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OutBound Processing



Overview The OutBound processing function in EDI-PAC/2000 reads directly from your ACCPAC database for the specific documents you have selected. For example you may have selected invoices (810's) to send back to your trading partners. EDI-PAC/2000 reads the document, translates the ship-to codes and item codes if necessary, and then creates the outbound ascii file. At this point, your EDI translator can be started from the Communications menu choice.



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

Option 1 - Process EDI Customers

This option forces EDI-PAC/2000 to only look at those customer records and documents that have been added to the **EDI-PAC/2000** Customer /ShipTo information file.(See 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.

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.

Option 3 - Prevent Duplicate Documents

This processing option prevents outbound documents from being exported more than once. This means that once you export a series of invoices to be sent, you cannot accidentally do it again.

Option 4 - Export Additional Information

This option is used to provide two extra transaction records per ACCPAC document in the outbound ascii file. These records contain additional information about the document and your company. The data fields relate to the document terms fields, total quantities and 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.



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

1. Customer Ship-to Translations

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 transactions. This cross reference table allows EDI-PAC/2000 to “translate” your ship-to codes into their codes.

2. Customer Item Translations

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. For example, 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/2000 to “**translate**” their part numbers into your item numbers.

Outbound Document Processing



You can select to process **Orders**, **Invoices** or **Credit Notes** from the Outbound Processing menu under the **OutBound** button. The process option screen is the same for all of these documents so they will all be covered in this one section.

The screenshot shows the 'EDI-PAC OutBound Processing' window. It has a title bar with the text 'EDI-PAC OutBound Processing'. The main area is titled 'OutBound Orders' and contains two columns: 'Starting' and 'Ending'. Under 'Starting', there are fields for 'Customer number', 'Order number', and 'Date' (01/01/1998). Under 'Ending', there are fields for 'Customer number', 'Order number', and 'Date' (08/28/1999). Below these fields is a checkbox labeled 'Re-export previously processed documents'. To the right of the 'Status' section, there are buttons for 'Proceed', 'Help', and 'Exit'. The 'Status' section shows: 'Last outbound batch: D10004.EXP', 'Processed on: 0/20/99 1:33:27 PM', 'Orders written: 0', 'Total records: 0', and 'Completion result: Ok'.

Process screen for orders, invoices and credits

To do Outbound processing

Processing documents to send to your trading partners is fairly straight forward. You would first enter your selection criteria on the screen. The record selection ranges for **customer number**, **document number** and **document dates** are used to extract the correct documents.



If you are using the **Processed EDI Customers** option which is set in the Company Profile, you do not need to enter a customer range. All EDI customers that have documents matching the criteria will be exported.



If you are using the **Prevent Duplicates** option, then you do not need to enter a document range. EDI-PAC/2000 has kept information on what has been sent and what needs to be sent.

Re-Exporting Previously Processed Documents

At times it is necessary to re-export documents such as invoices that have previously been done. Click on this screen option and EDI-PAC/2000 will not filter out documents based on whether they have been previously processed. Note that this option is only enabled if the Company Profile option “Prevent Duplicates” has been selected.

Once the starting and ending criteria you want is entered, click on the **Proceed** button to start the outbound process.

EDI-PAC/2000 accesses the ACCPAC database based on the selection criteria that you have entered as well as any process options that you have enabled in the Company Profile.

After processing has completed



A summary screen is displayed showing the statistics of the run. Note that the sequential batch number created for this run is shown as the file name. See the section “Outbound Batch File Creation” for more information on how the batches are assigned and the naming conventions. The details of the process and the batch number used is all recorded in the OutBound Audit List report. This report is accessed through the Reports menu. Use this to confirm the records that have just been processed are the right ones.

After the process has completed proceed to send these documents to your trading partners through the translator which may be started with the **Communications** menu in EDI-PAC/2000.

Outbound Batch File Creation

The automatic generation of the file names and sequential numbering of the outbound files is set as follows. All of the outbound files are written to the **outbound directory path** set in the Company Profile.

Order Confirmations are written to a file name **DIOxxx.EXP**

Invoices are written to a file name **DIIxxx.EXP**

Credit Notes are written to a file name **DICxxx.EXP**

The “xxx” in each file name represent the sequential numbering that EDI-PAC/2000 assigns to the batches. This sequential numbering is kept in the **Company Profile** on the **Data Options** page in the section “OutBound Numbering”. In this section the most recently created sequence number is kept. For example, if the most recently created batch of orders is DIO0023.EXP then the batch number written in the Company Profile is 23.

The program also writes this information to the Outbound Audit report which also contains all of the documents in the batch file. EDI-PAC/2000 also provides a status line at the bottom of the screen which shows the most recent inbound and outbound process with the date and the number of transactions. Also on the outbound processing screen, EDI-PAC/2000 keeps the status information of the last batch that was created with date and number of transactions.