

How To Use Optimum Control EDI Import

EDI Invoice Import



This optional module will download digital invoices into Optimum Control, updating pricing, stock levels and account information automatically with the click of a button. Imagine, a 3 page invoice entered in as little as a couple of minutes. To enable this module please contact The Optimum Control Helpdesk or your sales person.

You will also need to contact your supplier to see if they can create EDI810 format or comma separated (.csv) and upload to an FTP server or email to you.

EDI Supplier Setup – General Set up



Once EDI feature is enabled:

1. Click **Purchasing| Suppliers**
2. In Supplier window click **EDI Setup**

Welcome to Invoice Import Wizard

Invoice Import Setup
Invoice Import Configuration

What type of file will you be importing?

EDI 810
 CSV

What extension are the files using?

Where are the invoice files located on your computer?
C:\TracRite\edi\Freds Food Supply\

What is the FTP connection information?

URL:

Username:

Password:

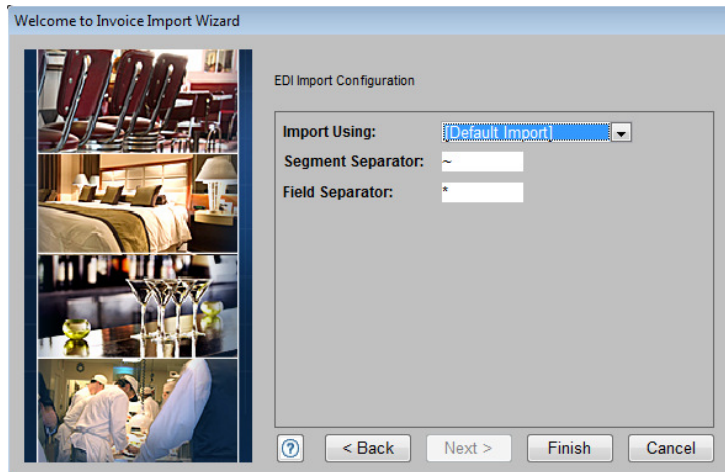
3. Select the format, either EDI or CSV.
4. Indicate the extension of the file – this tells Optimum Control what kind of files to look for. For example if the file extension is .810 enter 810 if .csv the enter csv
5. **File Path** - Enter the folder to download the EDI files to. This EDI folder is the folder that FTP will download files to. Make sure this folder exists and that you have rights to read and write to this folder. If you are having EDI files mailed to you then save the files to the folder you selected.

6. Indicate **FTP Server address** as supplied by your supplier representative
7. **User Name** - as provided by your Supplier representative
8. **Password** - as provided by your Supplier Rep.

Click Next

EDI Setup – EDI 810 Format

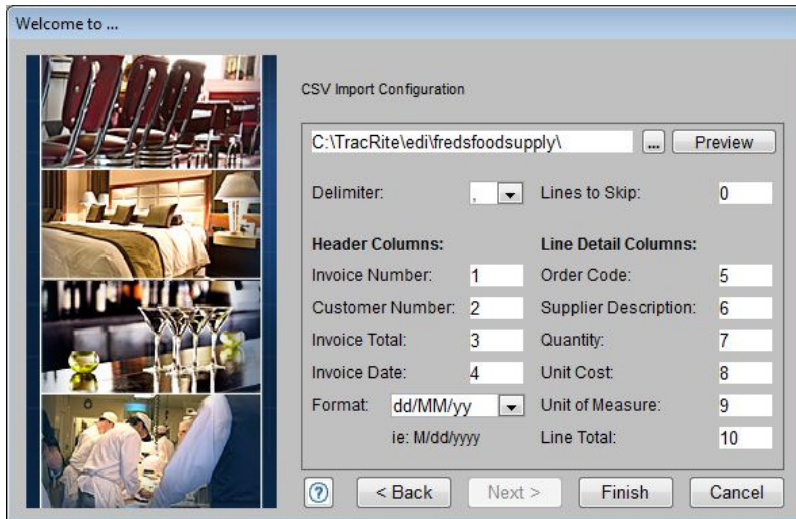
If you chose EDI 810 format on the General Settings for EDI then you need to follow these steps



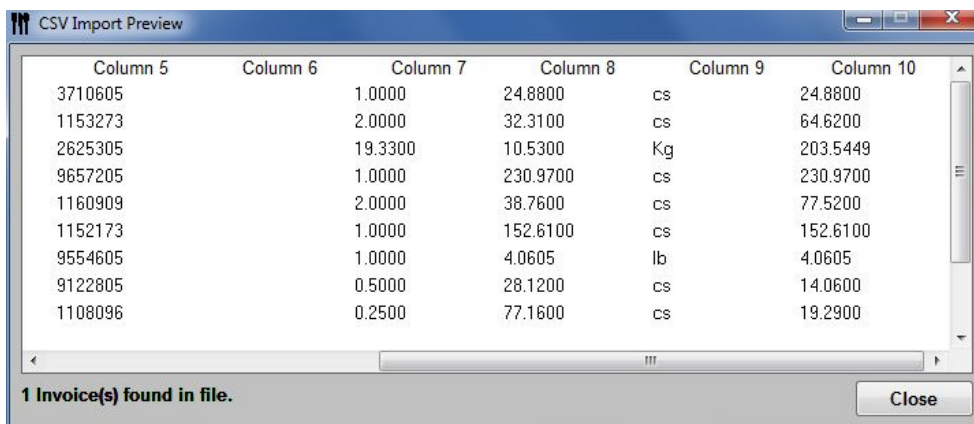
1. Indicate the format – Choose the appropriate format for your supplier
2. Segment separator - If needed, select the segment separator. **THIS IS SET BY DEFAULT SO CHANCES ARE YOU WILL NEED TO ADJUST THIS FIELD.**
3. Field Separator – As with Segment separator this is set by default. Advanced settings should not be adjusted except by qualified personnel. Please contact Tracrite Software.

EDI Setup – CSV Format

If your supplier exports csv files you can configure Optimum Control to read them. To set up the files for import, Click CSV as type of file and fill in the necessary information in the main EDI Setup window. Click Next



The first field is to locate where an existing file is located so that the information in the file can be viewed for setup purposes. Click preview to open this file to view columns.



Select Delimiter – this is a comma by default but there may be other types of delimiters including pipe (|) or tab.

Lines to skip – in some cases the supplier may include a header row so that if the file were opened in a spreadsheet the columns would be labeled. If this is the case indicate skip 1 row. You will see the header row on the preview. Note; the words column1, column2, etc are part of our setup and do not need to be ignored.

Header columns – these are the root information for the invoice

Invoice Number – indicate which row contains the invoice number or reference number

Customer Number – indicate the column that contains your customer number, this must match exact to what you have entered into the Supplier window

Invoice Total – the column indicating the total for the invoice

Invoice date – indicate the column containing the date

Date format – have a close look at the file and indicate the format. We have indicated a few formats but you can type in the format as well. D means day, M means month and y is year.

Line Detail Columns – these columns list the item details

Order Code – Indicate the row that contains the order code

Supplier Description – Indicate the supplier description column number

Quantity – Indicate column number for quantity purchased

Unit Cost – Indicate the Unit cost column

Unit of measure – indicate the unit of measure column number

Line Total – Indicate the line total column number

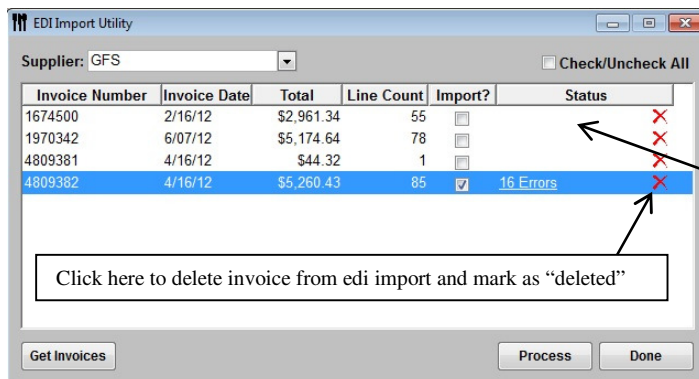
Once all choices are complete click Finish

Importing EDI and CSV Files

To import EDI invoices

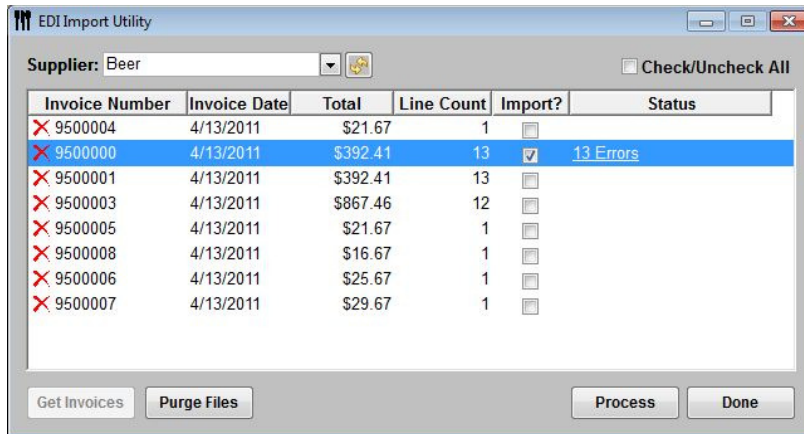
1. Click **Purchasing|EDI Invoice Import**
2. Select the supplier from the drop down list, only suppliers that have EDI component set up in your system will be listed
3. Click **Get Invoices** - Optimum Control will access supplier FTP server through the internet and download files to the EDI folder you have indicated in [setup](#) (in some cases you may simply have invoices emailed to you, in this case save files to the folder specified in the supplier edi setup folder and they will appear.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]



Status will indicate

- Success – Invoice saved
- Errors – click to see and repair
- Invoice Not in Balance – double click on row to open in invoice window. Most likely a tax to be entered.
- Imported – a completed invoice



4. A listing of invoices will appear. Select the invoices you wish to process by placing a checkmark in the **Import?** Box. Click **Process**.
5. An error message indicating number of errors on the invoice will be indicated. Review the errors to finalize the save of invoice. Click the errors to identify and fix any errors. See [EDI Import errors](#)

Some Errors you may be presented with:

- **Order Code does not exist for this supplier** - either the item does not exist and must be added to the database or a new case size will need to be added to an existing item.
- **Imported UOM does not match the Purchase or Case UOM for this item** - error checking looks to the purchase unit or the case unit for the item, if they do not match then error will be listed.

Correcting EDI Import Errors



To fix Import Errors – it is **IMPORTANT** that you have the **Printed Invoice** so you can properly repair errors.

Once you have clicked **Process**, there may be a link presented indicating the number of errors encountered. Click the link to proceed to a window to view and correct errors.

For example,

- **"Order code not found"** which could mean the item does not exist in the database or just the order code has been changed or a different pack size has been substituted.
- **Imported description does not match Suppliers item description** – an easy fix. This just means that the item has been found but because the description is being analyzed it is not matching the description. Could be even one character different if the supplier has changed. To fix this click modify case size and delete the existing case description and the new one will be copied to the system on save.
- **An item has no case information and is a delivery or tax item.** For this you can click General expense and select the GL Account to assign to.
- An item is an expense such as cleaning supplies or smallwares

Item Descrip	Order Code	Qty	Line Total	
WATER SPRING NATURAL PET ...	1493506	2.000 CA	8.98	[Select Option]
Case Description does not match imported description.				
DRINK HOT CHOCOLATE INST...	7880156	1.000 ea	10.48	[Select Option]
Imported UOM does not match case size's Purchase UOM or Case UOM.				
TOPPING STRAWBERRY RICH	1256366	1.000 CA	42.27	[Select Option]
Order Code not found for supplier.				
TOMATO GRAPE	1307206	1.000 CA	22.85	[Select Option]
Imported UOM does not match case size's Purchase UOM or Case UOM.				
CELERY PREMIUM	1383716	1.000 CA	20.24	[Select Option]
Order Code not found for supplier.				
STRAWBERRY	1416706	1.000 CA	19.10	[Select Option]
Order Code not found for supplier.				
ORANGE 6CT	1865206	1.000 CA	6.56	[Select Option]
Imported UOM does not match case size's Purchase UOM or Case UOM.				
CELERY STICK	2285916	2.000 ea	15.60	[Select Option]
Imported UOM does not match case size's Purchase UOM or Case UOM.				

Click to select option

- Add case size
- Modify Case size
- General Ledger
- Ignore

Options:

Create new item - this choice will open the items window in NEW mode and with information in the supplier portion of the window already populated. Take note that the description for the item is in the Supplier item description, allowing you to cut and paste the name of the item to the Item Description field. This description is important for future EDI imports as the supplier item description is looked at before the Item Description for error checking. You will have to indicate the Recipe unit, identify the case unit and the amount per case unit. see [Entering items](#)

Add new Case size - Optimum Control will ask you to select an item to which you want to add the case size to. Again, you will be asked to enter the case size and secondary units. **READ THE INVOICE CAREFULLY TO MAKE SURE THE CASE SIZE YOU ARE ENTERING IS CORRECT.**

Modify case size - in some cases, when the message "Order code does not exist" you may wish to modify the existing case size and change the order code to the new coder code. Again, double check to make sure the case size is correct.

General Expense - if the item listed is not an inventory item and should be listed under general expense, select General Expense and a listing of accounts will be presented. Choose the account and click OK, this item will be places in the Expense portion of the saved invoice.

Ignore - choose this option to Ignore the error and fix at a later time. the item will be saved as a general account expense, you can then open the invoice window at a later time and make the changes. **IT IS IMPORTANT THAT YOU EITHER REPAIR ERRORS OR OPEN THE INVOICE AND MAKE THE NECESSARY CHANGES TO CORRECT THE ITEMS, OTHERWISE INVOICE WILL NOT BE SAVED.**

NOTE: Your supplier may have indicated that the case unit is CA rather than cs. To associate the CA with your case units. Choose Supplier from upper menu and select your supplier and click UOM Alias. Select Case from drop down on left and indicated alias of CA.

Click Reprocess to make sure all errors have been dealt with.