



DDMS[®]/DDMSPLUS[®]: Setting Up & Receiving Electronic Invoices for S.P. Richards[™]

Updated May 2022



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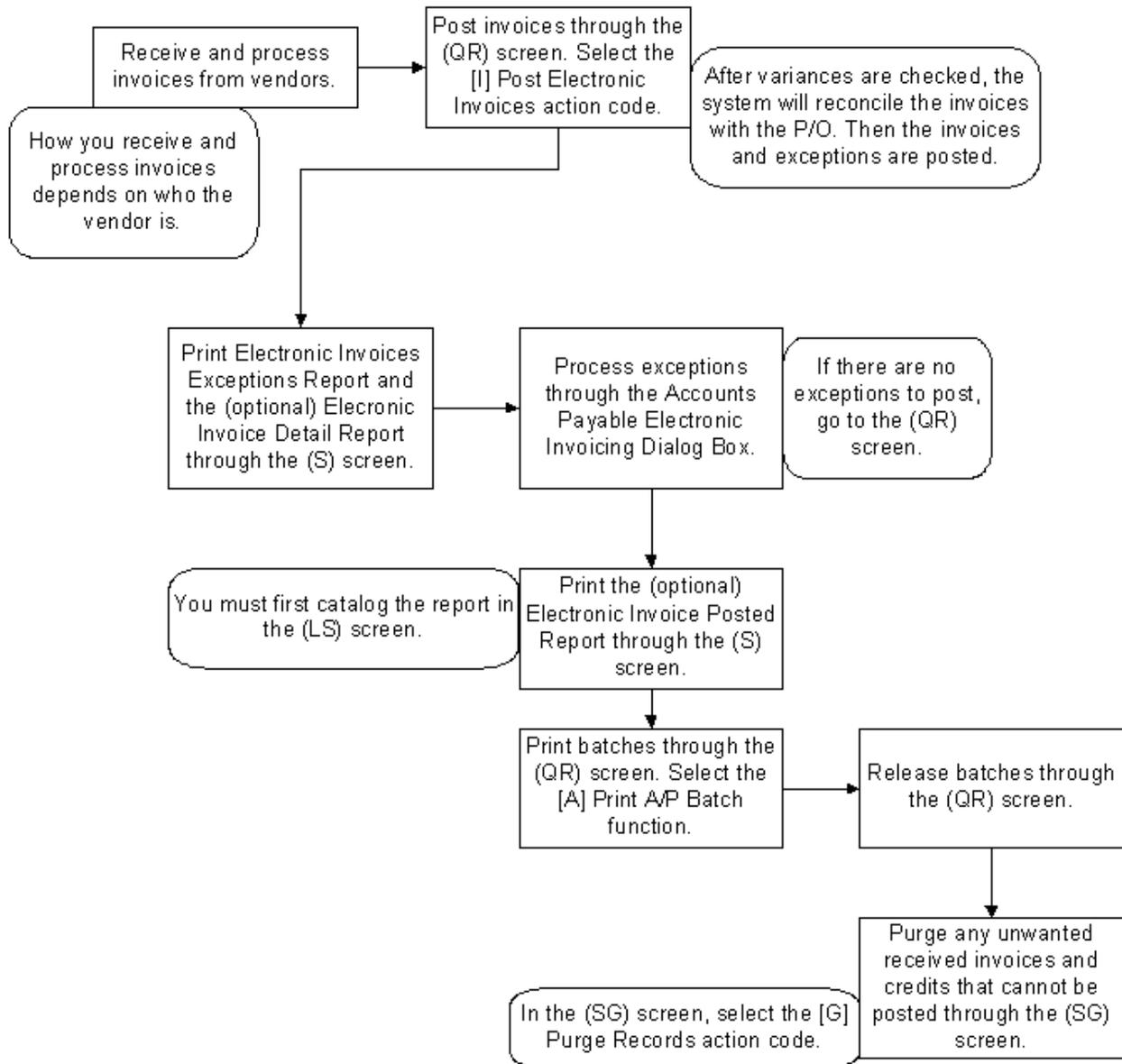
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About Electronic Invoicing

Electronic invoicing lets PSN dealers accept electronic invoices from vendors. This electronic link allows paperless transactions and bridges the gap between your system and vendors' various computer systems.

Getting started with Electronic Invoicing is easy. Once the setup is complete, you can receive and process A/P invoices through the DDMS® (SG) Communications screen. Invoices are reconciled and posted through the (QR) Accounts Payable Reports screen using the [I] Post Electronic Invoices function. For posting instructions, see [Posting Electronic Invoices](#).

The Flow of Electronic Invoicing



Before You Begin

You must be set up for PSN. For more information, see [Setting Up and Using the S.P. Richards PSN](#).

Setting Up Your Parameters

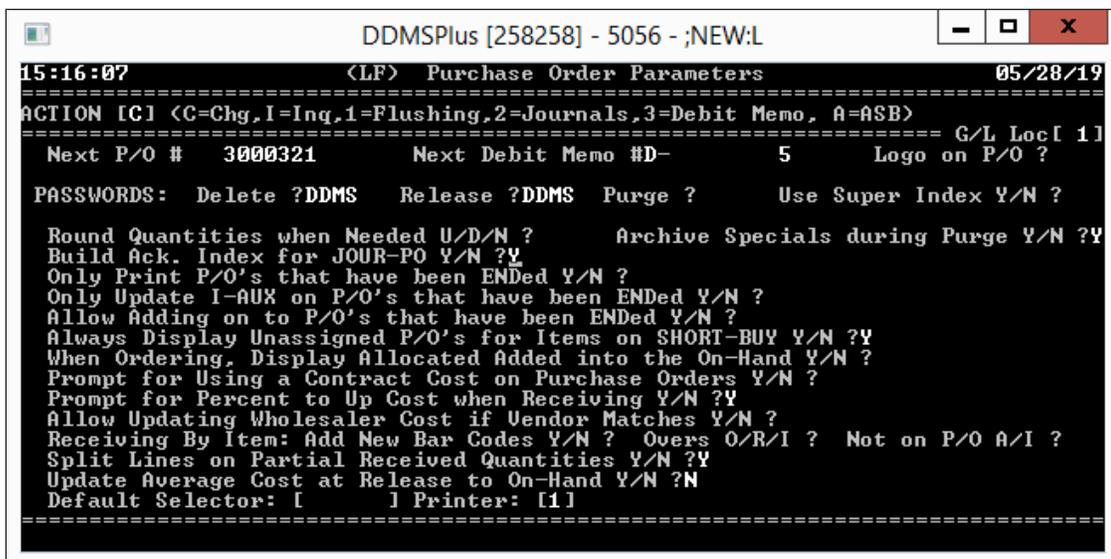
Once the software is loaded, configure your system by setting parameters in the following screens.

Setting Up the (LF) Screen

You must set up the Build Acknowledgment Index For JOUR-PO field in the (LF) Purchase Orders screen. Use this field to create an index file to match the received invoices against the original purchase orders. The JOUR-P-ACK file is built when you purge your completed purchase orders to the JOUR-PO file or when you reindex the JOUR-PO file from the (SR) Purchase Order Reports screen.

To set up the (LF) screen, do the following:

1. From the text-based Master Menu, type **LF** to open the (LF) screen.
2. In the (LF) screen, select the [C] Chg action code.
3. Tab to the Build Acknowledgment Index For JOUR-PO field and type **Y**.



4. When finished, press Enter.

Setting Up the (LF2) Screen

The (LF2) P/O Journals Parameters screen lets you specify the names and locations of journalized P/O files. This list is used when invoices are received via PSN from vendors.

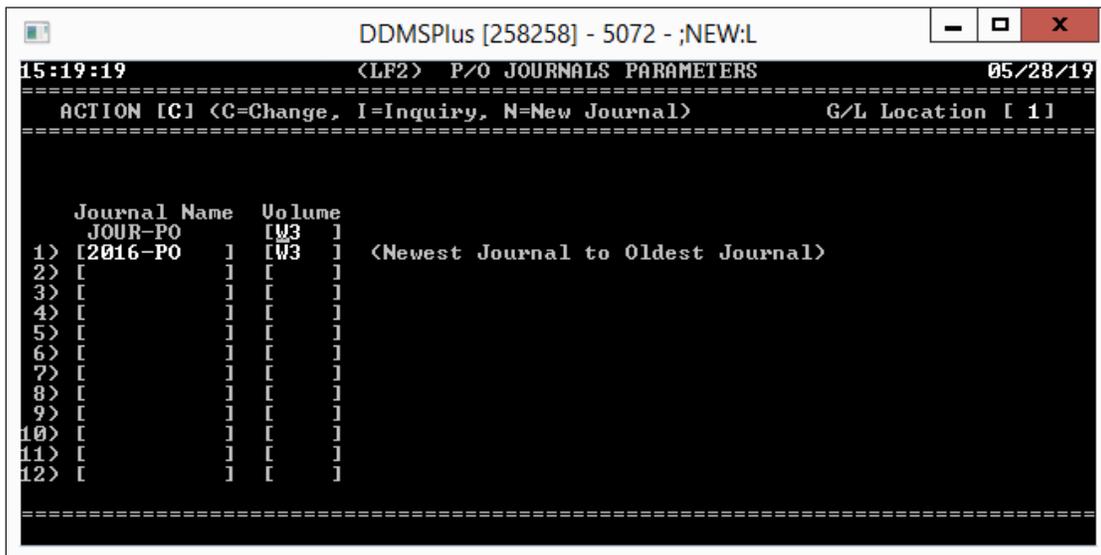
Note: When adding new journals to the (LF2) screen, the P/O journal in the 1) field of the Journal Name column moves to the 2) field, the journal in the 2) field moves to the 3) field, and so on. If there is a journal in the 12) field, it moves off the list.

To send the invoices to A/P, each invoice must be matched to its P/O. This list is used to find P/O locations. The file JOUR-PO is searched first. If the P/O(s) is not found, the next file on the list is searched. This second file is probably the most recent journalized file (the one from last month, for example). Enter only the journal names that are necessary. For example, to match on invoices from the past three months, only enter the journal names from that time period.

Note: The information in this screen only applies if you set the Match On P/O # box in the Vendor Electronic Invoice Parameters dialog box to Y or N.

To set up the (LF2) screen, do the following:

1. From the text-based Master Menu, type **LF** to open the (LF) screen.
2. In the (LF) screen, select the [2] Journals action code.
3. In the (LF2) screen, select the [C] Change action code.
4. In the G/L Location field, specify the general ledger location or press Enter to accept the default. The cursor moves to the Volume field.



5. The first field in the Journal Name column defaults to JOUR-PO. This file represents the current purchase order file. Press Tab to accept the default volume, or enter the volume serial where your JOUR-PO file is located and then press Tab.

Note: You must specify the volume serial where your JOUR-PO file is located.

6. Use the Journal Name field to list your purchase order files from most recent (at the top) to oldest (last on the list). You can list up to 12 journalized purchase order files.

In the Journal Name field, enter the name of the P/O file to add to the list. For example, you might have renamed your JOUR-PO from August to AUGPO. To add that file to the list, you would enter AUGPO. You can continue to enter journals and their corresponding volumes. Press Tab to move the cursor from one field to the next.

7. When finished, press Enter.

Setting Up the (LS) Screen

You should catalog the selectors INVPOS, INVDET, and INVEXC in the (LS) P/O Reports screen so you can print the reports from the (S) Purchase Order Selectors screen.

To set up the (LS) screen, do the following:

1. From the text-based Master Menu, type **LS** to open the (LS) screen.
2. In the (LS) screen, select the [C] Change action code.
3. In the G/L Location field, enter the location for which to catalog the report.

```

DDMSPlus [258258] - 5080 - ;NEW:L
15:20:37          (LS) P/O STANDARD REPORTS          05/28/19
=====
ACTION [C] <C=CHANGE, I=INQUIRY>   G/L LOCATION [ _1 ]
=====
SELECT  SUBTITLE  DESCRIPTION              REPORT TITLE
-----
SDUMMY  SELECT THE CLASSIC S SCREEN WITH #1  * * * CLASSIC REPORTS * * *
SA2     SAV-PURCHASE ORDER FORM             PURCHASE ORDER FORM
SA/REC  SAR-PURCHASE ORDER RECEIVE REPORT    P/O RECEIVING REPORT
POREC2  SAR-PURCHASE ORDER RECEIVE REPORT    P/O RECEIVING REPORT W/ INVOICE #'S
SA1     SA -PURCHASE ORDER ITEM REPORT       PURCHASE ORDER REPORT
OUTSTA  SA -UNRECEIVED PURCHASE ORDERS ONLY  OUTSTANDING PURCHASE ORDER REPORT
PRG-PO  SP -PURGE COMPLETED PURCHASE ORDERS  PURGE COMPLETED PURCHASE ORDERS
INUPOS  ELECTRONIC INVOICES POSTED           ELECTRONIC INVOICES POSTED
INVDET  ELECTRONIC INVOICE ITEM DETAIL        ELECTRONIC DETAIL REPORT
INVEXC  ELECTRONIC INVOICE EXCEPTIONS RPT.    ELECTRONIC INVOICE EXCEPT
TRANSM  SB -BATCH P/O TRANSMISSIONS          TRANSMIT PURCHASE ORDER TO UENDOR
RECEIU  SC -RECEIVE P/O TRANSMIT FROM UENDR  RECEIVE UENDOR ACKNOWLEDGEMENT
PRINT   SD -PRINT P/O RECEIPTS FROM UENDOR   PRINT P/O RECEIPTS FROM UENDOR
INTERA  SF -ON-LINE UENDOR COMMUNICATIONS    TALK TO WHOLESALER
  
```

4. Press Tab until the cursor moves to a blank line.
5. With your cursor on a blank line, type the report's name. There are three reports you can catalog:
 - **INVPOS** Electronic Invoice Posted Report
 - **INVDET** Electronic Invoice Detail Report
 - **INVEXC** Electronic Invoice Exceptions Report

6. The selector name and title appear at the bottom of the screen, along with the Catalog This prompt. Type **Y** or press Enter to catalog the selector.

The selector name, title, and description appear on the line where you entered the selector name, and the cursor moves to the next blank line so you can specify another selector to catalog.

7. Continue this process until you finish cataloging selectors, and then press Enter. For example, you would now type **INVDET**, then **INVEXC**. When you finish, the cursor returns to the Action field.

Note: If you do not press Enter when you finish cataloging selectors, your changes are not saved, and the selectors are not cataloged.

8. Press Esc twice to return to the Master Menu.

Setting Up the (L6C) Screen

Before you communicate with S.P. Richards, set up parameters in the (L6C) Sparco Ez-Order/Interactive screen. Contact S.P. Richards for more information about the settings in this screen.

1. From the text-based Master Menu, type **L** to open the (L) Parameters screen.
2. In the (L) screen, type **6** to open the (L6) Vendor & Wholesale Communications screen.
3. In the (L6) screen, type **C** to open the (L6C) screen.

4. Tab to the ASN field. Type **Y** to activate the Advanced Shipping Notices feature for S.P. Richards. Leave this field blank or type **N** to not activate it.
5. In the Inv field, type **Y** to set up S.P. Richards for Electronic Invoicing.
6. In the All Inv field, type **R** to set up all of your S.P. Richards accounts for Electronic Invoicing.
7. Press tab to move the cursor to the Pre-Recv field. Type **Y** to pre-receive the order.

Note: The purchase order is automatically pre-received when the acknowledgment prints. This updates the purchase order with the acknowledgment number. When you process the electronic invoice, you can match it to this number.

Setting Up the Vendor Electronic Invoice Parameters

You must set up the vendor electronic invoice parameters before using electronic invoicing.



1. From the Master Menu, double-click .
2. In the Vendor # box, enter the vendor number for S.P. Richards. The Code box shows the vendor code, and the Expense G/L # box shows the G/L account number, if it is set up.
3. Click . The Vendor Electronic Invoice Parameters dialog box opens.

4. In the Receivers Code ID # box, type **SPARCO**
5. In the Allow Auto Post box, type **Y** to automatically post invoices to A/P, or type **N** to disable auto-posting.

Note: For the following parameters to work, you must specify Y in the Allow Auto Post box.

6. In the A/P Batch box, enter the batch number to use to post S.P. Richards invoices.
7. In the Period box, specify which business period to use to post electronic invoices.
 - Type **C** to post them in the current business period. Go to **Step 9**.
 - Type **I** to post them by the invoice date.
 - Type **P** to post them by the purchase order receiving date.
8. In the Cutoff box, specify the last day to post to a previous business period for invoice date or purchase order receiving date. The Cutoff box only applies if you specified I or P in the Period box.

The date entered in the Cutoff box is up to and including the date specified. This only works for invoices from the previous month.

Suppose you receive an invoice dated July 29, and today is August 7. If you specify I in the Period box and 10 in the Cutoff box, the invoice posts to the prior business period. However, if today is August 11, the invoice posts to the current business period.

If the Cutoff box is blank, the invoice posts to the prior business period.

9. In the G/L Loc box, you can specify the location to which to post when using auto-posting.
 - Type **P** to post to the location in the JOUR-PO file for purchase order lines (preferred). Go to **Step 11**.
 - Type **M** to post to the location assigned to the terminal from which you are posting (the master location). Go to **Step 11**.



- Type **L** to enter the location to which to post.
10. If you set the G/L Loc box to L, enter the location to which to post in the corresponding Loc box. Otherwise, leave this box blank.
11. Use the Match On P/O # box to specify whether to match the invoice by acknowledgment number, to match by P/O, or not to match at all.
- Type **Y** to match on the P/O number.
 - Type **N** to match the invoice on the acknowledgment number but not the P/O number. If you are receiving invoices from a wholesaler, type **N**.
 - Type **O** to post the invoice without matching on anything.

Note: If you type **O**, the variances listed below still apply.

12. The Post A/P To Billing Acct # Vendor box lets you post invoices received to an account for S.P. Richards. This account is set up in the Acct # box in the Vendor Master tab. This means you can post invoices to the vendor account number that created the purchase order.
- Type **Y** to post invoices to the vendor account that created the P/O.
 - Type **N** if you are not posting invoices to the vendor account that created the P/O.

Note: The vendor's account number on the invoice must match the vendor's account number in the Acct # box in the Vendor Master tab to post this invoice to the proper vendor. The index is built using the combination of the Vendor # and Acct # boxes in the Vendor Master tab.

13. Using the Variances Invoice boxes, you can specify which invoice price differences to automatically post to A/P. There are three ways to determine whether an invoice's variance is acceptable or is an exception: by dollar amount, by the percentage of the invoice total, or both. If the invoice total exceeds the acceptable variance, an exception is created for the invoice. The invoice posts according to your response in the corresponding Post box. If the invoice is within the acceptable variance, it posts automatically.

Some price differences between you and the vendor are too small to track. However, we recommend that you track the larger price differences.

To set an invoice variance, do the following:

- 13.1 In the first Invoice box, enter the largest percentage of an invoice total that is an acceptable variance. If the vendor's bill exceeds your expected charge by more than this percentage, an exception is created for this invoice.
- 13.2 In the second Invoice box, enter the highest dollar amount that is an acceptable variance. If the variance is greater than this amount, an exception is created for this invoice.
- 13.3 In the corresponding Post box, specify whether to post invoices with variances.
- Type **Y** to post every invoice outside the variance.
 - Type **N** if you are not posting invoices outside the variance.
 - Type **U** to post the invoice only if the difference is less than the P/O.

14. Using the Variances Item boxes, specify which unit price differences automatically post to A/P. You can determine whether unit price differences are acceptable or exceptions by dollar amount, by the percentage of the unit price, or both. If the unit price exceeds the acceptable variance, an exception is created. The invoice posts according to your response in the corresponding Post box. If the unit price is within the acceptable variance, the invoice posts automatically.

To set a unit price variance, do the following:

- 14.1 In the first Item box, enter the largest percentage of the unit price that is an acceptable variance. If the vendor's unit price exceeds your expected unit price by more than this, an exception is created.
- 14.2 In the second Item box, enter the greatest dollar amount that is an acceptable variance. If the variance is greater than this, an exception is created.
- 14.3 In the corresponding Post box, specify whether to post invoices with variances.
- Type **Y** to post every invoice outside the variance.
 - Type **N** if you are not posting invoices outside the variance.
 - Type **U** to post invoices only if the difference is less than the P/O.
15. Use the Update P/O Cost box to determine whether to update the journal cost in the JOUR-PO file. The cost is only updated if there are no variances specified or if the cost falls within the variances specified.
- Type **Y** to update the purchase order cost.
 - Type **N** if you are not updating the purchase order cost.
16. In the Hold Invoices In These Cases Excessive Qtys box, specify whether to automatically post invoices when the invoice quantity is greater than the received quantity on the P/O.
- Type **Y** to automatically hold the invoices when the invoice quantity is greater than the received quantity on the purchase order. (This is recommended for wholesalers.)
 - Type **N** to post the invoices even when the invoice quantity is greater than the received quantity on the purchase order. (This is recommended for manufacturers.)
17. In the Hold Invoices In These Cases Excessive Line Item box, specify whether to automatically post invoices when there is at least one item on the invoice that is not on the purchase order. In other words, when there are more items on the invoice than on the purchase order.
- Type **Y** to automatically hold the invoices when there are items on the invoice that are not on the purchase order. Invoices post only if the totals on the P/O match the invoice totals.
 - Type **N** to post the invoices, even if there are items on the invoice that are not on the purchase order. All invoices with totals that match the P/O totals are posted and show up as a Q exception. No aliases are added for mismatched items.
18. The Additional Charges Code box specifies surcharges. For example, there may be charges for wrap and label, freight, and small orders. These codes are predefined by the vendor.

In the Code boxes, you can specify up to 10 three-character codes that correspond to charges from the vendor. For example, the vendor may assign freight charges an F type code.

The first Code box (blank) is for charges that do not fit in other codes.

The following is a list of the codes and their descriptions to use in the Additional Charges boxes. Enter the code in the Code box and the description information in the Description box.

Code	Description
A	Freight Allowance
T	Sales Tax
H	Handling Charge
F	Freight Charge
O	Other Charge

19. In the Additional Charges G/L # box, specify the general ledger account to which to post this charge. For example, enter the G/L# for freight.
20. In the Additional Charges Stop box, specify how to post transactions for each general ledger account.
 - Type **Y** to treat the transaction as an exception rather than automatically posting it.
 - Type **N** to automatically post the charge.
 - Type **E** to automatically post the charge and report the transaction as an exception.
21. The Additional Charges Description box is user-defined. Use this box to enter a description of the type code. Using the previous example, you would type **Freight Charge** in the description box.
22. When you finish, click Exit.
23. Click .

Building the Indexes

You must build indexes to incorporate the information you added to DDMS.

Building the PO Acknowledgment Index

1. From the text-based Master Menu, type **SR** to open the (SR) Purchase Order Reports screen.
2. In the (SR) screen, select the [R] Reindex action code.
3. In the Reindex field, type **Y**.
4. In the From File field, make sure the file name is JOUR-PO. This reindexes your JOUR-PO file.
5. Press Enter.

Note: If the file name is not JOUR-PO, type JOUR-PO. Press Tab, and type the correct volume for your JOUR-PO file. Press Enter.

6. At the Are You Sure prompt, type **Y**.

```

DDMSPlus [258258] - 5104 - ;NEW:SO
15:33:13      (SR) Purchase Order Reports  rev. (05/02/19)      05/28/19
=====
A. Print P/O's.  P/O Form Format Y/R/B/S ?.  Past Due Y/N ?.  Outstanding Y/N ?.
B. Transmit P/O To Uendor          Send Special Codes ?.
C. Receive P/O Transmission From Uendor.          A=Azerty      J=Emco
D. Print P/O Receipts From Uendor.  Delete File Y/N ?.  C=Sparco      R=Synnex
F. Talk To Wholesaler.              Who ?.  D=Daisytek
I. Receive Electronic Invoice/ASN      Wholesaler ?.  E=Whl-Grp
                                           F=United
E. Backorder Reports.                Short Buy Report Y/N ?.
  Keep Short Buy File for P/O's ?.  Print All ?.  Match Against P/O's A/E ?.
M. Debit Memo Report.
P. Purge Purchase Orders.            Archive Purge to Journal Y/N/D ?.
  From File [JOUR-PO  ] Vol. [W3  ]          E=Dept
  To File [          ] Vol. [      ]          D=Date   P=Prefix  U=Uendor
  Up to Receive Date  ..../..           S=Slsn  R=Route  N=Item Nbr
R. Inquire or Report on Archive  Reindex Y/N ?Y  C=Cust  L=Class  I=Invoice
S. Compare Uendor Purchases with Daisytek  Sort Codes 1(<.), 2(<.), 3(<.)

  P/O Numbers #..... To #.....
  Uendor Nbr  #..... To #.....
Request [R]   Location ? 1   Printer ?P1   COPIES ? 1   Totals Only ?N Y/N
ARE YOU SURE Y/N ?N
  
```

Building the V-EIP Index in DDMS

For instructions on building the V-EIP Index in DDMSPLUS®, see the next heading.

1. From the text-based Master Menu, type C to open the (C) Vendor Master screen.
2. In the (C) screen, select the [R] Reindex action code.
3. Enter your password, if required.
4. At the Are You Sure prompt, type Y.

Building the V-EIP Index in DDMSPLUS

1. From the text-based Master Menu, type PR to open the (PR) Vendor Reports screen.
2. In the (PR) screen, select the [X] Reindex action code.
3. Enter your password, if required.
4. At the Are You Sure prompt, type Y.

Using Electronic Invoicing

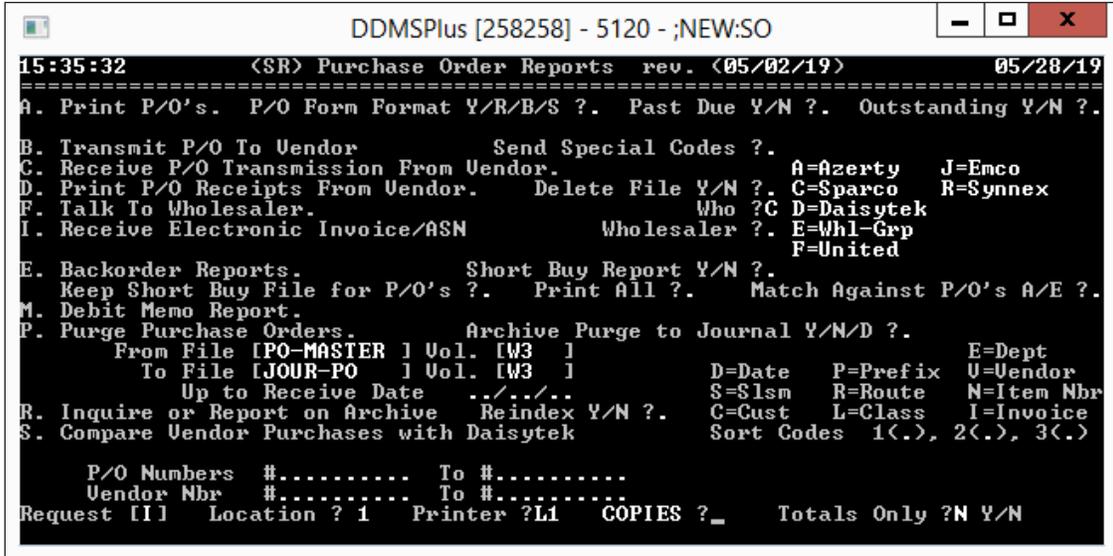
You can receive files from S.P. Richards that process automatically. Then, you post the electronic invoices.

Receiving Files from S.P. Richards

Use the (SR) screen to receive files using batch communication.

1. From the text-based Master Menu, type SR to open the (SR) screen.
2. In the (SR) screen, type I in the Request field.
3. Tab to the Who field and type C.
4. In the Location field, press Enter to accept the default or enter another G/L location number.

5. In the Printer field, press Enter to accept the default.
6. In the Copies field, press Enter.



7. At the Are You Sure prompt, type Y. The (SIC) Sparco Invoice Receive screen displays. The information in this screen comes from the (L6C) screen.
8. The invoice dates that are available to be received appear in the middle of the screen. (The date of the invoice defaults to the day before the system date.) To accept the highlighted date, press Enter. To select a different invoice date, press Tab to highlight the appropriate field and press Enter.
9. When you select the invoice date, the cursor moves to the Download And Process field. You can download invoices, process invoices, or download and process the invoices. (To go back to the date fields, press Esc.) To select an option, tab to the appropriate field and type X.
 - 9.1 To begin processing invoices immediately, select Download and Process. We recommend selecting this option.
 - 9.2 To download invoices to your system without processing them, select Download Only.
 - 9.3 To process a file previously downloaded, select Process Only.

Posting Electronic Invoices

Invoices are reconciled and posted through the (QR) screen and exceptions are processed through the Accounts Payable Posting window. For complete instructions, see [Posting Electronic Invoices](#).