



REVERSE MESSAGE PROCESSING (INVOICES AND CREDITS)

MAM AUTOPART V20

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Introduction

This document details the process that the user should follow when the XML reverse messages facility has been implemented. It will allow the user to be able to automatically receive XML invoices and credits directly from the supplier. These transactions can then be processed to a purchase ledger holding area prior to either being further validated (and maybe matched to goods received notes and/or returns) or posted directly to the ledger.

The configuration of this option will need to be completed by MAM Software and may be chargeable, it will be up to the user to then liaise with the supplier, by letting them know that they want to receive transactions to be processed in this manner. The supplier will then configure their system to automate the sending of the transactions electronically. The supplier will also need to know which email address is to be used and additionally the Autopart supplier account code.

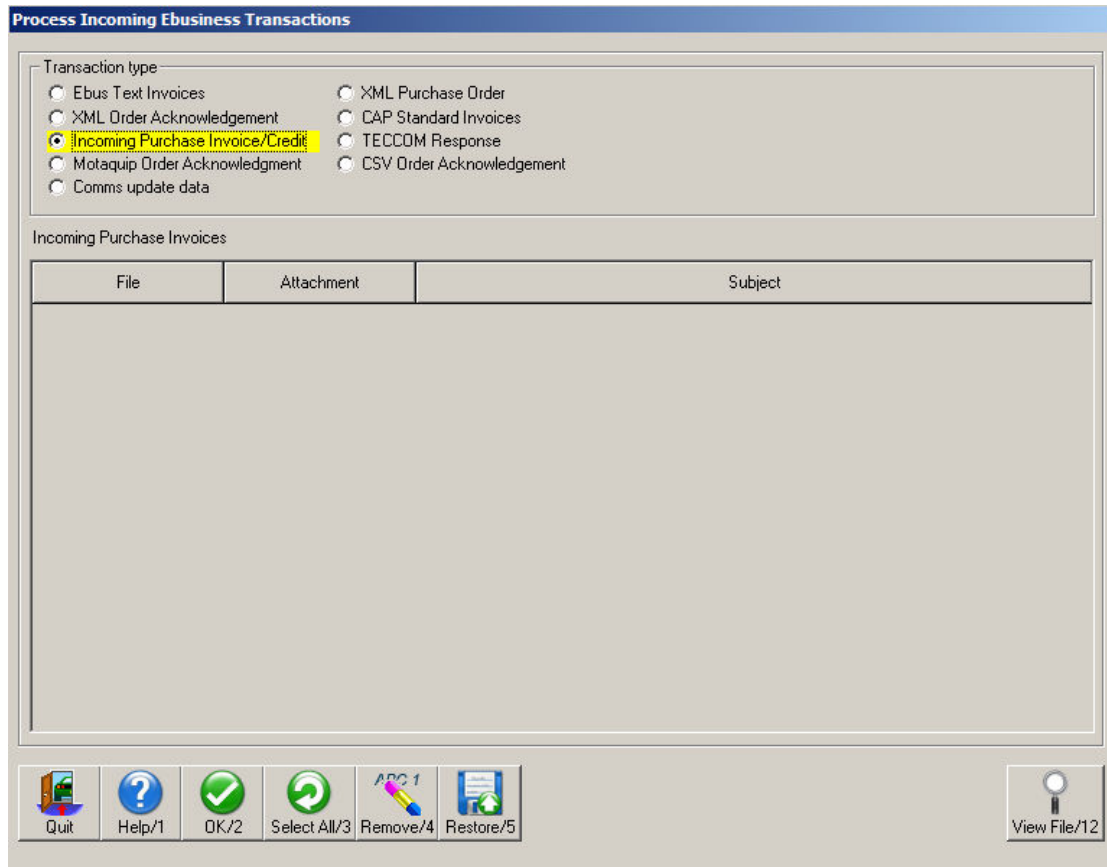
User guide

Processing incoming invoices/credits

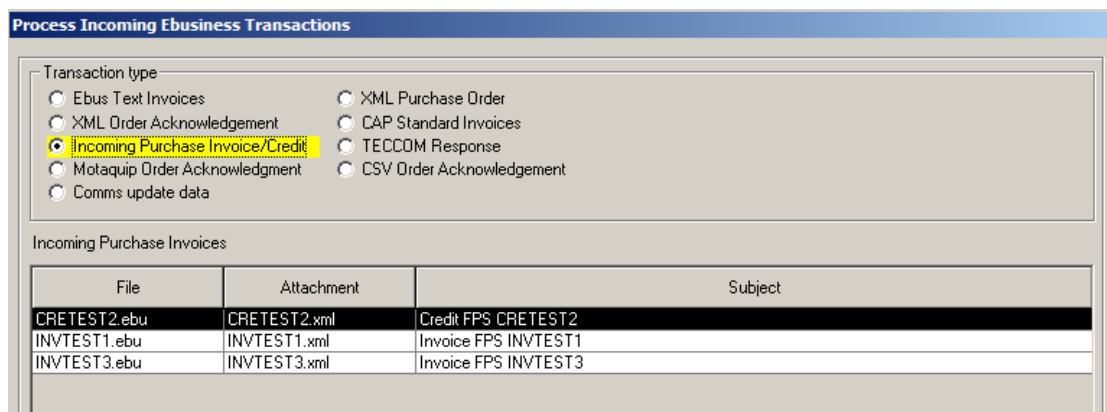
The supplier will send XML transactions to the user on a regular basis, the user should contact the supplier to establish the frequency, i.e., will they be sent on a daily/weekly basis, or will they be sent at the point of raising the transaction.

The user should access the process Inbox screen which is available within the Autopart File Menu. The standard screen layout is as below.

Note: If the users system is configured to process other types of transaction, there will be some additional radio buttons which relate to these.



Any transactions awaiting processing will be displayed in the main grid:



Select the transactions to be processed by either highlighting each one (double click on each line, a selected transaction will turn green), or, click on the <Select All/3> button:

Process Incoming Ebusiness Transactions

Transaction type

- Ebus Text Invoices
- XML Purchase Order
- XML Order Acknowledgement
- CAP Standard Invoices
- Incoming Purchase Invoice/Credit
- TECCOM Response
- Motaquip Order Acknowledgment
- CSV Order Acknowledgement
- Comms update data

Incoming Purchase Invoices

File	Attachment	Subject
CRETEST2.ebu	CRETEST2.xml	Credit FPS CREDITEST2
INVEST1.ebu	INVEST1.xml	Invoice FPS INVEST1
INVEST3.ebu	INVEST3.xml	Invoice FPS INVEST3

Click on <OK/2>. All the selected lines will be processed and removed from the grid.

Note: If the user does not want to process a transaction or transactions they can be highlighted and the <Remove/4> button used to clear them from the grid.

After processing, the transactions are effectively 'on hold' and the user needs to perform a further task to update them onto the 'live' purchase ledger.

Processing the 'on hold' transactions

There are numerous ways of posting the 'on hold' transactions to the purchase ledger. This will be dependant on how the user currently posts manual purchase ledger invoices/credits. Some:

- i Will post invoices/credits with no regard to the original advice note (or GRN) or returns note.
- ii Will post invoices/credits but prior to this will match the values manually (maybe by attaching the original advice note and/or GRN to the invoice, or return to the credit).
- iii Will use the GRNI facility within the purchase ledger posting routine to match a transaction electronically.
- iv May have another method altogether, if this is the case please contact MAM Software so that we can discuss the best option to use going forward.

This document attempts to cover each of the first 3 options summarised above, albeit, there may be slight differences in screen layouts from those displayed below but the process should be similar.

No matching / manual matching

Initially access either the Validate Purchase Holding Invoices or Validate Purchase Holding Credits screen (these will have been added to the Purchase Ledger Menu).

Enter operator code, transaction count and transaction value. Note: Enter '1' and '1' in the count and value fields if you are unaware at this point of these figures.

Purchase Ledger Batch Invoice Validation

Operator **AJ** **Andy Jarvis** Date **31 Oct 09** Period Number **0910**

	Entered	Calculated
Transaction Count	1	
Batch Value	1.00	

Click on the <Select/8> button.

Purchase Ledger Holding Selection

EDI Transactions Transaction Type **INV** Number of records Displayed

Holding Transactions Upto Date

EDI Transactions Inv/Crn no. Your Reference

	Goods	VAT	Total
Total Selected:			
Total Displayed:			

Select 'EDI Transactions' from the drop down list and click on <Display>. All transactions on hold will display in the main grid.

Note: Other current users of this option have advised that it is very important to key in the end of the current accounting period in the "up to date field" when you are in the month following your current accounting period.

Purchase Ledger Holding Selection

EDI Transactions Transaction Type **INV** Number of records Displayed **2**

Supplier Code Upto Date

Inv/Crn no. Your Reference

	Goods	VAT	Total
Total Selected:			
Total Displayed:	29.16	4.37	33.53

Records to Update

Reference	Date	Account	Name	Goods	VAT	Total	Nominal Code	Locked
10739211	03/10/09	FPS	FPS LEDGER ACCOUNT	19.75	2.96	22.71	3000-G	
10739204	03/10/09	FPS	FPS LEDGER ACCOUNT	9.41	1.41	10.82	3000-G	

Quit Help/1 Validate/2 Delete/3 Select All/4 Search/5 Enquiry/6 Update/7 Display/9 Dup/10

The grid displays the following data:

- Reference** This is the original invoice number.
- Date** Original invoice date
- Account** Supplier account code
- Name** Supplier name
- Goods** Transaction goods value
- VAT** Transaction VAT value
- Total** Total transaction value
- Nominal code** This is the default nominal code that the purchase will be posted to (based on the system parameters).
***Note:** This field is editable so the member is able to overkey the code prior to posting.*
- Locked** Will display the word 'Locked' where a transaction is being processed simultaneously on another workstation, this is to stop the same transaction from being posted twice.

No matching

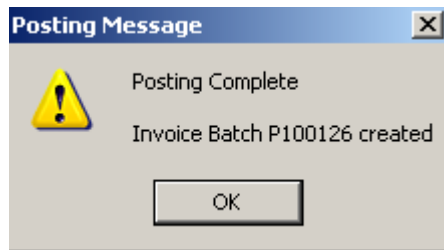
At this point users who don't match and are happy to just post the transaction directly to the ledger should click on <Select All/4>, all lines will be highlighted. Then click on <Update/7>, the invoices will be posted to the purchase ledger.

Note: There is no 'Are You Sure?' message.

The transaction will post to the default 'Goods For Resale' nominal account code.

There is no option to forward date

The member will get a message on screen confirming the batch number.



Click on <OK> to complete the process.

Manual matching

Users who match manually should check that the value of the XML invoice matches the value of the advice note(s) or GRN(s) that it relates to. Once this has been confirmed select the line by highlighting it and click on <Update/7> to complete the posting.

Note. Members may find it easier to enter the supplier code to only show invoices for the selected supplier. Highlight each invoice in turn and then click on <Update/7> to complete the posting.

Note: Highlight a line in the grid and click on the <Enquire/6> button and that transaction will be formatted and will open up in the browser.

GRNI – electronic matching

This option takes the validation of the invoices/credits a stage further and will allow the user (assuming the system is configured correctly) to utilise Autopart to match to on file GRNs/returns. It will also enable the member to post to alternate nominal codes if required.

Process the transactions using the process inbox as per the instructions above and access the data in the purchase ledger holding screen. Select the required

transaction(s) and click on <Validate/2>. In this example both have been selected. The member will be taken to the batch header screen with the details of the transactions displayed:








Purchase Ledger Batch Invoice Validation

Operator **AJ** **Andy Jarvis** Date **31 Oct 09** Period Number **0910**

	Entered	Calculated
Transaction Count	1	2
Batch Value	1.00	33.53

Batch Summary

Account	Name	Reference	Date	Goods	Vat	Total
FPS	FPS LEDGER ACCOUNT	10739211	03/10/09	19.75	2.96	22.71
FPS	FPS LEDGER ACCOUNT	10739204	03/10/09	9.41	1.41	10.82

 Quit
  Help/1
  Ok/2
  Remove/3
  Cancel/4
  Invoice/5
  Fwd Date/6

Click on <Invoice/5>. The invoice entry screen for the first invoice will display with the relevant data (i.e., that provided by the supplier on the XML) already entered:

Purchase Ledger Invoice Entry

Transaction Details		Transaction Total	
Account	FPS Ferraris Piston Services	Total Value	22.71
Inv No	10739211 3 Timothy's Bridge Road	Nett Value	0.00
Your Ref	AMD09725€ Stratford Enterprise Park	Vat Value	2.96
Date	03/10/09 Stratford-upon-Avon		
Due date	03 Oct 09 Warwickshire		
Hold Reason			
<input type="checkbox"/> Overhead Invoice		Payment details	
GRN No		<input type="checkbox"/> Auto Payment	
	0.00	Ref	

Nominal detail entry

Code	Description/Comments	Goods	Vat	Inc
3000-G	Cost of Sales - Misc GENERAL	19.75	1	N
Nom Code	Description	Goods	Vat	Vat Inc

Quit Help/1 Ok/2 Remove/3 Cancel/4 Search/5 Memo/6 Header/7

<Tab> to the GRN No field and click on <Search/5>.

Purchase Ledger Invoice Entry

Transaction Details		Transaction Total	
Account	FPS Ferraris Piston Services	Total Value	22.71
Inv No	10739211 3 Timothy's Bridge Road	Nett Value	0.00
Your Ref	AMD09725€ Stratford Enterprise Park	Vat Value	2.96
Date	03/10/09 Stratford-upon-Avon		
Due date	03 Oct 09 Warwickshire		
Hold Reason			
<input type="checkbox"/> Overhead Invoice		Payment details	
GRN No		<input type="checkbox"/> Auto Payment	
	0.00	Ref	

Locate the Advice Note/GRN to be matched. Highlight the <GRN/Ret Note> field and click on <Search/8>. Select the transaction(s) to be matched:

Goods Received Enquiry

Search Criteria

GRN No.

GRN Date

Advice No.

Order No.

Order Date

Operator

Supplier

Part

Goods Received Notes matching Search Criteria

GRN No.	Supplier Code	Supplier Name	Date	Unmatched
M782947	FPS	Ferraris Piston Services	22 Oct 2009	0.00
M782948	FPS	Ferraris Piston Services	22 Oct 2009	106.00
M782954	FPS	Ferraris Piston Services	29 Oct 2009	19.75

Sort by GRN Number
 Sort by Supplier Code
 Sort by Date

GRN Details

GRN No.

GRN Date

Advice No.

Order No.

Order Date

Branch

Operator

Invoice

LN	Part	Description	Qty Received	Cost Each	Total Cost
1	LP782	FPS TEST PART	1	19.75	19.75

Click on <OK/2>

SUPPLIER ADVISE NOTE ENQUIRY - 'INVOICE MODE'

Search Criteria

Supplier Code Purchase Order Number

GRN/Ret Note

<ALT-D> to view supplier Advice Note Number

Search Type AND OR

Ferraris Piston Services

Del No

Pur No

GRN RNOTE

Order Number	GRN No.	Date	Advice No.	Org Value	OS Value	Matched	Branch	Action	Reason	Sales Invoice	Ret	Variance
P1001464	M782954	29 Oct 09	ADV12345	19.75	19.75	19.75	MAI					

Click on <Update/2>

<Tab> to the nominal details, enter the relevant code(s) and click on <OK/2>

Purchase Ledger Invoice Entry

Transaction Details		Transaction Total																						
Account	FPS	Ferraris Piston Services	Total Value	22.71																				
Inv No	10739211	3 Timothy's Bridge Road	Nett Value	19.75																				
Your Ref	AMD09725E	Stratford Enterprise Park	Vat Value	2.96																				
Date	03/10/09	Stratford-upon-Avon																						
Due date	03 Oct 09	Warwickshire																						
Hold Reason		CV37 9NQ																						
<input type="checkbox"/> Overhead Invoice																								
GRN No	VARIOUS			19.75																				
Payment details		<input type="checkbox"/> Auto Payment		Ref																				
Nominal detail entry		<table border="1"> <thead> <tr> <th>Code</th> <th>Description/Comments</th> <th>Goods</th> <th>Vat</th> <th>Inc</th> </tr> </thead> <tbody> <tr> <td>3000-G</td> <td>Cost of Sales - Misc GENERAL</td> <td>0.00</td> <td>1</td> <td>N</td> </tr> <tr> <td>Nom Code</td> <td>Description</td> <td>Goods</td> <td>Vat</td> <td>Vat Inc</td> </tr> <tr> <td>3000-G</td> <td>Cost of Sales - Misc GENERAL</td> <td>19.75</td> <td>1</td> <td>N</td> </tr> </tbody> </table>			Code	Description/Comments	Goods	Vat	Inc	3000-G	Cost of Sales - Misc GENERAL	0.00	1	N	Nom Code	Description	Goods	Vat	Vat Inc	3000-G	Cost of Sales - Misc GENERAL	19.75	1	N
Code	Description/Comments	Goods	Vat	Inc																				
3000-G	Cost of Sales - Misc GENERAL	0.00	1	N																				
Nom Code	Description	Goods	Vat	Vat Inc																				
3000-G	Cost of Sales - Misc GENERAL	19.75	1	N																				

Quit
 Help/1
 Ok/2
 Remove/3
 Cancel/4
 Search/5
 Memo/6
 Header/7

The member will then be automatically taken to the next invoice in the list to be validated. Follow the same process as detailed above.

Function keys – purchase holding selection screen



<Quit> - Will quit the screen

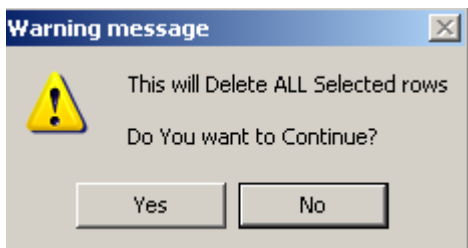
<Help/1> - Not yet available

<Validate/2> - Will take the member through to the batch header screen allowing validation of the transactions (and electronic matching if required) prior to posting to the purchase ledger.

Note: A message will display to the member where any transaction(s) selected for validation already exist on the ledger.



<Delete/3> - Highlight lines in the grid and click on <Delete/3> to remove them. Note: A message will display as below:



<Select All/4> - Will select all lines in the grid prior to either validation or posting.

<Search/5> - If the focus is either in the supplier code or the nominal code fields the member can perform a search.

<Enquiry/6> - Highlight a line and click on <Enquiry/6> and the original XML invoice/credit will display in the browser

<Update/7> - Selected lines will be posted to the purchase ledger when clicking on <Update/7>. No further validation will take place. The member MUST ensure

that they are happy with the document values prior to using this option as there is no 'Are You Sure?' message.

Note: A message will display to the member where any transaction(s) selected for posting already exist on the ledger.



<Display/9> - Click on <Display/9> to display any transactions in the holding area, i.e., having been processed via the process inbox but not yet posted to the ledger.

<Dup/10> - Clicking on <Dup/10> will mean that the system will perform a check to ensure that there are no duplicate transactions within the holding area, i.e., still to be posted. If there are any duplicates then they will be highlighted in red.

Please contact MAM Support Services on 01226 352903 if you have any further questions regarding reverse messages.