

3

Product Setup



Overview EDI-PAC/2000 provides many features to let you control and manage numerous remote PC's sending orders electronically to a central location.

This chapter includes the following sections:

Startup - covers entering the serial number and your user name and password. Also how to register your EDI-PAC/2000 program, and database creation.

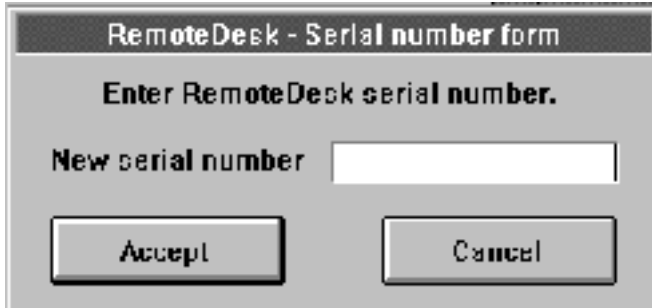
Company Profile Configurations and Settings - covers how options and features are used.

Entering your Profile - covers the various functions and how data for the Administrator is created.

- Process Options
- Data path and numbering options
- Customer and Ship-To Translations
- Customer and Item Translations

Startup

Enter EDI-PAC/2000 Serial Number



A dialog box titled "RemoteDesk - Serial number form". It contains the text "Enter RemoteDesk serial number." followed by a label "New serial number" and an empty text input field. Below the input field are two buttons: "Accept" and "Cancel".



The first time you enter EDI-PAC/2000, the serial number screen is displayed. It is here you enter the serial number that came with your EDI-PAC/2000 product. You will find the serial number on:

- ◆ The product box, printed on a sticker, or
- ◆ The back cover of your manual

Once you have entered your serial number, press the **Accept** button to continue.

Logging On



A dialog box titled "RemoteDesk Login". It contains the text "RemoteDesk" and "Click here to register this product". Below this are two labels: "User" and "Password", each followed by an empty text input field. Below the input fields is a button labeled "Change Password". At the bottom are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an 'X' icon).

Once the product serial number is entered, you are presented with this logon screen.

The **User** and **Password** fields should be left **blank** at this stage of running EDI-PAC/2000. Once you define users in the program, you will have the option to enter your own user name and password. Press **OK** to continue.

You can click on the top section of the “**Logon**” screen to bring up a registration form. Please fill in the form and return the information to Bravo Software Group so that a registration number can be sent back to you. The form can be printed and faxed, E-mailed or saved to a text file.

Once Bravo Software Group receives this form, you will be given a registration number. Enter the registration number into this form and it will be updated with your company information after you click on the **Register** button.



Create New Data

EDI-PAC installs with sample data so that you can begin learning the program features. Once you are finished using the sample data you can create your own data.

IMPORTANT - before running live data with EDI-PAC, you must create a new empty EDI-PAC database to ensure all files are initialized properly.



Select the “**Create New Data**” icon in the Windows EDI-PAC group.

Once this is done, the following screen will appear.



From here you have 2 options;

- (1) **Options** This is used when you want to reset certain tables or your History file. (Skip this when starting new data)
- (2) **Initialize Data** button is used to create a new data set for you to start with. Once the data set is created, you can proceed through the next sections.

Create New Data - Options

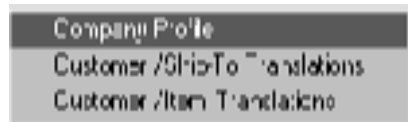
When there is a need to empty only certain files in EDI-PAC you can use the **Options** button. This is useful when you want to reset your History file, or a long report that you do not want to print for example. The following screen is displayed.



By default, the entire EDI-PAC database is selected. Click on the **De-select** button to un-mark all files. You can then click on the ones you want to empty by putting a mark in the box next to the file.

Once you have made the selection, **click on Ok** and you are returned to the first initialization screen. Then click on the **Initialize Data** button to clear the selected files. The program displays the progress and a final completion message. You can now setup your company data.

Company Profile - Setup



The Company Profile has 3 screens tabs for setting company information and system options including data paths. The three screens are detailed in the following pages.

Company Profile - Company

The screenshot shows a window titled "EDI-PAC Company Profile" with a sub-header "EDI-PAC 2000 - company information". The form contains the following fields:

Company name	FACETS Trading Corporation			
Address	5517 Tenth Street			
	S.W. 7th			
City	Tomb	Prov/State	Fla	
Contact	Tracy L. Brooks	Postal/Zip	32510	
T/Partner ID	T30001			
Phone	(163) 222-2222	Fax	(163) 222-2222	
E-Mail	tracy@facetscorp.com		Http:	www.facetscorp.com

At the bottom, there are three tabs: "Company", "Process Options", and "Data Options". Below the tabs are three buttons: "Cancel", "Print", and "Exit".

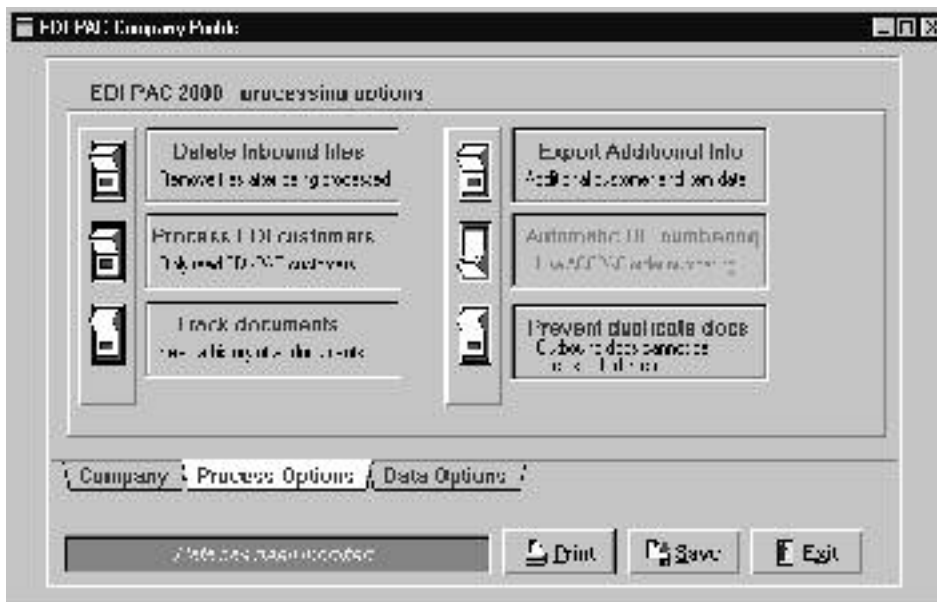
The Company Profile defines basic information about the company, such as contact, address, phone, fax and Trading Partner ID (this can be a DUNS number used for your identification). This profile becomes part of your software registration.

More important, this information is available to outbound transactions as an “additional information record” that can assist the creation of EDI transactions with specific company information that may otherwise have to be re-typed into the EDI translator. This “additional information record”, INF record, is discussed in the next screen of profile options.

Company Profile - Process Options



This screen contains the EDI-PAC’s main program options used by all inbound and outbound processing. The switch “lights up” **red** when the option is enabled. When any switch is toggled on or off, the status bar indicates that the profile has been changed and the **Save** button should be clicked on to save any changes.



Delete Inbound Files

This switch determines what happens after an Inbound batch of documents is processed. When this switch is set on (red indicator), the file is deleted after processing has successfully completed. If processing

had any problem whatsoever, the file is retained, so that corrections can be made and processing run again.



Process EDI Customers

This switch automatically filters the customers and the transactions that EDI-PAC reads during processing. Turning this switch on (red indicator), forces EDI-PAC to only look at those customer records that have been added to the **EDI-PAC Customer /ShipTo database (Customer ShipTo Translations)** . For example, if you are processing Outbound invoices and have a number of trading partner invoices to send, this switch ensures that only EDI customer invoices will be processed. This is useful so that you do not need to search and select the individual invoices or customers.



Track Documents

This switch when turned on (red indicator) saves all inbound and outbound transaction documents into the history file. EDI-PAC uses this file to track duplicate records being processed. There is a Query menu option on the Inbound and Outbound menus that allows selective queries by document type, ship-to, date or trading partner.



Export Additional Information

This switch relates to OutBound documents only. When it is turned on (red indicator) provides two extra transaction records per ACCPAC document in the outbound ascii file that contains additional information about the document and company. The data fields relate to the document terms fields, total quantities, weights and Company Profile information such as Company name, The two

record types are: INF and TOT. You can refer to the technical appendix for further information about these two types.



Prevent Duplicate Documents

This switch relates to OutBound documents only. When it is turned on (red indicator) It prevents outbound documents from being exported more than once. That mean that once you export a series of invoices to be sent, you cannot accidentally do it again. If you need to re-export a document for any reason, there is an option on the Outbound screen that allows you to re-export previously processed documents.



Note that this button will be dimmed if the “**Document Tracking**” switch is turned off. There must be historical records kept in order for EDI-PAC to verify records being previously exported.

Company Profile - Data Options

The screenshot shows a window titled "EDI-PAC: Company Profile" with a sub-header "EDIPAC 2000 - batch numbering and data folders". The window is divided into two main sections: "Outbound numbering" and "Data paths".

Outbound numbering: This section contains three input fields with numeric values: "Orders" (001), "Invoice" (001), and "Credit notes" (001). There is a small "0" in a box below the "Credit notes" field.

Data paths: This section contains five text boxes with file paths, each with a browse button to its right:

- Invoice file: D:\EDIPAC\Inbound
- Outbound folder: D:\EDIPAC\Outbound
- Communication Out: D:\EDIPAC\Out
- Communication In: D:\EDIPAC\Comm
- Accounting data: D:\EDIPAC\Accounting

At the bottom of the window, there are tabs for "Company", "Process Options", and "Data Options", with "Data Options" being the active tab. Below the tabs are buttons for "Print", "Save", and "Exit".

This screen has settings that relate to the EDI-PAC data, default Inbound and Outbound directory paths, and the location of your ACCPAC Windows data. You must set the ACCPAC data path before any processing can be done.

OutBound Numbering

The Outbound Numbering fields for Order, invoice and Credit Notes are the sequential batch numbering counters. These counters indicate the "last" batch that was created. In this case the next outbound order batch will be (DIO002.EXP) batch two. Typically you do not have to edit these fields, once EDI-PAC hits batch 999 the counter is re-set batch to 001.



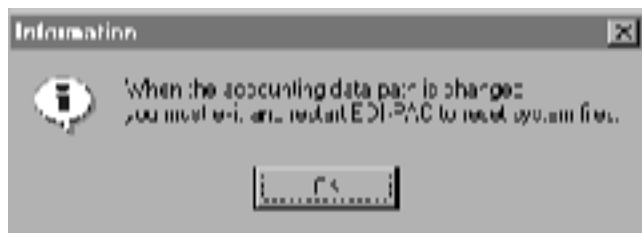
Data Paths

There are default data path settings for a number of EDI-PAC processes. Each of these should have the correct directory path for the process. There is a directory browse button on each of the data path lines. Click on the browse button to search for the valid path.

The **Inbound and Outbound** document processing paths are set to two directories under the EDI-PAC program directory. The Inbound path is the default where inbound documents are read from. These would be the files created by your translator that EDI-PAC is to process and post into ACCPAC. The Outbound path is where newly created outbound documents are put. These would be the order confirmations, ship notices, invoices and credit notes that are created for sending.

The **Communications directories** are the default path for your communications scripts for inbound and outbound processing. These scripts, defined by you can be a batch to invoke the modem and dial-up to the VAN with your EDI mailbox. The same batch file could then invoke the translator via a DOS command line to process the inbound file. There are separate batch communications folders so that inbound and outbound processing batches can be separated.

The **Accounting Data** path indicates where your ACCPAC Windows data resides. It is suggested that the browse button be used to find your ACCPAC data and the DDF files that contain the data dictionaries. Click on one of these files to set the Accounting data path. Once the path is set or changed the following screen is displayed.





EDI-PAC /2000 must be **re-started** to ensure that the Accounting Data paths have been set in the system fully. Without a restart, some functions will not work correctly.

Settings

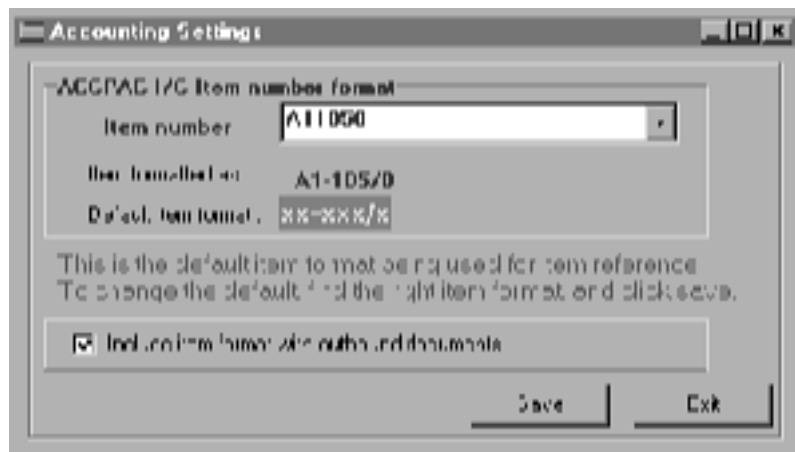
Accounting Data Settings

There is a Settings button with the Accounting Data path. This relates to Inventory Control item formats. Here we set the item format that is used for EDI outbound or inbound transactions.

This is only necessary if you are sending or receiving the actual ACCPAC item numbers to your trading partner. If you have defined item number translations (trading partner part numbers) for each of your items you would typically not have to make any changes in this area.



Note that the Settings switch is dimmed when the Accounting Data path is blank or just changed. When the path is filled in and the product restarted, the settings button is enabled.



Select the item number with the appropriate format to be used in the outbound and inbound files. A second option on this form allows you to set whether you want the item format

characters present in the item number as it is written to the export file.



When you click **Save** and exit from the Setting screen the company profile is updated. Normally the save button is disabled until there have been changes made to the Profile. Once there are changes made on the other Profile screens, the **Save** button is enabled and you are able to save any changes.



Click on the Print button to have the Company Profile printed to the default printer . You may want to keep a copy in a paper file.

Customer and Ship-to Translations



Overview This section provides instructions and tips on adding your ACCPAC customers to the ship-to translation table. It provides a central cross reference of your ACCPAC ship-to codes and the ship-to codes that your trading partner may use in EDI purchase orders. The 850 purchase order may have a Duns number referring to their ship-to addresses. Whereas in your ACCPAC database, you have defined different codes suitable to your use. This cross reference table allows EDI-PAC to “translate” their ship-to codes into your codes. This also works for outbound transactions such as 810 invoices where their ship-to codes replace the ACCPAC ones.



The addition of customers and their ship-to addresses are important as this identifies to EDI-PAC, your EDI trading partners. Without this information, EDI-PAC cannot keep statistics or relationship information about these trading partners.

Customer Ship-to Translation Form

EDI Ship code	Ship code	Ship name	addr1
102-335-FAST	FAST	Fast Truck Warehouse	1010 11th Street
100-335-WEST	WEST	West Dock and Warehouse	1010 La Jean Road

This form allows you to view existing EDI-PAC customers that were previously added and to add new ones from your ACCPAC database.

To add new ACCPAC customers to the EDI-PAC ship-to file you would first click on the “**Add**” button in the ACCPAC Link frame. This process allows you to scroll through the ACCPAC Accounts Receivable customers and to select those that are your EDI trading partners.

You will notice that after clicking the “**Add**” button, the customer number field now has the words “ACCPAC Database” displayed.

Customer number: <<ACCPAC Database>>

This indicates that the customer number display box is now linked to the ACCPAC customer master file.

You can enter a specific customer number or by clicking the down arrow button in the field, the ACCPAC customers are displayed. You can scroll up and down through the list and click on the customer record you want to add to EDI-PAC. The customer's name and address information is displayed on the form.

Click on the **“Add”** button to add this customer to EDI-PAC. You can select and add all of your ACCPAC customers that you do EDI with at this time.

Disconnect

When you are done accessing ACCPAC and want to view the EDI-PAC database, click on the **“Disconnect”** that closes ACCPAC Customer master and looks at the EDI-PAC file. You will notice the <<ACCPAC Database>> message disappears.

To view existing EDI-PAC customer records click on the down arrow button on the right hand side of the customer number field. A drop down list displays all customers defined in EDI-PAC. Click on the customer record you want to view or modify. The ship-to codes associated with that trading partner are immediately displayed along with the current customer billing address.



All of the ship-to addresses must be added through your ACCPAC system. You cannot add ship-to codes through EDI-PAC. If more are added in ACCPAC since last updating EDI-PAC, you can use the ACCPAC **“Update”** button. See “Updating EDI-PAC Customers from your ACCPAC” section.

Changing EDI Ship-to Codes to match your trading partner ship-to codes and addresses is simply a matter of clicking or scrolling through each of the **EDI Ship-to Code** fields (first column of the scroll window) for each of your ship-to addresses and entering the new codes.

Edit the new EDI ship code in the first column. In this example, the trading partner uses the code “0C21335EAST to refer to the ACCPAC ship-to code “EAST”. When an EDI purchase order with this code is received, EDI-PAC translates their code into your code “EAST” to maintain order integrity in ACCPAC. The reverse process is used when documents like invoices are being sent. In this way, the trading partner will see their correct ship code.

EDI Ship Code	Ship Code	Ship Name	Address
0021335EAST	EAST	East Eastern Warehouse	1045 Maple Street
JJ21225W481	W481	West Western Warehouse	1415 La Jolla Road

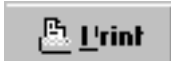
Updating your EDI-PAC customers is necessary when customer information and shipping information in ACCPAC has changed since your EDI-PAC files were last edited.



Click on the “**Update**” button in the ACCPAC Link box to have EDI-PAC automatically read through all of your EDI customers and have their records and ship-to addresses updated. In this way, any new ship-to addresses can have their EDI Ship Codes defined.



Note that this EDI-PAC customer and ship information is only used for reference and translation purposes and the actual ship addresses that get used in inbound and outbound documents always comes directly from your ACCPAC database.



Printing customer ship code address information can be done with the “Print” button of the screen. It prints the currently displayed customer record or allows all customers and their ship-to codes to be printed.

Customer and Item Translations



Overview This section provides instructions and tips on setting ACCPAC customer and Inventory Item relationships. It is a central **cross reference of your ACCPAC item** numbers and the item numbers that your trading partner may use in EDI purchase orders. Your trading partner may use the UPC code as the part number but in the ACCPAC database you have defined a unique numbering system. This cross reference table allows EDI-PAC to **“translate”** their part numbers into your item numbers. This also works for outbound transactions such as 810 invoices where their part numbers will replace the ACCPAC ones. A special feature called **“Groups”** allows you to associate multiple customers (such as all Walmart stores) with a single group or cross reference table. In this way you only have to define “their” codes and “your” codes once.

Customer & Item Translations Form

Item no	Item number	External item number	Item Description
X FreedomGroup	A11050	0890012050	13W Mini Fluores
FreedomGroup	A13100	0890012700	Halogen Desk Li
FreedomGroup	A14000	0890012400	Desk Note Book

This form allows you to view existing EDI-PAC customers and their related inventory item codes that they buy from you. Through this form you can add new items and edit their “external item number” information.

To add new ACCPAC items to the EDI-PAC customers you would first click on the “**Connect**” button in the ACCPAC Link frame. This opens the ACCPAC Item file so that you are able to select items to be added. This is kept as an operation button so that the access to ACCPAC Inventory does not unnecessarily interfere with any I/C operations. You want to ensure that you have the correct customer record selected to be modified.



You can only select from customer records that have already been added to EDI-PAC. To add more customer records see **Customer Ship-to Translations** menu choice in the previous section.

You can enter the item number directly into the Item field or you can press the **Down arrow on the keyboard** or **click on the Down arrow button** on the right side of the item box. When the list is displayed. Scroll through the items and click on the one you want to add. Its description is shown just below the item field. Click on the **“Add”** button to add it to the customer /item translations.



Note that if **“Groups”** are being used, the item number is actually added to the Group that the current customer is associated with. In this way, all customers associated with this group will use the same item translation that is being defined.

To Edit the External EDI Item Number simply click on the External Item Column in the scroll window and enter your trading partners item code. The code is automatically added to the list. You can use the down arrow to move up and down through the list to edit other numbers.

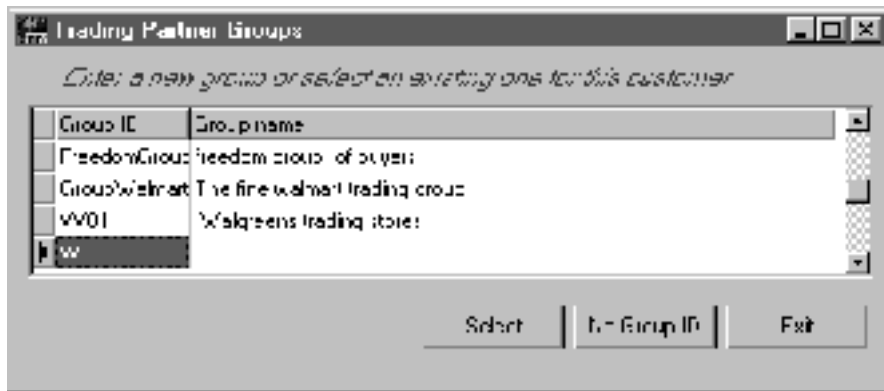
Using Customer Groups

There is a feature called **Groups** that allows you to set your trading partners association with a group. This group would contain all of the items and their related translation codes instead of each of the customers having their own. In cases where your customers are related, such as the Sears stores, they would typically share the same item codes and should be part of the same group.

The steps to define a group are:

1. Create the Group.
2. Associate a customer with the new group.
3. Add items to that customer group.

To create a **Group** click on the **Groups** button.



The Groups screen is displayed. Scroll down through the list and click on the first blank Group ID. You can then enter the new Group code. Then using the right arrow or Tab key, fill in the Group Name. Your entries are automatically saved.



Once you have entered the Group ID it cannot be changed.

To associate a Group with a customer you can double click on the Group ID code you want, or use the up down arrow to scroll in the Group ID column to find the group and click on the **“Select”** button. The screen exits and the current customer record is associated with the Group ID. The customer screen shows the Group ID.

Adding items to a Group is the same as adding items to a customer. When the customer record shown on the screen is associated with a Group ID, the items added are added to the Group instead of the customer. In this way, once all items are added, any customer can be associated with the group and is therefore associated with each of the item translations in that group. Later, you can add new items to any customer that is part of that group and all members of the group will have the new item as well.

A rectangular button with a light gray background and a thin black border. The text "No Group ID" is centered on the button in a black, sans-serif font.

To clear a Group ID from a customer record you can click on the “No Group ID” button on the group screen. This effectively sets the current customer Group ID to blank. The customer is no longer associated with a group and exists as an individual translation set.