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InBound Processing



Overview The InBound processing function in EDI-PAC reads the purchase orders that you have received from your trading partner (customer), verifies the data and creates a posting file for ACCPAC Order Entry.



There are several processing options set in the **Company Profile** that you may want to consider using that are related to this program.

Option 1 - Delete InBound Files

This switch determines what happens after an Inbound batch of documents is processed. When this switch is set on 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.

Option 2 - Track Documents

This saves all inbound and outbound transaction documents into the history file. 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.



Before running this function ensure that the following EDI translation maintenance functions have been setup.

1. Customer Ship-to Translations

This 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.

2. Customer Item Translations

This 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.

InBound Document Processing

Orders
Document Query
Communication

You can select the Inbound Processing function from the drop down menu under the **InBound** button.

The screenshot shows the 'InBound Document Processing' window. It features a 'Document' section with a radio button for 'Orders' and a 'Format' dropdown menu set to 'E3-PR: Doc'. The 'Profile Options' section includes checkboxes for 'Delete batch after completion' (unchecked) and 'Document Tracking feature' (checked). The 'Input file path' field contains the path 'Z:\E3-PR\24\Inbound\10122031.Ltd' and a 'Browse' button. The 'Status' section displays a table with the following data:

Last Inbound batch:	Diosdq3.imp
Processed on:	8/20/99 2:37:25 PM
Orders read:	20
Total records:	70
Completion result:	Ok

At the bottom right, there are three buttons: 'Proceed' (with a red arrow icon), 'Exit' (with a yellow icon), and 'Help' (with a question mark icon).

To process inbound documents -

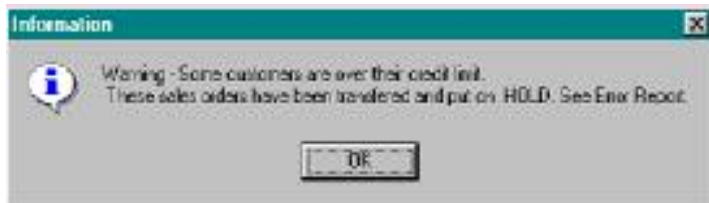
1. Use the browse button to find the inbound file that has just been received and processed by your translator. It should be in the default Inbound folder set in the Company Profile.



Note - the previously processed file name and path is defaulted in the field.

2. Click on the **Proceed** button to begin processing. Any processing errors such as non-defined item codes, missing ship-to codes are shown on the screen and are also written to the **Error Report**. EDI-PAC verifies all fields read and fills in the ACCPAC customer and item information directly from the ACCPAC database. EDI-PAC creates an Order Entry posting batch so that the ACCPAC entry clerk has full control over all incoming transactions.

Customer Credit Checks



EDI-PAC performs credit check against the ACCPAC customer database and reports any customers that may be over their credit limit. The records are post but they are put on HOLD.

After processing has completed

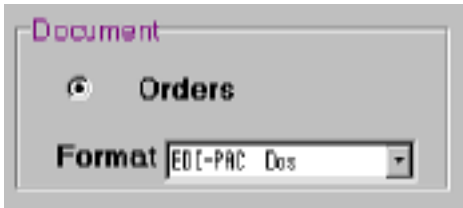


A summary screen is displayed showing the statistics of the run. You can now proceed to ACCPAC to do the final posting or view the InBound Audit List report to check document details.

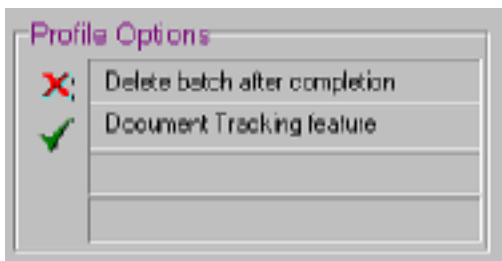
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Screen Options and Information Display

The **Document** option appears as follows. Select Orders and use the down arrow to select file format.



The **Profile Options** screen indicates which company profile options are activated and de-activated.



Once the process has completed a Status will display with the following information;

