ACHIEVE EDI CONTROL

User Guide
Version 6.5

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ACHIEVE IT SOLUTIONS

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SAP Business One Integration

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SAP Business One Integration

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ACHIEVE EDI CONTROL
USER MANUAL

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Introduction

Effective communication between trading partners is an important component of a successful business. Whether required by larger customers or vendors or desired internally as a mechanism to improve efficiency in work flow, Electronic Data Interchange (EDI) has emerged as the long established tool for exchanging transactional documents between organizations. The process is further optimized when an integrated system is available to send and receive EDI communications directly into the SAP Business One ERP system.

The ***Achieve EDI Control*** module provides enhanced functionality that is fully integrated into SAP Business One. EDI administrators are able to create and manage trading partners, automate the creation of both SAP documents and EDI documents, and ensure that process and procedures are followed such that successful communication with different trading partners can be accomplished, even with their varied requirements.

Major features include:

Trading Partner Maintenance

- Including multiple trading partners per Business Partner Master

This function provides a complete control for each trading partner including

- Selection of EDI Documents to Process
- Ship to and Bill to address control
- Notifications to specific users by SAP message or email

Inbound and Outbound Marketing Document Automation

Manage, review and process inbound and outbound transactions from within SAP

- Create Sales Orders by importing 850 documents
- Send 855 and 997 acknowledgements
- Advanced Ship Notices (856) and Invoices (810) are created directly from SAP
- Support for other documents, such as Credit Memos, cash application, activity reports and more.

Sales Order Approval

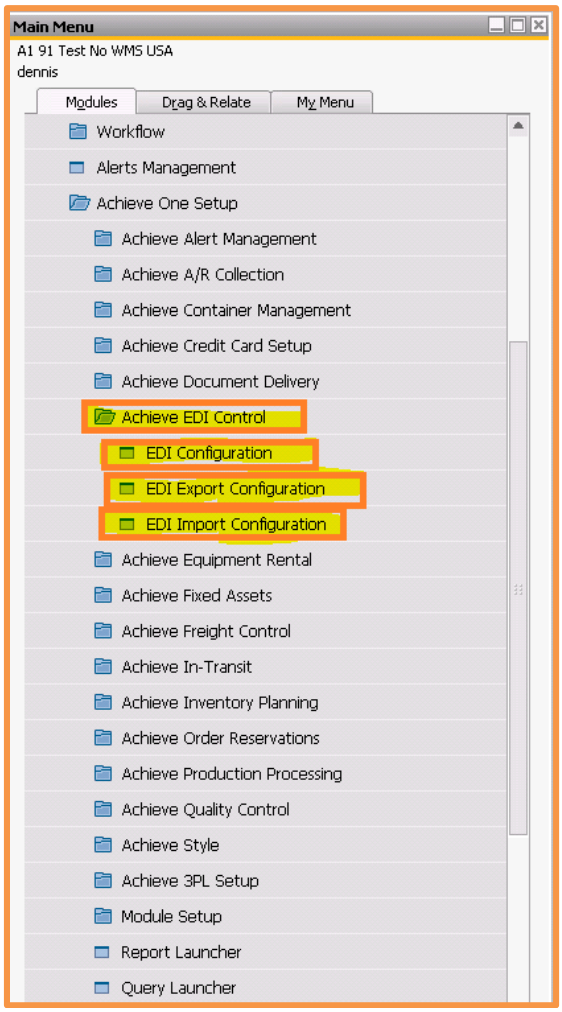
- View all orders on hold from a single screen
- Enter approval or rejection
- View archive of past entries

Setups

Achieve EDI Control consists of two major components. One is an EDI software interface that allows for communication with supported VANs and direct communication with Trading Partners utilizing AS2. The second is an integrated SAP Business One interface, which is part of the Achieve One suite add-on.

This guide focuses on the setup and use of the SAP interface.

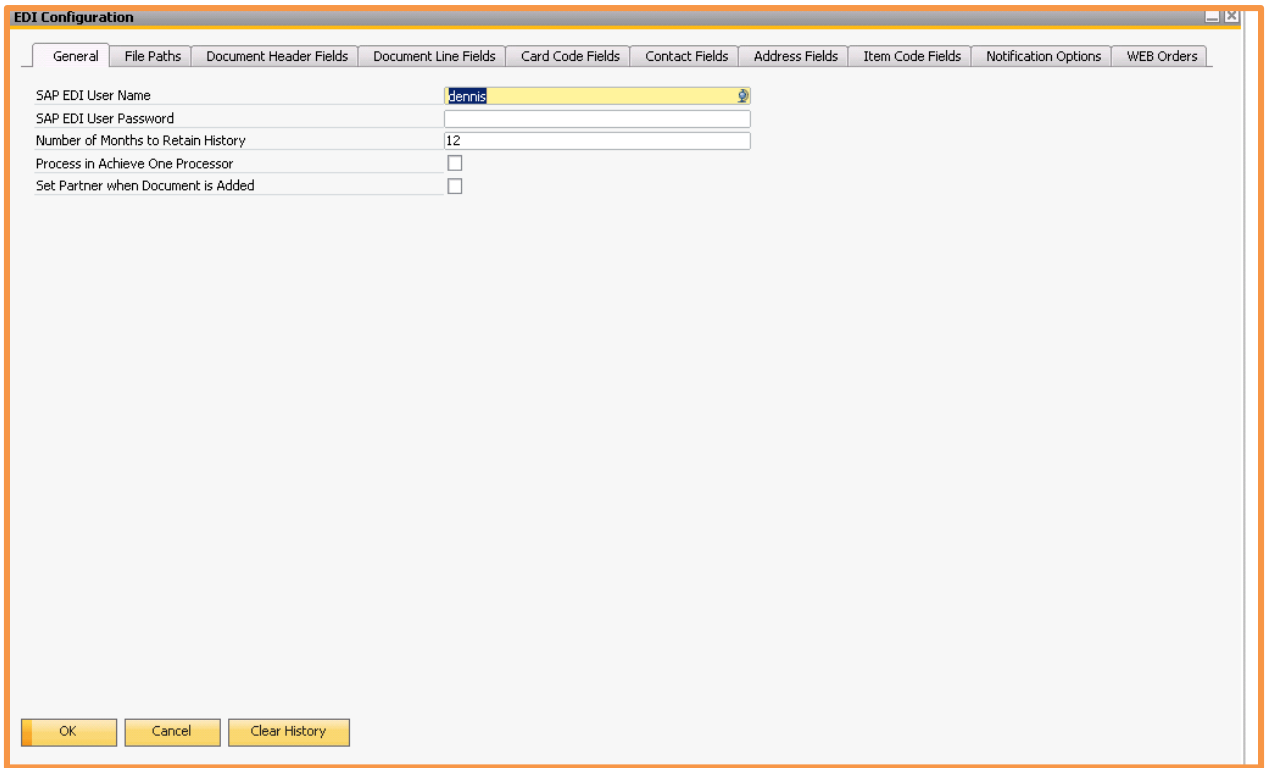
EDI Initialization



Administration > Achieve One > Achieve EDI Control > EDI Configuration

This screen allows you to make certain selections about how the EDI system will work. This is a multiple tab form.

General Tab



SAP EDI User Name: This field contains the user credentials that the EDI system will utilize to create the SAP Marketing Documents.

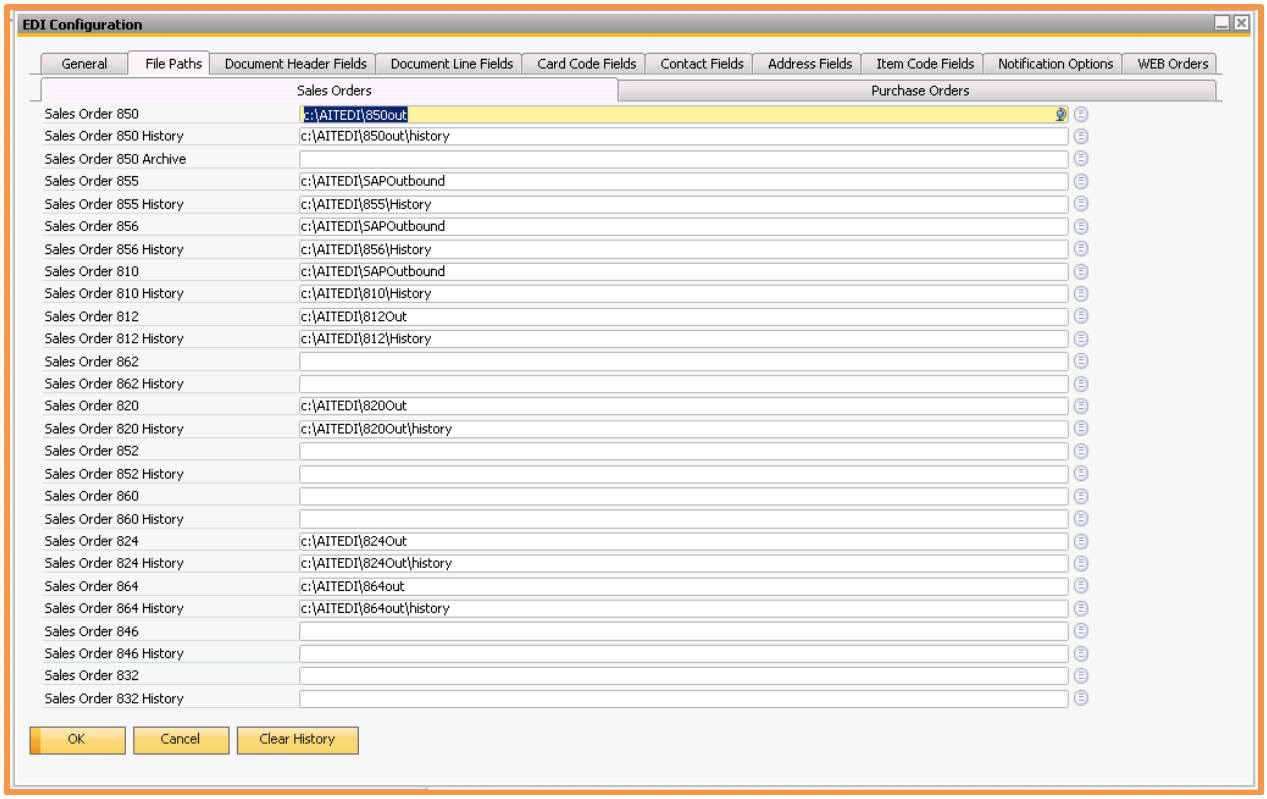
SAP EDI User Password: This field contains the password for the User Name specified in the SAP EDI User Name field.

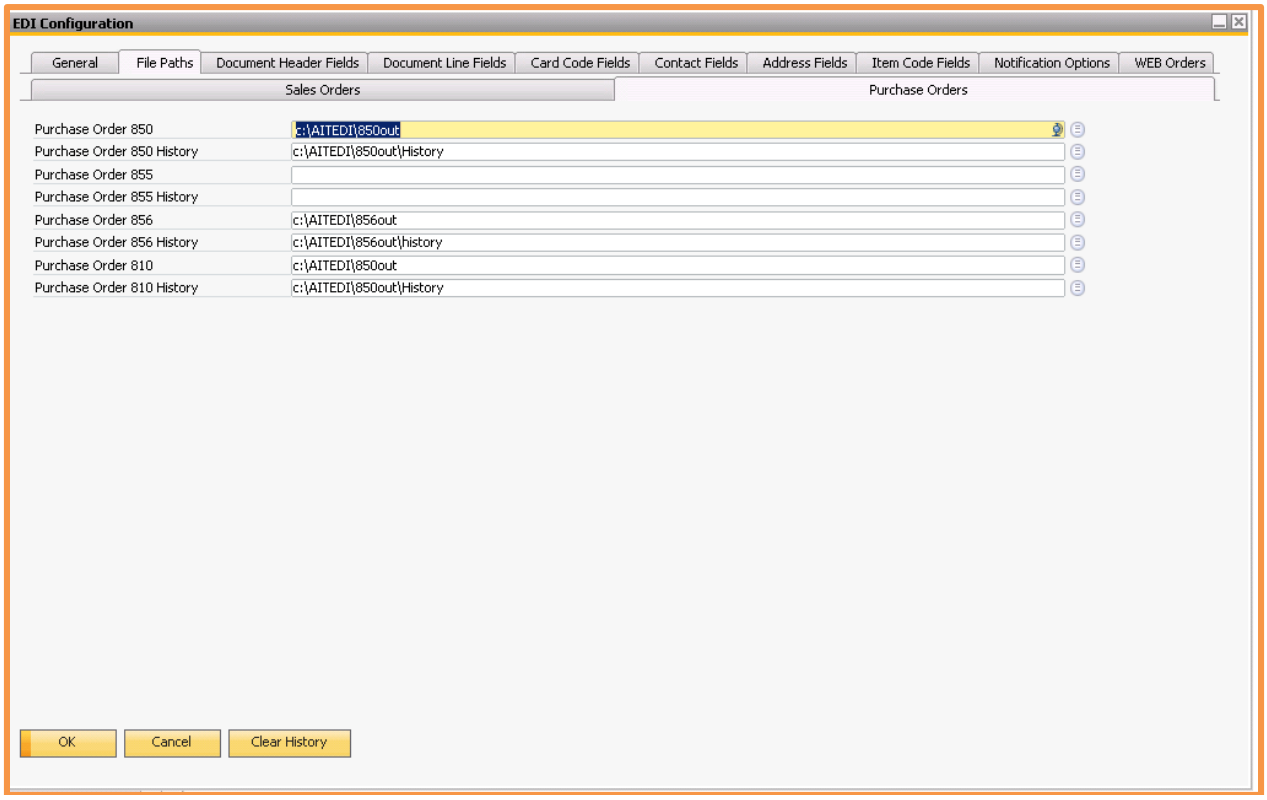
Number of Months to Retain History: This field is used to identify how long EDI history should be retained before the related files maintained outside of SAP are deleted. This value should be numeric, for example 12 for 12 months of maintenance.

Process in Achieve One Processor: Check this box if EDI transactions will be scheduled by the Achieve One Processor, which allows automatic processing by means of the Windows Scheduler.

Set Partner when Document is Added: Check this box if you want orders that are entered manually (not imported in through EDI) to have the EDI partner ID UDF automatically set when the order is added. This UDF is needed to generate EDI outbound documents (I.e 810, 855).

File Paths Tab





Document: Each Document Type is shown (850, 855, etc.). This is the windows directory path that will be used to store files transmitted with the EDI communication software. The settings here become the default for each trading partner.

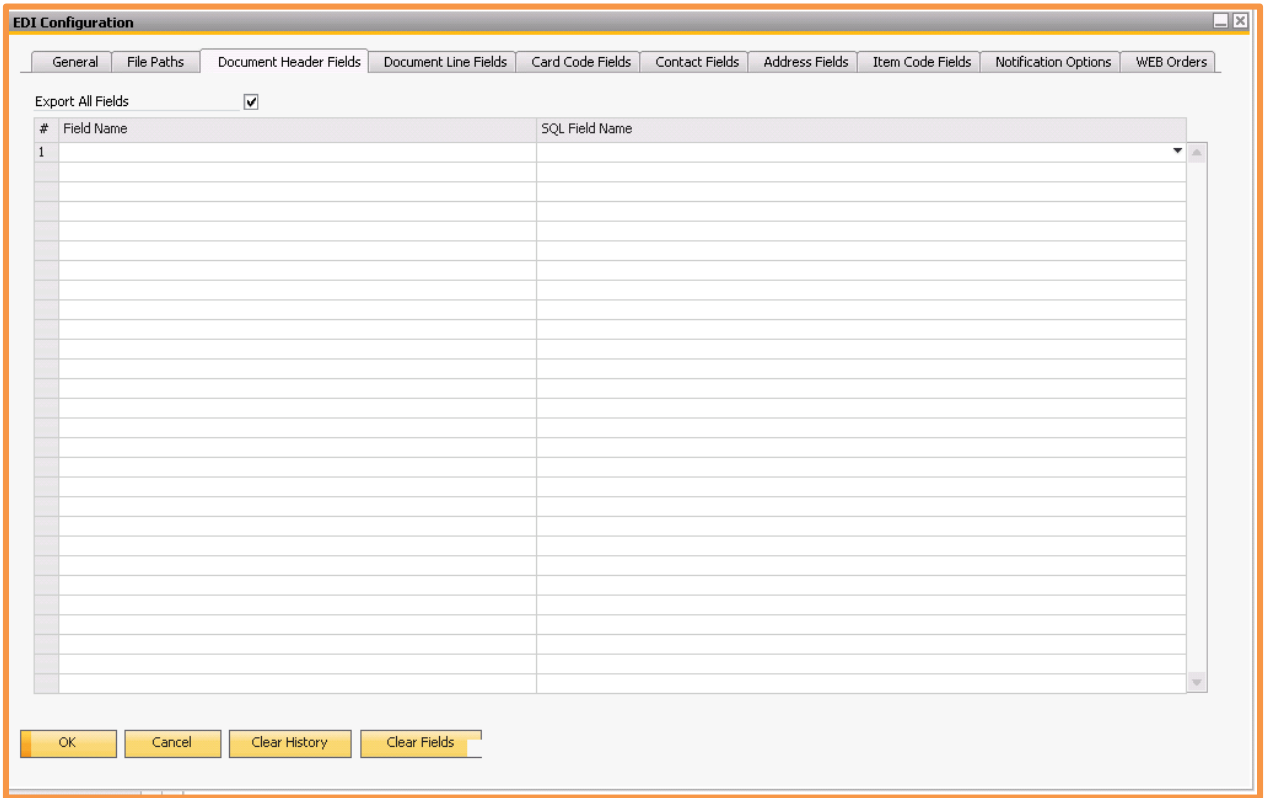
Document History: Each Document Type is shown (850, 855, etc.). This is the windows directory path that will be used to store files for Documents after they have been processed. The settings here become the default for each trading partner.

> ***Note:*** *If a directory is not specified for a given Document type then that document type will not appear on the processing menu*.

Field Definition Tabs

The next six tabs of the EDI Configuration are designed to allow you specify which fields from the various documents will be included in the export to the EDI Communications software. All of the tabs are identical. They include:

- Document Headers
- Document Lines
- Card Codes (i.e., Business Partners)
- Contacts
- Addresses
- Item Codes



Export All Fields: Check if you wish to export all fields including User Defined Fields (UDF's) from documents when exporting to the EDI Communications Software.

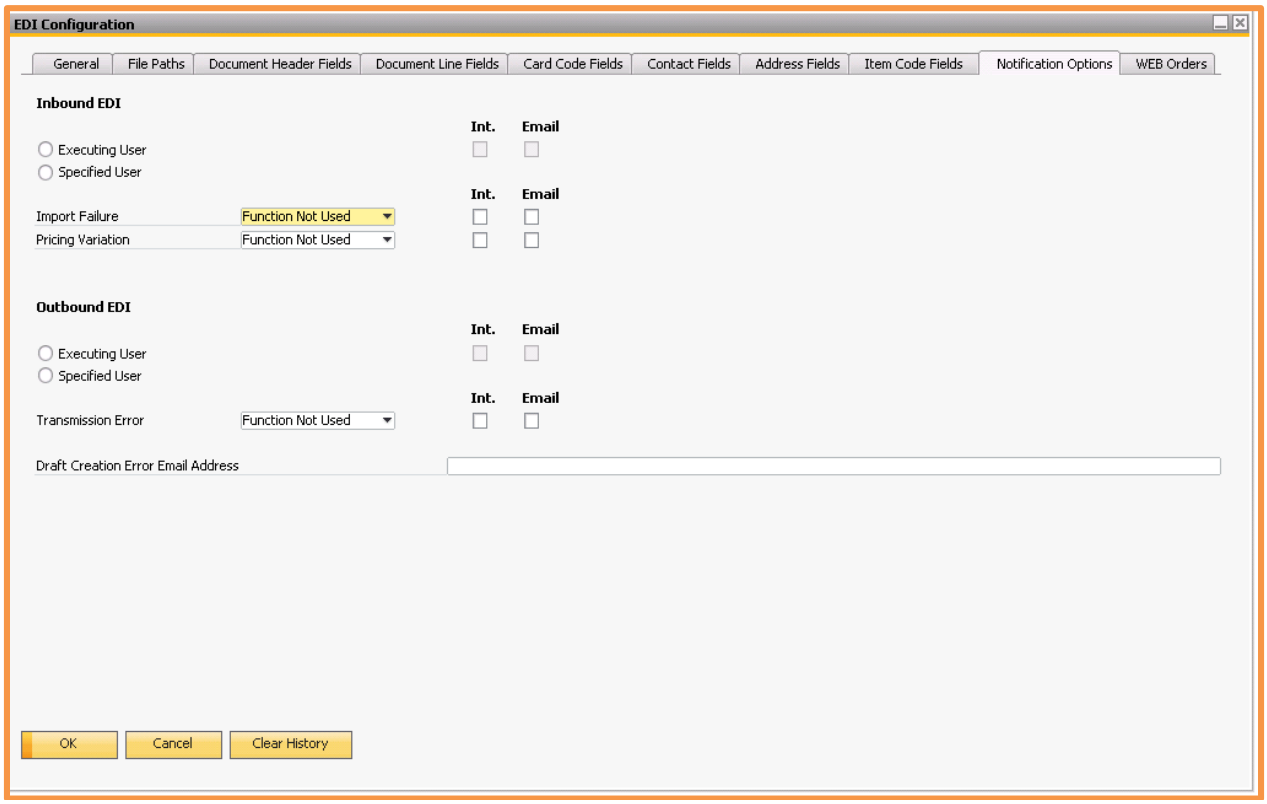
Field Name: Enter the Field Name Label to be included in the XML export.

SQL Field Name: Select the SQL source for the field to be included in the XML export.

***Note**: It is not a requirement to complete the field selection if Export all Fields is selected.*

Notifications Tab

This tab allows you to determine who should be notified of various events, and how they are to be notified.



Inbound EDI: Setup notification options for Imported (create a document in SAP) EDI transactions.

Select one of the following:

Executing User: This option indicates that the notifications should go to the signed in user who performs the EDI actions.

OR

Specified User: This option indicates that the notifications should go to the user identified in the dropdown selection.

Import Failure: This field is used to select a specific user to notify when a file cannot be imported, for example when a Ship-To address is missing.

Pricing Variation: This field is used to select a specific user to notify when the EDI price from the trading partner does not match to the price from SAP Business One's pricing logic.

> ***Note**: the document will be imported with the SAP Business One pricing logic honored, but the notification will identify both prices.*
>
> **Int.** This checkbox indicates that the notification will be sent to the SAP Business One internal mailbox.
>
> **Email:** This check box indicates that the notification will be sent to the SBO Mailer for email.

Outbound EDI Setup notification options for exported (created based on a document in SAP) EDI transactions.

Select one of the following:

> **Executing User:** This option indicates that the notifications should go to the signed in user who performs the EDI actions.
>
> **OR**
>
> **Specified User:** This option indicates that the notifications should go to the user identified in the dropdown selection.

Transmission Error: This field is used to select a specific user to notify when a file cannot be exported, for example when a file path is missing or cannot be written to.

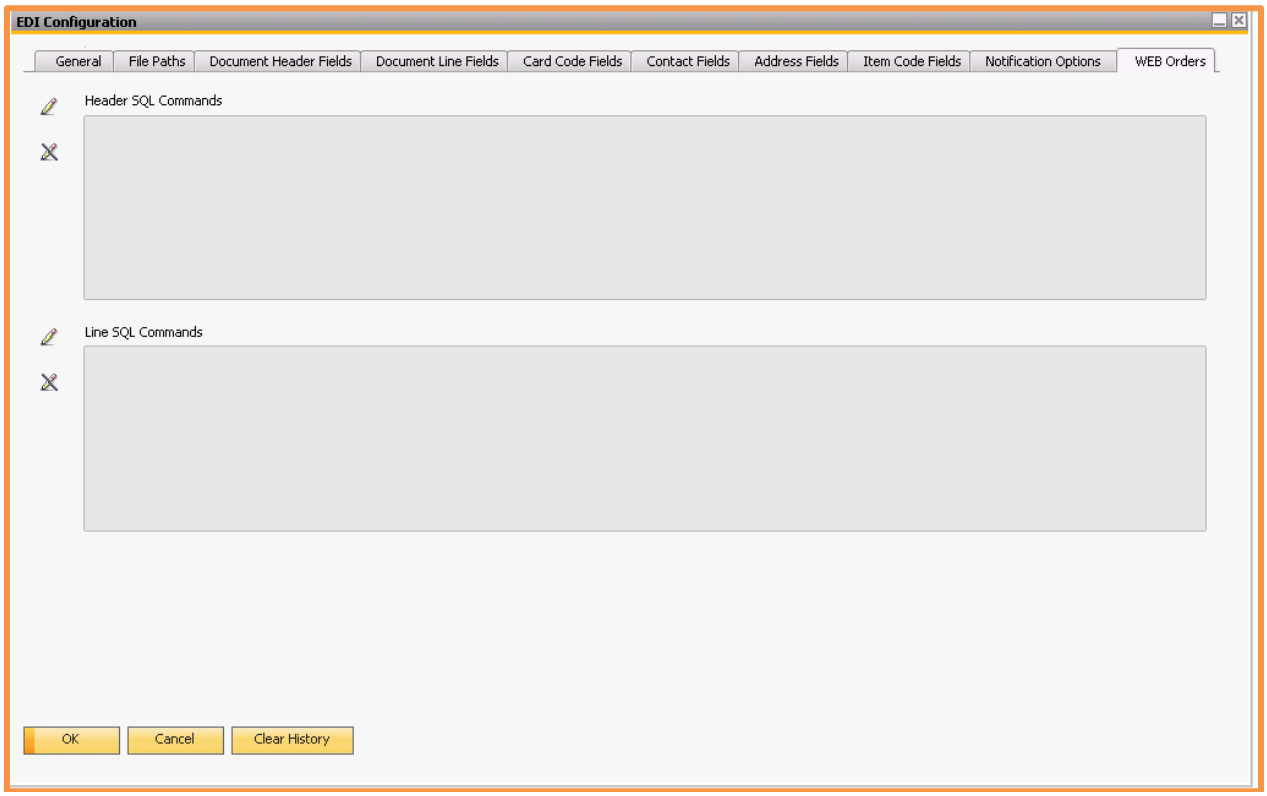
> ***Note**: the transmission error only notifies if the export is not successful out of SAP Business One to the communication software, and does not cover if the EDI communication software sends the transaction over the VAN.*
>
> **Int.** This checkbox indicates that the notification will be sent to the SAP Business One internal mailbox.
>
> **Email:** This check box indicates that the notification will be sent to the SBO Mailer for email.

Draft Creation Error Email Address: This only needs to be filled in if any trading partner is using "Save 850 as Draft" setting in the Customer EDI Configuration screen. This will

be the email address that an email will be sent to if there is an error when creating the 850 draft document.

WEB Orders

This will allow the import of Sales Orders through ***Achieve One EDI*** for customers other than established Trading Partners (I.e. any customer).



1. Files present in the "850Out" folder will be evaluated to determine if the Partner field contains a Trading Partner identifier or a Customer Number (Card Code):
    - If the code is a Customer, further evaluation will be done to determine if the Customer also has a Trading Partner configuration. If so, the order will not be processed, and notification will be provided that a "Web Order Detected for an EDI Trading Partner; Order Not Processed."

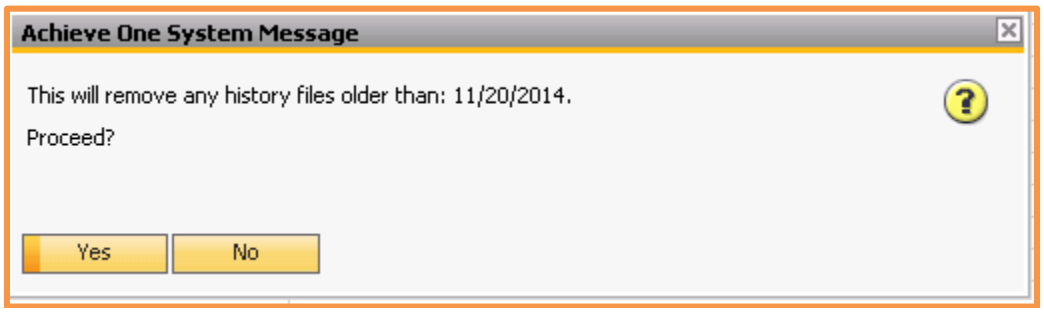
2. All Web Orders will be processed in the same manner as the EDI orders with the following exceptions:
    - Ship-to codes will be matched against the Business Partner, not the Trading Partner Configuration

- Item codes will only be matched against SAP Item code, and not barcode or BP Catalog Number.
- The new WEB SQL Command window on the EDI Configuration screen will be consulted and any command present will be executed:
  - A SQL statement to evaluate the customer for creditworthiness (as currently occurs during SO Entry) will be created and placed in the field. The statement can also be used to determine which credit manager, based on the BP UDF, should approve.
  - The current AR Collection approval process will be used to deal with those orders requiring Credit approval.
- Pricing will not be derived from the import file, but rather through standard SAP for the customer/item.

Clear History Button

The “Clear History” button at the bottom of the EDI Configuration screen may be used to remove the records in the various document history folders. All records that are more than one year old will be removed from the system.

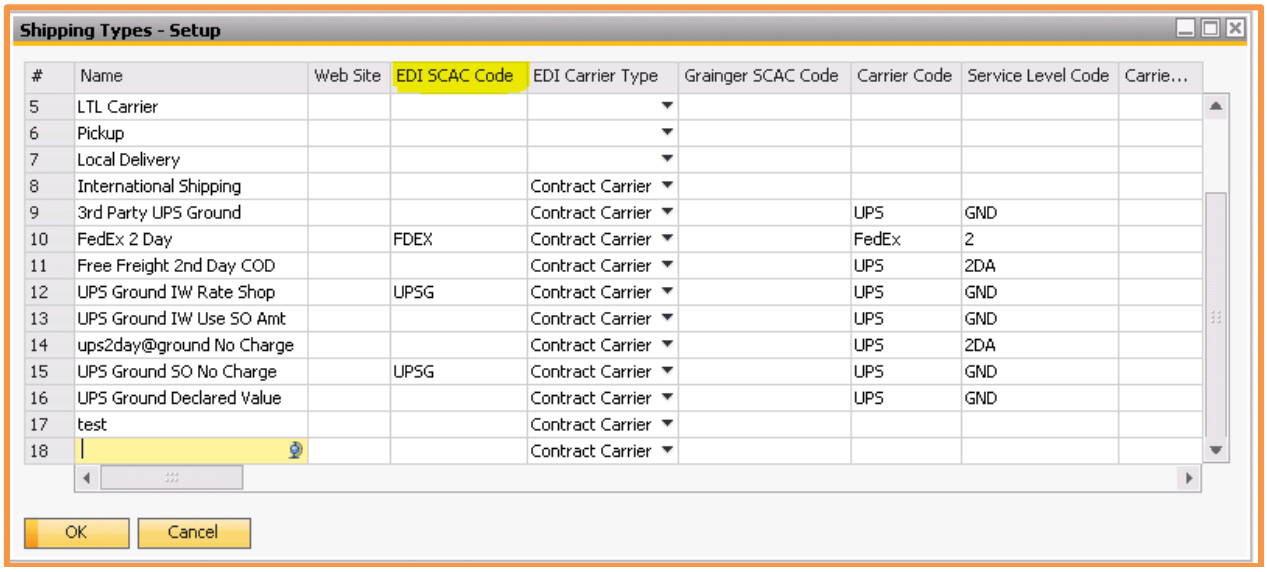
After clicking on this button, you will receive this message:



***Note**: The date in the message box will always be one year prior to the current date. Select “Yes” to continue. All records in all of the history folders will be permanently removed.*

Shipping Types: SCAC codes

Administration > Setup > Inventory >Shipping Types – Setup



EDI SCAC Code: This field allows for each shipping type to be translated to a Standard Carrier Alpha Code (SCAC code) for use in the EDI documents.

Note: The Standard Carrier Alpha Code (SCAC) is a unique two-to-four-letter code used to identify transportation companies. Carrier SCAC codes are assigned and maintained by the NMFTA (National Motor Freight Association).

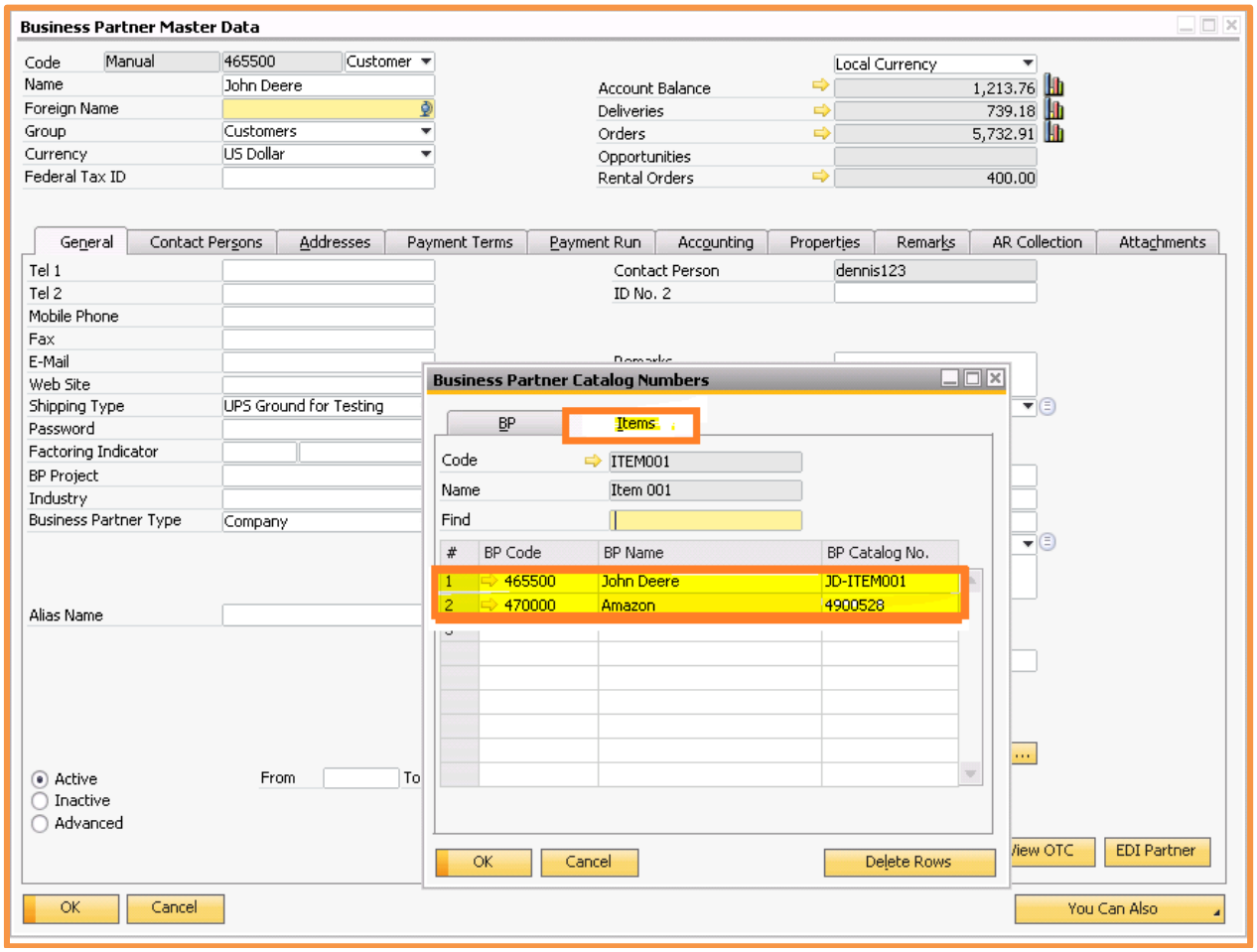
EDI Carrier Type: In this field, select the carrier type for each shipping type. The choices are:

Contract Carrier
Private Parcel Service
Motor
Private Carrier
Customer Pick Up

***Note**: If you are using **Achieve Freight Control**, there will be a number of additional fields on this screen.*

Business Partner Catalog Numbers

Inventory > Item Management > Business Partner Catalog Numbers



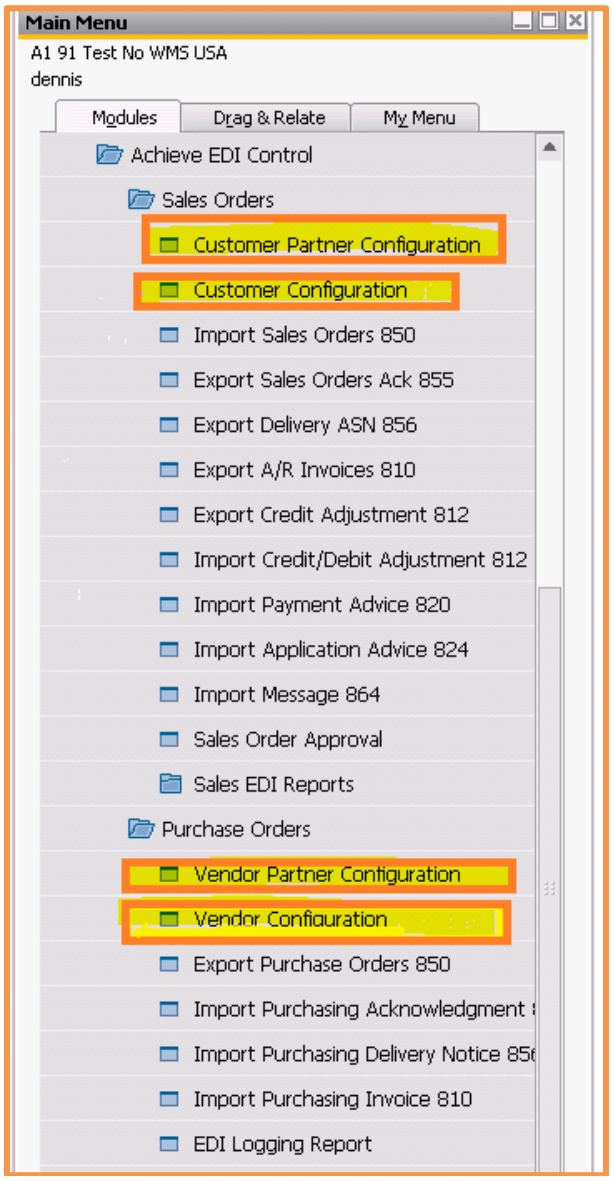
BP Catalog No: A trading partner might use different item codes than the Item Master's item code. To account for this event, ***Achieve EDI Control*** utilizes the SAP Business One standard feature set for Business Partner Catalog numbers, and will look for a match in the BP Catalog No. field.

Note*: You may use the BP tab to enter a Business Partner and then a list of items, or use the Items tab to enter an item code and then a list of Business Partners. In either case, you will enter the Business Partner's code for the item which exists in the Business One Item Master.*

Trading Partner Setups

When performing EDI transactions, it is necessary to have data relating to the company with whom you are doing business – your trading partner. The trading partner may be either a customer or a vendor, depending on the type of transactions you will be using. It is required that the trading partner must be entered in the Business Partner Master before being configured as a trading partner.

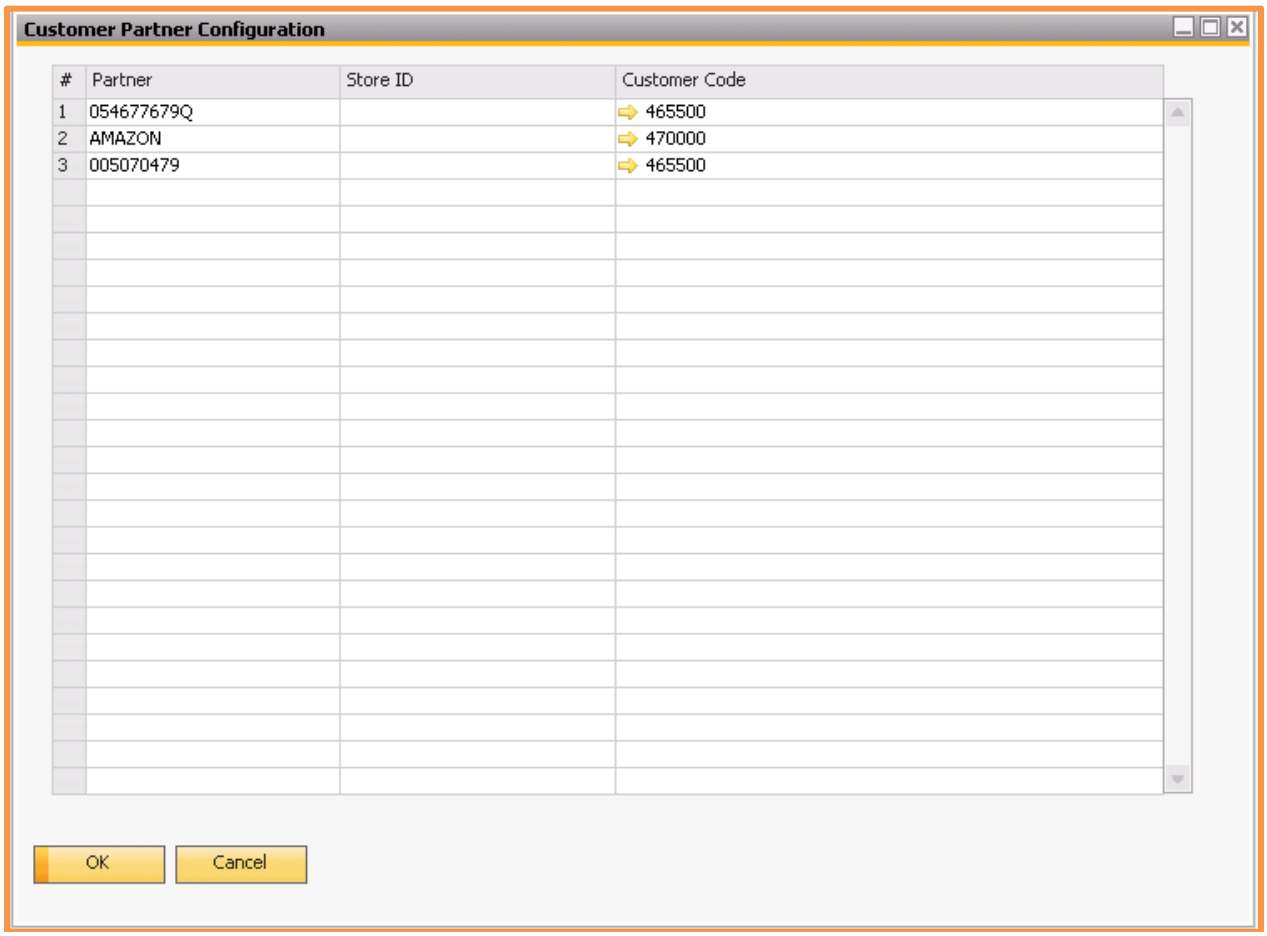
The ***Achieve EDI Control*** menu provides four setup programs for trading partners, two for customers and two for vendors. The customer and vendor screens are identical; only the transaction types are different, depending on whether they deal with sales or purchasing documents.



Customer Partner Configuration

Achieve One > Achieve EDI Control > Sales Orders > Customer Partner Configuration

This screen contains a list of the customers who are trading partners. It establishes the relationship between the trading partner identification and the Business Partner record in the system.



Partner: This field contains the ID code for the trading partner, as it will be received in the EDI transmissions.

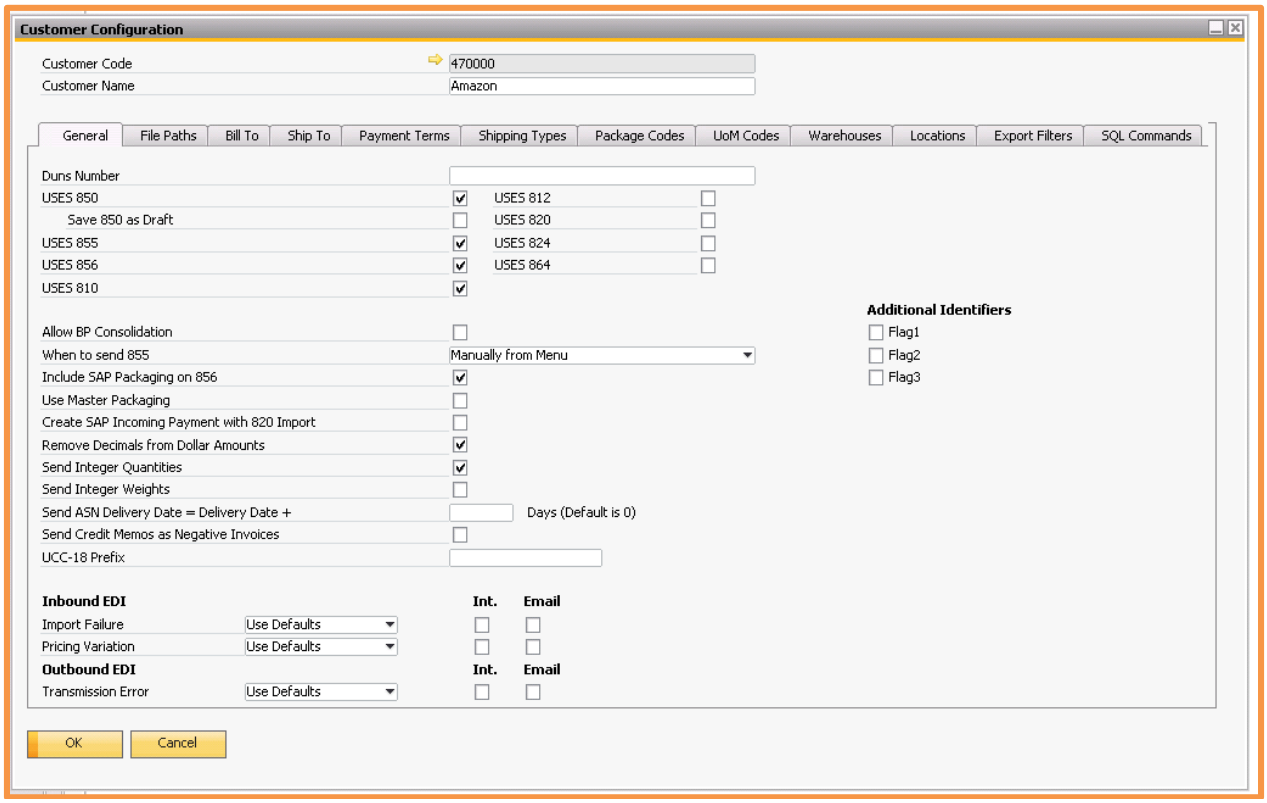
Store ID: This field is only needed in the case where a trading partner is identified with more than one Business Partner. For example, certain locations may be associated with one customer code, while other locations may be associated with a different customer code. In this case, enter the location ID code in this field. Note that the store ID must relate to a ship-to address for the Business Partner. In the example above, trading partner ADI on line 1 is associated with customer C20000, while trading partner ADI on line 9 is associated with customer C40000 – but only when the ship-to address is designated as store ID T7. If there were multiple ship-to's for C40000, then it would be necessary to enter each one as a separate store ID; all other ship-to's would be included in the line that does not have a store ID.

Customer Code: Enter the relevant customer code in this field.

Customer Configuration

Achieve One > Achieve EDI Control > Sales Orders > Customer Configuration

For each EDI trading partner, you will need to configure an EDI Customer Configuration record. This will allow the specifics for the trading partner to be identified, and any deviations from the defaults can be configured.



In the header, enter either the customer code or the customer name; the alternate field will be filled in automatically.

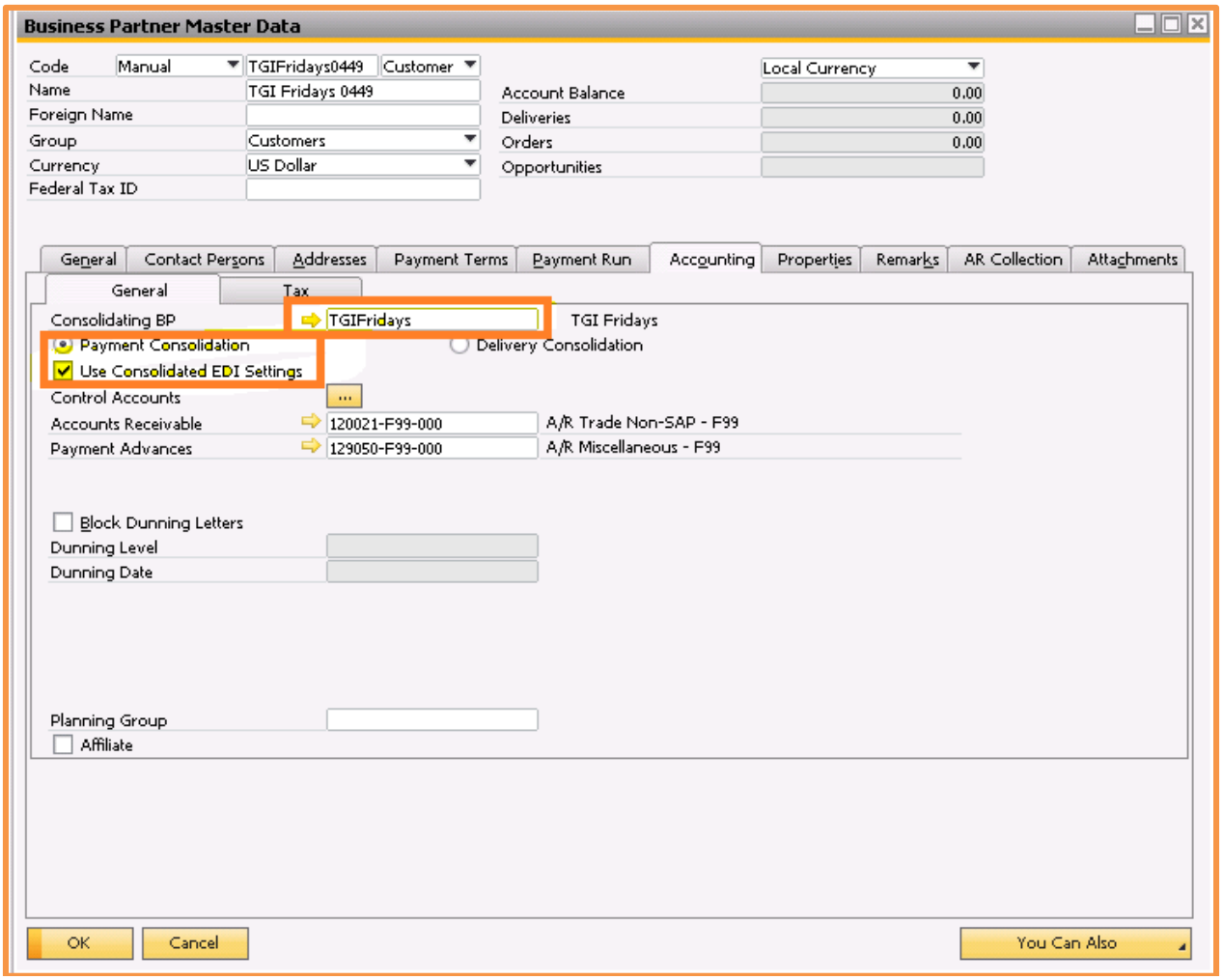
General Tab

DUNS Number: This field is intended to store the Trading Partner's Dunn & Bradstreet DUNS number. This field is for information only, and it is optional.

USES ###: (I.e. "USES 850"). This set of checkboxes will appear for each document type setup in the configuration defaults. Check the document types that are required for this trading partner.

Save 850 as Draft: select this check box if you want new EDI orders to be created as drafts instead of actual sales orders.

Allow BP Consolidation:
This option could be used if the shipto codes for a EDI trading partner are setup as separate Business Partners and you want all the shipto's to be processed under the Parent trading partner. The screen shot below is how a shipto business partner would be setup. The Parent Business Partner is the only trading partner that would be setup in the EDI Customer Partner Configuration screen and the **Allow BP Consolidation** check box would be turned on.
All of the business partners that have the **Use Consolidated EDI Settings** turned on will be able to export EDI transactions using the mappings from the Parent BP.

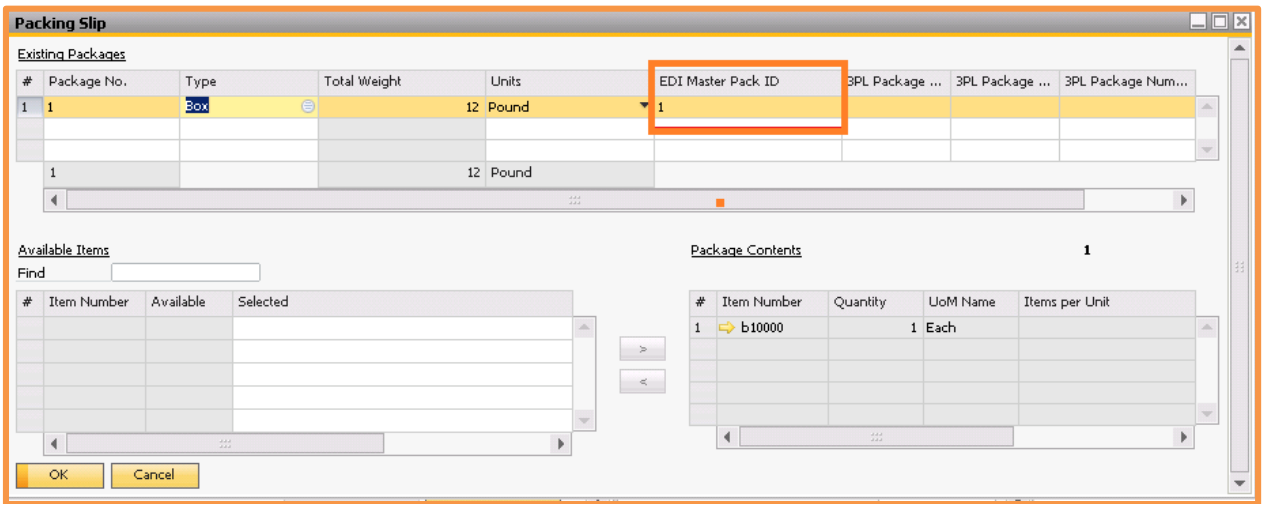


When to send 855: This field determines when the system can send an 855 back to the trading partner, and is based on the requirements from the trading partner. The choices are:

- After Approval
- After Pick List – Shipping Lines
- Manually from Menu
- After Pick List – Unavailable Lines

Include SAP Packaging on 856: Check this box when the Trading Partner requires packaging information on the 856. The data exported from SAP will include the standard SAP Package table information (DLN7 & DLN8).

Use Master Packaging:
This option allows ASN packaging data to be grouped into a different sequence based upon the EDI Master Pack.



Create SAP Incoming Payment with 820 Import: Check this box when you want to create a standard SAP Incoming payment document from the 820 transaction.

Remove Decimals from Dollar Amounts: Check this box when the Trading Partner requires whole dollar amounts. (I.e. 100.00 will be sent as 10000).

Send Integer Quantities: Check this box when the trading partner requires Integer values for Quantity (I.e. no fractional quantities).

Send Integer Weights: Check this box when the trading partner requires Integer values for Weight (I.e. no fractional quantities).

Send ASN Delivery Date = Delivery Date +: Enter number of days to add to the delivery date when populating the delivery date on the ASN.

Send Credit Memos as Negative Invoices: Send a credit memo as an edi invoice document (810).

Use UCC-18 Prefix: Check this box if you will be using the UCC-18 prefix on cartons – Used for ASN's. Each carton shipped would have a UCC# which consists of this prefix and the carton number entered in the SAP packaging screen.

Notifications – indicate whether to send the following notifications:

Inbound EDI

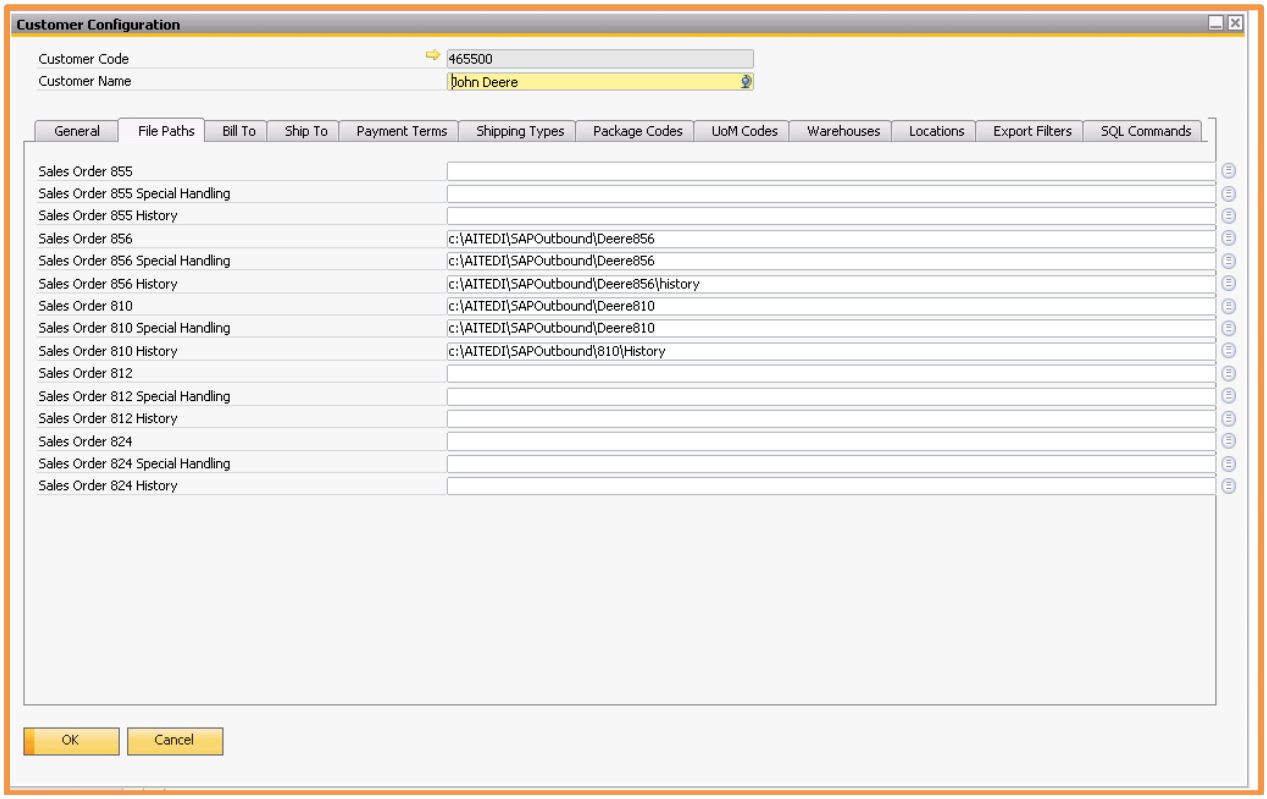
Import Failure: This notification is used if the system cannot create a document, and will include information about the error.

Pricing Variation: This notification is used if the system is able to create a document, but the SAP pricing rules produced different pricing than what was transmitted by the trading partner.

Outbound EDI

Transmission Error: This notification is used if the System is not able to submit a document to the EDI processor.

File Paths Tab

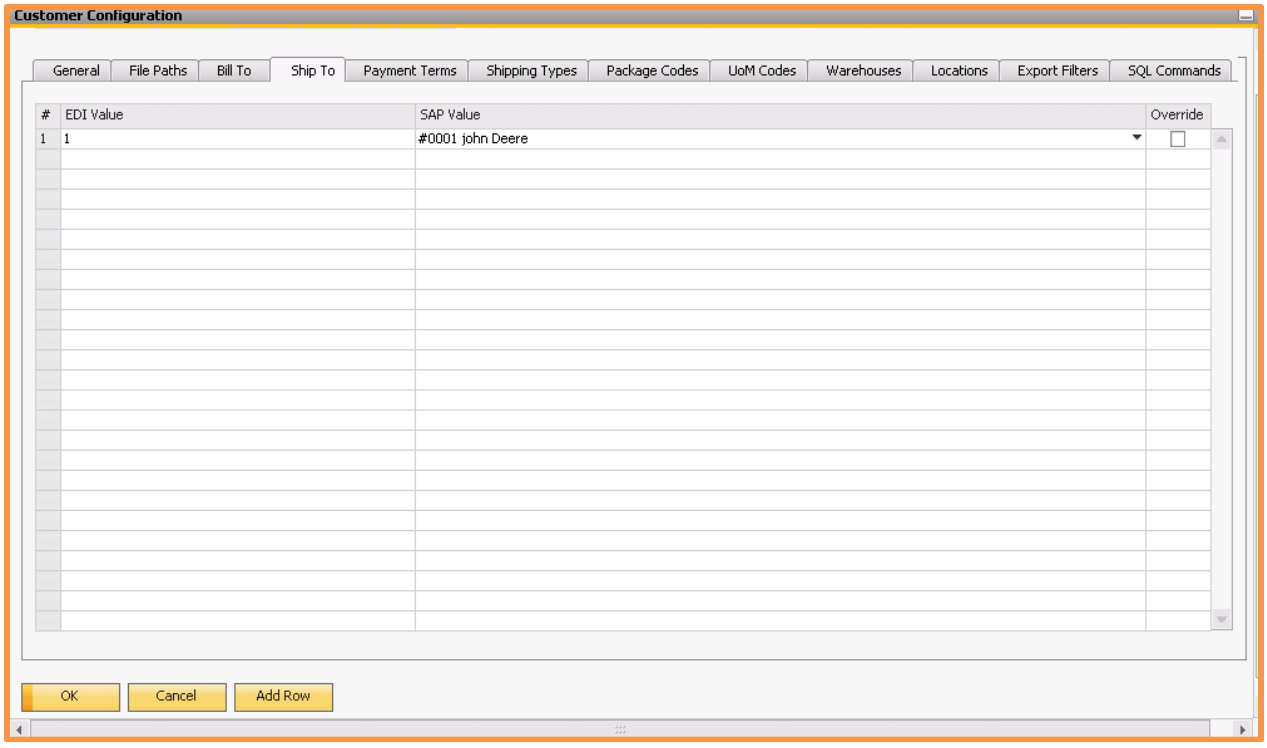


This tab will display the file paths where the trading partner's current and historical documents will be stored. Each Trading Partner will have unique paths that are defined from the EDI Processor.

Data Mapping Tabs

The next seven tabs allow you to define trading partner specific data mappings if the transmitted data does not match the SAP Business One configurations. For example, the SAP Business One Ship-To address code often is more descriptive than the Ship-To code transmitted by the trading partner, or it may use a different numeric sequence.

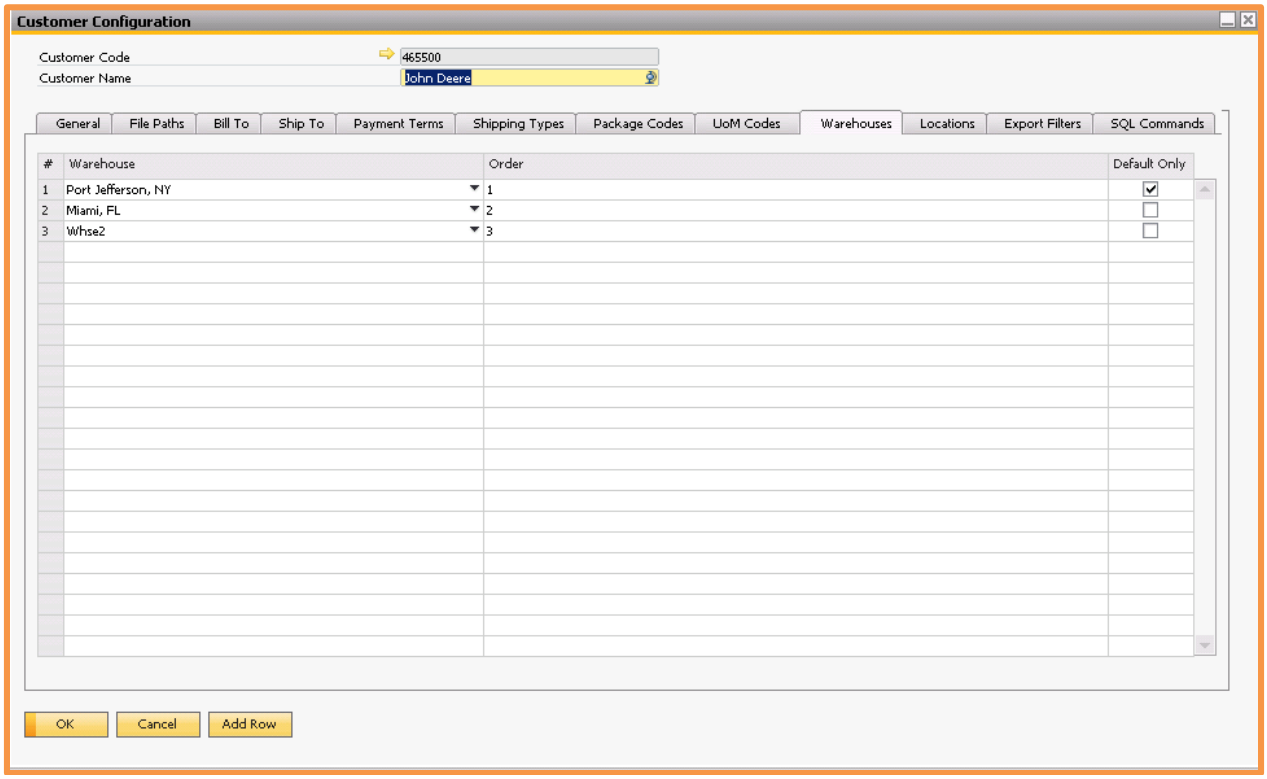
Enter information as needed for Bill To, Ship To, Payment Terms, Shipping Types, Package Codes, UoM Codes, and Locations.



EDI Value: This field is where you enter the data as it comes in via the Trading Partner.

SAP Value: This field is where you select the matching SAP data value for the EDI Value. You can match more than one EDI value to the same SAP value.

Warehouses Tab



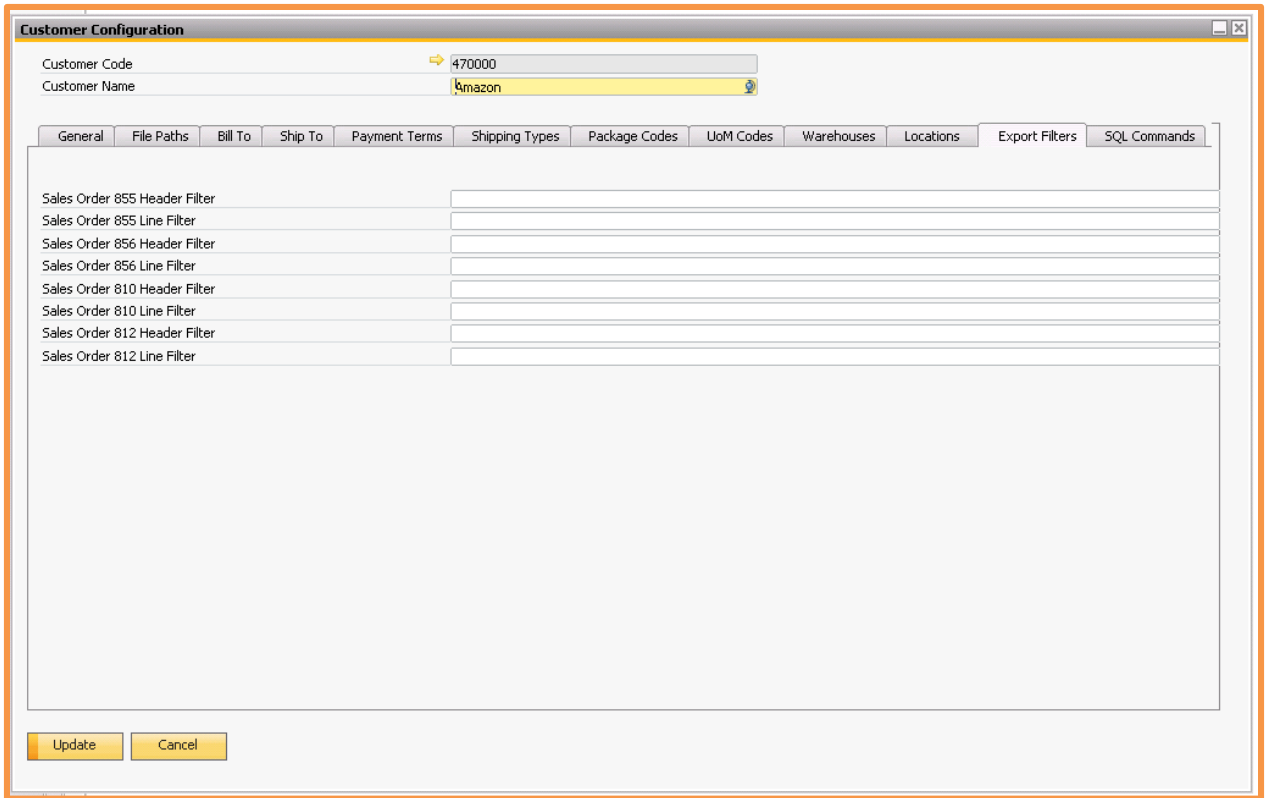
You can determine the order that the import will check warehouses to assign to the row on the sales order. This does not need to be setup.

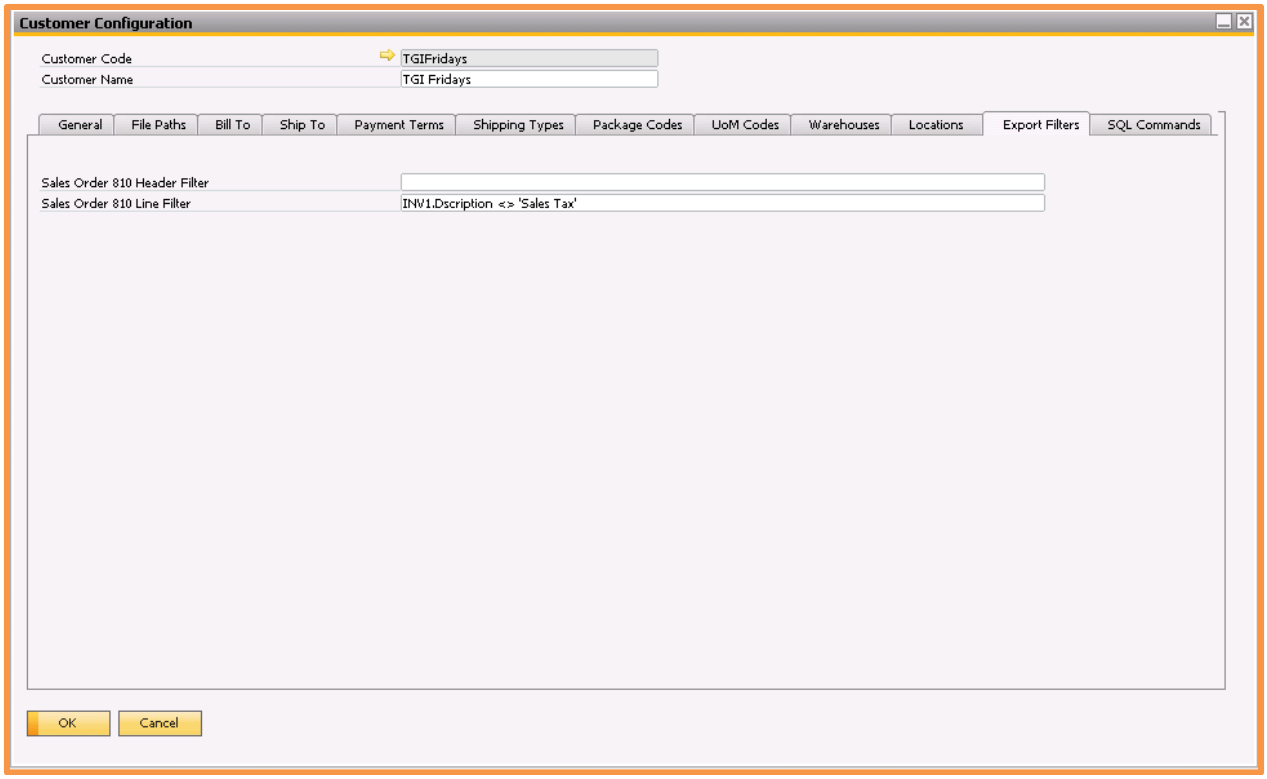
Warehouse: This field is where you enter the warehouse that will be checked when creating new EDI orders.

Order: When multiple warehouses are selected you can assign the sequence that the warehouses will be checked for item availability.

Default Only: If this option is selected then this warehouse will only be used if it is designated the default warehouse for the item being processed.

Export Filters Tab

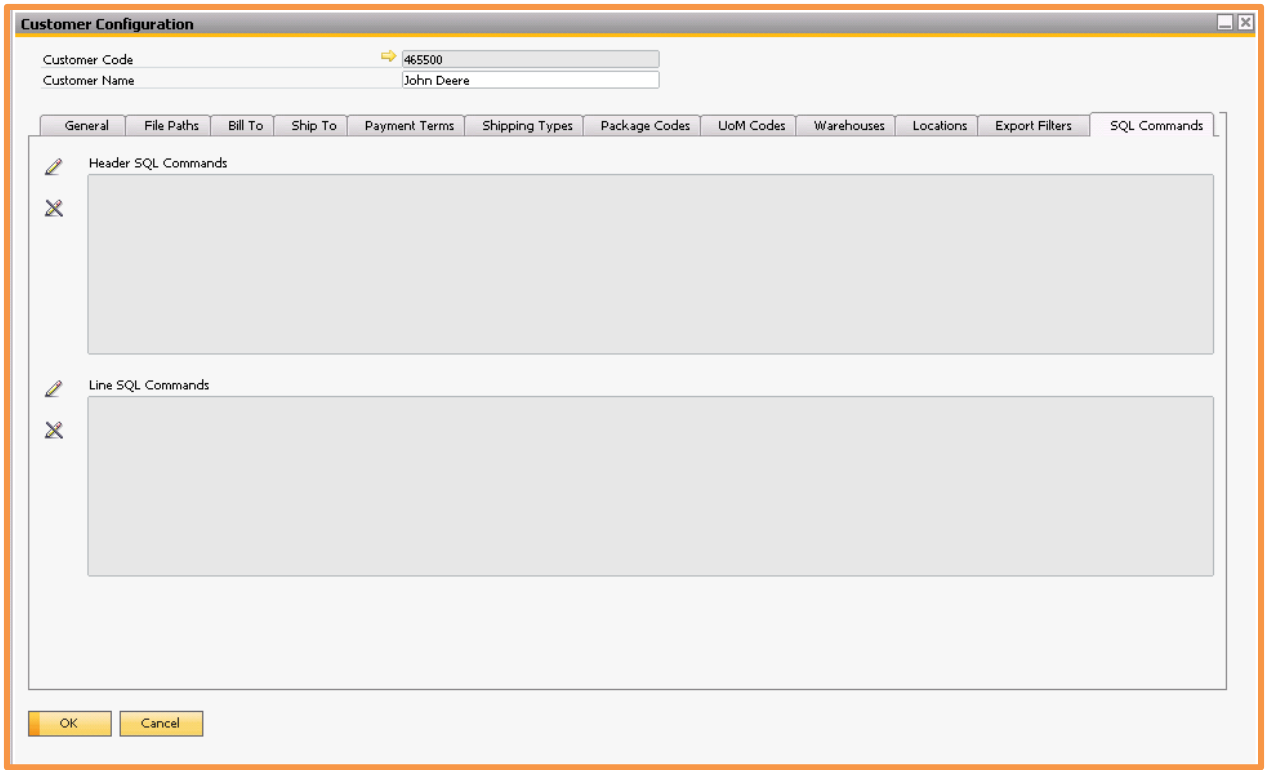




This tab allows additional filters to be applied to the document the SQL command is associated with. IE you can add a filter to skip processing of sales tax line items on the 810 line Filter.

SQL Commands Tab

The final tab is used for any SQL commands that are needed in the data transmissions with the Trading Partner.



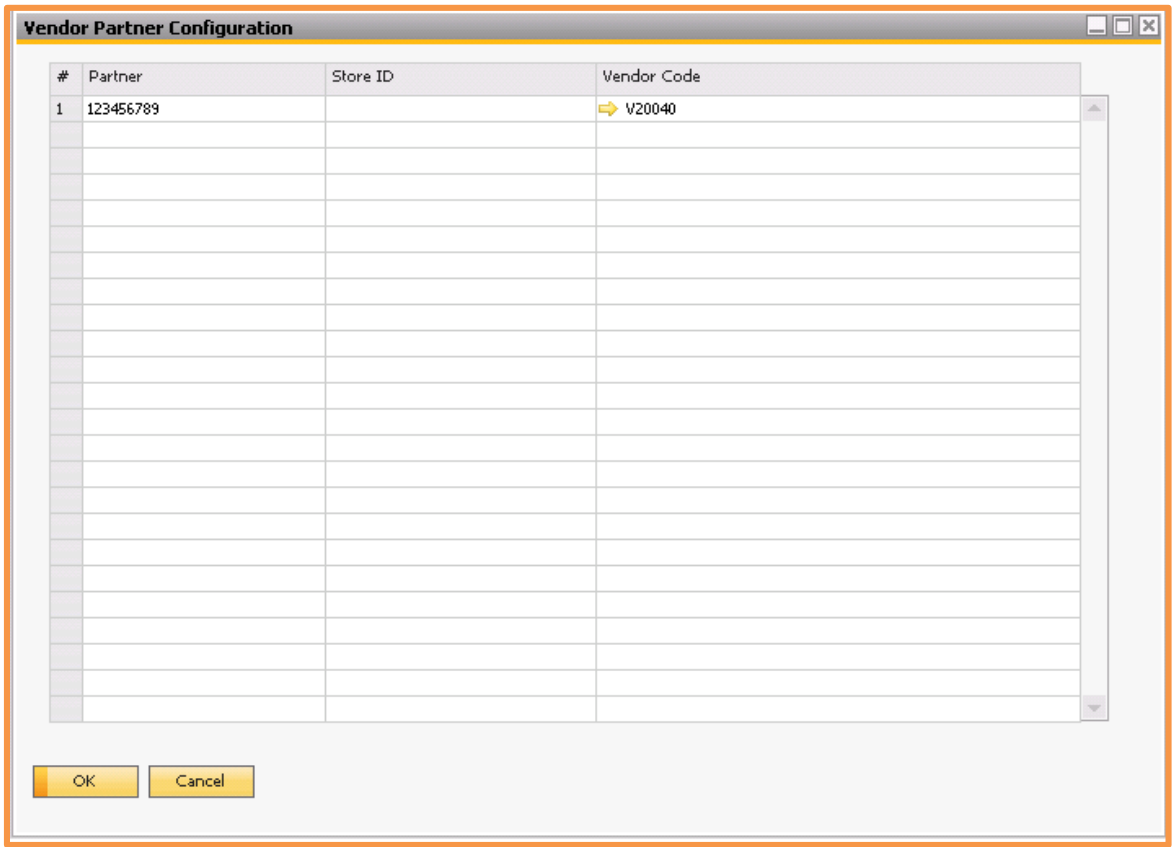
To enter a command, click on the pencil icon to the left of the field, then type in the field. When the entry is complete, click on the crossed-pencil icon to close the field.

Use the upper field for SQL commands relating to the document header, and the lower field for commands relating to document rows. You may enter up to 64,000 characters in each.

Vendor Partner Configuration

Achieve One > Achieve EDI Control > Purchase Orders > Vendor Partner Configuration

This screen contains a list of the vendors who are trading partners. It establishes the relationship between the trading partner identification and the Business Partner record in the system.



Partner: This field contains the ID code for the trading partner, as it will be received in the EDI transmissions.

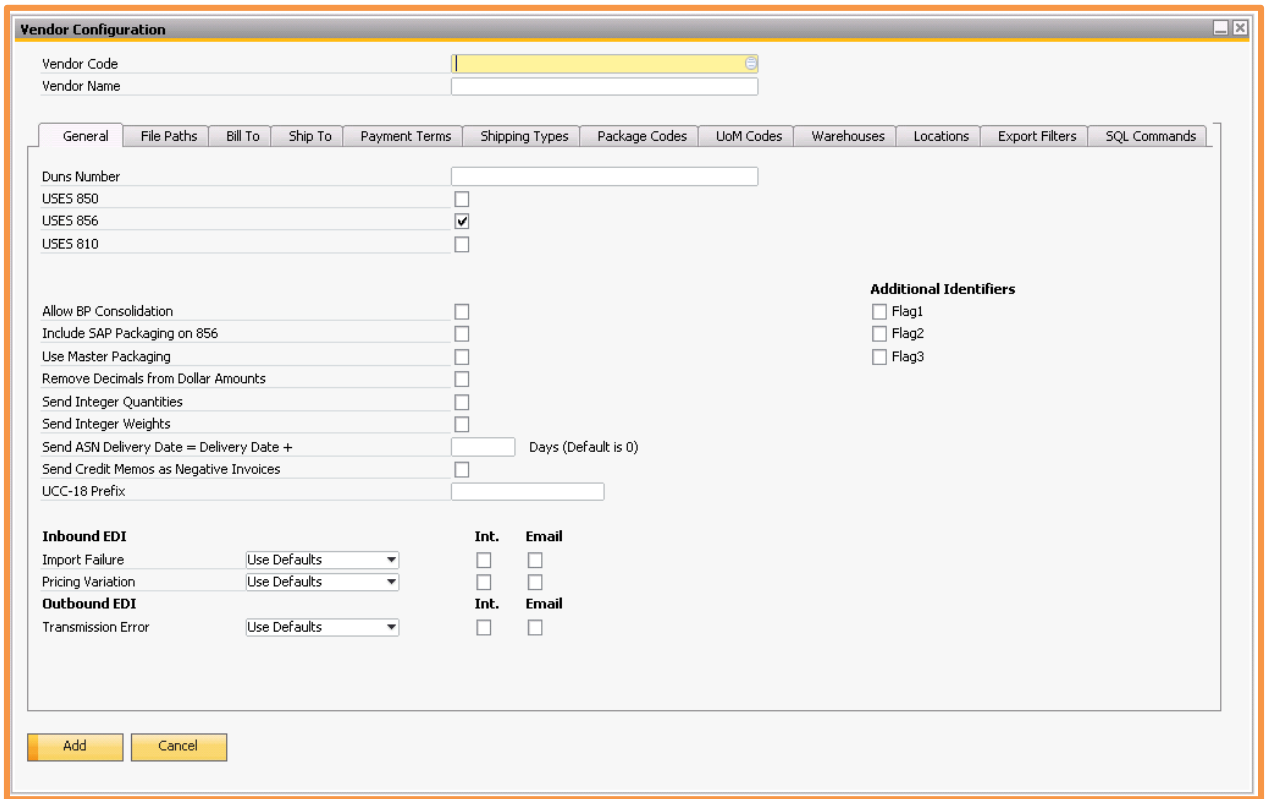
Store ID: This field is only needed in the case where a trading partner is identified with more than one Business Partner. For example, certain locations may be associated with one vendor code, while other locations may be associated with a different vendor code. In this case, enter the location ID code in this field. Note that the store ID must relate to a ship-to address for the Business Partner.

Vendor Code: Enter the relevant vendor code in this field.

Vendor Configuration

Achieve One > Achieve EDI Control > Purchase Orders > Vendor Configuration

For each EDI trading partner, you will need to configure an EDI Vendor Configuration record. This will allow the specifics for the trading partner to be identified, and any deviations from the defaults can be configured.



In the header, enter either the vendor code or the vendor name; the alternate field will be filled in automatically.

General Tab

DUNS Number: N/A

USES ###: N/A

Allow BP Consolidation: N/A

Remove Decimals from Dollar Amounts: N/A

Send Integer Quantities: N/A

Send Integer Weights: N/A

Send ASN Delivery Date = Delivery Date +: N/A

Send Credit Memos as Negative Invoices: N/A

Use UCC-18 Prefix: N/A

Notifications – indicate whether to send the following notifications:

Inbound EDI

Import Failure: This notification is used if the system cannot create a document, and will include information about the error.

Pricing Variation: N/A.

Outbound EDI

Transmission Error: This notification is used if the System is not able to submit a document to the EDI processor.

File Paths Tab: N/A

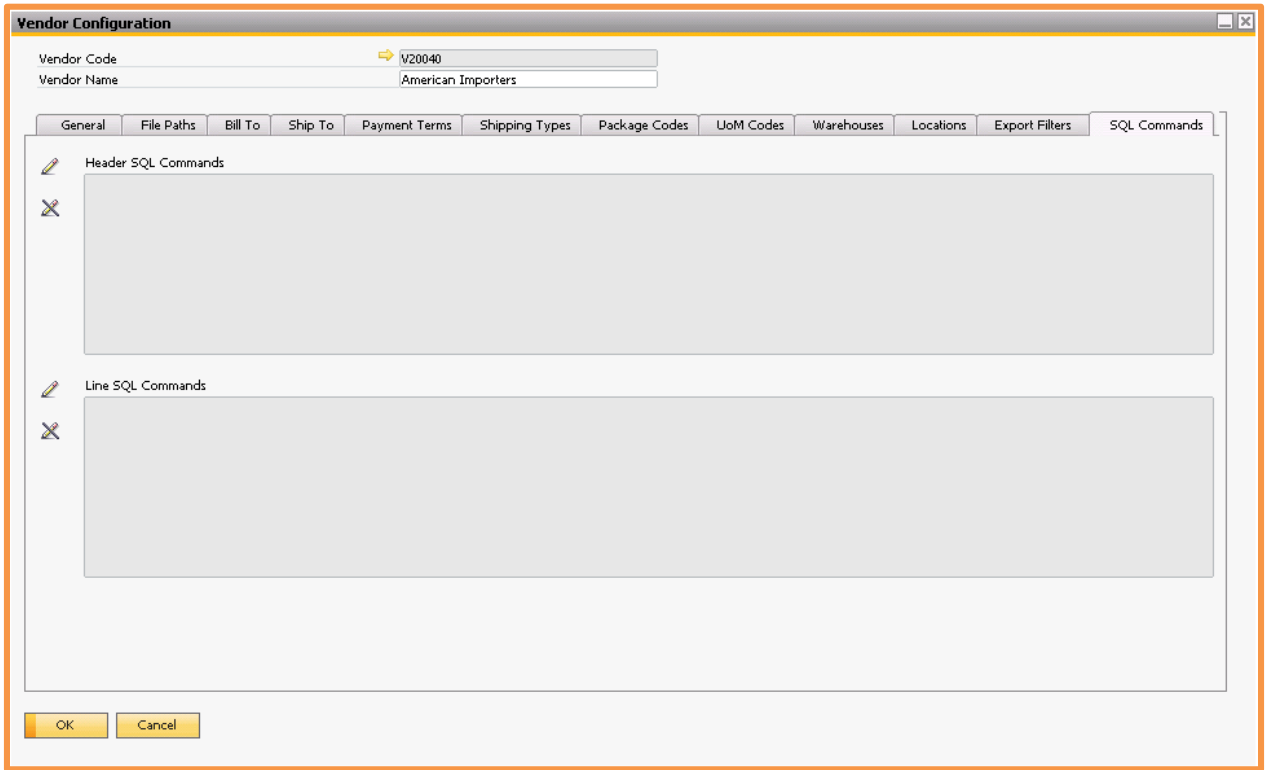
Data Mapping Tabs: N/A

Warehouses Tab: N/A

Export Filters Tab: N/A

SQL Commands Tab

The final tab is used for any SQL commands that are needed in the data transmissions with the Trading Partner.



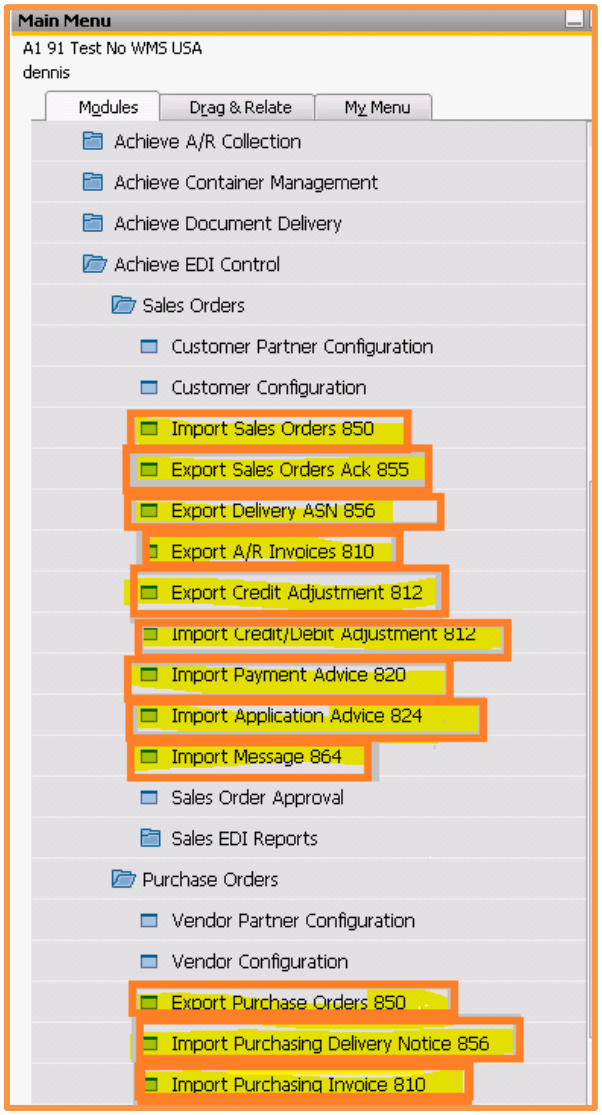
To enter a command, click on the pencil icon to the left of the field, then type in the field. When the entry is complete, click on the crossed-pencil icon to close the field.

Use the upper field for SQL commands relating to the document header, and the lower field for commands relating to document rows. You may enter up to 64,000 characters in each.

Daily Processing

EDI processing consists of a set of import and export programs, which will transmit data files to and from the trading partners. Each document type may be transmitted in one direction only. Those that are imported contain data that will be used to create new transaction documents in Business One, while those that are exported contain data from existing Business One documents which is sent to the trading partner.

The ***Achieve EDI Control*** menu divides the documents into two sections: Sales Orders and Purchase Orders. Each section lists those document types that have been defined in the EDI Configuration.



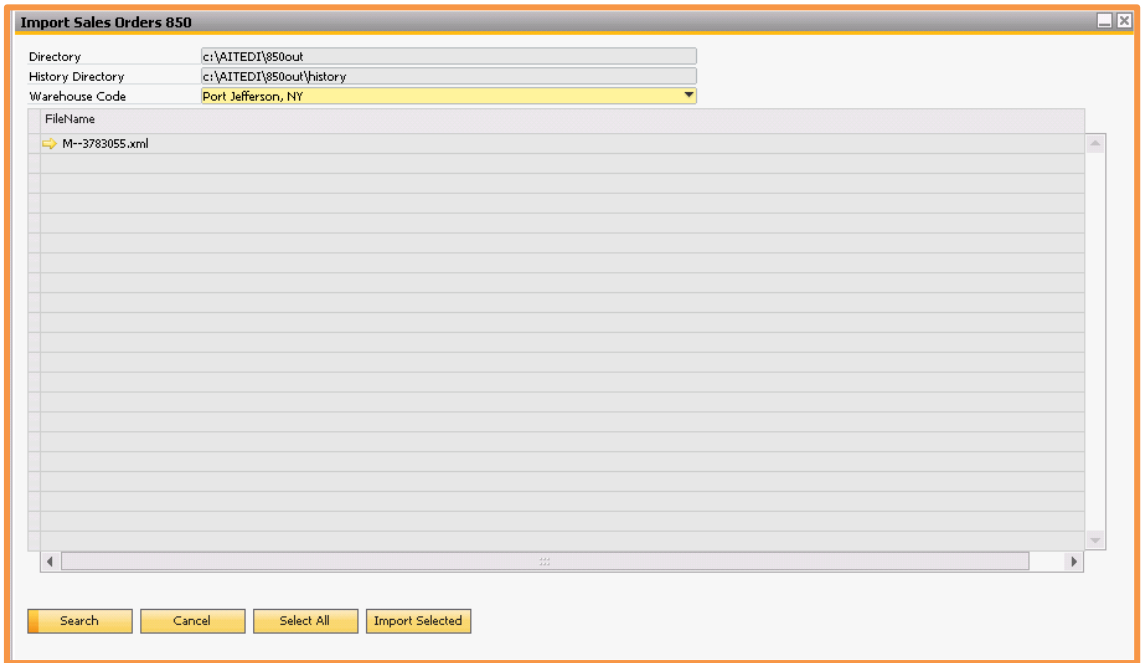
Note: The following sections provide instructions for manually importing and exporting documents; this may be done at any time by authorized users. However, it is generally more convenient to have the transmissions occur on an automatic schedule by means of the Achieve One Processor.

It is recommended to begin with manual processing and then switch to automatic transmission once everything is running correctly. You can turn on the Achieve One Processor by checking "Process in Achieve One Processor" in the EDI Configuration.

EDI Imports

Importing a Document from EDI to SAP Business One is a process that is repeated for each inbound transaction. The example given is the 850 (Generates SAP Sales Order). For each, you will see a list of pending documents. You may process the entire list, or selectively process documents.

The import function will take the processed EDI data (now in an XML format) and create the respective SAP documents. For each document, if the import is successful, then the XML file will be moved to History. If it fails to import, it will remain in the original directory, and will continue to appear on the Import screen.



Warehouse Code: This field will identify the SAP warehouse the documents will be created in.

Search: This button will load the documents from the directory.

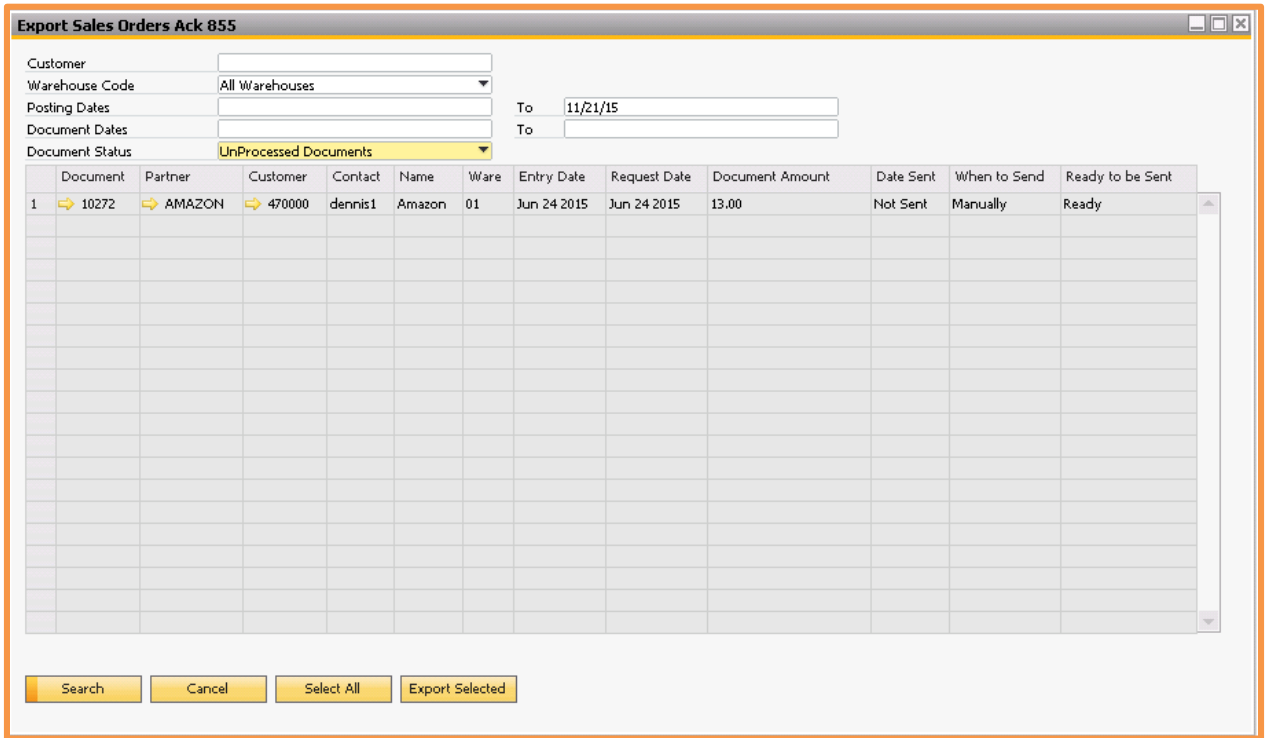
Cancel: This button will close the current screen.

Select All: This button will highlight (select) all files for processing.

Import Selected: This button will begin processing for each file highlighted.

EDI Exports

Exporting documents is similar to importing, and each document type is processed the same way. The example below is the 855 Sales Order Acknowledgement.



Customer: This field is an optional data filter, which will limit the results to a specific customer if populated.

Warehouse Code: This field will filter on a specific warehouse, or return data from all warehouses.

Posting Dates: These optional fields will allow the user to select records based on the posting date.

Document Dates: These optional fields will allow the user to select records based on the document date.

Document Status: This allows the user to select either processed or un-processed documents.

Search: This button will load the SAP documents from the database that match the selection criteria.

Cancel: This button will close the current screen.

Select All: This button will highlight (select) all the documents returned for processing.

Export Selected: This button will process each selected record (document) and generate an XML file for the EDI Processor to retrieve. Note that the XML file is not translated into EDI format until after the EDI Processor provides the translation, and the EDI processor is responsible for transmission to the trading partner over the VAN or AS2 connection.

All of the following Exports work the same as the EDI 855 described above:

- Export Delivery ASN 856
- Export A/R Invoices 810
- Export Credit Adjustment 812

All of the following Imports work the same as the EDI 850 described above as far as the screen interface. The difference is that these imports will populate a browser and not create any SAP marketing or transactional data. The exception to this is when Importing the payment advice 820 document and the flag to create in-coming payments is turned on:

- Import Credit/Debit Adjustment 812
- Import Payment Advice 820
- Import Application Advice 824
- Import Message 864

Import Purchasing Delivery Notice 856:

This import will use a trading partners in-bound ASN (856) and update selected fields on an existing Purchase order. The purchase order must be sent on the ASN and it must match exactly the PO# already entered into SAP.

Sales Order Approvals

The Sales Order Approval feature represents a change from the standard Business One Approvals methodology. Although it uses many of the standard functions, it allows orders to be placed in an "unapproved" state while still adding them as normal documents instead of drafts. It is also possible to make changes to the orders after they have failed an approval test. A screen is provided on which an approver may see a list of all documents that require approval, and may indicate approval or rejection of each. Finally, the system retains an archive of all orders that have failed the approval test, including subsequent approvals, rejections, and changes to the document.

***Note**: You can continue to use the Business One Approvals functions in the standard way for documents other than Sales Orders (I.e. Purchase Orders, A/R Invoices).*

Sales Order Approval will have a record for all Sales Orders imported but not approved by EDI.

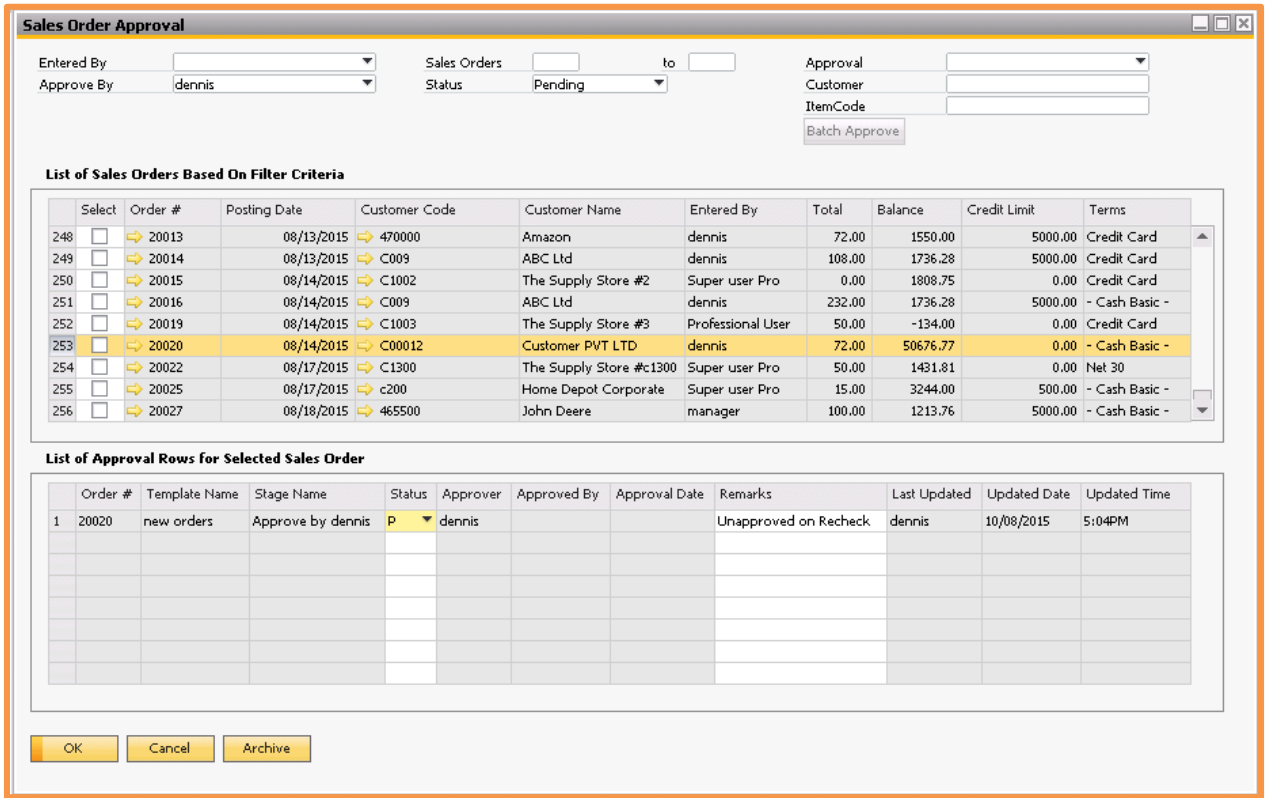
Approval Procedures

Unlike standard approvals, the “Approved” checkbox on the Logistics tab is unchecked and the order status is displayed as “Unapproved”. While an order is unapproved, the following conditions will apply:

- The order will not appear in the Pick and Pack Manager.
- The order cannot be copied to a Delivery or A/R Invoice.
- Changes can be made to the Order.
- The order is included in the Business One Open Items Report and Backorder Report.

Sales Order Approval Screen

Achieve One > Achieve EDI > Sales Order Approval



This screen is used to view orders that have been sent to the approval process. You may view orders for which approval is pending, or those which have been approved or rejected. Users who are included as approvers in the approval stage may also use this screen to register their acceptance or rejection of the orders.

The header area may be used to indicate which orders you wish to view. You may select an Entered By user, or leave the field blank to include all users. You may also enter a date range, or leave the fields blank to include all dates. From the drop-down list, select Pending, Approved, or Rejected to indicate the type of orders to include.

When the header selections are complete, click on the "Find" button. The screen will display all of the selected orders in the upper grid. You can see the order number, date, customer code and name, the name of the user who entered the order, the amount of the order, and the customer's open balance, credit limit, and terms code. You may drill down on the order number to see the document.

Highlight one or more lines in the upper grid to view or change the approval status. The selected orders will appear in the lower grid. Note that it is possible to have more than one approval template that applies to an order (for example, customer over credit limit and an order total greater than a maximum amount); it is also possible to have more than one user listed as approvers in the approval stage. Therefore, there may be multiple lines per order in the lower grid.

Each row in the lower grid includes the Status field. While any user may view this information, only the designated approver may alter the selection in this field. In the example above, both manager and bill are approvers. Each of them can change the status only in the row with his user name. Other users will not be able to change either row.

The approver may change the status to "A" (approved) or "R" (rejected). Multiple order status fields may be changed at the same time. When all changes are complete, click on "Update".

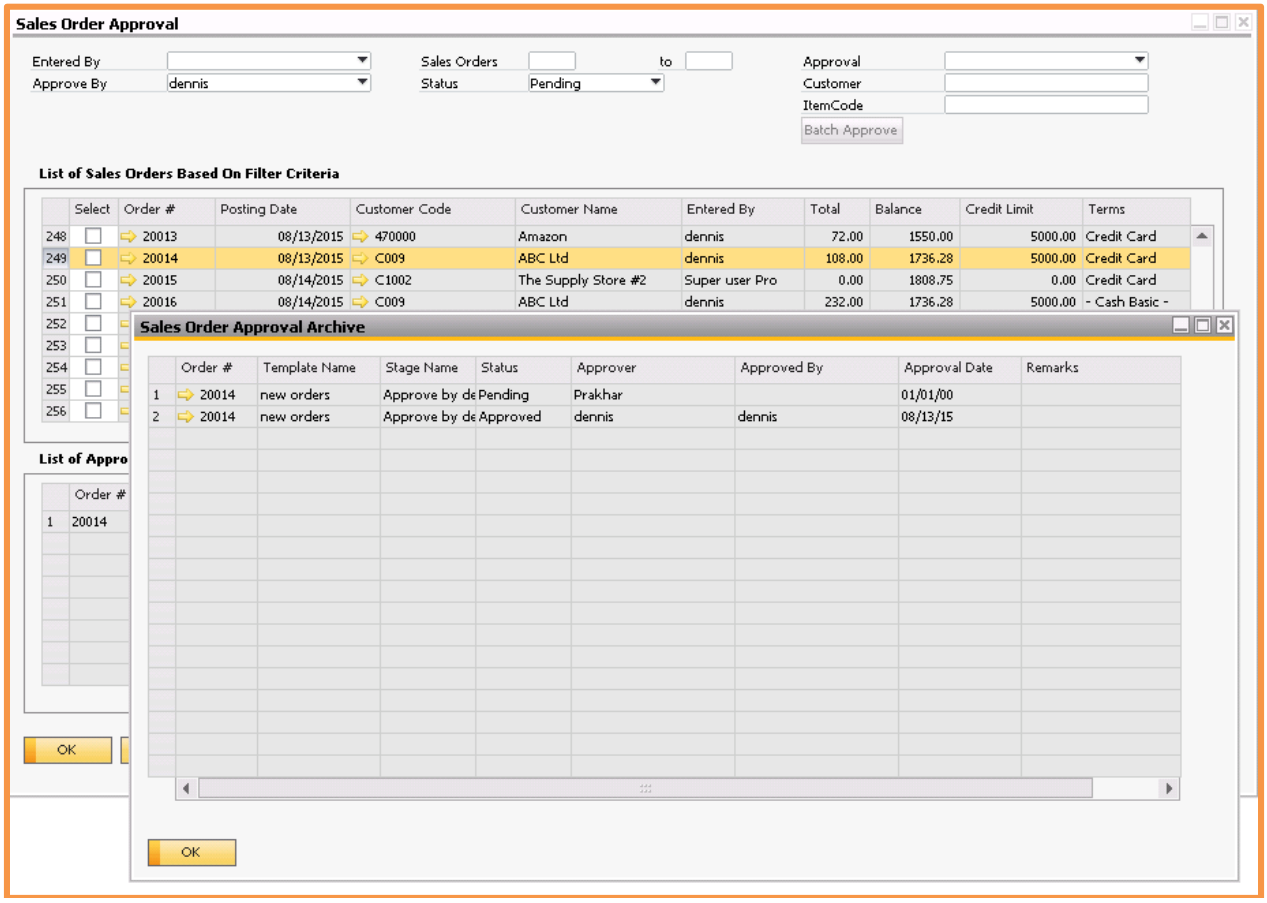
If an order is approved, the "Approved" checkbox on the Logistics tab will be checked, and the status will change to "Open". If the order is rejected, there will be no change to the order document, and the status will remain "Unapproved".

Whenever an order is rejected, it will no longer appear in the list of pending orders. It will be necessary to change the header selection to "Rejected" in order to view it.

Approvers may change the approval status at any time as long as the order remains open. They may return an order to a status of "Pending" even after it has been accepted or rejected.

Approval Archive

Once an order has been sent into the approval process, all results are archived for future review. To view the archive, select an order from the Approved or Rejected list, and click on the "Archive" button at the bottom of the screen.



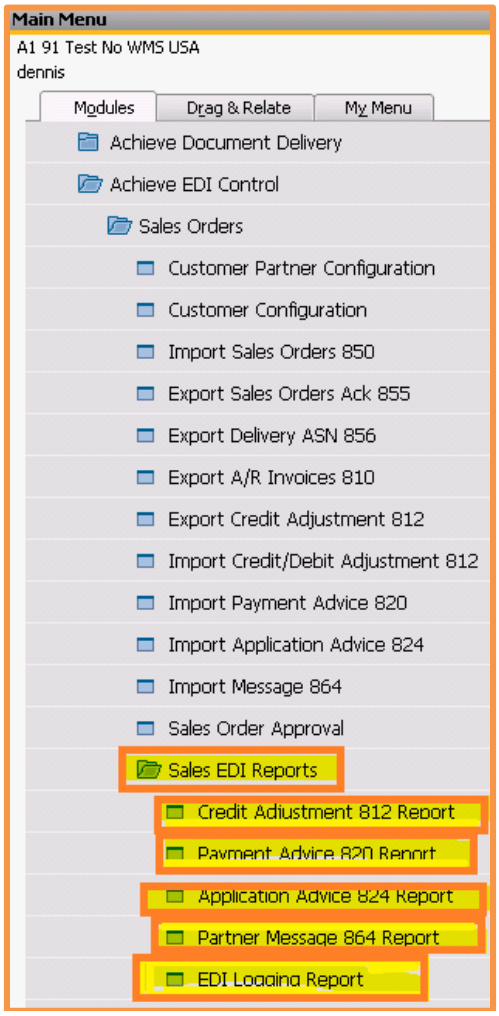
The archive window shows the history of approval activity. You can see each decision as it was entered by the approvers.

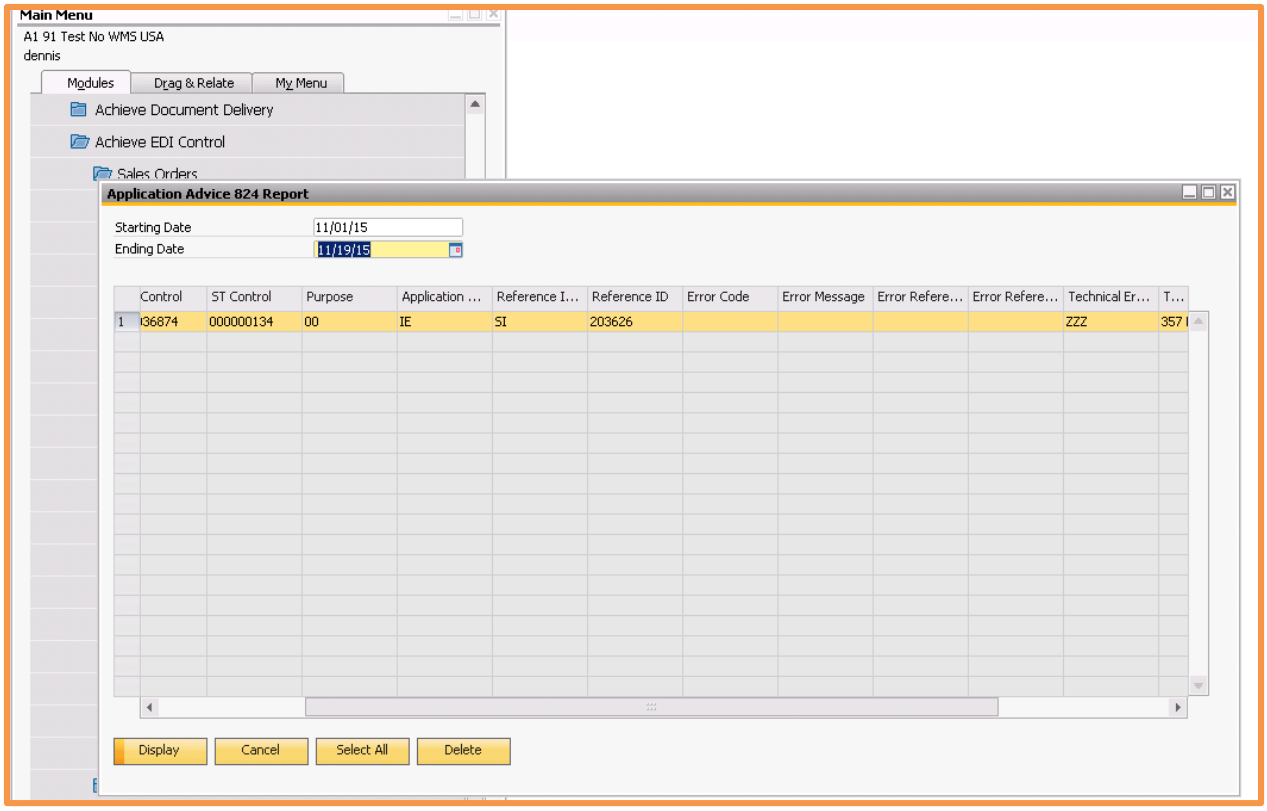
If you wish to see changes to the order document, you may drill down to the order number and open the Change Log, which will indicate which fields were changed, and by whom.

Sales EDI Reports

These reports are created from inbound EDI documents and are mapped into a browser. These reports all work the same way.

- Credit Adjustment 812 Report
- Payment Advice 820 Report
- Application Advice 824 Report
- Partner Message 864 Report





Starting/Ending Dates: These optional fields will allow the user to select records based on the selected dates

Display: This button will load the SAP documents from the database that match the selection criteria

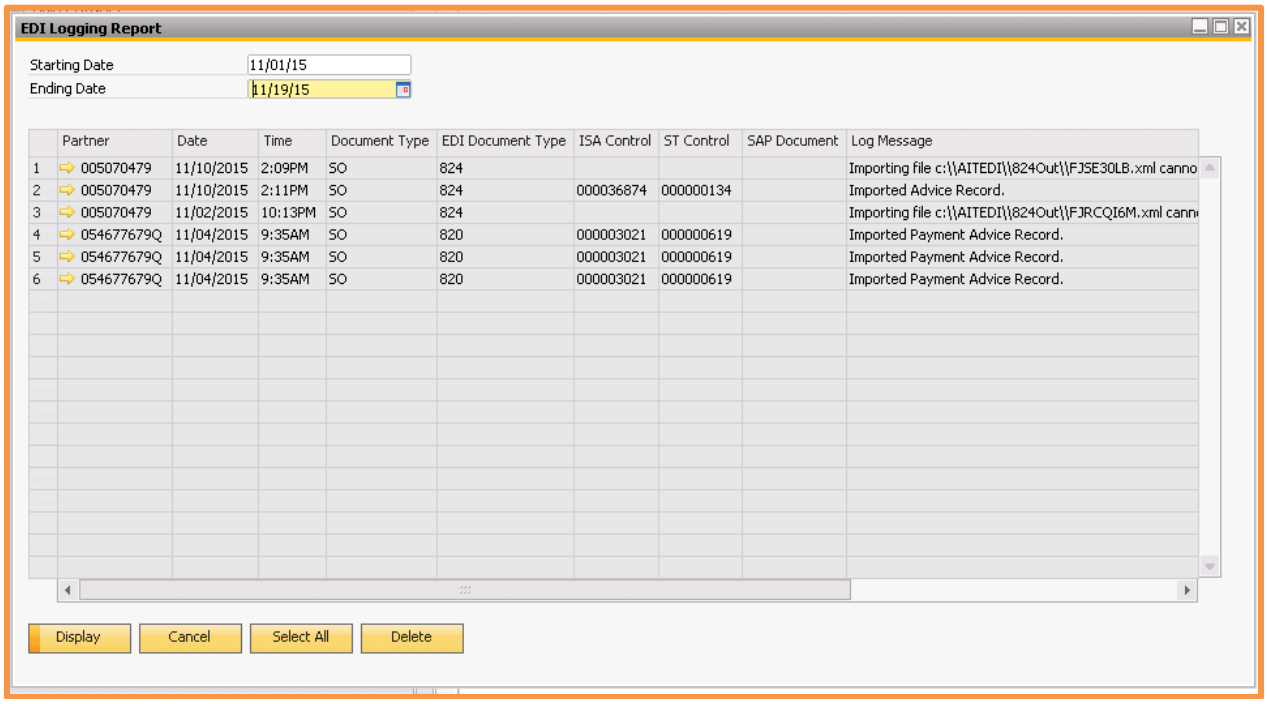
Cancel: This button will close the current screen

Select All: This button will highlight (select) all the documents returned for processing.

Delete: This button will delete the highlighted entries

EDI Logging Report

This report provides an audit log of EDI transactions that have been imported and exported.



Starting/Ending Dates: These optional fields will allow the user to select records based on the selected dates

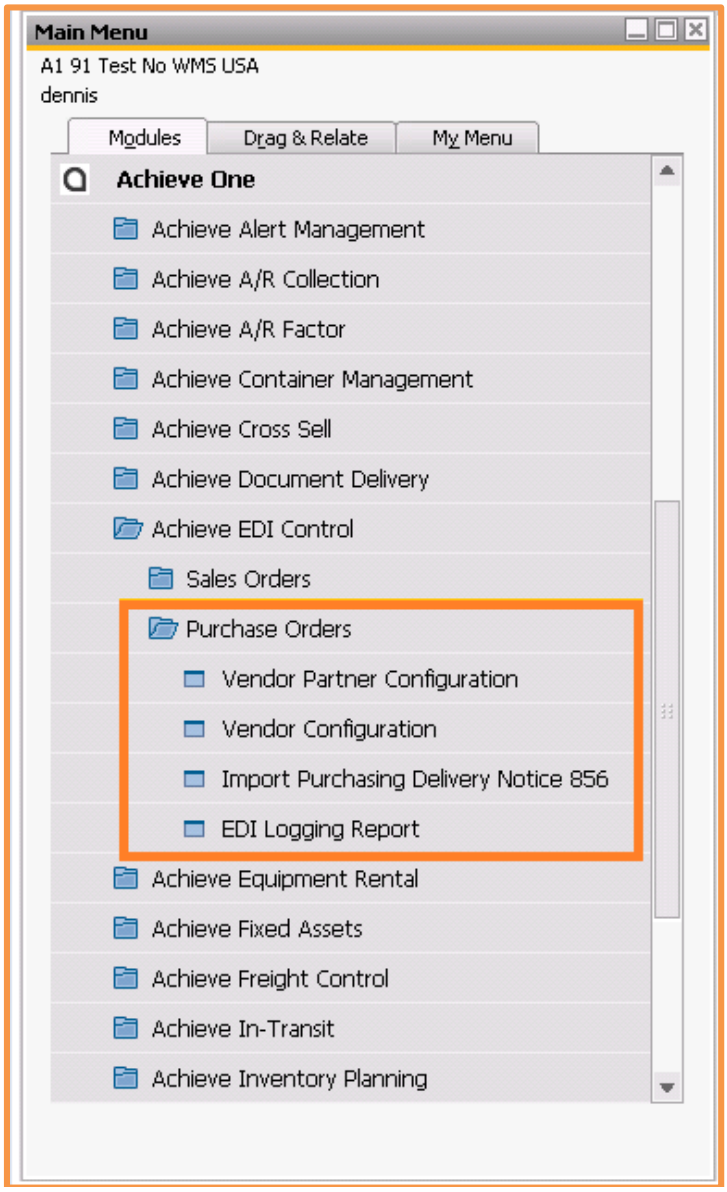
Display: This button will load the SAP documents from the database that match the selection criteria

Cancel: This button will close the current screen

Select All: This button will highlight (select) all the documents returned for processing.

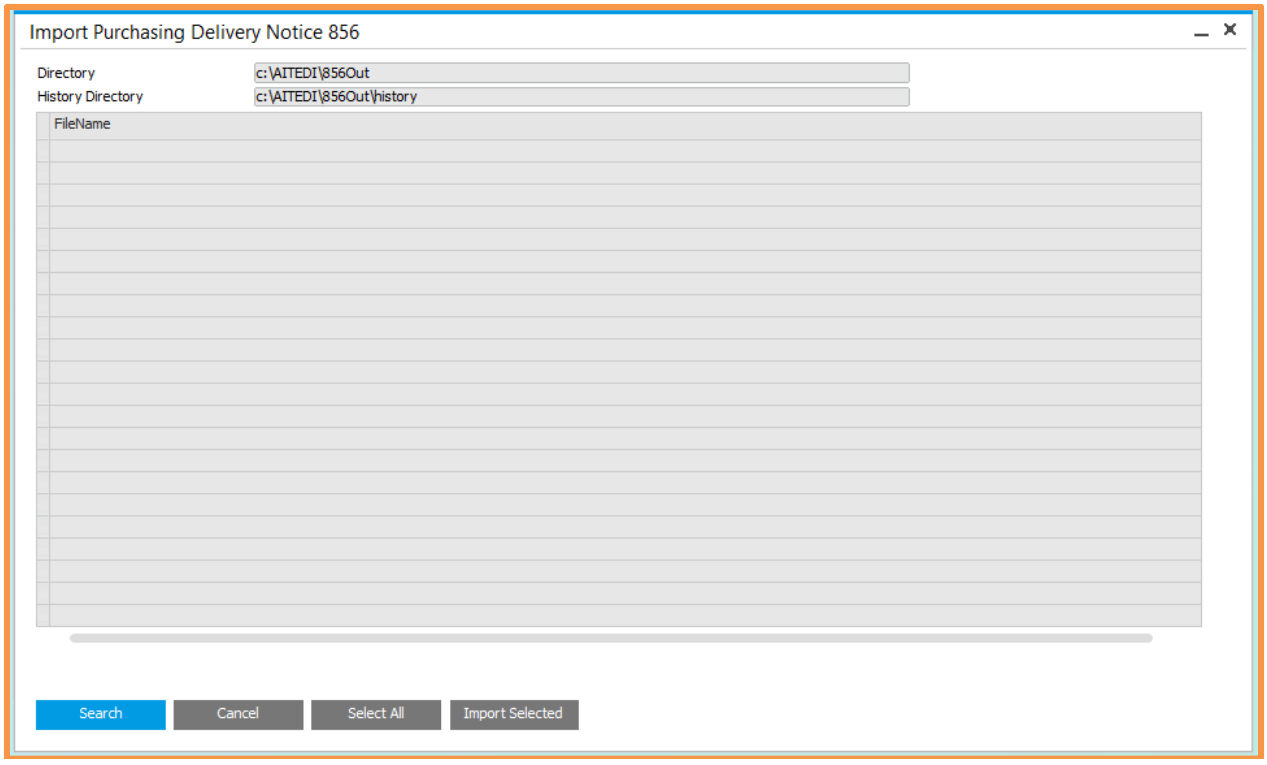
Delete: This button will delete the highlighted entries

Purchase Orders



Import Purchasing Delivery Notice 856

This import function will take the processed EDI inbound ASN data (now in an XML format) that the trading partner has provided and update open PO's with the selected information contained in the XML file. The data that will be updated on the PO is determined from the EDI import configuration screen. For each document, if the import is successful, then the XML file will be moved to History. If it fails to import, it will remain in the original directory, and will continue to appear on the Import screen.



EDI Logging Report

This report provides an audit log of EDI transactions that have been imported from purchasing transactions. It works the same as the EDI Logging report described above and has the same options.