

EDI 810 Training Guide



EDI 810

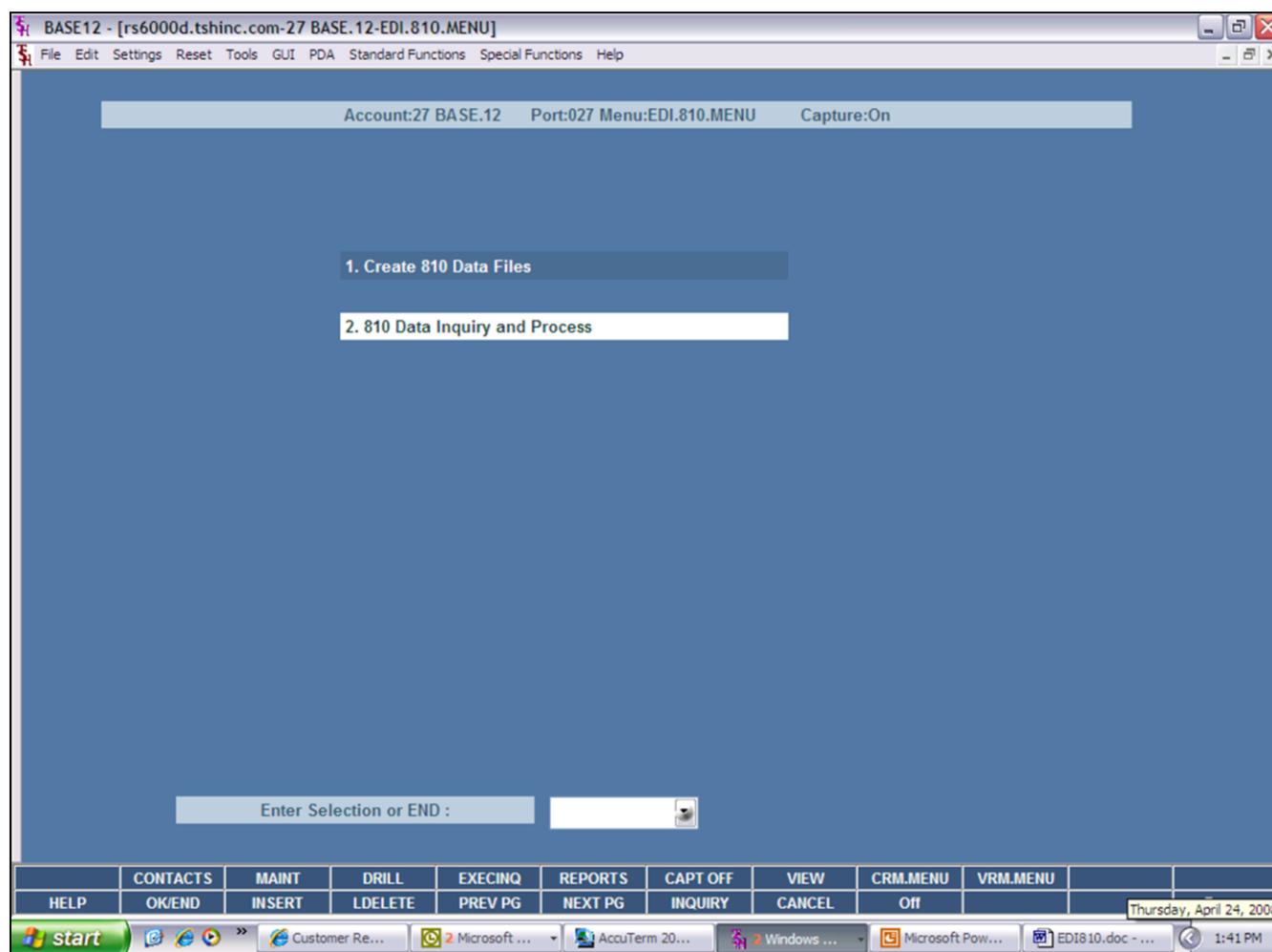
This process is used to receive electronic transmissions of invoices from vendors. It will take the data and create vouchers automatically, eliminating the need for manual voucher input. All of the vouchers are created on pay hold. The process can also match receivers to invoices that can be reviewed for discrepancies at a later time. These vouchers are also put on inventory hold.

10/14/2015

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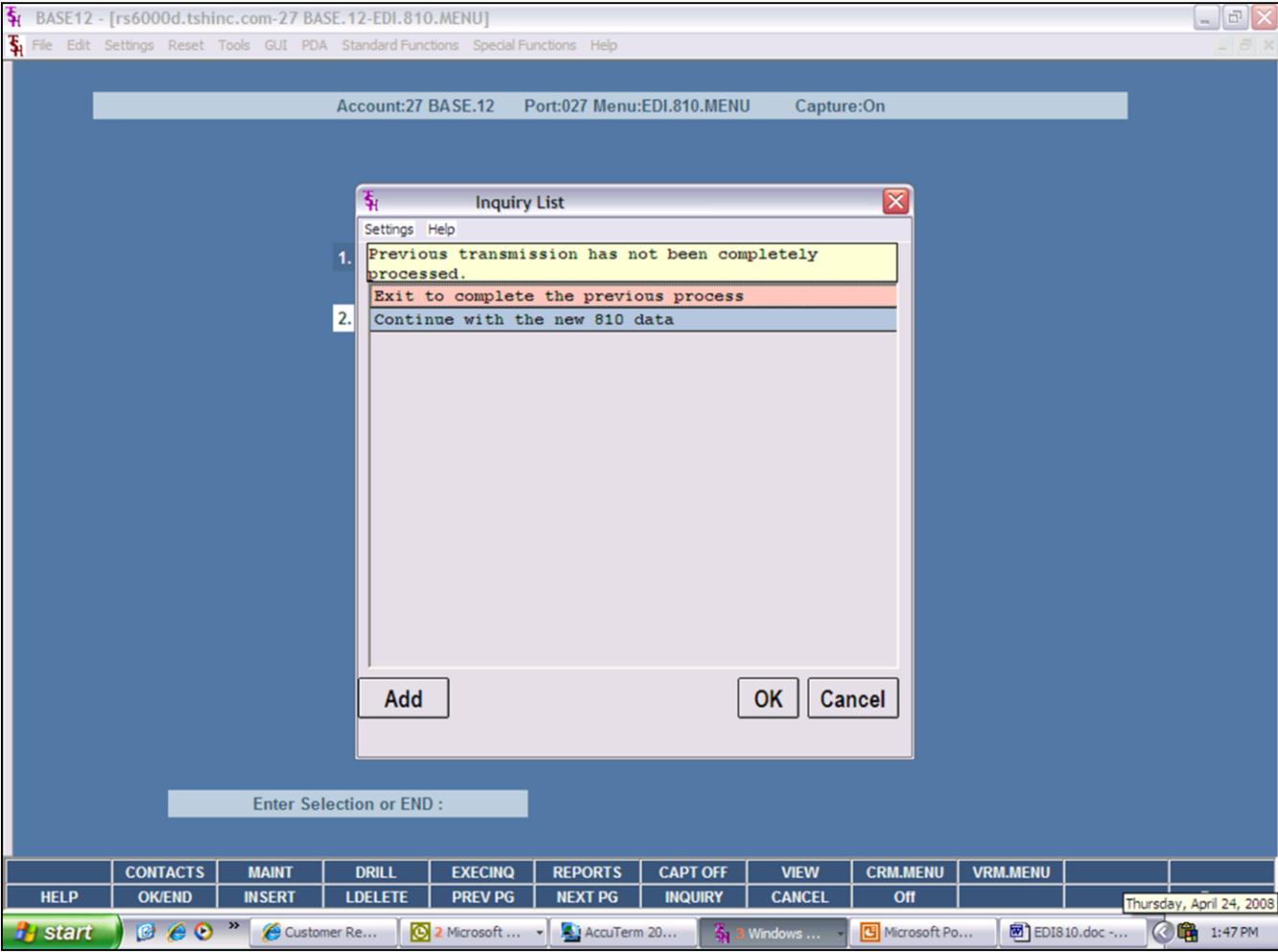
Notes:



EDI 810 Menu

From the main system selector go into Accounts Payable Menu, Voucher Entry and then EDI 810 Menu.

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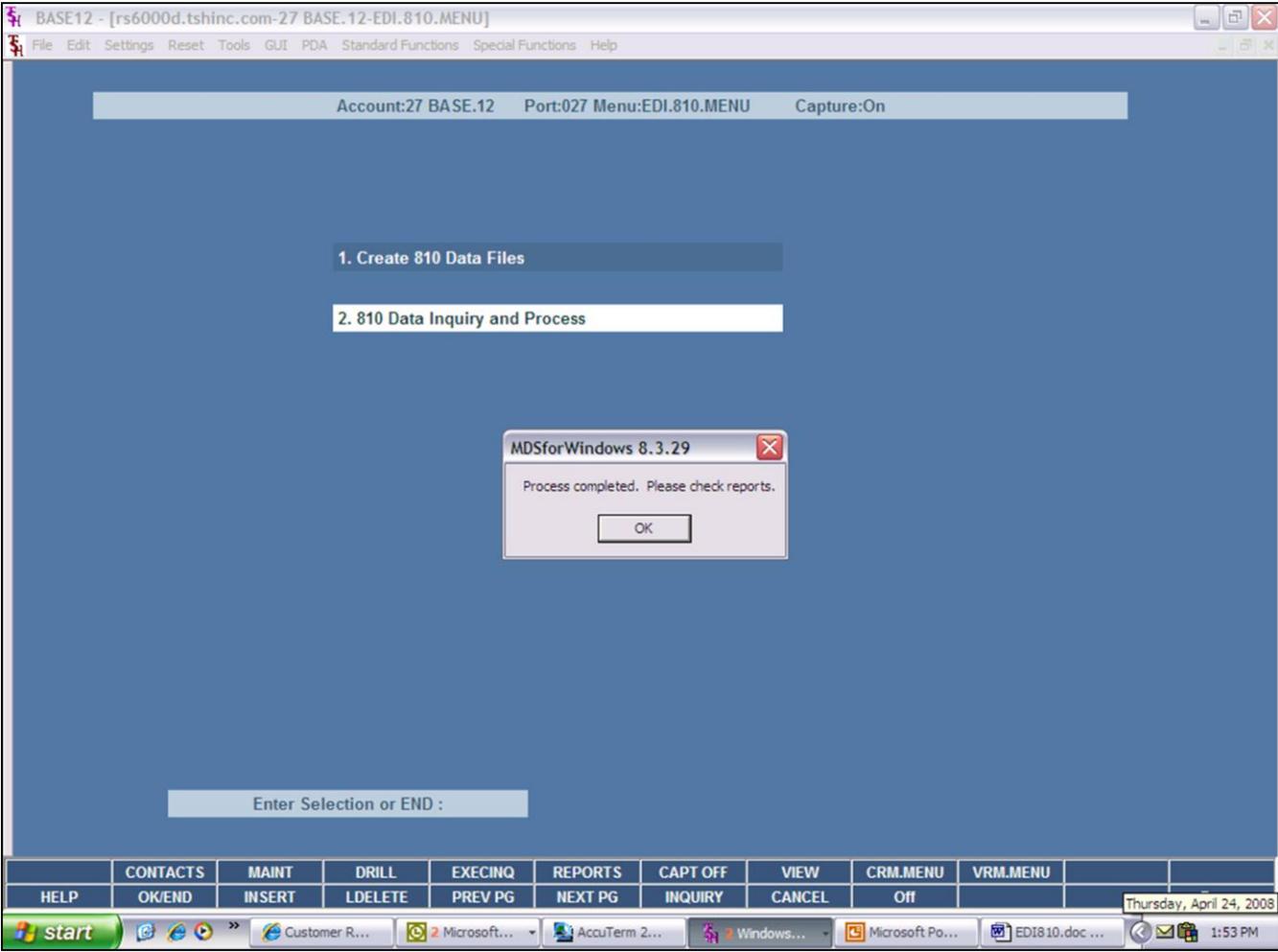


Create 810 Data Files

This process takes the 810's files from your server and checks for valid purchase order numbers. If there are any problems it produces an error report listing missing or bad purchase orders. This process will also produce a report showing each vendor invoice with the total the vendor is charging. This can be used to track the total received against the total invoiced when the processes are completed. A cross reference file of all transactions that can be processed is created at this time. Transactions with errors are excluded.

Upon entry of this process if the previous transmission has not been completed this inquiry list will appear. You have the option of exiting and complete the previous process or continue with the new 810 data transmission.

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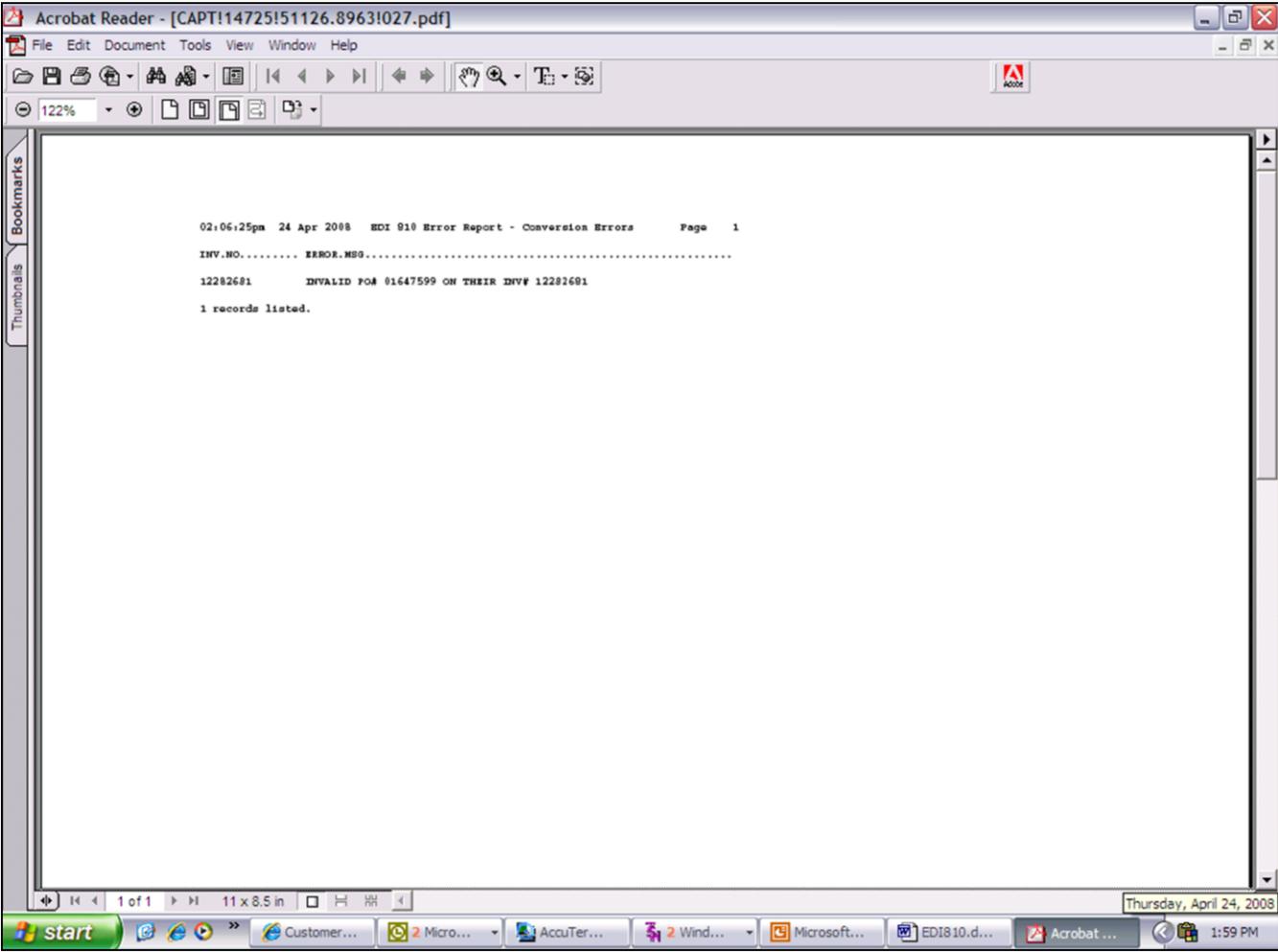


Create 810 Data Files

Upon entry of process a message will appears letting you know the process is complete and to please check reports.

An EDI control totals report and an EDI 810 error report will be generated.

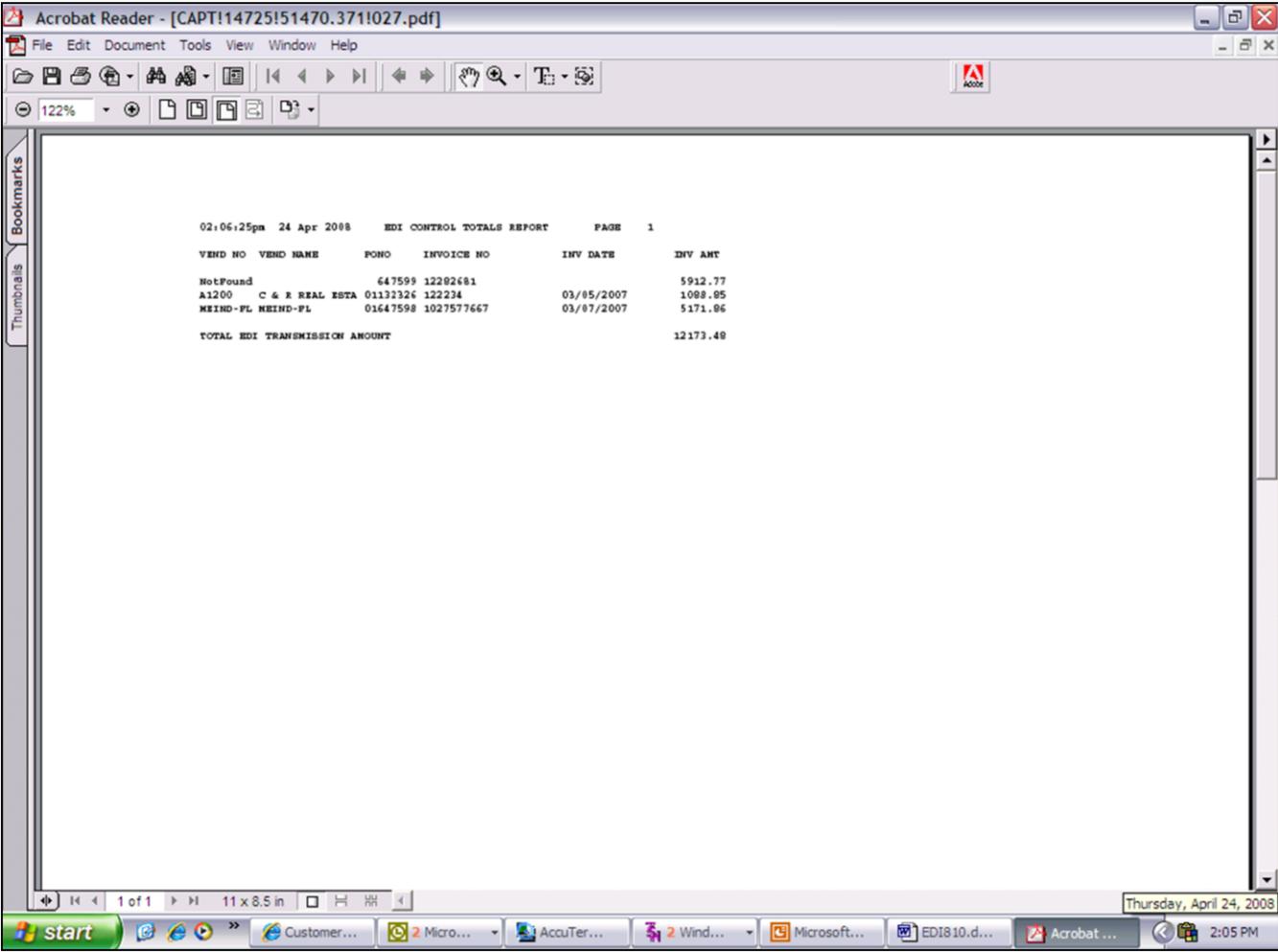
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Create 810 Data Files – EDI 810 Error Report

This report will display any errors generated. For example if there is an invalid purchase order number.

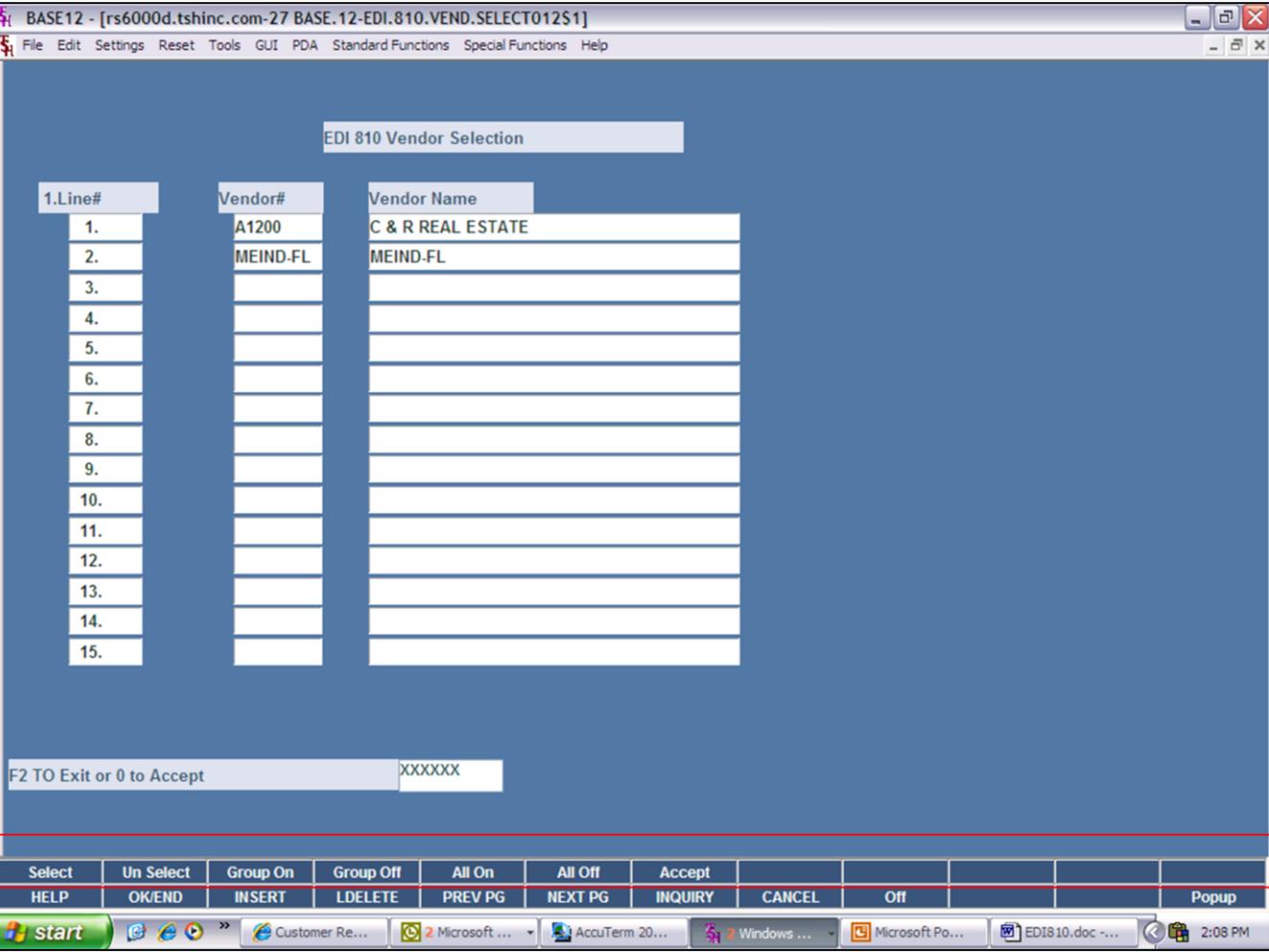
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Create 810 Data Files –EDI Control Totals Report

This report will show invoices that are going to be processed displaying vendor number and name, purchase order, invoices number, date and amount.

Notes:



810 Data Inquiry and Process

EDI 810 Vendor Selection

This process displays all vendor transactions that were valid from the previous procedure. The vendors can then be selected in total, by multiple vendors, or individually, for voucher creation.

F2 to Exit or 0 to Accept

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, to accept the selected vendors.

EDI 810 Vendor Selection Function Keys

Select - The Select function is available by clicking on the 'Select' icon or by pressing the Shift+ 'F1' function key. This will highlight individual vendors for process.

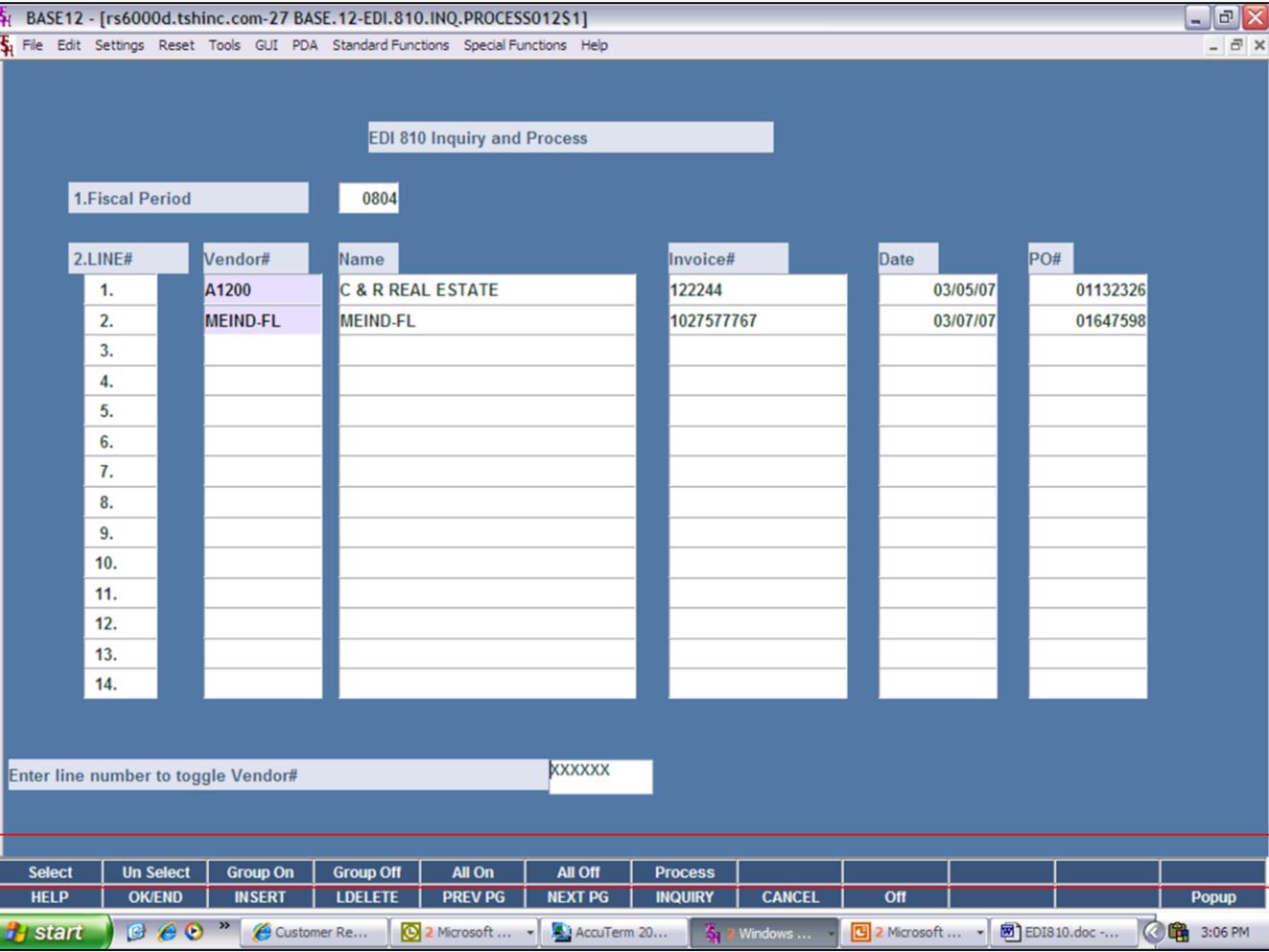
Un Select - The Un Select function is available by clicking on the 'Un Select' icon or by pressing the Shift+ 'F2' function key. This will un highlight individual vendors from process.

All On - The All On function is available by clicking on the 'All On' icon or by pressing the Shift+ 'F5' function key. This will highlight all vendors to process.

All Off - The All Off function is available by clicking on the 'All Off' icon or by pressing the Shift+ 'F6' function key. This will un highlight all vendors from process.

Accept - The Accept function is available by clicking on the 'Accept' icon or by pressing the Shift+ 'F7' function key.

Notes:



810 Data Inquiry and Process

Fiscal Period – Enter the fiscal period for the vouchers.

The system will check to see that there is a valid general ledger number for freight and inventory in the GL.CONT file. Then a display of all invoice number, dates, and purchase order numbers for the selected vendors will appear. At this point you can select which invoices to process.

Enter line number to toggle Vendor#

Enter the line number to individually select a vendor or multiple vendors or utilize the below function keys. Click on Process function to process the invoices and a message will appear letting you know the process is complete and to please check reports.

An EDI batch report, an EDI discount discrepancy report and an EDI 810 error report can be generated.

EDI 810 Inquiry and Process Function Keys

Select - The Select function is available by clicking on the 'Select' icon or by pressing the Shift+ 'F1' function key. This will highlight individual vendors for process.

Un Select – The Un Select function is available by clicking on the 'Un Select' icon or by pressing the Shift+ 'F2' function key. This will un highlight individual vendors from process.

All On – The All On function is available by clicking on the 'All On' icon or by pressing the Shift+ 'F5' function key. This will highlight all vendors to process.

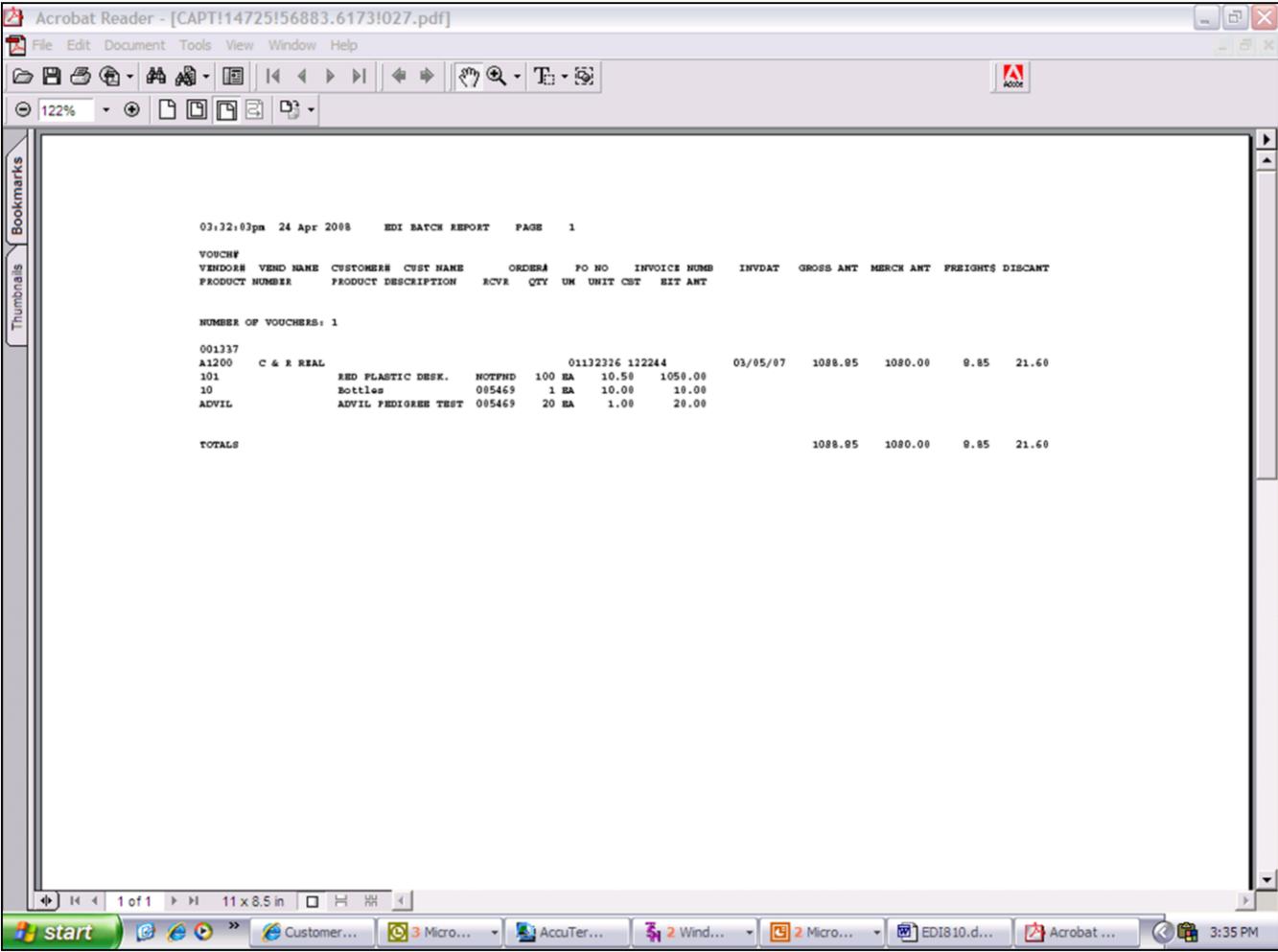
All Off – The All Off function is available by clicking on the 'All Off' icon or by pressing the Shift+ 'F6' function key.

Notes:

function key. This will un highlight all vendors from process.

Process - The Process function is available by clicking on the 'Process' icon or by pressing the Shift+ 'F7' function key.

Notes:



810 Data Inquiry and Process – EDI Batch Report

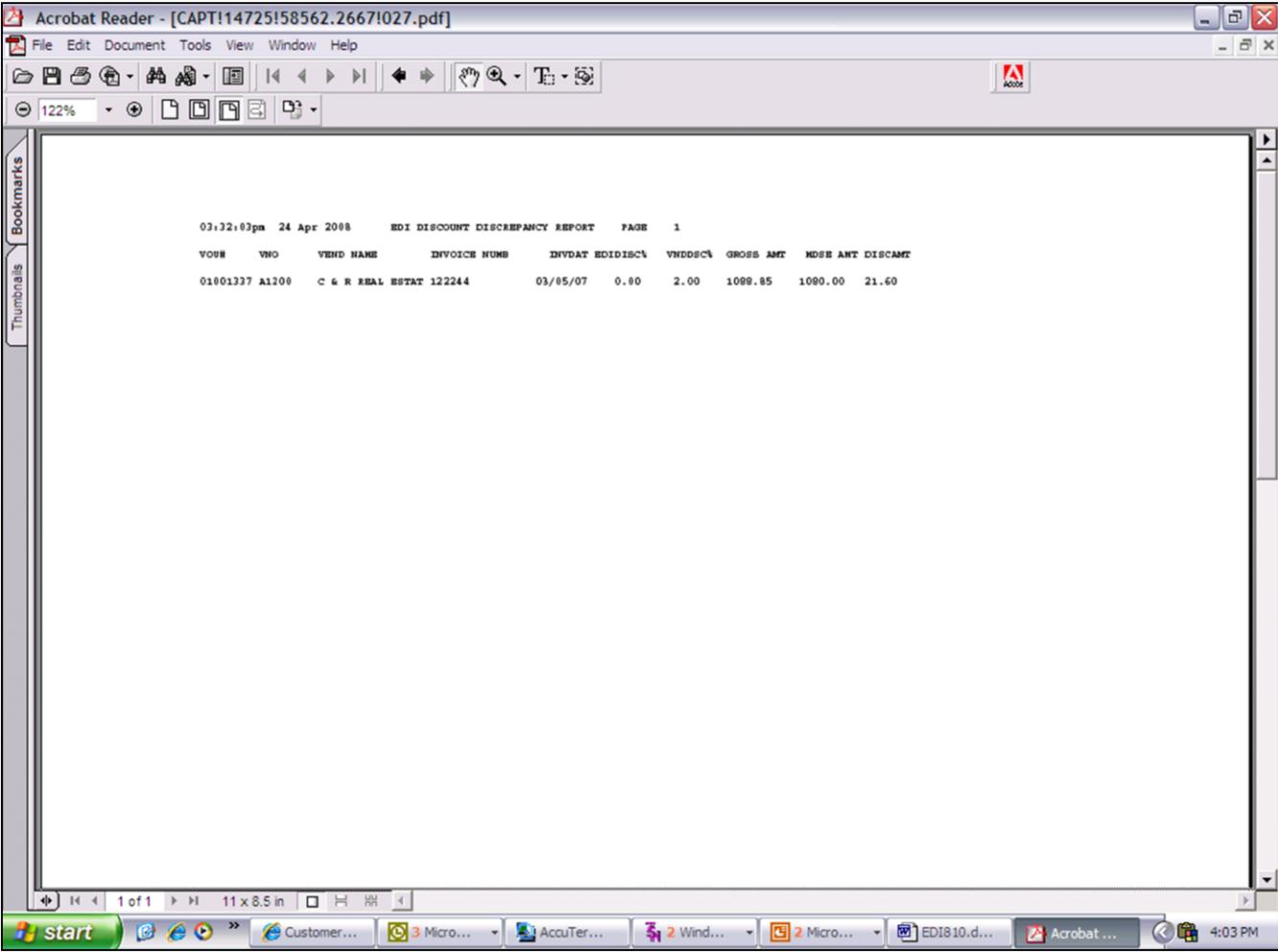
When an invoice is successfully processed the EDI batch report is generated. All of the vouchers are created on pay hold. If the Parameter record is activated to do the receiver check this process also match's the receivers to invoices and the vouchers are put on inventory hold.

The vendor item# is converted to your product number. If the vendor item number cannot be converted, the product appears on the batch report as "Not Found". The qty and um will come from the EDI transaction. This will not cause the invoice to be skipped.

There is a parameter to skip the receiver check. If the receiver check is on, the process will loop through all open receivers on the purchase order and check for a product number and qty match. If an exact match is found, then it will be used on the voucher. If no match is found then the receiver is listed as not found on the voucher and the batch listing. This can be corrected or changed thru voucher maintenance.

If freight or handling charges are sent the general ledger number will come from the GL.CONT file. The distribution general ledger number will come from the Vendor file and if blank then from the GL.CONT file.

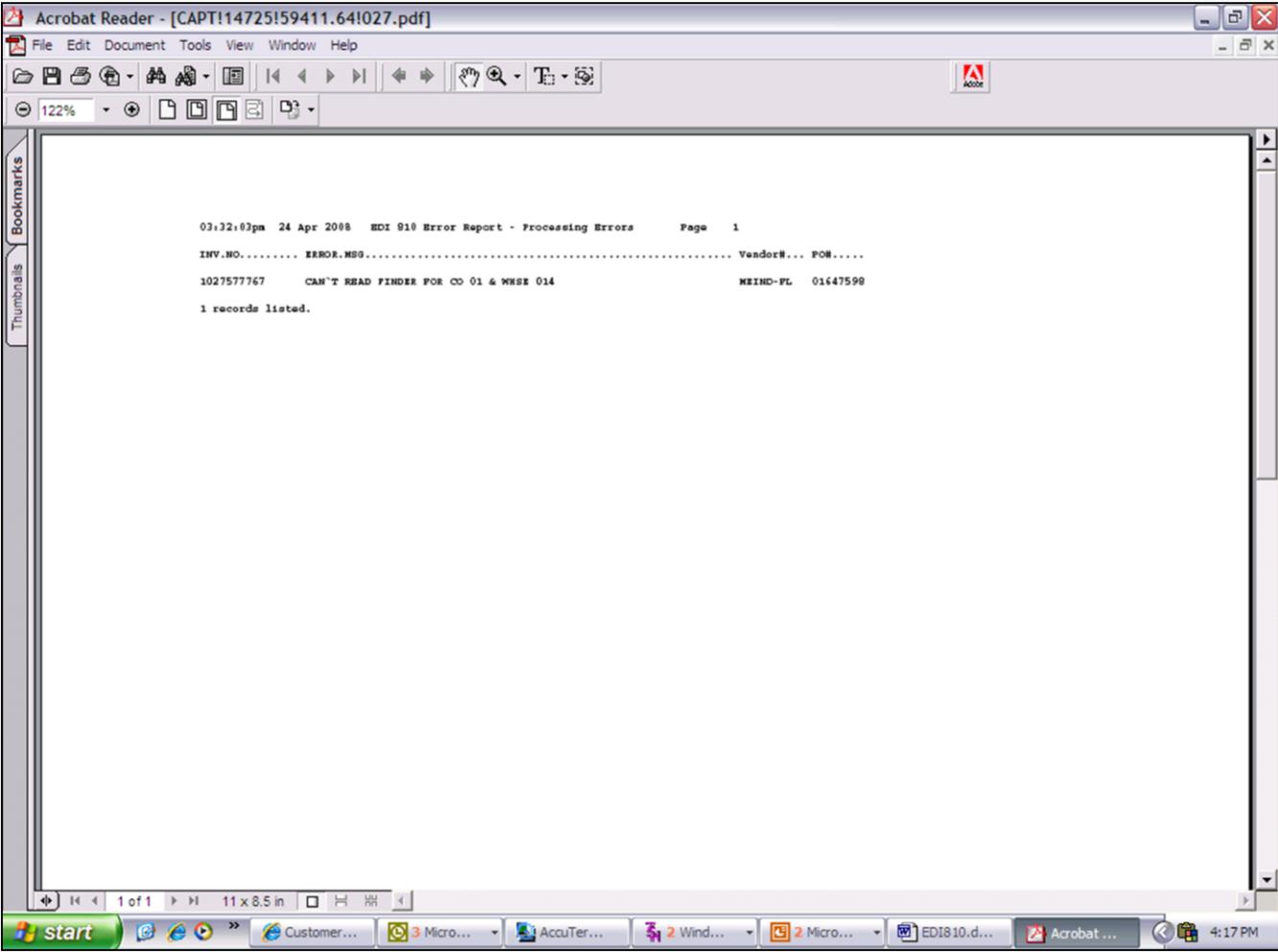
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810 Data Inquiry and Process – EDI Discount Discrepancy Report

Terms discount will come from the EDI record (either an amount or percent depending on the vendor) and the discount days. If no discount information has been sent the Vendor Detail file information will be used. If the discount sent is different than the Vendor Detail file (or if EDI record contains no discount information) a discount discrepancy error will appear on the discount discrepancy report.

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810 Data Inquiry and Process – EDI 810 Error Report – Processing Errors

The program will check that the invoice has not already been entered in payables. If it has it will skip the invoice and put it on an error report along with any other errors.

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