Electronic Data Interchange - 3290

Ellipse EAM 9.0
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## Contents

**Electronic Data Interchange** .................................................................................................................. 6

- Further Information - Module Overview ................................................................................................. 8
- Electronic Data Interchange - Module Diagram ....................................................................................... 10
- Configuring EDI ......................................................................................................................................... 11
  - Configure System Control File ............................................................................................................. 12
  - Maintain Default Control Report Printer ............................................................................................ 13
  - Maintain Table Files .............................................................................................................................. 14
- Maintaining EDI Supplier Information ...................................................................................................... 15
  - Maintain Purchase Order Medium ....................................................................................................... 16
  - Create EDI Information ......................................................................................................................... 17
  - Update EDI Information ......................................................................................................................... 18
- Receiving EDI Messages ............................................................................................................................ 19
  - Receiving EDI Messages - Diagram ...................................................................................................... 20
  - Generate Receiving EDI Messages Reports .......................................................................................... 21
- Sending EDI Messages ............................................................................................................................... 22
  - Sending EDI Messages - Diagram ......................................................................................................... 23
  - EDI Outgoing Processing - Diagram ..................................................................................................... 24
  - Generate Sending EDI Messages Report .............................................................................................. 25
- Electronic Data Interchange - Reports ......................................................................................................... 26
  - MSB225 - Process Received EDI Messages for ASNs ...................................................................... 27
  - MSB252 - Process Received EDI Messages for RFQ .......................................................................... 28
  - MSB264 - Generate Automatic Invoices for Suppliers ...................................................................... 29
  - MSB290 - Process Incoming EDI Messages .......................................................................................... 31
  - MSB291 - EDI PO Messages Out .......................................................................................................... 32
  - MSBEDI - EDI Messages In ................................................................................................................... 33
  - MSBMIR - Invoice Manual Intervention Report .................................................................................... 34
  - MSBPER - Purchase Order Control Report (EDI Transmission) ............................................................. 35
  - MSBPOE - Purchase Order EDI Out ...................................................................................................... 36
  - MSBPSE - EDI Picking Slips .................................................................................................................. 37
  - MSR265 - Invoice Validation Report ...................................................................................................... 38
  - MSR290 - EDI Message Report ............................................................................................................. 39
  - MSREDI - EDI Messages In ................................................................................................................... 41
  - MSREDO - Output EDI Messages .......................................................................................................... 42
  - MSREOD - EDI Message Out ................................................................................................................. 43

**Electronic Data Interchange - Screens** .................................................................................................. 44

- MSM001A - Maintain System Control File .............................................................................................. 45
- MSM001B - Modify Systems Control File (Cont.) .................................................................................. 48
- MSM00AA - Modify Modules Installed ................................................................................................... 54
- MSM00CE - Modify Program Printer Allocations ................................................................................... 55
- MSM200A - Maintain Supplier Information ............................................................................................ 56
- MSM20DA - Supplier Business Information ............................................................................................ 59
- MSM20DB - Modify Supplier Business Information (Cont) ................................................................. 65
- MSM295A - Maintain EDI Profile Information ......................................................................................... 68
Electronic Data Interchange

The Electronic Data Interchange module facilitates the transmission of structured data from one application to another using electronic means and agreed message standards.

In a business environment, this translates to the timely exchange of information between trading partners at any or all levels. For example, you can instantly send a purchase order document to your supplier. The same process is used for outbound and inbound eXtensible Markup Language (XML) documents, however, in this case, a Value Added Network (VAN) is not required to enable transmission of the documents – the Internet or a Virtual Private Network (VPN) can be used.

File structures in Ellipse are designed to allow recording of both outgoing and incoming messages. A message consists of a message header and item records. The item record structure is designed to divide the message into logical sets, for example, purchase order header information and supplier information. Both incoming and outgoing sequential files of message data conform to the record definition.

Glossary

These terms are in common use throughout this module:
- Business to Business (B2B)
- Electronic Data Interchange (EDI)
- Electronic Trading Software Package
- Gateway
- Value Added Network (VAN)
- Virtual Private Network (VPN)

Diagram

The EDI diagram represents the Electronic Data Interchange module.

Reports

Report and batch processes are available within Ellipse EAM, which allow you to access additional information and perform batch update activities.

To see a description of these reports, refer to Electronic Data Interchange - Reports. Other reports, which do not belong to the Electronic Data Interchange module, can also be useful when performing EDI Purchase Orders and Request For Quotes (RFQs) tasks. These are:

- **Forward Purchasing Agreements** module
  - MSBQFE - EDI RFQ (FPA) Messages Out
  - MSBQQE - EDI RFQ (Quote) Messages Out

- **Purchasing** module
  - MSBPER - Purchase Order Control Report (EDI Transmission)
  - MSBPOE - Purchase Order EDI Out

- **Stores** module
  - MSBPSE - EDI Picking Slips

**Note:** For information on how to generate a batch job or report, refer to Reporting.
Further Information

Suppliers can be flagged to indicate that they support EDI and to show the specific message types they support. This eases the load on the interface, as only the flagged message types are forwarded to the EDI gateway. Depending on the trading relationship, your supplier can indicate changes to a purchase order in the purchase order acknowledgment (ACK). If the supplier is flagged as being allowed to do changes, the update to the purchase order proceeds. A history record is created to indicate that the purchase order was changed using an EDI message. You can also send a diary message to a specified user when EDI messages, within that user’s responsibility, are received.
Further Information - Module Overview

Electronic Data Interchange is the transfer of structured documents and data by commonly agreed message standards from application to application by electronic means.

A message consists of a message header (MSF290) and item records (MSF291). Both incoming and outgoing sequential files of message data shall conform to the MSF291 record definition.

Process Outline

This section outlines EDI processing, using a purchase order as the sample document:

- The purchasing officer creates the purchase order as normal except that it is flagged as 'EDI', based on defaults set on the supplier.
- The purchase order print run gathers 'EDI' orders and formats EDI messages in the Ellipse message facility awaiting transmission.
- EDI messages are extracted from Ellipse and imported to an EDI gateway for translation, using the appropriate standards and protocols and transmission using a value added network.
- The trading partner receives and processes the messages and may (depending on your Trading Partner Agreement) respond with an acknowledgement message. Other messages such as dispatch advices or invoices can also be initiated by the trading partner.
- The EDI gateway receives the messages from the trading partner, translates them into a format suitable for Ellipse and exports them to Ellipse.
Ellipse imports the incoming messages and process appropriately.

**EDI Gateway**

Ellipse interfaces to an EDI gateway to handle the message translation and communications with the Value Added Networks (VANs).

**Note:** This gateway is not supplied as part of the Ellipse EAM EDI module.

The EDI gateway selected determines how the precise mapping of the Ellipse EAM EDI messages in and out will be mapped and translated. Each gateway's own communications protocol must be taken into account, and mapping programs must be written on an individual client basis.

In Ellipse EAM, a generic interface has been developed that enables users to select their own EDI gateway providing it meets some basic requirements for the application interface.

From the Ellipse EAM application perspective the EDI gateway is a black box that handles the transmission and receipt of messages. The application has a predefined format for sending and receiving messages, and the EDI gateway is responsible for remapping these into a format suitable for its own processing. This is a simple procedure for most translators, and gives Ellipse EAM's customers the flexibility they require.

**Documents**

EDI currently supports the following generic message types:

- **SND** - Original Document outgoing
- **ACK** - Purchase Order Acknowledgment incoming
- **CHG** - Purchase Order Change outgoing
- **CAC** - Purchase Order Change Acknowledgment incoming
- **RFQ** - Request for Quote outgoing
- **RRQ** - Reply to Request for Quote incoming
- **ASN** - Advance Shipping Notice incoming
- **INV** - Invoice

**Further Details**

Suppliers can be flagged within Ellipse EAM to indicate that they support EDI and to show the specific message types they support. This eases the load on the interface, as only the message types indicated are forwarded to the EDI gateway.

When a purchase order acknowledgement is received it is possible, depending on your trading relationship, that the supplier will indicate changes to that order. If the supplier is flagged as being allowed to do such changes, the update will proceed. A history record is also created indicating the order was changed via an EDI message.

An optional diary message can be sent to an officer when EDI messages within that officer's responsibility are received.
Electronic Data Interchange - Module Diagram

The diagram below describes the EDI processing.
Configuring EDI

Within Ellipse EAM, there are the following three areas in which configuration activities must be performed before EDI can be used:

- System Controls
- Printer / Device Settings
- Table Files

Within the **System Controls** area, the EDI module (3290) must be activated. The EDI default device and the EDI default control report printer must be set up.

Two **Table Files** need to be configured. They can be found in the activity list.
Configure System Control File

Use this activity to activate the EDI module.

System control settings are usually determined during an Ellipse EAM implementation or upgrade project. Settings are recorded in a configuration workbook, and any changes are recorded along with supporting comments on reasons for the change. Security access to change system control settings is normally limited to the system administrator.

Activity Steps

1. Access **MS0001** - System Control File Maintenance.
   
   The **MSM001A** - Maintain Systems Control File screen displays.

2. Select **Maintain System Controls** in the **Option** field.

3. Select **Submit**.

4. The **MSM004A** - Modify Modules Installed screen displays.

5. Click **Submit** until the **3290 Electronic Data Interchange** module displays.

6. Enter data in the following fields:
   
   **Installed** - Enter **Y**

7. Select **Submit**.
   
   Any changes are saved.

8. Select **Cancel**.
   
   The **MSM001B** - Maintain Systems Control File (Cont.) screen displays.

9. In the **EDI/ EFT** tab, Enter data in the following fields:

   **Interchange Qualifier/Id**

   **Interchange Routing Address**

   **EDI Acknowledgement Required**

   **Last EDI Xmit No**

   These settings set up the global Ellipse system configuration for the EDI module and provide the required identification needed by the chosen Gateway and Value Added Network (VAN) provider.

10. Select **Submit**.
    
    The changes are saved.
Maintain Default Control Report Printer

Use this activity to establish or change the EDI default control report printer.

As well as the actual EDI message, the process of sending EDI messages generates a control report. You should direct the control report to a printer.

The Purchase Order print process always checks the printer setup for the B control reports.

You can set the default printer for the control report at a global or a district level. The district level will override the global setting. The most appropriate setting will depend on the printer location and your business requirements.

Note: If a printer is not defined for the control reports, the default printer for the district level will be used. If there is no district default printer, the global default printer will be used.

Activity Steps

1. Access **MS0001** - System Control File Maintenance.
   - The **MSM001A** - Maintain Systems Control File screen displays.
2. Select **Modify Program Printer Allocations** in the Option field.
3. Enter data in the following field:
   - District
4. Select **Submit**.
   - The **MSM00CE** - Modify Program Printer Allocations screen displays.
5. Enter data in the following fields:
   - **Prog. No.** - Enter POE
   - **Report Id.** - Enter A
   - **Printer Name**
   - **No. of Copies**
   - **Report Description**
   - **Prog. No.** - Enter POE
   - **Report Id.** - Enter B
   - **Printer Name**
   - **No. of Copies**
   - **Report Description**
6. Select **Submit**.
   - The printer allocations are saved.
   - The **MSM00CE** - Modify Program Printer Allocations screen re-displays.
Maintain Table Files

Table files need to be maintained as a part of the configuration of this module.

For information on how to maintain a table file, refer to Maintaining Table Files. Normally, you only need to maintain client-defined table files, not Mincom-defined table files. Ellipse EAM security determines your ability to maintain table files.

Select an item below to see the table file description and its associated values (if applicable):

- EM - EDI Message Information
- EMSG - EDI Message Type
Maintaining EDI Supplier Information

Before using EDI, you need to set the supplier's preferred medium for receiving Purchase Orders, and create or modify the supplier's EDI profile.
Maintain Purchase Order Medium

Use this activity to set the supplier’s preferred medium for receiving Purchase Orders as electronic messages.

Suppliers that are able to receive EDI messages as the preferred way of being sent purchase orders should have the Order Medium set to E. Notes if a supplier does not have the default Order Medium set to E, they can still receive electronic purchase orders. The medium on the actual purchase order can be used to indicate that the PO is to be sent electronically.

Activity Steps
   The MSM200A - Maintain Supplier Information screen displays.
2. Select Modify Supplier Business Information in the Option field.
3. Enter data in the following field:
   Supplier Code
4. Select Submit.
   The MSM20DA - Modify Supplier Business Information screen displays.
5. Select Submit.
   The MSM20DB - Modify Supplier Business Information (cont) screen displays.
6. Enter data in the following field:
   Order Medium - Enter E
7. Select Submit.
   The changes are saved.
8. Click Reset to exit.
   The MSM200A - Maintain Supplier Information screen displays.
Create EDI Information

Use this activity to create EDI profile information for a supplier. EDI information can be created only if the EDI module (3290) is installed.

Activity Steps
   The MSM200A - Maintain Supplier Information screen displays.
2. Select Create EDI Information in the Option field.
3. Enter data in the following field:
   Supplier Code
4. Select Submit.
   The MSM295A - Maintain EDI Profile Information screen displays.
5. Enter data in the following field:
   District
6. Click Submit until the Document Type in the Document field group for which you want to maintain EDI information displays.
7. Enter data in the following fields in the Document field group:
   Document Approval
   Field Default
8. Enter data in the following field in the grid:
   Automatic/Manual
9. Select Submit.
10. Select Submit.
11. Select Reset to exit.

The MSM200A - Maintain Supplier Information screen displays.
Update EDI Information

Use this activity to update a supplier’s EDI details. This can be done only if the EDI module is installed.

The EM - EDI Message Information table file determines the information displayed in the EDI transactions. You can create EDI profile information that is common to all document types without having to set up the document type details for an entity.

Activity Steps
   The MSM200A - Maintain Supplier Information screen displays.
2. Select option Modify EDI Information.
3. Enter data in the following field:
   Supplier Code
4. Select Submit.
   The MSM295A - Maintain EDI Profile Information screen displays.
5. Click ENTER until the Document Type in the Document field group for which you want to maintain EDI information displays.
6. Modify data as required.
7. Select Submit.
   The MSM200A - Maintain Supplier Information screen displays.
Receiving EDI Messages

Using a purchase order as the example document, the following is the process of receiving an EDI message:

- The supplier receives and processes the messages and may (depending on your trading agreement) respond with an acknowledgement message. The supplier can also initiate other messages, such as dispatch advices or invoices.
- The EDI gateway receives the messages from the supplier, translates them into a format suitable for Ellipse, and exports them to Ellipse.
- Ellipse imports the incoming messages and processes them.

**Note:** All incoming EDI messages consist of a message header followed by item records.

Diagram

The *Receiving EDI Messages* diagram represents the Electronic Data Interchange incoming process.

Business Rules

The following business rules govern this process:

All incoming messages

- The message header must be the first record for an incoming EDI message. The item records follow the message header.

Incoming EDI Purchase Order Messages

- Ellipse EAM requires purchase order items to be included as part of the incoming message for purchase order acknowledgements (ACK) and purchase order change acknowledgements (CAC).

Incoming EDI Advanced Shipping Notice Messages

- Ellipse EAM requires inclusion of advanced shipping notice items (ASN) in the incoming message for advanced shipping notices with a status of ‘Cancel Previous Delivery Instructions’.

Incoming EDI Invoice Messages

- Ellipse EAM allows invoices (INV) to be entered into the database using the EDI process. Messages must contain an External Invoice Number and a valid Purchase Order.
Receiving EDI Messages - Diagram

The diagram below represents the activities associated with the Receiving EDI Messages process.

![Diagram of EDI Message Receiving Process]
Generate Receiving EDI Messages Reports

Select a batch job or report to display its description and parameters.

For information on how to generate a batch job or report, refer to Reporting.

- Generate MSB290 - Processing Incoming EDI Messages
- Generate MSB225 - Process Received EDI Messages for ASNs
- Generate MSB252 - Process Received EDI Messages for RFQs
Sending EDI Messages

Using a purchase order as the example document, the following is the process of sending an EDI message:

- Create the purchase order as normal, except it is flagged as **EDI** because of the defaults set on the supplier business information.
- The purchase order print run gathers EDI orders and formats EDI messages in the Ellipse message facility awaiting transmission.
- The EDI messages are extracted from Ellipse and imported to an EDI Gateway for translation, using the appropriate standards and protocols.
- The EDI messages are transmitted to the supplier using a Value Added Network (VAN).

To handle the message translation and communications with the Value Added Network (VAN), Ellipse interfaces to an EDI gateway.

The EDI gateway determines how the precise mapping of the incoming and outgoing EDI messages is done. You must take into account the gateway's own communications protocol and write the mapping programs depending on the gateway used.

Ellipse EAM allows you to select your own EDI gateway using a generic interface, providing that the gateway you choose is able to carry out the following tasks:

- process flat files
- convert to and from the EDI format of the supplier from and to Mincom's message format
- communicate with the nominated VAN

From the Ellipse application perspective, the EDI gateway is a 'black box' that handles the transmission and receipt of messages. The application has a predefined format for sending and receiving messages, and the EDI gateway is responsible for remapping these into a format suitable for its own processing.

**Note:** The gateway is not supplied as part of the Ellipse EAM EDI module.

Diagram

The **Sending EDI Messages** diagram represents the Electronic Data Interchange outgoing process.
Sending EDI Messages - Diagram

The diagram below represents the activities associated with the Sending EDI Messages process.
EDI Outgoing Processing - Diagram

1. **Ellips Database**
2. **Ellips Business Transactions**
3. **Format PO EDI messages**
   - MSBP0E
4. **Format RFQ Quote**
   - EDI Messages MSBQQE
5. **Format RFQ FPA EDI msg**
   - MSBQFE
6. **Message Switching**
   - Out files MSF033/MSF036
7. **Convert EDI messages to flat file**
   - MSRED0
8. **EDI Message Out flat file**
   - MSTED0
9. **Receive & Translate EDI Message**
10. **EDI Gateway**
    - (Third Party Software NOT supplied with EDI Module)
11. **Tracing Partner**
Generate Sending EDI Messages Report

Select a batch job or report to display its description and parameters.

For information on how to generate a batch job or report, refer to Reporting.

- Generate MSB264 - Generate Automatic Invoices for Suppliers
Electronic Data Interchange - Reports

Reports

MSB225 - Process Received EDI Messages for ASNs................................................. 27
MSB252 - Process Received EDI Messages for RFQ..................................................... 28
MSB264 - Generate Automatic Invoices for Suppliers............................................... 29
MSB290 - Process Incoming EDI Messages................................................................. 31
MSB291 - EDI PO Messages Out.................................................................................. 32
MSBEDI - EDI Messages In.......................................................................................... 33
MSBMIR - Invoice Manual Intervention Report ............................................................ 34
MSBPER - Purchase Order Control Report (EDI Transmission)..................................... 35
MSBPOE - Purchase Order EDI Out.............................................................................. 36
MSBPSE - EDI Picking Slips........................................................................................ 37
MSR265 - Invoice Validation Report ........................................................................... 38
MSR290 - EDI Message Report ................................................................................... 39
MSREDI - EDI Messages In.......................................................................................... 41
MSREDO - Output EDI Messages .............................................................................. 42
MSREOD - EDI Message Out....................................................................................... 43
MSB225 - Process Received EDI Messages for ASNs

**MSB225** parses incoming EDI messages for Advanced Shipping Notices (ASNs) that have a status of **Approved** in message files **MSF290** and **MSF291**.

Run **MSB225** on a cyclic basis or as required to update Purchase Orders with ASN details.

A control summary-level report summarises the number of:

- ASN messages read
- ASN item messages processed and deleted
- ASN item messages in error

This process is initiated using the standard Ellipse EAM report request facility (**MSO080**). Messages selected for processing can be restricted to those within a certain district or **MSB290** run number.

If no specific messages are entered, messages for all active districts are processed, for example, if only a district is entered as a selection parameter, messages from various **MSB290** run numbers are processed if they belong to the specified district.

**Additional Information**

**Parameters**

Enter the following information in the Report Request Selection screen for this report:

**District Code**

Enter an active district code to restrict the ASN messages received for processing. If this field is left blank, ASN messages are processed for all active districts.

This field is optional.

**MSB290 Run Number**

Enter the **MSB290** run number to restrict the ASN messages received for processing. If this field is left blank, ASN messages are processed for all **MSB290** run numbers.

MSB225 is also automatically initiated whenever incoming EDI messages for ASNs are processed by an **MSB290** run.

This field is optional.
**MSB252 - Process Received EDI Messages for RFQ**

The MSB252 - Process Received EDI Messages for RFQ batch process parses incoming EDI messages for RFQs in message files MSF290 and MSF291.

You can run this process as required, on a cyclic basis to update RFQs from the incoming EDI messages.

A control summary-level report summarises the number of the following messages:

- RFQ messages read
- RFQ item messages processed and deleted
- RFQ item messages in error

This process is initiated using the standard Ellipse EAM report request facility (MSO080). Messages selected for processing can be restricted to those within a certain district or MSB290 - EDI Messages In batch process run number.

If no specific messages are entered, messages for all active districts are processed, for example, if only a district is entered as a selection parameter, messages from various MSB290 run numbers are processed if they belong to the specified district.

**Additional Information**

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Enter the following information in the Report Request Selection screen for this report:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Code</td>
<td>Enter an active district code to restrict the RFQ messages received for processing. If this field is left blank, RFQ messages are processed for all active districts. This field is optional.</td>
</tr>
<tr>
<td>MSB290 Run Number</td>
<td>Enter the MSB290 run number to restrict the RFQ messages received for processing. If this field is left blank, RFQ messages are processed for all MSB290 run numbers. This report is also automatically initiated whenever incoming EDI messages for RFQs are processed by a MSB290 run. This field is optional.</td>
</tr>
</tbody>
</table>
**MSB264 - Generate Automatic Invoices for Suppliers**

**MSB264** automatically generates invoices for suppliers from EDI messages. **MSB264** parses outgoing EDI messages for invoices in message files **MSF290** and **MSF291**, generates related invoices in message files **MSF260** and **MSF26A**, and deletes parsed invoices from message files **MSF290** and **MSF291**.

This batch file provides invoice batch file parsing with the loading being performed by **MSS264** for the following invoice types:

- Goods and Services Invoices
- Field Release Invoices
- Non-Order Invoices
- Mixed Invoices
- Debit/Credit Notes
- Additional Payments

Also included is the validation of the following data:

- Cheque Handling Code
- Sales Tax
- 1099 Suppliers (US only)

**MSB264** uses the defaults set up in the following table files:

- **SXML** - Supplier XML Interface, for example District Code.
- **SACC** - Default Account Code and Expense Element, for example Account Code, Expense Element
- **SDEF** - Default Values for Invoices, for example Supplier

Run **MSB264** on a cyclic basis or as required to update Invoices from the incoming EDI Messages.

A control summary-level report summarises the number of:

- Invoice messages read from the **MSF290** file
- Invoice messages processed and deleted
- Invoices written to the Invoice Header Table (**MSF260**)
- Invoice messages in error
- General errors, for example, invalid parameters.

This process is initiated using the standard Ellipse EAM report request facility (**MSO080**). Messages selected for processing can be restricted to those within a certain district or **MSB290** run number.

If no specific messages are entered, messages for all active districts are processed. For example, if only a district is entered as a selection parameter, messages from various **MSB290** run numbers are processed if they belong to the specified district.

If no optional parameters are specified, invoice messages for all active districts, all **MSB290** run numbers and all suppliers are processed.

**Additional Information**

**Parameters**

Enter the following information in the Report Request Selection screen for this report:
**District Code**  Enter an active district code to restrict the Invoice messages processed. If this field is left blank, Invoice messages are processed for all active districts on the System Control Table (MSF000).

This field is optional.

**MSB290 Run Number**  Enter the MSB290 run number to restrict the Invoice messages processed. If this field is left blank, Invoice messages are processed for all MSB290 run numbers.

This field is optional.

**Supplier**  Enter a supplier to restrict the Invoice messages processed. If this field is left blank, Invoice messages are processed for all suppliers.

This field is optional.

**Accountant**  Enter the Employee ID of the accountant requesting the processing. If this field is left blank, the default account clerk for the district is used.

MSB264 is also automatically initiated whenever incoming EDI messages for Invoices are processed by a MSB290 run.

This field is optional.
**MSB290 - Process Incoming EDI Messages**

**MSB290** reads incoming EDI messages from the Incoming Message Switching files and loads them into the Ellipse EAM message files against documents within Ellipse EAM. This batch process produces a control summary report.

Generate **MSB290** as a cyclic request or as required to process incoming EDI messages.

A control summary report details the following:

- Number of incoming transmissions read
- Number of transmissions junked
- Number of purchase order incoming messages read
- Number of items without a header
- Number of transmissions given errors
- Number of purchase order incoming messages written
- Number of advance shipping notice (ASN) incoming messages read
- Number of ASN incoming messages written

If the Forward Purchasing Agreements module is installed, additional details are:

- Number of response to request for quotation (RRQ) messages read
- Number of RRQ messages written

If the Accounts Payable module is installed, additional details are:

- Number of invoice messages read
- Number of invoice messages written

If the Foreign Military Sales (FMS) module is installed, additional details are:

- Number of FMS incoming messages read
- Number of FMS requisition messages read
- Number of FMS requisition messages written
- Number of FMS billing messages read
- Number of FMS billing messages written
- Number of FMS discrepancy messages read
- Number of FMS discrepancy messages written
- Number of FMS free-format messages read
- Number of FMS free-format messages written
- Number of FMS duplicate messages written
MSB291 - EDI PO Messages Out

MSB291 reads and processes EDI messages received against Purchase Orders (POs) existing in message files MSF290 and MSF291.

Run MSB291 on a cyclic basis or as required to update POs from the incoming EDI messages.

A control summary-level report summarises the number of:

- MSB290 records read
- EDI messages read

If the Foreign Military Sales module (3350) is installed, the following numbers are also summarised:

- FMS requisition messages read
- EDI purchase orders updated
- FMS purchase orders updated
- FMS purchase orders cancelled
- Purchase requisitions written
- Recommended orders written
- Purchase orders written

MSB291 is initiated using the standard Ellipse report request facility (MSO080). Messages selected for processing can be restricted to those within a certain district or MSB290 run number.

If no specific messages are specified, messages for all active districts are processed, for example, if only a district is entered as a selection parameter, messages from various MSB290 run numbers are processed if they belong to the specified district.

If the supplier's default withholding tax code exists on the table file CRWT - Country Code Withholding Tax, this withholding tax code functions as if withholding tax is calculated at payment and no other withholding tax codes can be entered on the supplier's purchase order items.

Withholding tax codes with a table file CRWT - Country Code Withholding Tax entry is processed as a withholding tax payment regardless of the district control setting.

Additional Information

Parameters
Enter the following information in the Report Request Selection screen for this report:

District Code
Enter an active district code to restrict the Purchase Order messages selected for processing. If this field is left blank, PO messages are processed for all active districts.

This field is optional.

MSB290 Run Number
Enter the MSB290 run number to restrict the PO messages selected for processing. If this field is left blank, PO messages are processed for all MSB290 run numbers.

This field is optional.
MSBEDI - EDI Messages In

Report **MSBEDI** imports incoming Electronic Data Interchange (EDI) messages from a sequential file and creates messages in the Ellipse EAM messages switching files MSF037 and MSF038. **MSBEDI** produces a summary report containing details of the statistics of the run and a rejection report, which shows details of the rejected EDI messages.

Run this report on a cyclic basis or as required to clear incoming EDI messages.

The file dependencies are as follows:

- **Input File - MSTEDI**

The summary report details include:

- Date
- Total number of messages processed within message type

The rejection report details include:

- Purchase Order Number
  - For incoming purchase order messages with an invalid Purchase Order Number.
- **Record Type**
  - This is translated into PO Header, PO Item, Quote Header, Quote Item, ASN Header, ASN Item, Invoice Header, and Invoice Item where possible. Otherwise, it is displayed as it appears in the incoming EDI message.
MSBMIR - Invoice Manual Intervention Report

MSBMIR report produces a list of all B2B invoices for a specified MSB290 Run Number that has a status of 07 - Manual Intervention Required.

This report can be run in both Review and Update mode.

When run in Review mode the report lists all the invoices that match the input criteria.

When run in Update mode, the report changes the invoice payment status from a status of 07 to a status of 09 - Manual Intervention Completed. A list of updated invoices is also produced when run in Update mode.

Additional Information

Parameters
Enter the following information in the Report Request Selection screen for this report:

Run Mode
Enter R to run the report in review mode.
Enter U to run the report in update mode.
This field is mandatory.

MSB290 Run Number
Enter the MSB290 run number to restrict the invoices selected for processing. This field is mandatory.

District Code
Enter the district code to restrict the invoices selected for processing. Note: This defaults to the logged in user district.

Supplier to exclude
Enter the supplier number. Leave this field blank if no suppliers are to be excluded.

Invoice to exclude
Enter the invoice numbers to exclude. Up to 10 invoice numbers can be entered.
MSBPER - Purchase Order Control Report (EDI Transmission)

Report MSBPER is a summary report of all Electronic Data Interchange (EDI) purchase orders. This report is sorted by supplier number and purchase order number.

Request this report from the MSB222 - Purchase Order Printout batch program.

This report shows purchase order, stock code and supplier details for purchase orders with a medium of EDI that are from the specified run number.

Selecting Report Contents

- Print Run Number
- Override Medium
MSBPOE - Purchase Order EDI Out

Report MSBPOE lists all Foreign Military Sales (FMS) orders for which an FMS status line could not be formatted. If the Foreign Military Sales module (3350) is not installed, this report will be produced and report no errors.

This report is run subsequent to a request for the MSB222 - Purchase Order Printout batch program. Follow normal purchase order print procedures when requesting EDI medium orders for printing. Printing of an EDI order is defined as the creation of an outgoing EDI message on the message switching files (MSF035/MSF036). See the MSB222 documentation for details of the timing of order printing.

The following details are reported for orders in error:

- Purchase order number
- FMS requisition number
- Error message

A total number of orders in error is reported when the supplier number changes.

The selection criteria are defined by the request for MSB222.
MSBPSE - EDI Picking Slips

Report MSBPSE runs as a result of the requisitioner entering a Warehouse Requisition for a Vendor Held item, and the preferred medium recorded for the vendor on the warehouse control record is EDI (E).

This report is run immediately when a requisition within warehouse service time, is entered into Ellipse. Picking Slips can also be reprinted through the MSE1TP - Pick Task screen or the MSE1R1 - Update Receipt Document screen.

Electronic Data Interchange (EDI) is simply the transfer of structured data by commonly agreed message standards from application to application by electronic means.

The standard Ellipse EAM Packing Slip outbound transactions are created in the flat file MSTPSE.

Each record is a fixed length of 650 bytes.

This report can not be requested through the normal report request facility. It is submitted automatically when a requisition is created or moved to, within warehouse service time.
MSR265 - Invoice Validation Report

This report provides output errors for MSF063.

*Additional information*

**Parameters**

Enter the following information in the Report Request Selection screen for this report:

**District Code**

This field displays the relevant district code.
MSR290 - EDI Message Report

Report MSR290 lists EDI messages from the message files MSF290 and MSF291. The messages selected can be filtered by criteria, including:

- Document Type
- Message Header Status
- Employee ID
- MSB290 Run Number

The file dependencies are:

- Main File - MSF290
- Lookup File - MSF291, MSF200, MSF250, MSF251, and MSF810

Items with a status of Error include rejection of an invoice for the following reasons:

This report is sorted by Employee ID, Document Type, and Message Header Status if you request **Sort by Employee ID**. Otherwise, the report is sorted by Document Type and Message Header Status.

This report can be generated at any time.

This report prints information for all specified EDI Message Header records and EDI Message Item Records.

**Additional Information**

**Parameters**

Enter the following information in the Report Request Selection screen for this report:

**Document Type**

Enter a document type to restrict the report. Entry is validated against the Table File EM-EDI Message Information.

If this field is left blank, EDI message information is reported for all document types.

Valid values are:

- **I** Invoice
- **O** Purchase Order
- **Q** Quotation
- **S** Shipping Notice
Message
Header Status  Enter a message header status to restrict the report.
If this field is left blank, EDI message information is reported for all message header statuses.
Valid values are:
- 1  Sent
- 2  Received Unapproved
- 3  Received Approved
- 4  Declined
- 5  Processed
- 9  Error
The message header status is set to Error if at least one of the EDI message items has a status of Error. The message header status is Received Unapproved if at least one of the EDI message items has a status of Received Unapproved but none has a status of Error.

Employee ID  Enter an Employee ID to restrict the report to those messages within the responsibility of that employee.
If this field is left blank, EDI message information is reported for all employees.
This field is optional.

MSB290 Run Number  Enter a MSB290 run number to restrict the report.
If this field is left blank, EDI message information is reported for all MSB290 run numbers.
This field is optional.

Sort by Employee ID  Enter Y to sort this report by Employee ID, Document Type, and Message Header Status.
Enter N to sort this report by Document Type and Message Header Status only.
This field is mandatory.
MSREDI - EDI Messages In

Report MSREDI imports incoming EDI messages from a sequential file and creates messages in the Ellipse messages switching files MSF037 and MSF038. MSREDI produces a summary report containing details of the statistics of the run and a rejection report, which shows details of the rejected EDI messages.

Run this report on a cyclic basis or as required to clear incoming EDI messages.

The file dependencies are as follows:

- Input File - MSTEDI
- Report File - MSREDI
- Electronic Message File - G, Input, EDI

The summary report details include:

- Date
- Total number of messages processed within message type

The rejection report details include:

- Purchase Order Number
  For incoming purchase order messages with an invalid Purchase Order Number.
- Record Type
  This is translated into PO Header, PO Item, Quote Header, Quote Item, ASN Header, ASN Item, Invoice Header, and Invoice Item where possible. Otherwise, it is displayed as it appears in the incoming EDI message.
MSREDO - Output EDI Messages

Report MSREDO produces a flat sequential file of outgoing EDI messages. It also produces a summary report and an audit report, if you request one. All complete EDI messages are processed.

Run this report on a cyclic basis or as required to clear outgoing EDI messages.

A sequential file of EDI (MSTEDO) messages is produced. If the Foreign Military Sales module (3350) is installed, any FMS messages are written to the sequential file MSTFMS. If the Foreign Military Sales module is not installed, an empty sequential file is created.

The summary report details are:

- Date
- Total number of messages processed, by Document Type
- Total number of messages processed
- The audit report contains the following information:
  - Document Number
  - Document Type

Additional Information

Parameters

Enter the following information in the Report Request Selection screen for this report:

Audit Trail Report

Enter Y to request the audit report MSREOD.
Enter N if you do not want the audit report MSREOD.
MSREOD - EDI Message Out

Report MSREOD produces an audit trail report related to the EDI messages export report MSREDO.

If required, this report is produced when you run MSREDO with a value of Y in the Audit Trail Report field.

This report summarises the details of the number of messages processed. For each message, details will be reported on a new page and include:

- Message Type
- Document Number
Electronic Data Interchange - Screens

Screen

MSM001A - Maintain System Control File ................................................................................. 45
MSM001B - Modify Systems Control File (Cont.) ...................................................................... 48
MSM00AA - Modify Modules Installed ....................................................................................... 54
MSM00CE - Modify Program Printer Allocations ....................................................................... 55
MSM200A - Maintain Supplier Information .................................................................................. 56
MSM20DA - Supplier Business Information ............................................................................... 59
MSM20DB - Modify Supplier Business Information (Cont) ......................................................... 65
MSM295A - Maintain EDI Profile Information ............................................................................ 68
MSM001A - Maintain System Control File

Use this screen to access and maintain System and District Control files. The System and District Control files contain information used to control functionality within Ellipse EAM. The options selected determine the functionality available through the activation of modules and entry of data.

**Note:** Changing fields within the System or District Control files after implementation could lead to corrupted files or program failure. If in doubt as to the impact of changing any control settings, refer to your ABB Support consultant.

Which menu options are available depends on your security levels.

Suspension or closure of a district can only be performed by users with access to this program. Once a district has been suspended or closed, you cannot include them in search strings being created.

The **Suspend, Reactivate** and **Close** district functions are also security controlled with a **SUSPEND** function profile. The user profile is secured against the **SUSPEND** function profile. The user must also have been added to this access.

If you have access to the **SUSPEND** profile, you can perform transactions in a suspended district. The transactions you can perform in a suspended district or warehouse are subject to normal Ellipse EAM access control.

When an attempt is made to access data belonging to another district, the district code is validated and if it is suspended, you will need to pass the access check as above.

The maintain system control file program requires differing levels of security access for each district status change.

The following status changes for a district are permitted:

- Reopen or reactivate a district
- Suspend the district
- Close the district

Each district status change updates the district control file with the current user, date and time. Once a district has been suspended and before attempting to close a district, ensure that the **Check for Closure** reports have not detected any conditions that would prevent the district from being closed.

Where the **Suspend District** option is selected, the district can be reactivated.

This screen is subject to split security - refer to Security Specifics.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Maintain Systems Controls</th>
<th>Use this option to update information held on the System Control file at a global level. Use this option for activating modules and maintaining other system control settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define a New District</td>
<td>Use this option to create a new legal entity or charter. This creates information on the District Control file.</td>
</tr>
<tr>
<td>Modify District Controls</td>
<td>Use this option to modify an existing districts' specific control file settings.</td>
</tr>
<tr>
<td><strong>Modify District Bank Accounts</strong></td>
<td>Use this option to create, modify, or delete bank account information held on the District Control file.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Modify District Account Code</strong></td>
<td>Use this option to update Ellipse EAM with account codes required to prepare balanced entries for various accounting transactions within the integrated system. For example, Accounts Payable and Accounts Receivable.</td>
</tr>
<tr>
<td><strong>Modify District Accounting Periods</strong></td>
<td>Use this option to maintain past, present, and future accounting periods for a given district. This option can also be used to review a financial year to ensure month end has occurred in all periods for a given financial year.</td>
</tr>
<tr>
<td><strong>Modify Current Period Information</strong></td>
<td>Use this option to identify or update the current accounting periods for modules used within districts.</td>
</tr>
<tr>
<td><strong>Modify Program Printer Allocations</strong></td>
<td>Use this option to enter default printing parameters for batch reports produced by Ellipse EAM. This would usually only be for certain control type reports or updates.</td>
</tr>
<tr>
<td><strong>Modify District Address Details</strong></td>
<td>Use this option to create or maintain each district's postal address, telephone numbers, and relevant government IDs.</td>
</tr>
<tr>
<td><strong>Modify District HR Details</strong></td>
<td>Use this option to define default Human Resources and payroll information for a district.</td>
</tr>
<tr>
<td><strong>Suspend District</strong></td>
<td>Use this option to deactivate district attributes for a district that is no longer required, or for a newly created district that is yet to have its data loaded.</td>
</tr>
<tr>
<td><strong>Reactivate District</strong></td>
<td>Use this option to reactivate a district for use after the district has been defined and the details have been added.</td>
</tr>
<tr>
<td><strong>Close District</strong></td>
<td>Use this option to close a district if it is no longer required.</td>
</tr>
<tr>
<td><strong>Modify Warehouse Control Information</strong></td>
<td>Use this option to modify information relating to the setup of a warehouse within Ellipse EAM.</td>
</tr>
<tr>
<td><strong>Modify Site Control Information</strong></td>
<td>Use this option to modify information relating to the setup of a site that uses the Permit to Work module.</td>
</tr>
</tbody>
</table>

**District**

Enter the district code.

This field identifies an accounting entity, business unit, military base or geographical location that performs business in its own right. A district can be thought of as a separate set of financial books.

This field is mandatory for all options, except options **Maintain Systems Control Information** and **Maintain Warehouse Control Information**.

**Copy District**

The district from where the information is to be copied to create a new district. This field is only valid when selecting option **Define a New District**.
The following information does not copy from the old district:

- Bank Accounts
- Account Codes
- Accounting Periods
- Current Periods
- Program Printers
- District Address Details

Suppliers will be copied from the nominated district where the Default Dstrct Supp field has been set on MSM001C.

Where a Copy From district derives the chart of accounts or the expense elements from another district, the default expense elements copied during the copy district function is correct and available for use within the Copy To district.

Where a Copy From district controls its own chart of accounts or expense elements, the default expense elements copied during the Copy District function will not exist within the Copy To district. It is the responsibility of the user to ensure that all default expense elements are valid within the Copy To district prior to processing.

**Warehouse**

This field refers to a major stock storage location within a district. This field is required when option Maintain Warehouse Control Information is selected. The warehouse must exist as a code on the WH Table File.

**Site Code**

This field refers to a site for the purposes of setup details for the Permit to Work module. The entry in this field is validated against the Table File PSIT - Site Code. This field is required when the option Maintain Site Control Information is selected.
MSM001B - Modify Systems Control File (Cont.)

Use this screen to modify Systems Control file settings for the General and Materials modules.

Company Name
This field is mandatory. Enter the name of the entire installation. Many clients also identify which Ellipse EAM instance, for example **ABC Company - Production**.

Tabs
- *General*
- *EDI/Payments*
- *Contracts Admin/Locations*
- *System Mode/Security*
- *Diary/E-mail*
- *Externally Managed Processes*

General tab

Multi District
Enter **Y** if this installation has more than one district. Enter **N** if only one district applies. We suggest you enter **Y**, even if only one district is to be created. If additional districts are never created, there will be no impact.

Max I/Os for Searches
(Maximum Inputs/Outputs for Searches)
Enter the maximum number of I/Os (inputs/outputs) allowed for review programs that search for matching records.

A reasonable number is 200. Too large a number could mean that the search routines create a longer processing time, looking for non-existent records. Too small a number could mean that nothing is found to match, causing frustration, especially when records are known to exist.

Default Batch Defer Time (HHMMSS)
Enter the default time at which batch reporting jobs should normally execute. The format is HH:MM:SS.

Standard Text Compressed
Enter **Y** to signify that text stored in the standard text facility is space compressed. Enter **N** if it is not space compressed. A compressed file occupies less disk space. However, it also requires more CPU time to process the data. Enter **R** if a relational database product is in use.

Enter one of the following characters:

<table>
<thead>
<tr>
<th>R</th>
<th>Relational databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Compress</td>
</tr>
<tr>
<td>N</td>
<td>No compression</td>
</tr>
</tbody>
</table>
**Date Format**
This field identifies the format of dates that display on screens and reports.
Enter one of the following date options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Format</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>DD/MM/YY (Australian format)</td>
<td>31/12/10</td>
<td>For example, enter 31/12/10 for 31 December 2010.</td>
</tr>
<tr>
<td></td>
<td>OR DD/MMM/CCYY (Australian format)</td>
<td>31DEC2110</td>
<td>For example, enter 31DEC2110 for 21 Century, 31 December 2010.</td>
</tr>
<tr>
<td>I</td>
<td>DD-MM-YY (International format)</td>
<td>31-12-10</td>
<td>For example, enter 31-12-10 for 31 December 2010.</td>
</tr>
<tr>
<td></td>
<td>OR CCYY/MM/DD (International format)</td>
<td>2110DEC31</td>
<td>For example, enter 2110DEC31 for 21 Century, 31 December 2010.</td>
</tr>
<tr>
<td>M</td>
<td>DD/MMM/YY (Military format)</td>
<td>31/DEC/10</td>
<td>For example, enter 31/DEC/10 for 31 December 2010.</td>
</tr>
<tr>
<td></td>
<td>OR DD/MMMCCYY (Military format)</td>
<td>31DEC2110</td>
<td>For example, enter 31DEC2110 for 21 Century, 31 December, 2010.</td>
</tr>
<tr>
<td>U</td>
<td>MM/DD/YY (USA format)</td>
<td>12/31/10</td>
<td>For example, enter 12/31/10 for 31 December 2010.</td>
</tr>
<tr>
<td></td>
<td>OR MMMDDCCYY (USA format)</td>
<td>DEC312210</td>
<td>For example, enter DEC312210 for 21 Century, 31 December, 2010.</td>
</tr>
</tbody>
</table>

**Allow Window Messages**
Enter Y to indicate that the screen message facility will be switched on. This enables the display of messages entered for screens on the Table File MM - Screen Message on the bottom lines of screens.

**Maximum Login Attempts**
Enter a number from 1 to 9, indicating how many times an invalid user ID and password combination will result in an error message before Ellipse EAM stops.

**Bypass Welcome**
This field defaults and is display only.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Indicates that instead of displaying the Welcome/Sign On screen and accepting a user ID and password, the login program should obtain the operating system's user ID.</td>
</tr>
</tbody>
</table>
For more information about this field, refer to Configuring Login Options.

**Last MSF096 Key**

Enter the last MSF096 key number used by the system.

This field is used by the Condition Monitoring module (3340) to create a narrative text for the condition monitoring measurements.

**Maximum Updates**

Enter a number indicating the maximum number of updates to be done in a batch program before the restart record is automatically rewritten. This is a default value and can be overridden.

**Maximum Reads**

Enter a number indicating the maximum number of reads to be done in a batch program before the restart record is automatically rewritten. This is a default value and can be overridden.

**Calendar Date Range**

Enter a year in the format **CCYY**. This is the upper limit of the 100 year date range used by Ellipse EAM when determining the century for a year that does not allow a century to be entered or a century associated with it. The lower limit is determined by subtracting 99 from it.

For example, if 2025 is entered then the lower limit is calculated as 1926, meaning any year entered in Ellipse EAM that is greater than 25 has a century of 19, otherwise it has a century of 20.

**HOST DETAILS**

**Base URL**

The case-sensitive URL of the host. This URL is used to initiate Ellipse EAM web applications.

Up to 50 characters can be entered. If the URL exceeds 50 characters the **Base URL 2** and **Base URL 3** fields can be used.

This field is optional.

**Base URL 2**

The extended URL of the host. This field is used to if the URL entered in the **Base URL 1** field exceeds its maximum character length.

Up to 50 characters can be entered.

**Base URL 3**

The extended URL of the host. This field is used to if the URL entered in the **Base URL 1** and **Base URL 2** fields exceeds its maximum character length.

Up to 50 characters can be entered.

**EDI/Payments tab**

The following EDI fields are only available if the **Electronic Data Interchange** module (3290) is installed.

The following EFT fields can only be created or modified if the **Electronic Funds Transfer** (EFT) module is installed.
ELECTRONIC DATA INTERCHANGE

Interchange Qualifier/Id

This is the code for the interchange qualifier used to translate messages into text. This is an optional field unless an entry is made in the Interchange ID field (adjacent), in which case entry is mandatory.

The second field is the interchange ID code for the authorisation identifier. This is an optional field unless an entry is made in the Interchange Qualifier field, in which case entry is mandatory.

Interchange Routing Address

Enter the address of the EDI gateway.

This field is optional. This is the specific EDI routing information.

EDI Acknowledgment Required

Enter Y if acknowledgment of the EDI transmission is required. Enter N if acknowledgment is not required.

This field is optional.

Last EDI Xmit Number

(Last EDI Transmit Number)

The last EDI transmit number allocated. This is a counter and Ellipse EAM increments this field automatically whenever an EDI transmission is performed. Enter the last EDI message transmission number, if required.

This field is optional.

Last MSB290 Run Number

This is the last EDI message retrieval run number. This is a counter and Ellipse EAM increments this number automatically whenever MSB290 is generated.

PAYMENTS

EFT Length

Enter the length of the EFT payment ID. The ID cannot be greater than 17 as the maximum length of the EFT ID is 18 characters less the EFT alpha character.

EFT Alpha

Enter the EFT alpha code.

Last EFT Number

This is the last EFT number generated by the system. This field will automatically be incremented by the system.

This field is mandatory.

Cheque Number Length

Enter the cheque number length (cannot be greater than 18).

Contract Admin/Locations tab

The following fields can only be created or modified if the Tender Administration module or the Contract Administration module is installed.
TENDER ADMINISTRATION

Last Tender Number
Enter the number of the last tender.

Last Contract Number
Enter the number of the last contract.

CONTRACTS ADMINISTRATION

Details to Incl Add Tax

If additional tax is to be included in the price, enter Y, otherwise enter N. This field is mandatory if the Contract Administration module is installed.

LOCATIONS

Last Location Number
Enter the last location number allocated by Ellipse EAM. This field must contain a number and is used by the Location Server MSK011 to create locations using system-generated numbers. If users do not specify a location number during the creation of a location, this number is incremented by one and allocated to the next location. A check is made to ensure that the derived number has not already been allocated.

System Mode/Security tab

You can only create or modify the following information if your security access level is 9.

SYSTEM MODE

Production/Test/Demo Mode

Test mode modifies the way in which transactions are activated on some platforms. Demonstration mode sets the date within the online system to a specific date.

Enter one of the following values to indicate the mode of operation of the system:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Production</td>
</tr>
<tr>
<td>T</td>
<td>Test</td>
</tr>
<tr>
<td>D</td>
<td>Demonstration</td>
</tr>
</tbody>
</table>

Note: This flag is for ABB internal use and all customers should leave this field blank. The default is Production.

Demonstration Date
Enter the date the system is to be used for demonstration. Entry is mandatory if the system is in Demonstration mode.
SECURITY

Advanced User Security
This field is used for the mandatory login password. Select N if the login field is to be locked when the maximum number of logins have been exceeded. The password attempts will be logged in MSF022.

Minimum Days Between Password Change
This field controls when a user can change their Ellipse EAM password. The number entered indicates how many days must lapse before the user can change their password. If 0 is entered in this field, changes can be made as required.

Diary/E-mail tab

Extended Text Counter
This field is used by the diary function. It records the extended text number for the last diary entry made. If a number displays here, it should not be overwritten.

Max Transmission Lines
(Maximum Transmission Lines)
This field displays the maximum size of individual emails. Emails with lines exceeding the maximum transmission lines are not allowed.

This field displays if the Email module (3045) is installed.

Externally Managed Processes tab

The flags on this tab indicate whether the Catalogue, Inventory, and Procurement are external from Ellipse EAM. Flags initially display blank. Entry can be made only in the External Procurement field.

The fields on this tab are described below:

External Catalogue
This flag indicates whether or not the Catalogue is external from Ellipse EAM. This flag is initially displayed blank. It is automatically set to Y or N through entry in the External Procurement field.

External Inventory
This flag indicates whether or not the Inventory is external from Ellipse EAM. This flag is initially displayed blank. It is automatically set to Y or N through entry in the External Procurement field.

External Procurement
This flag indicates whether or not Procurement is external from Ellipse EAM. This flag is initially displayed blank.

- Enter Y if procurement is to be through an external system.
- Enter N if procurement is to be through Ellipse EAM.

Note: Y or N being entered into the External Procurement field causes the External Catalogue, and External Inventory Management flags to be automatically populated with the same entry.

This field is mandatory.
MSM00AA - Modify Modules Installed

Use this screen to update the information held on the Table File MD - Modules Installed. All available Ellipse EAM modules are defined in the MD Table File. If you have the relevant permissions, you can define the modules that are installed for their organisation.

**MODULE**

The numerical identifier for each Ellipse EAM module. The modules are listed in numerical order. A module is a group of programs with related functionality.

**DESCRIPTION**

The title of the Ellipse EAM module.

**INSTALLED**

If the module is installed, **Y** displays. If the module is not installed, **N** displays. During the startup process, you must identify the modules that are active by entering **Y**.
MSM00CE - Modify Program Printer Allocations

Use this screen to allocate a specific printer to a program.

This is usually used for programs that are not able to be selected by the user.

This is useful for:

- Directing reports that have unusual formats to a printer that can handle that format
- Directing reports to printers stocked with letterhead or other types of pre-printed paper

**District Name**

This field displays the district name.

**Prog. No.**

(Program Number)

This field is mandatory.

Enter the three-digit number that uniquely identifies a program.

Batch programs within Ellipse EAM are usually identified as MSB, followed by a three-digit identifier.

The reports produced by each program are identified using this number with an appendix such as A, B, C or another letter depending on how many reports are produced by a single batch program.

To delete a printer allocation, delete the entry in this field.

**Report Id.**

Enter the suffix letter such as A, B or C that designates an individual report produced by a batch program.

Entry is optional, but can be used to direct the printing of individual reports to separate printers. If this field is left blank, all reports produced will be directed to the same printer.

**Printer Name**

The default printer name for the report to be printed on.

The printer name is combined with the district code and used as a unique location.

**No. of Copies**

Enter the number of report copies to be printed each time the program is executed. The default is 1.

**Report Description**

Enter a general description of the report. This description will be printed on many reports.
MSM200A - Maintain Supplier Information

Use this screen to maintain supplier information. From this screen you can:

- Create and maintain supplier records
- Create and maintain supplier business information, such as banking and taxation details, payment methods, and invoicing parameters
- Mark a supplier or supplier business information as no longer in use

**Note:** Supplier business information must be marked as **No Longer In Use**, before a supplier can be marked as no longer in use.

- Maintain a supplier’s diary entries, such as contract milestones
- Enter and modify commentary text for a supplier
- Create and modify EDI (Electronic Data Interchange) information
- Activate/deactivate suppliers

Different options are provided for modifying supplier information depending on whether the information is maintained at the global (system) level or at the district level (business information). EDI information and commentary text are recorded at either level.

**Note:** If the Catalogue module is installed, option **Modify Supplier Commentary** is available. If the Electronic Data Interchange module is installed, then options **Create EDI Information** and **Modify EDI Information** are available. If the Global Purchasing Agreement module is installed, option **Convert Potential Supplier (B)** is available.

For multi-district environment the literal **District** displays.

The user must have the following security levels:

<table>
<thead>
<tr>
<th>Security Match 1</th>
<th>create potential suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Match 2</td>
<td>a create normal suppliers and supplier districts</td>
</tr>
<tr>
<td>Security Match &lt;3</td>
<td>external created/internally manage suppliers and districts are subject to field restrictions configured on the MSM051A - Maintain Screen Defaults screen.</td>
</tr>
</tbody>
</table>

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Create a Supplier</th>
<th>Enter this option to create a new supplier record.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify a Supplier</td>
<td>Enter this option to modify the details of an existing supplier record. You can use this option to undo a supplier record previously deleted.</td>
</tr>
<tr>
<td>Create Supplier Business Information</td>
<td>Enter this option to create business information for a supplier. Supplier business information is created for a single district or all districts.</td>
</tr>
<tr>
<td>Modify Supplier Business Information</td>
<td>Enter this option to modify business information for a supplier.</td>
</tr>
</tbody>
</table>
Delete a Supplier
Enter this option to delete a supplier.

Delete Supplier Business Information
Enter this option to delete business information for a supplier.

Maintain Diary Entry for Supplier
Enter this option to maintain a supplier's diary entries.

Modify Supplier Commentary
Enter this option to modify commentary text for a supplier.

Create EDI Information
Enter this option to create EDI (Electronic Data Interchange) information for a supplier.

Modify EDI Information
Enter this option to modify a supplier's EDI information.

Suspend a Supplier
Enter this option to suspend a supplier at either a global or district level. The supplier is suspended and the placement of new orders is suspended.
- Potential suppliers cannot be suspended until converted to normal suppliers.
- One-time suppliers cannot be suspended.

Activate a Supplier
Enter this option to activate a suspended supplier at either a global or district level.
- Potential suppliers cannot be activated until converted to normal suppliers.
- One-time suppliers cannot be activated.

Convert a Potential Supplier
Enter this option to convert a potential supplier to a normal supplier. This option is only available for Global Purchasing Agreement (GPA).

Note: A separate EDI Information screen is used for EDI Invoice, Purchase Order, RFQ and Advance Shipment Notice details.

Supplier Code
Enter the supplier code to identify the supplier.

or District as Supplier Code
Enter the district code as the supplier code.

Leave this field blank if the supplier's automatic numbering flag on MSM001C - Maintain System Control file is set to Y.

This field is mandatory if the supplier automatic numbering flag on MSM001C - Maintain System Control file is set to N or blank.

This field is not zero filled or right justified even if the system control switch is set to zero or fill right justify supplier number.
Supplier Status

Enter the supplier status. This field is mandatory.
Select one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Normal - Enter this option to indicate that this is a normal supplier.</td>
</tr>
<tr>
<td>P</td>
<td>Potential - Enter this option to indicate that this is a likely supplier. This option is available only for Global Purchasing Agreement (GPA) module.</td>
</tr>
</tbody>
</table>

or Supplier Mnemonic

You can enter either a Supplier Code or a mnemonic. This field displays for all options except Create a Supplier.

If you enter a supplier mnemonic and more than one supplier is matched, all the matching suppliers display. Select the supplier code you require. Supplier mnemonics are a useful alternative when you cannot remember an existing supplier code.

Note: Mnemonics are set up in the MSM200C - Create Supplier Classification screen. Use the Mnemonics field group for this purpose.

District

Enter the district code where the supplier is maintained. Use this field when updating district-level information, such as business information, EDI information and supplier commentary. If you leave this field blank for these information types, Ellipse EAM maintains the data across all the districts that have authorisation.

If the district code is not entered, the copy to all district option displays on MSM20DA - Supplier Business Information.

Copy from District

Enter the district from which existing Business Information is to be copied.

This field displays only when option Modify Supplier Business Information is selected.

Document Type

Enter the EDI document type to be maintained. You are only required to use this field when you are creating or modifying EDI information.

This field is only available when the Electronic Data Interchange module is installed. Entry is validated against the Table File EM - EDI Message Information.

This field is optional.
MSM20DA - Supplier Business Information

Use this screen to create or modify business information held for a supplier at a district level.

Supplier
This field displays the name of the supplier.

Status
This field displays the supplier status, which is either normal or potential.

District
The district code. Security access to this program in the district is required.

If business information was omitted in create mode, it is created in all districts.

Copy to All Districts
Select Y to copy the information for this supplier to all districts. If Y is selected supplier business information is created for districts without existing business information. This field defaults to N if a district code is not entered on MSM200A - Maintain Supplier Information. All districts can be modified.

Tabs
- Invoice Details
- Purchasing Details
- Payment Details
- Tax Details

Invoice Details Tab

Generate Invoice Automatically
Enter A to generate invoices with automatic approval.
Enter H to generate invoices and then hold for subsequent manual authorisation prior to approval.

Automatic Invoice Prefix
Enter the prefix to be used for automatic invoice numbers.

Last Auto Invoice Number
Enter the number of the last automatic invoice created for the supplier.

Note: The Last Auto Invoice Number field should not be changed under normal circumstances.

Control Account Group Code
This field displays only if Control Account Group Code functionality has been enabled for Accounts Payable.
Enter an active account group code. The description of the control account group code displays at the right of this field.

This Control Account Group Code will default on any Accounts Payable invoice created for the supplier in this district. This Control Account Group Code defines what account codes will be used by Ellipse EAM for system generated transactions.

Note: The account group code is updated only if it is active and valid for the district.
TERMS

Statement Closing Day
Enter the day of the month when the supplier normally closes off statements.

Number of Days to Pay
Enter the number of days allowed by the supplier for payment. This can apply either from the invoice or the statement date, depending on the invoice/ statement indicator.

Days to Pay From
Enter I for an invoice, if you want the invoice due date to be the Number of Days to Pay after the invoice date.
Enter L for an invoice loaded. The due date is calculated as the Number of Days to Pay after the invoice loaded date.
Enter R for an invoice. The due date for payment is calculated as the Number of Days to Pay from the date the invoice was received.
Enter S for a statement. Ellipse EAM calculates which statement an invoice displays using the date of the invoice, and the Statement Closing Day.
This field indicates whether the due date is calculated from the invoice date or the supplier’s statement date.

Settlement Discount %
Enter the percentage this supplier allows for early payment of the account, to a maximum of two decimal places.

Discount Days
Enter the number of days allowed by the supplier for settlement discount to apply on payment of the account. This field and the Settlement Discount % field are used by the cheque payment programs to automatically calculate the settlement discount.
This field does not relate to the Number of Days to Pay field.

Settlement Discount Days From
Select one of the following options of dates from which to calculate the settlement discount:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I - Invoice Date</td>
<td>Use this option if the settlement discount is to be calculated from the invoice date.</td>
</tr>
<tr>
<td>L - Invoice Load Date</td>
<td>Use this option if the settlement discount is to be calculated from the invoice loaded date and not the invoice date.</td>
</tr>
<tr>
<td>R - Invoice Receipt Date</td>
<td>Use this option if the settlement discount is to be calculated from the latest date, either the invoice loaded date or the last receipt date from the purchase order item.</td>
</tr>
</tbody>
</table>

Confirm
Note: The name of this field changes depending on the option selected in MSM200A - Maintain Supplier Information.
Select Y or N to carry out the option.

<table>
<thead>
<tr>
<th>MSM200A Option</th>
<th>Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactivate a Supplier</td>
<td>Confirm Deactivation</td>
</tr>
<tr>
<td>Mark Supplier No Longer In Use</td>
<td>Confirm No Longer In Use</td>
</tr>
<tr>
<td>Activate Supplier</td>
<td>Confirm Reactivation</td>
</tr>
</tbody>
</table>

**Purchasing Details tab**

**Minimum Order Value**

Enter the minimum value required for an order to print. Enter 0 to disable this facility.

Incorrect use of this feature could result in orders not being printed when required.

**Orders Allowed**

Enter Y if orders can be placed with this supplier.

Enter N if you do not want orders to be placed with the supplier.

This field is mandatory.

**Maximum Order Items**

Enter the maximum number of items allowed on each order.

**Payments Allowed**

Enter Y to indicate that payments are allowed or enter N to indicate that payments are not allowed.

Entering N indicates that no further payments are to be made to the supplier, due to an outstanding dispute.

**Note:** When a supplier is modified and a two-step authorisation is set to Y on the system control file and Y is entered in this field, the payment allowed flag is set to I - Inactive. This avoids the supplier invoices being picked up in a cheque run when a suppliers status is modified. After the supplier is activated the flag is set back to Y.

**Delivery Location**

Enter the normal delivery location code from the Table File DN - Delivery Location Code for this supplier and district. This is used by purchasing officers as a default mechanism when formulating purchase orders and directs the supplier in relation to delivery of material.

**Freight Default**

Enter the normal freight code for this supplier. Ellipse EAM uses this code as a default when creating purchase requisitions, orders, and so forth.

**Payment Method**

Enter a valid default payment method indicator. This field is mandatory. Entry is validated against the Table File PO - Payment Method Indicator.

**Cheque Handle Code**

Enter the handling code to be used as a default for invoices raised against this supplier. This field is optional. The Handling Code is validated against the Table File CH - Cheque Handling Code.
The handling code controls printing of cheques. Depending on the associated value of the cheque handling code, the following cheques are printed:

- A separate cheque invoice for each supplier in each district
- A separate cheque per cheque handling code for each supplier

A separate cheque is generated for each supplier, if this field is left blank.

**Auto Purchase Order**

If Y is entered, when a purchase requisition is created through internet purchasing and is approved using MSEAPM - Approvals Manager, Ellipse EAM automatically creates a purchase order from the approved purchase requisition.

**Payment Details tab**

**SUPPLIER BANKING DETAILS**

**Note:** Split security exists to prevent updating of the bank account detail fields.

**Bank Account**

Enter the supplier's bank account number.

This field is mandatory if the payment method is **E (EFT)**.

**Branch Code**

Enter the branch code of the supplier's bank.

This field is mandatory if the payment method is **E (EFT)**.

**Acct Type**

(Account Type)

The account type. Valid options are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Cheque account</td>
</tr>
<tr>
<td>S</td>
<td>Savings account</td>
</tr>
</tbody>
</table>

When an account type is not specified in this field, the entry will default as **C - Cheque Account**.

**Note:** This field displays only if the **Country Code** field in MSM200B - Address Information is set to US.

**Bank Account Name**

Enter the name of the creditor's bank account.

This field is mandatory if the payment method is **E (EFT)**.

**Account Number**

Enter company's account number with the supplier. This field is required for EDI transmissions.

**USA only fields**

For the **US**

The following fields apply to the United States of America only:
1099 Vendor | Enter Y if this supplier is a 1099 vendor.
---|---
1099 Supplier ID Number | Enter the 1099 supplier ID number.
---|---
1099 Supplier Payment Type | Enter the code to indicate the type of 1099 supplier. Entry is validated against the Table File VT - 1099 Supplier Type.
---|---
EQL Employment Opp Comm Code | Enter a code to indicate the equal opportunity employer status. Entry is validated against the Table File EE - Equal Opportunity Employment.
---|---
County Code | Enter the code to indicate the county where the supplier operates. Entry is validated against the Table File CT - County Code (US only).
---|---
Instate Supplier | Enter Y to indicate that the supplier is an instate supplier.

**PAYMENT BANKING DETAILS**

**Default Account**
Enter the bank account number to pay the supplier.
A warning displays if an invalid bank account is entered.

**Reconcile**
Enter Y if a reconciliation is required. Enter N if a reconciliation is not required. This provides an indication of whether the supplier's statement requires reconciliation.

**Default Branch Code**
Enter the default bank branch to pay the supplier.

**Default Account Name**
Enter the default bank account name attached to the bank account number and branch.
A warning displays if this is an incorrect account name for the account number and branch.

**Tax Details tab**

**TAX INFORMATION**

**Withholding Tax Code**
Enter the withholding tax code for this supplier. This code is validated against the Table File WT - Withholding Tax.

**Withholding Tax %**
The withholding tax percentage rate applying to the prescribed payment, to a maximum of two decimal places.

**Government Id No**
(Government Identification Number)
Enter the supplier's withholding tax government identification number.
This enables a search for suppliers by government ID. This field accepts the following parameters to perform different searches:

- Government ID – exact match search
- Government ID with an asterisk – partial search

**Exemption Type**

This field displays the type of exemption granted to the supplier. Enter either 1 or 2.

- Enter 1 to indicate the obligation transfer form has been received
- Enter 2 to indicate exemption from printing of the tax deduction form

**Exemption Start Date**

Enter the start date when exemption from withholding tax has been granted.

**Exemption End Date**

Enter the end date when the exemption from withholding tax finishes.

**Exemption Certificate**

Enter the exemption certificate number for withholding tax.

**Tax Reg No.**

(Tax Registration Number)

Enter the tax registration number for the supplier.

**ADDITIONAL TAX DEFAULTS**

Enter additional taxation details in this field group. Where additional tax applies, these codes default in the relevant fields.

If there is no supplier additional tax codes nominated here, the district default additional tax code defaults. In both cases, the additional tax code can be modified.

**Invoice Hdr Code**

(Invoice Header Code)

Enter an additional tax code to default on the Accounts Payable invoice header on invoice entry. This field is optional.

**Invoice Itm Code**

(Invoice Item Code)

Enter an additional tax code to default on the Accounts Payable invoice item(s) on invoice Entry. This field is optional.
MSM20DB - Modify Supplier Business Information (Cont)

Use this screen to maintain the transmission medium fields and repair details for a supplier. The MSM20DB screen displays only under the following conditions:

- The Electronic Data Interchange module and/or the Fax module is installed
- The business information for the supplier already exists or was created by the preceding MSM20DA screen

**Note:** All repair fields are protected if repairable holdings at Repair SCA.

**Supplier**
This field displays the name of the supplier.

**Status**
This field displays the supplier status.

**District**
The district code. Security access to this program in the district is required.

If business information was omitted in create mode, it is created in all districts.

**Tabs**
- **General**
- **History**

**General tab**

**MEDIUM**

**Order Medium**
Enter a valid order medium. This field indicates the type of medium all orders for this supplier in this district are sent.

If the supplier accepts more than one order medium, leave this field blank.

This field is mandatory for FMS purchase orders allowing the correct MILSTRIP to be generated. The EDI module must be installed.

**Remit Medium**
(Remittance Medium)
Enter a valid remittance medium. This field has the same function and acceptable values as the order medium, except it applies to Remittance advices.

**A.I. Medium**
(Automatic Invoice Medium)
Enter a valid automatic invoice medium. This field has the same function and acceptable values as the order medium, except it applies to automatic invoicing.

**RFQ Medium**
(Request for Quote Medium)
Enter a valid request for quote medium. This field has the same function and acceptable values as the order medium, except it applies to request for quotes.

**EFT Medium**

(Electronic Funds Transfer Medium)

Enter a valid EFT medium. This indicates the type of medium all EFT's for this supplier in this district are sent.

**ELECTRONIC FUNDS TRANSFER**

Enter the Australian Taxation Office (ATO) Electronic Funds Transfer (EFT) requirements. These fields are used in payments to the ATO for GST amounts produced by direct payroll processing with GST charged on commission for deductions, or by payments of invoices where the GST amount is withheld.

**Remit EFT to ATO**

(Remit Electronic Funds Transfer to the Australian Tax Office)

The field is used for the processing of direct credits to the Australian Tax Office (ATO) from payroll using the deductions to accounts payable and standard EFT processes.

Enter Y or N to indicate if an ATO remittance is to be performed by EFT.

**ATO EFT Code**

(Australian Taxation Office Electronic Funds Transfer Code)

Enter the code supplied by the ATO. This field is only open if Remit EFT to ATO is Y. Validation checks are performed on the code entered from the ATO published validation guidelines.

Entry in this field can be overridden by data placed in the EFT code report parameter on the EFT Payments Process (MSB284) batch.

**REPAIR**

The following fields are only available if the Repairable Item Management (RIM) module is installed.

**Repairer**

Indicates whether the supplier is a repairer. When set to 'Y', the following fields are available for input.

**Repair SCA**

The associated Repair Supply Customer Account ID. The nominated SCA must be designated as a 'Repair Type'.

This field is mandatory if the supplier is flagged as a repairer.

**Delivery Location**

The default delivery location to be used when Repair Requisitions are created automatically for goods to be sent from a warehouse to the nominated supplier.

**Repair Orders Allowed**

Indicates if repair orders can be raised against this supplier.

**History tab**

**CREATION DETAILS**

This field group allows you to enter details on the creation of this supplier classification.
Date of Creation
The date on which this record was created.

Time of Creation
The time at which this record was created.

Created By
The time at which this record was created.

LAST MODIFIED DETAILS
This field displays details on the modification of this supplier classification.

Modified Date
The date on which this record was last modified.

Modified Time
The time at which this record was last modified.

Modified By
The user id of the person who last modified this record.
MSM295A - Maintain EDI Profile Information

Use this screen to create, modify or delete EDI profile information for an Ellipse EAM entity (for example, a supplier).

When you create a new EDI profile for an Ellipse EAM entity, this screen displays with the document type description and approval field descriptions of the first document type in Table File EM - EDI Message Information.

When you create a new document type for an Ellipse EAM entity, this screen displays with the existing EDI information common to all document types. It also displays the document type description and approval field descriptions for the new document type.

When you modify an existing EDI profile for an Ellipse EAM entity, this screen defaults with all existing EDI information. You can change the default value.

**Note:** This screen is available only if the EDI module is installed. You can access this screen from various maintenance menu screens.

If the Ellipse EAM entity is a supplier, this screen can be accessed from the MSM200A - Maintain Supplier Information screen by selecting the following options:

- 1 and 2 - maintenance of Supplier Information
- 3 and 4 - maintenance of Business Information
- 9 and A - maintenance of EDI Profile Information

You can maintain EDI profile information that is common to all document types without having to set up document type details for an entity.

**Supplier**

This field displays the supplier name and status.

**District**

Enter a valid district code where the EDI profile information is to be maintained. If this field is left blank, the EDI profile information applies to all districts in which you are authorised.

This field is available only in a multiple-district environment. If the entity ID is for a supplier, the security system checks to ensure that your logon user ID has sufficient authority to maintain the supplier for the new district.

This field is mandatory.

**MODIFICATION DETAILS**

**Date Modified**

This field displays the date when the EDI profile was modified.

**Time Modified**

This field displays the time when the EDI profile was modified.

**Modified By**

The user ID of the employee who last modified the EDI profile.
DOCUMENT

Document Type
Enter an existing document type for the Ellipse EAM entity in the specified district. This field is only available in modify mode if there are existing document type details for the Ellipse EAM entity in the specified district.

If you enter a document type, this screen redisplayes, starting from the new document type.

Document Approval
Enter a document approval of A (Automatic) or M (Manual).
- A indicates that an incoming document is automatically applied to the Ellipse data. This changes all approval fields to A for automatic approval.
- M indicates that an incoming document requires manual approval before it is applied to the Ellipse data.

Note: If Document Approval is set to A, the Field Default field is protected and the Approval Field is set to A.

Entry is mandatory when you are maintaining a document type.

Field Default
Enter a default value to be applied to all approval field indicators for the document type. You can complete this field only if document approval is M (Manual) and approval field descriptions display for the document type.

Entry is optional. Existing approval field indicators are overwritten by the default value. The following are the default values:
- A indicates that the data in the incoming document fields is automatically applied to the Ellipse EAM data.
- M indicates that the data in the incoming document fields requires manual approval before it is applied to the Ellipse EAM data.

Acknowledgement Required
Enter Y if an EDI acknowledgement message is required when an EDI message is sent for this document type.

Enter N if an EDI acknowledgement message is not required when an EDI message is sent for this document type. The default is the value in the EDI Ack. Reqd flag on the system settings.

This field is optional.

INTERCHANGE DETAILS

Intchg Routing Add
(Interchange Routing Address)
Enter the address of the supplier's EDI gateway.
Entry is not validated. This field is available only where the E-Commerce Gateway module is not installed.

This field is optional.

Intchg Ref Qual/ Id
(Interchange Reference Qualifier or Id)
Enter an interchange reference qualifier code or supplier's interchange reference identifier code to identify the type of interchange reference ID.

Entry is not validated. This field is available only where the **E-Commerce Gateway** module is not installed.

This field is optional.

**Intchg Pswd**

(Interchange Password)

Enter the password to the supplier's system or third-party network. Entry is not validated. This field is only available where the **E-Commerce Gateway** module is not installed.

This field is optional.

**Intchg Qual/ Id**

(Interchange Qualifier or Id)

Enter an interchange qualifier code or the supplier's interchange identifier code to identify the type of interchange ID.

Entry is not validated. This field is only available where the **E-Commerce Gateway** module is not installed.

This field is optional.

**Ext. Char.**

(Extended Character)

Enter **Y** if an extended character set transmission agreement is supported.

Enter **N** if an extended character set transmission agreement is not supported.

This field is only available where the **E-Commerce Gateway** module is not installed.

This field is optional.

**Approval Field**

Enter the approval field name.

**Note:** The **Approval Field** is set to the same value (A or M) to which the **Field Default** field has been set, but the **Document Approval** field is not changed.

**Automatic/ Manual**

Enter a valid approval field mode to indicate the type of approval field checking required. The following codes are available:

- **A** indicates that the data in this field in an incoming document is automatically applied to the Ellipse data.
- **M** indicates that the data in this field in an incoming document requires manual approval before it is applied to the Ellipse data.

This field is mandatory if you enter **M** in the Document Approval field and approval field descriptions.

Entry is ignored if you enter **A** in the Document Approval field. All approval field indicators automatically default to **A**.