwriting	Generally the system is set to overwrite previously processed outbound documents. If this item is checked then the system will first archive the documents before they are overwritten
Archive Token String	Enter the Archive token string and file name
Number of Digits for Unique Number	The system will add a number to the archive file in order to preserve uniqueness. Enter the number of digits to be used for the suffix.



Comments/Notes Tab

The following table outlines the prompts/options available when accessing this screen:

Default Location for Comment Lines added to Orders	The system can place comment lines on an Order. Select where these comments are to placed from the following: <ul style="list-style-type: none"> ▪ Beginning of Order ▪ End of Order ▪ Order Header (Restricted to 4 comment lines)
Imported Comment Options	Selected whether imported comments should be on delivery notes only or on both delivery notes and invoices.
Ignore “PO” and “P/O” Comment Lines	Check box to ignore comments starting with “PO” and “P/O” (in order to avoid postal addresses being picked up as comments)
Imported Notes Comment Format	
Include the Note Code (default “NOTE”)	Enter the Note Code required. Should a space be required after the Note Code, check the box “ <i>Include Space After Note Code</i> ”
Include the Note Qualifier	Select whether the Note Qualifier should be included in imported comments.
Imported Reference Comments	Select whether the imported REF comment should include the segment and the qualifier



Imported Date Comments

Select whether the imported DTM comment should include the segment and the qualifier



History Tab

System Information

A/R Payments | E-Mail | Vendor Purchase Orders | Invoice Consolidation

General 1 | **General 2** | General 3 | Incoming Addresses | Outgoing Addresses | Archiving

Comments/Notes | History | File Paths | UPC/UPN | Input Sort 1 | Input Sort 2 | Output Combine

Save Reports

Report Save Token String :

The token string above is used to form the path and name of the saved report file
The default token string is : EDIReports<SEP><PROGRAM>.txt
The following tokens are valid in the archive token string:
<SEP> - Directory Separator <CYMD> - Date in CYMD Format
<PARTNER> - Trading Partner Code <TIME> - Time is HHMMSS Format
<PROGRAM> - Program Generating Report

Unless a full path is specified, the reports will be saved under the "Base" directory.

Released : 04-15-2007

Save Close

The following table outlines the prompts/options available when accessing this screen:

Save Reports	Check box if reports should be saved to a history file.
Report Save Token String	Enter the Token String for the path and file name for the saved report file



File Paths Tab

System Information

A/R Payments | E-Mail | Vendor Purchase Orders | Invoice Consolidation

General 1 | General 2 | **General 3** | Incoming Addresses | Outgoing Addresses | Archiving

Comments/Notes | History | **File Paths** | UPC/UPN | Input Sort 1 | Input Sort 2 | Output Combine

Default Import/Export File Paths

Path to Files on Server : c:\EDI\DOCSIN\

Path to files from Workstation:

The above paths will be prepended to the import/export file names used in the document setups.
Please end the above paths with a “\” or “/” as appropriate.

Copy files to/from workstation

Default Filename for New Documents :

Use Internal Viewer to View File

Command to use to View Files :

Path from workstation to files must be set on the “File Paths” page.

Released : 04-15-2007

Save Close

These fields may be left blank if the full path is entered in the document setup. The paths entered here will be pre-pended to the file name entered in the document setup. If this facility is utilized, then only the relevant file name need be entered in the document setup. The path entered here should be ended with a “\” or “/” as appropriate.

The path to the files from the workstation is only used for the “Viewing” function that executes on the workstation instead of the server.

The Command to view files may generally be left blank. The system will automatically use Notepad to open the file and will default to Write if the file is too large. A preferred text editor together with the path may be entered if required.

The following table outlines the prompts/options available when accessing this screen:

Path to Files on Server	Enter the initial portion of the file path on the server. The path will be pre-pended to the import/export file names used in the document setups. Please end the path with a “\” or “/” as appropriate.
Path to Files from Workstation	Enter the initial portion of the file path on the workstation. The path will be pre-pended to the import/export file names used in the document setups. Please end the path with a “\” or “/” as appropriate.
Copy File To/From Workstation	Check box if the file should be copied between the workstation and the server.



Default File Name for New Documents	Used on the input sort for creating document records automatically for inbound and outbound 997 documents. Enter the token string to be used for the new document file name.
Use Internal Viewer to View File	Check box to use Internal Viewer to View files. Leave unchecked to use Notepad or another viewer of your choice.
Command to Use to View Files	If the Internal Viewer is not used, enter the command to use to view the files. In which case, the “ <i>Path From the Workstation to Files</i> ” option must be set.



UPC/UPN Tab

The following table outlines the prompts/options available when accessing this screen:

UCC Manufacturers Code	Enter your UCC manufacturer's code. This is the first 6-characters of your UPC code. If there is more than 1, enter any of those codes. EDI requires a code for a unique number.
HIBC Manufacturers License	Enter your HIBC license number (4-character Alphanumeric Field)
UPC/UPN/HIBC Product Code Location	<p>The UPC/UPN/HIBC product code may be stored in various fields in the Inventory master file. If any of the fields listed below are used for this purpose, then select accordingly. The EDI Cross-Reference system – UPC and SCAN Codes section may also be utilized.</p> <p>Select from:</p> <ul style="list-style-type: none">▪ EDI Cross-Reference▪ Inventory User-defined Field 1▪ Inventory User-defined Field 2▪ Drawing Office Number▪ Resource Code



Product Code Assignment Parameters

Next Product Code

No longer used.

Format

Select whether using UPC or HIBC format.



Output Combine Tab

The following table outlines the prompts/options available when accessing this screen:

Master Output File	Enter the full path to the Master Output File, i.e., the file you want to create. Normally only used if one communication path is required. If multiple communication paths are used, then this field should be left blank.
Run Acknowledgment Scanner	Check box if you want to automatically run the acknowledgement scanner against the output file.
Run Communications Session after Combine	If the you have an ftp session set up in the communication path then check box to automatically initiate the session immediately after a file combine process.
Existing Output File Handling	Used to specify how the output file will be handled. The options are: <ul style="list-style-type: none">▪ Clear existing document if new information found▪ Clear existing output file.▪ Append to existing output file.▪ Archive existing output file.
Archive Processed Files	Check box if files should be archived after processing.



Archive Token String	Enter the default token string used to form the path and the name for the archive files. For further details refer to the <i>Output Combine Setup</i> under Setup programs
Archive Token String for Master Output File	Enter the archive token string for the master output file.
Display Archive Name Tokens	Click the button to display tokens that are valid for use in the archive token string.



Input Sort 1 Tab

The following table outlines the prompts/options available when accessing this screen:

Default Input Sort File	Enter the full path to the input file.
Unknown Document File	Enter the full path to the unknown document file. When the system finds a document that it does not recognize, it places it in this file.
Do Not Process if Input File Less than ? bytes	Enter the minimum byte size for the file in order for the file to be processed.
Process Sub-Directories	Check box if sub directories should be processed.
Run Acknowledgment Scanner on Input Files	Check box to run the scanner on the incoming files and produce the 997 acknowledgements
Archive Unknown File Before Processing	Check to move an unknown document file to the archive prior to the files being processed
Perform Communications before Sort	Check box to enable the system to open the communication before it sorts the files
Run Imports after Sort	Check for the system to run the import function immediately after the files have been sorted. If not checked then the imports must be run manually after the sort



Do Not Run Imports if Unknown Documents Found	Check box to prevent the system from running the import function if the file contains unknown documents. Unknown documents to the system are those for which no mapping exists.
Input Sort Defaults	Select one of the following as the input sort default: <ul style="list-style-type: none">▪ Use system default▪ Yes▪ No – to have operator control
Existing Document Handling	The following options are available for the handling of documents: <ul style="list-style-type: none">▪ Clear existing document if new information found▪ Clear all existing documents▪ Append to existing documents▪ Archive existing documents
Setup/Run Acknowledgments	The following options are available for the processing of acknowledgments: <ul style="list-style-type: none">▪ No acknowledgement processing▪ Setup acknowledgement documents▪ Setup and generate acknowledgements▪ Setup, generate and send acknowledgements



Input Sort 2 Tab

The following table outlines the prompts/options available when accessing this screen:

Auto>Create 824, 864 and 997 Import Document Records	Check box is option if required.
Auto>Create 997 Export Document Record	Check box is option if required.
Auto*Correct Document Versions	Check box is option if required.
Archive Sort File Before/After Processing	Check box is option if required.
Archive File After Processing if Test Mode Enabled	Only available if the option <i>Archive Sort File Before/After Processing</i> is checked. Check this box if option is required.
Archive Token String	Only available if the option <i>Archive Sort File Before/After Processing</i> is checked. Enter the archive token string required.
Display Archive Name Tokens	Click the button to display tokens that are valid for use in the archive token string.



A/R Payments Tab

System Information

Comments/Notes History File Paths UPC/UPN Input Sort 1 Input Sort 2 Output Combine

General 1 General 2 General 3 Incoming Addresses Outgoing Addresses Archiving

A/R Payments E-Mail Vendor Purchase Orders Invoice Consolidation

Allow Posting of Checks with unmatched amount?

Require Verification of Short and Over Payments

Released : 04-15-2007

Save Close

The following table outlines the prompts/options available when accessing this screen:

Allow Posting of Checks with Unmatched Amount	The system will post the amount paid to an invoice even if the amount received does not match the invoice amount
Require Verification of Short and Over Payments	Select for the system to require operator action before posting short or over payments



E-Mail Tab

System Information

Comments/Notes History File Paths UPC/UPN Input Sort 1 Input Sort 2 Output Combine

General 1 General 2 General 3 Incoming Addresses Outgoing Addresses Archiving

A/R Payments E-Mail Vendor Purchase Orders Invoice Consolidation

E-Mail System to Use

SYSPRO

Direct SMTP

SMTP requires Windows 2000 or higher clients and access to an SMTP Server

SMTP Parameters

Server Name (or IP):

"From" e-mail address:

Released : 04-15-2007

Save Close

The following table outlines the prompts/options available when accessing this screen:

E-Mail System to Use	Select the System required. SYSPRO is the default
SMTP Parameters	If direct SMPT is the choice selected above, then enter the server name or IP address. Enter the sender email address



Vendor Purchase Orders Tab

The questions on this tab are for the Vendor Purchase Order Creation (Drop Shipments) Programs

SYSPRO Purchase Order Number

Assign Sequential Number

Use Customer PO

Purchase Order Suffix:

Released : 04-15-2007

Save Close

The questions on this screen relate to the Vendor Purchase Order Creation (Drop Shipments) Programs.

The following table outlines the prompts/options available when accessing this screen:

SYSPRO Purchase Order Number	Select to assign sequential numbers or alternatively use the customer's PO number for this PO number.
-------------------------------------	---

Purchase Order Suffix



Invoice Consolidation Tab

This function is the Customer Order/Dispatch Invoice Consolidation Program.

The following table outlines the prompts/options available when accessing this screen:

Default Selection	Select the system to be used
Store New Dispatch Number in Old Dispatch	Select the field in which to store the new dispatch number or indicate that this is not required.
Require Consolidation by Purchase Order	
Include Comments from First Document	Select for the system to bring the comments from the first document across to the consolidated document.
Modify Purchase Order per Kmart Specifications	Modification specifically for KMart
Store New Order Number in Old Orders Custom Form Field	Custom form fields may be created to store information. Browse and select the custom form field required for the new order number.
Store New Dispatch Number in Old Dispatch Custom Form Field	Custom form fields may have been created to store information. Browse and select the custom form field from the old dispatch to store the new dispatch number.





TRADING PARTNER MAINTENANCE

To create Trading Partners, link them to Customer Accounts in AR, set address handling and to record static information.

To define the Static Trading Partner Information, select

EDI Menu > Setup Programs > Trading Partner Maintenance

General 1 Tab

The screenshot shows the 'EDI Trading Partner Information' dialog box with the 'General 1' tab selected. The 'Trading Partner' field contains 'TEST'. Below it, 'TEST CUSTOMER' is displayed. The 'Partner Name' field also contains 'TEST CUSTOMER'. Under 'Master Account', 'A/R' is selected with a value of '0000001'. The 'Subaccount Prefix' is empty, 'Location Prefix' is '987654321', and 'Vendor Number' is '54321'. The 'Master Trading Partner' field is empty. Under 'Communications System Type', 'Direct ANSI X12/EDIFACT' is selected. Other options include 'Trading Partner PC', 'Gentrin for DOS', 'Harbringer STX', 'Gentrin for Windows', and 'EDS Asset'. The 'Account Addressing Information' section has 'Use Multiple Ship-To Table' selected. The 'Communications Path' is 'ORDNET'. A checkbox 'Do not use Trading Partner for Acknowledgment Scanning' is checked. 'Save' and 'Close' buttons are at the bottom.

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Create a Trading Partner code. This is a 10-character alphanumeric field. The trading partner is typically only defined once regardless of how many document types are transmitted. The exception is if you purchase from and sell to the same company and therefore are using EDI with your customer and your vendor.
Partner Name	Enter in the name of the Trading Partner.



Master Account	<p>Select the A/R or A/P according to whether the Trading Partner is a customer (A/R) or a supplier (A/P). Browse and select relevant customer/supplier from SYSPRO.</p> <p>An advantage of using the master account feature is that the customer stock code interchange needs to be defined against one customer only, in SYSPRO.</p>
Document Format Number	<p>This is the document format number as used within SYSPRO. “0” is the default document format number to be use on sales orders. If you wish to separate EDI documents from standard formats, a different format number may be selected here. If this is done, an additional document format corresponding to this number, needs to be set-up within SYSPRO.</p>
Allow any Document Format	<p>Check this box to permit any stationery format to be used with this Trading Partner.</p>
Sub-account Prefix	<p>In a master/sub environment, if your sub-accounts all have the same prefix, then enter that prefix here (e.g. if Target stores are prefixed with TAR, then enter TAR here).</p>
Location Prefix	<p>If the Trading Partner uses a fixed prefix (e.g. their DUNS number) in front of all location codes, enter the prefix. The prefix will preface the location numbers on outgoing documents.</p>
Vendor Number	<p>Enter the account number assigned to you by the Trading Partner. This can be taken off an incoming 850 document.</p>
Master Trading Partner	<p>Used to link a Trading Partner to another Trading Partner for cross-reference lookups. (Not fully implemented at this time)</p>
Account Addressing information	<p>The account address type indicates the type of account used for each shipping location, and is used primarily in the automatic creation of new “Ship-To’s.”</p> <p>The following options are available:</p> <ul style="list-style-type: none">▪ Use EDI address▪ Use multiple Ship-To table▪ Individual Accounts▪ Master/Sub with Invoices to the Master▪ Master/Sub with Invoices to the Sub▪ Use address on Account Record



Communications System Type	Select your communication system type from the following: <ul style="list-style-type: none">▪ Direct ANSI-X12/EDIFACT'▪ Gentrans for DOS▪ Gentrans for Windows▪ Trading Partner PC▪ Harbinger STX▪ EDS Asset
Communications Path	Used to link a Trading Partner to a Communication Path. Browse and select the Communication Path required.
Do not use Trading Partner for Acknowledgment Scanning	Check box if automatic acknowledgements are not to sent using Trading Partner.



General 2 Tab

The screenshot shows a window titled "EDI Trading Partner Information" with a "General 2" tab selected. The "Trading Partner" field contains "TEST". Below it, a list of tabs includes "General 1", "General 2", "ANSI", "EDIFACT", "Sterling", "TPPC", "Direct Output", and "STX". The main area contains the following fields and options:

- A text area with the message: "The following will override the Company Setup Tax Registration Numbers"
- "Tax ID Number:" followed by an empty text box.
- "GST ID Number:" followed by an empty text box and the text "(Canadian SYSPRO Setups only)".
- "GLN:" followed by an empty text box.
- A checked checkbox labeled "Do not use Trading Partner for Acknowledgment Scanning".
- "Special Processing Code:" followed by an empty text box.
- "Save" and "Close" buttons at the bottom right.

If the tax registration numbers in the Company Setup options need to be overridden, then enter the appropriate number in the fields below.

Tax ID Number	Enter the Tax ID number required.
GST ID Number	Enter the GST ID number required. Note: used for Canadian companies only.
GLN	
Do not use Trading Partner for Acknowledgment Scanning	Check box if automatic acknowledgements are not to sent using Trading Partner.



ANSI Tab

EDI Trading Partner Information

Trading Partner: TEST

TEST CUSTOMER

General 1 | General 2 | **ANSI** | EDIFACT | Sterling | TPPC | Direct Output | STX

Authorization Qualifier/Code: 00

Security Qual/Code: 00

Your ISA Qualifier/ID: 01 003895687

Partner's ISA Qualifier/ID: 12 4043511010

Your Group (GS) ID: 123456789 Copy ISA

Partner's Group (GS) ID: 6111470100 Copy ISA

Interchange Standards ID (ISA11): X

Interchange Version ID (ISA12): 00301

Ack. Requested (ISA14)

0 - No Acknowledgment

1 - Request Acknowledgment

Next ISA Control Number: 816

Next GS Control Number: 816

Agency Code (GS07):

Auto-Configuration

Save Close

The following table outlines the prompts/options available when accessing this screen:

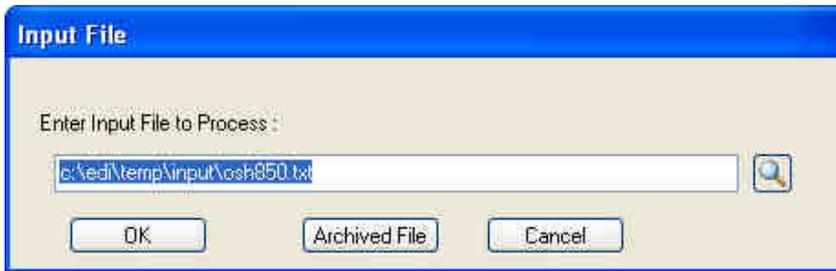
Authorization Qualifier/Code	Enter the authorization qualifier and the code used in the ISA segment (if any).
Security Qualifier/Code	Enter the security qualifier and the code used in the ISA segment (if any).
The following options are not mandatory fields and may be left blank unless the ANSI-X12 option is selected.	
Your ISA Qualifier/ID	Enter your EDI ID and Qualifier (Used in the ISA segment). <ul style="list-style-type: none">▪ The ISA segment is the Interchange Control Header. It is the first line in any EDI transmission and its complement is the IFA segment which is the last line of the transmission.▪ A Qualifier is any code that is used to indicate what the next piece of information is in an EDI segment. For example: the qualifier 01 in the 5th field of an ISA segment indicates that the 6th field is a DUNS number.
Partner's ISA Qualifier/ID	Enter your Partners EDI ID and Qualifier (Used in the ISA segment).



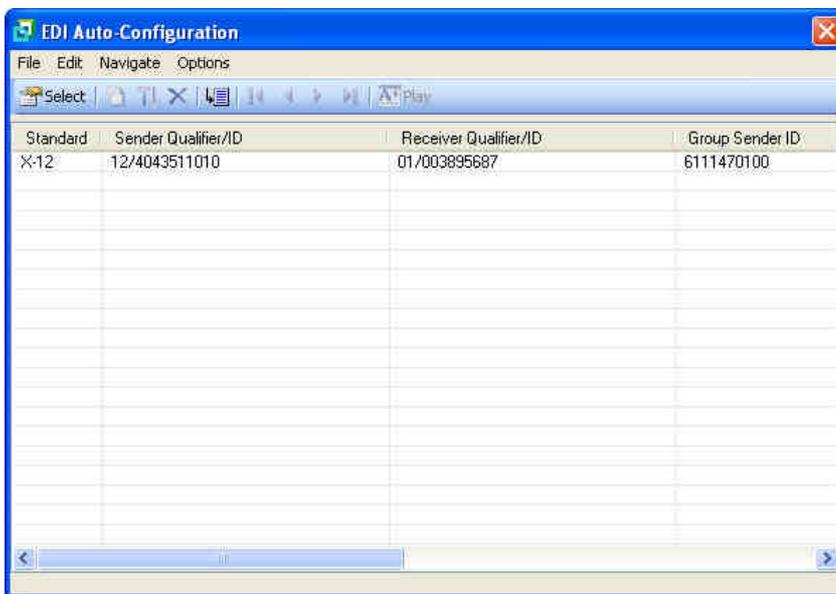
Your Group (GS) ID	Enter your EDI Group ID (Used in the GS segment). The GS segment is the start of a functional group inside an EDI transmission. A single EDI transmission may include different documents. The GS segment will indicate if the next document is a PO, Invoice, ASN, etc.
Partner's Group (GS) ID	Enter your Partners EDI Group ID (Used in the GS segment).
Interchange Standards ID (ISA11)	Enter the EDI Interchange Standards ID for the document versions you will be transmitting. The most used ID is "U."
Interchange Version ID (ISA12)	Enter the EDI Interchange control header version number. This is not the document version number, it is the version number for the ISA/GS coding standards.
Acknowledgement Requested (ISA14)	Select from: <ul style="list-style-type: none">▪ 0 for no acknowledgement from the pull down menu.▪ 1 for an acknowledgement from the pull down menu. This does not indicate if a 997 acknowledgement is required for a document. It indicates if an ISA acknowledgement is required. Generally, this is not done, acknowledgements are handled at the document level. Every EDI transmission must be acknowledged when it is received. The 997 acknowledgement is the document used to inform your Trading Partner that you have received and accepted his transaction.
Next ISA Control Number	For ANSI X12 Only – Indicates last ISA segment control number used.
Next GS Control Number	For ANSI X12 Only – Indicated last GS segment control number used. It is useful to keep a manual log of this number in order to maintain control of incoming 850 documents.
Agency Code	Enter 2 character Agency code

Auto Configuration Button

The above information may be entered automatically by utilizing the Auto configuration. The information will be drawn from a document such as the 850 sent in by the trading partner.



Enter the input file to process. Click OK and the following screen will be displayed:



Double click on the displayed line and the ANSI screen will be populated with the relevant information.



Edifact Tab

EDI Trading Partner Information

Trading Partner: TEST

TEST CUSTOMER

General 1 | General 2 | ANSI | **EDIFACT** | Sterling | TPPC | Direct Output | STX

Always Send UNA Segment

Your UNB Qualifier/ID: 01 003895687

Partner's UNB Qualifier/ID: 12 4043511010

Password Qual/Code: 00

Send UNG Segment

Increment Document Control Number across Transmissions

Last UNB Control Number: 816

Version ID (UNB0102): 00301

Application Ref. (UNB07):

Priority Code (UNB08):

Ack. Requested (UNB09)

Blank - No Acknowledgment

1 - Acknowledgement requested

2 - Indication of receipt

Save Close

The following table outlines the prompts/options available when accessing this screen:

Always Send UNA Segment	
Your UNB Qualifier/ID	Enter both the Qualifier and the ID
Partner's UNB Qualifier/ID	Enter both the Qualifier and the ID for the Trading Partner.
Password UNB Qualifier/ID	
Send UNG Segment	Check box if you need to send the UNG segment on your documents.
Increment Document Control Number Across Transmissions	
Last UNB control number	Indicates the last UNB segment control number used.
Version ID (UNB0102)	Enter the version ID
Application Reference (UNB0102)	
Priority Code (UNB08)	
Acknowledgement Requested (UNB09)	



Sterling Tab

EDI Trading Partner Information

Trading Partner: TEST << >>

TEST CUSTOMER

General 1 General 2 ANSI EDIFACT Sterling TPPC Direct Output STX

Company Name: XXX

Partner Name: YYY

Save Close

The following table outlines the prompts/options available when accessing this screen:

Company Name	Enter the Company Name exactly as it is in the Sterling setup.
Partner Name	Enter the Partner Name exactly as it is in the Sterling setup.



TPPC Tab

EDI Trading Partner Information

Trading Partner: TEST << >>

TEST CUSTOMER

General 1 General 2 ANSI EDIFACT Sterling **TPPC** Direct Output STX

Network Code:

System Name:

Save Close

The following table outlines the prompts/options available when accessing this screen:

Network Code	Enter the Network Code as defined in Trading Partner PC.
System Name	Enter the System Name as defined in Trading Partner PC.



Direct Output Tab

The screenshot shows the 'EDI Trading Partner Information' dialog box with the 'Direct Output' tab selected. The 'Trading Partner' field contains 'TEST' and 'TEST CUSTOMER' is displayed below it. The 'Delimiters' section includes three input fields: 'Element Delimiter' (containing '*'), 'Sub-Element Delimiter' (containing '>'), and 'Segment Terminator' (empty). The 'Show Delimiters as...' section has two radio buttons: 'ASCII' (selected) and 'Decimal'. The 'Output File Type' section has three radio buttons: 'One Segment Per Line' (selected), 'No CR/LF after segments', and 'Column Wrapped'. At the bottom, there is an 'Input/Output Wrapped Record Length' field. 'Save' and 'Close' buttons are at the bottom right.

The following table outlines the prompts/options available when accessing this screen:

Element Delimiter	Enter the required Element Delimiter
Sub-Element Delimiter	Enter the required Sub Element Delimiter.
Segment Terminator	Enter the required Segment Terminator.
Show Delimiters as...	Select from ASCII or Decimal.
Output File Type	Define the Output File from the following: <ul style="list-style-type: none">▪ One segment per line▪ No CR/LF after segments▪ Column wrapped
Input/Output Wrapped Record Length	Enter the required Wrapped Record Length.



STX Tab

EDI Trading Partner Information

Trading Partner: TEST << >>

TEST CUSTOMER

General 1 | General 2 | ANSI | EDIFACT | Sterling | TPPC | Direct Output | **STX**

STX Partner ID: XXX

STX Logon Code: 145

Save Close

The following table outlines the prompts/options available when accessing this screen:

STX Partner ID	Enter the STX Partner ID as defined in Harbinger STX.
STX Logon Code	Enter the STX Logon Code as defined in Harbinger STX.



TRADING PARTNER COPY

The purpose of the Trading Partner Copy setup is to copy Trading Partner information and document mappings from one trading Partner to another.

To copy Trading Partner Information, select

EDI Menu > Setup Programs > Trading Partner Copy

The following table outlines the prompts/options available when accessing this screen:

What do you wish to copy?	Select from: <ul style="list-style-type: none">▪ Single Document▪ Entire Trading Partner▪ All the Trading Partner Document Records▪ Trading Partner Master Record
Copy Parameters	
Company to Copy From	Enter the Company Code
Trading Partner to Copy From	Browse and select the Trading Partner from whom you are copying
Trading Partner to Copy To	Browse and select the Partner to copy to. If this is a new Partner, you need to have opened the new Trading Partner before doing the copy.
Document to Copy	Enter the document to copy



Document to Create

Enter the new document to create

Document Type

Select whether the document is an incoming or outgoing document.



TRADING PARTNER REMOVAL

The purpose of the Trading Partner Information Removal setup is to delete a Trading Partner or to delete documents attached to a Trading Partner.

To remove Trading Partner Information, select

EDI Menu > Setup Programs > Trading Partner Removal

The following table outlines the prompts/options available when accessing this screen:

What do you wish to remove	Select from: <ul style="list-style-type: none">▪ Single Document▪ Entire Trading Partner▪ All the Trading Partner Document Records▪ Trading Partner Master Record
Remove Parameters	
Trading Partner to Remove	Browse and select the Trading Partner to be removed or from whom documents are to be removed
Document to Remove	This field is only available if 'Single Document' is selected. Enter document number to be removed
Document Type	Select whether the document to be removed is an incoming or outgoing document.



TRANSLATION IMPORT

When downloading from the website, a file ENCTRANS.EXE is downloaded and placed in an accessible directory such as the Base Directory. Refer to the download instructions. Double click and execute this file and a file called EDITRANS.TXT will be created. Enter the full path to this file in the space for 'IMPORT File Name' (e.g. C:\SYSPRO60\PROGRAMS\ EDITRANS.TXT).

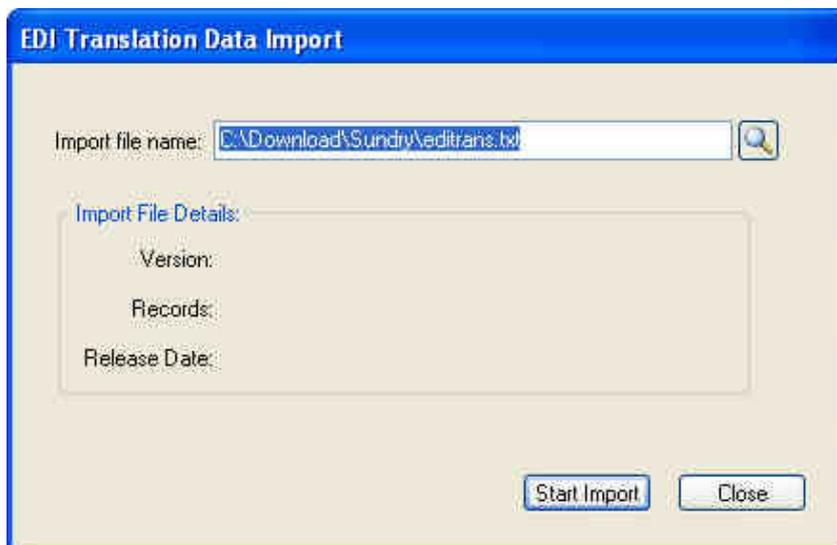
The drive letter should be as the server sees it and NOT the mapped drive. It is now possible to browse on the server from the workstation. Once selected via the browse, or if typed in, click 'OK' to run the import of all the document translation data.

A file named EDITRN.DAT will be created in the data directory. This file is not company specific and is available to all companies using the data directory.

Note: If this translation is not run, then you will experience error screens when trying to setup and run documents elsewhere in EDI.

To define the EDI Translation Data Import information, select

EDI Menu > Setup Programs > Translation Import



The following table outlines the prompts/options available when accessing this screen:

Import File Name	Enter the full path and file name for the Import file.
-------------------------	--



EDI IMPORT/EXPORT JOURNAL FILE VIEWER

This is a facility to view both incoming and outgoing document files. Double click on the required document or highlight the required document and click on 'select' to view the file.

To view the Import/Export Journal File, select

EDI Menu > Setup Programs > EDI Import/Export Journal File Viewer

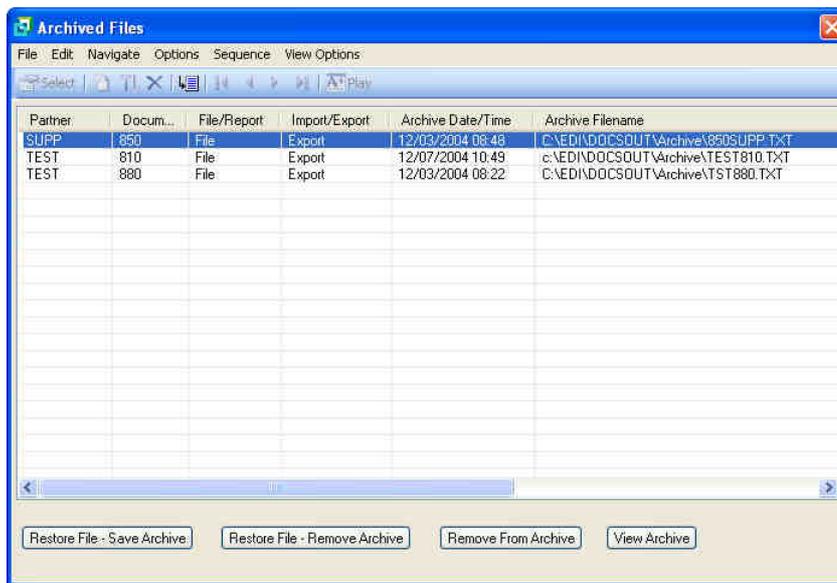
Partner	I...	Docum...	Date/Time	Operator	Test M...	Errors
(Last)	E	(855)	2007/01/18 11:20	MIKER		W
(Last)	E	810	2006/11/07 14:27	MIKER		Y
(Last)	E	812	2006/10/11 14:35	MIKER		Y
(Last)	E	832	2005/07/01 11:24	MIKER		N
(Last)	E	850	2006/09/29 11:44	MIKER		W
(Last)	E	855	2007/01/18 11:20	MIKER		W
(Last)	E	856	2006/10/04 15:16	MIKER		W
(Last)	E	857	2005/04/13 13:50	MIKER		N
(Last)	E	865	2006/10/03 14:09	MIKER		W
(Last)	E	870	2006/04/18 15:18	MIKER		N
(Last)	E	880	2006/09/29 16:04	MIKER		N
(Last)	E	940	2006/09/26 14:14	MIKER		N
(Last)	E	943	2005/03/07 11:04	MIKER		N
(Last)	I	(850)	2006/11/07 13:00	MIKER	N	Y
(Last)	I	210	2005/05/02 12:15	MIKER	Y	Y
(Last)	I	830	2006/06/05 11:35	MIKER	N	Y
(Last)	I	850	2006/11/07 13:00	MIKER	N	Y
(Last)	I	856	2004/10/21 12:19	MIKER	N	Y
(Last)	I	860	2006/07/19 13:00	MIKER	N	Y
(Last)	I	862	2006/02/10 15:38	MIKER	N	N



EDI ARCHIVE VIEWER

To view the Archive Files, select

EDI Menu > Setup Programs > EDI Archive Viewer



The archive files are displayed on this screen. Highlight the file required and then select one of the following functions:

- Restore File – Save Archive – this will restore the file to the input file directory but retain the file in the archive directory.
- Restore File – Remove Archive – this will remove the file from the archive directory when it is restored to the input directory.
- Remove From Archive – this will remove the file from the archive.
- View Archive – this option is used if you want to open the file and view the content.



INPUT FILE SORT

The input file as imported may contain multiple documents from more than one Trading Partner. The Input file sort will sort the documents per Trading Partner and per document type. The function will be performed per the settings in the EDI System Setup. Certain of these settings may be changed by the operator while performing this function.

To define the Input File Sort, select

EDI Menu > Setup Programs > Input Sort File

Parameters Tab

The screenshot shows the 'EDI Input Sort' dialog box with the 'Parameters' tab active. The 'Input Selection' section contains six radio button options: 'Process All Communications Paths', 'Process Communications Path ->' (with an empty text box and search icon), 'Process Selected File' (selected), 'Process Archived File', 'Process Unknown Documents File', and 'Process Archived Unknown Documents File'. Below this is a 'File to Sort' text box containing 'C:\edi\docsin\850US.txt' and a search icon, with a 'Reset File Name' button underneath. At the bottom are 'Start Input Sort' and 'Cancel' buttons.

The following table outlines the prompts/options available when accessing this screen:

Input Selection

Select one of the following as the input selection:

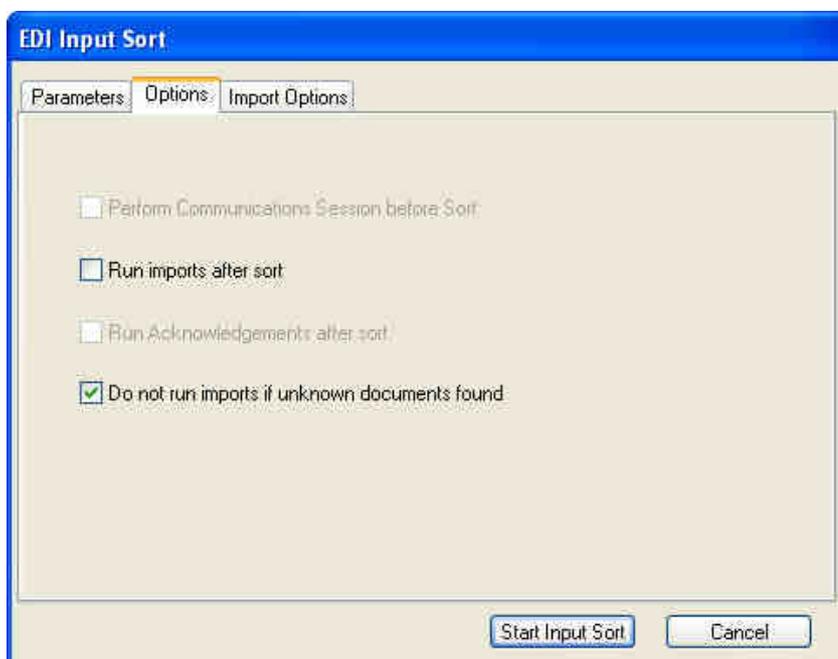
- Process All Communication Paths.
- Process Selected Communication Paths. This will activate the **Communications Path** field allowing an entry to be made.
- Process Selected Input File. This will activate the **File to Sort** field allowing an entry to be made.

Once the selection has been made, click the **Start Input Sort** button.



Communication Path	Used in conjunction with the Process Selected Communication Paths option. Once this option has been selected, enter the Communication Path required.
File to Sort	Used in conjunction with the Process Selected Input File option. Once this option has been selected, enter the full path to the file you want to sort.
Reset File Name Button	Click this button to reset the file name to the default in the system setup.

Options Tab

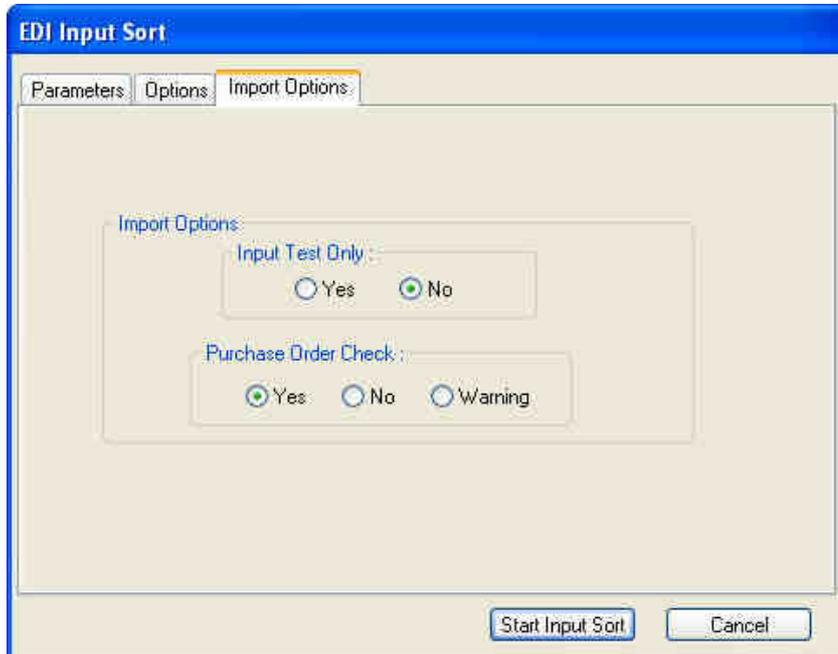


The following table outlines the prompts/options available when accessing this screen:

Perform Communications Session before Sort	Check box to override the system default option if required.
Run imports after Sort	Check box to override the system default option if required.
Run Acknowledgements after Sort	Check box to override the system default option if required.
Do Not Run Imports if Unknown Documents Found	Check box to override the system default option if required.



Import Options Tab



The following table outlines the prompts/options available when accessing this screen:

Input Test Only	Select Yes/No to override the system defaults that have been set.
Purchase Order Check	Used to override the system defaults that have been set. <ul style="list-style-type: none">▪ Select Yes to retain the SYSPRO Purchase Order number check.▪ To switch off this facility select No.▪ Select Warning to switch off the facility but issue a message.

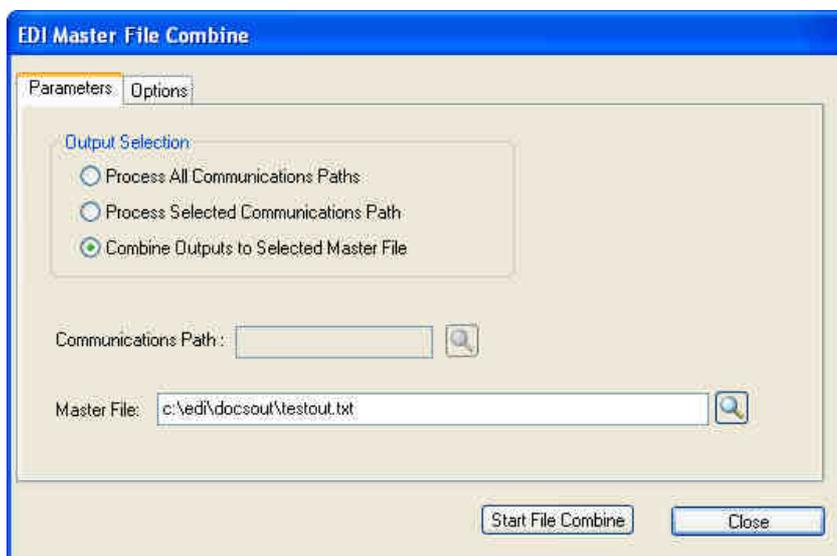


OUTPUT FILE COMBINE

To define the Output File Combine, select

EDI Menu > Setup Programs > Output File Combine

Parameters Tab

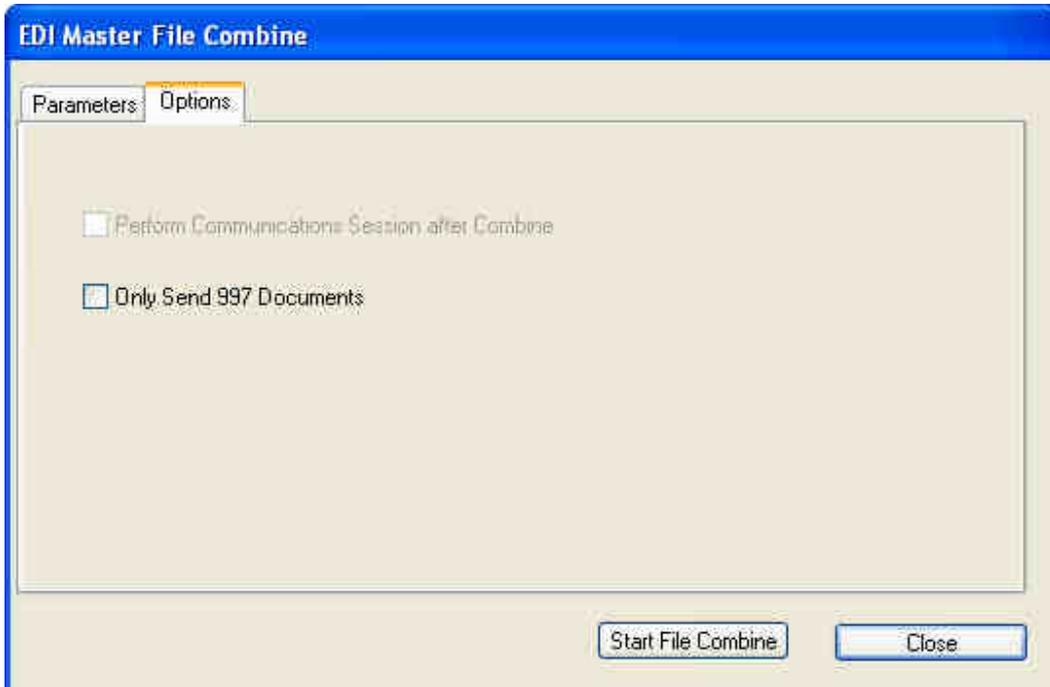


The following table outlines the prompts/options available when accessing this screen:

Output Selection	Select one of the following as the output selection: <ul style="list-style-type: none">▪ Process All Communication Paths.▪ Process Selected Communication Paths. This will activate the Communications Path field allowing an entry to be made.▪ Combine Outputs to Selected Master file. This will activate the Master File field allowing an entry to be made. Once the selection has been made, click the Start File Combine button
Communication Path	Used in conjunction with the Process Selected Communication Paths option. Once this option has been selected, enter the Communication Path required.
Master File	Enter the full path to the Master File



Options Tab



The following table outlines the prompts/options available when accessing this screen:

Perform Communications Session after Combine	Check box to override the default system settings if required. Only activated if Process all Communication Paths selected in Parameters
Only Send 997 Documents	Check box to override the default system settings if required

The following table outlines the prompts/options available when accessing this screen:

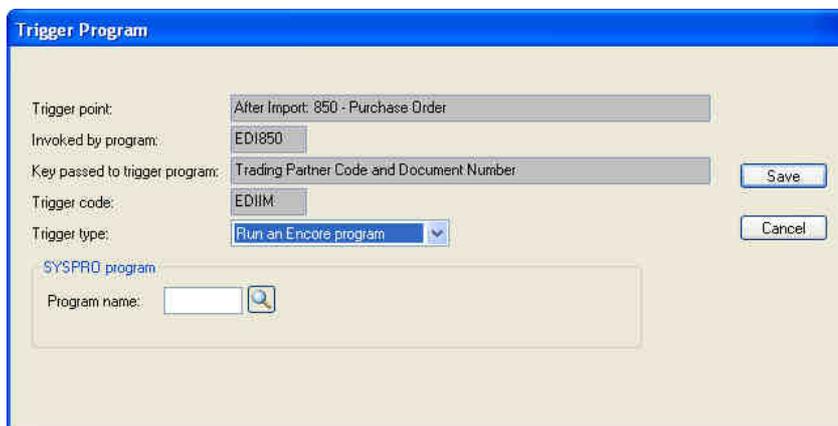
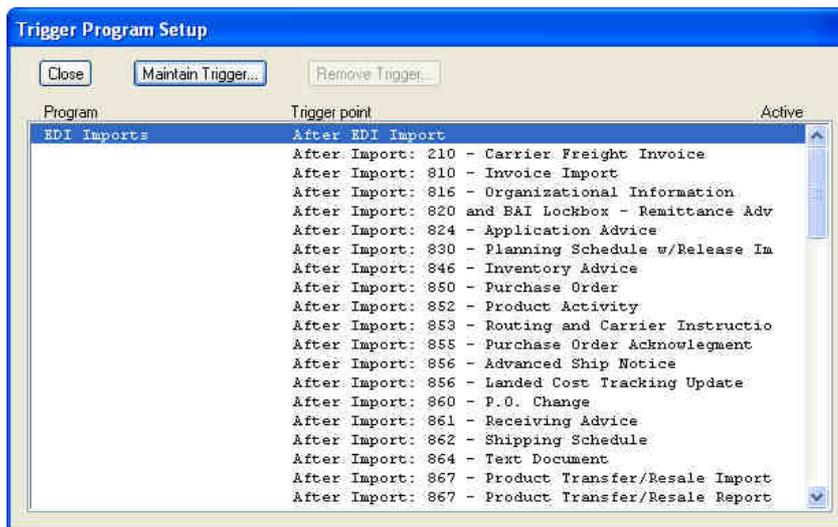
Customer Bill of Lading Notes	Click on button and select customer. Enter required notes for the customer
Tariff Bill of Lading Notes	Click on button to bring up LCT tariff table. Enter new tariff or modify or delete existing tariff codes



EDI TRIGGER MAINTENANCE

To access the EDI Trigger Program Setup, select

EDI Menu > Setup Programs > EDI Trigger Maintenance



Highlight the trigger point required and then select the **Maintain Trigger** button to setup the trigger and define the program that is associated or invoked by the EDI event.

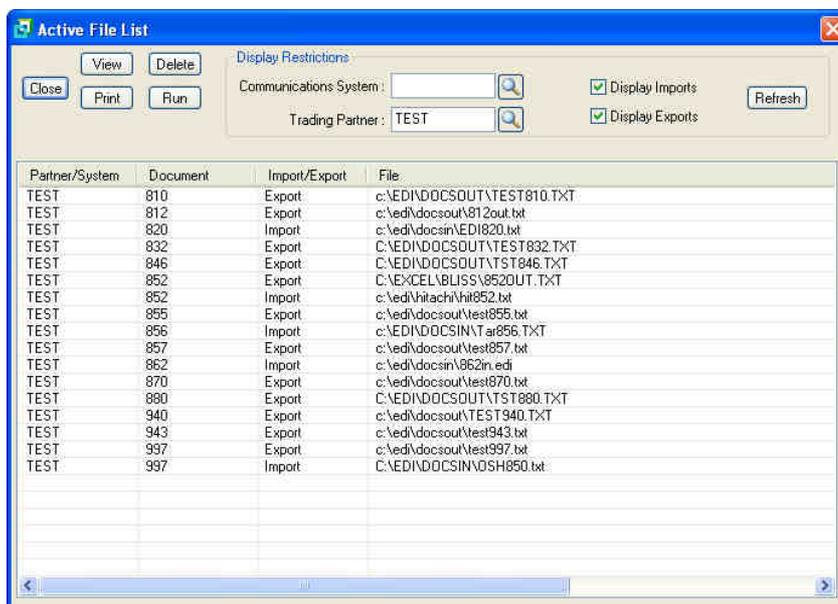


ACTIVE FILES

This facility is used to display all active document files within the system. These files may be viewed, printed, deleted or run using the EDI Document Viewer.

To view active files, select

EDI Menu > Setup Programs > Active Files



The following table outlines the prompts/options available when accessing this screen:

Display Restrictions

Communication Packages

To restrict files on view to a particular communication package, browse and select the communication package required.

Trading Partner

To restrict files on view to a particular Trading Partner, browse and select the Trading Partner required.

Display Imports

Check box to display Import Files only.

Display Exports

Check box to display Export Files only.

View Button

To view the contents of the file, highlight the file and click on the View Button.

Print Button

To print the contents of the file, highlight the file and click on the Print Button.



Run Button	To run the document highlight the file and click the Run Button.
Delete Button	To delete the file highlight the file and click the Run Button.

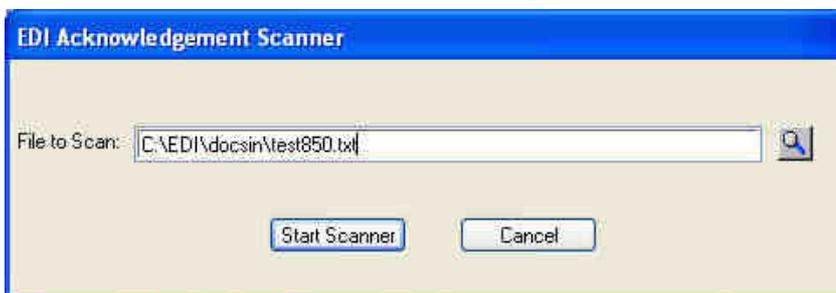


ACKNOWLEDGEMENT SCANNER

This function is used to scan documents in order to determine whether an acknowledgement has been sent.

To use the Acknowledgement Scanner, select

EDI Menu > Setup Programs > Acknowledgement Scanner



Enter the full path to the file to be scanned and then click on the **Start Scanner** Button.

NOTE: Although the scanner may be run manually it is intended to run automatically in conjunction with the Input Sort and Output File Combine functions.



ACKNOWLEDGEMENT QUERY

This function is used to review whether documents have been acknowledged. This applies to both incoming and outgoing documents.

To use the Acknowledgement Query, select

EDI Menu > Setup Programs > Acknowledgement Query

Partner	Direction	Docu...	ISA Control	GS Control	ST Control	Identifier	Document Date	St...	Acknowledgement Dat
A	UNKNOWN	850	00000005	5	50001	00	10/29/02 11:01		
A	OUTBOUND	810	00000020	20	200001	20030226	02/26/03 12:43		
BLUE	INBOUND	850	00000199	00000001	00000001	45-646	05/19/00 12:56		

Partner	Direction	Docu...	ISA Control	GS Control	ST Control	Identifier	Document Date	St...	Acknowledgement Dat
A	UNKNOWN				50001	00	10/29/02 11:01		
A	OUTBOUND	810	00000020	20	200001	20030226	02/26/03 12:43		
BLUE	INBOUND	850	00000199	00000001	00000001	45-646	05/19/00 12:56		

- Show Inbound Documents
- Show Outbound Documents
- Hide Acknowledged Documents
- Hide Unknown Partner Documents

Run the Acknowledgement Scanner before using the query in order to ensure that the information is up to date. Select the appropriate Preferences to limit the display to pertinent information. For instance if



we wish to see if the outgoing 810 documents have been acknowledged then restrict the view to outbound documents and also hide acknowledged documents.

Note that the selected Preferences are not retained after leaving this function and must be selected each time.



PAYMENT MAINTENANCE

Payment maintenance is used to verify and modify payment details resulting from running the 820 Remittance. The 820 can be set to a 2 pass function which will create the Payment maintenance details.

Select	Partner	Check Reference	Amount	Unmatched	Short	Div
<input type="checkbox"/>	ACME	0328389	0.01	0.01		
<input type="checkbox"/>	TEST	770106865	10466.00	11177.26		

Line	Payment Type	Reference	Net Amount	Invoice Am...	Discount	Short/Over	A/R Custom
1	Credit	8362C001474970	98.78	0.00	0.00	0.00	
2	Payment	328925	42630.00	42630.00	0.00	0.00	
3	Payment	829155	6024.75	6024.75	0.00	0.00	
4	Credit	137070CPN	256.85	0.00	0.00	0.00	
5	Payment	019156	5045.76	5256.00	210.24	0.00	
6	Payment	018975	4431.28	4615.92	184.64	0.00	
7	Payment	019157	8298.55	8644.32	345.77	0.00	
8	Payment	019293	15459.38	16103.52	644.14	0.00	
9	Payment	018976	3582.49	3731.76	149.27	0.00	
10	Payment	019158	5570.38	5802.48	232.10	0.00	
11	Payment	019294	9331.20	9720.00	388.80	0.00	
12	Payment	018977	2926.54	3048.48	121.94	0.00	

Double click on the payment and the details will be displayed on the lower box. Individual items may be modified. Click on the item to modify.



Payment Maintenance 

Trading Partner :

Check:

Reference :

Net Amount:

Invoice Amount:

Discount :

Short/Over :

Customer :  Carry Customer to next payment record

Invoice: 

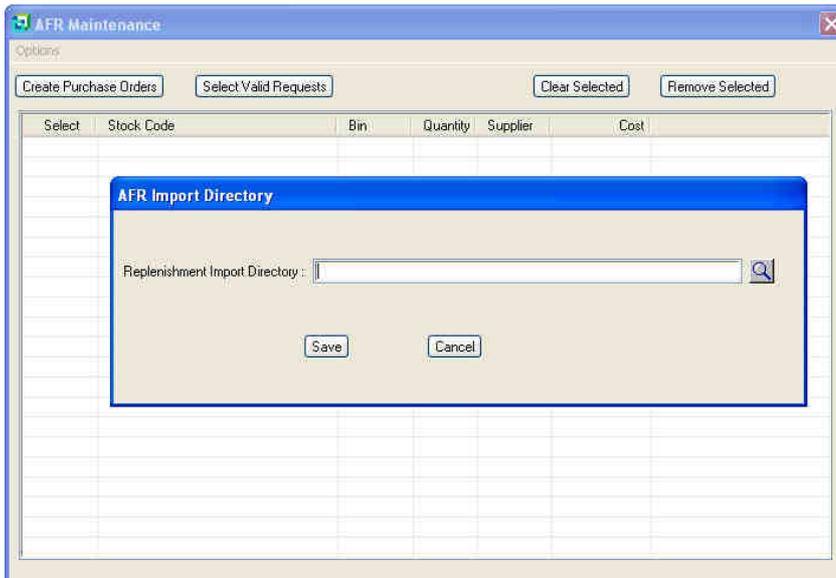
Discount:

Verify Short/Over Payment



REPLENISHMENT MAINTENANCE

This function is only used with the Hand Held System and is not available in standard EDI.





GENERIC DOCUMENT MAINTENANCE

This function is utilized by the Input Sort to recognize valid but unknown documents and prevent them being placed in the unknown document directory.

EDI Document Info

Document Number :

Import/Export

Import

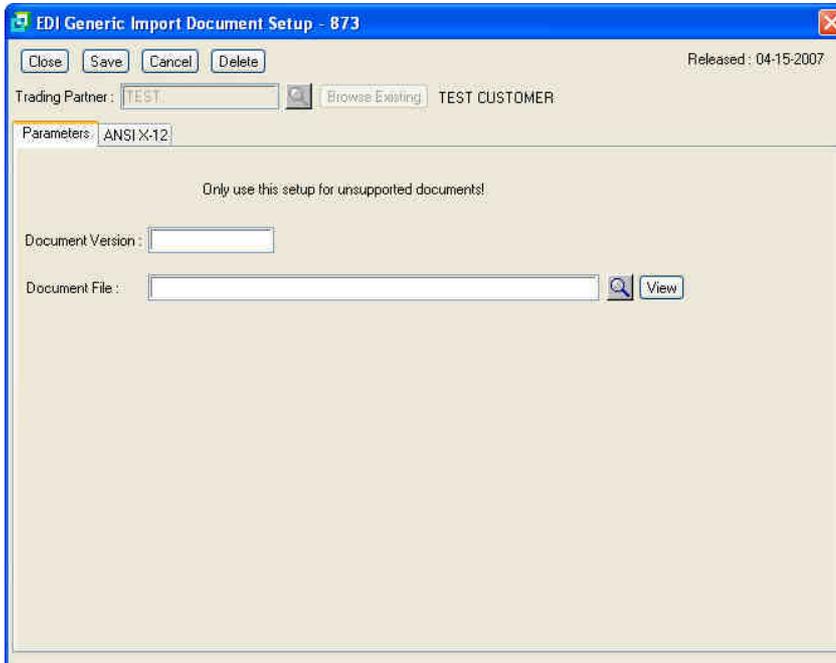
Export

Continue

Cancel

Only use this setup for unsupported documents!

Enter the Document number, select if it is an Import or export and select Continue.



Document Version

Enter the document version

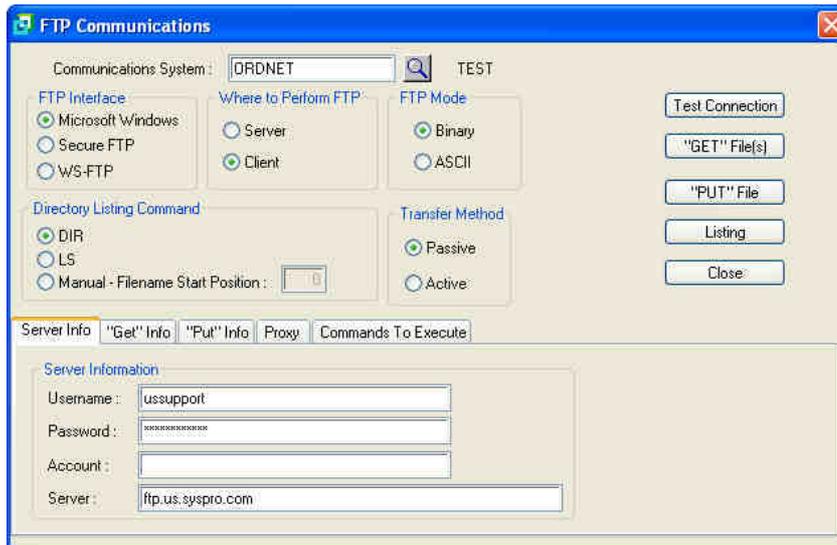
Document file

Enter the full path to the file.

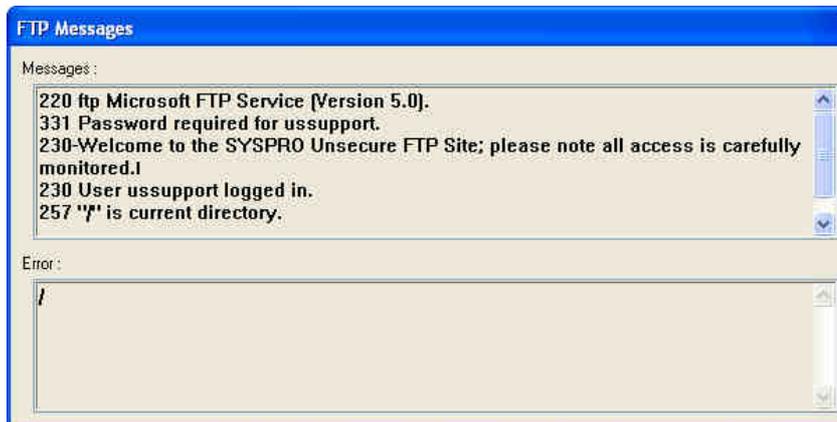


FTP TESTING

This facility is used to test the ftp connections and settings in the system.

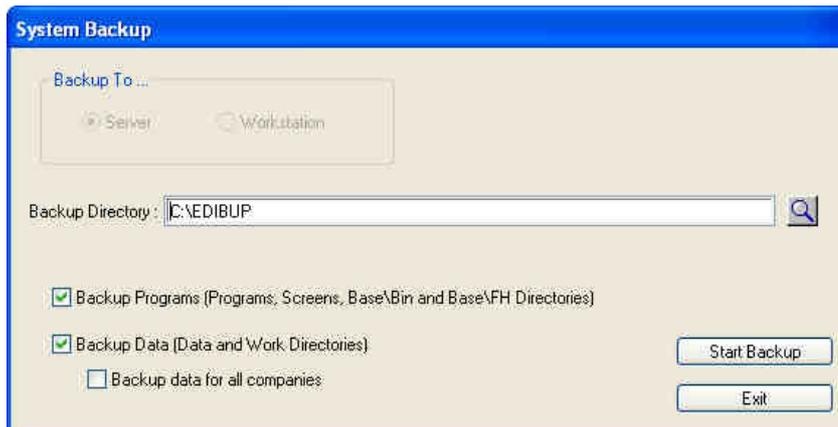


Result of test Connect





SYSTEM BACKUP



The following table outlines the prompts/options available when accessing this screen:

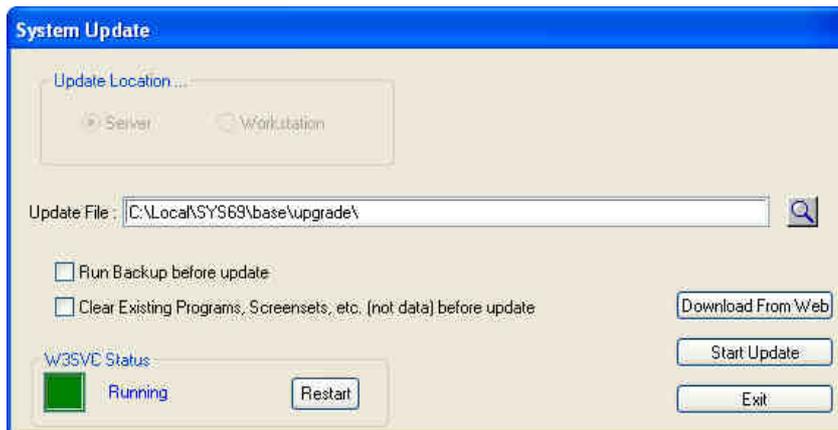
Backup to	Select whether to place the backup on the Server or on the Workstation
Backup Directory	Enter the full path to the Backup directory. The system will create sub directories within the backup directory corresponding to the relevant Syspro directory from which EDI files are backed up. A date and time will also be added.
Backup Selection	Check the appropriate boxes for the files to be backed up. If there is more than 1 company using EDI on the system then all the companies may be backed up at the same time. Check the box to backup all companies.

Note: The system back-up function is only applicable to C-Isam installations and will not work on SQL systems.



SYSTEM UPDATE

The System Update may be used to download the programs from the web site and place them in the Syspro Base Upgrade directory. An automatic backup may also be performed prior to this function.



The following table outlines the prompts/options available when accessing this screen:

Update File	Enter the full path to the Upgrade directory
Run Backup Before Update	Select whether to run a backup prior to this function
Clear Existing Programs, Screen sets, etc.	Select whether to clear existing programs and screen sets prior to the update



UPDATE PROGRAM LISTING

This function is used to update the program listing in the Cusprg.imp file in the Syspro Cusprog directory and also to activate Group Security for the EDI functions



The following table outlines the prompts/options available when accessing this screen:

Update Program Information	Click on the Update Program Information button to perform this task. The information may be removed by clicking on the Remove Program Information button.
Remove Program Information	Check the box to Enable Group Security prior to running this function in order to activate EDI security.



UPDATE MENU SYSTEM

This function is used to place the EDI menus in the Syspro Menu tree.

Menu Information Update

Current Menu Information Date : ** Unknown **

Latest Menu Information Date : 01/02/2007

Using CUSMEN.IMP

Update Menu Information

Remove Menu Information

Exit

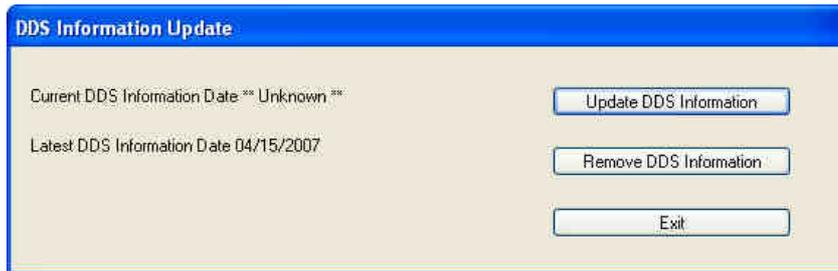
The following table outlines the prompts/options available when accessing this screen:

Update Menu Information	Select Update Menu Information in order to place the EDI menu listings in the Syspro Menu tree.
Remove Menu Information	Select Remove Menu Information in order to remove the EDI menu listings from the Syspro Menu Tree



UPDATE DDS INFORMATION

This function is used to update the EDI Data Dictionary



The following table outlines the prompts/options available when accessing this screen:

Update DDS Information	Click to update the Data Dictionary. This function will also restore the Data Dictionary if it had been removed
Remove DDS Information	Click to remove the Data Dictionary

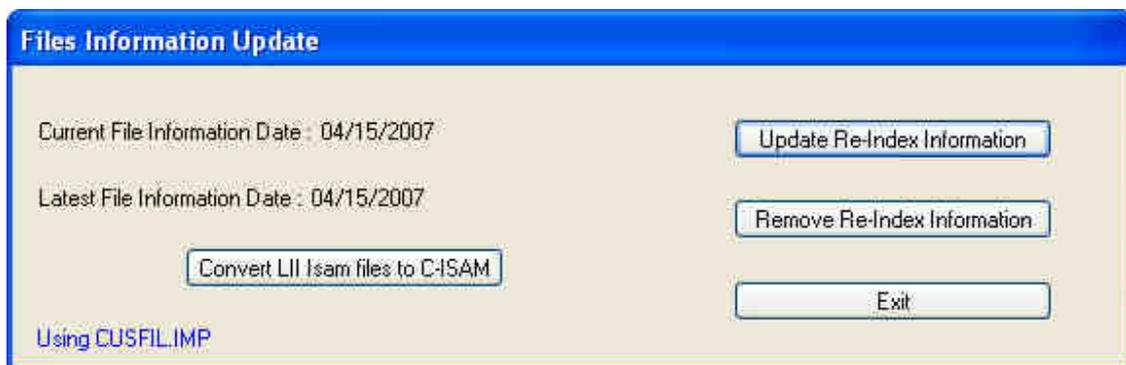


EDI RE-INDEX FACILITY

To re-index EDI data files, the re-index information needs to be added to the SYSPRO re-index facility.

To define the Re-Index Information, select

EDI Menu > Setup Programs > Update Re-Index Information



The following table outlines the prompts/options available when accessing this screen:

Update Re-Index Information Button	Click this button to add the EDI data information to the SYSPRO re-index facility.
Remove Re-Index Information Button	Click this button to remove the EDI data information from the SYSPRO re-index facility.
Convert LII ISAM files to C-ISAM Button	If files were converted from older versions and are not yet in C-ISAM format, then click this button to run the conversion. This function places a batch file on the server. Once this has been done, the batch file must be executed to complete the conversion.



SYSTEM NOTES

Ship-To Handling

Many EDI partners require shipments to multiple locations.

SYSPRO handles multiple Ship-To addresses using several methods:

1. The Ship-To address can be manually entered into the sales order.
2. The multiple Ship-To table can be used.
3. Separate customers can be set-up for each location, and optionally connected using the master/sub-account information.

Ship-To addresses in the EDI files are also handled in different ways:

1. The full Ship-To addresses may be sent with every P.O.

The full Ship-To addresses may only be sent for a new location, subsequent PO's will only have a location code.

2. The Ship-To addresses may be sent in a separate document, and all PO's will only contain a location code.

In addition, the EDI document may or may not contain Ship-To store codes, and one P.O. may contain items for multiple locations (Wal-Mart does this).

The translator uses three fields in the Information Maintenance program (EDI001) to handle the Ship-To address. The information in the master A/R account, the sub-account prefix and the sub-account type fields are all used to match EDI information with SYSPRO information. Information in the EDI Cross-Reference program (EDI020) is also used. The following examples will help explain the use of these fields.

Customer has one Ship-To location

Enter the Customers SYSPRO A/R account for this Trading Partner into the Master A/R account field. Enter nothing in the prefix field. Under Account Addressing Information select Use Address on Account Record. Selecting Individual Accounts will also work.

Customer has multiple Ship-To locations under one SYSPRO account

With one SYSPRO account you have two options. If your Trading Partner sends Ship-To addresses in every P.O., select Use EDI Address in Account Addressing Information and the translator will fill-in the sales orders Ship-To address from the EDI file. If the addresses are not sent, then you must use the multiple Ship-To address function in SYSPRO. If the EDI N1 segment contains a store location code, and you use the same code in the multiple Ship-To file, the system will match the two. If a code is not sent, or you use different codes, then you must enter a translation code in the EDI Cross-Reference program.

Customer has multiple Ship-To locations and each has it's own SYSPRO account



Multiple SYSPRO accounts are handled the same as multiple Ship-To locations, except the location codes are translated into account codes instead of address codes. For account codes, the system uses a combination of the Sub-Account Prefix and the code from the EDI file to determine the account code.

Sales Order Comments

Many times there is more information required by the EDI system than SYSPRO has a logical place for it to reside. In these instances comment lines are used to provide the information. The comment lines may be created by the translators based on incoming information, or they may be required to be entered for outgoing information. Each line is formatted with a specific code at the beginning of the comment, a single space and then the information. Examples of comment codes are as follows:

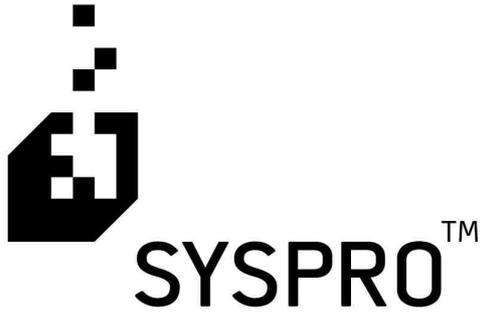
- PCS Number of pieces
- BL Bill of Lading Number
- CASES Number of Cases in a shipment
- DAYS Expected number of days in transit
- DEPT Customer Department Number
- DISC Discount Code
- DO Delivery Order Number
- EQ Equipment type and number
- LBS Weight of a shipment
- PO Purchase order number if greater than 15 characters
- PRO Shipment PRO number
- RN Purchase order release number
- SKIDS Number of Skids or Pallets in a shipment
- STORE Full EDI Store Location Number
- NOTE EDI Note (Incoming for 850 - Purchase order, Outgoing for 940)
- NTEEDI Note (Outgoing for 810 - Invoice)

In addition, special date comments may be created from received purchase orders. These comment lines hold additional dates to complement the ship date such as “Not Before”, “Cancel” or other dates provided by the customer.

The “EQ” comment is an exception to the code, space, and information rule. The “EQ” comment has two forms. If element TD301 is fixed, the format of the EQ line is as above. If the value of TD301 is not fixed, then enter the “EQ” comment line as “EQ”, space, element TD301 value, space, equipment number.

For Example:

Fixed TD301	EQ 123456
Variable TD301	EQ TL 123456



EDI TRAINING MANUAL

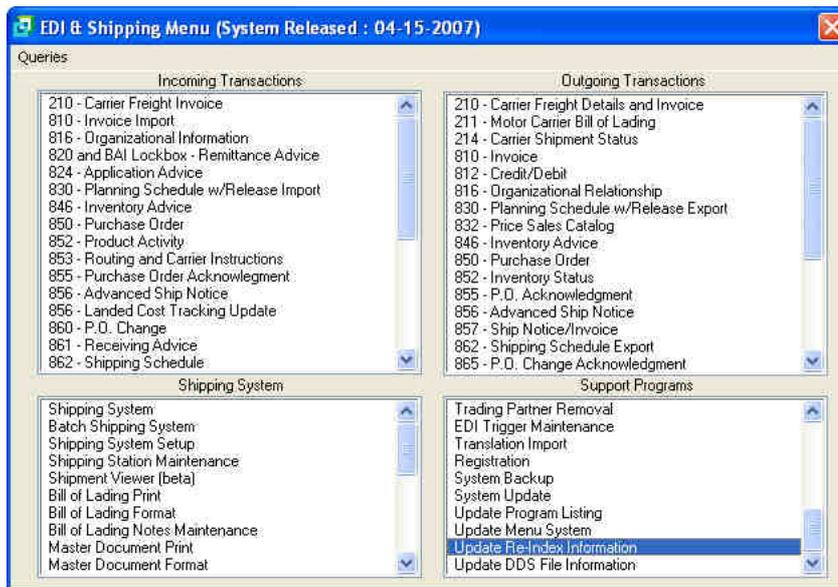
Document Processing

Section

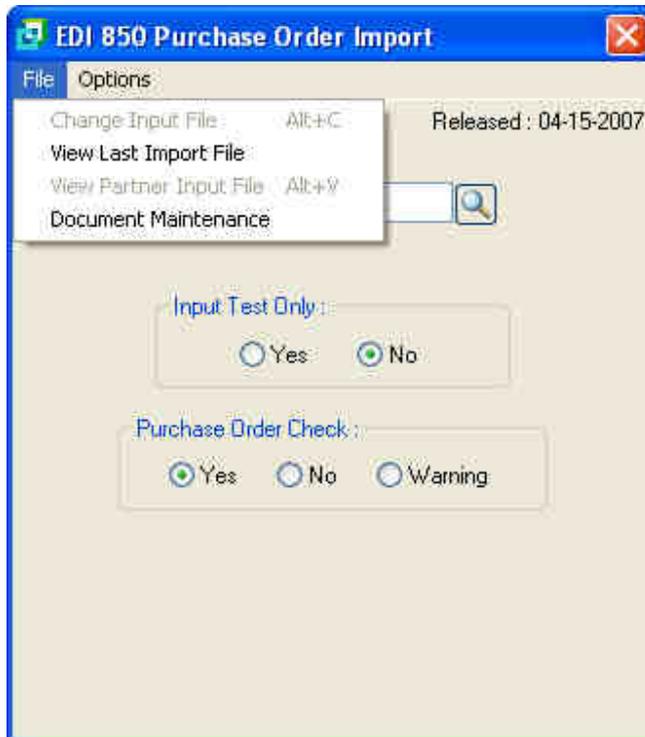
3



PROCESSING INCOMING TRANSACTIONS



Note: there are additional features available when running the incoming documents.

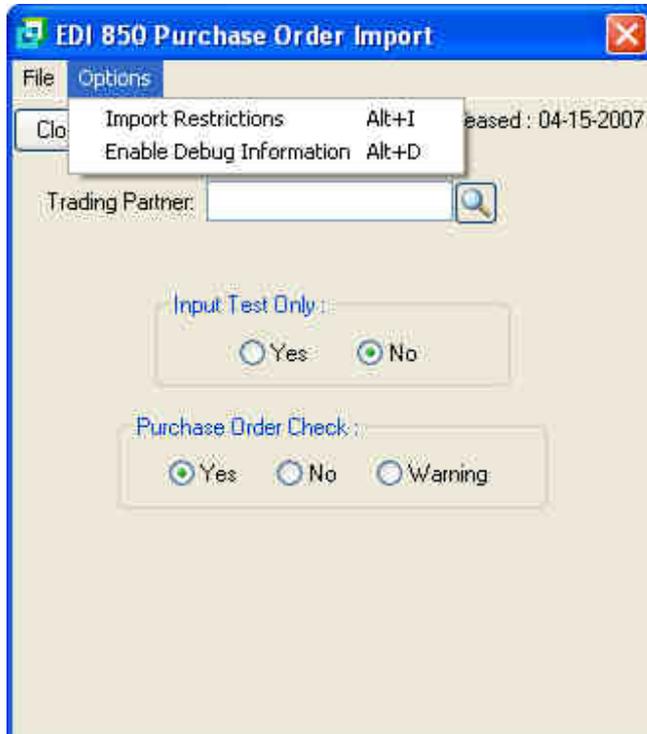


The following table outlines the prompts/options available when accessing this screen:

Change Input File	Enter path and file name or browse and select the file to process
View Last Import File	Click on this option and the last input file processed is displayed
View Partner Input File	Click on this option and the Input file for the document will be displayed
Document Maintenance	Click to access the document maintenance program. Used to modify the document on the fly.



After selecting the document to process and the Trading Partner, select 'Options' on the Menu Bar.

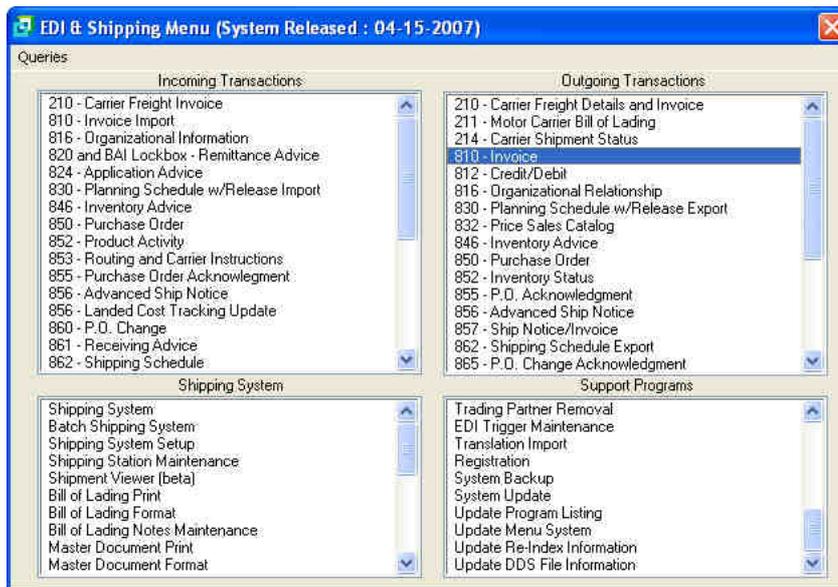


The following table outlines the prompts/options available when accessing this screen:

Import Restrictions	This option enables selected Purchase Orders and selected Import locations to be processed. Enter the required range. A fixed number of orders to be processed may also be entered.
Enable Debug Information	This function is only used if working with the developer

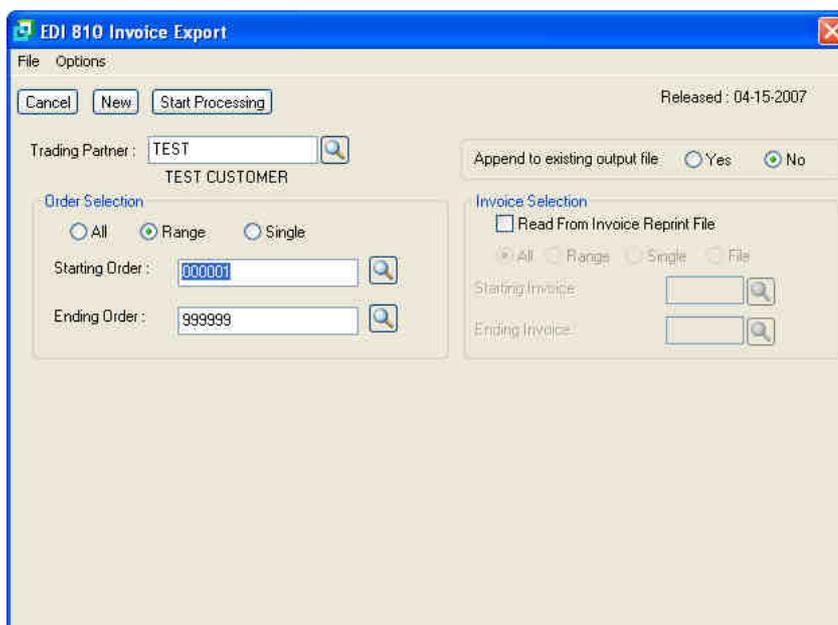


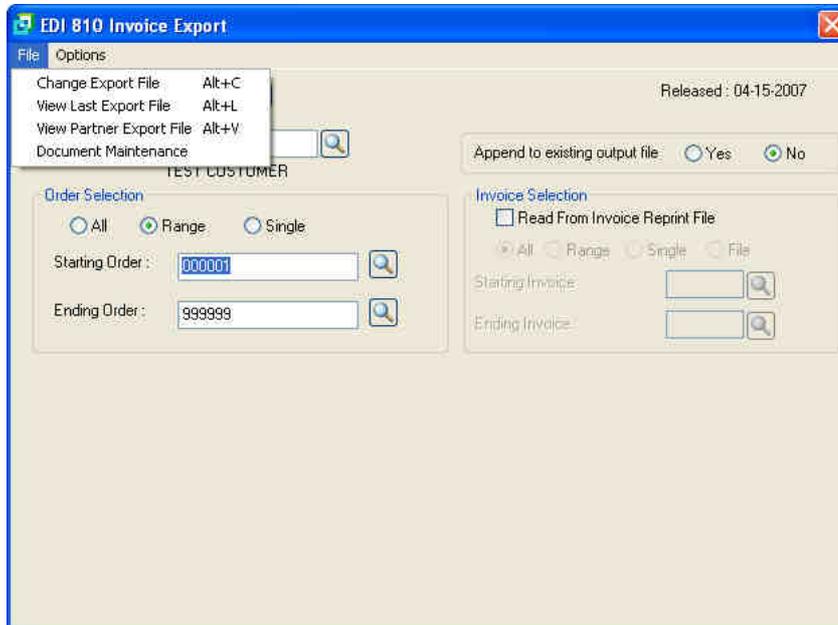
PROCESSING OUTGOING TRANSACTIONS



Note: there are additional features available when running the outgoing documents.

After selecting the document to process and the Trading Partner, select 'File' on the Menu Bar.

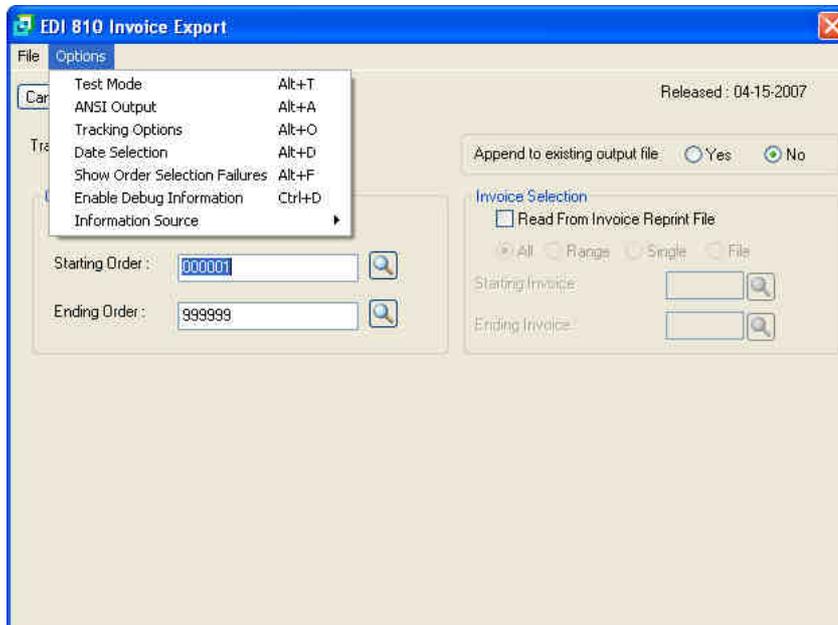




The following table outlines the prompts/options available when accessing this screen:

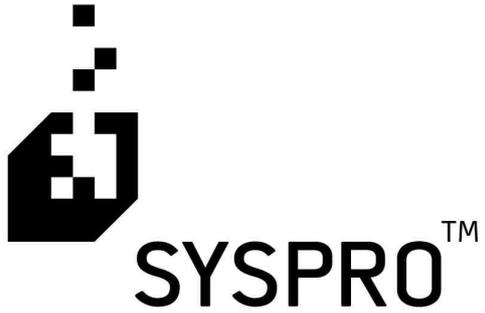
Change Export File	Enter path and file name or browse and select the file to process
View Last Output File	Click on this option and the last output file processed is displayed
View Partner Output File	Click on this option and the Partner output file for the document will be displayed
Document Maintenance	Click to access the document maintenance program. Used to modify the document on the fly.

After selecting the document to process and the Trading Partner, select 'Options' on the Menu Bar.



The following table outlines the prompts/options available when accessing this screen:

Test Mode	Select if needing to process in Test Mode
ANSI Output	Select in order to have the output file in ANSI format
Tracking Options	The following tracking options are available: <ul style="list-style-type: none"> ▪ Unprocessed Orders ▪ All orders ▪ Orders Exported After Date Entered ▪ Orders Exported within Date/Time Range ▪ Orders Released After Date Entered ▪ Orders Released within Date/Time Range ▪ Enter the date and/or time if required
Date Selection	Select from All, Range or Single. Selected dates may be entered.
Show Order Selection Failures	Select this option for a list of orders which failed to process successfully
Enable Debug Information	Should only be used when instructed by a support person, who would know how to interpret the messages.
Information Source	For those modules that allow multiple sources for information. Used to select the source that must used.



EDI TRAINING MANUAL

Incoming Documents

Section

4

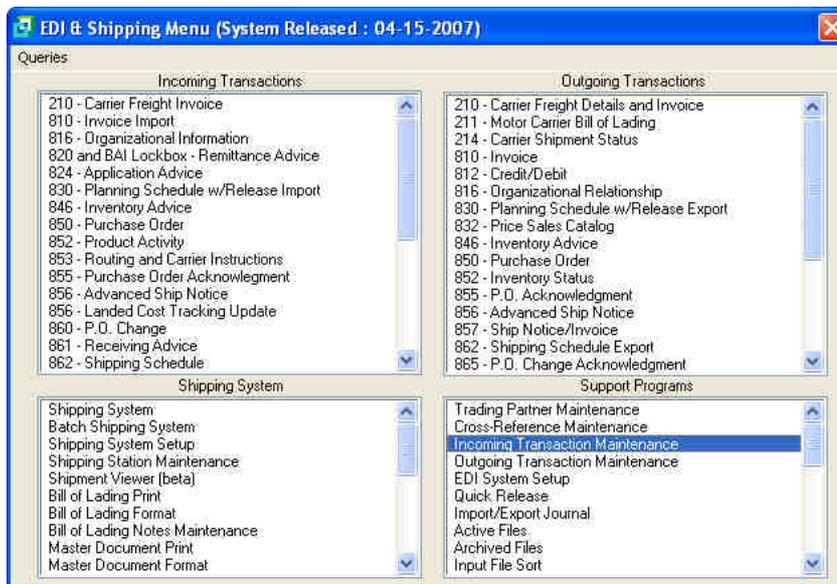


DOCUMENT: 820 AND BAI LOCKBOX AND REMITTANCE ADVICE

The purpose of the 820 is to provide payment remittance information from the customer

To define the document 820 – Remittance and BAI Lockbox select:

EDI Menu > Setup Programs > Incoming Transaction Maintenance > 820





FIRST PAGE TAB

EDI 820 and BAI Lockbox Remittance Advice

Close Save Cancel Delete Released: 04-15-2007

Trading Partner: TEST Browse Existing TEST CUSTOMER

First Page Options 1 Options 2 Input Sort ANSI X12

Document Version: 004010

Document File: c:\ved\docsin\EDI820.txt View

Input File Type

ANSI X12

BAI Lockbox Standard

Processing

One Step (Unmatched payments: create "_CRD" invoice)

Two Step (Uses Payment Maintenance Editor to Complete Payments)

One Step if completely matched, Two Step Otherwise

Bank Code: GB

The following table outlines the prompts/options available when accessing this screen:

Document Version	Enter the EDI document version used by the Trading Partner. It is suggested that the leading zero's be entered (e.g. 004010)
Document File	Enter the name of the import file with the full path as it appears on the server. Do not use the mapped drive designation for the workstation. The full path may be specified in 'Data Paths' in the EDI information setup. In this case only, the file name need be entered.
Input File Type	Select ANSI X12 when running the 820. Select BAI Lockbox when running the file from the Bank



Processing

The One step process will post all details to the customers account. Unmatched payments will be posted as _CRD transactions

The two step process will process the file and move the information to the Payment Maintenance facility. The operator will review payment transactions, edit them where necessary and then post items.

The final selection is a combination of the above choices. The system will process the file and if all transactions are matched then they will be posted to the customer. If any items are not matched then the 2 step process is invoked and transactions must be reviewed in the Payment Maintenance function.

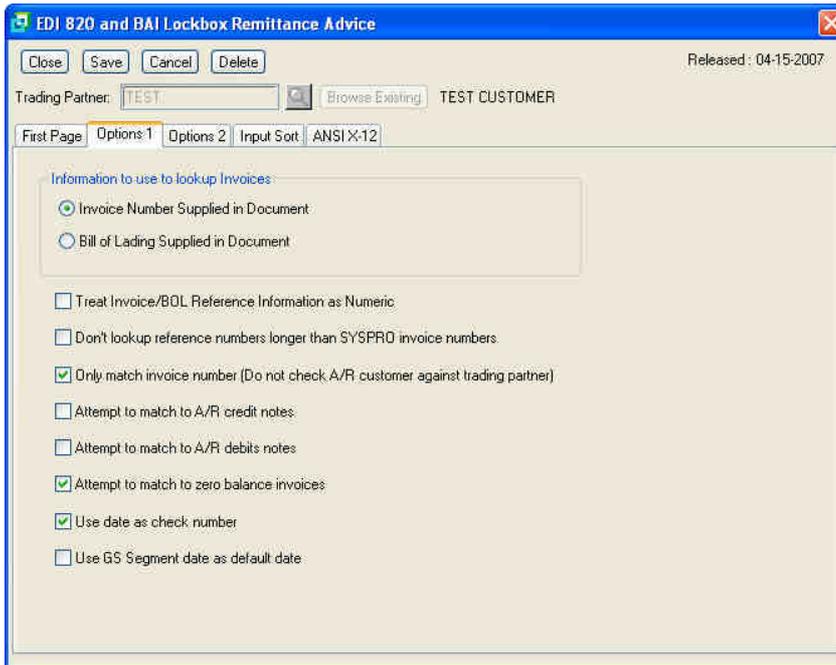
Bank Code

Browse and select the appropriate Syspro Bank

Note: Refer also to the setting on the A/R Payment screen of the EDI Setup Maintenance.



OPTIONS 1 TAB



The following table outlines the prompts/options available when accessing this screen:

Information to Use to Lookup Invoices	Usually the default for Invoice number is retained. Under certain circumstances the BOL number is submitted
Treat Invoice/BOL Reference Information as Numeric	Select if numbers should be treated as numeric
Don't Lookup Reference Numbers Longer than SYSPRO Invoice Numbers	Select if reference numbers in the document are longer than the 7 character Syspro invoice number
Only Match Invoice Numbers	
Attempt to Match to A/R Credit Notes	
Attempt to Match to A/R Debit Notes	
Attempt to Match to Zero Balance Invoices	
Use Date as Check Number	



**Use GS Segment Date as Default
Date**



OPTIONS 2 TAB

The following table outlines the prompts/options available when accessing this screen:

**Print REF Qualifiers Translated as
Comments on Report**

**Skip One Line After each
Remittance Line**

Page Break After Each Check

Don't Print Zero Summary Items

**Calculate Discount to Resolve
Short Pay**

**Attempt to Match Credits in
Document**

**Attempt to Match Debits in
Document**

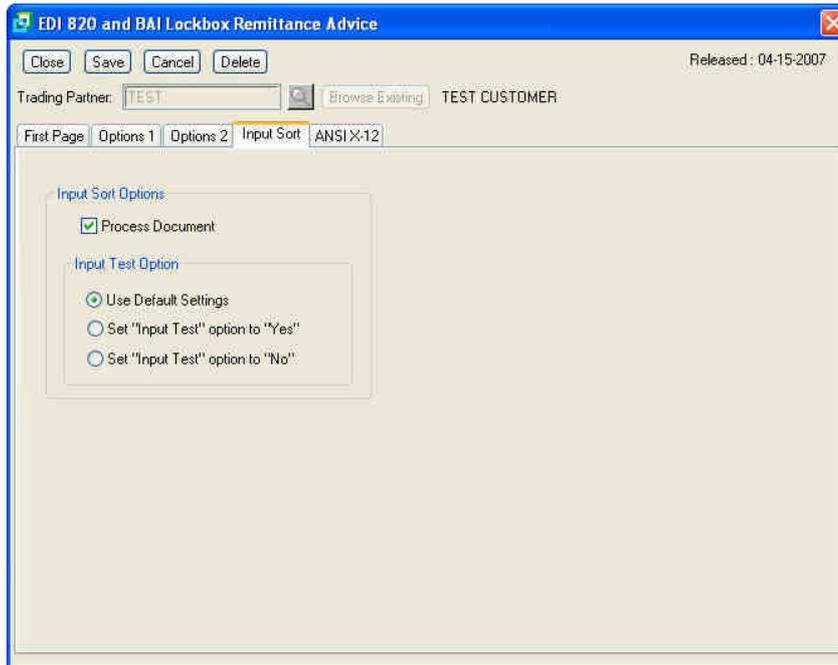
**Reverse Sign for ADX Segment
Value**

**Create Separate Cash Journal per
Check**





INPUT SORT TAB



The following table outlines the prompts/options available when accessing this screen:

Input Sort Options	When running the input sort all documents in the sort file will be processed. If it is required that the 820 not be processed when running the Input sort then uncheck the box for Process Document. The box is checked by default.
Input Test Option	A test may be run on the 820



ANSI-12 TAB

The ANSI X-12 details from the Trading Partner Setup are reflected in this screen. The default setting is to have all 4 check boxes set so as to output this information. Should different information be required uncheck the appropriate box and the information on the screen becomes available to be modified.

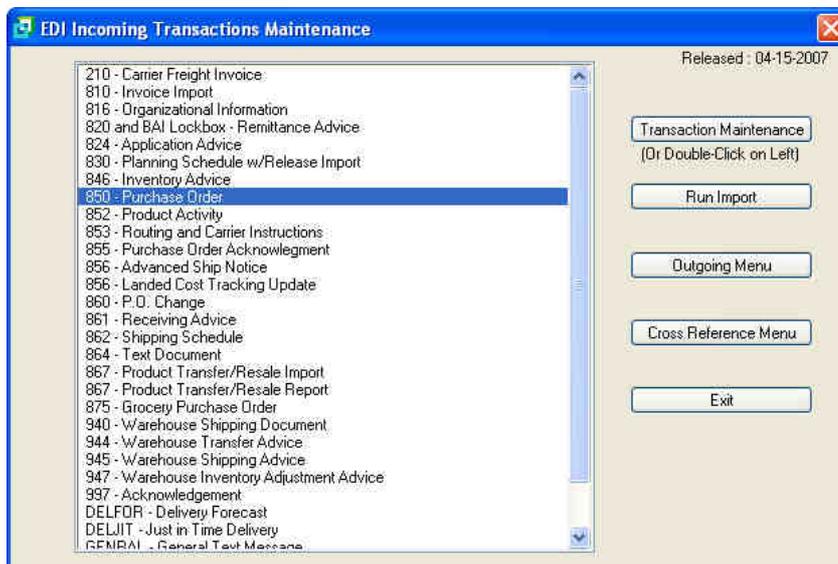
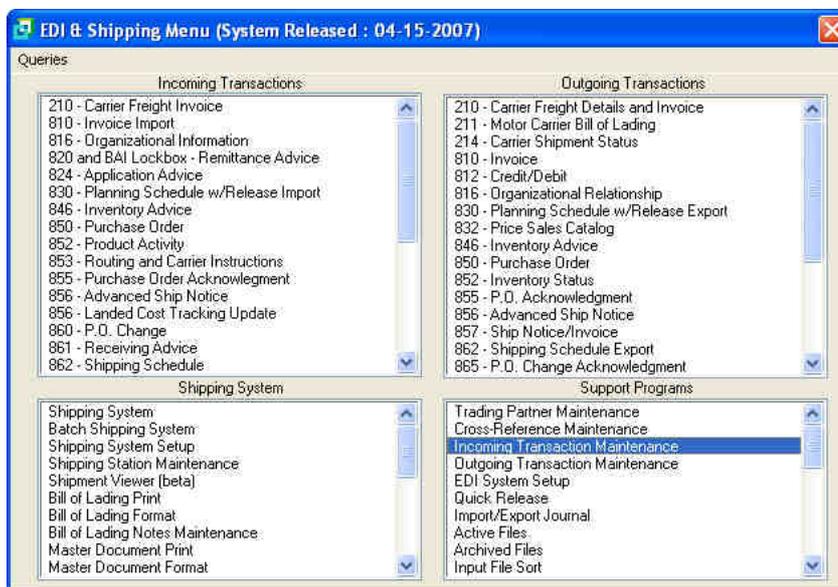


DOCUMENT: 850 – PURCHASE ORDER

The purpose of Document 850 – Purchase Order is to place purchase orders for the supply of goods and services.

To define Document 850 – Purchase Order, select:

EDI Menu > Setup Programs > Incoming Transaction Maintenance > 850 – Purchase Order





GENERAL 1 TAB

The following table outlines the prompts/options available when accessing this screen:

Document Version	Enter the EDI document version used by the Trading Partner. It is suggested that the leading zero's be entered (e.g. 004010)
Document File	Enter the name of the import file with the full path as it appears on the server. Do not use the mapped drive designation for the workstation. The full path may be specified in 'Data Paths' in the EDI information setup. In this case only, the file name need be entered.
Customer/Address Selection	
N101 Ship-To Qualifier(s)	Enter the codes used in the N101 segment to indicate the Ship-To address. You can enter up to three codes. The system will start at the first code and if not found will move to the next. Codes could be ST for Ship-To, or BY for Buyers Code, etc.

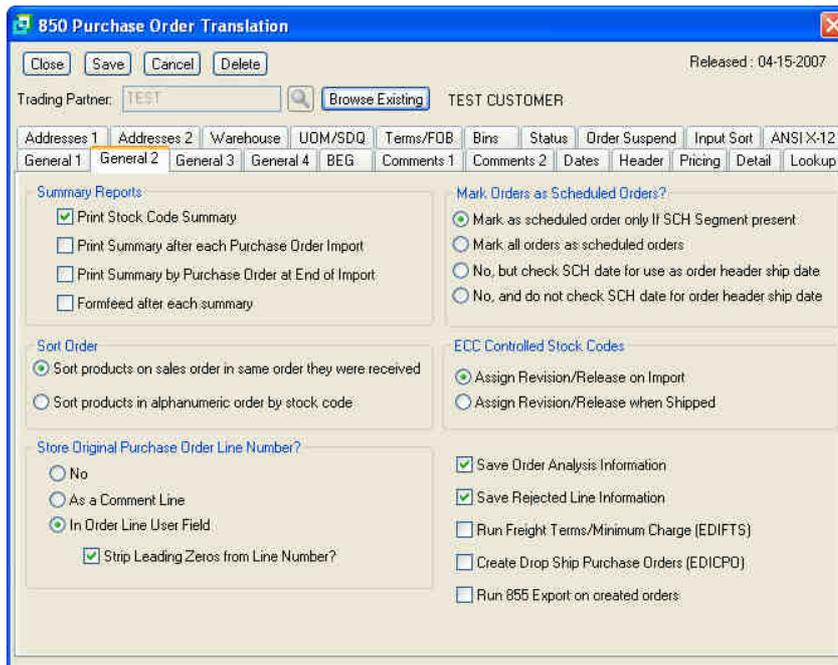


N101 Qualifier for Bill-to	Leave this field blank to use the Bill-to address as set up in the customer master file in SYSPRO. If a different bill-to address is required, then enter the EDI N1 qualifier code for the bill-to address. This address will be set up in the Cross-Reference under Addresses.
PO Type (BEG02) is location modifier	When checked the system will use the BEG02 to find the location in the ship to location cross-reference.
Require Cross-Reference Match for Valid Address	Check to have the system match the address with the cross reference.
Number of Characters to Strip from Location ID	<p>Many customers will send a location code in the N104 field that indicates the Ship-To location. However, many will precede the actual store number with additional information that must be removed to find the actual store number. For example: Wal-Mart precedes the store number with their DUNS number.</p> <p>If only the location code (e.g. store number) is required and the leading characters are not wanted, then enter the number of these characters to strip – e.g. 9 will remove the DUNS number. If extra characters are sent behind the location numbers, then enter the number for 'end'. If a negative number is entered, then all leading zeros as well as the chosen number will be stripped.</p>
Override Ship-To Address w/EDI Address	If N102 is present, this option overrides the Trading Partner addresses setup. The address found in the EDI import file will be used instead. Generally used for drop shipments.

Final Destination Address	
FD Address Indicator	Select the option required for the final destination. The options: <ul style="list-style-type: none">▪ No Final Destination Address▪ N101 Ship To Qualifier #2 Above▪ SDQ is Final Destination.
What to do with Final Destination Address	If the second ship-to code entered above is marked as a final destination, then select from the following: <ul style="list-style-type: none">▪ Nothing▪ Store as Sales Order Comment▪ Store Location in Ship-To Address▪ Store Name and Location in Ship-To Address



GENERAL 2 TAB



The following table outlines the prompts/options available when accessing this screen:

<p>Summary Report</p>	<p>Select Print Stock Code Summary to list the stock codes ordered. This will print at the end of the normal Import Report. This procedure may be varied by making one of the other selections</p>
<p>Mark Orders as Scheduled Orders?</p>	<p>Sales Orders may be created as Scheduled Orders – where each order line has its own ship date. The 850 may contain SCH segments to indicate scheduling the shipment of items. Make the choice best suited to your requirements</p>
<p>Sort Order</p>	<p>The products on the sales order may be sorted into stock codes sequence or may be left in the order in which they were received. Select the desired sequence.</p>
<p>ECC Controlled Stock Codes</p>	<p>Within Syspro certain stock items may be designated as ECC (Engineering Change Control) items. These items have revision and release numbers. Determine whether the items ordered on the 850 should have this information determined at the time of running the 850 or whether this determination should be done at the time of shipment</p>



Store Original Purchase Order Line Number	Select from: <ul style="list-style-type: none">▪ No▪ As a Comment Line▪ In Order Line User Field Select Strip Leading Zeros from Line Number if ...
Save Order Analysis Information	Check box to save EDI information in the Order Analysis file in SYSPRO. By default this does not happen.
Save Rejected Line Information	Check the option to save the rejected line information if sending an 855 Purchase Order Acknowledgement back.
Run Freight Terms/Minimum Charge (EDIFTS)	
Create Drop Ship Purchase Orders (EDICPO)	
Run 855 Export on Created Orders	



GENERAL 3 TAB

The following table outlines the prompts/options available when accessing this screen:

Lot Assignments for Traceable Items	Indicate how lots should be assigned for Lot traceable items. The options are: Backorder Traceable items or Assign by date – the oldest dates assigned first
IT8 Segment Information	Enter expected IT801 code. This segment information is seldom used.
Add Picking Comment	Currently in development process.
PO3 Segment Information	
PO303 Qualifier Match	Enter the qualifier to look for on a PO303 segment. If this option does not contain a qualifier and a PO3 is received then it will process the PO402 below.
Use Pricing in PO304 Element for EDI Price	Check box to use pricing in PO304 for EDI Price.
Use PO306 Quantity as Order Quantity	Check box to use PO306 quantity as order quantity.



PO4 Segment Information

How to Handle PO401

Select from the following:

- Ignore it
- Multiple Order Quantity by PO401
- Divide Order Quantity by PO401

How to Handle PO402/PO414

Select from the following:

- Ignore it (Default)
- Multiple Order Quantity by PO402
- Divide Order Quantity by PO402

Store Packing Information as Comment

Selecting Yes will cause an override on the PO4 settings on the outgoing 810



GENERAL 4 TAB

The following table outlines the prompts/options available when accessing this screen:

Branch Selection	Select from the following: <ul style="list-style-type: none">Use AR Record Information (Default)Use a Designated Branch. Browse and select the Branch.Use Code From Order Split Cross Reference.
Print Stock Detail on Report	Select from Yes, No or Export (',' delimited)
SLN Segment Processing	Select from the following: <ul style="list-style-type: none">Process as Assortment (Default)Process as BreakdownIgnore Segment
Process Line Ship-To	Select from the following: <ul style="list-style-type: none">NoYes – Consolidate Common Ship To'sYes – Process Each Line as Individual OrderAs Comment



Forced Allowance Code	This is an allowance to add to the Sales Order that is not on the incoming file (i.e. handling fee). The code comes from the Cross reference.
Ship To Tax Code	Browse and select the appropriate Tax Code. Note: For this option to work you need to ensure that in SYSPRO Setup, the Tax Options, Tax System is set to 'USA Tax by Advanced Geocodes'. This option is used when using EDI import addresses.
Detail Information Storage/Report (850 Only)	Select from the following: <ul style="list-style-type: none">▪ No Detail Information Stored or Reported▪ Store Stock Detail▪ Store and Report Stock Detail▪ Store and Report W/Location Breakdown
Store Batch Number in Job Number	Check box if batch number in job number is required.
Minimum Quantity and Levels	
Check Minimum Quantity based on Pallet Configuration Note: this links to the Stock Code Carton/Pallet dimension Cross reference.	Check box for system to validate the minimum quantities based on pallet configuration as set in the cross-reference.
Minimum Number of Pallets	Enter the minimum number of pallets allowed for the total order



BEG TAB

The following table outlines the prompts/options available when accessing this screen:

Do not process if BEG01 Transaction Set Purpose Code =	Enter the BEG01 code which indicates that, id sent, the document should not be processed
BEG02 - Order Type	<p>If the order type (e.g. BK for blanket orders or SA for stand alone orders) is required, then check either or both boxes to satisfy the requirement</p> <ul style="list-style-type: none"> Save as a Sales Order Comment Display on Import Report
Store BEG04 Release Number as Comment	<p>Used for blanket purchase orders only. This is a sequential number sent on the BEG04 segment. Select:</p> <ul style="list-style-type: none"> Yes to save the store release number as a comment, which is sent in BEG segment. No to ignore the release number
If present, use BEG04 Release Number as PO number	
BEG03 – PO Number	



Always save as comment using ‘xx’ as comment code	Enter the code
--	----------------

Save as comment if replaced by BEG04 or REF information using ‘xxy’ as description	Enter the description
---	-----------------------

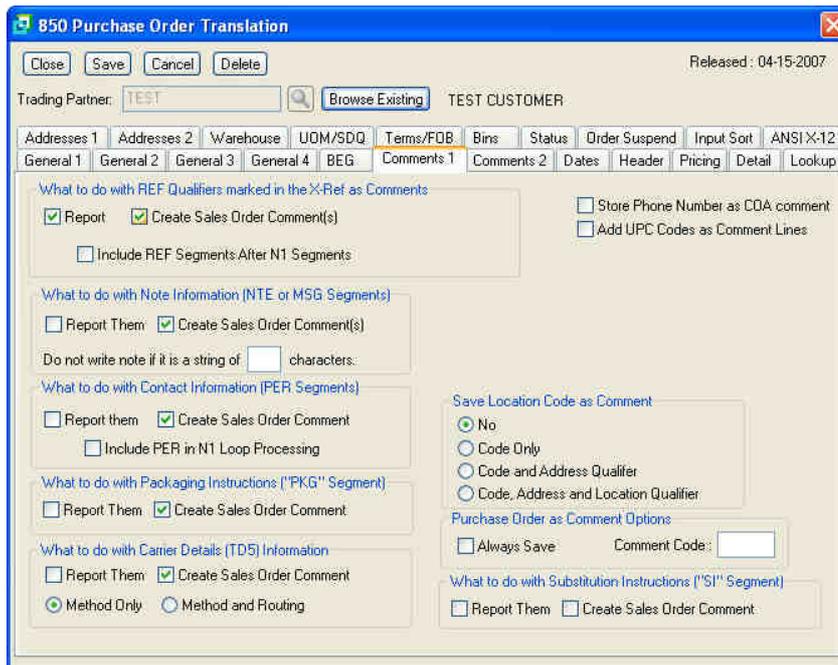
BEG06 – Contract Number

Save as comment with code	Enter the comment code for the BEG06 to be saved
----------------------------------	--

Save as custom form field	If BEG06 is to be saved in a custom form field, then browse and select the field
----------------------------------	--



COMMENTS 1 TAB



The following table outlines the prompts/options available when accessing this screen:

What to do with REF Qualifiers Marked in the X-Ref as Comments

Indicate which of the following apply:

- **Report** – will only add to the 850 report when run
- **Create Sales Order Comment(s)**
- **Add to order Notes**

Check box to include the REF comments after the N1 segments

What to do with Note Information (NTE or MSG Segments)

Indicate which of the following apply:

- **Report Them** – the notes sent in on the MSG segment will be added to the upload report
- **Create Sales Order Comment** – the notes sent in will be added to the Sales Order as comments

What to do with Contact Information (PER Segments)

Indicate which of the following apply:

- **Report It** – the incoming PER segment (Contact Information) will be added to the upload report
- **Create Sales Order Comment** – the information sent in will be added to the Sales Order as comments



What to do with Packaging Instructions (“PKG” Segment)	Indicate which of the following apply: <ul style="list-style-type: none">▪ Report Them – the incoming instructions will be added to the upload report▪ Create Sales Order Comment – the incoming information will be added to the Sales Order as a comment
What to do with Carrier Details (TD5) Information	Select from Method Only or Method and Routing. Then check box to report them and/or check box to create Sales Order comment.
Store Phone Numbers as COA Comment	Check box to save Store telephone number as COA comment.
Add UPC Codes as Comment Lines	Check this option to store the incoming 12-character UPC code as a comment.
Save Location Code as Comment	Select whether or not to save the location code as a comment on the sales order. Or, whether to save the Code together with the Address and Qualifier; or all of the Code, Address and Location Qualifiers.
Purchase Order as Comment Options	Check box to save Purchase Order as a comment. Enter a comment code in the field provided.
What to do with Substitution Instructions (SI Segment)	Check box to report them and/or check box to create Sales Order comments



COMMENTS 2 TAB

The following table outlines the prompts/options available when accessing this screen:

Where to Store EDI Comments

Sometimes information needs to be saved on an order but SYSPRO does not provide a specific/standard field for this information. The incoming information, such as location codes, may be saved as a comment.

These comments may be saved in the order header (a limit of four comment lines) or on the detail lines.

Indicate where the comments should be saved, select from:

- Before Stock Lines
- After Stock Lines
- In Order Header (Maximum Room For 4 Comments)
- After every Stock Line
- In EDI Comment File (This is outside the sales order system)

Standard Comments

Browse and select the standard comment codes from within SYSPRO, which will be added to the sales order. Up to five standard codes may be specified.



Position of Standard Comments on Order

Select from:

- Beginning of Order (After other Comments)
- End of Order (After other Comments)
- Beginning of Order (Before other Comments)
- End of Order (Before other Comments)

Standard Line Comment

This comment will print after every line. Enter or browse and select the line comment

Include Customer Notes on Order

This option is usually set to **No**, if set to **Yes**, will copy the notes held against the customer master file to the sales order notes. This is generally only used for International Sales Orders.

Note: This will load all the A/R Customer Notes onto the sales order. Use Carefully!



TERMS/FOB TAB

The following table outlines the prompts/options available when accessing this screen:

Terms of Sale	
Compare EDI Terms with Customer Terms	Check the box to compare the EDI terms with the customer terms.
Suspend Order if Terms do not Match	Check the box to place the order in suspense if the terms do not match.
Expected ITD01	Enter the required ITD01 code
Expected ITD02	Enter the required ITD02 code
Delivery Terms/FOB	
What to do with FOB Information	Select any of the following: <ul style="list-style-type: none"> ▪ Report It ▪ Create Sales Order Comment ▪ Treat FOB01 as REF Code
Expected FOB01 Codes	Up to 4 FOB01 codes may be entered. If a different code is received, the system will report the fact. If checking is not required, leave fields blank.



Suspend Order if FOB01 does not Match Expected Code

Check the box to suspend the order if the FOB01 does not match the expected code.

If FOB01 is 'xx' post order to customer

Enter the required FOB01 code and then Browse and select the required customer



DATES TAB

The following table outlines the prompts/options available when accessing this screen:

Store Requested Ship Date as a Comment

Select from:

- **No** – this is the more usual setting
- **Yes** – The requested ship date (from DTM Segment) will be stored as a comment
- **Yes, by Line** – the ship date will be stored with each line of the order

Ship Date Handling

Select from:

- **Use EDI Information w/X-ref Adjustment** – this utilizes the DTM Qualifier setup in the Cross-Reference section and the ‘Number of Days to Subtract’ facility.
 - **Use EDI Information w/Min. lead time** – this will utilize the number of days entered below to add to the EDI information to calculate the ship handling date
 - **Use the Import Date as Ship Date** – this will use today’s Import date as the ship date
-



- **Set Ship Date ‘x’ days added to ‘Today’** – this will use the number of days set below to calculate the ship date

Depending on the selection above, enter the **Number of Days or Min Lead Time**.

Line Requisition Date

Select from the following:

- Use Actual Ship date (Before Modification)
- Use Ship Date (After Any Modification)
- Use Requested Ship Date

Check Lead Time

Minimum Lead Time

Enter minimum lead time in days.

Suspend Order if Lead Time not Met

If required, check box to suspend the order if the lead time is not met.

Reporting of Date Information

List on Import Report

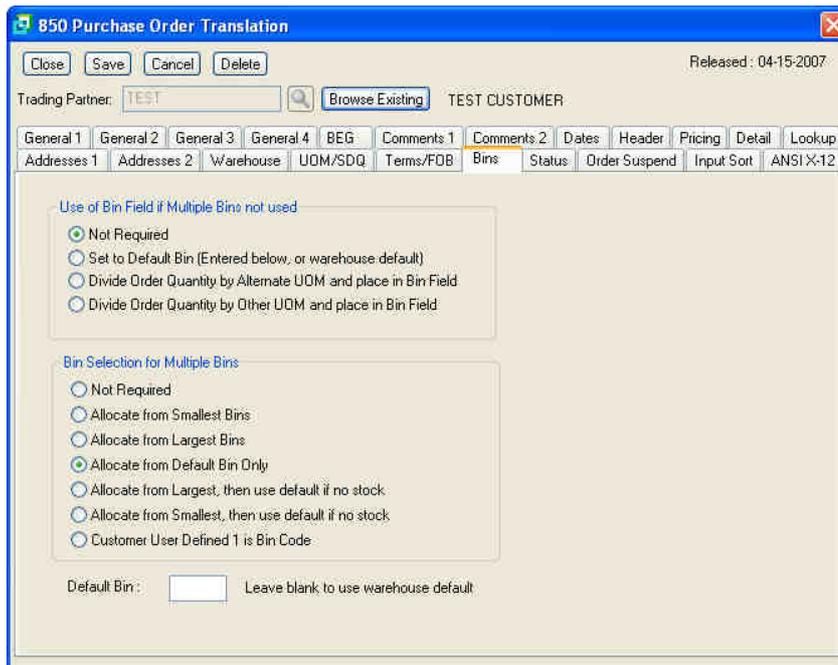
Check box if dates are required on the Import Report

Create Sales Order Comments

If dates are required as comments on sales orders then select from 1 or 3 dates per comment line.



BINS TAB



The following table outlines the prompts/options available when accessing this screen:

Use of Bin Field if Multiple Bins Not Used

Select from:

- **Not Required** – select this if multiple bins are not used within SYSPRO
- **Set to Default Bin** – Enter the default bin in the box below. If no default bin is entered then the warehouse default will be used.

The next two options may only be used if the multiple bin option is not enabled. It is also necessary to use either the 'Alternate Unit of Measure' or the 'Other Unit of Measure' in the SYSPRO stock master in order to perform the calculation.

Select from:

- **Divide Order Quantity by Alternate UOM and Place in Bin Field**
 - **Divide Order Quantity by Other UOM and Place in Bin Field**
-



Bin Selection for Multiple Bins

If this feature is required, then select the desired instruction indicating to the system what bin to use.

Select from:

- Not Required
- Allocate from Smallest Bins
- Allocate from Largest Bins
- Allocate from Default Bin Only
- Allocate from Largest, Then Use Default If No Stock
- Allocate from Smallest, then Use Default if No Stock
- Customer User-Defined 1 in Bin Code

Default Bin

Leave this blank in order to use the warehouse default bin or else enter the default Bin code.



HEADER TAB

The following table outlines the prompts/options available when accessing this screen:

Order Type

Select from:

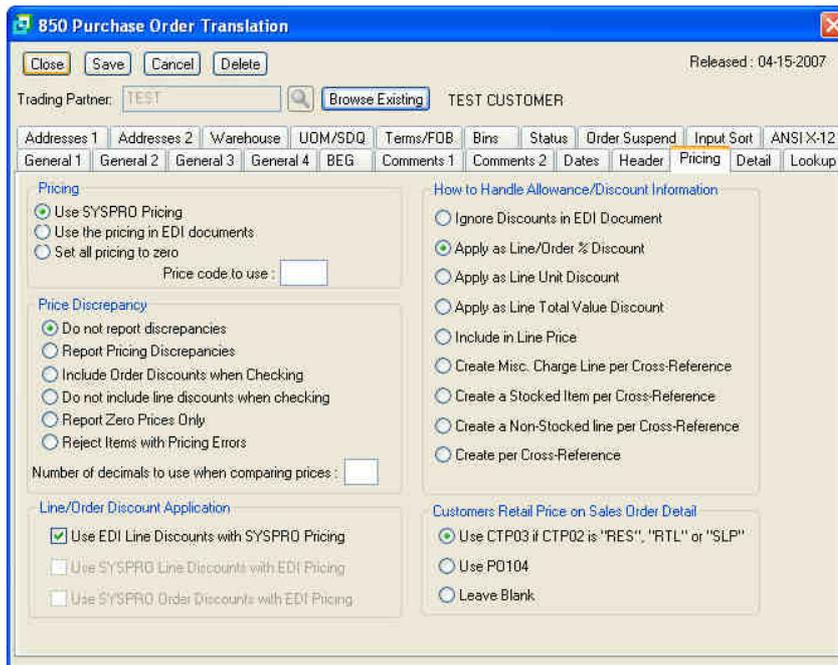
- **Use Customer/Order Entry Default** – the default order type for a customer may be set on the General 1 screen on the Customer Master. Select this option to use.
- **Use -> ‘x’ for Order Type** – where ‘x’ reflects the order type of choice – e.g. E for EDI
- **Use Order Entry Default** – this is set in the Sales Order setup and is the general default when orders are entered
- **Use FOB to Select Order Type** – will use the first characters in the FOB01 field – e.g. DF will be shown as D
- **Use BEG02 to Select Order Type** – the order type Cross-Reference may be used and this setting will instruct the system to go to the Cross-Reference. SYSPRO has a 1-character code whereas the BEG02 is 2-character



Order Alternate Key	<p>The alternate key field in the shipping instructions may be utilized. In Sales Orders Setup, first ensure that this field is required. Select from:</p> <ul style="list-style-type: none">▪ Leave Alternate Key Blank▪ Use Order Setup Default▪ Set to -> 'x' – where 'x' is equal to an 11-character field. Enter a description – e.g. EDI. Refers also to the 'Misc.' screen on the outgoing 856 where this field can be used to control outgoing 856 documents.▪ Use Cancel Date▪ Use BEG03 (Purchase Order Number)▪ Use Location Number
Ship Via to Use	<p>Select whether to use the Ship Via from EDI or from SYSPRO. If selecting Ship Via from EDI, this must be setup in the Cross-Reference. Select to warn if the Cross Reference has not been created</p>
Order Date	<p>Select whether the sales order date should be the EDI date as per the 850 or the SYSPRO system date</p>
Set "EDI" Flag on Order Header	<p>A flag may be set on the order header to indicate that the order is an 'EDI' order. Alternately, the order may be flagged as a Cumes Order, or an option may be set to ignore the flag.</p>
Sales Order Fixed Custom Form Field	<p>A fixed Custom Form field can be created in the order. Browse and select the field.</p>
Information to store	<p>Enter the information to be stored in the fixed custom form field created above.</p>



PRICING TAB



The following table outlines the prompts/options available when accessing this screen:

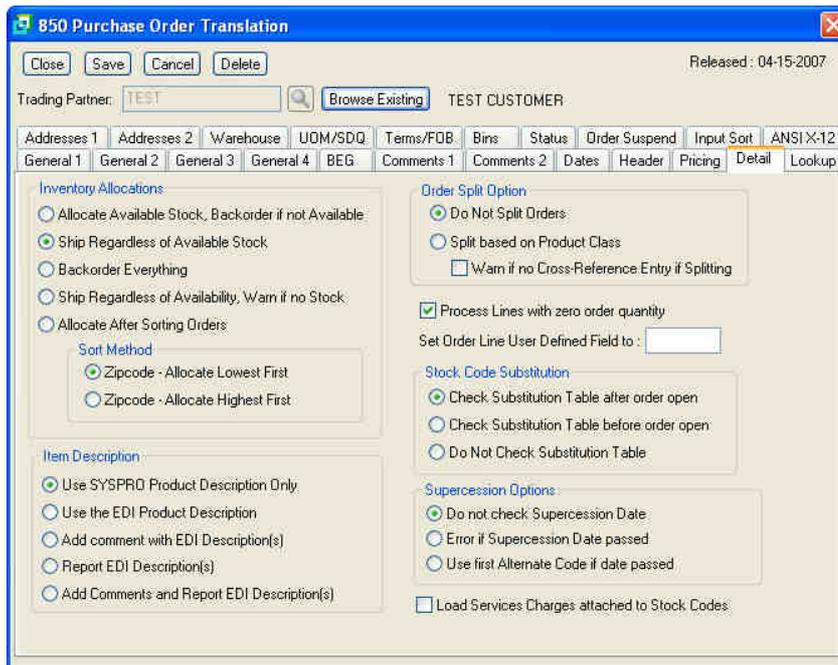
Pricing	Select the pricing to be used. Select from: <ul style="list-style-type: none">▪ Use SYSPRO Pricing▪ Use the Pricing in EDI Documents▪ Set all Pricing to Zero
Price Discrepancy	<p>The system is able to compare prices submitted on the 850 to the prices within SYSPRO. Discrepancies can be reported on or items with pricing variances can be rejected. Discounts may be included or rejected when checking.</p> <p>The number of decimals in the pricing may be set for comparison purposes. The SYSPRO price will be rounded to this number of decimals to compare with EDI.</p> <p>Select the method required for price checking and also enter the number of decimals to use when comparing prices.</p>



	Select from: <ul style="list-style-type: none">▪ Do Not Report Discrepancies▪ Report Pricing Discrepancies▪ Include Order Discounts when Checking▪ Do Not Include Line Discounts when Checking▪ Report Zero Prices Only▪ Reject Items with Pricing Errors Enter the Number of Decimals to Use When Comparing Prices .
Line/Order Discount Application	Depending on the pricing method used, the following options become available: <ul style="list-style-type: none">▪ Use EDI Line Discounts with SYSPRO Pricing▪ Use SYSPRO Line Discounts with EDI Pricing▪ Use SYSPRO Order Discounts with EDI pricing
How to Handle Allowance/Discount Information	Select the handling method required. The selection should be made in conjunction with the settings in the Incoming Allowance Cross Reference
Customers Retail Price on Sales Order Detail	Select the required option <ul style="list-style-type: none">• Use CTP03 IF ctp02 IS "RES", "RTL" or "SLP"• Use PO104• Leave Blank



DETAIL TAB



The following table outlines the prompts/options available when accessing this screen:

Inventory Allocations

EDI can override the standard procedures within SYSPRO as far as allocating or back ordering stock when sales orders are created.

Select the desired inventory allocation method from the following:

- Allocate Available Stock, Backorder if Not Available
- Ship Regardless of Available Stock
- Backorder Everything
- Ship Regardless of Availability, Warn if No Stock
- Allocate After Sorting Orders (Input Sort function)

Select one of the following **Sort Methods**:

- Zipcode – Allocate Lowest First
- Zipcode – Allocate Highest First



Item Description	<p>Product descriptions may differ between EDI and SYSPRO. The system is able to use either description. In addition, the order can use the normal SYSPRO description and reflect the EDI description by way of comment. It can also report on EDI descriptions or both report and display comments.</p> <p>Indicate the description method required. Select from:</p> <ul style="list-style-type: none">▪ Use SYSPRO Product Description Only▪ Use EDI Product Description Only▪ Add Comment with EDI Description(s)▪ Report EDI Description(s)▪ Add Comments and Report EDI Description(s)
Order Split Option	<p>Select from “Do Not Split Orders” or “Split Order Based on Product Class”. Refer to the Order Split Information cross reference. Check box if warning required that no cross-reference entry exists for order splitting.</p>
Process Lines with Zero Order Quantity	<p>Lines may be processed even if there is no order quantity</p>
Set Order Line User Defined Field To	<p>Enter the required definition.</p>
Stock Code Substitution – using the stock code substitution Cross Reference	<p>Select substitution table parameters from the following:</p> <ul style="list-style-type: none">▪ Check Substitution Table After Order Open.▪ Check Substitution Table Before Order Open.▪ Do Not Check Substitution Table
Supercession Options	<p>Select from the following supercession checking options:</p> <ul style="list-style-type: none">▪ Do Not Check Supercession Date▪ Error if Supercession Date passed▪ Use First Alternate Code if Date Passed.
Lead Services Charges Attached to Stock Codes	<p>Check box in order to add the Service charges which are attached to the stock codes</p>



LOOKUP TAB

850 Purchase Order Translation

Close Save Cancel Delete Released: 04-15-2007

Trading Partner: TEST Browse Existing TEST CUSTOMER

Addresses 1 Addresses 2 Warehouse UOM/SDQ Terms/FOB Bins Status Order Suspend Input Sort ANSIX-12
General 1 General 2 General 3 General 4 BEG Comments 1 Comments 2 Dates Header Pricing Detail Lookup

Item Check Order: ICUX

Enter up to 5 codes from the "Check Codes" list below.
Enter them in the order the information should be checked during the import process.
Order is important as the selection process will stop on the first lookup which yields a valid SYSPRO Stock Code.

Operator Intervention

Never
 For every order
 Only if stock code lookup fails

Check Codes:

- I - SYSPRO Stock Code Lookup
- C - Customer Stock Code Lookup
- U - UPC Lookup
- A - SYSPRO Stock Code Lookup in Inventory Alternate Keys
- K - Alternate Key Lookup in Inventory Alternate Keys
- P - UPC Lookup in Customer Stock Code Table
- S - Check Stock Code Substitution Table
- X - SYSPRO Stock Code in Customer Stock Code Table
- 1 - UPC Lookup in Stock Code Table
- 2 - UPC Lookup in Inventory Alternate Keys
- 3 - Customer code in Stock Code Table
- D - Description against Stock Code Descriptions

Search description for valid Stock Code if none found during normal lookup

The following table outlines the prompts/options available when accessing this screen:

Item Check Order

Trading Partners do not necessarily send the SYSPRO stock code when ordering. Codes could come in as UPC Codes (UP), Vendor Catalog Number (VC), Buyer's Code (BY), etc. The system can select SYSPRO part numbers from various codes.

If the SYSPRO stock code interchange is used, then lookups are made using the master AR code entered for the Trading Partner. Even if using Master/Sub Accounts, the information need only be entered once on the master.

Review the check codes listed on the screen and enter up to five of these code letters in the box. Use capitals and do not use spaces or separating characters – e.g. enter ICUX if you chose these four.



Available Check Code Options:

- **I** – SYSPRO Stock Code Lookup
- **C** – Customer Stock Code Lookup
- **U** – UPC Lookup
- **A** – SYSPRO Stock Code Lookup in Inventory Alternate Keys
- **K** – Alternate Key Lookup in Inventory Alternate Keys
- **P** – UPC Lookup in Customer Stock Code Table
- **S** – Check Stock Code Substitution Table
- **X** – SYSPRO Stock Code in Customer Stock Code Table
- **1** – UPC Lookup in Stock Code Table
- **2** – UPC Lookup in Inventory Alternate Keys
- **3** – Customer Code in Stock Code Table
- **D** – Description against Stock Code Descriptions

Search description for valid Stock Code if none found during normal lookup

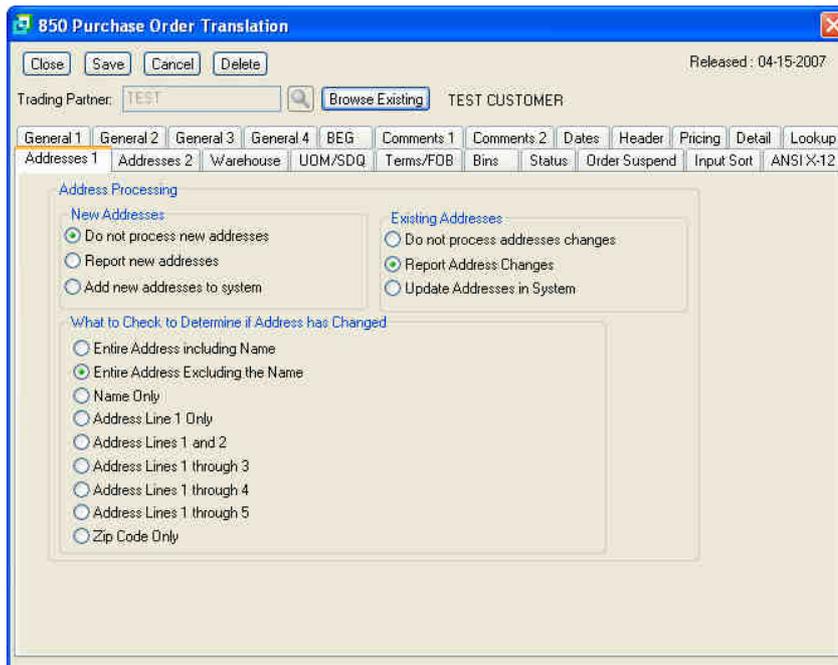
As a last resort the system can search the description fields to find a match

Operator Intervention

Select if the operator should have the right to intervene in the process or not.



ADDRESSES 1 TAB



The following table outlines the prompts/options available when accessing this screen:

Address Processing

New Addresses

New incoming addresses can be automatically entered into the ship-to addresses.

Select from:

- Do not process new address
- Report new addresses
- Add new addresses to the system

Existing Addresses

Existing addresses can be automatically corrected in the ship-to addresses.

Select from:

- Do not process address changes
- Report address changes
- Update addresses in system



**What to Check to Determine if
Address has Changed**

Select from:

- Entire address including name
 - Entire address excluding name
 - Name only
 - Address line 1 only
 - Address line 1 and 2
 - Address line 1 through 3
 - Address line 1 through 4
 - Address line 1 through 5
 - Zip code only
-



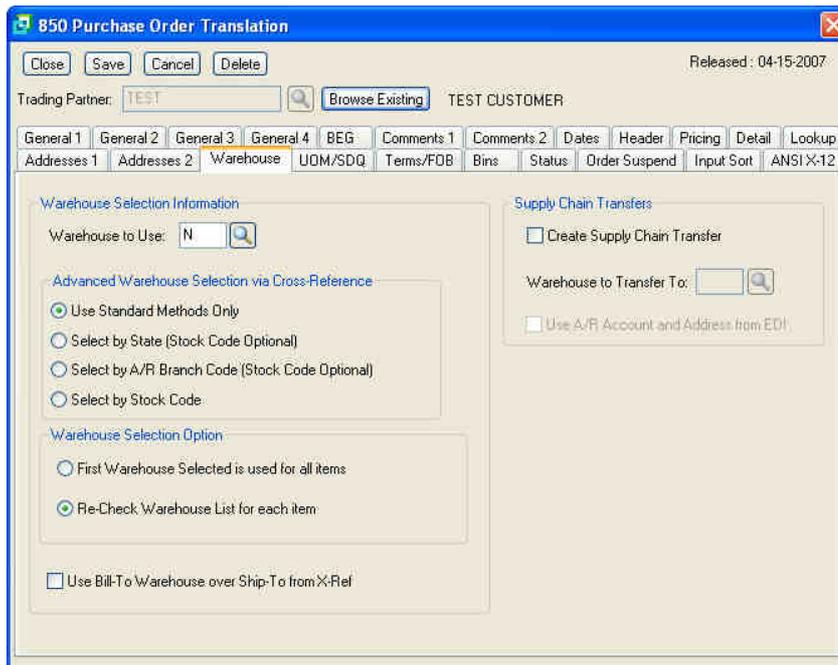
ADDRESSES 2 TAB

The following table outlines the prompts/options available when accessing this screen:

N101 Qualifier of Addresses to save in comments	Addresses may be saved as comments on the sales order. Enter the N101 qualifiers for the address to be saved. If a particular address is used as the ship-to address and therefore this should not be saved as a comment, then check the box. Select the details from the addresses to be saved.
N101 Qualifier of addresses to report	Addresses may be reported and not saved as comments. Enter the N101 qualifiers for addresses to be reported



WAREHOUSE TAB



The following table outlines the prompts/options available when accessing this screen:

Warehouse Selection Information	
Warehouse to Use	Enter or browse and select the SYSPRO warehouse to use for inventory allocation. This field may be left blank and the system will then select the default warehouse.
Advanced Warehouse Selection via Cross-Reference	Select the method the system should use to choose the warehouse. This may be the standard SYSPRO defaults or by State or by AR Branch. In the Cross-References 'Warehouse Selection' section, options may be set to select a warehouse according to a 'Ship-to' State. Warehouses can also be selected by AR Branch code.
Warehouse Selection Option	If all items on the orders should be picked from one warehouse, then select 'First Warehouse Selected is used for all items.' Re-check warehouse list for all items will enable the system to select the appropriate warehouse as set above.
Use Bill-to Warehouse over Ship-to from X-Ref	Select this item to override the Ship-to warehouse as set in the Cross References with the Bill-to Warehouses



Supply Chain Transfers

Create Supply Chain Transfer	Check the box in order to create a Supply Chain Transfer.
Warehouse to Transfer To	If option selected then browse and select the warehouse to transfer to.
Use A/R Account and Address from EDI	If required, check the box to use the A/R Account and address from EDI.



UOM/SDQ TAB

The screenshot shows the 'UOM/SDQ' tab in the '850 Purchase Order Translation' window. The window title is '850 Purchase Order Translation' and it includes a 'Released: 04-15-2007' timestamp. The 'Trading Partner' is set to 'TEST'. The 'UOM/SDQ' tab is selected, showing various configuration options:

- UOM to Use for Order Quantity:** Radio buttons for Customer UOM, Stocking UOM (selected), Alternate UOM, and Other UOM.
- Suspend Order if Stocking Quantity Ordered not a whole number:** A checkbox that is currently unchecked.
- Invalid UOM:** Radio buttons for No Warning Required (selected), Warn if Invalid UOM found, and Warn and Suspend Order.
- Store Incoming UOM:** Radio buttons for No (selected), Store in Order Line User Defined Field, Store as a comment line, and Store at end of Order Line Customer Code.
- SDQ Segments Processing:** Radio buttons for Always Process SDQ Segments (selected), Never Process SDQ Segments, Do Not Process if Ship-To in Order Header, and Use to Breakdown Order, but not for Ship-To.
- Use UOM from SDQ:** A checkbox that is currently unchecked.
- Adjust SDQ Quantities based on PO401:** Radio buttons for No (selected), Multiply Quantity by PO401, and Divide Quantity by PO401.
- Adjust SDQ Quantities based on PO402/PO414:** Radio buttons for No (selected), Multiply Quantity by PO402/PO414, and Divide Quantity by PO402/PO414.

The following table outlines the prompts/options available when accessing this screen:

UOM to Use for Order Quantity	<p>In the Syspro Inventory Master there are 2 additional Units of Measure to the stocking UOM. The customer may order in any of these UOM's or we may choose to select one for the sales order notwithstanding the customer Order UOM. To enable these selections the UOMs must have been set up in the Inventory Master. Refer also to the Unit of Measure Cross reference</p> <p>Select the unit of measure to use on orders from:</p> <ul style="list-style-type: none"> ▪ Customer UOM ▪ Stocking UOM ▪ SYSPRO Alternate UOM ▪ SYSPRO Other UOM
Suspend Order if Stocking Quantity Ordered not a Whole Number	<p>Check box to prevent order lines with fractions</p>
Invalid UOM	<p>If an invalid UOM is received, select from the following:</p> <ul style="list-style-type: none"> ▪ No Warning Required



	<ul style="list-style-type: none">▪ Warn if Invalid UOM found▪ Warn and Suspend Order
Store Incoming UOM	<p>If, using the above options, the order is created using a UOM different from the one sent in, we may want to record what was sent in.</p> <p>Select from the following:</p> <ul style="list-style-type: none">▪ No▪ Store in Order Line User-Defined Field▪ Store as a Comment Line▪ Store at End of Order Line Customer Code
SDQ Segments Processing	
Process SDQ Segments	<p>The 850 may contain a PO1 line for many items and then may contain SDQ segments indicating that these items should be sent to individual stores. The 850 will indicate the store location and the quantity to be sent to each store. The total of these segments will equate to the total in the PO1 line. We may choose to ignore this and create an order to the Trading Partner or we may create individual orders for each store. To do the latter the Trading Partner must use multiple ship-to's</p> <p>Select from the following:</p> <ul style="list-style-type: none">▪ Always Process SDQ Segments▪ Never Process SDQ Segments▪ Do Not Process Segments if Ship To in Order Header.▪ Use to Breakdown Order But not for Ship To.
Use UOM from SDQ	<p>Check the box if the UOM from the SDQ Segment should be used. If not checked the UOM in the PO1 line will be used</p>
Adjust SDQ Quantities Based on PO401	<p>The PO4 segment may indicate the quantities for the inners and the packs. We may be required to adjust the order quantity in the sales order by the quantity in the PO401 in order to create the order lines with the correct quantities for delivery.</p> <p>Select from the following:</p> <ul style="list-style-type: none">▪ No▪ Multiply Quantity by PO401▪ Divide Quantity by PO401
Adjust SDQ Quantities based on PO402/PO414	<p>Select from the following:</p> <ul style="list-style-type: none">▪ No▪ Multiply Quantity by PO402/PO414▪ Divide Quantity by PO402/PO414



ORDER SUSPEND TAB

850 Purchase Order Translation

Close Save Cancel Delete Released: 04-15-2007

Trading Partner: TEST Browse Existing TEST CUSTOMER

General 1 General 2 General 3 General 4 BEG Comments 1 Comments 2 Dates Header Pricing Detail Lookup
Addresses 1 Addresses 2 Warehouse UOM/SDQ Terms/FOB Bins Status Order Suspend Input Sort ANSI X-12

Suspend Order? (Set to status "S")

Based on Standard Terms/Credit Checking

Suspend All Orders

Suspend Order If Price Discrepancy Occurs

Suspend Order If "Unknown Code" Error Occurs

Suspend Order If Under Value

Suspend Order If "AMT" Segment Under Value Amount for "Under Value" Checks: 0.00

Suspend if TPM Allowance Mis-Match

Suspend if any Backorders

Suspend Order if FOB01 does not match expected code

Suspend Order if Terms do not Match

Suspend Order if Lead Time not met?

Suspend Order if Stocking Quantity Ordered not a whole number

Note: UQM Check can also suspend orders.

Require Credit Authority to Release Suspended Order?

Yes

No

Only if suspense due to Terms/Credit checking

Suspend if Inventory Hold Found?

No

If Either Partial or Full Hold Found

If Full Hold Found

The following table outlines the prompts/options available when accessing this screen:

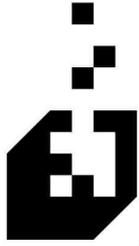
Suspend Order (Set to Status 'S')

Orders may always be placed in suspense or can be placed in suspense based on various criteria. Select from the following:

- **Based on Standard Terms/Credit Checking** – as set in SYSPRO.
- **Suspend All Order** – place all EDI orders in suspense.
- **Suspend Order if Price Discrepancy Occurs** – refers to the 'Detail' screen for pricing settings.
- **Suspend Order if 'Unknown Code' Errors Occurs** – if EDI does not recognize the code submitted, an 'unknown code' error will be generated.
- **Suspend Order if Under Value**
- **Suspend Order if "AMT" Segment Under Value** – if used enter the amount for the 'under value' in the box provided.
- **Suspend if TPM Allowance Mis-Match**
- **Suspend if any Backorders**



	<ul style="list-style-type: none">▪ Suspend Order if FOB01 does not Match Expected Code▪ Suspend Order if Terms do not Match▪ Suspend Order if Lead Time Not Met▪ Suspend Order if Stocking Quantity Ordered not a Whole Number
Require Credit Authority to Release Suspended Order	Check the box if authority is required to release suspended orders.
Amount for 'Under Value' checks	Enter the monetary value for the under value check to be operative
Suspend if Inventory Hold Found	A hold may have been placed on an item in the inventory system. To override the hold select No. Select to suspend the order from either a partial hold or a full hold.



SYSPRO™

EDI TRAINING MANUAL

Outgoing Documents

Section

5

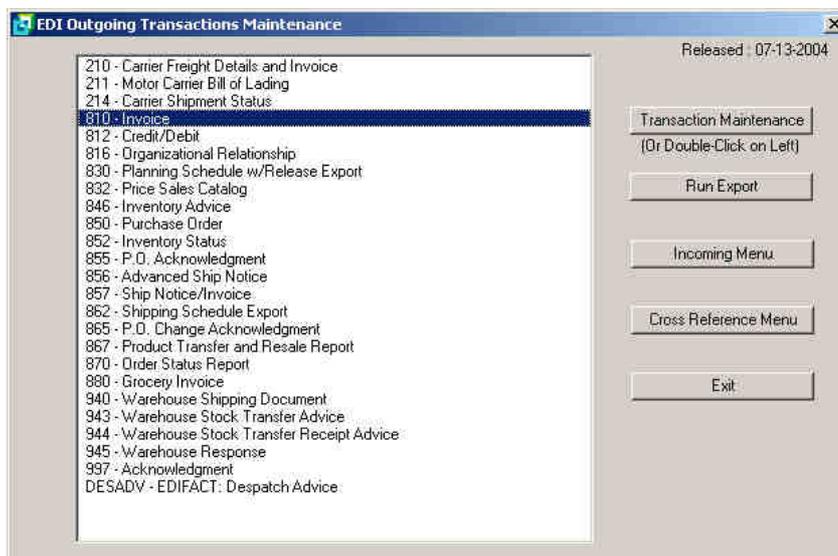
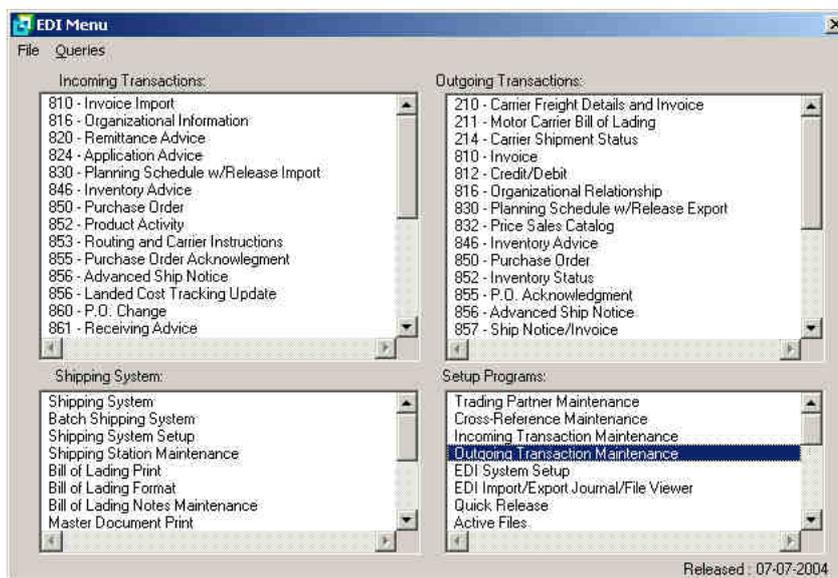


DOCUMENT: 810 – INVOICE TRANSLATION

The purpose of Document 810 – Document 810 – Invoice Translation is map an 810 invoice to transmit tot the Trading Partner.

To define Document 810 – Invoice Translation, select:

EDI Menu > Setup Programs > Outgoing Transaction Maintenance > 810 – Invoice





PAGE 1 TAB

The following table outlines the prompts/options available when accessing this screen:

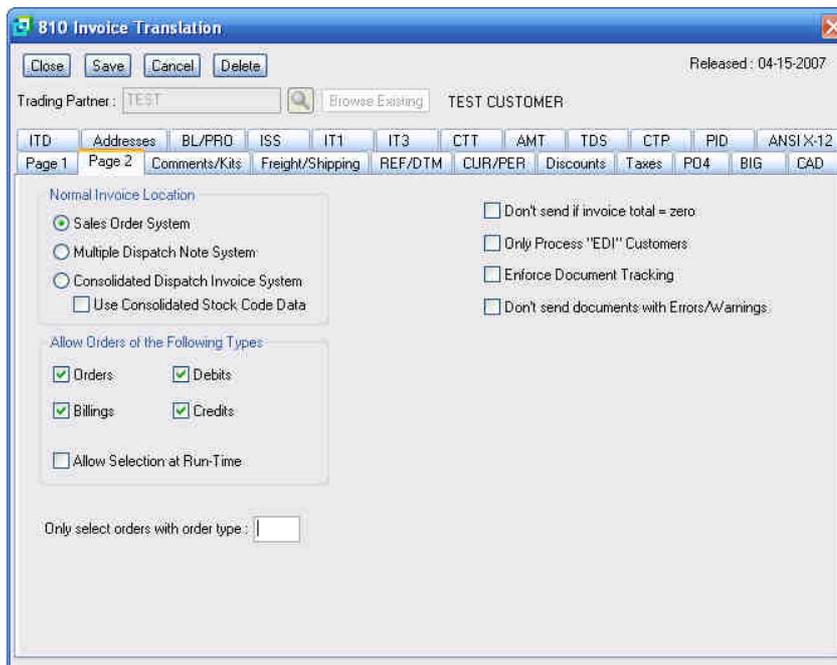
Document Version	Enter the EDI document version as used by the Trading Partner. It is suggested that leading zero's be used (e.g. 005010).
Document File	Enter the name of the export file together with the full data path (e.g. C:\EDI\DOCS\T810.txt). The drive letter 'X' should be as the server sees it, do not use the mapped drive from the client. Alternately if the EDI System setup has the data path or portion thereof set then enter only the portion to append to the path in the Setup. If the full path is in the Setup then only the file name need be entered.
Mode	Select from: <ul style="list-style-type: none">▪ Production if in production mode▪ Test if document is to be tested before going into production mode.



12 Digit UPC Codes	Select from: <ul style="list-style-type: none">▪ 12 Digit to send full 12 digit UPC codes (Usual setting)▪ 10 Digit to strip the leading and trailing digit and send 10 digit codes
Summary Report	Select whether you wish a summary report to be printed in addition to the normal report. The summary is a listing of the stock codes sent out in the 810 and is printed after the normal 810 report. Select 'include backorder' to include back order information on the summary report.
If Buyer's Code Not On Order Line	Select from: <ul style="list-style-type: none">▪ Look-up in stock code interchange – If a customer stock code is entered in a sales order, it will be sent as the buyer's code on an invoice. If a buyer code is required and there is no customer stock code, the system will do a reverse look-up on the stock code interchange file, (if the handling code is not fixed).▪ Use Default buyer's code – If the customer has not included their part number, select this item and enter the default code in the field below. This code will be used as the part number.▪ Extended look up in stock code interchange – Select this choice instead of the one above in order to have the system also use the global interchange table.
Default Buyer's Code	Enter the default buyer's code if default option selected above. Used where customers did not include their part number. This is placed in the field to act as the part number.
Output all Invoices	Check this option if you do not want the system to output all invoices regardless of the customer on the order .



PAGE 2 TAB



The following table outlines the prompts/options available when accessing this screen:

Normal Invoice Location	Select from: <ul style="list-style-type: none">▪ Sales Order system▪ Multiple Dispatch Notes System▪ Consolidated Dispatch Invoice System Check box in order to use the Consolidated Stock code Data
Allow Orders of the following Types	In addition to the usual sales orders, Billings may be done in the system. In addition Debit and Credit notes may be created. Check the box for each type to be included in the 810 processing.
Don't send if invoice total = zero	If the 810 is run on an invoice or sales order with no value, then the 810 will not be generated
Only process 'EDI' Customers	The Customer may be marked as an EDI customer in the Customer Master. Check this in order to not process customers who have not been so marked



Enforce document tracking

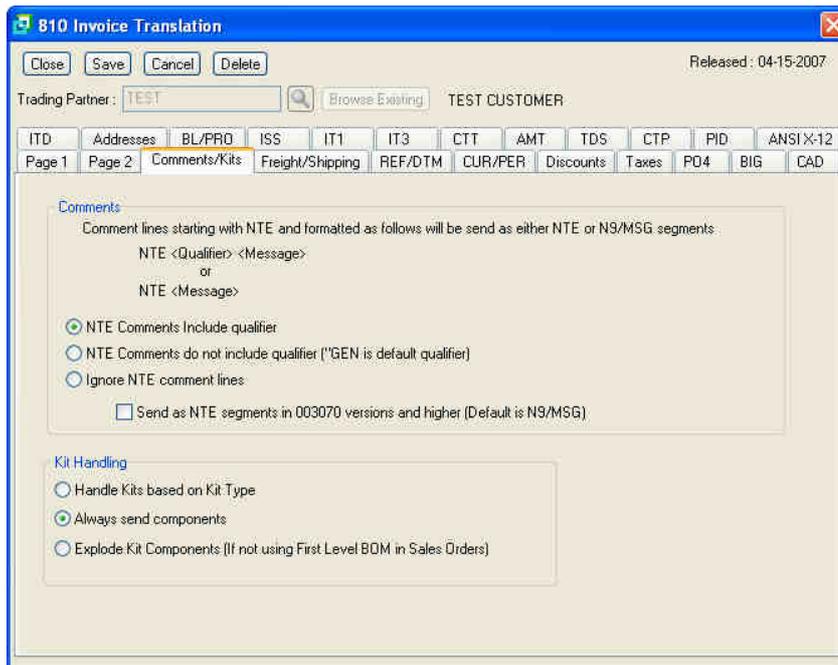
Check in order to not send duplicate 810 documents.
When the 810 is run the invoice has a field to indicate that the document has been run

Don't send documents with Errors/warnings

Check in order not to send documents with Errors or warnings appearing on the report. These will first have to be corrected before the document can be sent



COMMENTS/KITS TAB



The following table outlines the prompts/options available when accessing this screen:

Comments	Should the sales order contain NTE comment lines with or without a qualifier before the message then these comments will be sent out as either NTE or N9/MSG segments
Kit Handling	Kits will be handled according to the Kit type as set in the Inventory Master if so set. However, EDI can send component details if so instructed. Select from: <ul style="list-style-type: none">▪ Handle Kits based on Kit Type▪ Always send components▪ Explode Kit Components



FREIGHT/SHIPPING TAB

The following table outlines the prompts/options available when accessing this screen:

Ship Via Information	Select from the following: <ul style="list-style-type: none"> Not Required Required – X-Ref Not Required Required – X-Ref Required Always Use Default
Ship Via	If using a fixed Ship Via for this Trading Partner, enter 4-character SCAC code here.
Freight Charge Information	
Freight Charge Warning	Select: from: <ul style="list-style-type: none"> Warn if freight found Warn if freight not found No warning
Warn if Multiple Freight Charges	Select 'Yes' to warn.
Freight Allowance Code	Code to be set in Cross-References Outgoing Allowances and charge Configurations.



Send Freight Charge if Zero	Check box to send freight charge line even if charge is zero
FOB Information	
Include FOB	Select Yes if you wish to include an FOB (F.O.B related instructions) segment in the 810 Invoice output. Or instruct to Look for FOB comment line on the order.
FOB01 (Can be Overridden by Ship Via)	Enter the following: <ul style="list-style-type: none">▪ Qualifier if Freight Line on Order – Enter a 2-character code that will specify the FOB code to use in field 1 of an FOB segment. The code will be used if a freight charge is found on the order.▪ Qualifier if No Freight Line on Order – The code entered at this prompt will be used if no freight charges are found on the order.▪ Qualifier if Negative Freight Line on Order – The code entered at this prompt will be used if the Freight charge is a negative (As Allowance)
FOB Address Qualifier and Description	Select which pair of elements should contain the FOB Address. The address should be entered in the Outgoing Address Configuration Cross-Reference setup. Browse and select the required FOB Address Code .
FOB02 Qualifier (uses REF X-ref)	Browse and select the required REF qualifier.
FOB06 Qualifier (uses REF X-ref)	Browse and select the required REF qualifier.



REF/DTM TAB

810 Invoice Translation

Released: 04-15-2007

Trading Partner: TEST TEST CUSTOMER

ITD Addresses BL/PRO ISS IT1 IT3 CTT AMT TDS CTP PID ANSI X-12

Page 1 Page 2 Comments/Kits Freight/Shipping REF/DTM CUR/PER Discounts Taxes PO4 BIG CAD

REF Segment Information

Qualifier	Location	Required	Send as N9?
MR	<input checked="" type="radio"/> Header <input type="radio"/> Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AE	<input type="radio"/> Header <input checked="" type="radio"/> Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="radio"/> Header <input type="radio"/> Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="radio"/> Header <input type="radio"/> Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="radio"/> Header <input type="radio"/> Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REF03:

DTM Segment Information

Qualifier	Location	Send Time (DTM03)
011	<input checked="" type="radio"/> Header <input type="radio"/> Detail	<input type="checkbox"/>
074	<input checked="" type="radio"/> Header <input type="radio"/> Detail	<input type="checkbox"/>
067	<input checked="" type="radio"/> Header <input type="radio"/> Detail	<input type="checkbox"/>

Time:

Zone:

The following table outlines the prompts/options available when accessing this screen:

REF Segment Information

Reference Qualifiers are entered in the Reference Qualifier section of the Cross-Reference. Setup required REF qualifiers from the Trading Partner documentation. Browse and select the required REF qualifiers. For each selection, indicate whether it should be placed in the Header or the Detail section. Up to 5 REF qualifiers may be selected.

Check the box if the information should be sent as an N9 segment rather than a REF segment

REF03

Enter the REF03 comment to be included with the third REF segment qualifier. This field will be included in the REF segment for the third REF qualifier entered above. You may leave the first two qualifiers blank if there is only one REF segment which requires a comment and then use the REF03 only.



DTM Segment Information	Browse and select any DTM (Date/time reference) qualifiers you wish to include in the output file. The qualifiers must be entered into the Cross-Reference system under Date/Time Qualifiers (DTM). The information is available in the Trading Partners 810 documentation. Select whether qualifier should be in the header or detail section. If DTM03 is required, click the box
Time	Enter the time to use on any DTM segments where the time is required. Time is entered as a 4-character number on a 24-hour clock. 2130 is 9:30 pm.
Zone	Enter the EDI standard time zone to use on any DTM segments where the zone is required.



CUR/PER TAB

The following table outlines the prompts/options available when accessing this screen:

PER Segment Information	Select the Outgoing Address Configuration Qualifier. The PER information is set in the PER screen of the Address setup
CUR Segment Information	Enter the Currency Identifier as designated by the Trading Partner. Enter the Currency Code.



DISCOUNTS TAB

The following table outlines the prompts/options available when accessing this screen:

Order Discount Codes	Browse and select the required code. These codes are entered into the Outgoing Allowances and Charges Configuration section of the Cross-References. Use codes if lookup by percentage is not desired.
Line Discount Codes	Browse and select the required code. These codes are entered into the Outgoing Allowances and Charges Configuration section of the Cross-References. Use codes if lookup by percentage is not desired



Permanent ITA Code	Enter the EDI ITA Cross-Reference codes for a permanent ITA segment. A permanent ITA code is for an ITA segment that will always be sent regardless of other discounts on the order. Use this code if the EDI invoice is different from the standard AR invoice. For example: you give a 0.5% discount for EDI transactions. You treat this as a payment discount and do not enter it on the order. The EDI customer on the other hand wishes to see this reflected on the 810 invoice. Enter an ITA (Outgoing Allowance) entry in the Cross-Reference tables for the discount and enter the code here. The discount will be transmitted to your customer but your AR will not show the discount.
Maximum Decimals for Pricing	Up to 5-decimals may be selected for the item price checking.
Discount Handling	Select from: <ul style="list-style-type: none">▪ Order – Select the applicable discount handling method for order discounts.▪ Line – Select the required discount handling method for line discounts.
Misc. Charge Processing	Select whether to have miscellaneous charges processed by line or order.
How to Handle Non-Stocked Lines	Select from the following: <ul style="list-style-type: none">▪ Treat as Line Item▪ Treat as Order Level Allowance/Charge▪ Treat as Line Level Allowance/Charge



TAXES TAB

The following table outlines the prompts/options available when accessing this screen:

TX101 Tax Type Codes	This may be left blank. The system will generally choose the correct segment. A code may be entered to override the system choice. GST and HST is for Canada
Order Level Tax Information	Browse and select the required code from the Outgoing Allowances Cross-References for the following: <ul style="list-style-type: none">▪ Tax ITA/SAC Code – Normal for USA▪ GST ITA/SAC Code – For Canada▪ HST ITA/SAC Code – For Canada
Item Level Tax Information	Browse and select the required code from the Outgoing Allowances Cross-References for the following: <ul style="list-style-type: none">▪ Line Tax ITA/SAC Code – Used for USA.▪ Line GST ITA/SAC Code – For Canada.▪ Line HST ITA/SAC Code – For Canada.
Tax Information	Select whether tax information is to be sent on an order level or per transaction line or both.



Send Tax even if Zero	Check box if Tax information is to be sent even if amount of tax is zero.
Send TX109	Check box if TX109 required.
Send TX103 Percentage as...	Select the format for the TX103 from percentage or decimal.
Order Level TX1 Segment Position	Certain Trading Partners require the TXI segment to be transmitted in a different position. Select whether to place after the TDS segment or after the SAC segment. The usual setting is after the TDS segment.



PO4 TAB

The following table outlines the prompts/options available when accessing this screen:

PO401 Element	Meaning: “Number of inners in a case or number of eaches per outer container, if no inners” Select how you want the system to determine the quantity.
PO402/PO414 Element	Meaning: “Number of inners in a case”. If using the PO402 then the PO403 is also used. Select how you want the system to determine the quantity.
Send PO402/PO403 or PO414	Meaning: “Size of Unit in pack or number of eaches per inner” Select which elements to be sent.
Number of Decimals for PO401/02	
PO403 Element	Select the required PO403 element
Custom Form Override	Browse and select a Custom Form if required.
Dimensions Cross-Reference Information will Override Settings for PO401/02/03/14	



BIG TAB

The following table outlines the prompts/options available when accessing this screen:

Send BIG01 – Invoice Date	Check box if the invoice date is required.
BIG Element 2 – Invoice Number	Select to send the full invoice number or whether to remove leading zero's from the invoice number
Send BIG03 – Purchase Order Date	The date may also be transmitted in this element.
BIG Element 4	Select whether to send the PO Number, the Customer number or whether no information required to be sent
BIG Element 5	Select whether to send the Release Number, the Customer number or whether no information required to be sent
BIG Element 7 – Transaction Type Code	Enter codes specifying Default, Partial Invoice, Credit Invoice, and If A/R EDI Flag Set
BIG Element 8 - Transaction Set Purpose Code	Select to send purpose code or not
BIG Element 10 – Second Invoice Number	The shipment number may be sent as a second invoice number.



CAD TAB

The following table outlines the prompts/options available when accessing this screen:

CAD Elements	Check the box for each CAD (Carrier Detail) element that should be included in the 810 – Invoice output file.
Code to Send	Enter the carrier detail qualifier to send in the CAD01 field (if necessary) – e.g. M = Motor; R = Rail.
CAD04 Standard Carrier Alpha Code (SCAC)	Check box in order to send the SCAC code
CAD05 Routing	Check box in order to send the routin code
CAD06 Shipment/Order status code	Check box to send. “CC” will be sent.
CAD07 Reference ID Qualifier	Enter or browse and select the REF qualifier – e.g. BL = Bill of Lading number. Set in the REF Cross Reference
CAD08 Reference ID	If CAD07 is sent then the system will also send the CAD08



ITD TAB

The following table outlines the prompts/options available when accessing this screen:

ITD01 Code (Terms Type Code)	Enter the terms type code your partner requires (or blank) – e.g. 01 = Basic; 02 = End of Month; 03 = Fixed Date
Invoice Terms Override	Browse and select the terms to use from the SYSPRO terms table.
ITD02 Code (Terms Basis Date Code)	Enter the terms basis date code your partner requires (or blank) – e.g. 2 = Delivery Date; 3 = Invoice Date.
ITD03 to ITD11	Check boxes for elements required. Enter fixed values where these are required
ITD12 Code (Terms Description)	Check box for the terms description from your SYSPRO tables. Enter a fixed value (Terms Description) to override the Syspro description.
Precede ITD12 Description with SYSPRO Terms Code	Check this option if you want the system to precede the ITD12 Description with SYSPRO Terms Code. Then Enter the number of spaces between code and description.
ITD13 Day of Month	Check box to send. If required enter a fixed value
ITD14 Payment Method Type Code	Enter the code in the box



ITD15 Percentage as Decimal

If requested a zero will be sent



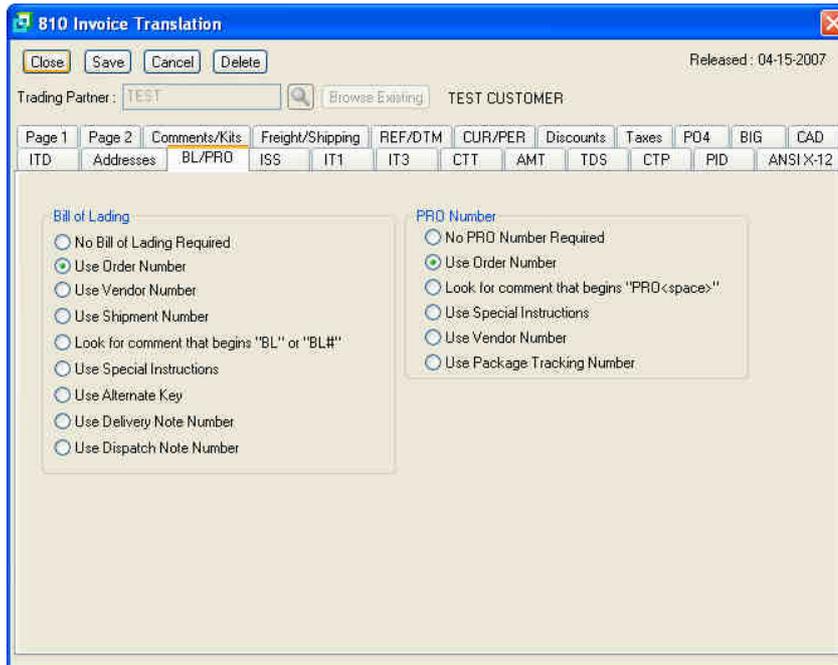
ADDRESSES TAB

The following table outlines the prompts/options available when accessing this screen:

Addresses	Addresses are set up in the Outgoing Addresses Cross Reference. Browse and select the Address required. Up to 6 addresses may be sent.
Old Methods	These are no longer used



BL/PRO TAB



The following table outlines the prompts/options available when accessing this screen:

Bill of Lading	Select the method to determine the Bill of Lading Number
PRO Number	Select the method to determine the PRO Number



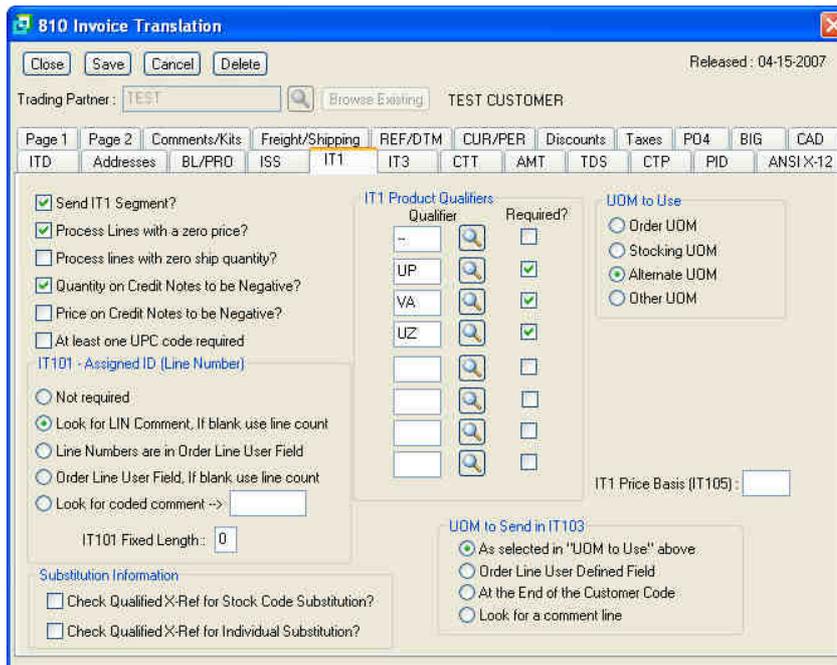
ISS TAB

The following table outlines the prompts/options available when accessing this screen:

ISS (Eaches) Elements (Invoice Shipment Summary)	Check the box for each ISS eaches element that should be included in the 810.
ISS (Cases) Elements	Check the box for each ISS case element that should be included in the 810.
ISS02 (Cases) Qualifier	Enter the qualifier required by the Trading Partner – e.g. CA = Case; EA = Each.
ISS 04 Weight Qualifier Override (‘LB’ will be sent if blank)	Enter the qualifier required to designate the weight. If left blank, “LB” will be sent.
ISS 06 Weight Qualifier Override (‘CF’ will be sent if blank)	Enter the qualifier required to designate the weight. If left blank, “LB” will be sent.
Pallet Information	Select: from: <ul style="list-style-type: none"> ▪ No Pallet Information ▪ Look for Line with Zero Price



IT1 TAB



The following table outlines the prompts/options available when accessing this screen:

Send IT1 Segment	Check box if required.
Process Lines with a Zero Price	The system has the ability to either include or exclude lines with a zero price from the invoice. Select the required method. Check box to send zero price.
Process Lines with Zero Ship Quantity	The system has the ability to either include or exclude lines on the invoice where the shipped quantity is zero. Select the required method. Check box to send zero ship quantity.
Quantity on Credit Notes to be Negative	Check box if Trading Partner requires a negative to be sent for quantity on credit notes.
Price on Credit Notes to be Negative	Check box if Trading Partner requires a negative to be sent for price on credit notes.
At least one UPC Code Required	Check box for the system to determine if there is at least 1 UPC code attached to a stock code or order line.



IT 101 Assigned ID (Line Number)	Select whether to include line numbers in segment IT101 or not or indicate that line numbers are in the Order Line User Field. If a coded comment is to be found then enter the comment code in the box. Enter the required length for the IT101 element.
IT1 Product Qualifiers	<p>Browse and select up to 8 qualifiers to indicate what information to place on the IT1 detail line. These qualifiers are entered in the Product Qualifier section of the Cross-Reference program. For example, a code VC could represent an SYSPRO stock code and a code BC could represent a Buyer's Code.</p> <p>Selecting first VC and then BC would place the SYSPRO stock code first with VC qualifier and the Buyer's Code second. The codes are placed in the elements in the sequence entered. If a particular element needs to be left out then enter “..” in the box.</p>
UOM to Use	Select the required unit of measure to be used on the outgoing invoice. This can be used to override the unit of measure on the incoming document.
IT1 Price Basis (IT105)	Enter the pricing basis code to use on the IT105 line. This field is commonly left blank.
Substitution Information	<ul style="list-style-type: none">▪ Check Qualified X-Ref for Stock Code Substitution. Select this option for the system to check the qualified cross-reference for a stock code substitution.▪ Check Qualified X-Ref for Individual Substitution. Select this option for the system to check the qualified cross-reference for an individual substitution
UOM to Send in IT103	Select from the following: <ul style="list-style-type: none">▪ As Selected in “UOM to Use” above▪ Order Line User Defined Field▪ At The End of The Customer Code▪ Look For a Comment Line



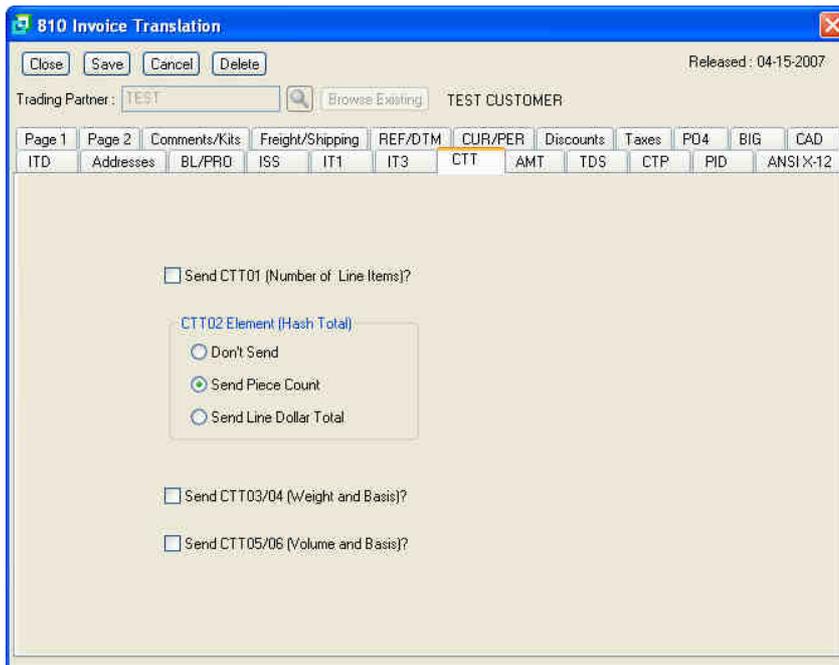
IT3 TAB

The following table outlines the prompts/options available when accessing this screen:

IT3 Elements/Information (Additional item data)	Check the box for each IT3 element required..
IT303 Code	If the system selected code for the IT303 (Shipment/Order status) needs to be overridden, then enter the required code
IT303 Code if back Order	In the case of back orders if the system selected code for the IT303 (Shipment/Order status) needs to be overridden, then enter the required code



CTT TAB



The following table outlines the prompts/options available when accessing this screen:

Send CTT01	Check box to send line item number.
CTT02 Element	Select from the following to determine the CTT02 element: <ul style="list-style-type: none">▪ Don't Send▪ Send Piece Count▪ Send Line Dollar Total
Send CTT03/04 (Weight and Basis)	Check to send these elements
Send CTT05/06 (Volume and Basis)	Check to send these elements



AMT TAB

810 Invoice Translation

Close Save Cancel Delete Released: 04-15-2007

Trading Partner: TEST Browse Existing TEST CUSTOMER

Page 1 Page 2 Comments/Kits Freight/Shipping REF/DTM CUR/PER Discounts Taxes PO4 BIG CAD

ITD Addresses BL/PRQ ISS IT1 IT3 CTT AMT TDS CTP PID ANSIX-12

AMT Qualifier 1:

AMT Qualifier 2:

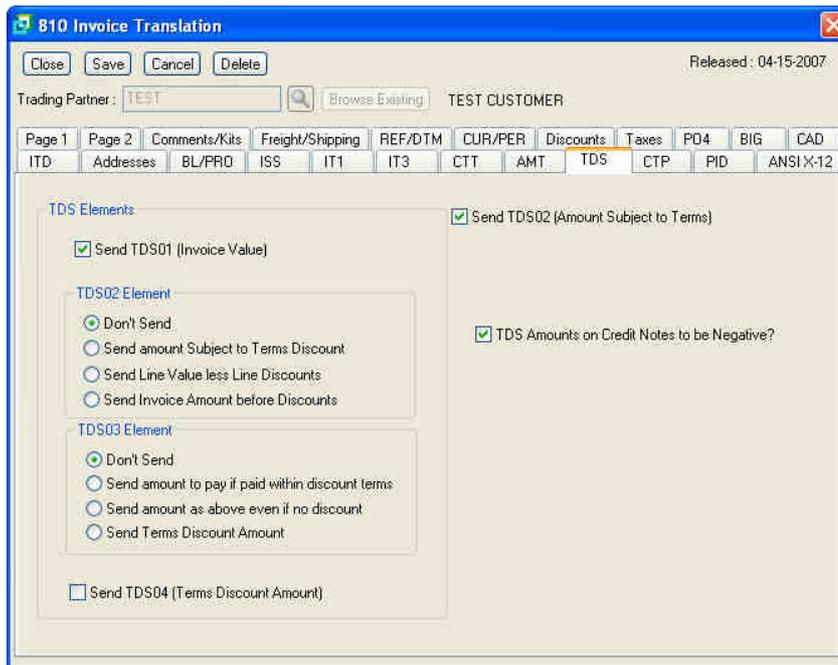
AMT Qualifier 3:

The following table outlines the prompts/options available when accessing this screen:

AMT Qualifier 1	Enter the required qualifier.
AMT Qualifier 2	Enter the required qualifier.
AMT Qualifier 3	Enter the required qualifier.



TDS TAB



The following table outlines the prompts/options available when accessing this screen:

Send TDS01 (Invoice Value)	Check box in order to send the Invoice Value
TDS02 Element	Select from the following: <ul style="list-style-type: none"> ▪ Don't Send ▪ Send Amount Subject to Terms Discount ▪ Send Line Value less Line Discounts ▪ Send Invoice Amount Before Discounts
TDS03 Element	Select from the following: <ul style="list-style-type: none"> ▪ Don't Send ▪ Send Amount to Pay if Paid Within Discount Terms ▪ Send Amount as Above Even if No Discount ▪ Send Terms Discount Amount
Send TDS04 (Terms Discount Amount)	Check box to send TDS04 Terms Discount Amount
Send TDS02 (Amount Subject to Terms)	Check box to send TDS02



**TDS Amounts on Credit Notes to
be Negative**

Check box if the TDS amounts on the credit notes should
be negative.



CTP TAB

The following table outlines the prompts/options available when accessing this screen:

CTP Elements	Select the CTP elements to be sent.
CTP02 – Price Identifier Code (Default: SLP)	Enter the Price Identifier code
CTP04, 06/07, 08	Check boxes to send elements
CTP03	Select not required or Price method
CTP Element 5 – Sub Elements	Select the sub-elements to be sent.



PID TAB

The following table outlines the prompts/options available when accessing this screen:

Include PID Segment (Product, Item, Description)	Select not to send or to send with or without the Inventory description.
PID 02 Qualifier	Browse and select the class of product or process characteristic required. These qualifiers are set in the Cross References – Item description.
Convert PID05 to Uppercase	Check box if Upper Case required
Include VICS FLSA PID Segment in Header	Select Yes if required



ANSI X-12 TAB

The ANSI X-12 details from the Trading Partner Setup are reflected in this screen. The default setting is to have all 4 check boxes set so as to output this information. Should different information be required uncheck the appropriate box and the information on the screen becomes available to be modified.

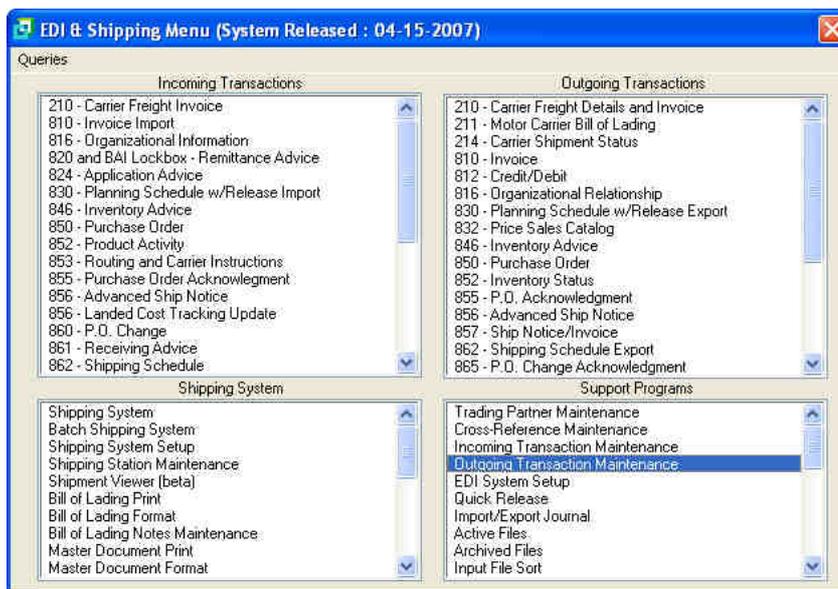


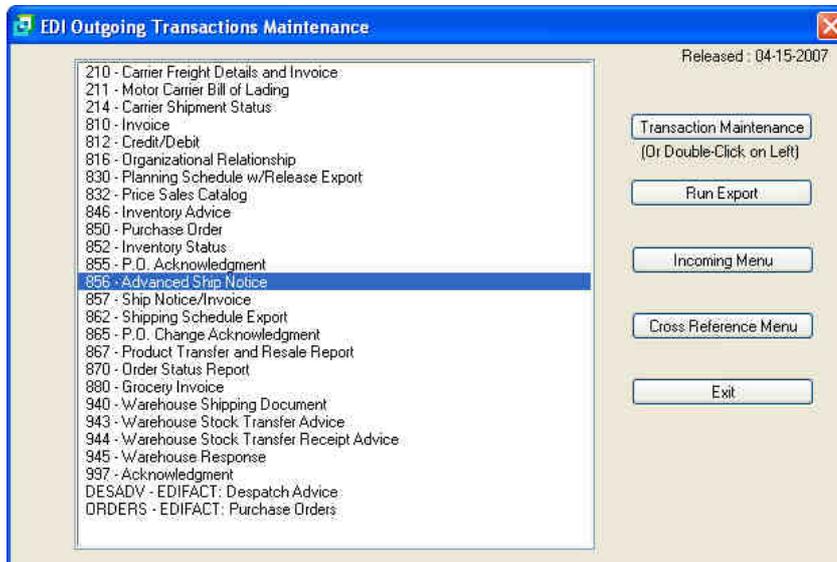
DOCUMENT: 856 – ADVANCED SHIP NOTICE

The purpose of Document 856 – Advanced Ship Notice is to list the content of a shipment of goods as well as supplying additional information relating to the shipment. This will include order information, product descriptions, physical characteristics, type of packaging, markings, carrier information and the configuration of goods within the transportation equipment. The sender of the 856 is responsible for detailing and communicating the contents of the shipment/s to one or more receivers.

To define Document 856 – Advanced Ship Notice, select:

EDI Menu > Setup Programs > Outgoing Transaction Maintenance > 856 – Advanced Ship Notice







PAGE 1 TAB

The following table outlines the prompts/options available when accessing this screen:

Document Version	Enter the EDI document version as used by the Trading Partner. It is suggested that leading zero's be used (e.g. 004010).
Document File	Enter the name of the export file together with the full data path (e.g. C:\EDI\DOCS\T810.txt). The drive letter 'X' should be as the server sees it, do not use the mapped drive from the client.
Mode	Select from: <ul style="list-style-type: none">▪ Production if in production mode▪ Test if document is to be tested before going into production mode.
Summary Report	Select whether you wish a summary report to be printed in addition to the normal report. Select 'include backorder' to include back order information on the summary report.



PAGE 2 TAB

The following table outlines the prompts/options available when accessing this screen:

Information Source	Select whether to run document translations from the order file or the shipment file. This selection changes the wording on the translation screen to reflect the choice.
Accept Status 8 Orders/Status 7 Dispatches	
Accept Status 4 Orders/Status 5 Dispatches	
Document Selection	<ul style="list-style-type: none"> ▪ Enforce Document Tracking – Check if required. ▪ Don't Sent Documents with Errors/Warnings – Check if required. ▪ Only Send if “EDI” Flag Set on A/R Record – ??? ▪ Alternate Key Restriction – The Alternate Key on the shipping instructions screen in Sales Orders may be populated with say ‘EDI’. Enter this item – EDI in the Alternate Key Restriction field. When 856 Documents are run, the system will ignore sales orders which do not have this description.



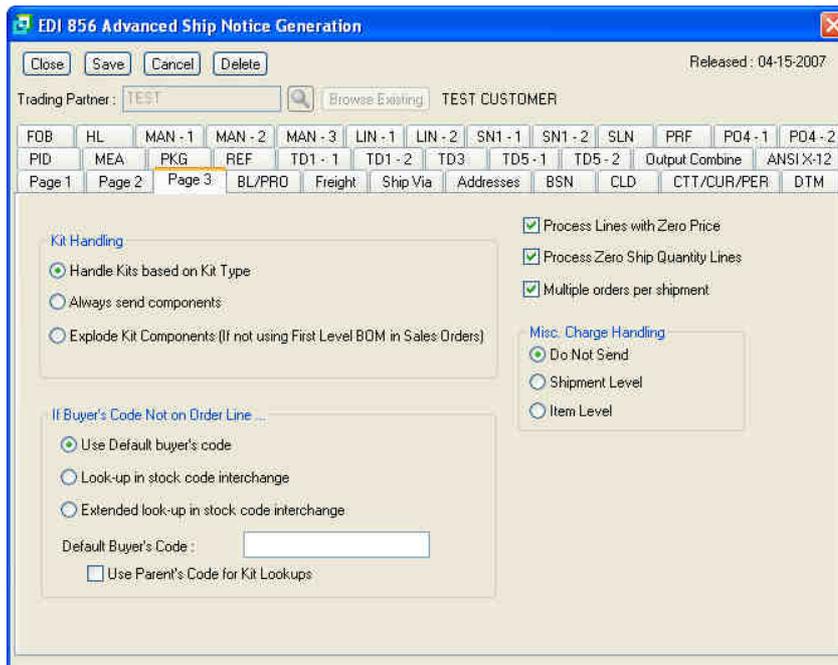
This could be used where the Trading Partner submits orders both via EDI and also by other methods and written to only receive EDI documents for orders which were submitted via EDI.

Refer to the 'Header' screen in the 850 setup where the 'Order Alternate Key' is dealt with.

Item Selection Filters



PAGE 3 TAB



The following table outlines the prompts/options available when accessing this screen:

Kit Handling

Select from:

- Handle Kits based on Kit Type
- Always send components
- Explode Kit Components

If Buyer's Code Not On Order Line

Select from:

- **Use Default buyer's code** – If the customer has not included their part number, select this item and enter the default code in the field below. This code will be used as the part number.
 - **Look-up in stock code interchange** – If a customer stock code is entered in a sales order, it will be sent as the buyer's code on an invoice. If a buyer code is required and there is no customer stock code, the system will do a reverse look-up on the stock code interchange file, (if the handling code is not fixed).
 - **Extended look up in stock code interchange** – Select this choice instead of the one above in order to have the system also use the global interchange table.
-



Default Buyer's Code	Enter the default buyer's code if default option selected above. Used where customers did not include their part number. This is placed in the field to act as the part number.
<hr/>	
Use Parent's Code for Kit Lookups	
<hr/>	
Process Lines with a Zero Price	The system has the ability to either include or exclude lines with a zero price from the invoice. Select the required method. Check box to send zero price.
<hr/>	
Process Zero Ship Quantity Lines	The system has the ability to either include or exclude lines on the invoice where the shipped quantity is zero. Select the required method. Check box to send zero ship quantity.
<hr/>	
Multiple Orders per Shipment	
<hr/>	
Misc. Charge Processing	Select whether to have miscellaneous charges processed by Shipment Level or Item Level.
<hr/>	



ADDRESSES TAB

The following table outlines the prompts/options available when accessing this screen:

Addresses

- **Cross-Reference Code** – The address should be setup in the Cross-Reference section for addresses. Browse and select up to three addresses.
- **HL Level** – Enter the hierarchical level for the Ship-From address (from S = Shipment; O = Order; I = Item; T = Tare; P = Pack).
- **ID Location** – No longer used as replaced by Cross-Reference. However, if used here, it will take preference over the Cross-Reference

Ship-From Information (Old Method)

This method can still be used but greater control is achieved by using the address Cross-Reference

- **Include Ship-From Address** – Select ‘No Ship-From’ if not required, or if required, select whether to send the full address or a portion there of.
- **Cross-Reference Code** – Browse and select address code from the Address section of the Cross-Reference section.



	<ul style="list-style-type: none">▪ N1 Qualifier (Name) – Enter the N101 qualifier – e.g. BY or SF▪ ID Qualifier – Enter the entity ID qualifier (N103) – e.g. 9 or 92.
Use Ship-To Address from Order File Not Shipment File	If the shipping system is used, this will copy the Ship-To address from the order file to the shipping file.
Ship-To Information (Old Method)	<ul style="list-style-type: none">▪ Ship-To Address - What to Send – Select ‘No Ship-To’ or if a Ship-To is required, select whether to send the full address or a portion there of.▪ HL Level for Address – Enter the hierarchical level for the address (from S, O, I, T, P).▪ Where to find Location Number – Enter H = Header, D = Detail or S = Summary▪ Location Number – Indicate whether the location number is prefixed or not.▪ ID Location – Indicate whether the location ID should be sent in N104 or N406.▪ N101 Qualifier – Enter the N101 qualifier (e.g. SF – Ship-From)▪ ID Qualifier – Enter the ID Qualifier (e.g. 91).



BSN TAB

The following table outlines the prompts/options available when accessing this screen:

BSN Element 01 (Purpose)	Enter the 2-character code identifying the purpose of the transaction set – e.g. 00 for Original or 07 for Duplicate.
Ask for BSN01 Code at Runtime	
BSN Element 02 (Unique Shipment Identification)	Select the relevant option required. The minimum length of the BSN02 field may be set. If this is required enter the length in the box provided.
BSN Element 04 – Time	Select the time format required.
BSN Element 05 (Hierarchical Structure Code)	Select whether or not you want to include this element.
Override of System Selection for BSN05	Enter an override code if required. E.g. 0001 for Shipment, Order, Packaging, Item; 0002 for Shipment, Order, Item, Packaging. Refer to the HL segment if defining the structure.
BSN Element 06	
BSN Element 07	



CLD TAB

The following table outlines the prompts/options available when accessing this screen:

Include CLD01	Check box if CLD01 is required
CLD01 Value	Select from the following: <ul style="list-style-type: none"> ▪ Tare Quantity ▪ Pack quantity ▪ Tare quantity if it Exists Otherwise pack quantity.
Include CLD02	Check box if CLD02 is required
CLD02 Value	Select from the following: <ul style="list-style-type: none"> ▪ Pack Quantity ▪ Ship Quantity ▪ Pack Quantity if CLD01 Used Tare Quantity Otherwise Ship Quantity.
CLD03	Enter the required CLD03 code.
CLD REF Qualifier	Browse and select the required qualifier



CTT/CUR/PER TAB

The following table outlines the prompts/options available when accessing this screen:

Send CTT01 (Number of Line Items)	Number of line items in the transaction set. Accumulation of number of HL segments. Either the line count or the count of the HL segments.
CTT 01 Type	Select from where to extract the number of line items for the CTT segment. Either the line count or the count of the HL segments.
Send CTT02 (Hash Total)	Hash Total – sum of value of units shipped (SN102) for each SN1 segment. Enter ‘Y’ to include or ‘N’ to ignore the CTT elements.
Send CTT03/04 (Weight and Basis)	
Send CTT05/06 (Volume and Basis)	
CUR Information	Enter the required CUR01 and CUR02 codes.



PER Segment Information

- **Cross-Reference Code** – Browse and select the person or office to whom administrative communication should be addressed. This is set in the Cross-References.
 - **Look for "INFO" Comments** – Check this option if you want the system to look for "INFO" Comments.
-



DTM TAB

The following table outlines the prompts/options available when accessing this screen:

DTM Segment Information	Browse and select any DTM (Date/time reference) qualifiers you wish to include in the output file. The qualifiers must be entered into the Cross-Reference system under Date/Time Qualifiers (DTM).
Output Level	Select which output level qualifier should be in.
Time Information	Select the appropriate time for each qualifier set above.
Fixed Time	Enter the time to use on any DTM segments where the time is required. Time is entered as a 4-character number on a 24-hour clock. 2130 is 9:30 pm.
Time Zone	Enter the EDI standard time zone to use on any DTM segments where the zone is required.



FOB TAB

The following table outlines the prompts/options available when accessing this screen:

Include FOB Segment	Check this option if you wish to include an FOB segment in the 856.
FOB01 Code if Freight Charge on Order	Enter a 2-character code that will specify the FOB code to use in field 1 of an FOB segment. The code will be used if a freight charge is found on the order.
FOB01 Code if No Freight Charge on Order	The code entered at this prompt will be used if no freight charges are found on the order
FOB01 Code if Negative Freight Charge on Order	Enter the appropriate code.
FOB Address X-Ref Code	The address should be entered in the address section of the Cross-Reference setup. Browse and select the required address.
FOB Address Location	Select the location from the following: <ul style="list-style-type: none"> ▪ FOB02,03 ▪ FOB06,07
Include FOB04	Check box if element required.



Include FOB05

Check box if element required.

**Look for Comment with FOB
Information**

Check box for the system to look for comments with FOB
information.



HL TAB

The following table outlines the prompts/options available when accessing this screen:

HL Levels to Output	Enter the hierarchical levels to output in the required sequence. (From S = Shipment; O = Order; I = Item; T = Tare; P = Pack). Note that these codes must be entered in the proper sequence to determine the order of the segments in the 856.
HL02 – Parent ID Number	
Send Tare Level HL03 as “P” instead of “T”	
Send Tare Level HL03 as “T” instead of “P”	
HL04 – Child Code	If there are subordinate (or child) elements to the HL segment, indicate what is to be sent.
New Shipment for Each Pack if Label Printed	Check the box if option is required.
Only Include Tare Level if Tare Label Printed	Check the box if option is required.



Only Include Pack Level if Pack Label Printed	Check the box if option is required.
If No “I”tem Level, Repeat “O”rder level for each item	Check the box if option is required.
Send Separate Item Levels for Each Serial Number	
Order or Order on Shipment Export	Select from the following: <ul style="list-style-type: none">▪ Order Number Sequence▪ Order Shipped in Shipping System Note: these option is only used when the Shipping System is in use.
Fixed Length of HL01/HL02	Enter the length for the HL01/HL02 field.



MAN - 1 TAB

The following table outlines the prompts/options available when accessing this screen:

Tare Level MAN Segment Required	Check if required at Tare level.
Pack Level MAN Segment Required	Check if required at Pack level.
Consolidate Pack Level MANs when Pack after Item Level	Check if required
Item Level Consolidation	
MAN01 Qualifier for Order Level Tracking Numbers	Enter the marks and numbers qualifier – e.g. GM = SSCC-18 and Application Identifier.



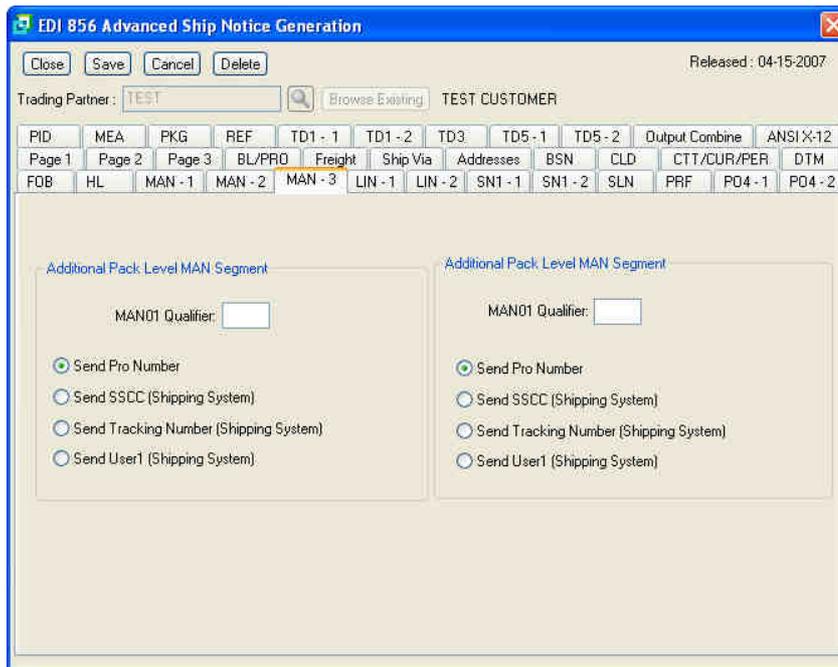
MAN – 2 TAB

The following table outlines the prompts/options available when accessing this screen:

MAN01 Qualifier	Enter the marks and numbers qualifier – e.g. GM = SSCC-18 and Application Identifier.
Override Shipping Qualifier	Check the box if the MAN01 qualifier must be overridden
MAN04 Qualifier	Enter the required qualifier. Same as MAN01. Could also be GM. Used to identify different marks and numbers in the same physical container as for MAN01.
MAN02 Information (Label Information will Override)	
MAN05 Information	



MAN – 3 TAB

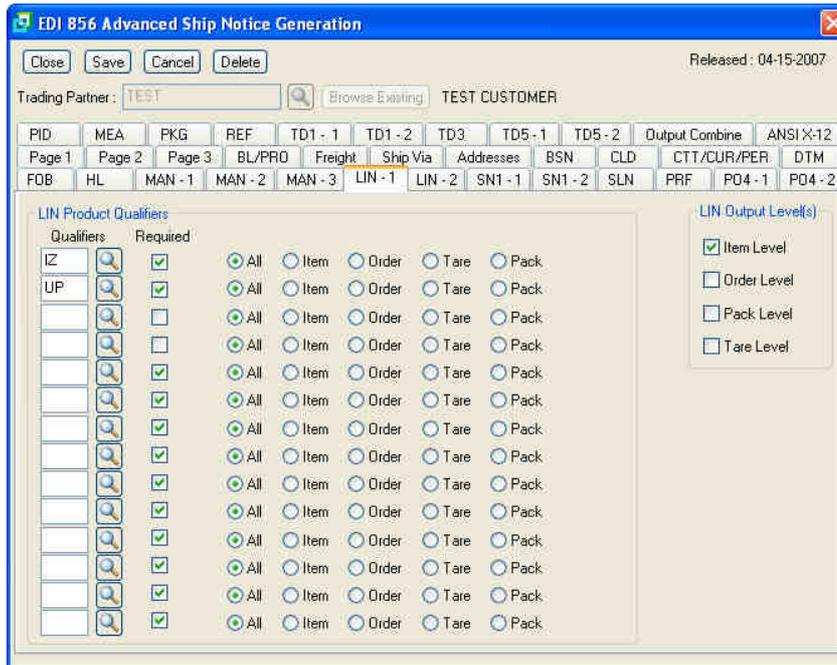


The following table outlines the prompts/options available when accessing this screen:

Additional Pack Level MAN Segment



LIN - 1 TAB



The following table outlines the prompts/options available when accessing this screen:

LIN Product Qualifiers	Browse and select up to four product qualifiers – e.g. CB = Buyers catalog number. Select from ‘Y’ or ‘N’ from the ‘Required’ browse.
LIN Output Level	Select from “Item Level” or “Order Level”



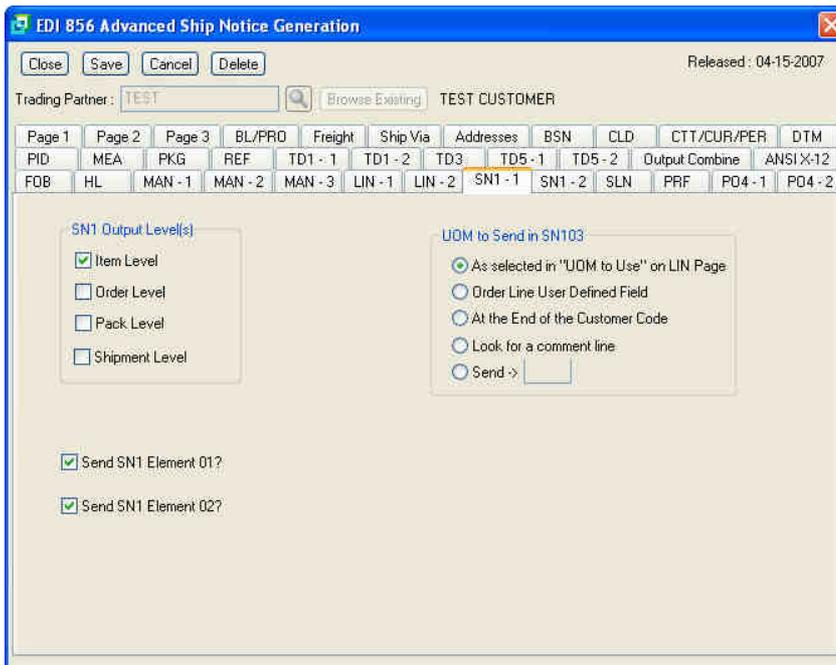
LIN – 2 TAB

The following table outlines the prompts/options available when accessing this screen:

UOM to Use	Select the required unit of measure.
Send LIN01 & SN101 Line Numbers	Select whether to send or not. There is also a choice to send with leading zeros, send the original order line number, or to send the content of the user-defined field in the order.
UPC Code Format	Select '10 Digit' if you do not require the first and last digits of the code, otherwise select '12 Digit'.
Substitution Information	Select the required substitution checks, which are: <ul style="list-style-type: none"> ▪ Check qualified XREF for Stock Code substitution ▪ Check qualified XREF for Individual substitution



SN1 - 1 TAB



The following table outlines the prompts/options available when accessing this screen:

SN1 Output Level(s)	
Send SN1 Element 01	Assigned identification. Check this option if you wish to send the element.
Send SN1 Element 02	Number of units shipped. Check this option if you wish to send the element.
UOM to Send in SN103	Unit on basis for measurement code. Select from: <ul style="list-style-type: none"> ▪ As Selected in “UOM to Use” on LIN Page ▪ Order Line User Defined Field ▪ At the End of the Customer Code ▪ Look for a Comment Line ▪ Send -> If sending, then can enter SN103 override in box.



SN1 - 2 TAB

The following table outlines the prompts/options available when accessing this screen:

SN105 & SN106	
SN1 Element 04	Quantity Shipped. Select from: <ul style="list-style-type: none"> ▪ Don't Send ▪ Shipped Date on the Order Line ▪ Shipped This Year (Movement File Scan) ▪ Shipped in Total (Movement File Scan)
Include PO When Scanning Movement File	Check box if required.
Include Current Ship Quantity	Check box if required.
Ignore Higher Order/Dispatch Numbers	Check box if required.
Send SN1 Element 08	Line item status code. Check this option if you wish to send the element. If sending, an SN108 override may be entered in the field.



SLN TAB

The following table outlines the prompts/options available when accessing this screen:

SLN Element 01	Assigned identification. Select from: <ul style="list-style-type: none"> ▪ Send ▪ Don't Send
SLN Element 02	Not yet implemented
SLN Element 03	Configuration code. Enter I = Included; S = Substituted; Y = Send or N = Not to send
SLN Element 04 & 05	Quantity and Composite UOM. Select from: <ul style="list-style-type: none"> ▪ Send Quantity ▪ Send Alternate UOM Quantity ▪ Send Weight ▪ Don't Send
SLN Element 06	Unit price. Select from: <ul style="list-style-type: none"> ▪ Send Selling Price ▪ Send Customer Retail Price ▪ Don't Send



SLN Element 07

Basis of unit price code. Select from:

- Send
- Don't Send

SLN07 (Default = "TE")

Enter the required qualifier. If blank then the default will be TE



PRF TAB

The following table outlines the prompts/options available when accessing this screen:

PRF Location	Select whether the purchase order reference information should be at order level or for each item.
PRF01 Information	Select from the following: <ul style="list-style-type: none"> Send PO Number Send Alternate key Comment Information Lookup REF Qualifier Lookup – Enter Comment of REF Qualifier Lookup Code in Field Provided Do Not Send
Send PRF02 – Release Number	Check box if required.
Default for PRF02 if “RN” Comment not Found	Enter the default for the PRF02 in the box provided..
Send PRF04 – Purchase Order Date	Check box if required.
Send PRF05 – Assigned ID as Original PO Line Number	Check box if required.



Send Release Number as PRF06

Send PRF07 – PO Type Code

Check box if required.

**Default for PRF07 if “OTYPE”
Comment not Found**

Enter the default for the PRF07 in the box provided.



PO4 - 1 TAB

The following table outlines the prompts/options available when accessing this screen:

Output Element 01 at which HL Level(s)	Select the required HL (Hierarchical) level.
Output Elements 02 & 03 at which HL Level(s)	Select the required HL (Hierarchical) level.
Case (PO401) Information	If the 'Alternate U/M' and/or the 'Other U/M' has been used within SYSPRO to calculate the case count, then select the required field. Alternately, 'Send a 1' or indicate 'Not Required'.
Inner (PO402/PO414) Information	If the 'Alternate U/M' and/or the 'Other U/M' has been used within SYSPRO to calculate the number of inners within a case, then select the required field. Alternately, 'Send a 1' or indicate 'Not Required'. The 'User Defined 2' field in the inventory master file can also be used.
Element 03 Information	
Dimensions Cross-Reference Information will Override Settings for PO401/02/03/14	



**“PO4” Comment Information will
Override Settings for
PO401/02/03/14**

**Generate one PO4 for each MAN at
Pack Level**



PO4 - 2 TAB

The following table outlines the prompts/options available when accessing this screen:

PO404 Packaging Code	
Output Element 06 & 07 at which HL Level(s)	Select the required HL (Hierarchical) level.
Output Element 08 & 09 at which HL Level(s)	Select the required HL (Hierarchical) level.
Output Element 10-13 at which HL Level(s)	Select the required HL (Hierarchical) level.
Output Element 14 at which HL Level(s)	Select the required HL (Hierarchical) level.
Output Element 16 at which HL Level(s)	Select the required HL (Hierarchical) level.
Output Element 18 at which HL Level(s)	Select the required HL (Hierarchical) level.



PID TAB

NEW SLIDE

The following table outlines the prompts/options available when accessing this screen:



MEA TAB

The following table outlines the prompts/options available when accessing this screen:

MEA Gross Weight

MEA Element 01	Measurement reference ID code. Code identifying the broad category to which a measurement applies – e.g. AA = Meter reading; AF = Actual Total
MEA Element 02	Measurement qualifier. Identifying a specific product or process characteristic to which a measurement applies – e.g. AE = Argon; EL = Elasticity.
Include MEA Element 03	Measurement value. Check this option to include.
Include MEA Element 04	Unit or basis for measurement. Check this option if required.
Include at Shipment (S) Level	Check box if required.
Include at Item (I) Level	Check box if required.

MEA Net Weight

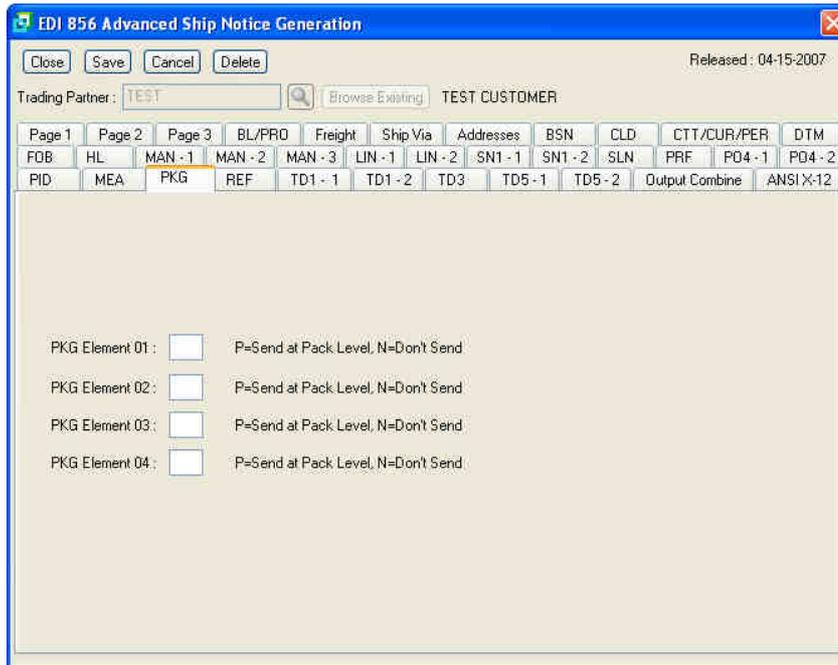
MEA Element 01	Measurement reference ID code. Code identifying the broad category to which a measurement applies – e.g. AA = Meter reading; AF = Actual Total
-----------------------	--



MEA Element 02	Measurement qualifier. Identifying a specific product or process characteristic to which a measurement applies – e.g. AE = Argon; EL = Elasticity.
Include MEA Element 03	Measurement value. Check this option to include
Include MEA Element 04	Unit or basis for measurement. Check this option if required.
Include at Shipment (S) Level	Check box if required.
Include at Item (I) Level	Check box if required.
MEA04 Basis for Measurement	Enter the basis of measure. If left Blank the default will be “LB”



PKG TAB



The following table outlines the prompts/options available when accessing this screen:

PKG Element 01	Enter 'P' to send or 'N' not to send each of the PKG elements
PKG Element 02	
PKG Element 03	
PKG Element 04	



REF TAB

Qualifier	Output Level	Required
AN	<input type="radio"/> Shipment <input checked="" type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input checked="" type="checkbox"/>
BL	<input checked="" type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input checked="" type="checkbox"/>
S1	<input checked="" type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input checked="" type="checkbox"/>
	<input checked="" type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input checked="" type="checkbox"/>
	<input checked="" type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input checked="" type="checkbox"/>
	<input checked="" type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input checked="" type="checkbox"/>
	<input type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input type="checkbox"/>
	<input type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input type="checkbox"/>
	<input type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input type="checkbox"/>
	<input type="radio"/> Shipment <input type="radio"/> Order <input type="radio"/> Item <input type="radio"/> Tare	<input type="checkbox"/>

The following table outlines the prompts/options available when accessing this screen:

REF Segment Information

Reference Qualifiers are entered in the Reference Qualifier section of the Cross-Reference. Browse and select the required REF qualifiers. For each selection, indicate the output level and whether or not it is required.



TD1- 1 TAB

The following table outlines the prompts/options available when accessing this screen:

TD101 – Packaging Code	Select the required HL (Hierarchical) level.
TD101 Codes	<ul style="list-style-type: none"> ▪ Enter the code for the shipment level and check the box to look for a comment line. ▪ Enter the code for the order level and check the box to look for a comment line.
TD102 – Lading Quantity	Select the required HL (Hierarchical) level.
TD102 Shipment Level Info	Select the appropriate shipment level information
TD102 Order Level Info	Select the appropriate order level information



TD1- 2 TAB

The following table outlines the prompts/options available when accessing this screen:

TD105 – Lading Description	Select the required HL (Hierarchical) level. Enter the qualifier.
TD106 – Weight Qualifier	Select the required HL (Hierarchical) level. Enter the qualifier.
TD107/08 – Weight and Unit or Basis for Measurement Code	Select the required HL (Hierarchical) level.
TD109/10 – Volume and Unit Basis for Measurement Code	Select the required HL (Hierarchical) level. Enter the qualifier for TD110



TD3 TAB

The following table outlines the prompts/options available when accessing this screen:

TD3 Segment Required	Select from the following: <ul style="list-style-type: none"> ▪ Do Not Send TD3 ▪ TD3 Required ▪ Only Send TD3 if Comment Line Present
TD3 Element 01	Enter the qualifier required – e.g. TL = Trailer
TD3 Element 02	Select from the following: <ul style="list-style-type: none"> ▪ Not Required ▪ Send SCAC Code ▪ Send Alpha Portion of Equipment Number from TL/EQ Comment.
TD3 Element 03	Select from the following: <ul style="list-style-type: none"> ▪ Not Required ▪ ‘Send Equipment Number From Comment or Default
Default TD303	Enter sequencing or serial part of equipment’s identifying number



TD5 - 1 TAB

The following table outlines the prompts/options available when accessing this screen:

TD501 – Routing Sequence Code	Routing sequence code describing the relationship of a carrier to a specific shipment Select the required HL (Hierarchical) level.
TD501 Routing Sequence Code	Enter the code supplied, e.g. B = Origin/Delivery Carrier
TD502 – Identification Code Qualifier	Identification code qualifier designating the system or method of code structure. Select the required HL (Hierarchical) level.
TD502 ID Code Qualifier	Enter the qualifier supplied (e.g. 2=SCAC code) (Standard Carrier Alpha Code)
TD503 – Identification Code	Identification code to identify a party/other code – e.g. NART (National Retail Center) Select the required HL (Hierarchical) level.
TD504 – Transportation Method/Type Code	Transportation method/Type code specifying the method or type of transportation. Select the required HL (Hierarchical) level.



TD504 Transportation Method/Type Code	Enter the code for the transportation method. E.g. A = Air, M = Motor (Common Carrier), U = Private Parcel Service
Allow “TRANS” Comment to Override TD504	Check box if required.
TD505 – Routing	Routing – free form description of the routing for the shipment or the originating carriers identity. Select the required HL (Hierarchical) level.
TD505 Shipment Level	Select whether to use ‘SCAC Code’ or ‘Carrier Name.’
TD505 Order/Item Level	



TD5 - 2 TAB

The following table outlines the prompts/options available when accessing this screen:

TD506 Shipment / Order Status Code	Shipment/Order Status Code indicating the status of an order or shipment or the disposition of any difference between the quantity shipped and the order quantity of the line item. Select the required HL (Hierarchical) level.
TD506 Status Code	
TD507/08 Location Qualifier/Identifier	
TD507 Location Qualifier	
TD508 Location Identifier Comment Code	
TD509 Transit Direction Code	
TD509 Transit Direction Qualifier	
TD510/11 Transit Time Direction Qualifier and Time	



**TD510 Transit Time Direction
Qualifier**

TD512 Service Level Code

TD512 Service Level Code



BL/PRO TAB

Close Save Cancel Delete Released: 04-15-2007

Trading Partner: TEST Browse Existing TEST CUSTOMER

FOB	HL	MAN - 1	MAN - 2	MAN - 3	LIN - 1	LIN - 2	SN1 - 1	SN1 - 2	SLN	PRF	PO4 - 1	PO4 - 2
PID	MEA	PKG	REF	TD1 - 1	TD1 - 2	TD3	TD5 - 1	TD5 - 2	Output Combine	ANSI X-12		
Page 1	Page 2	Page 3	BL/PRO	Freight	Ship Via	Addresses	BSN	CLD	CTT/CUR/PER	DTM		

Bill of Lading

- No Bill of Lading Required
- Look for comment that begins "BL" or "BL#"
- Use Order Number
- Use Vendor Number
- Use Shipment Number
- Use Special Instructions
- Use Alternate Key

Note: If a comment line exists, it overrides selection

Shipment Database Info Overrides Comment Info

PRO Number

- No PRO Number Required
- Look for comment that begins "PRO<space>"
- Use Order Number
- Use Vendor Number
- Use Package Tracking Number
- Use Special Instructions

Note: If a comment line exists, it overrides selection

Shipment Database Info Overrides Comment Info

The following table outlines the prompts/options available when accessing this screen:

Bill of Lading

Select from:

- No Bill of Lading Required
- Use Order Number
- Use Vendor Number
- Use Shipment Number
- Look for comment that Begins 'BL' or 'BL#'
- Use Special Instructions
- Use Alternate Key

Shipment Database Info Overrides Comment Info

Check the box for the shipment database to overwrite the comment information.



PRO Number

Select from:

- No PRO Number required
- Use Order Number
- Look for comment that Begins ‘PRO <space>’
- Use Special Instructions
- Use Vendor Number
- Use Package Tracking Number

**Shipment Database Info Overrides
Comment Info**

Check the box for the shipment database to overwrite the comment information.



FREIGHT TAB

The following table outlines the prompts/options available when accessing this screen:

Should a Freight Charge be on the Order

Select from:

- **Never** to produce an error message if there is a freight charge.
- **Always** to produce an error message if there is no freight charges.
- **Sometimes** if the freight charge is optional.

Warn if Multiple Freight Charges

Select from:

- **Yes** to issue an error if there are multiple freight charges
- **No** to add up multiple freight charges

Certain users require only a single charge and multiple charges are not permitted.

Send Freight at Shipment Level

Check the box to send the freight at shipment level.

Send Freight at Pack Level

Check the box to send the freight at pack level.



Send Options

Select from the following:

- Only Send if Freight not Zero
- Always Send
- Send if a Freight Line Exists

Freight Information Location

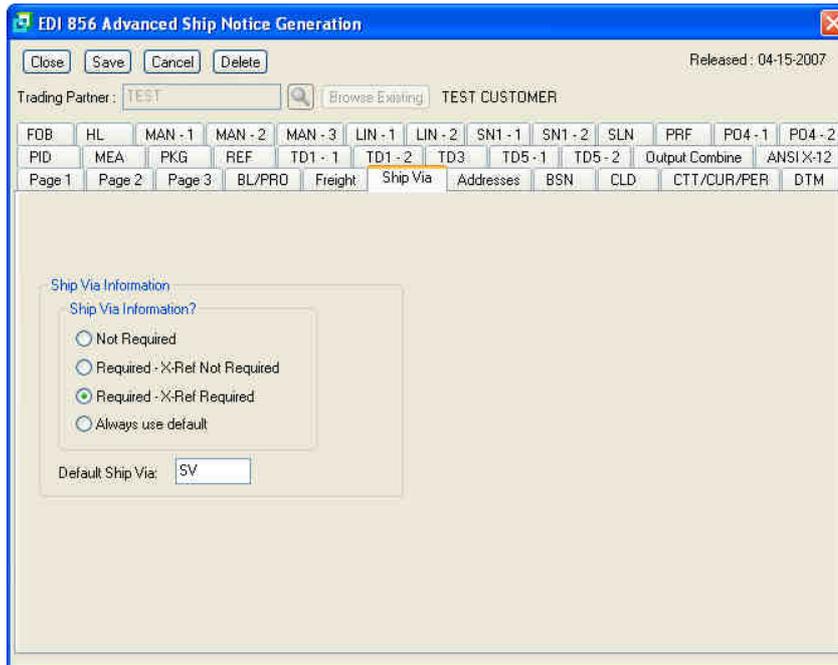
Select from Sales order or Shipment database.

Freight Allowance/Charge Cross-Reference Code

Browse and select code from the Cross-Reference section



SHIP VIA TAB



The following table outlines the prompts/options available when accessing this screen:

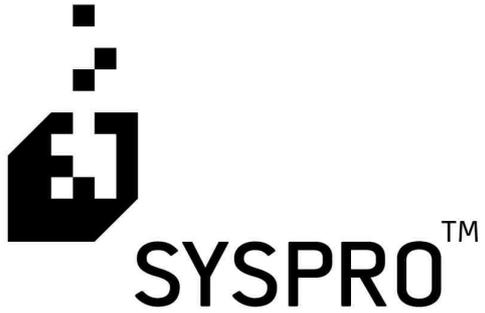
Ship Via Information

Select from the following:

- Not Required
- Required – X-Ref Not Required
- Required – X-Ref Required
- Always Use Default

Default Ship Via

If using a fixed Ship Via for this Trading Partner, enter the 4-character code here



EDI TRAINING MANUAL

Cross-Reference Setup

Section

6



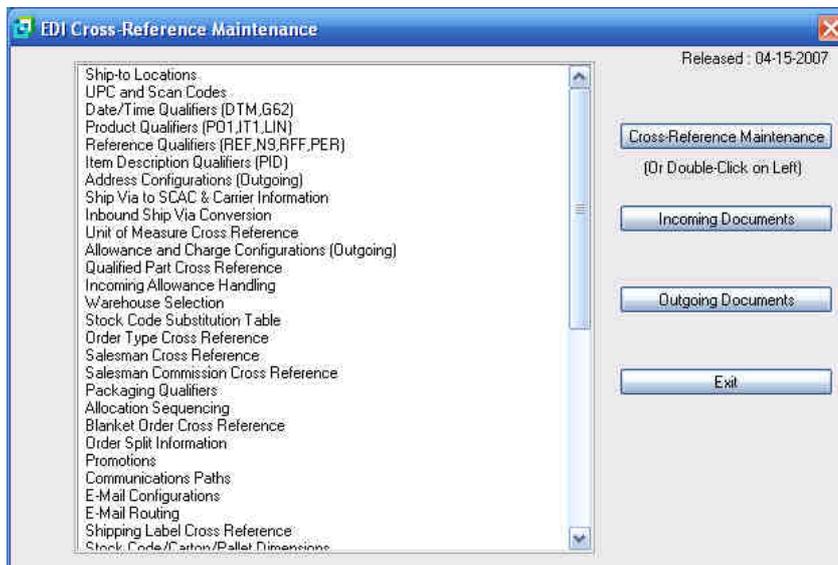
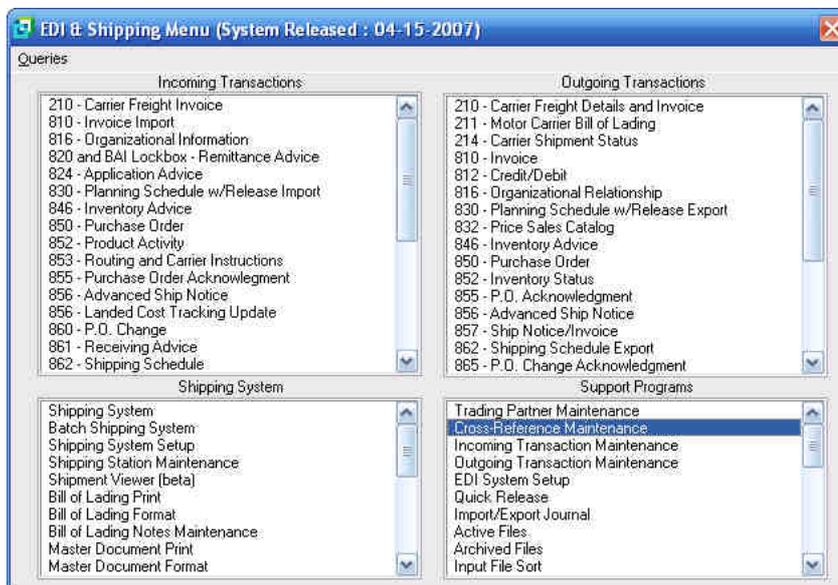
CROSS-REFERENCE MAINTENANCE

The EDI system requires information on how to translate EDI document information to/from SYSPRO SYSPRO data files. The translation information is entered into the various categories in the cross-reference maintenance program.

When selecting a cross-reference the first screen is a browse screen, from which a 'list' button is available to print the cross-references.

To setup the Cross-Reference Maintenance, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance





SHIP-TO LOCATIONS

The purpose of the Ship-to Locations Cross-Reference Setup is to link the location number used by a Trading Partner to a SYSPRO account in Accounts Receivable and/or multiple ship to addresses.

This also works the other way and can link an AR account to what the Trading Partner calls a location. The Ship-to-Locations cross-reference consists of three tabs, these being:

- Parameters
- Inbound options
- Outbound Options

To setup the Ship-to Locations, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Ship-to Locations

Parameters Tab

The screenshot shows a software window titled "Ship-To Locations" with a blue title bar. The window contains the following fields and controls:

- Trading Partner:** A text box containing "TEST" with a search icon and navigation buttons (<< and >>).
- Partner Address ID:** A text box containing "3214".
- Parameters Tab:** A tabbed interface with three tabs: "Parameters" (selected), "Inbound Options", and "Outbound Options".
- A/R Account:** A text box containing "TEST" with a search icon.
- Multiple Ship-To Code:** A text box containing "3214" with a search icon.
- Buttons:** "Use EDI (*)" and "EDI Address (I)" buttons are located to the right of the Multiple Ship-To Code field.
- Bottom Buttons:** "Save" and "Close" buttons are located at the bottom right of the window.



The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Enter or browse and select the Trading Partner.
Partner Address ID	Enter the ID location code for the ship-to location. The ID string can be either the location name as in the N102 element, or the location code from the N104 element. Note: when running the 816 document from Wal-mart this field is populated with their GLN number.
A/R account	Enter or browse and select the SYSPRO A/R account. This is required for each location not following the normal requirements.
Multiple Ship To Code	Browse and select the address code. The alternate forms of generating addresses are no longer used (_) Prefixed (uses the sub-account prefix for Master/Sub accounts)

Special Note: The ID number information section of the ‘Addresses Cross-Reference’ can be set to refer to this “Ship-to Location Cross-Reference”



Inbound Options Tab

The screenshot shows the 'Ship-To Locations' window with the 'Inbound Options' tab selected. At the top, there are fields for 'Trading Partner' (containing 'TEST') and 'Partner Address ID' (containing '3214'). Below these are three tabs: 'Parameters', 'Inbound Options' (active), and 'Outbound Options'. The 'Inbound Overrides' section contains several fields: 'Warehouse to Use', 'Document Format', 'Ship Via', 'Branch to Use', 'Price Code', 'Ship Date Adjustment' (set to 0), and 'Lead Time Required (Days)' (set to 0). The 'Ship Date Handling' section has five radio button options, with 'Use Document Settings' selected. The 'Shipments Allowed to this Location' section has three radio button options, with 'Yes' selected. At the bottom right, there are 'Save' and 'Close' buttons.

The following table outlines the prompts/options available when accessing this screen:

Warehouse to use	An individual warehouse may be designated. Enter or browse and select the warehouse to use for the ship to locations.
Document Format	Enter document format code if required.
Ship Via	Browse and select a Syspro Ship Via code if required.
Branch To Use	Browse and select the AR Branch if required
Price Code	A Customer Price code may be entered
Ship Date Adjustment	The ship date may be extended or brought forward by entering a positive or negative number of days.
Lead Time Required (Days)	If the lead time needs to be extended, enter the number of days required for the extension.
Ship Date Handling	Select one of the following handling methods to use in conjunction with the override settings: <ul style="list-style-type: none">▪ Use Document Settings▪ Use EDI Information w/Xref Adjustments▪ Use EDI Information w/Min Lead Time▪ Use Import Date as Ship Date▪ Set Ship Date “x” days after today



Shipments Allowed to this Location

Determine if shipments are allowed to this location:

- Yes
- No
- No, list on Import Report when found

Outbound Options Tab

The screenshot shows a window titled "Ship-To Locations" with a tabbed interface. The "Outbound Options" tab is active. At the top, there are fields for "Trading Partner" (containing "TEST") and "Partner Address ID" (containing "3214"). Below these are three tabs: "Parameters", "Inbound Options", and "Outbound Options". The "Outbound Options" tab contains a large text area with the following fields and labels: "Outbound Location Prefix", "Address Qualifier (N101)", "Location Qualifier (N103)", "Country Code", "Shipping Days" (with a value of "0"), "Fixed Ship Via" (with a search icon and "Rail Delivery" text), "ITD01 Code (Terms Type Code)", and "ITD02 Code (Terms Basis Date Code)". At the bottom right of the dialog are "Save" and "Close" buttons.

The following table outlines the prompts/options available when accessing this screen:

Outbound Location Prefix	Enter the outbound location prefix. This will override the Trading Partner default location prefix.
Address Qualifier (N101)	Enter the qualifier for the N101
Location Qualifier (N103)	Enter the N103 or N405 code for this location. This is usually 9 or 91.
Country Code	Enter the country code for the ship to address.
Shipping Days	If a DTM067 for expected delivery date is required then the number of days entered here will be added to the ship date to determine the expected delivery date.
Fixed Ship Via	A fixed ship via may be determined. Browse and select the appropriate Ship Via
ITD01 Code (Terms type code)	Enter the Terms Type code



ITD02 Code (Terms basis date code)	Enter the required ITD02 code
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ENTRY/SCAN/UPC CODES

The purpose of the Entry/Scan/UPC Codes Cross-Reference Setup is to:

- In the EDI system, this provides a link between UPC codes and the SYSPRO Stock code. This applies to both incoming and outgoing documents.
- In the EDI Shipping system, it is used to convert any scannable or entered code to an SYSPRO stock code

To setup the Entry/Scan/UPC Codes, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > UPC and Scan Codes

The following table outlines the prompts/options available when accessing this screen:

Stock Code	Enter or browse and select the SYSPRO stock code
Unit of Measure (Optional)	Enter an override unit of measure for the stock code if required
Entry/Scan Code	Enter the Entry/Scan code that will be entered into the shipment system. Note: The UPC code is the most common code used.



Reference Code	Select from the following: <ul style="list-style-type: none">▪ UPC Consumer Pkg Code (1-5-5-1)▪ UPC/EAN Shipping Container Code (1-2-5-5-1)▪ UPC/EAN Consumer Package Code (2-5-5)▪ UPC/EAN Case Code (2-5-5)▪ UPC Consumer Pkg Code(1-5-5)▪ Global Trade Item Number (GTIN)▪ Product Code▪ Package Level ID▪ Miscellaneous Code
Shipping System Carton Information	Select from the following: <ul style="list-style-type: none">▪ Packaging is not a Shipping Carton▪ Packaging is a Full Pack (Carton)▪ Packaging is a Full tare (Pallet)▪ Not Applicable
Quantity per scan	Enter the quantity to tally for each scan of this code.
Always Ask Quantity	Check to have the system request confirmation of the quantity



DATE/TIME QUALIFIERS (DTM)

The DTM qualifiers are used both for inbound and outbound. Inbound they will usually be for ship dates whereas outbound will specify pertinent dates and times e.g. 'Ship by' dates or 'Invoice dates'.

Note: DTM, REF and Product qualifiers generally have the same purpose. The qualifier is defined so that the system can either use the data on an inbound document or find what needs to be sent on an outbound.

To setup the Date/Time Qualifiers, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Date/Time Qualifiers

Parameters Tab

The following table outlines the prompts/options available when accessing this screen:

Trading Partner

If the DTM Qualifier is a generic ANSI standard, leave this field blank and the DTM Qualifier will apply to all Trading Partners. If a Trading Partner requires a different use for the qualifier, then browse and select the Trading Partner. This code will then be specific for the Trading Partner.



DTM Qualifier	Enter the three-digit DTM qualifier as required by the Trading Partner. For example, 010 for requested ship date or 011 for shipped date. Note that in the case of 940 and 945 documents, DTM numbers are 2 digit.
Description	Enter a description of the information for listing and comment line purposes. For example, 'Cancel After'.
Custom Form Field	<p>For incoming documents, the system can store information in the Custom Forms. The Custom Form option must be checked on the Translation Tab of the reference qualifier. The system will then place the qualifier description in the Customs Form. These forms should be setup in advance and the Browse facility should be used to select the required form.</p> <p>For outgoing documents the system will override translation codes for a particular qualifier where Custom Forms have been selected, provided the form contains data.</p>



Translation Tab

The screenshot shows the 'Date/Time Qualifiers' dialog box with the 'Translation' tab selected. The 'DTM Translation' section contains the following options:

- Ship Date
- Order (PO Received) Date
- Invoice Date
- Expected Arrival Date
- Requested Ship Date
- Cancel Date
- Alternate Key (Outgoing)
- Purchase Order Due Date
- Purchase Order Original Due Date
- Custom Form Field
- Special Instructions
- System Date
- Valid Until...
- Selection Start Date
- Selection End Date
- Check Date
- Comment Line using Short Description
- None of the above

The following table outlines the prompts/options available when accessing this screen:

DTM Translation	
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	Select the DTM translation code applicable to the qualifier you have entered. If the trading Partner specifies a code, which is not on the list then select the None of the Above option.
--	--



Import Options Tab

The screenshot shows the 'Date/Time Qualifiers' dialog box with the 'Import Options' tab selected. The 'Trading Partner' field is empty, and the 'DTM Qualifier' is '010'. The 'Import Options' tab contains the following settings:

- Import as Comment Line when Requested? Short Description: reque (Used when storing three dates in a single comment line)
- Ship Date offset during import: Add, Subtract, Number of Days: 0
- Requested Ship Date offset during import: Add, Subtract, Number of Days: 0

The following table outlines the prompts/options available when accessing this screen:

Import as Comment Line when Requested	Check box to add the DTM as a comment line on the order. This must also be set in the incoming document
Short Description – Used when storing 3 dates in a single comment line	Enter a 5-character short description of the DTM code to be used on comment lines.
Ship Date offset during import	The ship date may be modified by adding or subtracting a specified number of days
Requested Ship Date offset during import	The requested ship date may be modified by adding or subtracting a specified number of days



**Send Current Date if No Date
Found to send**

If no date is found, the current system date will sent if this option is checked.



PRODUCT QUALIFIERS

The purpose of the Product Qualifiers Cross-Reference Setup is to define qualifiers used to identify product information. Generally this information is sent as pairs of information – 2 elements the first of which contains the qualifier and the second containing the description. E.g. *CB*Buyers catalog number*

Note: Product qualifiers are found in the PO1 segment of the inbound 850. On the outbound 810 they are in the IT1 segment and the outbound 856 in the LIN segment.

Note: DTM, REF and Product qualifiers generally have the same purpose. The qualifier is defined so that the system can either use the data on an inbound document or find what needs to be sent on an outbound document.

To setup the Product Qualifiers, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Product Qualifiers

The screenshot shows a software window titled "Product Qualifiers". At the top, there are fields for "Trading Partner" and "Product Qualifier" (containing "DA"). Below these are two tabs: "Parameters" and "Translation". The "Parameters" tab is active and contains several fields: "Description" (containing "Syspro Stock Code"), "Qualifier to Send" (checkbox), "Fixed Outbound Information", "Custom Form Field" (with a search icon), and a checkbox "Remove Leading Zeros from incoming Codes". At the bottom right of the window are "Save" and "Close" buttons.

The following table outlines the prompts/options available when accessing this screen:

Trading Partner

If the Product Qualifier is a generic ANSI standard, leave this field blank and the Qualifier will apply to all Trading Partners. If a Trading Partner requires a different use for a qualifier, then browse and select the Trading Partner. This code will then be specific the Trading Partner.



Product Qualifier	Enter the two-character EDI product qualifier as supplied by the Trading Partner for PO106 or later elements.
Description	Enter a description of the information for listing purposes.
Qualifier to Send if different from current qualifier	If the required qualifier code has already been used and the same code is required for a different translation, then set up a dummy code such as ZZ and enter the correct code, such as VC in the 'Qualifier to Send' box. The particular Trading Partner must be selected. When the relevant document is sent even though ZZ is mapped, the correct VC qualifier will be sent.
Fixed/ Outbound Information	If a reference qualifier is required for outgoing documents, but the information is fixed, then the information to send can be placed in this field. The system will look in the regular location (comment lines, etc.) first. If information is found, then it will be used, otherwise the information in the fixed field will be used.
Custom Forms field	<p>For incoming documents, the system can store information in the Custom Forms. The Custom Form option must be checked on the Translation Tab. The system will then place the qualifier description in the Customs Form. These forms should be setup in advance and the Browse facility should be used to select the required form.</p> <p>For outgoing documents the system will override translation codes for a particular qualifier where Custom Forms have been selected, provided the form contains data.</p>
Remove Leading Zeros from incoming Codes	Check box to remove leading zeros



REFERENCE QUALIFIERS (REF)

The purpose of the Reference Qualifiers Cross-Reference Setup is to define qualifiers used to define a piece of information. Generally this information is sent as pairs of information – 2 elements the first of which contains the qualifier and the second containing the description.

Note: DTM, REF and Product qualifiers generally have the same purpose. The qualifier is defined so that the system can either use the data on an inbound document or find what needs to be sent on an outbound.

To setup the Reference Qualifiers, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Reference Qualifiers

Parameters Tab

Reference Qualifiers

Trading Partner (Optional):

Reference Qualifier:

Parameters | Translation | Import Options | Export Options | REF04

Description:

Comment Code: (Code to Use/Lookup on Order Comment Line)

Fixed ID Information: (Fixed Outbound ID - Element 02)
(Text for inbound field if no REF02 received)

Element 2 Maximum Length:

Custom Form Field:

Note: Custom Form Field (if specified) will be filled-in in addition to the normal translation during imports

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	If the REF Qualifier is a generic ANSI standard, leave this field blank and the REF Qualifier will apply to all Trading Partners. If a Trading Partner requires a different use for the qualifier, then browse and select the Trading Partner. This code will then be specific for the Trading Partner.
Reference Qualifier	Enter the two-character REF qualifier as supplied by the Trading Partner.



Description	Enter a description of the information for listing purposes.
Comment Code	Enter in the comment code. The system will search for and pick up the relevant comment line.
Fixed ID Information: Fixed Outbound ID – Element 02 Text For Inbound Field if No REF02 Received	If a reference qualifier is required for outgoing documents, but the information is fixed, then the information to send can be placed in this new field. The system will look in the regular location (comment lines, etc.) first. If information is found then that will be used, otherwise, the information in the fixed field will be used.
Element 2 maximum length	Enter the number of characters for the maximum length for element 2
Free-Form Information (REF03)	Enter a free-form description to be sent out on the 03 element of outbound documents.
Custom Form Field	<p>For incoming documents, the system can store information in the Custom Forms. The Custom Form option must be checked on the Translation Tab. The system will then place the qualifier description in the Customs Form. These forms should be setup in advance and the Browse facility should be used to select the required form.</p> <p>For outgoing documents the system will override translation codes for a particular qualifier where Custom Forms have been selected, provided the form contains data</p>



Translation Tab

Reference Qualifiers

Trading Partner (Optional):

Reference Qualifier:

Parameters Translation Import Options Export Options REF04

Qualifier Translation Code

- Bill of Lading Number
- Department Number
- Sales Order Number
- Purchase Order Number
- Customer's Order Number
- Sales Order Line
- Purchase Order Line
- Special Instructions
- Customer's Stock Code
- Tax Exemption Number
- GST Exemption Number
- Comment - ID Only
- Comment - ID & Free-Form
- Fixed w/Token Replacement
- Location Number
- Inventory Alternate Key 1
- Inventory Alternate Key 2
- Custom Form Field
- PRD Number
- Vendor Number
- Check Number
- Invoice Number
- UPC Number
- Invoice To Credit
- Salesman Info
- Line Number
- Order Type
- International
- Container Code
- Customer Code
- Supplier Code
- Note/Message Qualifier
- Notes
- ECC Revision (Version)
- ECC Release Level
- Parent Stock Code
- Trigger
- Kanban
- Serial Number
- Delivery Note Number
- Dispatch Note Number
- Adjustment Code
- UPN Number/UPC Case Code
- Ship-To Location Modifier
- EDI Senders Code
- LCT - Vessel Code
- LCT - Vessel Name
- LCT - Container
- SYSPRO Stock Code
- Multiple Ship-To Code
- Master/Sub Store Number
- Tracking Number
- Weight
- SCAC Code
- Dock Number
- Bill To Location
- Terms Code
- Match Key
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- Address Line 5
- Address Zip
- Order Alternate Key
- Shipping Instructions
- Salesman/Buyer Name
- Buyer E-Mail
- Group Control Number
- LOT Number
- Other/Unused

Save Close

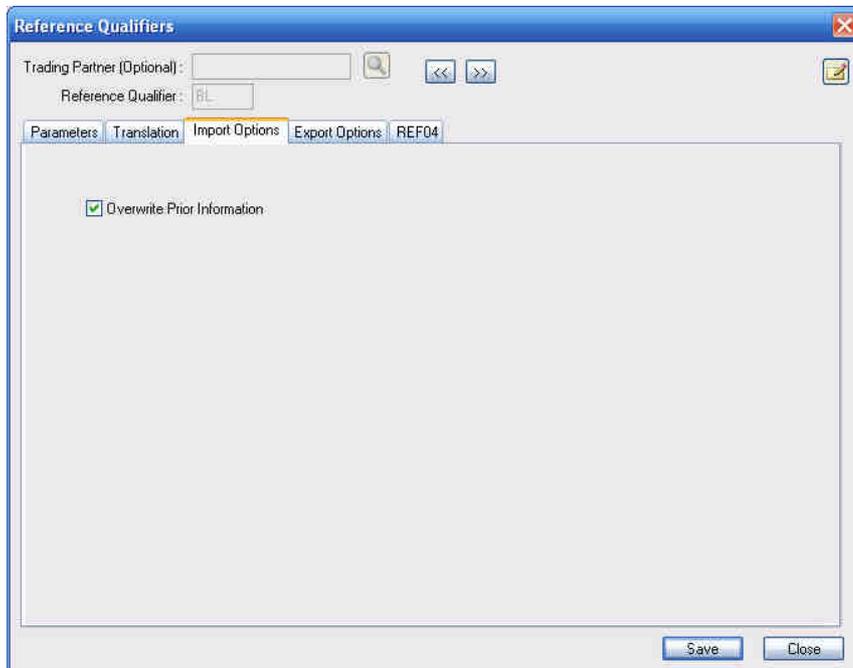
The following table outlines the prompts/options available when accessing this screen:

Qualifier Translation Code

Select the translation code that describes the Qualifier. For example, if Qualifier 'BM' is being sent and this relates to a bill of lading number, then check the 'Bill of Lading Number' option in this section.



Import Options Tab



Overwrite Price Information

Check box to Overwrite Price Information



Export Options Tab

Reference Qualifiers

Trading Partner (Optional):

Reference Qualifier:

Parameters Translation Import Options **Export Options** REF04

Qualifier to Send: (Only if different from Reference Qualifier)

Free-Form Information (REF03)

Not Required

Send ->

Send Supplier Name

Look for Multiple Comments/Tracking Numbers

Treat information as numeric (Remove leading and trailing decimal zeros)

Use information attached to any line if no unattached information found

The following table outlines the prompts/options available when accessing this screen:

Qualifier to Send	Enter in the qualifier to send if it is different from the reference qualifier shown above.
Free-Form Information (REF03)	Limited free form information may be sent in the REF03 element. For fixed information select “Send” and enter the information in the field provided. The Supplier Name may also be sent
Look for Multiple Comments	Check box if multiple comments or tracking numbers are to be sent
Treat information as Numeric	Check box to remove leading zeros and trailing decimal zeros
Use information attached to any line if no unattached information is found	Check box for this facility



REF04 Tab

Reference Qualifiers

Trading Partner (Optional):

Reference Qualifier:

Parameters Translation Import Options Export Options REF04

REF04 Information

	Qualifier	Comment Code
1st Subfield Pair	<input type="text"/>	<input type="text"/>
2nd Subfield Pair	<input type="text"/>	<input type="text"/>
3rd Subfield Pair	<input type="text"/>	<input type="text"/>

The following table outlines the prompts/options available when accessing this screen:

1 st Sub Field Pair:	Used to enter additional information in the REF04 Sub Fields.
▪ Qualifier	Enter the following for 1 st Sub Field:
▪ Comment Code	
2 nd Sub Field Pair:	Enter the following for 2 nd Sub Field:
▪ Qualifier	▪ Enter the Qualifier required by the Trading Partner. ▪ Enter the Comment Code required
▪ Comment Code	
3 rd Sub Field Pair:	Enter the following for 3 rd Sub Field:
▪ Qualifier	▪ Enter the Qualifier required by the Trading Partner. ▪ Enter the Comment Code required
▪ Comment Code	



ITEM DESCRIPTION QUALIFIERS

The purpose of the Item Description Qualifiers Cross-Reference Setup is to describe a product or process in coded or free format e.g. where SYSPRO has a single stock code but the items could have different colors or sizes.

Note: A generic PID line generally does not have a characteristic (qualifier). It normally has a free format description. In order to send additional information such as size or color, a characteristic is added. The 'Stock code substitution table' cross reference may also be used to designate a stock code where color or size is used. The customer may use a catalog number and then specify a color. The characteristic added to the PID line or the PO1 line will be picked up by the 'Stock code substitution table' and the SYSPRO stock code for the item of that color will be designated

To setup the Item Description Qualifiers, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Item Description Qualifiers

The following table outlines the prompts/options available when accessing this screen:

PID Qualifier	Enter the PID qualifier. 3 Character field.
Description	Enter a description of the information for listing purposes
Agency Qualifier Code (Outgoing)	The code identifying the agency assigning the code values. For example, VI = VICS (Voluntary Inter-Industrial Commerce Standard)



Fixed Outgoing PID05 Information	Enter free form fixed information to be sent with this qualifier.
Custom Form Field	Custom forms may be used to store information to be sent. Browse and select the appropriate custom form.
PID Translation Code	Select the applicable translation code.



ADDRESS CONFIGURATION (OUTGOING)

The purpose of the Address Configuration Cross-Reference Setup is to code and quantify addresses for outbound documents. To tell the system what address is being sent e.g. a 'Ship-to' or 'Bill-to' address. To tell the system where to find the address to be sent by means of where the ID or Location is to be found.

To setup the Address Configuration (Outgoing), select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Address Configurations (Outgoing)

Parameters Tab

The following table outlines the prompts/options available when accessing this screen:

Address Code

Enter a code to use to identify this address in the system.

Note: The “~” can be used in the address x-ref to force the positioning of the address lines in the N2, N3 segments. E.g. GM requires the DUNS number in N201 and the address in N301. In the address X-ref file you would enter the DUNS number in the first address line, a ~ in the second, the street address in the third and a ~ in the fourth. This will force the address lines into the N2 and N3 segments as desired. The ~ will be removed when the address is processed



Description	Enter description if using Cross-reference record.
Qualifiers	
Address Qualifier (N101)	Enter in the N101 qualifier as requested by the Trading Partner, e.g. BY or ST. This qualifier is also used for the PER01 and G6101 segments.
ID Qualifier (N103/N405)	Enter in the identification code qualifier requested by the Trading Partner, e.g. 92 or 9. This qualifier is also used for the PER03 and G6103 segments.
Entry Relationships (N105)	Enter the qualifier required by the Trading Partner.
Entry Identifier (N106)	Enter the qualifier required by the Trading Partner.

Note: For PER02 and G6102 “Address Name” is used. For PER04 and G6104 “ID Number” is used.

Address Information Tab

Outgoing Address Configurations

Address Code: ADST

SHIP TO ADDRESS

Name Options | Country Options | PER Information | REF/LOC Information | Address Options

Parameters | Address Information | Fixed Address | ID Number Information | Configuration Options

Address Location

Fixed Address - Entered on Fixed Address tab Comment Lines

Ship to Address Warehouse Address "FD" Address

Bill to Address Ship-Via Carrier Vendor Address

Use ID Number to lookup Multiple Ship-To Address

Send Name (N102)

No Yes

Send Address Information (N2,N3)

No

Yes, N2 and N3 as needed

Yes, Using N201 and N301 Only

Yes, Using N3 Only

Send City, State, Zip, Country (N4)

Send City? Send Zip?

Send State? Send Country?

Save Close

The following table outlines the prompts/options available when accessing this screen:



Fixed Address	If a fixed address is to be sent then enter the address in the Fixed Address Tab.
Address Location	Select the applicable address location.
Send Name (N102)	Select whether the Name should be sent.
Send Address (N2,N3)	Select whether the N2 and N3 segments are required or not.
Send City, State, Zip, Country (N4)	Check each element of the address to be sent.
Fixed Address	If a fixed address is to be sent then enter the address here.

Fixed Address Tab

The screenshot shows a software window titled "Outgoing Address Configurations". At the top, there is an "Address Code" field containing "ADST" and navigation arrows. Below this is a "SHIP TO ADDRESS" field. A series of tabs are visible: "Name Options", "Country Options", "PER Information", "REF/LOC Information", "Address Options", "Parameters", "Address Information", "Fixed Address" (which is highlighted), "ID Number Information", and "Configuration Options". The "Fixed Address" section contains several input fields: "Name:", "Address:" (with three stacked lines), "City:", "State/Province:", "Zip/Postal Code (No dash):", and "Country Code:". At the bottom right of the window are "Save" and "Close" buttons.

The following table outlines the prompts/options available when accessing this screen:

▪ Fixed Address	▪ Enter the fixed Address Information
-----------------	---------------------------------------



ID Number Information Tab

The following table outlines the prompts/options available when accessing this screen:

Where is ID (For N104)	Select the applicable ID location. The Id Code may be stored in many places. It could, for example, be the store number, saved as a comment from the incoming 850. It could be on an address line as the last information on a line, or be prefixed with a ‘#’ sign. However the information is stored, the system needs to be told where to look. If ‘Cross-Reference ID’ is selected, then an actual ID Number may be entered in the field. This selection will also close the address line search.
How to Find ID in an Address	This option is used in conjunction with the “ <i>In Ship-to Address</i> ” or “ <i>In Bill-to Address</i> ” if selected for Where is ID : <ul style="list-style-type: none">▪ Address Line to Look In – Select name or appropriate line depending where the ID was stored.▪ How to Find ID Number – Select whether prefixed by number sign (#) or whether last information on N1 line.
Where to Place Qualifier and ID	Select whether in N103/04 or N405/06
Prefix ID with Location Prefix	Place a check mark in the box, if required, to prefix the ID with the location prefix. Will insert the Duns Number from the Trading Partner setup



Remove Non-numbers from Location	Check to remove characters not required as only the numeric value is wanted
Minimum Length for ID (Not Including Prefix)	Enter the number of characters required. If the ID Number has fewer characters than the minimum then the system will prefix the ID with zeros



Configuration Options Tab

Outgoing Address Configurations

Address Code: ADST

SHIP TO ADDRESS

Name Options Country Options PER Information REF/LOC Information Address Options

Parameters Address Information Fixed Address ID Number Information Configuration Options

Special Outgoing Address Configuration Options

- Do not send this address if ID Number identical to Previous Address
- Only send this address if NO ID Number in Previous Address
- Do NOT send this address if ID Number is blank
- Use Qualifier, Country Information from Ship-To Cross-Reference
- Do not display address warnings

Save Close

The following table outlines the prompts/options available when accessing this screen:

Do not send this address if ID Number is identical to previous address	Prevents duplication of address
Only send this address if no ID Number in Previous Address	▪
Do Not send this address if ID number is blank	▪
Use Qualifier, Country information from Ship-to Cross Reference	▪
Do not display address warnings	If for instance no location is required to be sent and one is not present, the system will warn that there is no location for say the ST address. Use this to suppress such warnings on the reports.



Name Options Tab

Outgoing Address Configurations

Address Code: ADST

SHIP TO ADDRESS

Parameters | Address Information | Fixed Address | ID Number Information | Configuration Options

Name Options | Country Options | PER Information | REF/LOC Information | Address Options

Where is "Name" (N102) Located?

- Name Line
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- Address Line 5
- ID Number
- Sub-Account Store Number
- Use Fixed Name
- Custom Form Field --> [] / []

Save Close

The following table outlines the prompts/options available when accessing this screen:

Where is "Name" (N102) Located?	In Addresses the Name may not always be in the Name line which is the usual place. If the name to be sent is in a different area then select the appropriate location
--	---



PER Information Tab

The following table outlines the prompts/options available when accessing this screen:

PER01/PER02 Details	<ul style="list-style-type: none">▪ PER01 - Contact Function Code – Enter the contact function code▪ PER02 - Name – Enter the name.▪ Use Contact Name for PER04 – Check box if contact name is required▪ Custom Form Field for PER02 – Browse and select the Custom Form
PER03/PER04 Details	<ul style="list-style-type: none">▪ PER03 - Communication No. Qualifier – Enter the qualifier▪ PER04 - Communication No. – Enter the communication number▪ Use Telephone Number for PER04 – Check box if telephone number required▪ Custom Form Field for PER02 – Browse and select the Custom Form
PER05/PER06 Details	<ul style="list-style-type: none">▪ PER05 - Communication No. Qualifier – Enter the qualifier▪ PER06 - Communication No. – Enter the communication number



-
- **Custom Form Field for PER02** – Browse and select the Custom Form

**Look for “INFO (N101)
Comments**

- These comments are loaded from the incoming 850 document. Check box for the system is to find Sales Order “INFO” comments
-



REF/LOC Information Tab

Outgoing Address Configurations

Address Code: ADST

SHIP TO ADDRESS

Parameters | Address Information | Fixed Address | ID Number Information | Configuration Options

Name Options | Country Options | PER Information | REF/LOC Information | Address Options

Reference Segment(s) Attached to Address Information:

Qualifier: [] [] Segment: REF LOC

Qualifier: [] [] Segment: REF LOC

Save Close

The following table outlines the prompts/options available when accessing this screen:

Reference Segment(s) Attached to Address Information	If REF or LOC qualifiers are required, browse and select from the cross reference. Indicate whether REF or LOC
--	--



Ship Via Code	Enter the SYSPRO Ship-Via code (e.g. B or UPS Blue), or the fixed ship-via code entered in Information maintenance. The SYSPRO code can be either the full 15-character code, or the single character ship-via code.
SCAC Code	Enter the Carrier's SCAC code, e.g. RDWY
Carrier Name	Enter the full Carrier name.
Carrier	Select the appropriate Carrier
Carrier uses PRO number	Select whether the Carrier uses a PRO number or not. Used for the 856 to advise whether to expect a PRO number.
Carrier uses Package Tracking Numbers	Select whether the Carrier uses a package ID or not. Used by the shipping system.
Standard Shipping Days	Enter in the standard shipping days required. This will be added to the ship date to calculate the expected arrival date.
Pick-up Allowances allowed for carrier	Check



EDI Information Tab

Ship-Via to SCAC & Carrier

Trading Partner (Optional):

Ship Via Code: UPS air

Parameters | **EDI Information** | Service Information

Carrier ID Qualifier (TD502):

Carrier ID Code (TD503):

Carrier Type Override (CAD01, TD504, TDT0301, W6602):

Location Qualifier (TD507):

Location ID (TD508):

Location Qualifier (FOB02, FOB06):

Transport Terms Qualifier (FOB04):

Transport Terms Code (FOB05):

FOB01 Method of Payment Override

Freight on Order:

No Freight on Order:

Negative Freight on Order:

The following table outlines the prompts/options available when accessing this screen:

Carrier ID Qualifier (TD502)	Enter TD502 Qualifier
Carrier ID Code (TD503)	Enter TD503 Code
Carrier Type Override (CAD01, TD504, TDT0301, W6602)	Enter the override code
Location qualifier (TD507)	Enter the information required by your Trading Partner.
Location ID (TD508)	Enter the information required by your Trading Partner.
Location Qualifier (FOB02, FOB06)	Enter the information required by your Trading Partner.
Transport Terms Qualifier (FOB04)	Enter the information required by your Trading Partner.
Transport Terms Code (FOB05)	Enter the information required by your Trading Partner.
FOB01 Method of Payment Override	Enter override codes for freight, no freight and negative freight on the 810 document.



Service Information Tab

The screenshot shows a software dialog box titled "Ship-Via to SCAC & Carrier". At the top, there are fields for "Trading Partner (Optional)" and "Ship Via Code" (containing "3" and "UPS air"). Below these are three tabs: "Parameters", "EDI Information", and "Service Information" (which is selected). The "Service Information" tab contains the following elements:

- A "Service" dropdown menu set to "1" with "UPS Next Day Air" displayed next to it.
- Two checked checkboxes: "Saturday Service" and "Early AM Service".
- A "Commercial/Residential" section with three radio buttons: "Use System Setup" (selected), "Force to Commercial", and "Force to Residential".
- A "Delivery Confirmation" section with four radio buttons: "No Confirmation" (selected), "Confirmation Required", "Signature Required", and "Adult Signature Required".
- A "Force to Account" field.
- A note at the bottom: "Note: Generally, Station based selection of accounts if used instead of above".
- "Save" and "Close" buttons at the bottom right.

The following table outlines the prompts/options available when accessing this screen:

Service	Select the Service Code required, then select the time service slot/s is required.
Commercial Residence	Indicate whether the service is Commercial or Residential.
Delivery Confirmation	Select the method of delivery confirmation.
Force to Account	Enter the Carrier account number required.



INBOUND SHIP VIA CONVERSION

The purpose of the Inbound Ship Via Conversion Cross-Reference Setup is to convert the inbound ship via code to the SYSPRO ship via code

To setup the Inbound Ship Via Conversion, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Inbound Ship Via Conversion

The following table outlines the prompts/options available when accessing this screen:

Trading Partner (Optional)	If a Trading Partner requires a different use for the Ship Via Code, then browse and select the Trading Partner. This code will then be specific for the Trading Partner.
Ship Via Code	Enter the Ship Via code
Impact Ship Via	Browse and select the required SYSPRO Ship Via code.



UNIT OF MEASURES

The customer may not always use the unit of measure as set in SYSPRO. This cross-reference will convert the inbound unit of measure to the appropriate SYSPRO unit of measure. The reverse applies for outbound documents where the SYSPRO unit of measure will be converted back to the customers unit of measure. For example: a case may be designated as CS by the customer and CA within SYSPRO.

To setup the Unit of Measures, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Unit of Measure Cross-Reference

Unit of Measure Conversions

Trading Partner (Optional): TEST

Stock Code (Optional): 100

SYSPRO Unit of Measure: CA

EDI Unit of Measure: PK

Parameters

Save Close

The following table outlines the prompts/options available when accessing this screen:

Trading Partner (Optional)	Leave the Trading Partner field blank to set a universal conversion. For a specific Trading Partner, browse and select.
Stock Code (Optional)	
Syspro Unit of Measure	Enter in the unit of measure used in the SYSPRO Inventory system.
EDI Unit of Measure	Enter in the unit of measure submitted by the Trading Partner, which corresponds to the SYSPRO unit of measure.



ITA ALLOWANCE AND CHARGE CONFIGURATION (OUTGOING)

The purpose of the ITA Allowance and Charge Configuration Cross-Reference Setup is to maintain the details required for outgoing allowances or charges and to maintain a table of these to be accessed by the mapping of outgoing documents.

To setup the ITA Allowance and Charge Configuration, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Allowance and Charge Configuration (Outgoing)

Show as SAC Tab

The screenshot shows the 'Outgoing Allowances and Charges' configuration window. The 'Trading Partner' field is empty, and the 'Code/Percentage' field contains 'TST1'. The 'Show as SAC' tab is selected. The 'SAC01 Indicator' section has 'Allowance' selected. The 'Send SAC05 Amount' and 'Send SAC07 Percent' checkboxes are checked. The 'Send SAC10 Quantity' checkbox is unchecked. The 'Send SAC08 Rate' and 'Send SAC11 Quantity' checkboxes are also unchecked. The 'SAC12 Method of Handling' field is empty. The 'SAC13 Reference' field is empty. The 'SAC14 Option Number' field is empty. The 'SAC15 Description' field is empty. The 'Save' and 'Close' buttons are at the bottom right.

The following table outlines the prompts/options available when accessing this screen:

X-Ref Type	Select whether the Allowance/Charge is coded or percentage based. Dependent upon the selection made here, the relevant code;/percentage must be entered in the adjacent field.
Trading Partner	If the selection is “percentage” then select the Partner code. This code is not used if “Coded” is selected



Code/Percentage	If the selection is “coded” then enter a reference code used in the Information Maintenance Program. This code is not used if “ by percentage” is selected. If the allowance is to be sent as a non stocked item or a miscellaneous charge then enter the SYSPRO Product Class
SAC01 Indicator	Indicate whether an ‘Allowance’, a ‘Charge’, or whether details are ‘Informational’.
SAC02 Allowance/Charge Code	Enter the four-character allowance or charge code as requested by your Trading Partner. If the trading Partner requires the amount to be shown as a negative, enter the code required for the negative allowance/charge.
SAC03 Agency Qualifier Code	Enter the two-character agency qualifier code as requested by your Trading Partner.
SAC04 Special Services Code	Enter the Special Services code as requested by your Trading Partner.
Send SAC05 Amount	Check box if a monetary amount is required by your Trading Partner.
SAC06 Qualifier	Enter the single-character Qualifier as requested by your Trading Partner (e.g. 3 = Discount/Gross; 2 = Item not cost)
Send SAC07 Percent	Check box if percentage is required by your Trading Partner.
Send SAC08 Rate	Check box if rate is required by your Trading Partner.
SAC09 Unit of Measure	Enter the Unit of Measure code as requested by your Trading Partner (e.g. EA = Each; 01 = Actual Pounds)
Send SAC10 Quantity	Check box if numeric value of quantity is required by your Trading Partner.
Send SAC11 Quantity	Check box if quantity is required by your Trading Partner.
SAC12 Method of Handling	Enter the Method of Handling as requested by your Trading Partner. For example, 02 = off invoice. If the amount is to be negative, enter the code required for the negative allowance/charge
SAC13 Reference	Enter the Reference Identification requested by your Trading Partner.
SAC14 Option Number	Enter the Option Number
SAC15 Description	Enter a description to be sent (80-character field).



Show as G72 Tab

The screenshot shows a software window titled "Outgoing Allowances and Charges". At the top, there are radio buttons for "Coded" (selected) and "by Percentage". To the right, there are fields for "Trading Partner" and "Code/Percentage" (containing "TST1"). Below this, there are tabs: "Show as SAC", "Show as G72" (selected), "Show as ITA", "Options 1", and "Options 2". The main area contains several fields and checkboxes: "G7201 Allowance/Charge Code" with an "If Negative" field; "G7202 Method of Handling" with an "If Negative" field; "G7203 Reference"; "Send G7205 Rate" (checkbox); "Send G7206 Quantity" (checkbox); "G7207 Unit of Measure"; "Send G7208 Amount" (checkbox, checked); "Send G7209 Percent" (checkbox, checked); and "G7301 Description". At the bottom right, there are "Save" and "Close" buttons.

The following table outlines the prompts/options available when accessing this screen:

G7201 Allowance/Charge Code	Enter the four-character allowance or charge code as requested by your Trading Partner. If the trading Partner requires the amount to be shown as a negative, enter the code required for the negative allowance/charge.
G7202 Method of Handling	Enter the Method of Handling as requested by your Trading Partner. For example, 02 = off invoice. If the amount is to be negative, enter the code required for the negative allowance/charge.
G7203 Reference	Enter the Reference Identification requested by your Trading Partner.
Send G7205 Rate	Check box if rate is required by your Trading Partner.
Send G7206 Quantity	Check box if numeric value of quantity is required by your Trading Partner.
G7207 Unit of Measure	Enter the Unit of Measure code as requested by your Trading Partner (e.g. EA = Each; 01 = Actual Pounds)
Send G7208 Amount	Check box if a monetary amount is required by your Trading Partner.
Send G7209 Percent	Check box if percentage is required by your Trading Partner.
G7301 Description	Enter the description for the G7301 element



Show as ITA Tab

The screenshot shows the 'Outgoing Allowances and Charges' dialog box. At the top, there are radio buttons for 'Coded' (selected) and 'by Percentage'. Below that are fields for 'Trading Partner' and 'Code/Percentage: TST1'. There are three tabs: 'Show as SAC', 'Show as G72', and 'Show as ITA' (selected). Under the 'Show as ITA' tab, there are two sub-tabs: 'Options 1' and 'Options 2'. The 'ITA01 Indicator' section has three radio buttons: 'Allowance' (selected), 'Charge', and 'Informational'. Below this are several input fields and checkboxes: 'ITA02 Agency Qualifier Code', 'ITA03 Special Services Code', 'ITA04 Method of Handling', 'If Negative:', 'ITA05 Reference', 'Send ITA06 Rate' (checkbox), 'Send ITA07 Amount' (checkbox, checked), 'ITA08 Qualifier', 'Send ITA09 Percent' (checkbox, checked), 'Send ITA10 Quantity' (checkbox), 'ITA11 Unit of Measure', 'Send ITA12 Quantity' (checkbox), 'ITA13 Description', and 'ITA14 Allowance/Charge Code', 'If Negative:'. At the bottom right are 'Save' and 'Close' buttons.

The following table outlines the prompts/options available when accessing this screen:

ITA01 Indicator	Indicate whether an 'Allowance', a 'Charge', or whether details are 'Informational'.
ITA02 Agency Qualifier Code	Enter the two-character agency qualifier code as requested by your Trading Partner.
ITA03 Special Services Code	Enter the Special Services code as requested by your Trading Partner.
ITA04 Method of Handling	Enter the Method of Handling as requested by your Trading Partner. For example, 02 = off invoice. If the amount is to be negative, enter the code required for the negative allowance/charge.
ITA05 Reference	Enter the Reference Identification requested by your Trading Partner.
Send ITA06 Rate	Check box if rate is required by your Trading Partner.
Send ITA07 Amount	Check box if a monetary amount is required by your Trading Partner.
ITA08 Qualifier	Enter the single-character Qualifier as requested by your Trading Partner (e.g. 3 = Discount/Gross; 2 = Item not cost)
Send ITA09 Percent	Check box if percentage is required by your Trading Partner.



Send ITA10 Quantity	Check box if numeric value of quantity is required by your Trading Partner.
ITA11 Unit of Measure	Enter the Unit of Measure code as requested by your Trading Partner (e.g. EA = Each; 01 = Actual Pounds)
Send ITA12 Quantity	Check box if quantity is required by your Trading Partner.
ITA13 Description	Enter a description to be sent (80-character field).
ITA14 Allowance/Charge Code	Enter the four-character allowance or charge code as requested by your Trading Partner. If the trading Partner requires the amount to be shown as a negative, enter the code required for the negative allowance/charge.



Options1 Tab

The screenshot shows the 'Outgoing Allowances and Charges' dialog box with the 'Options 1' tab selected. The 'Ref Type' is 'Coded' and the 'Trading Partner' is 'TST1'. The 'Code/Percentage' is 'TST1'. The 'Options 1' tab is active, showing the following settings:

- Allowance Type:** Header or Detail, Header Only, Detail Only
- Amount Sign:** Do not convert, Reverse indicator and values for negative amounts, Send as positive, Send as negative
- Rate Sign:** Do not convert, Reverse Sign, Send as positive, Send as negative
- Split/Chain Information:** Code: [], or Percentage: 0.00
- For Splits and Permanent Discounts:** Discount Percentage: 0.00
- Checkboxes:** Use Quantity from Current/Last Stock Code, Look for Service Charges, Reference Number is in Description, Code is in Description (ITA14, SAC02, G7201), Method Of Handling is in Description (ITA04, SAC12, G7202), Rate is in Description, Send if Zero Amount

The following table outlines the prompts/options available when accessing this screen:

Allowance Type	Select whether discount should be in header line only, detail line only, or either one.
Amount Sign	The allowance amount may be sent as a positive or negative. Select the configuration to meet your Trading Partners requirement.
Rate Sign	The rate may be sent as a positive or negative. Select the configuration to meet your Trading Partners requirement.
Split/Chain Information	<ul style="list-style-type: none">▪ Code – If more than one ITA/SAC line is required for an allowance, enter an ITA code to chain to. The total allowance will be divided up between the ITA segments based on each ones individual percentage.▪ Or Percentage – If an additional percentage is allowed and the lookup is per percentage, not per code, then enter the percentage required in this field.
Discount Percentage for Splits and Permanent Discounts	This is used for a fixed permanent percentage discount like the .5% requested by certain Trading Partners. It works as a coded percent. This discount will be in EDI only – on the 810 invoice and will not appear in SYSPRO. This will have to be treated as a cash discount when payment is received, as the EDI Invoice will differ from the invoiced amount in AR



Use Quantity from Current/Last Stock Code	Check this option if required.
Look for Service Charges	Check this option if required.
Reference Number is in Description	Check this option if required.
Code is in Description (ITA14, SAC02, G7201)	Check this option if required.
Method of Handling is in Description (ITA04, SAC12, G7202)	Check this option if required.
Rate is in Description	Check this option if required.
Send if Zero amount	Check this option if required.



Options2 Tab

The following table outlines the prompts/options available when accessing this screen:

Reference Element Options	Select the required Option
Description Element Options	Select the required option
Option Number Options	Select the required option
Allowance/Charge Summary	Check to include the Summary Allowance or Charge. If to be sent then enter the code.



QUALIFIED PART CROSS-REFERENCE

The purpose of the Qualified Part Cross-Reference Setup is to provide additional information like model years or colors that is not available in the Inventory master file. It allows the use of multiple cross-references for the same SYSPRO stock code. May also be used to provide information not available elsewhere in EDI.

Note: Information of this type is usually supplied via the Product Qualifiers Cross Reference and drawn from available fields like the Drawing Office number. If these fields are used already or not wanted to be used then this cross-reference may be utilized.

To setup the Qualified Part Cross-Reference, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Qualified Part Cross-Reference

The screenshot shows a software window titled "EDI Qualified Cross-Reference". At the top, there are three input fields: "Trading Partner" with the value "TEST", "Qualifier" which is empty, and "Stock Code" with the value "12345". Each field has a search icon to its right. Below these fields is a "Parameters" section with a tabbed interface. The "Parameters" section contains two fields: "X-Ref Code" with the value "Xref code" and "Qualifier To Send" with the value "XR". At the bottom right of the window are "Save" and "Close" buttons.

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Select the Trading Partner associated with this cross-reference.
Qualifier	Enter the product qualifier for the incoming document.
Stock Code	Enter the SYSPRO stock code
X-Ref Code	Enter the description attached to this qualifier. Often used to identify colors, sizes, or model years etc, relevant to the product being ordered.



Qualifier to Send

Enter qualifier for product info substitution if required.



INCOMING ALLOWANCE HANDLING

The purpose of the Incoming Allowance Handling Cross-Reference Setup is to allow incoming Allowance/Charge information to be added to a Sales Order as a non-stocked item, and to allocate a Product Class. This cross-reference provides a tiered scheme of inputs to allow the system to find the necessary information for the discount.

To setup the Incoming Allowance Handling, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Incoming Allowance Handling

Sales Order Import Settings Tab

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Enter or browse and select the Trading Partner.
Customer Code	Enter or browse and select the customer code.
Stock Code	If for a specific item, then enter or browse and select the stock code against which the allowance will be applied. If the field is left blank, the allowance or charge will be applied to all products.
Allowance Code	Enter the allowance code used by the Trading Partner.
Process this Allowance/Charge	Select method to process this allowance/charge.



Options Tab

Inbound Allowances & Charges

Selection Criteria
Note: All fields are optional, System will look for record with best match.

Trading Partner :

Customer Code :

Stock Code :

Allowance Code :

Sales Order Import Settings | **Options** | Details Page 1 | Details Page 2 | Description | Invoice Import Settings

Reverse Percentage (Subtract from 100) to form Discount

Reverse Sign of Amount

Reverse Sign of Rate

Reverse Sign of Percentage

Save Close

The following table outlines the prompts/options available when accessing this screen:

Reverse Percentage	Subtract from 100 to form Discount
Reverse Sign of Amount	
Reverse Sign of rate	
Reverse Sign of percentage	



Details Page 1 Tab

The following table outlines the prompts/options available when accessing this screen:

Stock Code to Use	Enter the non-stocked item code to be used on the Sales Order.
Product Class to Use	Enter in the Product Class linked to the non-stocked code or the miscellaneous charge (e.g. _OTH).
Description	Enter in the description of the allowance/charge.
Length of Reference Number for Description (Zero to Not Include)	Enter the field length for the longest reference number you will receive from your Trading Partner. If this field is left blank, the system will ignore the reference.
Include Code in Description (ITA14, SAC02, G7201)	Check box to include the Code in the Miscellaneous Charge description.
Include Method of Handling in Description (ITA04, SAC12, G7202)	Check box to include the Method of Handling in the Miscellaneous Charge description.
Include Rate in Description	Check box to include the Rate in the Miscellaneous Charge description.



Details Page 2 Tab

The following table outlines the prompts/options available when accessing this screen:

Fixed Value/Percentage or Freight Multiplier	If the allowance is a fixed amount or percentage then enter the dollar value or percentage of the allowance.
For a Misc. Charge treat the above value as:	Select from a Fixed Value or a Percentage
Quantity Handling	As miscellaneous charges within SYSPRO do not have quantities attached and as the allowance or charge may be per item, this field indicates the quantity that would be used when extending the value of the allowance/charge. Three options are provided, namely: <ul style="list-style-type: none">▪ Use quantity from allowance/charge▪ Use item quantity▪ Multiply by item quantity▪ No Quantity Required
Amount Handling	Select from <ul style="list-style-type: none">▪ Use Segment Information▪ Calculate using Rate and Quantity



Description Tab

The following table outlines the prompts/options available when accessing this screen:

Use Advanced Description Settings	Check the box to use the Advanced Description Settings set out below. This function will override the Miscellaneous Charge description entered on the previous screen. The description field is 45-characters in length and it comprises the items selected below in order of position used.
Indicator and other Selections	Enter the position and field length required.



Invoice Import Setting Tab

The following table outlines the prompts/options available when accessing this screen:

G/L Account for Posting (Optional)	If the incoming Miscellaneous Charge needs to be posted to a GL code other than the default in the SYSPRO system, enter the GL code required.
Charge Type	Select the transaction type that should be used for and Allowance/Charge submitted on the incoming 810 document.



WAREHOUSE SELECTION

The purpose of the Warehouse Selection Cross-Reference Setup is to select a particular Warehouse to be used when goods are delivered to a particular State or from a particular branch.

To setup the Warehouse Selection, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Warehouse Selection

The following table outlines the prompts/options available when accessing this screen:

Trading Partner (Optional)	Browse and select the Trading Partner if required. If left blank the instruction will apply to all orders to this State.
State or Branch	Enter the State or Branch to which the goods are to be shipped
Stock Code	May be left blank or instructions can be for the stock code entered
Warehouse to Use	Browse and select the SYSPRO warehouse to be used when goods are shipped to the State entered above. When multiple warehouses are entered the system will search for the stock codes in the warehouses in sequence of entry. When a match is found then that Warehouse will be selected.



STOCK CODE SUBSTITUTION TABLE

The purpose of the Stock Code Substitution Table Cross-Reference Setup is to enable the system to substitute one item for another under certain pre-set conditions. (e.g., permits promotional items to be sent for a specified period of time.

Note: The system will review this label twice. The first pass is when the order is being written.

To setup the Stock Code Substitution Table, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Stock Code Substitution Table

The following table outlines the prompts/options available when accessing this screen:

Trading Partner (Optional)	Browse and select the Trading Partner if required. If no Trading Partner is selected then this will be a general substitution.
Additional Attribute (Optional)	Enter the attribute such as color or size (e.g. S = Small). If left blank no attribute will be sent.
Stock Code	Browse and select the stock code for which a substitute will be allocated.
Attribute Type	'Color', 'Size' or 'Location' may be selected, or else 'No Attribute'.
Substitution Stock Code	Browse and select a stock code, which may be used as a



	substitute for the stock code selected above.
Starting Date for Substitution	Enter a date from which the substitutions are permitted.
Ending Date for Substitution	Enter a date from which substitutions of this stock code are no longer permitted. Dates could be a promotional period for specials.
On-Hand Inventory Required	Select Yes if on hand inventory is required in order to make the substitution. This could be a promotion only available while stocks last.
Do Not Ship	Check box if the substituted product should not be shipped.



ORDER TYPE CROSS-REFERENCE

The purpose of the Order Type Cross-Reference Setup is to allow the EDI 'order type' sent in on the BEG02 segment of the 850 to be converted to the single character SYSPRO 'order type'.

To setup the Order Type Cross-Reference, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Order Type Cross-Reference

Order Type Cross-Reference

Trading Partner (Optional):

From Order Type:

Parameters

To Order Type:

Inbound Options

Process this Order Type?

Process as Regular Order

Do Not Process Orders with this order type

Save Close

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Select the Trading Partner, or leave blank to have the cross-reference apply to all trading Partners.
From Order Type	Enter the applicable order type as submitted by the Trading Partner.
To Order Type	Enter the relevant SYSPRO order type.
Process This Order Type	Select whether to process this order type normally or if this type is found, not to process at all.



SALESPERSON CROSS-REFERENCE

The purpose of the Salesperson Cross-Reference Setup is to convert a salesperson code from an N9 segment with a SL qualifier to an SYSPRO salesman. Also used if a broker is involved and the broker sends the order.

To setup the Salesperson Cross-Reference, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Salesman Cross-Reference

The screenshot shows a software dialog box titled "Salesman Cross-Reference". It has a blue title bar with standard window controls. The main area contains three input fields: "Trading Partner Code" with the text "TEST", "Partner's Salesman Code" with the text "SMANT", and a "Parameters" section containing a "Salesman" field with the text "100". Each input field has a magnifying glass icon for search. Between the first two fields are "<<" and ">>" navigation buttons. At the bottom right of the dialog are "Save" and "Close" buttons.

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Enter or browse and select the Trading Partner.
Partner's Salesman Code	Enter the salesman code as submitted by the Trading Partner.
Salesman	Enter the SYSPRO salesman code.



SALESPERSON/COMMISSION CROSS-REFERENCE

The Salesperson/Commission Cross-Reference allows a selectable commission rate, based on a stock code or product class, to be entered. This will override the SYSPRO commission codes and is mostly used where brokers are involved.

To setup the Salesperson/Commission Cross-Reference, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Salesman Commission Cross-Reference

The screenshot shows a software window titled "Salesman Commissions". It features a search interface with the following fields and controls:

- Trading Partner Code:** A text box with a search icon and navigation arrows (left and right).
- Salesman Code:** A text box with a search icon.
- Product Class:** A text box with a search icon.
- Stock Code:** A text box with a search icon.
- Parameters:** A section containing a **Commission Code** text box with a search icon.

At the bottom right of the window are "Save" and "Close" buttons.

The following table outlines the prompts/options available when accessing this screen:

Trading Partner Code	Enter or browse and select the Trading Partner.
Salesman Code	Enter or browse and select the salesman.
Product Class	Enter or browse and select the product class.
Stock Code	Enter or browse and select the stock code.
Commission Code	Enter in the commission code for this salesperson.



PACKAGING QUALIFIERS

The purpose of the Packaging Qualifiers Cross-Reference Setup is to inform the system to ignore certain qualifiers received on PKG lines or to place selected qualifiers and their codes on sales order comment lines.

To setup the Packaging Qualifiers, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Packaging Qualifiers

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Select the trading partner or leave blank to have the cross-reference apply to all trading Partners.
Packaging Qualifier	Enter the packaging qualifier as submitted by the Trading Partner on the PKG segment.
Description	Enter the description for the packaging qualifier.
Comment Code	Enter the comment code to be placed on the sales order comment line (similar to the REF comment codes).
Ignore This Packaging Code	Check this box for the system to ignore this code.
Include Qualifier in Comment/Report?	Check this box to include the qualifier in Order Comments and/or EDI Reports.



ALLOCATION SEQUENCING

The purpose of the Allocation Sequencing Cross-Reference Setup is to allocate stock based on distance. Allocation Sequencing must be enabled on the Import Document.

To setup the Allocation Sequencing, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Allocation Sequencing

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Select the Trading Partner or leave blank to have the cross-reference apply to all Trading Partners.
From Sort Code	Enter the From Sort Code range based upon the allocation selection. Currently the Zip code is the only sequence available.
To Sort Code	Enter the End Sort Code range based upon the allocation selection. Currently the Zip code is the only sequence available.
Sequence	The different ranges as set above may be sequenced. Enter a sequence number for each range. The system will process each range in the order of the sequence codes.



BLANKET ORDER CROSS-REFERENCE

The Blanket Order Cross-Reference Setup is used by the scheduled imports to maintain order information.

To setup the Blanket Order Cross-Reference, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Blanket Order Cross-Reference

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Select the trading partner or leave blank to have the cross-reference apply to all trading Partners.
Stock Code	This field is populated by the import program and is normally not modified.
To Sort Code	This field is populated by the import program and is normally not modified.
Ship To Location	This field is populated by the import program and is normally not modified.
Sales Order Information	
Purchase Order	This field is populated by the import program and is normally not modified.



Sales Order	This field is populated by the import program and is normally not modified
Customer Code	This field is populated by the import program and is normally not modified
Cumes Information	
Cumes Start Date	Used in conjunction with the Cumes selections on the output document (e.g. 856 and DESADV). The start date is the calendar date on which the Cumes calculation should start at.
Cumes Additional Value	Used in conjunction with the cumes selections on the output document (e.g. 856 and DESADV). The Cumes additional value is used as an adjustment to the calculated Cumes number. The value can be positive or negative.
Stock Code to Use for Cumes	Used in conjunction with the Cumes selections on the output document (e.g. 856 and DESADV). Used for Kits to allow the Cume to be calculated against the parent part.
Date Cumes Last Calculated	This field is populated by the import program and is normally not modified
Last Calculated Cumes Value	This field is populated by the import program and is normally not modified



ORDER SPLIT INFORMATION

The purpose of the Order Split Information Cross-Reference Setup is to allow a single Purchase Order to be split into multiple Sales Orders. Order Split must be enabled on the Purchase Order Import Documents.

To setup the Order Split Information, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Order Split Information

The screenshot shows a software dialog box titled "Order Split on Input Information". At the top, there is a search icon and two navigation arrows. Below that are two input fields: "Trading Partner (Optional)" which is empty, and "Starting Code" which contains the text "BA". A tab labeled "Parameters" is active, showing two more input fields: "Ending Code" which is empty, and "Split Code" which contains the text "A". At the bottom right of the dialog are two buttons: "Save" and "Close".

The following table outlines the prompts/options available when accessing this screen:

Trading Partner	Select the trading partner or leave blank to have the cross-reference apply to all trading Partners.
Starting Code	Based on the criteria selected for the split. Currently Product Class is the only criteria available.
Ending Code	Based on the criteria selected for the split. Currently Product Class is the only criteria available.
Split Code	All the entries with the same split code will be placed on the same Sales Orders. Define the Split Code required.



COMMUNICATIONS PATH

The purpose of the Communications Path Cross-Reference Setup is to allow multiple paths for the input sort and output combine. It also enables the use of the FTP sub system.

To setup the Communications Path, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Communications Paths

Parameters Tab

The following table outlines the prompts/options available when accessing this screen:

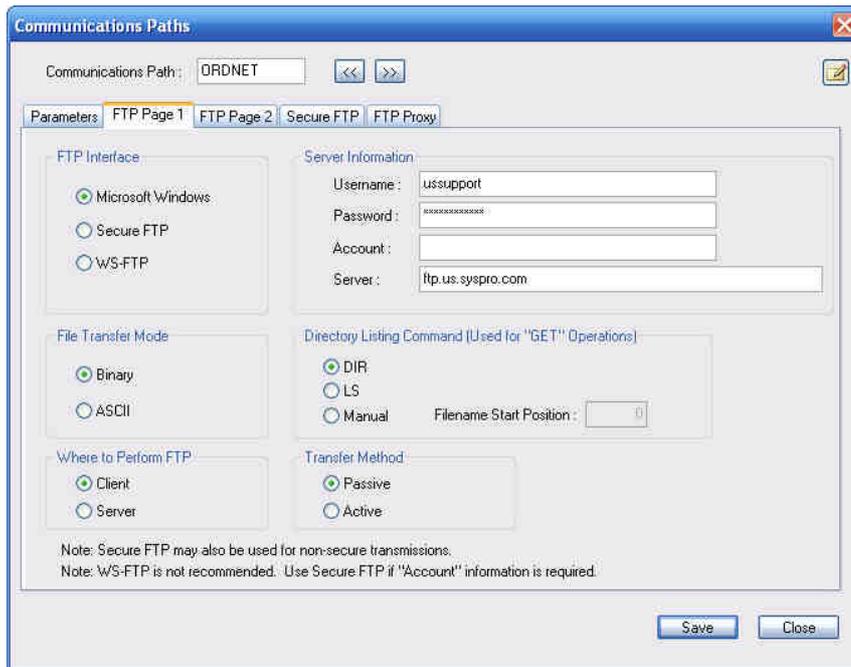
Communications Code	Define the communication code that will be used for a specific communication path.
Description	Enter a description for the communication path.
Input Sort File	Specify the file to be used by the Input Sort program for this communication path. Check Box if Sort not required
Execute Before Sort	
Output Combine File	Specify the file to be used by the Output Combine program for this communication path.
Execute After Combine	



Execute Commands

Select whether to run on Server or on Client

FTP Page 1 Tab



The following table outlines the prompts/options available when accessing this screen:

FTP Interface	Indicate which FTP program will be used. Note: WS FTP must be purchased separately. Only needed if the Account Number field below is used.
Username	Enter the Username used to log into the FTP Server.
Password	Enter the Password used when logging in to the FTP Server.
Account	Enter the Account used to log into the FTP Server. If account number is required, you must use WS FTP as the FTP Interface.
Server	Enter the Server Name or IP Address for FTP Server.
File Transfer Mode	Select Binary or ASCII
Directory Listing Command	Used for the “GET” operation set on FTP Page 2. Select the command and enter the Filename Start position
Where to Perform FTP	Select from Client or Server
Transfer Method	Select from Active or Passive



Notes: Secure FTP may also be used for non-secure transmissions. WS-FTP is not recommended. Use secure FTP if “Account” information is required.



FTP Page 2 Tab

Communications Paths

Communications Path: ORDNET

Parameters FTP Page 1 **FTP Page 2** Secure FTP FTP Proxy

How to "GET" information from server

Directory to change to on server before "GET": internal/Mike Rood/

File to "GET" from FTP Server: DSH850.txt

Remove files from server after "GET"

How to "PUT" information to server

Directory to change to on server before "PUT": internal/Mike Rood/

File to "PUT" to FTP Server: TEST810.txt

Execute Before FTP:

Execute After FTP:

Save Close

The following table outlines the prompts/options available when accessing this screen:

How to "GET" information from the Server	
Directory to change to on server before "GET"	Enter the directory on the FTP Server
File to "GET" From FTP Server	Enter the file name to retrieve from the FTP server.
Remove files from server after get	Check box to remove the files from the directory after they have been downloaded
How to "PUT" information to Server	
Directory to change to on server before "PUT"	Enter the directory on the FTP Server
File to "PUT" to FTP Server	Enter the file name to create on the FTP server.
Execute Before FTP	
Execute After FTP	



Secure FTP Tab

Communications Paths

Communications Path: ORDNET

Parameters FTP Page 1 FTP Page 2 **Secure FTP** FTP Proxy

Secure FTP Style

- Unsecured
- FTP/SSL

Secure FTP Trace

- Trace Disabled
- Trace Enabled (Append to Trace File)
- Trace Enabled (Clear Trace File)

Certificate Name:

Note: Trace file is "FTP.LOG" and will be created in the SYSPRO base directory.

Save Close

The following table outlines the prompts/options available when accessing this screen:

Secure FTP Style	Select the Style
Secure FTP Trace	
Certificate Name	Enter certificate name

Note: Trace file is "[FTP.LOG](#)" and will be created in the Syspro Base Directory



FTP Proxy Tab

Communications Paths

Communications Path: ORDNET

Parameters: FTP Page 1 | FTP Page 2 | Secure FTP | **FTP Proxy**

Proxy Server Type:

- No Proxy Required
- User Type - Client is not logged into the proxy server "USER" command is sent
- Login Type - Client is logged into the proxy server "USER" command is sent
- Open Type - Client is not logged into the proxy server "OPEN" command is sent
- Site Type - Client is logged into the proxy server "SITE" command is sent

Proxy Server Information:

Server:

Port:

Username:

Password:

Save Close

The following table outlines the prompts/options available when accessing this screen:

Proxy Server Type	▪
Proxy Server Information	▪
▪	▪



SHIPPING LABEL CROSS REFERENCE

The purpose of the Shipping Label Cross-Reference Setup is to tell the EDI system where the label file is to be found and also indicate the style and type of label to be used.

To setup the Shipping Label Cross-Reference, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Shipping Label Cross-Reference

The following table outlines the prompts/options available when accessing this screen:

Label Packaging Type	Select the label packaging type required. The options are: <ul style="list-style-type: none">▪ Either Tare or Pack▪ Tare Only▪ Pack Only▪ Tracking Label▪ Carrier End of Day
Address Code	Enter the A/R address code or master A/R code. Leave blank for default label, use SCAC for Tracking and End Of Day Labels
Label File	Enter the path and name for the label setup file.
Label Count	Enter the label count – how many of each label to print



View Label Button	Click on the button to go directly to the label file which may then be viewed
Label File Type	Select whether using the label control file or whether using the Bartender control file
Serial Number Style	Select the serial number style for the label.
EDI Marking Qualifier Override	Enter an override qualifier of required to the serial number style
Serial Number Packaging Level Override	This field is normally populated by system based on label level and serial number style. Only enter a number if your Partner requires a different packaging level than the system determines. Enter the packaging level requested.



CARTON/PALLET DIMENSIONS

The purpose of the Carton/Pallet Dimensions Cross-Reference Setup is to assign dimensions of a box to a stock code.

Note: In the shipping system at the end pack prompt, the system calls for the box code.

To setup the Carton/Pallet Dimensions, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Carton/Pallet Dimensions

The following table outlines the prompts/options available when accessing this screen:

AR Account or Partner	Browse and select the AR Account or the Trading Partner.
Carton/Pallet/Stock Code	Enter in the code for the carton, pallet or stock item. Carton and Pallet codes are not operative at present
Description	Informational field. Enter the description you require.
Dimensions	
Largest Horizontal Dimension	Enter in the largest horizontal dimension.
Shorter Dimension	Enter in the shorter dimension.
Vertical Dimension	Enter in the vertical dimension.
Unit of Measure for Dimension	Enter in the unit of measure to be used for the dimension (e.g. IN = Inch).



Weight	
Weight of Empty Unit	Enter in the weight of the empty unit.
Weight of Packed Unit	Enter in the weight of the packed unit.
Unit of Measure for Weight	Enter in the unit of measure to be used for the weight (e.g. LB = Pound).
Carton/Pallet Code	Specify the Carton/Pallet Code required.
Carton/Pallet Type	Specify the Carton/Pallet Type required.
Carton Configuration	
Inners Per Carton	Enter the number of inner units per carton.
Eaches Per Inner	Enter the number of eaches within each inner.
Total Units Per Carton	This is a display field only. The system will calculate the figure as per the entries made above.
Carton Configuration	
Cartons Per Level	Enter the number cartons packed per level.
Levels Per Pallet	Enter the number of levels stacked per pallet.
Total Cartons Per Pallet	This is a display field only. The system will calculate the figure as per the entries made above.
Item is Shipping in Bulk (No Cartons/Tare)	Check this option if the item is shipped in bulk.



Other Tab

The screenshot shows a software window titled "Stock Code/Carton/Pallet Information". At the top, there are input fields for "A/R Account or Partner" (containing "TEST") and "Carton/Pallet/Stock Code" (containing "183500"). Below these are buttons for "A/R Browse", "Partners", "Stock Code Browse", and "UPC Browse". A tabbed interface is present with "Parameters", "Other" (selected), and "Carrier Pkg" tabs. The "Other" tab contains several fields: "Carton/Pallet Code" (empty), "Carton/Pallet Type" (empty), a checkbox for "Item is shipping in bulk (No Carton/Tare)", "Material Code" (empty), and "Packaging Code" (empty). Each code field has a magnifying glass icon to its right. At the bottom right of the window are "Save" and "Close" buttons.

The following table outlines the prompts/options available when accessing this screen:

Carton/Pallet Code	Enter the code
Carton/Pallet Type	
Item is shipping in bulk (No Carton/Tare)	
Material Code	
Packaging code	



Carrier Pkg. Tab

Stock Code/Carton/Pallet Information

A/R Account or Partner : TEST A/R Browse Partners << >>

Carton/Pallet/Stock Code : 183500 Stock Code Browse UPC Browse

Parameters Other **Carrier Pkg**

Packaging Type:

- Non-Carrier Specific Packaging
- Letter/Envelope
- FedEx Pak
- FedEx Box
- FedEx Tube
- FedEx or UPS 10KG International Box
- FedEx or UPS 25KB International Box

Save Close

The following table outlines the prompts/options available when accessing this screen:

Packaging Type	
Packaging Type	Select the type of Packaging



SHIPPING SYSTEM ROUTING GUIDE

The purpose of the Shipping System Routing Guide Cross-Reference Setup is to select the ‘Ship Via’ to use based on predetermined State, Carton and/or Weight criteria.

Note: When setting criteria always try to use positive criteria rather than negative criteria.

To setup the Shipping System Routing Guide, select:

EDI Menu > Setup Programs > Cross-Reference Maintenance > Shipping System Routing Guide

The following table outlines the prompts/options available when accessing this screen:

Account	Enter the customer account code. If master/sub accounting applies, then enter the master account. Leave blank to have the cross-reference apply to all.
State Code (Optional)	Enter a State code to restrict this to the particular State. Leave blank to apply to all States that do not have their own criteria.
Carton Information	Select from ‘not to use a carton count’ or to base on a number of cartons. If based on a number of cartons, select whether to use < (less than) or >= (greater than or equal to) the number of cartons specified in the ‘Carton Count’ field.



Weight Information	Select from 'not to use weight' or based on weight. Select whether to < (less than) or >= (greater than or equal to) the weight entered in the 'Weight' field.
Ship Via to Use if Criteria Matched	Browse and select from the Order Entry Shipping Instructions. The description of the code will appear in the adjacent field. If the criteria set above is matched then this will be the Ship Via selected.
Ship Via to Use if Criteria Not Matched (Optional)	Browse and select from the order Entry Shipping Instructions. This is optional and will designate a ship via to use if the criteria set earlier is not matched.
